

*Board of Trustees  
Meeting*

*February 5, 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, February 5, 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 551.073 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.
  - b. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation.
- IV. Reconvene in Open Meeting**
- V. Review Status of BAT/BSN Process and Next Steps**
- VI. Discuss Federal Financial Aid Appeal and Settlement**
- VII. Discuss Participation with Construction Collaborative Consortium**
- VIII. Update on Closure of Athletic Programs**
- IX. Update on Enrollment**
- X. Review of Board Bylaws**
- XI. Review of Calendar**
- XII. General Discussion of Meeting Items**
- XIII. 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, February 2, 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.

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, February 5, 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**
  - Energy Awards Recognitions Bryan Jones
  - Recognition of the 2017-2018 Excellence Award and Minnie Piper Recipients Laurel Williamson
  - Recognition of Tom Arrington Being Named to National Junior College Athletic Association Baseball Hall of Fame Allatia Harris
- V. Student Success Presentations**
  - See to Succeed Update Van Wigginton
  - Distance Education Update Niki Whiteside
  - High School Capture Rate Update George González
  - Graduation Rates and Awards Update 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
  - a. November 2017
  - b. December 2017
- B. San Jacinto College Foundation Financial Statements
  - a. November 2017
  - b. December 2017
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes

## **ACTION ITEMS**

- IX. Consideration of Approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Membership in the Construction Careers Collaborative for Construction of the Central Campus Welcome Center**
- XI. Consideration of Approval to Grant Utility Easements**
- XII. Consideration of Approval of Agreements with University of Houston – Downtown**
- XIII. Consideration of Approval of Policy VII.7001.A: Public Relations – Second Reading**
- XIV. Consideration of Approval of Policy VII.7002.A: Alcohol Usage at Events on College Property – Second Reading**
- XV. Consideration of Approval of Policy III.3008.A: Use of College Owned or Leased Vehicles – First Reading (Information only)**
- XVI. Consideration of Approval of Policy Rescissions – First Reading (Information Only)**
- XVII. Consideration of Approval of Policy IV.4003.A: Filing Vacancies – 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 December 11, 2017 Board Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations and Extra Service Agreements**
- D. Approval of the Affiliation Agreements**
- E. 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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B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

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**SJCD Financials**  
**November 2017**

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

<u>Assets</u>	<u>2017</u>	<u>2016</u>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 64,148,287	\$ 58,713,608
Accounts receivable - taxes	93,277,538	91,576,708
Accounts receivable	17,157,136	16,935,930
Deferred charges	969,829	950,358
Inventories	363,167	443,645
Total current assets	<u>175,915,957</u>	<u>168,620,249</u>
<b>Noncurrent assets:</b>		
Restricted cash and cash equivalents	162,737,813	194,356,323
Capital assets, net	432,236,610	418,580,162
Total noncurrent assets	<u>594,974,423</u>	<u>612,936,485</u>
Total assets	<u>770,890,380</u>	<u>781,556,734</u>
<b>Deferred outflows of resources:</b>		
Deferred outflow related to pensions	6,924,946	11,560,249
Deferred outflow related to defeased debt	11,363,499	-
Total deferred outflows of resources	<u>18,288,445</u>	<u>11,560,249</u>
<b>Liabilities</b>		
<b>Current liabilities:</b>		
Accounts payable	9,238,134	10,157,184
Accrued liabilities	5,490,412	5,546,676
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	89,736,642	88,042,290
Total current liabilities	<u>106,747,976</u>	<u>106,358,773</u>
<b>Noncurrent liabilities:</b>		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	480,237,769	485,744,367
Total noncurrent liabilities	<u>512,127,912</u>	<u>515,686,492</u>
Total liabilities	<u>618,875,888</u>	<u>622,045,265</u>
<b>Deferred inflows of resources -</b>		
Deferred inflow related to pensions	<u>3,795,258</u>	<u>4,122,366</u>
<b>Net assets</b>		
Beginning of year	164,328,451	166,844,720
Current year addition	2,179,228	104,632
Total net position	<u>\$ 166,507,679</u>	<u>\$ 166,949,352</u>



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2017

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/16	% of 8/31/17 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 49,035,178	\$ 15,811,259	32.24	\$ 14,746,060	29.88
Local Taxes - Maintenance & Operations	66,740,000	388,372	0.58	137,817	0.21
Local Taxes - Debt Service	28,583,724	358,267	1.25	176,231	0.66
Credit Tuition	46,384,109	31,431,840	67.76	30,983,596	67.98
Credit Fees	15,210,000	10,376,403	68.22	9,896,004	65.15
Credit Exemptions & Waivers	(5,670,000)	(3,625,727)	63.95	(3,203,798)	65.77
Bad Debt	(1,800,000)	(450,000)	25.00	(587,695)	43.60
Continuing Professional Development	5,041,723	1,397,033	27.71	1,514,900	27.48
Sales & Services	1,869,775	601,822	32.19	629,129	135.36
Investment Income	500,000	571,673	114.33	235,955	62.07
Auxiliary Services	3,535,367	1,178,420	33.33	1,172,981	35.47
Grants	59,264,747	22,091,594	37.28	20,874,558	41.15
Local Grants	2,675,632	786,068	29.38	1,041,822	51.77
Total	<u>271,370,255</u>	<u>80,917,024</u>	<u>29.82</u>	<u>77,617,560</u>	<u>30.10</u>
<b>EXPENDITURES:</b>					
Instruction	71,269,289	20,798,887	29.18	20,037,283	26.05
Public Service	5,504,655	1,533,365	27.86	1,236,031	18.84
Academic Support	22,507,981	5,915,475	26.28	5,159,817	27.42
Student Services	15,852,877	3,813,805	24.06	3,493,159	21.41
Institutional Support	82,730,684	15,697,712	18.97	16,802,140	27.51
Physical Plant	18,130,094	3,776,907	20.83	3,617,454	21.69
Scholarships and Fellowships	51,780,653	21,639,572	41.79	21,355,400	44.99
Auxiliary Enterprises	4,251,639	1,302,258	30.63	1,363,675	32.50
Depreciation	22,000,000	4,694,240	21.34	4,544,047	24.64
Capital Purchases	-	(434,425)	-	(96,078)	2.74
Total	<u>294,027,872</u>	<u>78,737,796</u>	<u>26.78</u>	<u>77,512,928</u>	<u>29.48</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(4,041,220)	(166,980)	-	(270,187)	-
Transfers Out	4,041,220	166,980	-	270,187	-
Net Increase (Decrease) in Net Position	<u>\$ (22,657,617)</u>	<u>\$ 2,179,228</u>		<u>\$ 104,632</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2017

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/16</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 38,785,178	\$ 12,998,006	33.51	\$ 12,200,619	33.45
Local Taxes - Maintenance & Operations	66,740,000	388,372	0.58	137,817	0.21
Credit Tuition	44,569,109	30,120,422	67.58	29,673,929	67.63
Credit Fees	15,210,000	10,376,403	68.22	9,896,004	65.15
Credit Exemptions & Waivers	(5,670,000)	(3,625,727)	63.95	(3,203,798)	65.77
Bad Debt	(1,800,000)	(450,000)	25.00	(587,695)	43.60
Continuing Professional Development	5,041,723	1,397,033	27.71	1,514,900	27.48
Sales & Services	1,869,775	598,822	32.03	591,503	353.62
Investment Income	500,000	154,902	30.98	35,352	10.18
Total	<u>165,245,785</u>	<u>51,958,233</u>	<u>31.44</u>	<u>50,258,631</u>	<u>31.37</u>
<b>EXPENDITURES:</b>					
Instruction	67,824,176	19,413,155	28.62	18,764,957	26.80
Public Service	4,894,412	1,360,351	27.79	1,071,705	18.59
Academic Support	14,190,380	4,084,936	28.79	3,966,379	31.40
Student Services	15,186,162	3,339,532	21.99	3,138,356	22.07
Institutional Support	40,979,341	9,885,748	24.12	10,536,701	28.02
Physical Plant	18,130,094	3,776,907	20.83	3,617,454	21.69
Total	<u>161,204,565</u>	<u>41,860,629</u>	<u>25.97</u>	<u>41,095,552</u>	<u>26.19</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	(850)	-	(850)	-
Transfers Out	4,041,220	166,980	-	252,324	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 9,931,474</u>		<u>\$ 8,911,605</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2017

Federal Restricted Funds

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/16	% of 8/31/17 Actual
<b>REVENUES:</b>					
Grants	\$ 54,851,671	\$ 20,949,876	38.19	\$ 20,026,556	42.03
Total	<u>54,851,671</u>	<u>20,949,876</u>	<u>38.19</u>	<u>20,026,556</u>	<u>42.03</u>
<b>EXPENDITURES:</b>					
Instruction	570,296	104,657	18.35	126,678	32.64
Public Service	264,272	44,746	16.93	56,512	26.93
Academic Support	6,979,146	1,500,929	21.51	849,068	20.09
Student Services	236,179	103,218	43.70	59,469	19.98
Institutional Support	967,237	211,534	21.87	229,314	19.31
Scholarships and Fellowships	45,834,541	18,984,792	41.42	18,705,515	45.22
Total	<u>54,851,671</u>	<u>20,949,876</u>	<u>38.19</u>	<u>20,026,556</u>	<u>42.01</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2017

State Restricted Funds

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/16	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 2,813,253	27.45	\$ 2,545,441	19.78
Grants	4,413,076	1,141,718	25.87	848,002	27.54
Total	<u>14,663,076</u>	<u>3,954,971</u>	<u>26.97</u>	<u>3,393,443</u>	<u>21.27</u>
EXPENDITURES:					
Instruction	2,793,978	1,243,845	44.52	1,129,975	17.66
Public Service	102,746	87,256	84.92	64,642	15.99
Academic Support	620,657	296,671	47.80	264,026	14.83
Student Services	402,596	350,802	87.13	290,286	16.40
Institutional Support	8,478,277	982,080	11.58	917,388	27.92
Scholarships and Fellowships	2,264,822	994,317	43.90	727,126	31.43
Total	<u>14,663,076</u>	<u>3,954,971</u>	<u>26.97</u>	<u>3,393,443</u>	<u>21.27</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 Three Months Ended November 30, 2017

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/16</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,675,632	\$ 786,068	29.38	\$ 1,041,822	51.77
Total	<u>2,675,632</u>	<u>786,068</u>	<u>29.38</u>	<u>1,041,822</u>	<u>51.77</u>
EXPENDITURES:					
Instruction	80,839	36,592	45.27	13,977	16.84
Public Service	243,225	41,012	16.86	43,172	23.64
Academic Support	717,798	32,939	4.59	80,344	44.25
Student Services	27,940	4,476	16.02	5,048	20.80
Institutional Support	23,680	2,508	10.59	16,116	22.39
Scholarships and Fellowships	1,866,290	704,114	37.73	949,335	56.55
Total	<u>2,959,772</u>	<u>821,641</u>	<u>27.76</u>	<u>1,107,992</u>	<u>49.86</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(302,004)	(42,292)	-	(78,643)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 17,864</u>	<u>\$ 6,719</u>		<u>\$ (5,390)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2017

27 Texas Public Education Grant

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/16	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 1,311,418	72.25	\$ 1,309,667	77.06
Total	<u>1,815,000</u>	<u>1,311,418</u>	<u>72.25</u>	<u>1,309,667</u>	<u>77.06</u>
EXPENDITURES:					
Scholarships and Fellowships	1,815,000	956,349	52.69	973,424	46.01
Total	<u>1,815,000</u>	<u>956,349</u>	<u>52.69</u>	<u>973,424</u>	<u>46.01</u>
TRANSFERS AMOUNG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 355,069</u>		<u>\$ 336,243</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2017

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/16</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 3,000	-	\$ 37,626	12.65
Total	<u>-</u>	<u>3,000</u>	<u>-</u>	<u>37,626</u>	<u>12.65</u>
EXPENDITURES:					
Instruction	-	638	-	1,696	-
Student Services	-	15,777	-	-	-
Total	<u>-</u>	<u>16,415</u>	<u>-</u>	<u>1,696</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (13,415)</u>		<u>\$ 35,930</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2017

Auxiliary Enterprises

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/16	% of 8/31/17 Actual
<b>REVENUES:</b>					
Sales & Services	\$ 45,000	\$ 17,142	38.09	\$ 17,929	16.60
Auxiliary Services	3,490,367	1,161,278	33.27	1,155,052	36.11
Total	<u>3,535,367</u>	<u>1,178,420</u>	<u>33.33</u>	<u>1,172,981</u>	<u>35.47</u>
<b>EXPENDITURES:</b>					
Non-Instructional Labor	808,850	198,490	24.54	205,904	28.40
Benefits	190,526	112,632	59.12	112,705	25.46
Supplies	1,392,022	185,995	13.36	211,058	36.77
Travel	255,283	107,186	41.99	72,402	13.61
Contracted Services	412,182	68,628	16.65	89,036	31.55
Scholarships and Fellowships	1,192,226	629,327	52.79	666,064	40.83
Utilities	550	-	-	6,506	-
Total	<u>4,251,639</u>	<u>1,302,258</u>	<u>30.63</u>	<u>1,363,675</u>	<u>32.50</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(716,272)	(123,838)	-	(190,694)	-
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 Three Months Ended November 30, 2017

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/16</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES</b>					
Investment Income	\$ -	\$ 416,771	-	\$ 200,603	607.76
Local Taxes - Debt Service	<u>28,583,724</u>	<u>358,267</u>	<u>1.25</u>	<u>176,231</u>	<u>0.66</u>
Total	<u>28,583,724</u>	<u>775,038</u>	<u>-</u>	<u>376,834</u>	<u>1.41</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>32,282,149</u>	<u>4,615,842</u>	<u>14.30</u>	<u>5,102,621</u>	<u>26.96</u>
Total	<u>32,282,149</u>	<u>4,615,842</u>	<u>14.30</u>	<u>5,102,621</u>	<u>26.96</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,022,944)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ (3,840,804)</u>		<u>\$ (4,725,787)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2017

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/16</u>	<u>% of 8/31/17 Actual</u>
<b>EXPENDITURES</b>					
Depreciation	\$ 22,000,000	\$ 4,694,240	21.34	\$ 4,544,047	24.64
Capital Purchases	-	(434,425)	-	(96,078)	-
Total	<u>22,000,000</u>	<u>4,259,815</u>	<u>-</u>	<u>4,447,969</u>	<u>29.79</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (4,259,815)</u>		<u>\$ (4,447,969)</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2017

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>11/30/16</u>
<b>REVENUES:</b>			
Investment Income	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>
<b>EXPENDITURES:</b>			
Bond Programs	<u>-</u>	<u>6,933,679</u>	<u>4,455,897</u>
Total	<u>-</u>	<u>6,933,679</u>	<u>4,455,897</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (6,933,679)</u>	<u>\$ (4,455,897)</u>



## Monthly Investment Report

November 30, 2017



# Is the World Getting Flatter - the Curve Is

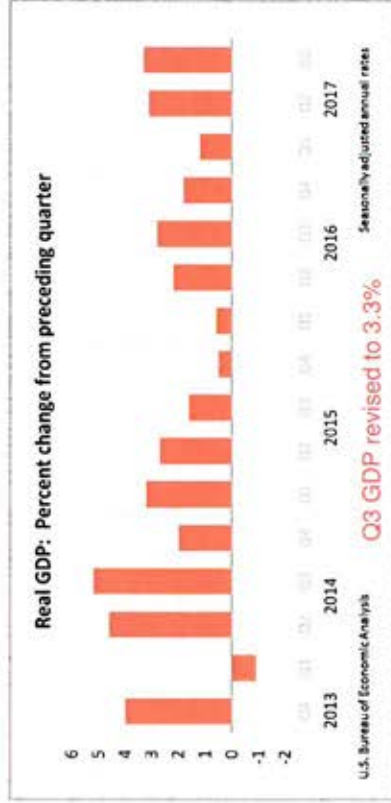
Much of the past few months markets have fixated on rate normalization as central banks around the world inch rates higher. Much of that is due to improving economic conditions but also a need, as Chair Yellen stated this month, for banks to create a balance and avoid a "boom-bust situation." In other words we need to continue to raise rates but not quickly. Appointee Powell looks to continue this path.

This month Chair Yellen resigned and Jerome Powell appears destined to be the next Fed Chair starting in February. Powell has expressed his objective for a monetary policy which will support business investment and labor participation to avoid a "low growth trap." Therefore it is unlikely he will push aggressively for rate hikes which might slow this moderate, steady acceleration. In sum, moderate growth is now considered healthy. This view and the moderation in non-farm payrolls and a weakening inflation will tend to support the prices in the long end and continue the flattening curve.

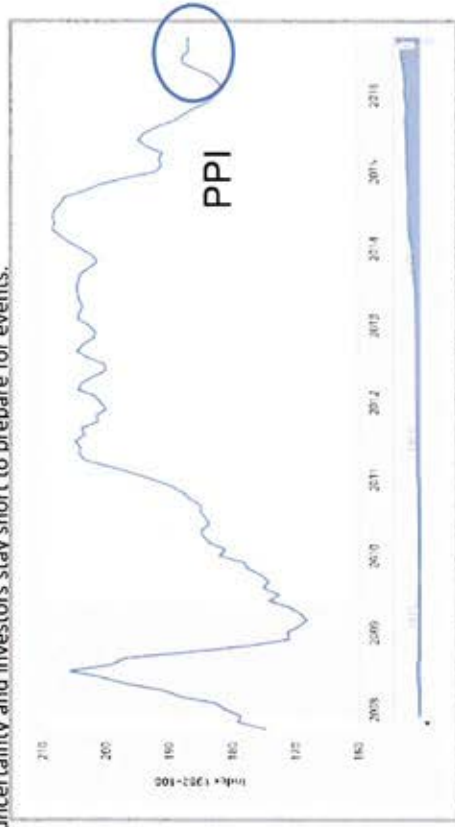
Whether a flat curve will lead to a mild technical recession is the question. This is dependent on top line growth and inflation. PPI inflation popped but much was from gasoline and plane fares although oil fell. Currency changes overseas have also squeezed inflation in the US. Inflation isn't responding to growth largely because of low unit labor costs and it has yet to filter meaningfully down to the consumer. Retail sales continue to move steadily up - this month with a big jump in auto sales. One interesting trend getting some attention is non-store retail sales (online purchases). These fell last month -0.3% but have been fairly steady since July. The 12-month trend is at a healthy 6.8%.

In addition, complications from the anticipated tax bill (and Obama Care changes) will further muddy the growth and consumer outlook and as deals are made and the original goals watered-down, it may decrease the positive anticipation and impact on business and consumers alike. Even with the uncertainty and in-fighting, the meager inflation gains may embolden the Fed hawks to argue price pressures are mounting in the pipeline and justify further rate hikes now to combat additional future inflation. Of course, with core inflation missing the Fed's 2% target for more than 20 of the past 25 years, the doves appear to have the more credible argument.

Oil prices remain under pressure. The International Energy Agency questioned *tightening* fuel prices and the American Petrol Institute is reporting a supply build of over 6.51 million barrels this past month. Neither looks promising for higher prices.



A flattening (less steep) yield curve often leads to a technical recession. At the short end rates rise and the long end rates drop. The long end dropping indicates that long end buyers are not concerned about inflation and expect the rally to continue. At the short end there is pressure down from domestic and international buyers who believe the economy is growing but it is also complicated by additional Treasury supply (auctions) and uncertainty on tax reform. The short end reflects a measure of uncertainty and investors stay short to prepare for events.





# Investors and Consumers Look to 2018

The current economic cycle has now reached 100 months and if it continues through next spring it will be the second longest in 160 years (yes, 1857). But it will also go down as one of the most disappointing. Despite the growth GDP per capita has averaged only 1.4%. Some of this at least has to be attributed to tremendous changes in technology, demographics, and geo-political events.

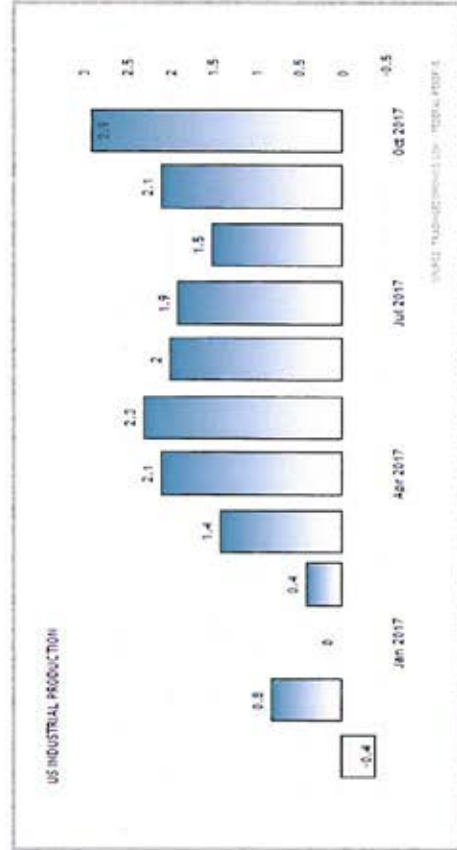
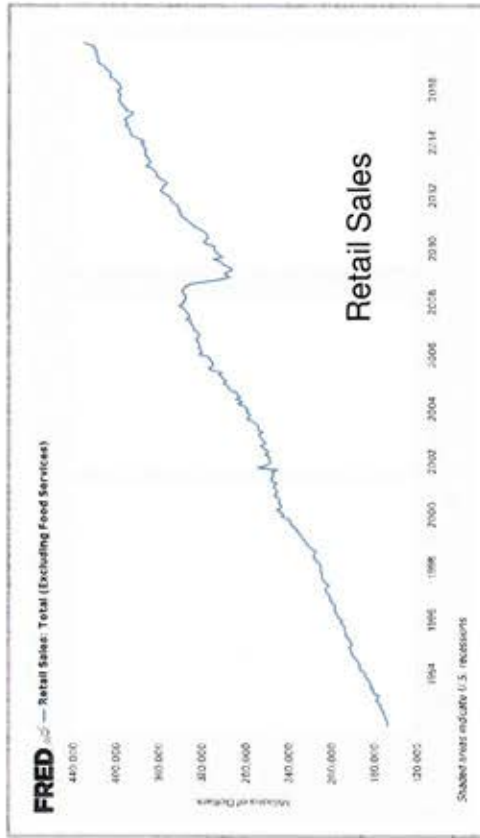
Regardless of the duration of the cycle confidence remains high and all eyes are now focused on DC for tax reform. Consumer confidence increased this month despite Wall Street's outlook for a decline. The good labor market, low interest rates, low inflation and optimism on tax reform pushed the confidence index up. Record highs in the stock market and rising home values have consumers feeling more wealthy and that should translate into more spending this holiday season.

The latest National Federation of Independent Businesses (NFIB) survey shows that small businesses also remain optimistic on the US economy. With inflation staying hidden and with an increase in PPI but without an increase in CPI the outlook is bad for earnings but not for the consumer. Companies are as yet unable to pass along price increases to consumers and it shows in the increasing trade deficit. Call it the Amazon effect or whatever, the result is no real threat of inflation on the horizon. There remains some underlying issues that could eventually result in inflation, continued strong employment figures which leads to a belief by employers they will be paying more in compensation. Retail sales are, of course, a focal point in the holiday season.

Looking across the economy:

- auto sales have been strong over the last quarter,
- business equipment sales are strong,
- housing has slowed but looking forward permits and starts are growing, and
- industrial production is rebounding to its best rate since 2014.

The overall picture is positive and points to the same slow plodding growth we have seen all year but without the normal inflation. GDP in 2017 has been 3.3% versus the 2.2% pace for the past several years and with the stock markets hitting repetitive new highs investors could expect continuing flattening on the curve but no recession. The strength in the economy belies any true recession although bumps along the way are to be expected.

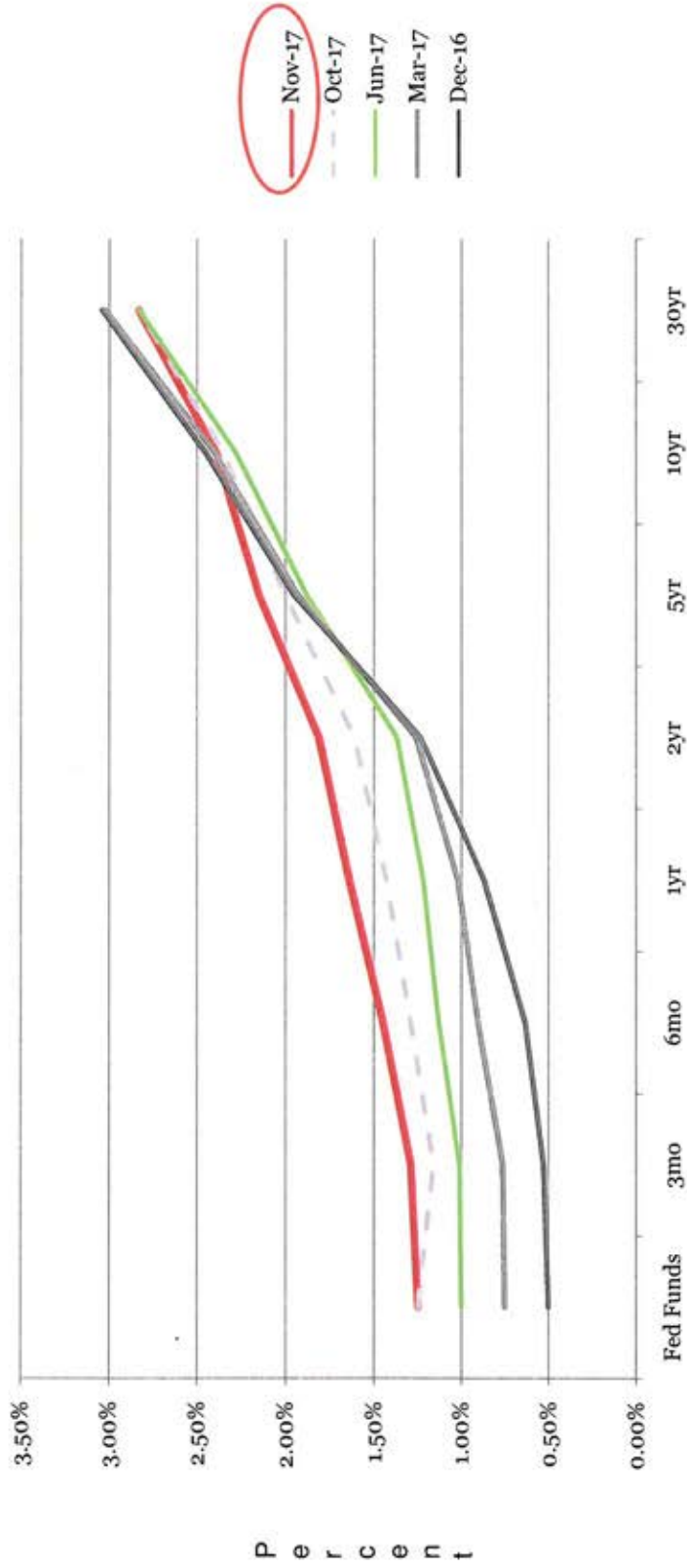




# Rates Flattening Continues

The concern for a flattening (less steep) curve has its very clear roots in the spread between the long and short ends of the curve. A flat curve is typically an indication investors are worried about the macroeconomic outlook. This usually happens in response to slower growth or low inflation. Coming from historic lows and tremendous uncertainty in economic and geo-political areas has accentuated this move currently. The long investors see no inflation and the uncertainty drive investors to the US sovereigns credit quality. Treasuries are higher (lower yields) on negotiations for tax reform and the debt ceiling.

The spread between the 2 year and 30 year has moved on this chart from 181 bps to 103 bps. A December hike is expected. A Powell-led Fed appears to deviating little from the current gradual pathway to higher rates with a slow and controlled wind-down of the balance sheet.



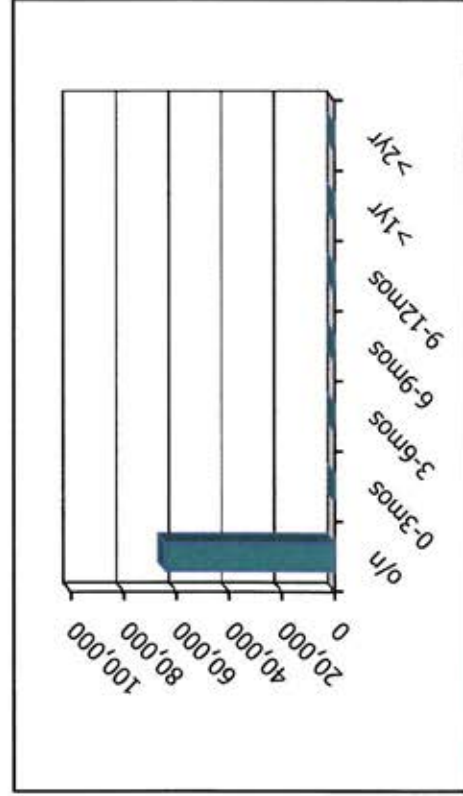
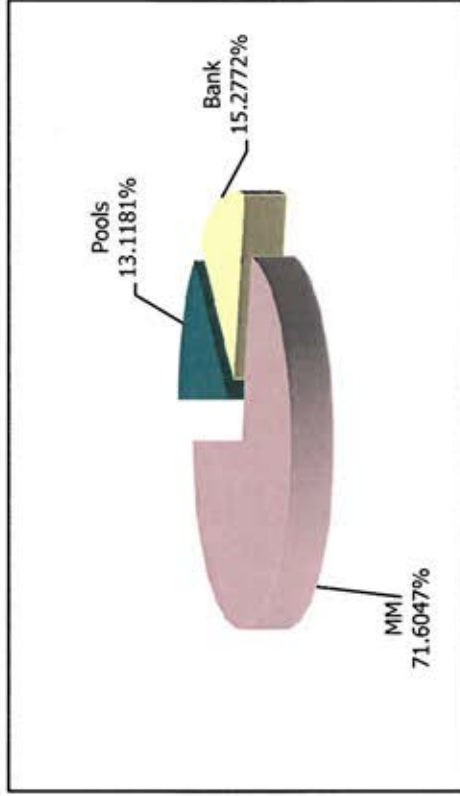
End of Month Rates - Full Yield Curve - Fed Funds to 30yr



# General Portfolio

As of November 30, 2017

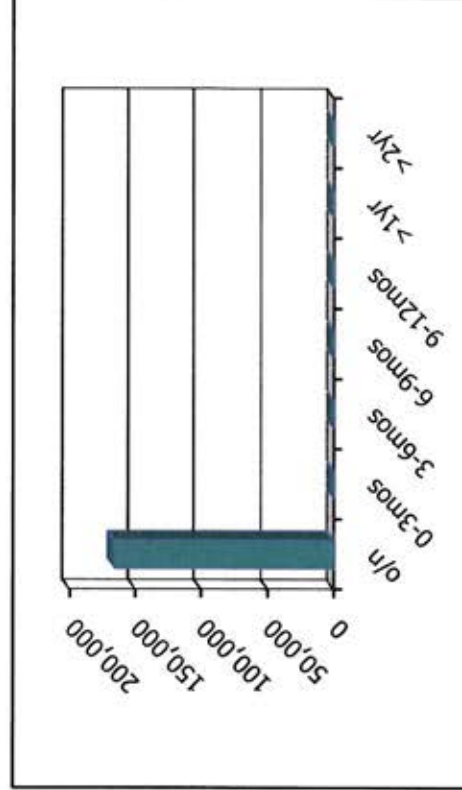
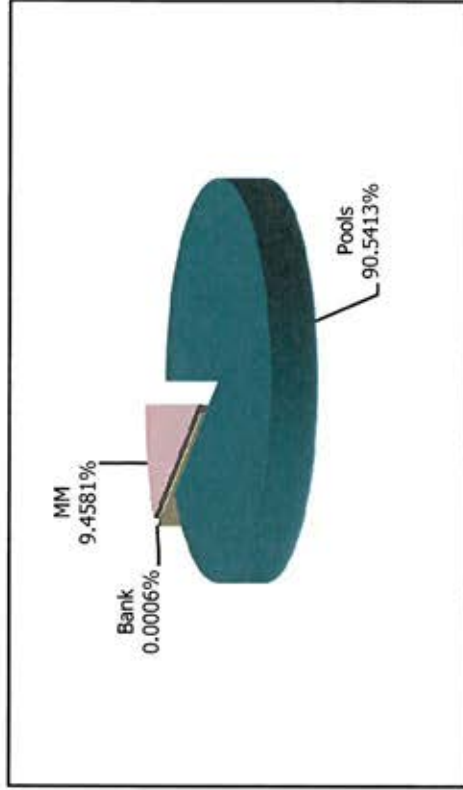
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially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



# Bond Portfolio

As of November 30, 2017

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





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

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	9,799,699.85	9,799,699.85	9,799,699.85	4.32	1	1	0.000
Investment Pools/Money Markets	217,086,399.91	217,086,399.91	217,086,399.91	95.68	1	1	1.040
<b>Investments</b>	<b>226,886,099.76</b>	<b>226,886,099.76</b>	<b>226,886,099.76</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.995</b>
<b>Total Earnings</b>	<b>November 30</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year	193,365.40		571,447.73				

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.

*William E. Duellen* 01/04/2018  
 Vice-Chancellor of Fiscal Affairs  
 DIRECTOR OF ACCOUNTING  
 AND FINANCIAL SERVICES



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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	162,737,812.84	162,737,812.84	71.73	1.047	1
<b>Subtotal</b>	<b>10</b>	<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>71.73</b>	<b>1.047</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	9,799,699.85	9,799,699.85	4.32	0.000	1
Investment Pools/Money Markets	6	54,348,587.07	54,348,587.07	23.95	1.019	1
<b>Subtotal</b>	<b>15</b>	<b>64,148,286.92</b>	<b>64,148,286.92</b>	<b>28.27</b>	<b>0.864</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>226,886,099.76</b>	<b>226,886,099.76</b>	<b>100.00</b>	<b>0.995</b>	<b>1</b>





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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	0.01	0.01	0.01					1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00	1.110	1.094	1.110		1
XXX844	10229	East West ICS Debt Service	09/09/2014	0.00	0.00	0.00	1.110	1.094	1.110		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,001,823.11	2,001,823.11	2,001,823.11	1.110	1.094	1.110		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,004,557.82	5,004,557.82	5,004,557.82	1.110	1.094	1.110		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,385,463.22	8,385,463.22	8,385,463.22	1.110	1.094	1.110		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	5,860,052.97	5,860,052.97	5,860,052.97	1.040	1.025	1.040		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,960,894.88	1,960,894.88	1,960,894.88	1.040	1.025	1.040		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	139,218,690.69	139,218,690.69	139,218,690.69	1.040	1.025	1.040		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	306,330.14	306,330.14	306,330.14	1.040	1.025	1.040		1
<b>Subtotal and Average</b>				<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>1.032</b>	<b>1.047</b>	<b>1.047</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>1.032</b>	<b>1.047</b>	<b>1.047</b>		<b>1</b>

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2017	2,566.98	2,566.98	2,566.98					1
9999999914	10089	Credit Cards - In Transit	09/01/2017	21,365.98	21,365.98	21,365.98					1
708340062	10086	Disbursements	09/01/2017	-923,912.05	-923,912.05	-923,912.05					1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2017	10,748,987.03	10,748,987.03	10,748,987.03					1
707759346	10085	Payroll Fund	09/01/2017	-67,231.14	-67,231.14	-67,231.14					1
9999999913	10088	Petty Cash	09/01/2017	20,233.00	20,233.00	20,233.00					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	-2,309.95	-2,309.95	-2,309.95					1
<b>Subtotal and Average</b>				<b>9,799,699.85</b>	<b>9,799,699.85</b>	<b>9,799,699.85</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	0.00	0.00	0.00	1.110	1.094	1.110		1
86-7200810	10230	East West MM	09/09/2014	40,690,260.22	40,690,260.22	40,690,260.22	1.110	1.094	1.110		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	3,404,663.11	3,404,663.11	3,404,663.11	1.040	1.025	1.040		1
707759320	10035	JPM - Money Market	09/01/2007	5,002,254.25	5,002,254.25	5,002,254.25	0.270	0.266	0.270		1
9999999996	10038	TCB - Money Market	09/26/2007	240,712.98	240,712.98	240,712.98	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	5,010,696.51	5,010,696.51	5,010,696.51	1.051	1.036	1.050		1
<b>Subtotal and Average</b>				<b>54,348,587.07</b>	<b>54,348,587.07</b>	<b>54,348,587.07</b>		<b>1.005</b>	<b>1.019</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>64,148,286.92</b>	<b>64,148,286.92</b>	<b>64,148,286.92</b>		<b>0.852</b>	<b>0.864</b>		<b>1</b>

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
999999999	10084	BOND	RRP	5,860,052.97	5,924,078.43	5,889,253.69		1.040	0.086	5,057.04	0.00	5,057.04
9999999916	10106	BOND	RRP	306,330.14	300,902.03	306,076.06		1.040	0.086	262.84	0.00	262.84
XXX794	10228	BOND	RRP	0.00	1,751,190.12	0.00		1.110		35.94	0.00	35.94
XXX844	10229	BOND	RRP	0.00	8,125,918.50	0.00		1.110		166.82	0.00	166.82
86-72000794	10231	BOND	RRP	2,001,823.11	250,232.74	2,000,159.33		1.110	0.091	1,823.11	0.00	1,823.11
86-72000844	10232	BOND	RRP	8,385,463.22	250,232.74	8,377,972.76		1.110	0.091	7,636.36	0.00	7,636.36
86-72004242	10233	BOND	RRP	5,004,557.82	5,004,654.93	5,000,462.26		1.110	0.091	4,557.82	0.00	4,557.82
9999999917	10234	BOND	RRP	1,960,894.88	2,400,228.36	2,192,935.43		1.040	0.086	1,881.58	0.00	1,881.58
9999999918	10235	BOND	RRP	139,218,690.69	141,498,765.56	140,382,495.84		1.040	0.086	120,541.80	0.00	120,541.80
			<b>Subtotal</b>	<b>162,737,812.83</b>	<b>165,506,203.41</b>	<b>164,149,355.36</b>			<b>0.086</b>	<b>141,963.31</b>	<b>0.00</b>	<b>141,963.31</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	5,010,696.51	18,394,140.94	12,416,602.33		1.051	0.086	10,696.51	0.00	10,696.51
999999996	10038	GEN	RRP	240,712.98	240,643.75	240,646.06		0.350	0.029	69.23	0.00	69.23
707759320	10035	GEN	RRP	5,002,254.25	5,001,145.50	5,001,182.46		0.270	0.022	1,108.75	0.00	1,108.75
999999993	10034	GEN	RRP	3,404,663.11	1,201,949.33	1,901,776.10		1.040	0.086	1,642.81	0.00	1,642.81
XXX810	10227	GEN	RRP	0.00	40,397,462.76	0.00		1.110		829.38	0.00	829.38
86-7200810	10230	GEN	RRP	40,690,260.22	250,232.74	40,654,100.35		1.110	0.091	37,055.41	0.00	37,055.41
			<b>Subtotal</b>	<b>54,348,587.07</b>	<b>65,485,575.02</b>	<b>60,214,307.30</b>			<b>0.085</b>	<b>51,402.09</b>	<b>0.00</b>	<b>51,402.09</b>
			<b>Total</b>	<b>217,086,399.90</b>	<b>230,991,778.43</b>	<b>224,363,662.66</b>			<b>0.086</b>	<b>193,365.40</b>	<b>0.00</b>	<b>193,365.40</b>



**Quarterly Investment Report**  
**August 31, 2017 – November 30, 2017**





# Is the World Getting Flatter - the Curve Is

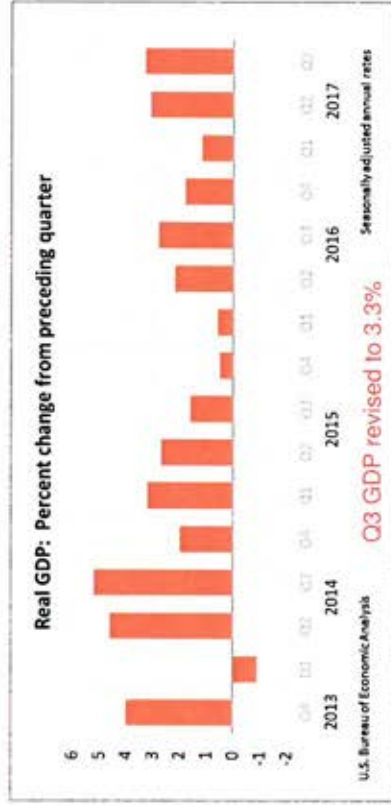
Much of the past few months markets have fixated on rate normalization as central banks around the world inch rates higher. Much of that is due to improving economic conditions but also a need, as Chair Yellen stated this month, for banks to create a balance and avoid a "boom-bust situation." In other words we need to continue to raise rates but not quickly. Appointee Powell looks to continue this path.

This month Chair Yellen resigned and Jerome Powell appears destined to be the next Fed Chair starting in February. Powell has expressed his objective for a monetary policy which will support business investment and labor participation to avoid a "low growth trap." Therefore it is unlikely he will push aggressively for rate hikes which might slow this moderate, steady acceleration. In sum, moderate growth is now considered healthy. This view and the moderation in non-farm payrolls and a weakening inflation will tend to support the prices in the long end and continue the flattening curve.

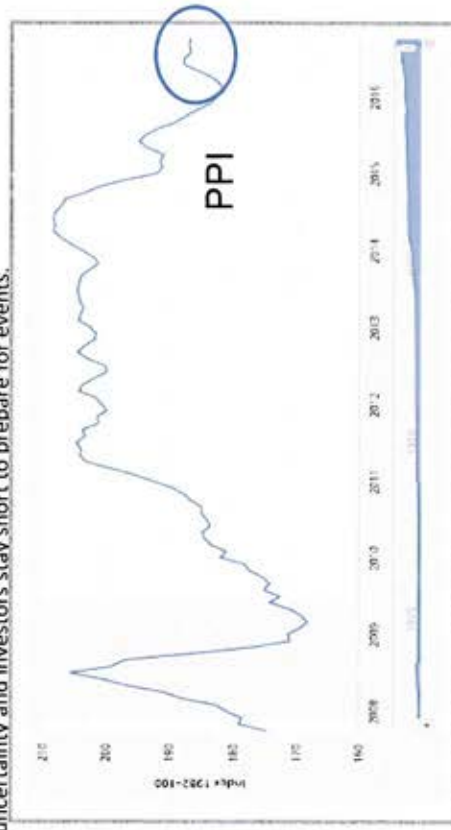
Whether a flat curve will lead to a mild technical recession is the question. This is dependent on top line growth and inflation. PPI inflation popped but much was from gasoline and plane fares although oil fell. Currency changes overseas have also squeezed inflation in the US. Inflation isn't responding to growth largely because of low unit labor costs and it has yet to filter meaningfully down to the consumer. Retail sales continue to move steadily up - this month with a big jump in auto sales. One interesting trend getting some attention is non-store retail sales (online purchases). These fell last month -0.3% but have been fairly steady since July. The 12-month trend is at a healthy 6.8%.

In addition, complications from the anticipated tax bill (and Obama Care changes) will further muddy the growth and consumer outlook and as deals are made and the original goals watered-down, it may decrease the positive anticipation and impact on business and consumers alike. Even with the uncertainty and in-fighting, the meager inflation gains may embolden the Fed hawks to argue price pressures are mounting in the pipeline and justify further rate hikes now to combat additional future inflation. Of course, with core inflation missing the Fed's 2% target for more than 20 of the past 25 years, the doves appear to have the more credible argument.

Oil prices remain under pressure. The International Energy Agency questioned tightening fuel prices and the American Petrol Institute is reporting a supply build of over 6.51 million barrels this past month. Neither looks promising for higher prices.



A flattening (less steep) yield curve often leads to a technical recession. At the short end rates rise and the long end rates drop. The long end dropping indicates that long end buyers are not concerned about inflation and expect the rally to continue. At the short end there is pressure down from domestic and international buyers who believe the economy is growing but it is also complicated by additional Treasury supply (auctions) and uncertainty on tax reform. The short end reflects a measure of uncertainty and investors stay short to prepare for events.



# Investors and Consumers Look to 2018

The current economic cycle has now reached 100 months and if it continues through next spring it will be the second longest in 160 years (yes, 1857). But it will also go down as one of the most disappointing. Despite the growth GDP per capita has averaged only 1.4%. Some of this at least has to be attributed to tremendous changes in technology, demographics, and geo-political events.

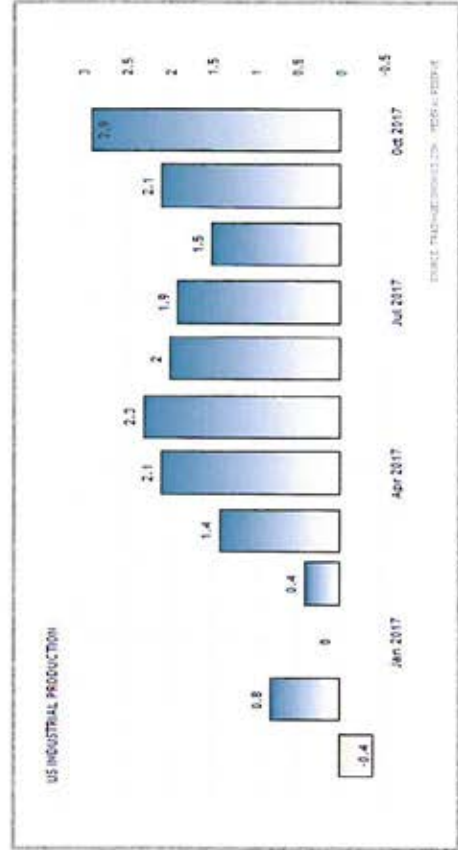
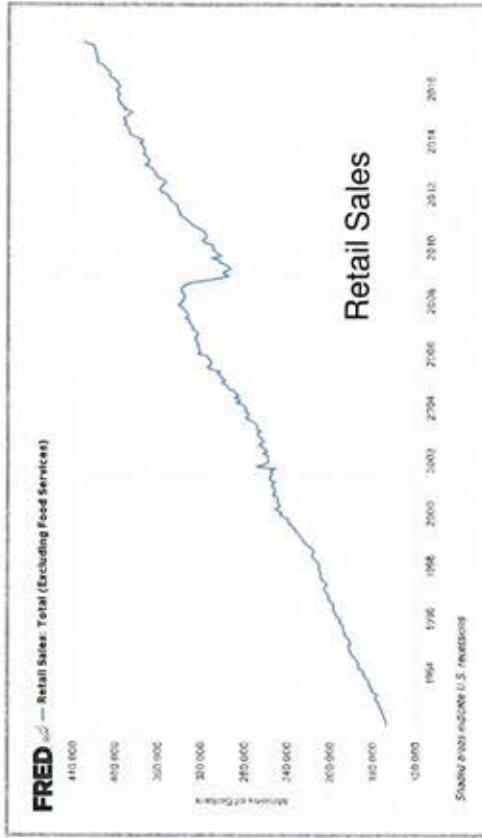
Regardless of the duration of the cycle confidence remains high and all eyes are now focused on DC for tax reform. Consumer confidence increased this month despite Wall Street's outlook for a decline. The good labor market, low interest rates, low inflation and optimism on tax reform pushed the confidence index up. Record highs in the stock market and rising home values have consumers feeling more wealthy and that should translate into more spending this holiday season.

The latest National Federation of Independent Businesses (NFIB) survey shows that small businesses also remain optimistic on the US economy. With inflation staying hidden and with an increase in PPI but without an increase in CPI the outlook is bad for earnings but not for the consumer. Companies are as yet unable to pass along price increases to consumers and it shows in the increasing trade deficit. Call it the Amazon effect or whatever, the result is no real threat of inflation on the horizon. There remains some underlying issues that could eventually result in inflation, continued strong employment figures which leads to a belief by employers they will be paying more in compensation. Retail sales are, of course, a focal point in the holiday season.

Looking across the economy:

- auto sales have been strong over the last quarter,
- business equipment sales are strong,
- housing has slowed but looking forward permits and starts are growing, and
- industrial production is rebounding to its best rate since 2014.

The overall picture is positive and points to the same slow plodding growth we have seen all year but without the normal inflation. GDP in 2017 has been 3.3% versus the 2.2% pace for the past several years and with the stock markets hitting repetitive new highs investors could expect continuing flattening on the curve but no recession. The strength in the economy belies any true recession although bumps along the way are to be expected.

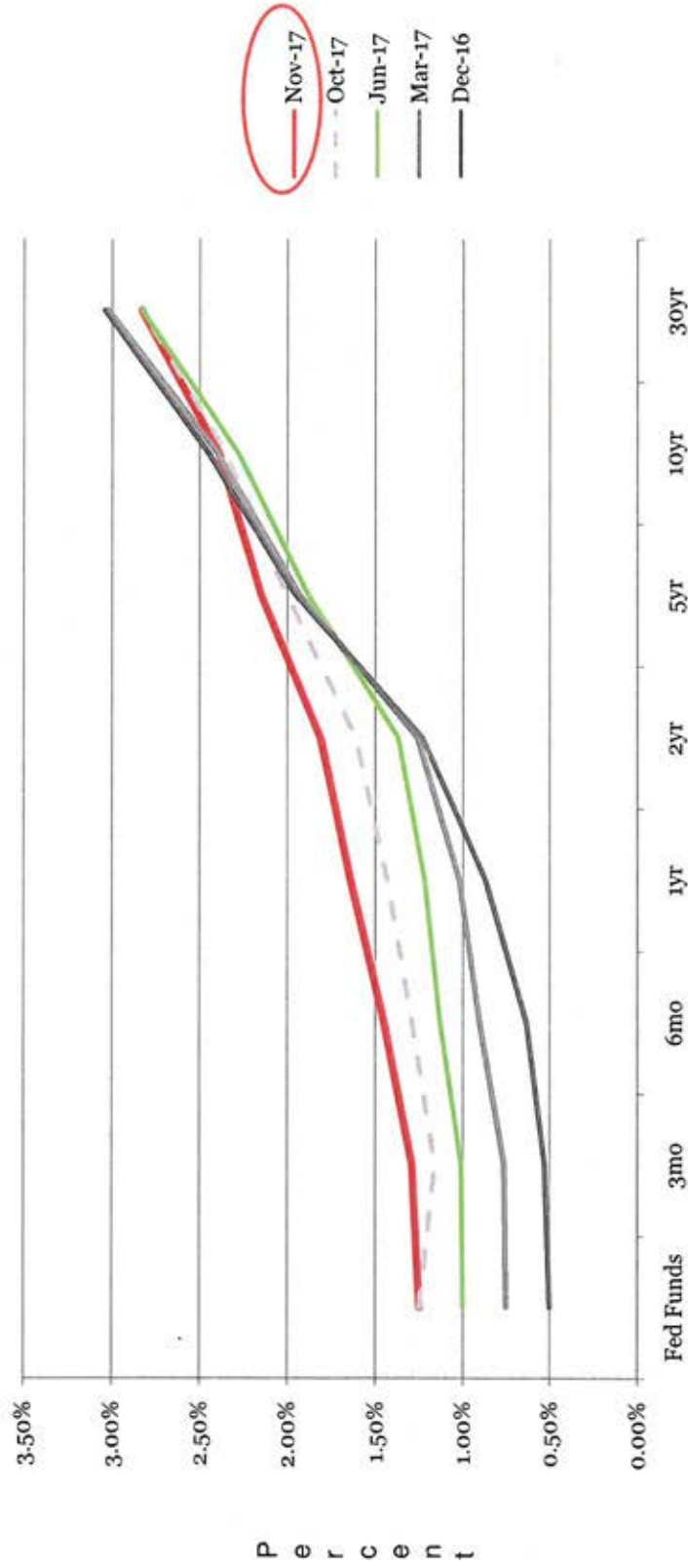




# Rates Flattening Continues

The concern for a flattening (less steep) curve has its very clear roots in the spread between the long and short ends of the curve. A flat curve is typically an indication investors are worried about the macroeconomic outlook. This usually happens in response to slower growth or low inflation. Coming from historic lows and tremendous uncertainty in economic and geo-political areas has accentuated this move currently. The long investors see no inflation and the uncertainty drive investors to the US sovereigns credit quality. Treasuries are higher (lower yields) on negotiations for tax reform and the debt ceiling.

The spread between the 2 year and 30 year has moved on this chart from 181 bps to 103 bps. A December hike is expected. A Powell-led Fed appears to deviating little from the current gradual pathway to higher rates with a slow and controlled wind-down of the balance sheet.



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


*San Jacinto College District*  
 Quarterly Investment Report  
 August 31, 2017 – November 30, 2017

**Portfolio Summary Management Report**

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

<p><b>Portfolio as of 08/31/17:</b>          Beginning Book Value           \$ 248,464,945          Beginning Market Value       \$ 248,464,945</p> <p>WAM at Beginning Period Date<sup>1</sup>   1 day</p> <p><i>(Decrease in market value is due to seasonal cash outflows)</i></p> <p style="text-align: right;">Average Yield to Maturity for period   0.997 %          Average Yield 180-Day Treasury Bill for period 1.270 %</p>	<p><b>Portfolio as of 11/30/17:</b>          Ending Book Value           \$ 226,886,100          Ending Market Value       \$ 226,886,100          Investment Income for the period   \$ 571,448          Unrealized Gain/Loss           \$ 0          WAM at Ending Period Date<sup>1</sup>   1 day</p> <p style="text-align: right;">Change in Market Value<sup>2</sup>           \$ (21,578,845)</p>
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 William E. Dickerson, Accounting and Financial Services  
 San Jacinto College District

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

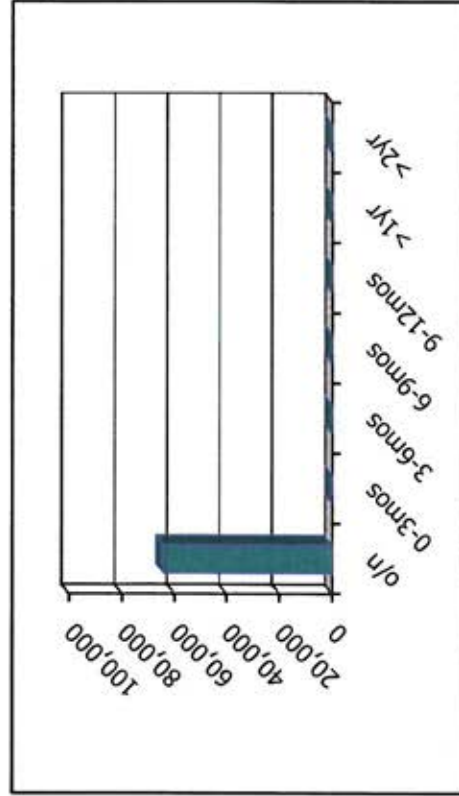
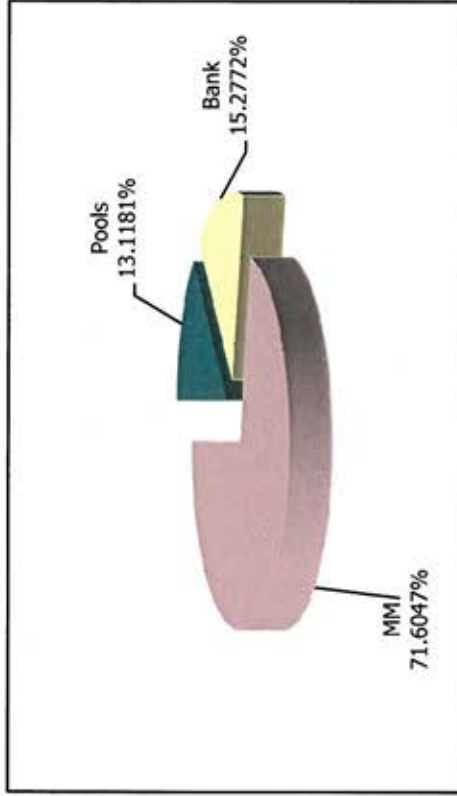
<sup>1</sup> WAM – weighted average maturity

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

# General Portfolio

As of November 30, 2017

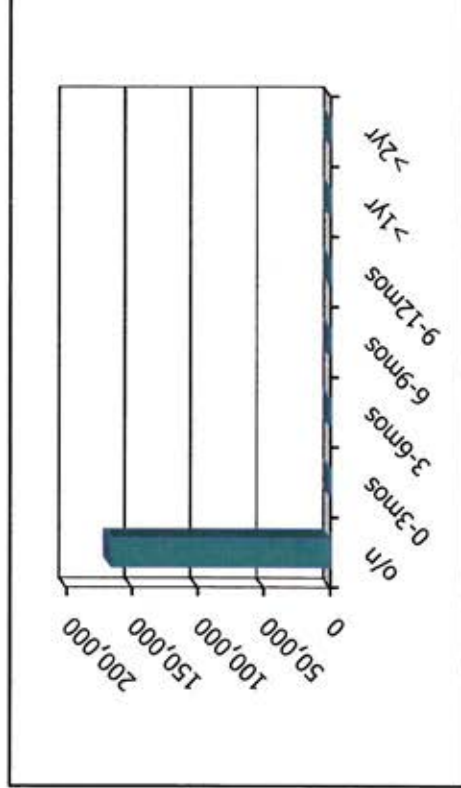
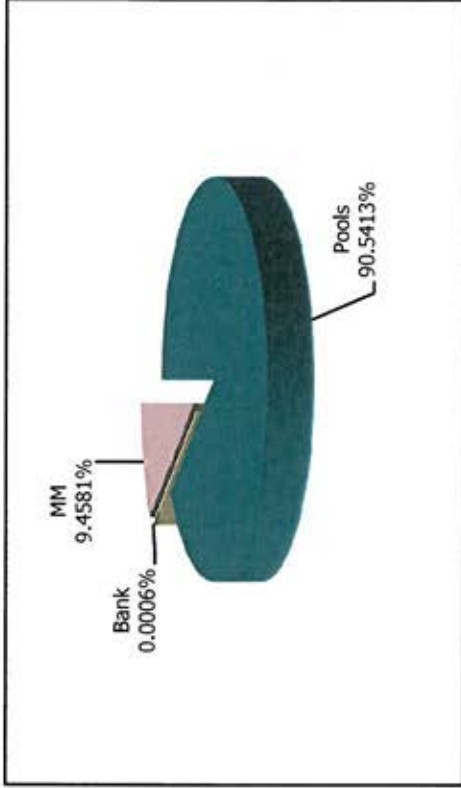
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially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



# Bond Portfolio

As of November 30, 2017

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







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

San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 November 30, 2017

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
Passbook/Checking Accounts	9,799,699.85	9,799,699.85	9,799,699.85	4.32	1	1	0.000
Investment Pools/Money Markets	217,086,399.91	217,086,399.91	217,086,399.91	95.68	1	1	1.040
<b>Investments</b>	<b>226,886,099.76</b>	<b>226,886,099.76</b>	<b>226,886,099.76</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.995</b>

Total Earnings	November 30	Month Ending	Fiscal Year To Date
Current Year	193,365.40		571,447.73

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.

*William E. Dickerson*  
 Vice-Chancellor of Fiscal Affairs  
 WILLIAM E. DICKERSON  
 DIRECTOR OF ACCOUNTING AND  
 FINANCIAL SERVICES  
 01/10/2018



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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	162,737,812.84	162,737,812.84	71.73	1.047	1
<b>Subtotal</b>	<b>10</b>	<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>71.73</b>	<b>1.047</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	9,799,699.85	9,799,699.85	4.32	0.000	1
Investment Pools/Money Markets	6	54,348,587.07	54,348,587.07	23.95	1.019	1
<b>Subtotal</b>	<b>15</b>	<b>64,148,286.92</b>	<b>64,148,286.92</b>	<b>28.27</b>	<b>0.864</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>226,886,099.76</b>	<b>226,886,099.76</b>	<b>100.00</b>	<b>0.995</b>	<b>1</b>





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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	0.01	0.01	0.01					1
XX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00	1.110	1.094	1.110		1
XX844	10229	East West ICS Debt Service	09/09/2014	0.00	0.00	0.00	1.110	1.094	1.110		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,001,823.11	2,001,823.11	2,001,823.11	1.110	1.094	1.110		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,004,557.82	5,004,557.82	5,004,557.82	1.110	1.094	1.110		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,385,463.22	8,385,463.22	8,385,463.22	1.110	1.094	1.110		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	5,860,052.97	5,860,052.97	5,860,052.97	1.040	1.025	1.040		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,960,894.88	1,960,894.88	1,960,894.88	1.040	1.025	1.040		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	139,218,690.69	139,218,690.69	139,218,690.69	1.040	1.025	1.040		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	306,330.14	306,330.14	306,330.14	1.040	1.025	1.040		1
<b>Subtotal and Average</b>				<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>1.032</b>	<b>1.032</b>	<b>1.047</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>162,737,812.84</b>	<b>1.032</b>	<b>1.032</b>	<b>1.047</b>		<b>1</b>

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2017	2,566.98	2,566.98	2,566.98					1
9999999914	10089	Credit Cards - In Transit	09/01/2017	21,365.98	21,365.98	21,365.98					1
708340062	10086	Disbursements	09/01/2017	-923,912.05	-923,912.05	-923,912.05					1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2017	10,748,987.03	10,748,987.03	10,748,987.03					1
707759346	10085	Payroll Fund	09/01/2017	-67,231.14	-67,231.14	-67,231.14					1
9999999913	10088	Petty Cash	09/01/2017	20,233.00	20,233.00	20,233.00					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	-2,309.95	-2,309.95	-2,309.95					1
<b>Subtotal and Average</b>				<b>9,799,699.85</b>	<b>9,799,699.85</b>	<b>9,799,699.85</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	0.00	0.00	0.00	1.110	1.094	1.110		1
86-7200810	10230	East West MM	09/09/2014	40,690,260.22	40,690,260.22	40,690,260.22	1.110	1.094	1.110		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	3,404,663.11	3,404,663.11	3,404,663.11	1.040	1.025	1.040		1
707759320	10035	JPM - Money Market	09/01/2007	5,002,254.25	5,002,254.25	5,002,254.25	0.270	0.266	0.270		1
9999999996	10038	TCB - Money Market	09/26/2007	240,712.98	240,712.98	240,712.98	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	5,010,696.51	5,010,696.51	5,010,696.51	1.051	1.036	1.050		1
<b>Subtotal and Average</b>				<b>54,348,587.07</b>	<b>54,348,587.07</b>	<b>54,348,587.07</b>		<b>1.005</b>	<b>1.019</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>64,148,286.92</b>	<b>64,148,286.92</b>	<b>64,148,286.92</b>		<b>0.852</b>	<b>0.864</b>		<b>1</b>

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	0.01	446.74	162.01			0.056	0.09	0.00	0.09
999999999	10084	BOND	RRP	5,860,052.97	6,076,151.71	5,953,201.57		1.040	0.256	15,265.59	0.00	15,265.59
999999999	10106	BOND	RRP	306,330.14	234,158.73	287,650.66		1.040	0.257	738.17	0.00	738.17
XXX794	10228	BOND	RRP	0.00	1,751,089.99	1,173,152.23		1.110	0.190	2,230.20	0.00	2,230.20
XXX844	10229	BOND	RRP	0.00	8,112,655.80	5,441,570.07		1.110	0.190	10,344.19	0.00	10,344.19
86-72000794	10231	BOND	RRP	2,001,823.11	250,225.70	826,985.41		1.110	0.275	2,275.75	0.00	2,275.75
86-72000844	10232	BOND	RRP	8,385,463.22	250,225.70	2,929,561.27		1.110	0.276	8,089.00	0.00	8,089.00
86-72004242	10233	BOND	RRP	5,004,557.82	5,004,805.34	5,000,348.53		1.110	0.272	13,610.75	0.00	13,610.75
999999999	10234	BOND	RRP	1,960,894.88	3,799,199.26	3,025,061.43		1.040	0.256	7,735.62	0.00	7,735.62
999999999	10235	BOND	RRP	139,218,690.69	144,450,800.88	142,560,386.00		1.040	0.256	365,544.18	0.00	365,544.18
			<b>Subtotal</b>	<b>162,737,812.84</b>	<b>169,929,759.85</b>	<b>167,198,079.18</b>			<b>0.255</b>	<b>425,833.54</b>	<b>0.00</b>	<b>425,833.54</b>
<b>Fund: Consolidated Portfolio</b>												
999999999	10032	GEN	RRP	5,010,696.51	26,964,996.57	19,235,735.86		1.051	0.256	49,287.84	0.00	49,287.84
999999996	10038	GEN	RRP	240,712.98	240,503.05	240,575.26		0.350	0.087	209.93	0.00	209.93
707759320	10035	GEN	RRP	5,002,254.25	5,001,145.45	5,000,878.71		0.270	0.067	3,363.00	0.00	3,363.00
999999993	10034	GEN	RRP	3,404,653.11	21,623.05	1,476,474.89		1.040	0.259	3,817.61	0.00	3,817.61
XXX810	10227	GEN	RRP	0.00	40,337,165.44	27,053,416.16		1.110	0.190	51,427.76	0.00	51,427.76
86-7200810	10230	GEN	RRP	40,690,260.22	250,225.70	13,570,042.89		1.110	0.276	37,508.05	0.00	37,508.05
			<b>Subtotal</b>	<b>54,348,587.07</b>	<b>72,815,661.26</b>	<b>66,577,123.77</b>			<b>0.219</b>	<b>145,614.19</b>	<b>0.00</b>	<b>145,614.19</b>
			<b>Total</b>	<b>217,086,399.91</b>	<b>242,745,421.11</b>	<b>233,775,202.96</b>			<b>0.244</b>	<b>571,447.73</b>	<b>0.00</b>	<b>571,447.73</b>





INVESTMENT PROFESSIONALS

**San Jacinto Community College  
Texas Compliance Change in Val Report  
Sorted by Fund  
September 1, 2017 - November 30, 2017**

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

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
<b>Fund: Bond Funds</b>									
10064	DS	BOND	12/05/2007	0.09	446.74	0.09	446.82	-446.73	0.01
708340211	0.01	0.000	/ /	0.09	446.74	0.09	446.82	-446.73	0.01
10084	LSIP08	BOND	10/03/2008	15,265.59	6,076,151.71	15,265.59	231,364.33	-216,098.74	5,860,052.97
999999999	5,860,052.97	1.040	/ /	15,265.59	6,076,151.71	15,265.59	231,364.33	-216,098.74	5,860,052.97
10106	LSIPDS	BOND	07/30/2009	738.17	234,158.73	72,171.41	0.00	72,171.41	306,330.14
999999916	306,330.14	1.040	/ /	738.17	234,158.73	72,171.41	0.00	72,171.41	306,330.14
10228	EWIC08	BOND	09/09/2014	2,230.20	1,751,089.99	2,330.20	1,753,420.19	-1,751,089.99	0.00
XXX794	0.00	1.110	/ /	2,230.20	1,751,089.99	2,330.20	1,753,420.19	-1,751,089.99	0.00
10229	EWICDS	BOND	09/09/2014	10,344.19	8,112,655.80	13,479.52	8,126,135.32	-8,112,655.80	0.00
XXX844	0.00	1.110	/ /	10,344.19	8,112,655.80	13,479.52	8,126,135.32	-8,112,655.80	0.00
10231	EWM08	BOND	09/09/2014	2,275.75	250,225.70	1,755,820.94	4,223.53	1,751,597.41	2,001,823.11
86-72000794	2,001,823.11	1.110	/ /	2,275.75	250,225.70	1,755,820.94	4,223.53	1,751,597.41	2,001,823.11
10232	EWMDS	BOND	09/09/2014	8,089.00	250,225.70	8,138,422.85	3,185.33	8,135,237.52	8,385,463.22
86-72000844	8,385,463.22	1.110	/ /	8,089.00	250,225.70	8,138,422.85	3,185.33	8,135,237.52	8,385,463.22
10233	EWM15	BOND	08/06/2015	13,610.75	5,004,805.34	23,071.02	23,318.54	-247.52	5,004,557.82
86-72004242	5,004,557.82	1.110	/ /	13,610.75	5,004,805.34	23,071.02	23,318.54	-247.52	5,004,557.82
10234	LSIP15	BOND	08/06/2015	7,735.62	3,799,199.26	7,735.62	1,846,040.00	-1,838,304.38	1,960,894.88
999999917	1,960,894.88	1.040	/ /	7,735.62	3,799,199.26	7,735.62	1,846,040.00	-1,838,304.38	1,960,894.88
10235	LSIP16	BOND	04/20/2016	365,544.18	144,450,800.88	365,544.18	5,597,654.37	-5,232,110.19	139,218,690.69
999999918	139,218,690.69	1.040	/ /	365,544.18	144,450,800.88	365,544.18	5,597,654.37	-5,232,110.19	139,218,690.69
<b>Sub Totals For: Fund: Bond Funds</b>					169,929,759.85	10,393,841.42	17,585,788.43	-7,191,947.01	162,737,812.84
					169,929,759.85	10,393,841.42	17,585,788.43	-7,191,947.01	162,737,812.84

San Jacinto Community College  
Texas Compliance Change in Val Report  
September 1, 2017 - November 30, 2017

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Ending Book Value		
Cusip	Par Value	YTM	Mat Date	Interest Received	Market Value	Market Value		
					Purchases/ Additions	Redemptions	Change in Value	
<b>Fund: Consolidated Portfol</b>								
10032	TXPOOL	GEN	09/01/2007	49,287.84	26,964,998.57	43,570,695.69	-21,954,302.06	5,010,696.51
999999991	5,010,696.51	1.050	/ /	49,287.84	26,964,998.57	43,570,695.69	-21,954,302.06	5,010,696.51
10034	LSIP	GEN	09/01/2007	3,817.61	21,623.05	4,280,484.80	3,383,040.06	3,404,663.11
999999993	3,404,663.11	1.040	/ /	3,817.61	21,623.05	4,280,484.80	3,383,040.06	3,404,663.11
10062	OPER	GEN	09/01/2017	0.00	5,671,067.43	0.00	5,077,919.60	10,748,987.03
707759338	10,748,987.03	0.000	/ /	0.00	5,671,067.43	0.00	5,077,919.60	10,748,987.03
10038	TXCIT	GEN	09/26/2007	209.93	240,503.05	0.00	209.93	240,712.98
999999996	240,712.98	0.350	/ /	209.93	240,503.05	0.00	209.93	240,712.98
10035	MM	GEN	09/01/2007	3,363.00	5,001,145.45	2,254.20	1,108.80	5,002,254.25
707759320	5,002,254.25	0.270	/ /	3,363.00	5,001,145.45	2,254.20	1,108.80	5,002,254.25
10227	EWBICS	GEN	09/09/2014	51,427.76	40,337,165.44	40,398,342.14	-40,337,165.44	0.00
XX810	0.00	1.110	/ /	51,427.76	40,337,165.44	40,398,342.14	-40,337,165.44	0.00
10230	EWBMM	GEN	09/09/2014	37,508.05	250,225.70	19,259.21	40,440,034.52	40,690,260.22
86-7200810	40,690,260.22	1.110	/ /	37,508.05	250,225.70	19,259.21	40,440,034.52	40,690,260.22
10069	FPRO	GEN	09/01/2017	0.00	0.00	0.00	0.00	0.00
707759296	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00
10085	PAY	GEN	09/01/2017	0.00	0.00	40,400.73	-67,231.14	-67,231.14
707759346	-67,231.14	0.000	/ /	0.00	0.00	40,400.73	-67,231.14	-67,231.14
10086	DIS	GEN	09/01/2017	0.00	0.00	1,642,609.83	-923,912.05	-923,912.05
708340062	-923,912.05	0.000	/ /	0.00	0.00	1,642,609.83	-923,912.05	-923,912.05
10088	PC	GEN	09/01/2017	0.00	0.00	882.00	20,233.00	20,233.00
999999913	20,233.00	0.000	/ /	0.00	0.00	882.00	20,233.00	20,233.00
10089	CC	GEN	09/01/2017	0.00	0.00	245,999.52	21,365.98	21,365.98
999999914	21,365.98	0.000	/ /	0.00	0.00	245,999.52	21,365.98	21,365.98

San Jacinto Community College  
Texas Compliance Change in Val Report  
September 1, 2017 - November 30, 2017

Inv #	Issuer	Par Value	Fund	YTM	Purch Date	Mat Date	Interest Received	Interest Accrued	Beginning Book Value	Beginning Market Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value	Ending Market Value
10164	BAOP	2,566.98	GEN	0.000	09/01/2017	/ /	0.00	0.00	0.00	0.00	3,453.52	659.78	2,566.98	2,566.98	2,566.98
1390012195A		2,566.98	0.000		/ /		0.00	0.00	0.00	0.00	3,453.52	659.78	2,566.98	2,566.98	2,566.98
10181	SDI	0.00	GEN	0.000	09/01/2017	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
707759353		0.00	0.000		/ /		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10103	WC	-2,309.95	GEN	0.000	09/01/2017	/ /	0.00	0.00	0.00	0.00	-59.10	3,797.22	-2,309.95	-2,309.95	-2,309.95
707759361		-2,309.95	0.000		/ /		0.00	0.00	0.00	0.00	-59.10	3,797.22	-2,309.95	-2,309.95	-2,309.95
<b>Sub Totals For: Fund: Consolidated Portfolio</b>															
							145,614.19	145,614.19	78,486,728.69	78,486,728.69	75,915,399.70	90,205,385.12	-14,338,441.77	64,148,286.92	64,148,286.92
<b>Report Grand Totals:</b>															
							571,447.73	571,447.73	248,416,488.54	248,416,488.54	86,309,241.12	107,791,173.55	-21,530,388.78	226,886,099.76	226,886,099.76
							571,447.73	571,447.73	248,416,488.54	248,416,488.54	86,309,241.12	107,791,173.55	-21,530,388.78	226,886,099.76	226,886,099.76

# SJCD Financials

## December 2017

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

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 72,719,209	\$ 57,447,404
Accounts receivable - taxes	75,735,725	75,555,570
Accounts receivable	17,919,585	18,763,836
Deferred charges	795,254	780,769
Inventories	363,167	443,645
Total current assets	<u>167,532,940</u>	<u>152,991,224</u>
Noncurrent assets:		
Restricted cash and cash equivalents	162,335,993	188,987,729
Capital assets, net	433,087,398	423,912,749
Total noncurrent assets	<u>595,423,391</u>	<u>612,900,478</u>
Total assets	<u>762,956,331</u>	<u>765,891,702</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	6,924,946	5,502,111
Deferred outflow related to defeased debt	11,209,902	5,979,624
Total deferred outflows of resources	<u>18,134,848</u>	<u>11,481,735</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	8,272,707	8,963,570
Accrued liabilities	7,044,303	7,102,794
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	72,230,001	72,184,243
Total current liabilities	<u>89,829,799</u>	<u>90,863,230</u>
Noncurrent liabilities:		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	480,071,993	485,651,445
Total noncurrent liabilities	<u>511,962,136</u>	<u>515,593,570</u>
Total liabilities	<u>601,791,935</u>	<u>606,456,800</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	11,175,535	(50,449)
Total net position	<u>\$ 175,503,986</u>	<u>\$ 166,794,271</u>



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Four Months Ended December 31, 2017

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/16</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 49,035,178	\$ 20,446,222	41.70	\$ 19,053,179	38.61
Local Taxes - Maintenance & Operations	66,740,000	12,566,910	18.83	5,301,006	8.17
Local Taxes - Debt Service	28,583,724	5,547,378	19.41	2,366,382	8.86
Credit Tuition	46,384,109	35,148,871	75.78	35,069,016	76.94
Credit Fees	15,210,000	11,625,646	76.43	11,240,511	74.00
Credit Exemptions & Waivers	(5,670,000)	(4,629,286)	81.65	(3,675,713)	75.46
Bad Debt	(1,800,000)	(600,000)	33.33	(783,593)	58.13
Continuing Professional Development	5,041,723	1,674,137	33.21	1,756,914	31.86
Sales & Services	1,869,775	724,181	38.73	758,274	163.15
Investment Income	500,000	782,227	156.45	322,482	84.83
Auxiliary Services	3,535,367	1,300,070	36.77	1,276,391	38.60
Grants	59,264,747	22,806,464	38.48	21,667,373	42.71
Local Grants	2,675,632	998,418	37.32	1,141,108	56.71
Total	<u>271,370,255</u>	<u>108,391,238</u>	<u>39.94</u>	<u>95,493,330</u>	<u>37.03</u>
<b>EXPENDITURES:</b>					
Instruction	71,767,083	27,910,159	38.89	26,943,948	35.03
Public Service	5,578,468	2,068,396	37.08	1,676,645	25.55
Academic Support	22,616,917	7,258,782	32.09	6,457,901	34.32
Student Services	16,005,344	5,129,389	32.05	4,816,199	29.53
Institutional Support	81,897,674	20,138,281	24.59	21,324,313	34.91
Physical Plant	18,130,093	5,321,205	29.35	4,742,534	28.43
Scholarships and Fellowships	51,780,653	22,052,615	42.59	21,750,641	45.82
Auxiliary Enterprises	4,251,640	1,737,769	40.87	1,860,577	44.34
Depreciation	22,000,000	6,040,425	27.46	6,085,289	33.00
Capital Purchases	-	(441,318)	-	(114,268)	3.26
Total	<u>294,027,872</u>	<u>97,215,703</u>	<u>33.06</u>	<u>95,543,779</u>	<u>36.33</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(4,041,221)	(495,470)	-	(690,855)	-
Transfers Out	4,041,221	495,470	-	690,855	-
Net Increase (Decrease) in Net Position	<u>\$ (22,657,617)</u>	<u>\$ 11,175,535</u>		<u>\$ (50,449)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Four Months Ended December 31, 2017

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/16</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 38,785,178	\$ 16,683,773	43.02	\$ 15,660,496	42.93
Local Taxes - Maintenance & Operations	66,740,000	12,566,910	18.83	5,301,006	8.17
Credit Tuition	44,569,109	33,682,688	75.57	33,599,236	76.57
Credit Fees	15,210,000	11,625,646	76.43	11,240,511	74.00
Credit Exemptions & Waivers	(5,670,000)	(4,629,286)	81.65	(3,675,713)	75.46
Bad Debt	(1,800,000)	(600,000)	33.33	(783,593)	58.13
Continuing Professional Development	5,041,723	1,674,137	33.21	1,756,914	31.86
Sales & Services	1,869,775	721,181	38.57	709,674	424.27
Investment Income	500,000	209,692	41.94	49,375	14.22
Total	<u>165,245,785</u>	<u>71,934,741</u>	<u>43.53</u>	<u>63,857,906</u>	<u>39.86</u>
<b>EXPENDITURES:</b>					
Instruction	67,787,354	26,044,767	38.42	25,167,233	35.95
Public Service	4,931,234	1,830,615	37.12	1,444,376	25.06
Academic Support	14,190,380	4,986,306	35.14	4,803,755	38.03
Student Services	15,186,162	4,484,129	29.53	4,296,356	30.21
Institutional Support	40,979,341	12,454,796	30.39	13,337,152	35.46
Physical Plant	18,130,093	5,321,205	29.35	4,742,534	28.43
Total	<u>161,204,564</u>	<u>55,121,818</u>	<u>34.19</u>	<u>53,791,406</u>	<u>34.28</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	(1,700)	-	(2,075)	-
Transfers Out	4,041,221	495,470	-	690,855	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 16,319,153</u>		<u>\$ 9,377,720</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Four Months Ended December 31, 2017

Federal Restricted Funds

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/16	% of 8/31/17 Actual
<b>REVENUES:</b>					
Grants	\$ 54,851,671	\$ 21,624,411	39.42	\$ 20,776,700	43.60
Total	<u>54,851,671</u>	<u>21,624,411</u>	<u>39.42</u>	<u>20,776,700</u>	<u>43.60</u>
<b>EXPENDITURES:</b>					
Instruction	570,296	134,558	23.59	149,134	38.42
Public Service	264,272	63,146	23.89	77,825	37.09
Academic Support	6,979,146	1,833,676	26.27	1,172,021	27.73
Student Services	236,179	132,970	56.30	82,232	27.63
Institutional Support	967,237	275,745	28.51	299,287	25.20
Scholarships and Fellowships	45,834,541	19,184,316	41.86	18,996,201	45.93
Total	<u>54,851,671</u>	<u>21,624,411</u>	<u>39.42</u>	<u>20,776,700</u>	<u>43.58</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Four Months Ended December 31, 2017

State Restricted Funds

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/16	% of 8/31/17 Actual
<b>REVENUES:</b>					
State Paid Benefits	\$ 10,250,000	\$ 3,762,449	36.71	\$ 3,392,683	26.36
Grants	4,413,076	1,182,053	26.79	890,673	28.92
Total	<u>14,663,076</u>	<u>4,944,502</u>	<u>33.72</u>	<u>4,283,356</u>	<u>26.85</u>
<b>EXPENDITURES:</b>					
Instruction	3,328,594	1,692,132	50.84	1,605,317	25.09
Public Service	139,737	119,521	85.53	90,636	22.42
Academic Support	729,593	401,003	54.96	379,703	21.32
Student Services	555,063	485,328	87.44	432,432	24.43
Institutional Support	7,645,267	1,247,438	16.32	1,031,923	31.41
Scholarships and Fellowships	2,264,822	999,080	44.11	743,345	32.13
Total	<u>14,663,076</u>	<u>4,944,502</u>	<u>33.72</u>	<u>4,283,356</u>	<u>26.85</u>
<b>TRANSFERS AMONG FUNDS:</b>					
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 Four Months Ended December 31, 2017

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/16</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
Local Grants	\$ 2,675,632	\$ 998,418	37.32	\$ 1,141,108	56.71
Total	<u>2,675,632</u>	<u>998,418</u>	<u>37.32</u>	<u>1,141,108</u>	<u>56.71</u>
<b>EXPENDITURES:</b>					
Instruction	80,839	36,592	45.27	19,775	23.83
Public Service	243,225	55,114	22.66	63,808	34.94
Academic Support	717,798	37,797	5.27	102,422	56.40
Student Services	27,940	5,901	21.12	5,179	21.33
Institutional Support	23,680	2,749	11.61	11,620	16.14
Scholarships and Fellowships	1,866,290	909,940	48.76	1,033,487	61.56
Total	<u>2,959,772</u>	<u>1,048,093</u>	<u>35.41</u>	<u>1,236,291</u>	<u>55.63</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(302,004)	(56,071)		(104,594)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 17,864</u>	<u>\$ 6,396</u>		<u>\$ 9,411</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Four Months Ended December 31, 2017

27 Texas Public Education Grant

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/16	% of 8/31/17 Actual
<b>REVENUES:</b>					
Credit Tuition	\$ 1,815,000	\$ 1,466,183	80.78	\$ 1,469,780	86.48
Total	<u>1,815,000</u>	<u>1,466,183</u>	<u>80.78</u>	<u>1,469,780</u>	<u>86.48</u>
<b>EXPENDITURES:</b>					
Scholarships and Fellowships	1,815,000	959,279	52.85	977,608	46.21
Total	<u>1,815,000</u>	<u>959,279</u>	<u>52.85</u>	<u>977,608</u>	<u>46.21</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 506,904</u>		<u>\$ 492,172</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Four Months Ended December 31, 2017

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/16</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 3,000	-	\$ 48,600	16.34
Total	<u>-</u>	<u>3,000</u>	<u>-</u>	<u>48,600</u>	<u>16.34</u>
EXPENDITURES:					
Instruction	-	2,110	-	2,489	-
Student Services	-	21,061	-	-	-
Total	<u>-</u>	<u>23,171</u>	<u>-</u>	<u>2,489</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (20,171)</u>		<u>\$ 46,111</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Four Months Ended December 31, 2017

Auxiliary Enterprises

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/16	% of 8/31/17 Actual
<b>REVENUES:</b>					
Sales & Services	\$ 45,000	\$ 18,592	41.32	\$ 18,464	17.10
Auxiliary Services	3,490,367	1,281,478	36.71	1,257,927	39.32
Total	<u>3,535,367</u>	<u>1,300,070</u>	<u>36.77</u>	<u>1,276,391</u>	<u>38.60</u>
<b>EXPENDITURES:</b>					
Non-Instructional Labor	808,850	240,192	29.70	262,777	36.24
Benefits	190,526	146,230	76.75	149,715	33.82
Supplies	1,392,022	205,626	14.77	242,731	42.29
Travel	255,283	128,329	50.27	110,024	20.68
Contracted Services	412,183	92,852	22.53	109,839	38.92
Scholarships and Fellowships	1,192,226	924,540	77.55	976,441	59.86
Utilities	550	-	-	9,050	-
Total	<u>4,251,640</u>	<u>1,737,769</u>	<u>40.87</u>	<u>1,860,577</u>	<u>44.34</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(716,273)	(437,699)	-	(584,186)	-
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 Four Months Ended December 31, 2017

95 Retirement of Indebtedness

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/16	% of 8/31/17 Actual
<b>REVENUES</b>					
Investment Income	\$ -	\$ 572,535	-	\$ 273,107	827.42
Local Taxes - Debt Service	28,583,724	5,547,378	19.41	2,366,382	8.86
Total	28,583,724	6,119,913	-	2,639,489	9.87
<b>EXPENDITURES</b>					
Institutional Support	32,282,149	6,157,553	19.07	6,644,331	35.10
Total	32,282,149	6,157,553	19.07	6,644,331	35.10
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,022,944)	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ (37,640)</u>		<u>\$ (4,004,842)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Four Months Ended December 31, 2017

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/16</u>	<u>% of 8/31/17 Actual</u>
<b>EXPENDITURES</b>					
Depreciation	\$ 22,000,000	\$ 6,040,425	27.46	\$ 6,085,289	33.00
Capital Purchases	-	(441,318)	-	(114,268)	-
Total	<u>22,000,000</u>	<u>5,599,107</u>	<u>-</u>	<u>5,971,021</u>	<u>40.00</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (5,599,107)</u>		<u>\$ (5,971,021)</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Four Months Ended December 31, 2017

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>12/31/16</u>
REVENUES:			
Investment Income	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Bond Programs	<u>-</u>	<u>6,793,538</u>	<u>13,789,318</u>
Total	<u>-</u>	<u>6,793,538</u>	<u>13,789,318</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (6,793,538)</u>	<u>\$ (13,789,318)</u>





## Monthly Investment Report

December 31, 2017

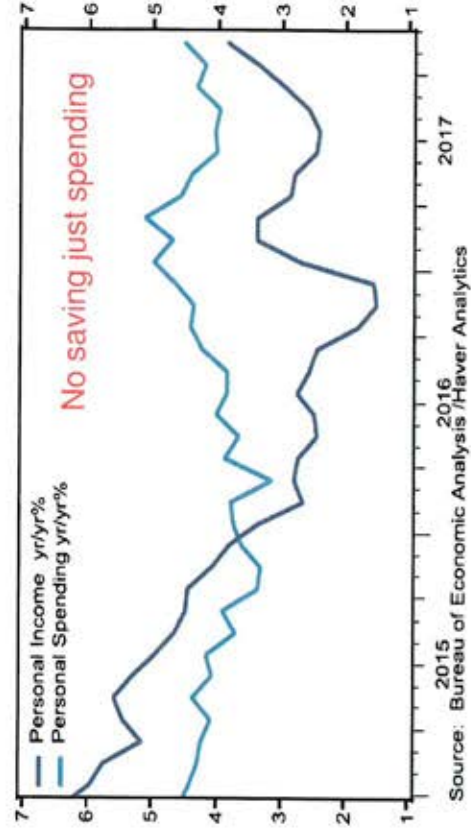
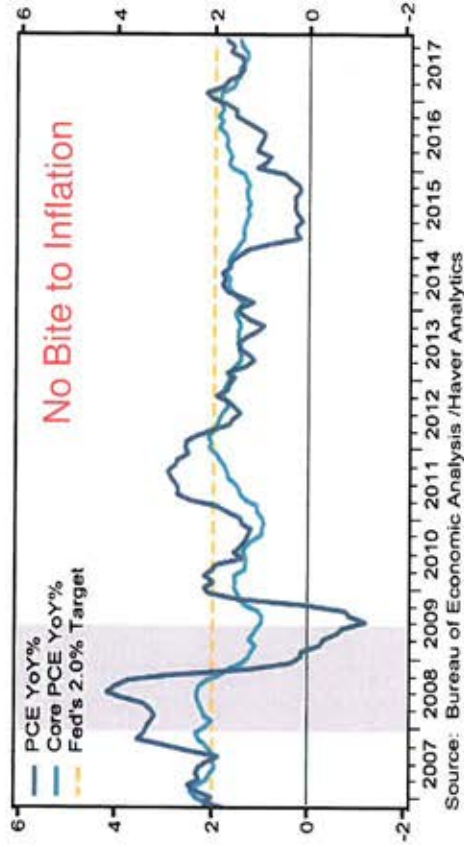


# Lots of Momentum Rolling Into 2018

Much of 2017 the markets were fixated on the global central banks and their interpretation of the economic world as reflected in their interest rate moves. And most of those central banks have moved towards or are considering a normalization of rates by a slow start in raising interest rates. They are also beginning the painful process of reducing balance sheets built up through the quantitative easing cycle.

That normalization begs the question as to whether a recession is really probable in 2018. Bloomberg surveyed economists estimate that probability at only 15% which actually seems high considering the strength of the economy moving into 2018. Conversely, the futures market is anticipating a 65% chance of our sixth rate increase in March 2018 and another in June (43%) which reflects a belief in continuing strength.

The decision will depend on jobs, growth, and inflation. Employment is not a factor at this point. The US is at full employment and may even dip to 3.9% in 2018. The consumer is spending those wages even though wage growth has not accompanied the move to full employment. Income is up but spending has outpaced it which is worrisome in that people are not saving. That may reflect confidence in the future or a change in demographics. The recently passed Tax Reform Act may also have spurred consumers who then created a positive retail holiday season.



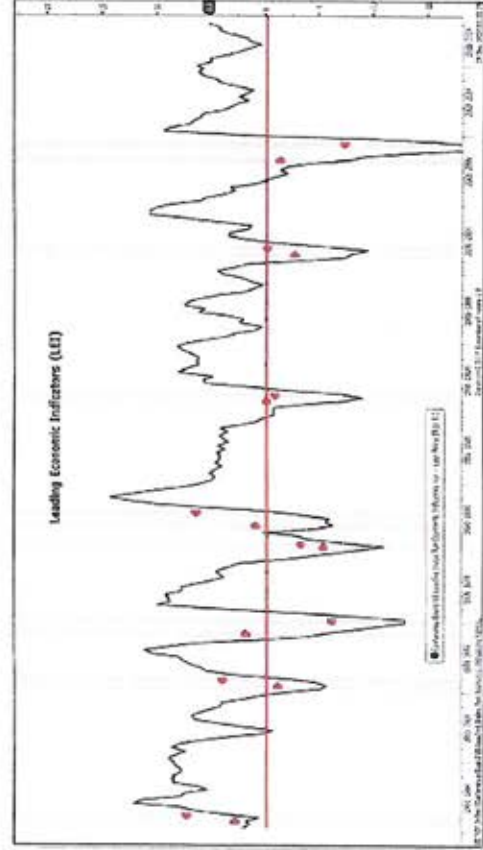
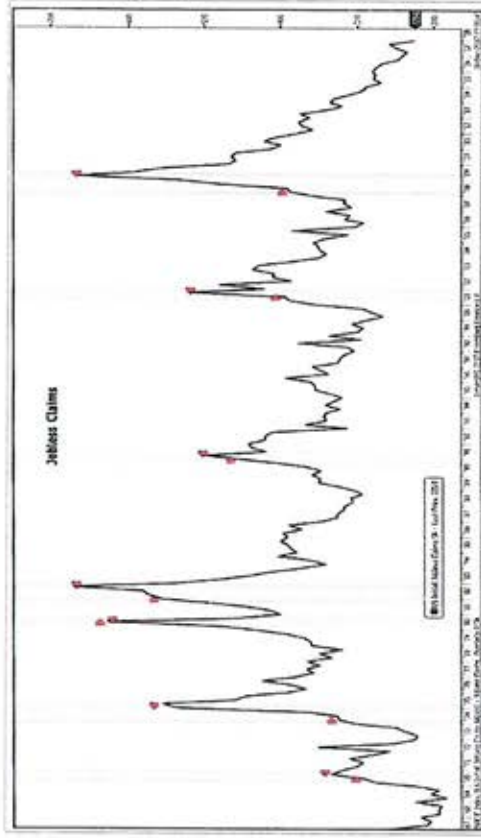
# Investors and Consumers Look to 2018

The consumer may also be spurred by the availability of jobs. Jobless claims have steadily decreased since the end of the last recession and now sit at lows not seen since the 1970's.

Growth in the economy is also strong with corporate profits and expenditures up steadily, housing in multi-family units is strong, construction is picking back up and manufacturing has been strong with inventories building. The leading economic indicator (LEI) is an excellent indication of future strength across the ten sectors it represents and the entire economy:

- \* average hours worked by manufacturing workers
- \* average initial applications for unemployment insurance
- \* new orders for consumer goods and materials
- \* speed of goods delivery from suppliers to vendors
- \* new orders for capital goods
- \* new building permits
- \* S&P 500 stock index
- \* inflation adjusted money supply (M2)
- \* spread between long and short interest rates
- \* consumer sentiment

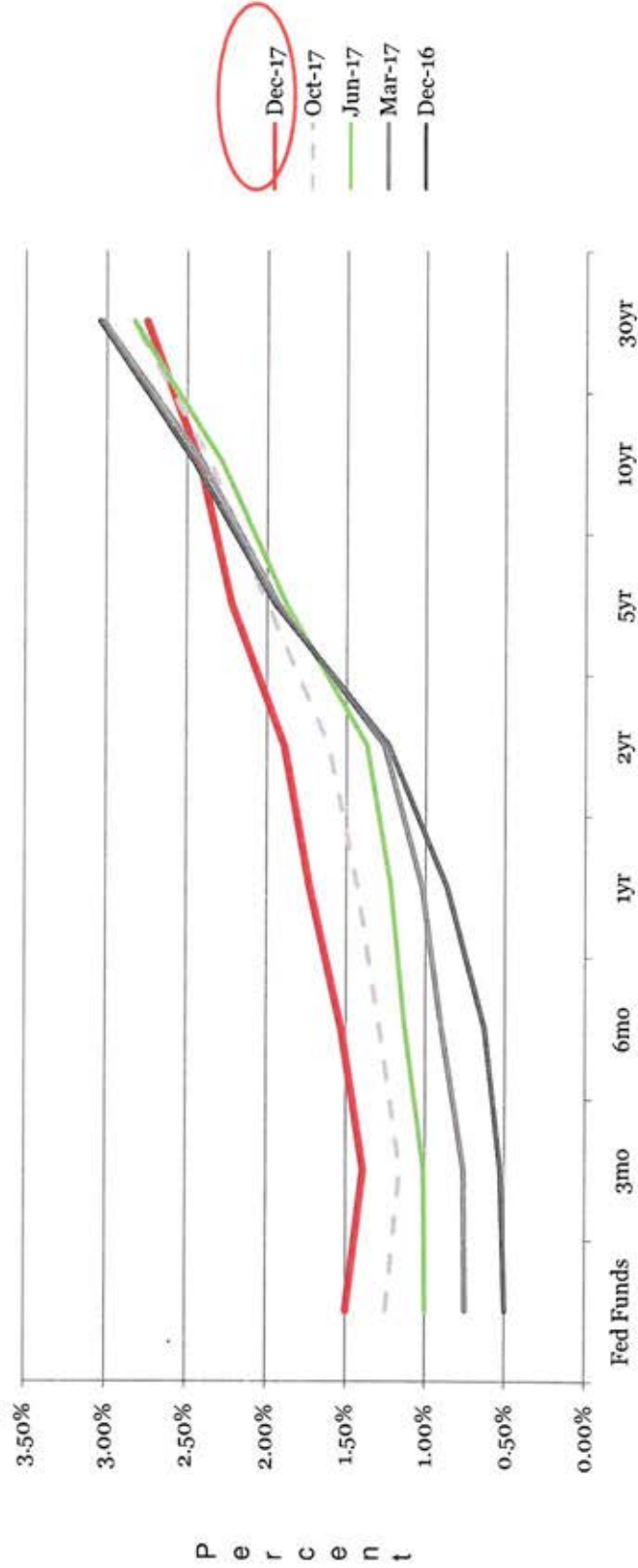
The key in 2018 will be inflation. Inflation has grown only slightly in 2017 and remains stubbornly below the Fed's 2% target. Where inflation exists in goods and services it has been balanced by low energy costs and a reduction in savings and increase in credit use. Given the new Fed Chair's propensity for *moderate* growth that 2% may be both a target and a ceiling so that inflation does not spike in 2018.





# Rates Flattening Continues

- The concern for a flattening (less steep) curve has continued in the final quarter. As the Federal Reserve raised rates in December the short rates moved up but the long end barely moved from October or June.
- The move in the short end is driven by the Fed's reflection of the economy and its desire to create a monetary cushion if a recession does occur. But the inversion from overnight funds to the three-month also has to reflect two factors (a) rates in the US led by the Fed are higher than international alternatives and (b) continuing uncertainty globally (economically and geo-politically) has investors holding close to cash until the picture becomes clearer.
- The long end not moving may indicate that long investors (which had been assuming inflation would never resurface!) are re-thinking the position and gaining some caution as to potential higher long rates in the near future.
- The higher short rates have definitely helped short-term investors but a corresponding steeper curve will help banks offer more loans thereby pushing funds into the economy which is positive all-round.

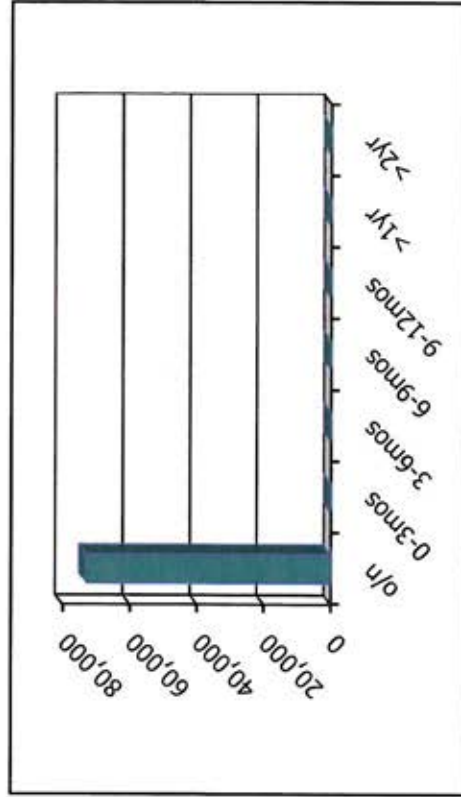
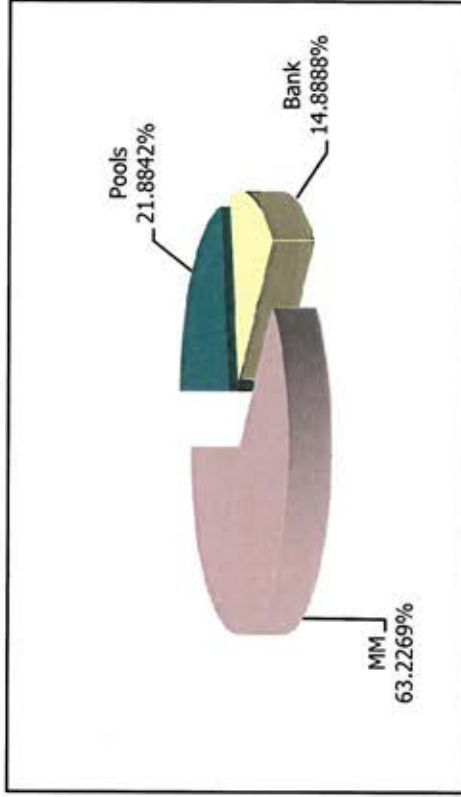


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

# General Portfolio

As of December 31, 2017

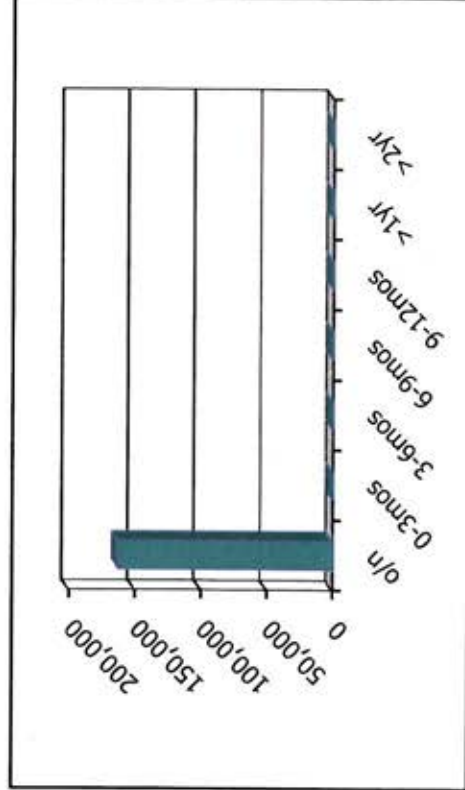
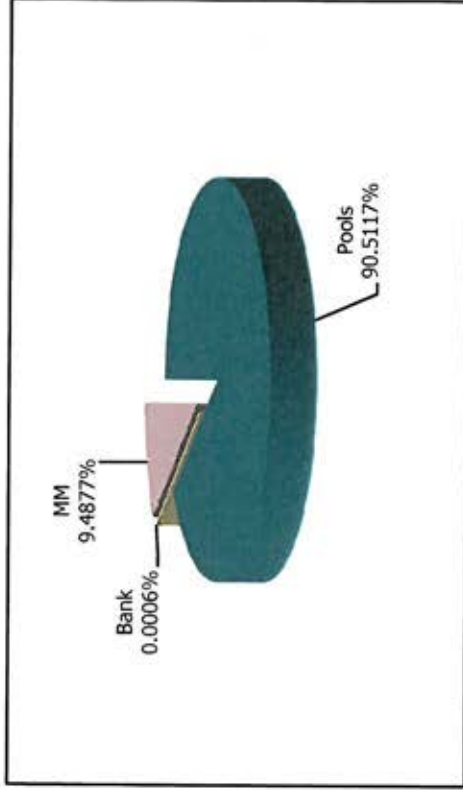
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially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



# Bond Portfolio

As of December 31, 2017

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







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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	10,826,779.10	10,826,779.10	10,826,779.10	4.61	1	1	0.000
Investment Pools/Money Markets	224,228,422.57	224,228,422.57	224,228,422.57	95.39	1	1	1.144
<b>Investments</b>	<b>235,055,201.67</b>	<b>235,055,201.67</b>	<b>235,055,201.67</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>1.092</b>
<b>Total Earnings</b>	<b>December 31</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year	210,629.35		782,077.08				

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.

*William E Dikerson*  
 Vice Chancellor of Fiscal Affairs  
 WILLIAM E DICKERSON  
 DIRECTOR OF ACCOUNTING AND FINANCIAL SERVICES  
 01/25/2018



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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	162,335,992.68	162,335,992.68	69.06	1.168	1
<b>Subtotal</b>	<b>10</b>	<b>162,335,992.68</b>	<b>162,335,992.68</b>	<b>69.06</b>	<b>1.168</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	10,826,779.10	10,826,779.10	4.61	0.000	1
Investment Pools/Money Markets	6	61,892,429.89	61,892,429.89	26.33	1.082	1
<b>Subtotal</b>	<b>15</b>	<b>72,719,208.99</b>	<b>72,719,208.99</b>	<b>30.94</b>	<b>0.921</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>235,055,201.67</b>	<b>235,055,201.67</b>	<b>100.00</b>	<b>1.092</b>	<b>1</b>



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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	0.01	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	2,001,913.14	2,001,913.14	2,001,913.14	1.150	1.134	1.150		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,004,845.35	5,004,845.35	5,004,845.35	1.150	1.134	1.150		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,395,389.19	8,395,389.19	8,395,389.19	1.150	1.134	1.150		1
9999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	5,733,998.57	5,733,998.57	5,733,998.57	1.170	1.153	1.170		1
9999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,940,936.42	1,940,936.42	1,940,936.42	1.170	1.153	1.170		1
9999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	138,588,849.86	138,588,849.86	138,588,849.86	1.170	1.153	1.170		1
9999999916	10106	LSIP GOF - Debt Service	07/30/2009	670,060.14	670,060.14	670,060.14	1.170	1.153	1.170		1
<b>Subtotal and Average</b>				<b>162,335,992.68</b>	<b>162,335,992.68</b>	<b>162,335,992.68</b>	<b>1.152</b>	<b>1.152</b>	<b>1.168</b>	<b>1.168</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>162,335,992.68</b>	<b>162,335,992.68</b>	<b>162,335,992.68</b>	<b>1.152</b>	<b>1.152</b>	<b>1.168</b>	<b>1.168</b>	<b>1</b>

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity	
<b>Passbook/Checking Accounts</b>												
1390012195A	10164	Bank of America - Operating	09/01/2017	2,351.20	2,351.20	2,351.20					1	
9999999914	10089	Credit Cards - In Transit	09/01/2017	-24,068.00	-24,068.00	-24,068.00					1	
708340062	10086	Disbursements	09/01/2017	-274,472.61	-274,472.61	-274,472.61					1	
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00					1	
707759338	10062	JPM - Operating	09/01/2017	11,156,185.32	11,156,185.32	11,156,185.32					1	
707759346	10085	Payroll Fund	09/01/2017	-53,614.08	-53,614.08	-53,614.08					1	
9999999913	10088	Petty Cash	09/01/2017	20,468.00	20,468.00	20,468.00					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	-70.73	-70.73	-70.73					1	
<b>Subtotal and Average</b>				<b>10,826,779.10</b>	<b>10,826,779.10</b>	<b>10,826,779.10</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>	
<b>Investment Pools/Money Markets</b>												
XXX810	10227	East West ICS	09/09/2014	0.00	0.00	0.00					1	
86-7200810	10230	East West MM	09/09/2014	40,734,229.14	40,734,229.14	40,734,229.14	1.150	1.134	1.150		1	
9999999993	10034	LSIP GOF - Operating	09/01/2007	714,889.67	714,889.67	714,889.67	1.170	1.153	1.170		1	
707759320	10035	JPM - Money Market	09/01/2007	5,003,400.22	5,003,400.22	5,003,400.22	0.270	0.266	0.270		1	
9999999996	10038	TCB - Money Market	09/26/2007	240,789.92	240,789.92	240,789.92	0.350	0.345	0.350		1	
9999999991	10032	TexPool	09/01/2007	15,199,120.94	15,199,120.94	15,199,120.94	1.176	1.160	1.176		1	
<b>Subtotal and Average</b>				<b>61,892,429.89</b>	<b>61,892,429.89</b>	<b>61,892,429.89</b>		<b>1.068</b>	<b>1.082</b>		<b>1</b>	
<b>Total Investments and Average</b>				<b>72,719,208.99</b>	<b>72,719,208.99</b>	<b>72,719,208.99</b>		<b>0.909</b>	<b>0.921</b>		<b>1</b>	



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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
999999999	10084	BOND	RRP	5,733,998.57	5,860,052.97	5,752,030.89		1.170	0.099	5,703.73	0.00	5,703.73
999999916	10106	BOND	RRP	670,060.14	306,330.14	669,460.32		1.170	0.099	664.09	0.00	664.09
86-72000794	10231	BOND	RRP	2,001,913.14	2,001,823.11	2,000,185.14		1.150	0.097	1,938.14	0.00	1,938.14
86-72000844	10232	BOND	RRP	8,395,389.19	8,385,463.22	8,388,070.48		1.150	0.097	8,127.86	0.00	8,127.86
86-72004242	10233	BOND	RRP	5,004,845.35	5,004,557.82	5,000,468.90		1.150	0.097	4,845.35	0.00	4,845.35
999999917	10234	BOND	RRP	1,940,936.42	1,960,894.88	1,943,712.44		1.170	0.099	1,927.69	0.00	1,927.69
999999918	10235	BOND	RRP	138,588,849.86	139,218,690.69	138,575,577.86		1.170	0.099	137,452.89	0.00	137,452.89
			<b>Subtotal</b>	<b>162,335,992.67</b>	<b>162,737,812.83</b>	<b>162,329,506.03</b>			<b>0.099</b>	<b>160,659.75</b>	<b>0.00</b>	<b>160,659.75</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	15,199,120.94	5,010,696.51	7,928,670.98		1.176	0.103	8,143.38	0.00	8,143.38
999999996	10038	GEN	RRP	240,789.92	240,712.98	240,727.20		0.350	0.028	66.94	0.00	66.94
707759320	10035	GEN	RRP	5,003,400.22	5,002,254.25	5,002,365.15		0.270	0.023	1,145.97	0.00	1,145.97
999999993	10034	GEN	RRP	714,889.67	3,404,663.11	1,881,469.91		1.170	0.063	1,177.21	0.00	1,177.21
86-7200810	10230	GEN	RRP	40,734,229.14	40,690,260.22	40,698,632.02		1.150	0.097	39,436.10	0.00	39,436.10
			<b>Subtotal</b>	<b>61,892,429.89</b>	<b>54,348,587.07</b>	<b>55,751,865.26</b>			<b>0.090</b>	<b>49,969.60</b>	<b>0.00</b>	<b>49,969.60</b>
			<b>Total</b>	<b>224,228,422.56</b>	<b>217,086,399.90</b>	<b>218,081,371.29</b>			<b>0.097</b>	<b>210,629.35</b>	<b>0.00</b>	<b>210,629.35</b>

# Foundation Financials

## November 2017

# San Jacinto College Foundation

## Statement of Financial Position

As of November 30, 2017

### ASSETS

#### Current Assets

##### Checking/Savings

General Fund \$810,696

Other Funds -

Total Checking/Savings 810,696

##### Accounts Receivable

Pledge Receivables 312,800

Other Receivables 750

Special Events Receivables 20,955

Total Accounts Receivable 334,505

##### Other Current Assets

##### Short Term Investments

Goldman Sachs 10,534,039

Capital Bank CD 204,142

Prosperity Bank 202,818

Total SJC Short Term Investments 10,941,000

Total Current Assets 12,086,201

### TOTAL ASSETS

\$12,086,201

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

Event Payable 635

Grants Payable 58,137

Programs Payable 38,959

Endowments Payable 84,071

Scholarship Payables 223,806

Student Success Payables 5,719

Total Accounts Payable 411,326

Total Current Liabilities 411,326

Total Liabilities 411,326

#### Equity

Net Assets 11,476,782

Net Income 198,093

Total Equity 11,674,875

### TOTAL LIABILITIES & EQUITY

\$12,086,201



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

	<b>Current Year</b>	<b>Last Year</b>	<b>Effect on Net Income</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Grant Contributions	8,280	15,810	(7,530)
Permanently Restricted	31,305	159,940	(128,635)
Program Sponsorship	112,410	57,477	54,933
Temporarily Restricted	322,138	151,706	170,432
<b>Total Contributions</b>	<u>474,133</u>	<u>384,933</u>	<u>89,200</u>
<b>Other Income</b>			
Special Events	62,028	103,067	(41,038)
Investment Income	79,488	44,364	35,124
Realized Gain / (Loss)	15,242	1,210,882	(1,195,640)
Unrealized Gain / (Loss)	102,646	(1,277,827)	1,380,472
<b>Total Other Income</b>	<u>259,404</u>	<u>80,485</u>	<u>178,919</u>
<b>Total Income</b>	733,537	465,418	268,119
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	404,542	49,933	(354,608)
Grants Awarded	8,650	0	(8,650)
Programs Sponsored	59,912	66,007	6,095
<b>Total Programs</b>	<u>473,104</u>	<u>115,940</u>	<u>(357,164)</u>
<b>Supporting Services</b>			
Management and General	11,831	8,339	(3,492)
Fundraising Expenses	47,657	78,112	30,456
Sponsorship Expense	2,852	750	(2,102)
<b>Total Supporting Services</b>	<u>62,340</u>	<u>87,201</u>	<u>24,861</u>
<b>Total Expense</b>	<u>535,444</u>	<u>203,141</u>	<u>(332,302)</u>
<b>Net Ordinary Income</b>	198,093	262,277	(64,184)
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$198,093</u>	<u>\$262,277</u>	<u>(\$64,184)</u>



Contributions Report  
November 2017

Donors	Amount	Fund
Corporations	\$32,671	County Manufacturer, Ford Asset Scholarship, Kroger, Lady Gators Basketball, Milton Stanley Jr. Scholarship
Foundations	120,500	George Hamman Foundation, Greater Houston Community Foundation, North Campus Baseball Program, Promise for their Future
Individuals	966	Disaser Relief, East Harris County Manufacturers, Jennifer Puryear Memorial, North Campus Baseball Program,

**Total Donation            154,137**

Employee Contributions	1,753	Brysch Garza Firefighter, Disaster Relief, Dunseith Sr. Memorial, East Harris County Manufacturers, Golf, John Locke Memorial, Lady Gators Basketball, Promise for their Future, Veteran Center
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**Total Contributions        \$155,890**

# Foundation Financials

## December 2017

# San Jacinto College Foundation

## Statement of Financial Position

As of December 31, 2017

### ASSETS

#### Current Assets

##### Checking/Savings

General Fund \$1,114,841

Other Funds -

Total Checking/Savings 1,114,841

##### Accounts Receivable

Pledge Receivables 262,700

Special Events Receivables 20,955

Total Accounts Receivable 283,655

##### Other Current Assets

##### Short Term Investments

Goldman Sachs 10,568,674

Capital Bank CD 204,142

Prosperity Bank 202,818

Total SJC Short Term Investments 10,975,634

Total Current Assets 12,374,130

### TOTAL ASSETS

\$12,374,130

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

Event Payable 635

Grants Payable 54,963

Programs Payable 111,664

Endowments Payable 79,779

Scholarship Payables 214,287

Student Success Payables 5,719

Total Accounts Payable 467,047

Total Current Liabilities 467,047

Total Liabilities 467,047

#### Equity

Net Assets 11,476,782

Net Income 430,301

Total Equity 11,907,083

### TOTAL LIABILITIES & EQUITY

\$12,374,130

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

	Current Year	Last Year	Effect on Net Income
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Grant Contributions	9,280	15,810	(6,530)
Permanently Restricted	78,835	159,940	(81,105)
Program Sponsorship	381,104	76,741	304,363
Temporarily Restricted	342,877	171,081	171,796
<b>Total Contributions</b>	<u>812,096</u>	<u>423,572</u>	<u>388,524</u>
<b>Other Income</b>			
Special Events	67,915	105,167	(37,252)
Investment Income	151,388	95,638	55,750
Realized Gain / (Loss)	15,242	1,210,774	(1,195,532)
Unrealized Gain / (Loss)	65,472	(1,258,850)	1,324,323
<b>Total Other Income</b>	<u>300,017</u>	<u>152,728</u>	<u>147,289</u>
<b>Total Income</b>	1,112,113	576,300	535,813
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	495,286	57,944	(437,341)
Grants Awarded	8,650	0	(8,650)
Programs Sponsored	104,846	75,811	(29,035)
Student Success Initiatives	0	14,277	14,277
<b>Total Programs</b>	<u>608,782</u>	<u>148,032</u>	<u>(460,749)</u>
<b>Supporting Services</b>			
Management and General	15,645	17,601	1,956
Fundraising Expenses	47,657	78,996	31,340
Sponsorship Expense	9,728	750	(8,978)
<b>Total Supporting Services</b>	<u>73,030</u>	<u>97,347</u>	<u>24,317</u>
<b>Total Expense</b>	<u>681,811</u>	<u>245,379</u>	<u>(436,432)</u>
<b>Net Ordinary Income</b>	430,301	330,921	99,381
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$430,301</u>	<u>\$330,921</u>	<u>\$99,381</u>



Contributions Report  
December 2017

Donors	Amount	Fund
Corporations	\$287,658	Bank of America Foundation, Bob & Doylene Perry Scholarship, Brenda Hellyer Scholarship, Dow Chemical Foundation, Energy Venture, Ford Asset Scholarship, Gala, Lady Gator's Basketball, Milton Stanley Jr., North Campus Baseball, PETC Careers, Process Technology Building, South Campus Baseball, Veterans Center
Foundations	91,500	Albemarle, Sinor Industrial Technology Scholarship, Veterans Center
Individuals	7,800	Alumni Fund, Disaster Relief, Jennifer Puryear Scholarship, John B. "Jack" Niday Scholarship, Joseph Cantalamessa Scholarship, Joy Ruth Niday Scholarship, Pope Cosmetology Scholarship, Promise for their Future, Sue & Jerry Chapman Scholarship, Wynell Phelps Scholarship

**Total Donation            386,958**

Employee Contributions	7,427	Brysch Garza Firefighter Scholarship, Disaster Relief, Dunseith Sr. Memorial Fund, Gala, Golf, John Locke Memorial Fund, Promise for their Future, Veterans Center,
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**Total Contributions    \$394,385**

## 2008 Bond Program

Report As of December 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
<b>North</b>								
2612 - NC Plant Chiller	14,225	1,721,732	1,735,957	-	123,440	1,590,008	22,509	98.70%
<b>Sub-total</b>	14,225	1,721,732	1,735,957	-	123,440	1,590,008	22,509	98.70%
<b>South</b>								
3914 - SC Softball Improvements	850,000	-	850,000	-	207,813	37,440	604,747	28.85%
<b>Sub-total</b>	850,000	-	850,000	-	207,813	37,440	604,747	28.85%
<b>District</b>								
720100 - Program Management	-	552,501	552,501	-	18,845	16,418	517,238	6.38%
726800 - Contingency	14,626,260	(11,525,610)	3,100,650	-	-	-	3,100,650	-
726907 - Graphics Phase II	50,000	-	50,000	-	-	41,618	8,382	83.24%
<b>Sub-total</b>	14,676,260	(10,973,109)	3,703,151	-	18,845	58,036	3,626,270	2.08%
<b>2008 Contingency Supplemental Projects</b>								
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	120	18,168	-	100.00%
721915 - CC Police Vehicles	-	110,000	110,000	-	99,672	-	10,328	90.61%
721916 - CC FS Passenger Van	-	85,000	85,000	-	-	-	85,000	-
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%
722913 - NC Nursing Kelley	-	25,914	25,914	-	4,563	19,822	1,529	94.10%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	-	100.00%
723916 - SC SimMan 3G	-	91,378	91,378	-	-	90,568	810	99.11%
726909 - Dist Network/Wireless Equipment	-	784,920	784,920	-	209,731	571,139	4,050	99.48%
726910 - Dist Juniper Switches	-	902,012	902,012	-	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	81,034	81,034	-	30,240	49,725	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	-	9,840	-	115,160	7.87%
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	200,000	-	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	2,500	-	5,000	33.33%
726810- 2008 Contingency Supplemental Projects	-	962,697	962,697	-	-	-	962,697	-
<b>Sub-total</b>	-	4,199,019	4,199,019	-	975,591	1,660,429	1,562,999	62.78%
<b>Projects Closed</b>								
<b>Sub-total</b>	279,459,515	5,052,357	284,511,872	(245,084)	-	284,511,872	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>(245,084)</b>	<b>1,325,689</b>	<b>287,857,785</b>	<b>5,816,526</b>	<b>98.03%</b>



## 2015 Revenue Bond Program

Final As of December 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>North - CIT</b>								
722909 - North CIT	47,591,645	-	47,591,645	182,215	302,890	42,128,811	5,159,944	89.16%
726908 - Dist Campus Purchases	-	748,950	748,950	-	-	748,950	-	100.00%
Contingency (726900)	2,408,355	(748,950)	1,659,405	-	-	-	1,659,405	-
<b>Sub-total</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>182,215</b>	<b>302,890</b>	<b>42,877,761</b>	<b>6,819,349</b>	<b>86.36%</b>

**2015 Bond Program**

Report as of December 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expended
<b>Central</b>								
1601 - CC Petrochemical Center	52,450,000	337,630	52,787,630	-	40,677,520	3,263,364	8,846,746	83.24%
1601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	44,338	672,922	6,913,129	9.40%
1601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	3,259,299	3,055,942	1,630,768	79.48%
1602 - CC Welcome Center	16,600,000	2,938,463	19,538,463	-	870,779	282,138	18,385,546	5.90%
1602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	72,963	1,062	2,925,975	2.47%
1603 - CC Class Room Building	47,155,000	(1,113,647)	46,041,353	-	18,029	421,855	45,601,469	0.96%
1604 - CC Central Data Closets	2,444,000	(57,718)	2,386,282	-	204,833	39,351	2,142,098	10.23%
1605 - CC Central Access Security	1,852,000	(564,532)	1,287,468	-	-	44,402	1,243,066	3.45%
1606 - CC Frels Demo	1,153,000	-	1,153,000	-	50,824	-	1,102,176	4.41%
1607 - CC Davison Building Reno	14,970,000	(353,542)	14,616,458	-	9,500	115,088	14,491,870	0.85%
1608 - CC McCollum Center Reno	24,685,000	(582,987)	24,102,013	-	45,078	189,654	23,867,281	0.97%
1609 - CC McCollum North Reno	2,535,000	(59,868)	2,475,132	-	-	19,477	2,455,655	0.79%
1610 - CC Ball Demo	1,725,000	-	1,725,000	-	248	-	1,724,752	0.01%
1611 - CC Anderson Demo	2,654,000	(62,680)	2,591,320	-	373	20,390	2,570,557	0.80%
1612 - CC Stadium and Track Demo	174,000	(4,109)	169,891	-	43,665	9,337	116,889	31.20%
1613 - CC Central DDC Network	1,160,000	(27,393)	1,132,607	-	112,859	134,872	884,876	21.87%
1614 - CC Central Plant Upgrades	1,160,000	(27,393)	1,132,607	-	70,388	17,958	1,044,261	7.80%
<b>Sub-total</b>	170,717,000	18,998,622	189,715,622	-	45,480,696	8,287,812	135,947,114	28.34%
<b>North</b>								
2601 - NC Cosmetology & Culinary Center	22,845,000	(539,529)	22,305,471	-	930,503	284,732	21,090,236	5.45%
2602 - NC North Data Closets	915,000	(21,616)	893,384	-	214,415	35,480	643,489	27.97%
2604 - NC Lehr Library Demo	650,000	(15,356)	634,644	-	35,694	183,124	415,826	34.48%
2605 - NC North Access/Security	877,000	100,687	977,687	-	37	29,373	948,277	3.01%
2606 - NC Wheeler Reno	14,300,000	(337,719)	13,962,281	-	19,330	110,371	13,832,580	0.93%
2607 - NC Brightwell Reno	6,628,000	(156,525)	6,471,475	-	4,300	50,931	6,416,244	0.85%
2608 - NC Spencer Reno	13,000,000	(307,023)	12,692,977	-	8,170	99,877	12,584,930	0.85%
2609 - NC North DDC Network	580,000	(13,696)	566,304	-	60,045	56,368	449,891	20.56%
2610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	274,296	176,836	5,048,868	8.20%
2612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	-
<b>Sub-total</b>	76,395,000	(7,390,777)	69,004,223	-	1,546,790	1,027,092	66,430,341	3.73%
<b>South</b>								
3601 - SC Engineering & Technology Center	28,400,000	(670,716)	27,729,284	-	1,132,664	329,332	26,267,288	5.27%
3602 - SC Cosmetology Center	16,213,000	(382,892)	15,830,108	-	737,335	203,546	14,889,227	5.94%
3603 - SC Longenecker Reno	22,555,000	(532,682)	22,022,318	-	69,173	211,234	21,741,911	1.27%
3604 - SC South Data Closets	765,000	(18,070)	746,930	-	178,101	22,257	546,572	26.82%
3605 - SC South Primary Electrical Upgrade	5,800,000	(136,979)	5,663,021	-	-	44,561	5,618,460	0.79%
3606 - SC South Access/ Security	599,000	218,859	817,859	-	10	23,524	794,325	2.88%
3607 - SC South HW/CW Relocation	10,266,000	(242,456)	10,023,544	-	-	78,869	9,944,675	0.79%
3608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(27,393)	1,132,607	-	-	8,915	1,123,692	0.79%
3610 - SC Jones Reno	13,803,000	(325,980)	13,477,020	-	-	106,054	13,370,966	0.79%
3611 - SC Bruce Student Center Reno	10,400,000	(245,615)	10,154,385	227,250	9,786	2,039,025	8,105,574	20.18%
3612 - SC HVAC Tech	312,000	2,042,899	2,354,899	-	21,231	76,706	2,256,962	4.16%
3613 - SC South DDC Network	580,000	(13,697)	566,303	-	81,751	70,023	414,529	26.80%
<b>Sub-total</b>	110,853,000	(334,722)	110,518,278	227,250	2,230,051	3,214,046	105,074,181	4.93%
<b>Maritime</b>								
6603 - MC Maritime Expansion	28,000,000	(13,000,000)	15,000,000	-	-	-	15,000,000	-
<b>Sub-total</b>	28,000,000	(13,000,000)	15,000,000	-	-	-	15,000,000	-
<b>Admin</b>								
6602 - College Development	30,000,000	-	30,000,000	-	-	-	30,000,000	-
6604 - Dist Construction Studies	-	366,510	366,510	-	55,136	302,713	8,661	97.64%
6605 - Dist Access/Security	-	166,400	166,400	-	-	3,747	162,653	2.25%
720100 - Program Management	-	7,032,123	7,032,123	-	2,015,352	429,573	4,587,198	34.77%
736601 - Contingency	-	3,196,844	3,196,844	-	-	-	3,196,844	-
<b>Sub-total</b>	30,000,000	10,761,877	40,761,877	-	2,070,488	736,033	37,955,356	6.89%
<b>Projects Closed</b>								
2603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
2611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-
3609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-
<b>Sub-total</b>	9,035,000	(9,035,000)	-	-	-	-	-	-
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>227,250</b>	<b>51,328,025</b>	<b>13,264,983</b>	<b>360,406,992</b>	<b>15.20%</b>

## Energy Conservation and Air Monitoring Project

As of December 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
E17001 - Energy Project	-	1,061,790	1,061,790	-	292,908	768,598	284	99.97%
Contingency	1,400,000	(1,061,790)	338,210	-	-	-	338,210	-
<b>Sub-total</b>	1,400,000	-	1,400,000	-	292,908	768,598	338,494	75.82%

## Repair and Renovation

Report As of December 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered /Expensed
<b>Central</b>									
F18001 CC - Central Misc.	-	20,000	20,000	-	2,864	-	-	17,136	14.32%
<b>Sub-total</b>	-	20,000	20,000	-	2,864	-	-	17,136	14.32%
<b>North</b>									
F18002 NC - North Misc.	-	20,000	20,000	-	3,489	-	-	16,511	17.45%
<b>Sub-total</b>	-	20,000	20,000	-	3,489	-	-	16,511	17.45%
<b>South</b>									
F18003 SC - South Misc.	-	20,000	20,000	-	1,847	-	-	18,153	9.24%
<b>Sub-total</b>	-	20,000	20,000	-	1,847	-	-	18,153	9.24%
<b>District</b>									
F18004 Dist - College Administration Misc.	-	10,000	10,000	-	4,096	-	-	5,904	40.96%
F18008 Dist - A..1 Restroom ADA Renovation	-	49,700	49,700	-	16,400	-	-	33,300	33.00%
<b>Sub-total</b>	-	59,700	59,700	-	20,496	-	-	39,204	34.33%
<b>Contingency (720700)</b>	1,070,684	(119,700)	950,984	-	-	-	-	950,984	-
<b>Sub-total</b>	1,070,684	(119,700)	950,984	-	-	-	-	950,984	-
<b>TOTALS</b>	<b>1,070,684</b>	<b>-</b>	<b>1,070,684</b>	<b>-</b>	<b>28,696</b>	<b>-</b>	<b>-</b>	<b>1,041,988</b>	<b>2.68%</b>

**SAN JACINTO COLLEGE DISTRICT**  
**Building Committee Meeting**  
**January 23, 2018**

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

Members Absent: Erica Davis Rouse

Others Trustees Present: None

Others Present: Bill Dowell, Brenda Hellyer, Ken English (AECOM), Chuck Gremillion (C3), Mike Harris, Mini Izaguirre, Bryan Jones, Angela Klaus, Ann Kokx-Temple, Jeff Parks, Frank Rizzo (Rizzo & Assoc.), Janet Slocum, Charles Smith, Teri Zamora

- I. The meeting was called to order at 4:03 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. Other Trustees present: None
  - d. Members absent: Erica Davis Rouse
- III. Approval of Minutes from the November 28, 2017 Building Committee Meeting
  - a. Dan Mims presented the minutes of the November 28, 2017 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. This was seconded by Marie Flickinger. The minutes were approved as presented.
- IV. Construction Career Collaborative (C3)
  - a. Chuck Gremillion, Executive Director of Construction Career Collaborative (C3) was introduced to the meeting attendees. His presentation explained the purpose for the C3 organization and its potential benefits to the College. Questions were posed and discussed after the presentation. It is recommended that one 2015 Bond project be used as a pilot to test the program and gauge the benefits to the College. The proposed project is the Central Campus Welcome Center. At the February 5, 2018 Board Meeting, an action will be presented with an overview of the program.
- V. Recommended Projects and Delivery Methods which will provide the best value to the College (led by Bryan Jones)
  - a. Consideration of Approval of Architectural Programming Services for the North Campus Spencer, Brightwell, and Wheeler Building Renovations
    - i. This initiative will provide for architectural programming services necessary for the design of the Spencer, Brightwell, and Wheeler building renovation projects. Architectural programming defines the detailed requirements to be supported in the renovated space. These details are gathered collaboratively by the programmer from all stakeholders and are used to establish the facilities related instructional requirements, physical adjacencies, space allocation, and equipment

- requirements. While the three buildings are considered separate projects under the 2015 Bond Program, they will be managed together due to the buildings being connected.
- ii. It is proposed that HKS Architects be selected for this work with a proposed expenditure of \$172,720.
- b. Consideration of Approval to Contract for South Campus Softball Training Facility
- i. Approval of this request will authorize IKLO Construction as the contractor for the construction of a new softball training facility. A request for Competitive Sealed Proposals, Project number 18-13, was issued to procure services for this project. There were three responses to the solicitation. A team comprised of representatives from Facilities Services, South Campus administration, and AECOM evaluated the proposals. They determined IKLO Construction would provide the best value to the College and could complete the project within the established budget.
  - ii. The proposed expenditure amount for this request will not exceed \$580,000.
  - iii. Dr. Hellyer explained that the team is working diligently to stay within the \$850,000 overall budget for improvements to the softball facilities. This may require the delay or reduction in scope of the components.
- c. Consideration of Approval of a Contract for Architectural Services for the South Campus HVAC Tech Building Renovation
- i. Approval of this request will authorize a contract with Huitt-Zollars to provide architectural design services for the South Campus HVAC Tech Building renovation project. These services are required to develop the detailed plans and documents necessary to obtain construction bids and permits from the city of Houston.
  - ii. The proposed expenditure amount for this request is \$100,763.
- d. Consideration of Approval of Method of Procurement for Building Repairs on the South Campus HVAC Tech Building
- i. This request provides for use of the Job Order Contracting (JOC) method of procurement for building repairs at the South Campus HVAC Tech Building. During a facility assessment of the building, certain exterior wall and structural deficiencies were identified that require repair. It is recommended that the identified repairs be performed in advance of the renovation work in order to support the overall renovation schedule.
- e. Consideration of Approval of Contractor for Building Repairs on the South Campus HVAC Tech Building
- i. This request provides for Construction Masters of Houston to deliver the building repairs at the South Campus HVAC Tech Building. During the facility assessment of this building, certain exterior wall and structural deficiencies were identified that require repair. Construction Masters of Houston has a contract through the Choice Partners cooperative contracts program to provide JOC services.

- ii. The proposed expenditure amount for this request will not exceed \$75,000.
- f. Consideration of Approval of Method of Procurement for South Campus Longenecker Building Renovation
  - i. Approval of this request will allow the Construction Manager-at-Risk (CMR) method of procurement for South Campus Longenecker Building renovation. CMR has proven to be an effective procurement methodology that accommodates flexibility in scope development while maintaining control of risk and assures delivery of good value for projects of this type and magnitude.
- g. Consideration of Approval of a Contract for Architectural Services for South Campus Longenecker Building Renovation
  - i. This request provides for authorization to enter into a contract for architectural design services for the South Campus Longenecker Building renovation. The scope of the renovations will include recommendations from the programming and feasibility study developed by Page architects dated August 24, 2017. Additionally, the renovations will address existing regulatory and ADA requirements, architectural, civil, mechanical-electrical-plumbing, and structural concerns. The architectural design work is required to develop detailed plans necessary to bid the renovation project and obtain construction permits from the city of Houston.
  - ii. It is proposed that Page Southerland Page Architects be selected for this work with a proposed expenditure of \$995,077.
- h. Consideration of Approval to Purchase Records Management Software
  - i. This request provides for purchase of Perceptive Intelligent Capture for Transcripts software from Lexmark Enterprise Software, LLC for the College Registrar and Records Management department. Perceptive Intelligent Capture for Transcripts is an optical character recognition software that will enable the Registrar and Records Management department to efficiently capture relevant data from PDF, EDI and paper transcripts, while automatically uploading the data into Banner. This project is a 2008 Bond supplemental contingency project.
  - ii. The proposed expenditure amount for this request will not exceed \$284,954.
- i. Consideration of Approval of Contracts for Architectural Services for Early College High School Renovation Projects
  - i. This request provides for contracts with Board approved architectural firms to provide design services for the renovation of buildings, Central Campus Frels Building (C-20), North Campus Burluson Classroom (N-7), South Campus Academic Wing-North (S-7), and South Campus Academic Wing-South (S-9) to support Early College High School (ECHS) activities on San Jacinto College Campuses.
  - ii. The spaces being supplied to the ECHS programs all require some level of renovation in order to make them suitable for use by high school students under the current building codes. These renovations include revisions to mechanical systems, life safety systems, and accessibility compliance, as well as addressing



cosmetic concerns.

- iii. In order to ensure that all issues that could impact the renovations are identified and properly evaluated, authorization is requested to engage the following architectural firms to provide building assessment and renovation design services:

Gensler at an estimated fee of \$291,143 for South Campus Academic Wing - North (S-7) and South Campus Academic Wing – South (S-9)

HKS Architects at an estimated fee of \$160,063 for Central Campus Frels Building (C-20)

Kirksey Architects at an estimated fee of \$127,323 for North Campus Burleson Classroom (N-7)

- j. Consideration of Approval of Method of Procurement for College Administration East Building Renovations

- i. This request provides for use of the Job Order Contracting (JOC) method of procurement for renovations required at the College Administration East (A1) Building. The proposed project provides for mandatory accessibility compliance renovations on the first floor of the building and at the adjacent parking lots. The JOC procurement method is requested for this project in order to provide timely and accurate correction of these issues.
- ii. Dr. Hellyer recommended that 2008 Bond contingency funds be used for this project.

- k. Consideration of Approval of Contractor for College Administration East Building Renovations

- i. This request provides for use of Construction Masters of Houston for renovations required at the College Administration East (A1) Building. Construction Masters has a contract through the Choice Partners cooperative contracts program to provide JOC services, and complies with the competitive procurement requirement. Additionally, Construction Masters has proven to be a reputable supplier of renovations of this nature with past projects.
- ii. The proposed expenditure amount for this request will not exceed \$136,000.

- l. Consideration of Approval to Grant Utility Easements

- i. This request provides for authorization to grant, sell, and convey two narrow parcels of land to Harris County as easements to construct traffic signals and wheelchair ramp/sidewalks at the northeast and northwest corners of Central Campus. The County will work with the College to coordinate the timing and the extent of the construction of the improvements within the easement areas. The County will ensure that there is access to either Cunningham Road or Luella Avenue and that construction does not cause the closure of both entrances to the College to occur simultaneously.
- ii. In consideration for granting the easements, the College will receive \$4,500 and \$4,382 in compensation for each easement, respectively.

VI. Project Updates – Bond – (presentation led by Chuck Smith)

- a. Safety Data
  - i. Reporting safety data with man-hours worked provides a neutral measure that allows individual projects to be compared in a meaningful way.
  - ii. Examples were given of the type of conditions reported as “at risk” and would require immediate corrective action. Examples of items falling in this condition are: unguarded or poorly guarded holes or hazards, trenches that have walls more than four-foot-high, ladders that fail to provide at least three feet of climbing height above their exit surface, and material being moved without the required number of tag lines or other methods to prevent the load from shifting or swinging.
  - iii. Field observations at construction sites continue to be made by College Facilities Services personnel.
- b. Master Bond Program Schedule
  - i. Weather issues have negatively impacted the construction timeline. The Petrochemical project has suffered a one-month delay due to weather. Recovery of schedule during the construction phase seems feasible.
  - ii. The Welcome Center has incurred a two-month delay in design.
  - iii. The South Campus HVAC project will be pushed back by two months due to the replacement of the architect firm.
  - iv. The South Campus utility projects and Longenecker renovations have been adjusted to reflect administrative realities.
- c. South Campus – Softball Improvements
  - i. The foundation work for the bleachers began last week after the permit was issued by the City of Houston. The cold weather conditions hindered the work, however the foundation should be completed within one week. This will allow the bleachers to be installed by mid-February. Upon Board approval to engage IKLO Construction, a contract will be issued to begin the work on the practice building.
- d. Central Campus – Petrochem
  - i. Construction continues but has been delayed by the recent cold weather. Warmer temperatures are required for proper lime stabilization and concrete curing. Building pads are complete and piers are greater than 80% complete. Some of the roadways on the east and south sides of the building have begun to be poured. Pouring of the building slab is scheduled to begin in February.
- e. Central Campus – Welcome Center
  - i. The project team met with the building stakeholders to review details of their departmental spaces to ensure that the current building design meets their expectations. This latest meeting resulted in final minor adjustments of the design. The building will soon move into the schematic design phase.
- f. Central Campus – Central Plant

- i. A retro-commissioning study was completed in early December 2017 and was reviewed by College and program management firm staff in January. This resulted in minor changes in scope and identified a number of deferred maintenance items. The next steps for this project are completion of the design package and bidding of the construction package. There will be no further updates until we bring forward the procurement package in summer 2018.
  
- g. Central Campus – Stadium and Track Demolition
  - i. The stadium structure and related above ground items have been removed. The paving has been left in place to provide a staging area for the construction of the Welcome Center. The demolition phase of the project came in under budget and it is recommended that these funds be reallocated to bond contingency.
  
- h. Central Campus – Davison Building
  - i. Environmental studies for the presence of lead and asbestos were conducted earlier in January 2018 with results anticipated by end of month. Kirksey Architects has been engaged to conduct a full facility assessment including architectural, structural, mechanical, electrical, plumbing, and accessibility concerns. The report will provide information necessary to generate a renovation cost estimate.
  
- i. North Campus – Cosmetology and Culinary
  - i. The design development phase is 50% complete. The team is working with stakeholders to identify the fixtures and vocational furniture that will be incorporated into the programs.
  - ii. The request from last month to have a more modern exterior building design is being developed by the architect.
  
- j. North Campus – Underground Utility Tunnel
  - i. Design is essentially complete. A solicitation package is expected to be brought before the Board in May 2018.
  - ii. The tunnel was toured by FEMA and College staff to determine if any reimbursement for damage incurred as a result of Hurricane Harvey can be expected. An upgrade in piping insulation to a material known as FOAMGLAS® is being considered. This product is impervious to water and cannot be damaged by water submersion. This further supports the previous philosophy of defending the tunnel in place, and not removing.
  
- k. North Campus – Spencer, Brightwell, and Wheeler Renovation
  - i. Upon approval by the Board at the February 2018 meeting, engagement with HKS Architect will begin. A full facility assessment will include architectural, structural, mechanical, electrical, plumbing, life safety, and accessibility concerns. This will provide information necessary for a project cost estimate.

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- l. South Campus – Cosmetology Building
  - i. The schematic design for the building was approved by the departmental stakeholders and campus Provost in December 2017. The design development phase is 33% complete.
- m. South Campus – Engineering & Technology Building
  - i. Campus stakeholders provided input in December of the schematic design. The architect and contractor have conducted meetings to refine the design to reduce estimated costs. It is expected that this information will be available in the February 2018 Building Committee meeting.
- n. South Campus – HVAC Building
  - i. With Board approval in February, the project will proceed with detailed design and pre-construction building repairs.
- o. South Campus – Longenecker Renovation
  - i. Page Architects submitted their draft design. College personnel have reviewed and returned the information with comments. It has been determined there is not enough space to fit all of the requested components into the building. Other options are being considered.
- p. Campus Wide – Direct Digital Control (DDC) Network
  - i. Phase I of the project is nearing completion. Work at the South Campus Welcome Center, North Campus Library, Interactive Learning Center and Maritime Campus are scheduled for completion at the end of January 2018.
- q. Campus Wide – Data Closets
  - i. Submittals have been provided and material has been ordered for the North Campus. Permitting questions remain for Central and South Campuses which the team is working to resolve. It is expected that these issues will be resolved within two to four weeks.
- r. Areas Impacting Construction Costs
  - i. A study was conducted by MGAC consulting for cost impact in Texas due to Hurricane Harvey. The study was conducted in San Antonio, two-hundred miles away, and the city was not impacted to the degree that was seen in Houston. The study showed a minimum expected cost increase of 5%.
  - ii. A study conducted by the University of Florida reported an expected increase of 8% due to the 2015 State Mandated International Energy Conservation Code.
  - iii. Pricing of current new construction projects reflecting a 13% cost increase for new construction reflects the figures observed in excess of budget. The team continue to review ways to adjust pricing but it is anticipated that a budget realignment proposal on several projects will be presented in the next few

Building Committee Minutes  
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months.

- VII. Financial Report – 2008 Bond, 2008 Supplemental Bond, 2015 Revenue, and 2015 Bond Projects
  - a. 2008 Bond
    - i. The supplemental contingency projects are shown on the spreadsheet. Each project will be added to the report as the projects are approved for expenditure and begin the procurement process.
  - b. 2015 Revenue Bond
    - i. The CIT Building project is in close-out and is operating normally.
  - c. 2015 Bond Projects
    - i. No items noted
- VIII. Operating Fund Report (R&R)
  - a. LED Lighting & Air Monitoring Project
    - i. The air quality monitoring station is working at South Campus.
    - ii. LED lighting project is scheduled to be completed by March 31, 2018.
- IX. Change in start time of the Building Committee Meetings
  - i. Due to the number of discussion items related to the 2015 Bond Program, the Chancellor recommended that the meeting start time be changed to 3:30 p.m. for future Building Committee meetings. The members agreed.
- X. Adjournment – The meeting was adjourned at 5:18 p.m.

**Action Item “IX”**  
**Regular Board Meeting February 5, 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 months of December 2017 and January 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 \$327,599, 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-02-05-18

Attachment 2- Grant Detail-02-05-18

**RESOURCE PERSONNEL**

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SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
February 5, 2018

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Agriculture/University of Texas at El Paso - San Jacinto Community College</u>					
<u>District - Wheels of Change (Year 2)</u>					
Federal Grant Revenue	531002	56700	554100	110000	(19,999)
PT - Extra Service Agreements	531002	56700	614200	360931	3,156
Benefits	531002	56700	651000	360931	64
Student Travel - Lodging	531002	56700	721315	360931	3,000
Student Travel - Meals	531002	56700	721335	360931	1,000
Contract Svcs-Indirect Cost/Grants	531002	56700	731500	620909	1,526
S/A - Stipends	531002	56700	751140	520235	11,253
					\$ -
<u>U.S. Department of Labor/Texas Higher Education Coordinating Board - Apprenticeship Crosswalk</u>					
<u>Leadership Grant 2017-2018 (New Grant)</u>					
Federal Grant Revenue	531717	56700	554100	110000	(14,164)
Operating Supplies- Consumable	531717	56700	711410	460961	14,164
					-
<u>Texas Workforce Commission - San Jacinto Community College District in Partnership with a</u>					
<u>Manufacturing Consortium (New Grant)</u>					
State Grant Revenue	551031	56699	554200	110000	(275,402)
Non-Instructional Labor - Staff	551031	56700	612000	460961	27,214
Fringe Benefits	551031	56700	651000	460961	8,708
S/A Departmental Scholarships T&F	551031	56700	751009	520235	239,480
					-
<u>Dow Gives Community Grants - Helping Hands: Houston's Hallmark on Hurricane</u>					
<u>Harvey (H6 Project) (New Grant)</u>					
Local Grant Revenue	571049	56700	554300	110000	(9,754)
Operating Supplies - Consumable	571049	56700	711410	465817	9,754
					-
<u>Houston Astros Foundation / San Jacinto College Foundation - SJC Adult Literacy</u>					
<u>Bridge Program (ALBP) (New Grant)</u>					
Local Grant Revenue	571050	56700	554300	110000	(8,280)
Labor - Instructional	571050	56700	620000	460911	2,970
Benefits	571050	56700	650000	460911	82
Supplies	571050	56700	711110	460911	550
Contractual Services	571050	56700	731110	460911	4,678
					-
Net Increase (Decrease)					\$ -

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

New Grant and Additional Funding Summary by Agency:

U.S. Department of Agriculture	\$ 19,999
U.S. Department of Labor	14,164
Texas Workforce Commission	275,402
The Dow Chemical Company Foundation	9,754
Houston Astros Foundation	8,280
	<u>\$ 327,599</u>



February 5, 2018 Board Book – Grant Amendments Detail List

U.S. Department of Agriculture/University of Texas at El Paso - San Jacinto Community College District - Wheels of Change (Year 2)

San Jacinto Community College District (SJCCD) will develop and implement modules for engineering applications in agricultural sciences. These proposed modules will be implemented in at least two courses: Introduction to Engineering and Engineering Economics. Six students per year who indicate a high interest in the field of agricultural sciences will be recruited from these courses. They will be encouraged to prepare for careers related to agricultural sciences through incentives that will include a stipend, cohort activities and community, and visits to the agricultural labs of our four-year partner institution, Texas A & M Kingsville.

U.S. Department of Labor/Texas Higher Education Coordinating Board - Apprenticeship Crosswalk Leadership Grant 2017-2018 (New Grant)

Community colleges across the state of Texas are collaborating with industry on formal apprenticeship programs. Most of these programs do not offer college credit for the instruction that the apprentices receive. The purpose of this grant is to develop crosswalks in specific college majors that can equate to the student learning objectives that are part of the related instruction required of all apprentices. SJCCD will lead an effort to standardize this process by working with colleges currently receiving apprenticeship grants through the Chapter 133 federal apprenticeship program passed on by the Texas Workforce Commission. SJCCD will invite the partner institutions to a series of workshops that will identify student learning outcomes in one or more of the programs that they are currently sponsoring. The partners will then cross-walk them with specific courses that their college or another college in the state currently offers. Since all of those courses are official Workforce Education Course Manual courses, any college in the state will be able to calculate the appropriate number of credits to which apprentices are entitled.

Dow Gives Community Grants - Helping Hands: Houston's Hallmark on Hurricane Harvey (H6 Project) (New Grant)

SJCCD will conduct a Mind Trekkers-style STEM experience for middle school teachers and students from local Independent School Districts (ISD) that were impacted by Hurricane Harvey. The first component of the project will consist of SJCCD science faculty training eight middle school teachers on eleven science experiment activities the day before the STEM outreach event. The second component is the STEM outreach event, where ISD students will each be able to explore all of the science activities in a fun, engaging atmosphere at SJCCD. ISD teachers will attend the event with their students and enjoy the fun! Afterwards, the teachers will receive the H6 Project activity kits, on which they were trained, to be kept and reused within their own school's science department. The eleven science activities will cover science college concepts to help reinforce relevant content.

Houston Astros Foundation / San Jacinto College Foundation - SJCCD Adult Literacy Bridge Program (ALBP) (New Grant)

The ALBP pilot project will provide an alternative pathway to building and improving comprehension of reading, analysis of written material, and written expression of ideas. This will enhance the foundation necessary to achieve successful literacy scores on the Texas Success Initiative Assessment entrance exam. This program will provide participants with a 5-week course prior to the start of a semester, designed to offer a bridge from entry-level knowledge and skills to post-secondary coursework. The program is specifically targeted to students who have earned a high school diploma, or are about to graduate, but have not yet demonstrated the skills needed to be successful in college. Additionally targeted are those who completed high school and entered the workforce and who now want to complete a post-secondary education credential. For this initial pilot project, we expect to serve a total of 60 students. The outcomes will be evaluated for potential expansion opportunities.

Texas Workforce Commission - San Jacinto Community College District in Partnership with a Manufacturing Consortium (New Grant)

Kaneka North America (KNA) and E.I. DuPont De Nemours (EIDPDN) will receive training to address a shortage of senior, experienced process operators and maintenance technicians due to attrition and promotions. The training program will also address new and advanced equipment used for production. The Skills Development Fund grant will provide KNA with the opportunity to provide the necessary training to help close identified skills gaps and assist in strengthening the skills set of less experienced operators. The grant program will also provide EIDPDN an opportunity to upgrade the training of current and new employees, so they can realize continued success as new and advanced equipment is purchased.

**Action Item “X”**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval of Membership in the Construction Careers Collaborative for  
Construction of the Central Campus Welcome Center**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the Chancellor to enroll San Jacinto College as a member of the Construction Careers Collaborative on a pilot basis for the Central Campus Welcome Center construction project.

**BACKGROUND**

The Construction Career Collaborative (C3) is a not-for-profit alliance of construction owners, contractors, design professionals, and trade organizations working to create a sustainable and skilled construction craft workforce for the Greater Houston Region. It is required that the work force of C3 member companies be paid as W-2 employees, with overtime pay, worker’s compensation insurance, OSHA credentials, and on-going craft and safety training.

In preparing this request, the administration contacted five industry leaders with C3 experience. Universally, the respondents applauded C3’s goals and acknowledged a critical need to improve the supply of skilled trades workers in the Houston region. These industry leaders believed that C3 will result in better built, higher quality buildings with longer useful lives. In addition, respondents pointed to the positive safety impacts of C3 participation, with the Recordable Incidence Rate for all C3 projects to date being more than five times better than the national construction industry average.

It is proposed that the C3 program be used with the construction of the Central Campus Welcome Center in order to validate the actual cost or managerial impacts attributable to C3 participation.

**IMPACT OF THIS ACTION**

Participation in C3 visibly positions San Jacinto College as a leader in the development of a high quality trades workforce. Should the assertions of C3 proponents prove true, the College will also be making an investment in the quality of future building projects and expanding the College’s connection to the construction industry in general.

By engaging with the C3 process with one construction project, San Jacinto College will be able to study and better understand the details, benefits, and issues of the process in an incremental fashion. Discussion of C3 participation’s impact on the Welcome Center will be included as part of the monthly update to the Board Building Committee. Upon completion of the project, a formal report on the pilot project will be delivered to the Chancellor with recommendations for subsequent action, if any.

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

There is no direct fee for the College’s participation in C3, and participation in C3 is not anticipated to materially impact construction project costs. A review of the cost impact to owners, conducted in September 2017 by Tellepsen Builders for the College, concluded that the cost premium for C3 participation was 0.22% of the cost of construction.

**Action Item "X"**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval of Membership in the Construction Careers Collaborative for  
Construction of the Central Campus Welcome Center**

**MONITORING AND REPORTING TIMELINE**

Monitoring occurs continuously with a final report delivered at the conclusion of construction of the Welcome Center.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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Chuck Smith	281-998-6341	charles.smith@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the granting, selling, and conveyance of two narrow parcels of land to Harris County (County) as easements to construct traffic signals and wheelchair ramp/sidewalks at the northeast and northwest corners of Central Campus.

## **BACKGROUND**

The easements will grant the County access to construct, operate, and maintain a traffic signal, wheelchair ramp/sidewalks, and such other related purposes and improvements, as may be associated therewith at two of the College’s entrances along Spencer Highway. The intersections that will be effected are at the northeast corner at Luella Avenue and the northwest corner at Cunningham Road. The County will be responsible for all construction and maintenance of the areas and any improvements including lighting, landscaping, plants, ground cover, or other forms of soil stabilization.

The County will work with the College to coordinate the timing and the extent of the construction of the improvements within the easement areas. The County will ensure that there is access to either Cunningham Road or Luella Avenue and that construction does not cause the closure of both entrances to the College to occur simultaneously.

## **IMPACT OF THIS ACTION**

The planned improvements will install sidewalks, wheelchair ramps, and upgraded traffic signals at the campus entrances along Spencer Highway. This will improve accessibility and safety for students with a very minimal impact to the campus’s usable land resources.

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

The County will purchase each small easement, 0.041 acres at Luella and 0.040 acres at Cunningham, for the fair market value price of \$2.50 per square foot (\$4,500 and \$4,382 respectively). The County will release the College from any liabilities associated with the property or upgrades related thereto. Appropriate legal documents for this transaction have been developed and will be executed with minimal cost following approval by the Board.

## **MONITORING AND REPORTING TIMELINE**

All work will be scheduled and managed by the County and coordinated with the College through Facilities Services personnel.

## **ATTACHMENTS**

Attachment 1 – Traffic Signal Easement –Spencer at Luella  
Attachment 2 – Traffic Signal Easement –Spencer at Cunningham

**Action Item “XI”**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval to Grant Utility Easements**

Attachment 3 – Temporary Construction License Agreement – Spencer at Luella  
Attachment 4 – Temporary Construction License Agreement – Spencer at Cunningham

**RESOURCE PERSONNEL**

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Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Traffic Signal - Spencer at Luella, Tr. 3; mt

**TRAFFIC SIGNAL EASEMENT**

THE STATE OF TEXAS    §  
  §    KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF HARRIS    §

THAT, **SAN JACINTO COMMUNITY COLLEGE DISTRICT**, a public junior college established under Chapter 130 of the Texas Education code and political subdivision of the State of Texas, ("Grantor"), for and in consideration the sum of Four Thousand Five Hundred and NO/100 Dollars (**\$4,500.00**) to GRANTOR in hand paid, the receipt and sufficiency of which is hereby acknowledged, and for which no lien is retained, either expressed or implied, do by these presents GRANT, SELL and CONVEY unto the **County of Harris**, a body corporate and politic under the laws of the State of Texas, an easement ("Easement") for a traffic signal and a wheelchair ramp/sidewalk and such other related purposes as may be associated therewith, as further set forth herein, such Easement being in or upon, over, under, along and across the following land located in Harris County, Texas:

**Approximately 0.041 acres of land situated in the William M. Jones Survey, Abstract 482, Harris County, Texas, said land being more particularly described in Exhibit "A", attached hereto and made a part hereof ("Easement Area"), and identified thereon as "Parcel 3," reference being made to that certain insert thereon depicting Parcel 3 in more detail for the location of the traffic signal and the wheelchair ramp/sidewalk and related improvements.**



Purpose and Extent of Easement

The Easement hereby granted shall be for the purpose of a traffic signal and a wheelchair ramp/sidewalk and such other related purposes as may be associated therewith, which purposes shall include, by way of description only and not by way of limitation, the right: 1) to construct, operate and maintain a traffic signal and a wheelchair ramp/sidewalk and such other related improvements and appurtenances as a may be associated therewith, at the intersection of roads contained within the Easement Area, on, over, below, along, and across the Easement Area; 2) to clear, cut, fell, remove and dispose of any and all timber, trees, underbrush, vegetation, buildings, improvements and/or other obstructions (whether manmade or natural) within the Easement Area; 3) to excavate, dig and remove any of the land within the Easement Area (as long as such removal does not affect drainage from Grantor's adjacent land abutting the Easement Area), and to dispose of or use, on, or off the Easement Area, the dirt, soil, shell, stone, gravel, sand or other overburden, trees, grass, shrubbery, vegetation, and any other material from the Easement Area as Grantee in its sole discretion shall determine without additional compensation being paid to Grantor; 4) to place on the Easement Area dirt, soil, riprap, dredge or spoil material; 5) to install and maintain upon the Easement Area the traffic signal and the wheelchair ramp/sidewalk and such other related improvements as may be associated therewith, landscaping, plants, ground cover, terraces and other forms of soil stabilization and erosion abatement, lighting, and signs, (whether permanent or temporary) and to remove the same; 6) to install and maintain upon the Easement Area various forms of surfacing

materials, including by way of description and not by way of limitation, concrete, asphalt, planks, bricks, cinders, rubberized compounds, gravel and other surfacing materials; 7) and to bring and keep upon the Easement Area all machinery, equipment, building materials, and personnel reasonably necessary to efficiently prosecute such work.

#### Construction Within Easement Area

All matters concerning or relating to the design, operation, maintenance, configuration and the construction of any improvement or related facility permitted under the terms of this Easement shall be at the sole discretion of the Grantee. Notwithstanding the foregoing, the Grantee shall work with the Grantor to coordinate the timing and extent of the construction of the improvements within the Easement Area and the closure of Cunningham Road and access to Cunningham Road from Spencer Highway so that construction does not cause the closure of the entrance to Grantor's adjacent property to occur simultaneously with the construction and closure of any other entrances to Grantor's adjacent property.

#### Maintenance of Easement Area

From and after the Effective Date, all matters relating to the maintenance and repair of the Easement Area shall be the sole responsibility of the Grantee and Grantor shall have no obligations with respect to maintenance.

Reservations and Exceptions

The Easement is granted by Grantor subject to all matters of record in Harris County, Texas, enforceable against the Easement Area on the Effective Date and all existing easements, rights-of-way, and prescriptive rights, whether of record or not.

THE EASEMENT OVER THE EASEMENT AREA IS GRANTED "AS-IS", "WHERE-IS" AND WITH ALL FAULTS AND GRANTOR MAKES NO WARRANTY, EXPRESSED OR IMPLIED, WITH RESPECT TO THE EASEMENT AREA PROPERTY OR ITS PHYSICAL AND ENVIRONMENTAL CONDITION. GRANTEE HAS CONDUCTED OR HAS BEEN PROVIDED THE OPPORTUNITY TO CONDUCT ITS OWN INDEPENDENT INSPECTION OF THE EASEMENT AREA PROPERTY AND HAS ELECTED NOT TO RELY ON ANY REPRESENTATIONS THAT MAY HAVE BEEN MADE BY GRANTOR BUT RATHER, AS A SIGNIFICANT PORTION OF THE CONSIDERATION GIVEN TO GRANTOR FOR THIS EASEMENT GRANT, HAS AGREED TO BE SOLELY AND EXCLUSIVELY RESPONSIBLE FOR EVALUATING THE CONDITION OF THE EASEMENT AREA PROPERTY.

TO HAVE AND TO HOLD, subject to the reservations and exceptions herein, GRANTOR does hereby bind itself and its successors and assigns TO WARRANT title to the land comprising the Easement Area (without any warranty to any improvements or appurtenances) unto the said County of Harris, itself and its successors and assigns, against every person whomsoever lawfully claiming or to claim the same, or any part thereof by, through, and under Grantor but not otherwise.

EXECUTED this 5th day of February, 2018 ("Effective Date").

**San Jacinto Community College District**

By: \_\_\_\_\_  
Dr. Brenda Hellyer, Chancellor

ACKNOWLEDGMENT

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

This instrument was acknowledged before me on \_\_\_\_\_, 2018 by Dr. Brenda Hellyer, Chancellor of San Jacinto Community College District, on behalf of said entity.

\_\_\_\_\_  
Notary Public Signature

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018 ("Effective Date").

**AGREED TO AND ACCEPTED BY:**

**County of Harris**

By: \_\_\_\_\_  
Ed Emmett, County Judge

ACKNOWLEDGMENT

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

This instrument was acknowledged before me on \_\_\_\_\_, 2018 by Ed Emmett, County Judge, pursuant to the order of Commissioners' Court and behalf of the County of Harris.

\_\_\_\_\_  
Notary Public Signature

Traffic Signal - Spencer at Cunningham, Tr. 002; mt

## TRAFFIC SIGNAL EASEMENT

THE STATE OF TEXAS    §  
   §     KNOW ALL MEN BY THESE PRESENTS:  
 COUNTY OF HARRIS    §

THAT, **SAN JACINTO COMMUNITY COLLEGE DISTRICT**, a public junior college established under Chapter 130 of the Texas Education code and political subdivision of the State of Texas, ("Grantor"), for and in consideration of the sum of Four Thousand Three Hundred Eighty-Two and NO/100 Dollars (**\$4,382.00**) to GRANTOR in hand paid, the receipt and sufficiency of which is hereby acknowledged, and for which no lien is retained, either expressed or implied, do by these presents GRANT, SELL and CONVEY unto the **County of Harris**, a body corporate and politic under the laws of the State of Texas, an easement ("Easement") for a traffic signal and a wheelchair ramp/sidewalk and such other related purposes as may be associated therewith, as further set forth herein, such Easement being in or upon, over, under, along and across the following land located in Harris County, Texas:

**Approximately 0.040 acres of land situated in the William M. Jones Survey, Abstract 482, Harris County, Texas, said land being more particularly described in Exhibit "A", attached hereto and made a part hereof ("Easement Area"), and identified thereon as "Parcel 2," reference being made to that certain insert thereon depicting Parcel 2 in more detail for the location of the traffic signal and the wheelchair ramp/sidewalk and related improvements.**

Purpose and Extent of Easement

The Easement hereby granted shall be for the purpose of a traffic signal and a wheelchair ramp/sidewalk and such other related purposes as may be associated therewith, which purposes shall include, by way of description only and not by way of limitation, the right: 1) to construct, operate and maintain a traffic signal and a wheelchair ramp/sidewalk and such other related improvements and appurtenances as a may be associated therewith, at the intersection of roads contained within the Easement Area, on, over, below, along, and across the Easement Area; 2) to clear, cut, fell, remove and dispose of any and all timber, trees, underbrush, vegetation, buildings, improvements and/or other obstructions (whether manmade or natural) within the Easement Area; 3) to excavate, dig and remove any of the land within the Easement Area (as long as such removal does not affect drainage from Grantor's adjacent land abutting the Easement Area), and to dispose of or use, on, or off the Easement Area, the dirt, soil, shell, stone, gravel, sand or other overburden, trees, grass, shrubbery, vegetation, and any other material from the Easement Area as Grantee in its sole discretion shall determine without additional compensation being paid to Grantor; 4) to place on the Easement Area dirt, soil, riprap, dredge or spoil material; 5) to install and maintain upon the Easement Area the traffic signal and the wheelchair ramp/sidewalk and such other related improvements as may be associated therewith, landscaping, plants, ground cover, terraces and other forms of soil stabilization and erosion abatement, lighting, and signs, (whether permanent or temporary) and to remove the same; 6) to install and maintain upon the Easement Area various forms of surfacing



materials, including by way of description and not by way of limitation, concrete, asphalt, planks, bricks, cinders, rubberized compounds, gravel and other surfacing materials; 7) and to bring and keep upon the Easement Area all machinery, equipment, building materials, and personnel reasonably necessary to efficiently prosecute such work.

Construction Within Easement Area

All matters concerning or relating to the design, operation, maintenance, configuration and the construction of any improvement or related facility permitted under the terms of this Easement shall be at the sole discretion of the Grantee. Notwithstanding the foregoing, the Grantee shall work with the Grantor to coordinate the timing and extent of the construction of the improvements within the Easement Area and the closure of Cunningham Road and access to Cunningham Road from Spencer Highway so that construction does not cause the closure of the entrance to Grantor's adjacent property to occur simultaneously with the construction and closure of any other entrances to Grantor's adjacent property.

Maintenance of Easement Area

From and after the Effective Date, all matters relating to the maintenance and repair of the Easement Area shall be the sole responsibility of the Grantee and Grantor shall have no obligations with respect to maintenance.

Reservations and Exceptions

The Easement is granted by Grantor subject to all matters of record in Harris County, Texas, enforceable against the Easement Area on the Effective Date and all existing easements, rights-of-way, and prescriptive rights, whether of record or not.

THE EASEMENT OVER THE EASEMENT AREA IS GRANTED "AS-IS", "WHERE-IS" AND WITH ALL FAULTS AND GRANTOR MAKES NO WARRANTY, EXPRESSED OR IMPLIED, WITH RESPECT TO THE EASEMENT AREA PROPERTY OR ITS PHYSICAL AND ENVIRONMENTAL CONDITION. GRANTEE HAS CONDUCTED OR HAS BEEN PROVIDED THE OPPORTUNITY TO CONDUCT ITS OWN INDEPENDENT INSPECTION OF THE EASEMENT AREA PROPERTY AND HAS ELECTED NOT TO RELY ON ANY REPRESENTATIONS THAT MAY HAVE BEEN MADE BY GRANTOR BUT RATHER, AS A SIGNIFICANT PORTION OF THE CONSIDERATION GIVEN TO GRANTOR FOR THIS EASEMENT GRANT, HAS AGREED TO BE SOLELY AND EXCLUSIVELY RESPONSIBLE FOR EVALUATING THE CONDITION OF THE EASEMENT AREA PROPERTY.

TO HAVE AND TO HOLD, subject to the reservations and exceptions herein, GRANTOR does hereby bind itself and its successors and assigns TO WARRANT title to the land comprising the Easement Area (without any warranty to any improvements or appurtenances) unto the said County of Harris, itself and its successors and assigns, against every person whomsoever lawfully claiming or to claim the same, or any part thereof by, through, and under Grantor but not otherwise.

EXECUTED this 5th day of February, 2018 ("Effective Date").

**San Jacinto Community College District**

By: \_\_\_\_\_  
Dr. Brenda Hellyer, Chancellor

ACKNOWLEDGMENT

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

This instrument was acknowledged before me on \_\_\_\_\_, 2018 by Dr. Brenda Hellyer, Chancellor of San Jacinto Community College District, on behalf of said entity.

\_\_\_\_\_  
Notary Public Signature

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018 ("Effective Date").

**AGREED TO AND ACCEPTED BY:**

**County of Harris**

By: \_\_\_\_\_  
Ed Emmett, County Judge

ACKNOWLEDGMENT

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

This instrument was acknowledged before me on \_\_\_\_\_, 2018 by Ed Emmett, County Judge, pursuant to the order of Commissioners' Court and behalf of the County of Harris.

\_\_\_\_\_  
Notary Public Signature

## TEMPORARY CONSTRUCTION LICENSE AGREEMENT

This Temporary Construction License Agreement (“Agreement”) with an effective date of February 5, 2018 (“Effective Date”) is by and between **SAN JACINTO COMMUNITY COLLEGE DISTRICT**, a public junior college established under Chapter 130 of the Texas Education code and political subdivision of the State of Texas (“Licensor”) and the **COUNTY OF HARRIS**, a body corporate and politic under the laws of the State of Texas (“Licensee”). As used in this Agreement, the term “Party” shall mean either the Licensor or the Licensee individually and the term “Parties” shall mean the Licensor and Licensee collectively.

### RECITALS

WHEREAS, the Licensor owns a parcel of land containing approximately 141 acres in the William M. Jones Survey, Abstract No. 482, Harris County, Texas, as more particularly described in the instrument recorded in the Harris County, Texas Deed Records under Clerk’s File No. B288597 (“Licensor Property”); and

WHEREAS, the Licensee has need and intends to perform work on Luella Drive, a drive on Licensor’s Property that intersects with Spencer Highway, and serves as access for ingress and egress to Licensor’s Property operated as its central college campus; and

WHEREAS, as part of the staging for construction work to install traffic signals at the intersection of Luella Drive and Spencer Highway, a public road abutting the Licensor’s Property and for work to restripe a portion of Luella Drive, the Licensee requires temporary use of a small portion of Licensor’s Property consisting of that portion of Luella Drive, as shown on and depicted as T.C.E. 001 on Exhibit A, attached hereto and incorporated herein (“Work Area”).

### AGREEMENT

Temporary License for Entry and Use; Work. For good and valuable consideration, the Licensor hereby grants the Licensee and any of the Licensee’s employees and contractors the right to enter the Work Area during the Term for the sole purpose of restriping Luella Drive and for staging for installation of traffic signals at the intersection of Spencer Highway and Luella Drive. The restriping and staging (“Work”) will be performed in accordance with all applicable governmental requirements. Additionally, Licensee shall comply with Chapter 2253 of the Texas Government Code and shall not permit any contractor to place a lien on the Licensor’s Property. In the event any lien is placed on Licensor’s Property by a contractor performing work for the Licensee, Licensee, at its sole cost and expense, shall cause the lien to be removed. Licensee shall coordinate the timing of the Work with the Licensor and the Parties shall agree upon a date

## Attachment 3

for the Work so that the Work will not cause closure of Luella Drive or impede access to and from Licensor's college campus during a time when any other entrance to the Licensor's college campus is closed or access is impeded. Upon completion of the Work, Licensee shall remove all debris, equipment, and materials and to the extent that any portion of the Work Area or Licensor's Property is damaged, Licensee shall restore the property to substantially the same condition as prior to the Effective Date.

### Term

This Agreement commences on the Effective Date and shall terminate sixty (60) days after the beginning of construction.

### Conditions and Limitations

1. This Agreement is for the temporary use of a portion of Licensor's Property only and does not convey title or any interest in title to Licensor's Property or any portion thereof.
2. Licensee may not construct any permanent improvements or above-ground facilities over the Work Area.
3. The grant of right of entry and use by the Licensor is subject to any and all encumbrances filed of record in Harris County, Texas.

### General Provisions

No Third Party Benefit. This Agreement shall be for the sole and exclusive benefit of the Licensor and Licensee and shall not be construed to confer any benefit or right upon any other party or person, including in the nature of third party beneficiaries.

Assignment. This Agreement is not assignable by either Party.

Modification. Except as provided in this Agreement, this Agreement may not be changed or modified except with the written mutual consent of the Parties hereto.

Entire Agreement. This Agreement constitutes the entire agreement between the Parties relative to the subject matter hereof and supersedes all prior negotiations and agreements, whether verbal or written. There have been and are no agreements, covenants, representations, or warranties between the Parties other than those expressly stated or provided for herein.

No Waiver of Immunity. Nothing contained herein shall operate to or be deemed as having waived any immunities to which the Licensor or Licensee is entitled under law.

Incorporation. The recitals are incorporated into the Agreement for all purposes. Exhibit A also is incorporated into the Agreement for all purposes.

Attachment 3

Governing Law; Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas, without regard to its conflict of law provisions. The Parties consent to the jurisdiction and venue of the state courts of Harris County, Texas, or the federal courts of the Southern District of Texas, Houston Division, for any action under this Agreement.

Counterparts; Electronic Signatures. This Agreement may be executed in any number of identical counterparts each of which shall be deemed an original and all of which will constitute one agreement. The parties agree to accept electronic signatures and electronic copies of the Agreement for purposes of an original and intend that this Agreement be subject to the Texas Electronics Transaction Act.

EXECUTED this the 5th day of February, 2018.

**SAN JACINTO COMMUNITY COLLEGE  
DISTRICT**

By: \_\_\_\_\_  
Dr. Brenda Hellyer, Chancellor

**COUNTY OF HARRIS**

By: \_\_\_\_\_  
[Name & title]

Attachment 4

Tract TCE-001, Traffic Signal - Spencer @ Cunningham

**TEMPORARY CONSTRUCTION LICENSE AGREEMENT**

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**RECITALS**

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WHEREAS, as part of the staging for construction work to install traffic signals at the intersection of Cunningham Drive and Spencer Highway, a public road abutting the Licensor’s Property and for work to restripe a portion of Cunningham Drive, the Licensee requires temporary use of a small portion of Licensor’s Property consisting of that portion of Cunningham Drive, as shown on and depicted as T.C.E. 001 on Exhibit A, attached hereto and incorporated herein (“Work Area”).

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## Attachment 4

for the Work so that the Work will not cause closure of Cunningham Drive or impede access to and from Licensor's college campus during a time when any other entrance to the Licensor's college campus is closed or access is impeded. Upon completion of the Work, Licensee shall remove all debris, equipment, and materials and to the extent that any portion of the Work Area or Licensor's Property is damaged, Licensee shall restore the property to substantially the same condition as prior to the Effective Date.

### Term

This Agreement commences on the Effective Date and shall terminate sixty (60) days after the beginning of construction.

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1. This Agreement is for the temporary use of a portion of Licensor's Property only and does not convey title or any interest in title to Licensor's Property or any portion thereof.
2. Licensee may not construct any permanent improvements or above-ground facilities over the Work Area.
3. The grant of right of entry and use by the Licensor is subject to any and all encumbrances filed of record in Harris County, Texas.

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Modification. Except as provided in this Agreement, this Agreement may not be changed or modified except with the written mutual consent of the Parties hereto.

Entire Agreement. This Agreement constitutes the entire agreement between the Parties relative to the subject matter hereof and supersedes all prior negotiations and agreements, whether verbal or written. There have been and are no agreements, covenants, representations, or warranties between the Parties other than those expressly stated or provided for herein.

No Waiver of Immunity. Nothing contained herein shall operate to or be deemed as having waived any immunities to which the Licensor or Licensee is entitled under law.

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Attachment 4

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Counterparts; Electronic Signatures. This Agreement may be executed in any number of identical counterparts each of which shall be deemed an original and all of which will constitute one agreement. The parties agree to accept electronic signatures and electronic copies of the Agreement for purposes of an original and intend that this Agreement be subject to the Texas Electronics Transaction Act.

EXECUTED this the 5th day of February, 2018.

**SAN JACINTO COMMUNITY COLLEGE  
DISTRICT**

By: \_\_\_\_\_  
Dr. Brenda Hellyer, Chancellor

**COUNTY OF HARRIS**

By: \_\_\_\_\_  
[Name & title]

**Action Item “XII”**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval of Agreements with University of Houston – Downtown**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the articulation, joint admissions, and cooperative advising agreements between San Jacinto College and the University of Houston-Downtown.

**BACKGROUND**

The University of Houston–Downtown (UH-D) is part of the University of Houston system. UH-D asserts that its tuition is the lowest of any university in Houston. UH-D offers day, evening, weekend, online, and hybrid course offerings that would fit the schedule of many community college transfer students.

San Jacinto College (College) has a history of partnering with UH-D in order to provide transfer opportunities to its students and graduates. Over the past five years, 806 students have transferred with at least 15 credit hours from the College to UH-D. UH-D now ranks as the third highest on the College’s list of transfer universities.

**IMPACT OF THIS ACTION**

The proposed agreement with UH-D includes three separate components: an articulation agreement, a joint admissions agreement, and a cooperative advising agreement. The agreements in their entirety will facilitate seamless transfer of San Jacinto College students into baccalaureate degree programs at UH-D without the loss of credits by the creation of transfer plans in individual degree pathways. The agreements will also serve to encourage and facilitate degree completion at San Jacinto College through the awarding of associate degrees through reverse articulation. In addition, these agreements address the transfer of Honors Program students from San Jacinto College into the Honors Program at UH-D. Special advising, joint admission, and transfer assistance for early college high school students from San Jacinto College are also part of the agreements. Representatives from UH-D will provide advising services at the San Jacinto College campus(es) through University Center programs and will participate in other special events. The data sharing component of the agreements will provide information so both institutions can support and monitor student progress. All data sharing will comply with the requirements of the Family Education Rights and Privacy Act (FERPA).

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

There is limited budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The agreements will commence once they have been signed by the appropriate parties of each institution. The agreements shall continue indefinitely until such time as either or both institutions wish to terminate them.

**Action Item “XII”**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval of Agreements with University of Houston – Downtown**

**ATTACHMENTS**

Attachment 1- Articulation Agreement  
Attachment 2 – Joint Admissions Agreement  
Attachment 3 – Cooperative Advising Agreement

**RESOURCE PERSONNEL**

Laurel V. Williamson	281-998-6182	laurel.williamson@sjcd.edu
Pamela S. Campbell	281-991-2672	pamela.campbell@sjcd.edu

**Articulation Agreement  
Between San Jacinto College and the University of Houston-Downtown**

UNIVERSITY OF HOUSTON-DOWNTOWN- UHD  
SAN JACINTO COLLEGE- San Jacinto College

I. PURPOSE

- A. This Agreement provides a framework to develop programs designed to enhance the educational experience of students attending both UNIVERSITY OF HOUSTON-DOWNTOWN and SAN JACINTO COLLEGE in areas including, but not limited to:
- i. Transfer of credit, including Transfer and Reverse Transfer;
  - ii. Data sharing;
  - iii. Transfer student benefits.

Both Parties enter into this Agreement in the spirit of cooperation and to mutually recognize each other as quality institutions of higher education. Each Party is dedicated to serving students from diverse populations.

II. TRANSFER OF CREDIT

- A. Transfer of credit from SAN JACINTO COLLEGE to the UNIVERSITY OF HOUSTON-DOWNTOWN for the purpose of completion of a baccalaureate program of study is designed to maximize the amount of course work completed for the associate degree applicable to the baccalaureate degree.
- a. Credits from SAN JACINTO COLLEGE that are transferrable to UNIVERSITY OF HOUSTON-DOWNTOWN degree programs will be attached as an addendum as they are worked through with faculty/departments/institutions. Changes to the degree maps will be communicated as needed.
  - b. UNIVERSITY OF HOUSTON-DOWNTOWN will recognize for transfer credit within legal and accreditation limitations, no less than 60 semester credit hours of course work submitted from SAN JACINTO COLLEGE resulting from transfer credit, dual/concurrent enrollment, advanced placement, CLEP, or other recognized means by which credit is awarded by examination (as appropriate and subject to UNIVERSITY OF HOUSTON-DOWNTOWN & SAN JACINTO COLLEGE policies).
  - c. Separate academic records for students will be maintained at each Party's institution.

## Attachment 1

- B. Reverse transfer of credit from the UNIVERSITY OF HOUSTON-DOWNTOWN to SAN JACINTO COLLEGE allows students to complete requirements for the associate degree in accordance with the Texas Education Code Section 2, Chapter 61, Subchapter S, Section 61.833. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate degree when they leave SAN JACINTO COLLEGE and prior to completion of the baccalaureate degree.
- a. UNIVERSITY OF HOUSTON-DOWNTOWN will provide SAN JACINTO COLLEGE with information on transfer students to help SAN JACINTO COLLEGE officials determine students who could benefit from reverse transfer of courses and SAN JACINTO COLLEGE will provide UNIVERSITY OF HOUSTON-DOWNTOWN with information about degrees awarded as a result of reverse transfer, subject to applicable state and federal laws.
  - b. SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN will work together to establish a timeline for record exchange, including original submission and the schedule of repeated academic record submissions.
  - c. Separate academic records for students will be maintained at each Party's institution.
- C. SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN will promote the opportunity on institution websites, in social media, in printed and electronic materials, and through various presentations, media relations, and events.

### III. DATA SHARING

- A. SAN JACINTO COLLEGE will provide the following data elements to UNIVERSITY OF HOUSTON-DOWNTOWN on an annual basis:
- a. Directory information (including student grade point average; demographics; total credits; last semester enrolled), as designated by SAN JACINTO COLLEGE, for students who have expressed a stated interest in transferring to UNIVERSITY OF HOUSTON-DOWNTOWN;
  - b. Major area of interest for students who have expressed a stated interest in transferring to UNIVERSITY OF HOUSTON-DOWNTOWN; and
  - c. Student information within legal guidelines about specific students with the goal of making students aware of scholarship, financial aid, and the potential to satisfy degree requirements by transferring coursework between both Parties.
- B. UNIVERSITY OF HOUSTON-DOWNTOWN will provide the following data elements to SAN JACINTO COLLEGE on an annual basis:
- a. Directory information for students living in the SAN JACINTO COLLEGE service area;
  - b. Degree name and completion status of SAN JACINTO COLLEGE transfer students;
  - c. Semesters attended by SAN JACINTO COLLEGE transfer students;
  - d. Hours completed by SAN JACINTO COLLEGE transfer students;
  - e. Grade Point Average of SAN JACINTO COLLEGE transfer students, and
  - f. Student information within legal guidelines about specific students with the goal of making students aware of scholarship, financial aid, and the potential

## Attachment 1

to satisfy degree requirements by transferring coursework between both institutions.

- C. SAN JACINTO COLLEGE agrees that data transferred from UNIVERSITY OF HOUSTON-DOWNTOWN to SAN JACINTO COLLEGE is and shall remain the sole and exclusive property of the UNIVERSITY OF HOUSTON-DOWNTOWN. UNIVERSITY OF HOUSTON-DOWNTOWN agrees that the data transferred from SAN JACINTO COLLEGE to the UNIVERSITY OF HOUSTON-DOWNTOWN is and shall remain the sole and exclusive property of SAN JACINTO COLLEGE.
- D. Data sharing practices and storage will be consistent with the Family Education Rights and Privacy Act (FERPA) as well as SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN policies and procedures for managing student records and other confidential information.

### IV. TRANSFER STUDENT BENEFITS

- A. SAN JACINTO COLLEGE students admitted to UNIVERSITY OF HOUSTON-DOWNTOWN will be allowed access to academic advising services at UNIVERSITY OF HOUSTON-DOWNTOWN.
- B. SAN JACINTO COLLEGE Honors students admitted to UNIVERSITY OF HOUSTON-DOWNTOWN institution will receive:
  - a. Acceptance to UNIVERSITY OF HOUSTON-DOWNTOWN Honors Program in a particular College with a minimum GPA (to be determined by the College in which the program resides).
  - b. UNIVERSITY OF HOUSTON-DOWNTOWN will accept a minimum of 12 hours of transfer Honors credits; Honors transfer students will be eligible for merit and need-based aid commensurate with qualifications.
  - c. SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN will work together to provide a simple process for scholarship application; SAN JACINTO COLLEGE and the UNIVERSITY OF HOUSTON-DOWNTOWN will work to provide additional opportunities to Honors transfer students, potential travel and study abroad benefits and joint admissions benefits. All opportunities will be detailed in Appendices to this Agreement.
- C. EARLY COLLEGE HIGH SCHOOLS
  - a. Students attending Early College High Schools associated with SAN JACINTO COLLEGE wishing to transfer to the UNIVERSITY OF HOUSTON-DOWNTOWN will receive advising assistance in making the transition. In addition, scholarship opportunities will be identified for those students who have completed an associate degree at the College to enable them to complete their baccalaureate degree in fewer than three years after transfer.
  - b. Data on these students will be provided to SAN JACINTO COLLEGE by UNIVERSITY OF HOUSTON-DOWNTOWN in order to promote the partnership that will extend from the Independent School Districts through the College to the University.

### V. TERM

- A. This Agreement will commence on \_\_\_\_\_(date) and remain in effect for two full academic years, including summer, and shall automatically renew for three additional one-year terms for a maximum five-year term unless sooner terminated in

## Attachment 1

accordance with this Agreement. Either Party may request modification of this agreement in writing, subject to review.

- B. Immediate termination will occur if either SAN JACINTO COLLEGE or UNIVERSITY OF HOUSTON-DOWNTOWN loses their current accreditation status. If termination due to a loss of accreditation occurs, the Agreement will end retroactive to the date the accreditation status changed.
- C. Notwithstanding any other provision of this Agreement, either Party shall have the right to terminate this Agreement upon ten (10) days' prior written notice if the Party to whom such notice is given has breached any provision of this Agreement, and such breach shall not have been cured within twenty (20) days following the receipt of such notice.
- D. Notwithstanding any other provision of this Agreement, either Party shall have the right to terminate this Agreement after thirty (30) calendar days' written notice is given to the other Party.
- E. Notwithstanding any other provision of this Agreement, in the event of termination, UNIVERSITY OF HOUSTON-DOWNTOWN agrees to ensure students currently enrolled in or newly accepted into a Program under this Agreement, prior to the effective termination date, will be given the opportunity to complete their Degree Program with UNIVERSITY OF HOUSTON-DOWNTOWN.

### VI. RELATIONSHIP OF THE PARTIES

- A. It is agreed and understood that nothing in this Agreement shall be construed to imply or create any SAN JACINTO COLLEGE joint venture, association, or like relationship between the Parties. Neither Party shall have the power to obligate or bind the other in any manner except to the extent herein provided.

### VII. GENERAL PROVISIONS

- A. This Agreement and all attached Exhibits and Appendices (collectively known as the "Articulation Agreement" or "Agreement"), contains the entire agreement between SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN and may only be modified in writing by the individuals authorized to execute on behalf of their respective Party below or their designees at least thirty (30) days in advance of the modification.
- B. Parties agree that this Agreement will be construed by the laws of the State of Texas (exclusive of its conflict of laws provision), and venue for purposes of claims, or litigation shall be Houston, Harris County, Texas.
- C. Any notice required or permitted under this Agreement shall be considered effective as of the date sent by certified mail, return receipt requested as follows:



Attachment 1

SAN JACINTO COLLEGE:

UNIVERSITY OF HOUSTON-DOWNTOWN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- D. This Agreement is entered into by and between the Parties hereto and for their benefit. Unless explicitly provided in this Agreement, there is no intent by either Party to create or establish third party beneficiary status or rights in any third party, and no such third party shall have any right to enforce any right or enjoy any benefit created or established under this Agreement.
- E. This Agreement may be executed in multiple counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument.
- F. Each individual executing this Agreement on behalf of any Party expressly represents and warrants that he/she has authority to do so, and thereby to bind Party on behalf of which/whom he/she signs, to the terms of this Agreement.

IN WITNESS THEREOF, Parties have executed this Agreement in multiple counterparts. The effective date of this Agreement will be the date of the last signature below.

Signatures:

**SAN JACINTO COLLEGE:**

**UNIVERSITY OF HOUSTON-DOWNTOWN:**

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

### Sample San Jacinto College Agreement for Joint Admission

#### I. PURPOSE

Joint Admission provides students the opportunity to maximize utilization of facilities and programs offered jointly by SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN.

Programs in Joint Admission include the ability to attend both schools simultaneously or alternately, and (select and initial all that apply):

- Student ID at SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN
- Student computer/internet account at SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN
- Student access to computer labs at SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN
- Student access to libraries at SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN
- Student access to student employment opportunities at SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN
- Student access to sporting events at UNIVERSITY OF HOUSTON-DOWNTOWN
- Free electronic transfer transcript transmission/evaluation
- Application fees will be waived for SAN JACINTO COLLEGE students who apply to UNIVERSITY OF HOUSTON-DOWNTOWN within 6 months of earning an Associate's degree.

#### II. JOINT OBLIGATIONS

SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN agree to the following terms and conditions (in addition to the specifications of the Articulation Agreement):

- A. Students applying to SAN JACINTO COLLEGE and simultaneously meeting UNIVERSITY OF HOUSTON-DOWNTOWN admission requirements may apply for and be accepted into the joint admission program following the UNIVERSITY OF HOUSTON-DOWNTOWN application process.
- B. If a student does not meet the UNIVERSITY OF HOUSTON-DOWNTOWN entrance requirements at the time they enter SAN JACINTO COLLEGE, they are not eligible for joint admission. They may become eligible at a future date by meeting the requirements for transfer student admission to UNIVERSITY OF HOUSTON-DOWNTOWN.
- C. After acceptance under joint admission, a student must continually meet all admission requirements for both institutions to retain their eligibility to participate in the program.
- D. Students accepted under joint admission may transfer, alternate enrollment between institutions, or co-enroll at their discretion.
- E. Students opting for co-enrollment must meet all payment deadlines for the respective institutions. Means for reducing student financial obligations will be explored. SAN JACINTO COLLEGE and UNIVERSITY OF HOUSTON-DOWNTOWN will strive to make financial aid transfer between the respective institutions as convenient as possible for the student.
- F. Students who lose their eligibility to continue in classes at either Party's institution lose their eligibility to participate in the joint admissions program.





## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revision and update to the College’s Policy VII.7001.A, Public Relations, formerly designated as Policy VI-J: Public Relations.

## **BACKGROUND**

Policy VI-J was most recently approved by the Board of Trustees on September 8, 2014. This policy reflects the responsibilities of the Marketing, Public Relations and Government Affairs department in regards to pitching and distributing College news to local, state and national media outlets. Procedures have been in place to support the policy.

The revisions to the policy are recommended to establish the new policy format and to reflect the strengthened College practices for public relations. Additionally, the associated procedure has been revised to support implementation of the policy. These procedures are attached for informational purposes.

## **IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on December 8, 2017. One comment was received which resulted in grammatical changes.

## **BUDGET INFORMATION**

No budgetary impact.

## **MONITORING AND REPORTING TIMELINE**

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

## **ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI-J: Policy on Public Relations (current policy)

Attachment 3 – Policy VII.7001.A, Public Relations (proposed policy)

Informational items only:

Attachment 4 – Procedure 2-18: Public Relations (current procedures)

Attachment 5 – Procedure VII.7001.A.a, Public Relations (proposed procedures)

## **RESOURCE PERSONNEL**

Teri Crawford

281-998-6152

Teri.crawford@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: *VII.7001.A*

Proposed Policy Name: **Public Relations**

Current Policy Number/Name: Policy VI-J Public Relations

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

Proposed Procedure Name(s): **Public Relations**

Current Procedure Number(s)/Name(s): Procedure 2-18: Public Relations

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

<http://www.sanjac.edu/policy-vi-j-policy-public-relations>

<http://www.sanjac.edu/procedure-2-18-public-relations>

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

Secondary Owner: Vice President, Marketing and Public Relations

### Summary of Changes:

- Changes to the policy:
  - Change the title of director, marketing and public relations to vice president, marketing and public relations to reflect changes made in the Marketing, PR, and Government Affairs office two years ago.
  - Add statement that an employee may speak to media if asked to do so by the vice president, marketing and public relations.
- Changes to procedures include:
  - Title changes and team structure changes to reflect changes made in the Marketing, PR, and Government Affairs office two years ago.
  - Addition of statement reflecting what information and communications will be released during a crisis.
  - Change the name throughout the procedure from emergency management team to incident management team.
  - Added a statement regarding non-news and commercial filming or photography on campus.
- Reorganization of the procedure to reflect the new procedure format:
  - Moved paragraph formerly under “purpose statement” as the introductory first paragraph for the procedures.
  - Moved paragraph III in the old format with the overview of the procedure to the introductory paragraph located directly beneath the paragraph mentioned in the bullet above.
  - Changed numbering of paragraph II, Public Relations Staff Responsibility, to Paragraph I with the same title.
  - Changed number of paragraph IV, Event Coverage, to Paragraph II with the same title.

## Attachment 1

- Removed paragraph V, Privacy, due to redundancy of information and to shorten the procedure.
- Removed paragraph VI, Media Information for Employees.
- Created paragraph III, Contact with the Media and Preparing for Interviews.
- Changed number of paragraph VII, Crisis Communications, to Paragraph IV with the same title.
- Updated titles in the Crisis Communication section to reflect that the vice president, marketing and public relations, or the senior communications coordinator will serve as the spokesperson(s) for the College.
- Changed number of paragraph VIII, Filming and Photography on Campus, to Paragraph V with the same title. Removed repetitive language.
- Removed paragraph IX, Information for the News Media.
- Updated titles in the Information for the News Media section to reflect that the vice president, marketing and public relations, will serve as the contact for the College regarding questions about news media.
- Removed paragraph X, College Photography.
- Changed paragraph XI, Social Media Guidelines, to paragraph VI with the same title.
- Removed the majority of the text for the social media guidelines and referenced to the College website where the social media guidelines are located.

## Policy VI-J: Policy on Public Relations

The San Jacinto College Marketing, Public Relations, and Government Affairs department is responsible for pitching and distributing news to local, state, and national news outlets. News items should be presented to the director, marketing and public relations, for distribution to the news media. Refer to Procedure 2-18: Public Relations for media procedures. Employees are to refer all media inquiries to the director, marketing and public relations.

<b>Policy #:</b>	<b>VI-J</b>
<b>Policy Name:</b>	<b>Policy on Public Relations</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>September 8, 2014</b>
<b>Effective Date:</b>	<b>March 2, 1981, and September 8, 2014</b>
<b>Associated Procedure:</b>	<b>2-18</b>



**Policy VII.7001.A, Public Relations**

**Purpose**

The policy on public relations establishes the responsibilities of the Marketing, Public Relations and Government Affairs department in regards to public relations for San Jacinto College (College).

**Policy**

The San Jacinto College Marketing, Public Relations and Government Affairs department is responsible for pitching and distributing College news to local, state and national media outlets. The Vice President, Marketing and Public Relations, is the designated spokesperson for the College unless another is designated by the Chancellor or an employee is asked by the Vice President, Marketing and Public Relations to speak to the media. College employees must refer all media inquiries to the vice president, marketing and public relations.

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

**Associated Procedures**

Procedure VII.7001.A.a, Public Relations

Date of Board Approval	Anticipated February 5, 2018
Effective Date	Anticipated February 6, 2018
Primary Owner	Vice Chancellor, Marketing, Public Relations and Government Affairs
Secondary Owner	Vice President, Marketing and Public Relations

# Procedure 2-18: Public Relations

## Links to...

[Purpose, San Jacinto College Marketing, Public Relations, and Government Affairs](#)

[Public Relations Staff Responsibility](#)

[Media Guidelines Overview](#)

[Event Coverage](#)

[Privacy](#)

[Media Information for Employees](#)

[Crisis Communications](#)

[Filming and Photography on Campus](#)

[Information for the News Media](#)

[College Photography](#)

[Social Media Guidelines](#)

### **I. Purpose Statement of the San Jacinto College Marketing and Public Relations and Government Affairs department**

The purpose of the San Jacinto College Marketing, Public Relations, and Government Affairs office is to tell the story of our students, employees, alumni, and programs, through multiple communications channels. We provide strategic counsel, creative solutions, and timely, responsive service to internal and external clients.

### **II. Public Relations Staff Responsibility**

The public relations staff has primary responsibility for "coverage" of news and information throughout the College. We want to share the extraordinary story of San Jacinto College and its students, faculty, and staff. Communications coordinators work closely with each campus to produce news items concerning activities, events, students, programs, and employees. The public relations staff is also responsible for sports information to promote the College's athletic programs.

The Marketing, Public Relations, and Government Affairs department is led by the vice chancellor, marketing, public relations, and government affairs. The public relations staff includes a director, marketing and public relations; senior communications coordinator; communications coordinators; and social media coordinator. The director is responsible for final editing and review of material prepared for release to the news media. The public relations staff handles the distribution of all official College news and photo releases to the media.

The public relations staff works closely with local, state, and national news media, including newspapers, radio and television, magazines, wire services, and Web publishers. The staff also maintains the newsroom content on the College website.

Public relations staff media activities include:

- Reporting, writing, editing, and distributing news releases. These are designed to convey information of news value in a timely manner to the appropriate media.
- Preparation and distribution of news tips and story pitches. These are brief releases designed to suggest story topics and sources for the news media, and to alert them about upcoming events.
- Production of The Watercooler, an online employee newsletter that offers the latest news and events for San Jacinto College employees.

## Attachment 4

- Personal contacts with local, state, and national news media. These can be initiated by public relations office staff, or in response to inquiries from media.
- Assist with maintenance of the main San Jacinto College website ([www.sanjac.edu](http://www.sanjac.edu)), and the College's athletics website ([www.sanjacsports.com](http://www.sanjacsports.com)), that contain a mixture of news, features, an events calendar, search engine, and other links in order to convey the rich history and the stories of our College.
- Arranging news conferences, briefings, or other meetings / interviews with news media as appropriate.
- Monitoring mentions of San Jacinto College in the news media.
- Develop strategies to address changes in the news media industry and the impact of technology on how media is reported.

### III. Overview

These public relations procedures have three basic objectives:

1. To ensure consistency in communications with news media from all areas of the College.
2. To help maintain the high level of credibility the College enjoys in its dealings with the media.
3. To protect the reputation of the College, its students, and employees.

The Marketing, Public Relations, and Government Affairs department will always be an honest provider of information to the public. One of the College's eight values is integrity – acting in ways which instill confidence and trust. Failure to provide accurate information to the public in general -- and specifically to the news media -- could damage the credibility of the College and diminish the effectiveness of the Marketing, Public Relations, and Government Affairs department in its relationships with news media.

### IV. Event Coverage

News releases for upcoming events are prepared when those events are open to the public, or at least open to news coverage. The only exception to this would be when the event, in the judgment of the vice chancellor for marketing, public relations, and government affairs, or director, marketing and public relations, is of such overriding importance to the public that an advance release in itself would be news.

As part of the mission of San Jacinto College, our College enriches the life in the communities we serve. In addition to classes for students, San Jacinto College conducts seminars, lectures, and other programs to educate members of the College community and those beyond. Therefore, most events at San Jacinto College should be open to the public. On some occasions, events will not be open to the public because of space limitations or safety concerns. News releases of impending events are designed to spur public interest and participation in those events. It would be counterproductive to advertise an event and then bar news coverage.

San Jacinto College encourages event organizers to open the event to news coverage, even if it may be limited coverage. Television cameras can be prohibited from the event if, in the event organizer's judgment, they would be disruptive. However, television reporters without cameras or recording equipment should be given access if print reporters receive similar access. There should be no discrimination based on medium. The public relations staff has responsibility for determining whether an event is of such importance that it merits a release even if it is closed to the news media. Event organizers are encouraged to contact the public relations office to discuss news coverage.

San Jacinto College employees and staff are encouraged to provide the public relations staff with three to four weeks advance notice of events. This will allow the public relations staff ample time to research, interview, and disseminate the event information to the news media to garner interest and coverage.

### V. Privacy

## Attachment 4

San Jacinto College respects the privacy of students and employees, and follows all appropriate local, state, and federal guidelines and statutes affecting privacy and confidentiality.

### *Students*

The federal Family Education Rights and Privacy Act (FERPA) of 1974 limits the disclosure of information from a student's education records to only basic "directory" facts. A description of all information that can be released as "directory information" under FERPA is outlined in the San Jacinto College catalog. Directory information will be withheld if a student so requests.

### *Employees*

Included among information that will not be released outside the College are any data that would selectively advantage or disadvantage individuals with 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.

## **VI. Media Information for Employees**

In the event of a crisis situation, the vice chancellor, marketing, public relations, and government affairs; or the director, marketing and public relations, will serve as the spokesperson(s) for the College. Employees, must refer all media to the marketing, public relations, and government affairs department, and should not speak directly to media unless instructed to do so. However, there are other opportunities outside of crisis situations for members of the College community, including students, faculty, and staff, to be interviewed "on the record." Employees must refer all media requests to the director, marketing and public relations; and public relations staff will help you prepare for interactions with reporters.

### **About reporters**

Reporters are professionals attempting to communicate information in the most interesting and accurate way. Most are general reporters who cover anything that is considered worthy of airtime or newspaper space. Beat reporters, however, are usually assigned to specific subject matter or area.

- **Deadlines:** Reporters represent the public's right to know and they attempt to be as objective as they can. However, the constant pressure to meet deadlines makes their job extremely difficult. Deadlines force reporters to prepare a story, whether or not they can present both sides. The public relations staff, in conjunction with campus personnel, will do everything possible to attempt to meet a reporter's deadline.
- **Radio:** Radio reporters work under tight deadlines. Because they are limited to approximately 30-60 seconds to present their stories on-air, they look to experts for lively voice clips of about 15 seconds, which describe the "bottom line" of what the issue is and why it is relevant.
- **Television:** Images (also called b-roll) are the essential ingredient for a TV story. Television reporters have limited time in which to present their stories so they simplify information to keep stories to an average length of 90 seconds.
- **Print:** Print reporters work for daily and weekly newspapers, magazines, and wire services. Often, they want a lot of detail because they do not have the benefit of using visual and audio imagery. They rely on vivid descriptions to communicate their stories. Interviews with print reporters can happen in person or on the phone.

### **Things for you to know**

## Attachment 4

If a reporter contacts you directly, you are to direct them to the director, marketing and public relations. The public relations staff will then make arrangements for the appropriate staff or students to interview (on the phone or in person), at a mutually agreeable time, and any necessary time on campus. Reporters often are on a tight deadline, but this doesn't mean that you have to carve out time for a full interview immediately. The public relations staff can work out the details with the reporter. By having a member of the public relations staff facilitate the interview, they can also find out what information the reporter is looking for and what information he or she has already gathered, how the information will be used, how much information he or she is requiring, etc., so that you have time to collect your thoughts or finish teaching your class.

Beware of talking "off the record." You can ask that what you say not be used, but even if a reporter agrees, it's important to know that you might still see the information turn up in print or on-air.

It is important to understand that San Jacinto College public relations staff members will disseminate the news to the media, but that under no circumstance does the media have an obligation to print or air any news releases or briefs. Therefore, there is no guarantee that your story will appear in the local newspapers or on TV, but the San Jacinto College public relations staff will make every effort to get the information to the media.

*What's news worthy?*

Not sure whether your news would interest the media? The public relations staff is happy to provide guidance. We're always interested in hearing about:

- **Research findings.** The media is most interested in your research breakthrough if it will impact or interest the general public. Think about what types of stories are "trendy" (ex: health care, jobs, work force training, STEM). Reporters also pay more attention to peer-reviewed work about to be published in a journal or presented at a conference or government hearing.
- **Well-known campus visitors.** San Jacinto College often draws well-known individuals to speak at special gatherings including conferences, lectures, and graduation ceremonies. Let us know if you're about to host such a visitor.
- **Major announcements.** Let the public relations staff know if a faculty member or student has received an important award or recognition from an organization, or if your department has acquired a significant gift or grant.
- **Events.** The campus calendar is filled with events throughout the year, but certain ones – especially those on newsy or otherwise fascinating topics – would catch a reporter's eye. We can help attract coverage of such events.
- **Human-interest stories.** Reporters are always interested in a good human-interest story, whether it's about an extraordinary person or project. We're always interested in stories about students and their one-of-a-kind contributions to San Jacinto College and our community.
- **Unique new courses.** As each new semester is about to begin, the public relations staff looks for unique new courses – whether they're tied to current events, are trendy, or would simply be fun for the public to read about – to pass along to reporters.

An important factor to also consider is the visual that accompanies the story. Television reporters will need what is called b-roll, and a newspaper reporter will need that one image / photograph that will catch a reader's eye. Subjects will be asked to sign a photo release form for use of their image on the air or in an article.

## VII. Crisis Communications

## Attachment 4

The College has established two basic guidelines for communicating with the media, which should be observed in all situations, especially in crisis situations:

1. The vice chancellor for marketing, public relations, and government affairs; and the director, marketing and public relations, are the authorized spokespersons to disseminate information to the media, unless the Chancellor appoints an alternate designee. In crisis situations, employees should not engage with the media on behalf of San Jacinto College. The designated spokesperson(s) is the point of contact between media and College resources, provides referrals to proper sources of information within the College community, and can provide a consistent message to the media during crisis situations.
2. Only factual information is released; no speculation will be offered.

### *Other Guidelines*

- All personnel are directed to report the status of an emergency situation directly to the crisis management team. Personnel are not to discuss this status with outsiders, especially media, on behalf of the College.
- All contacts from the media must be referred directly to the vice chancellor for marketing, public relations, and government affairs at 281-998-6151 (office) or 281-733-9386 (mobile); or the director, marketing and public relations at 281-998-6160 (office) or 713-542-7729 (mobile).
- The vice chancellor for marketing, public relations, and government affairs will be kept apprised of the status of all emergencies, including what the emergency is, how it began (what caused it), who is involved, if there are injuries, the names of those injured and extent of injuries, what is happening currently, and what help has been summoned. Additionally, information should be given on what is being done to resolve the emergency.
- Employees should be wary of video cameras or photographers, and their coverage of an incident, and should contact the vice chancellor for marketing, public relations, and government affairs; or the director, marketing and public relations, if media is seen on campus.
- Under no circumstances shall anyone other than the designated spokesperson(s) release the names of victims. The spokesperson(s) shall not release any information about the victims without direct authorization from the crisis management team to ensure family members have been appropriately contacted.
- Family members affected are discouraged from agreeing to provide media with an interview, but if they chose to grant an interview, it is recommended that questions be prescreened. It is recommended that the vice chancellor for marketing, public relations, and government affairs, the director, marketing and public relations, or a member of the crisis management team be present during interviews with family members to ensure that ground rules are followed and inappropriate questions are not asked of the family members.

The vice chancellor for marketing, public relations, and government affairs will work with the public relations staff to disseminate approved communication to the campus community through the Emergency Notification System, [SJC AlertMe](#), and news releases to the media. The public relations staff will also update the College website and any appropriate social media outlets. It is important to remember that the College website and emergency notification systems are the official form of communication. Students and employees should not rely on media for information during a crisis situation.

## VIII. Filming and Photography on Campus

### *Purpose*

This information is intended to clarify under what circumstances Filming and Photography on any of the San Jacinto College campuses and its properties may be allowed by external entities wishing to use our college campuses or facilities as a backdrop for projects not related to San Jacinto College. This information is principally applicable to all San Jacinto College faculty, staff, affiliates and students and to the Photography and Filming services they may utilize.

### *Definitions*

The following terms shall be used in the context and for the purposes of this Policy only:

- **Campus Image:** a still or moving image of San Jacinto College property that can be readily identified by the public as college property by architecture, landmarks, signage, the presence of prominent individuals, the inclusion of logo clothing or athletic uniforms, or any other means.
- **College Name and Graphic marks:** any use of the college name or any form of the college including the campuses or district office. Graphic marks include the college logo, tagline, advertising campaign, seal, and mascots.
- **Filming:** the capturing of moving or still images of San Jacinto College property by any means on any media now known or that may be invented in the future including, but not limited to, film, videotape, digital disk or any electronic transmission to another medium or to the Internet.
- **Photography:** the capturing of still images onto any compatible medium, or posting to the Internet, by any means or devices now known or that may be invented in the future including, but not limited to, film cameras, digital cameras, electronic devices such as personal computers (PC), mobile phones, personal digital assistants (PDA), etc.

Filming and Photography will be permitted on San Jacinto College campuses or property leased by the College in accordance with this information and provided that such activity does not interfere with the educational or normal program functions or previously scheduled events of the College and does not pose a security or safety risk. Further, the use or re-use of the Filming or Photography output must not be deemed inconsistent with College values or in violation of the policies of the College. All activities requiring College resources, such as police, grounds restoration, traffic control, parking, and any other College services rendered shall be charged to the user.

### *a. External Use Filming or Photography*

For purposes of this information, External Use shall include Filming or Photography on campus for commercial or non-commercial purposes and for which San Jacinto College will not own the copyright to the work created. No campus images may be used without prior *written* authorization from the Marketing, Public Relations, and Government Affairs Department. Examples of External Use Filming or Photography include, but are not limited to:

1. Theatrical release, broadcast or print media;
2. Industrial use (e.g., trade show or intra-company, intra-industry use);
3. Editorial use;
4. Public service announcements;
5. Non-San Jacinto College student filming;



## Attachment 4

### 6. Documentary.

#### *b. Internal Use Filming or Photography*

For purposes of this information, Internal Use shall include all Filming and/or Photography on any campus which is not incidental for non-commercial use by a San Jacinto College employee or student, or contracted for by a San Jacinto College department or unit and for which San Jacinto College exercises artistic, creative control. Examples of Internal Use include, but are not limited to:

1. Broadcast or print media primarily for San Jacinto College use;
2. San Jacinto College student filming;
3. San Jacinto College academic or departmental broadcast or Webcast.

Departments or units that engage the services of non-College staff (e.g., a commercial photographer or film company) for any Internal Use Filming or Photography must ensure that terms governing the use and re-use of any Campus Images are clearly spelled out in the agreement with each contractor. Departments should pursue all ownership rights and interests in the work created on behalf of the College and paid for with College funds.

#### *c. News Reporting*

For purposes of this information, News Reporting is live Filming or Photography and transmission (with or without audio recording) as “active” or “breaking” news, by a qualified news reporting service. All requests for News Reporting should be referred to the Marketing, Public Relations, and Government Affairs Department. News organizations must get verbal permission from the Marketing, Public Relations, and Government Affairs Department before News Reporting can commence.

In most cases, a public relations representative will accompany television news film crews. Any disputes involving News Reporting should be referred to the director, marketing and public relations, for resolution.

#### *d. Incidental, Non-commercial Filming or Photography*

No special permission is required for the incidental Filming or Photography by San Jacinto College faculty or staff creating work to be used for non-commercial, educational or administrative purposes provided such incidental Filming or Photography can be done unobtrusively without interrupting campus programs, classes or activities and will not require any special campus services (Campus Police, maintenance, etc.).

In addition, no special permission is required for the incidental, unobtrusive non-commercial Filming or Photography by visitors or tourists to the campus. Any such Filming or Photography may not be used for commercial purposes at any time without the express written permission of the Marketing, Public Relations, and Government Affairs Department.

#### *e. San Jacinto College Identification and Appropriate Use of Campus Images*

No identification of San Jacinto College as the location of External Use Filming or Photography will be permitted, except that which has been approved in advance by the Marketing, Public Relations, and Government Affairs Department. The Department will refer questions of the suitability of proposals or requests that propose the identification of San Jacinto College to the Vice Chancellor for Marketing, Public Relations, and Government Affairs.

The request may be approved when the proposed identification is deemed to be in the College’s interests. Such requests for San Jacinto College identification should clearly specify how the identification will be made and in what subject matter context.

No trademarked icons, images, logos, or widely recognizable landmarks or highly sensitive locations of the College shall be filmed, photographed, or otherwise reproduced for any commercial purposes now or in the future.



## Attachment 4

### *Responsibilities*

San Jacinto College staff and faculty should become familiar with the provisions of this Procedure and avail themselves of appropriate departmental and campus resources in all instances of Filming and Photography on campus. The Marketing, Public Relations, and Government Affairs Department is ultimately responsible for reviewing all requests for Filming and Photography on Campus.

In general, the following criteria will be evaluated:

1. All proposals for Filming or Photography on campus will be evaluated for potential logistics problems and if approved, determine the appropriate facility and services usage;
2. Be responsible for obtaining the approval of the authority in direct charge of the facility requested prior to issuing any permit for a specific facility;
3. Determine the need for assigning an on-site campus Film Location Manager for Filming activities;
4. Ensure that proposed Filming or Photography does not include Campus Images; may grant exceptions on a case-by-case basis.

The Marketing, Public Relations, and Government Affairs Department will:

1. Coordinate the securing of permissions on behalf of the requestor once the request has been approved.
2. Provide all coordination with other campus entities and services as necessary.

### **IX. Information for the News Media**

#### *News media on campus*

We want the media to come visit us. However, in order to ensure the privacy of our students, faculty, staff, and community, we request that all media contact a member of the public relations staff prior to visiting campus. As part of their jobs, our police officers look for vehicles and people who are not authorized to be on campus. If we know a member of the news media is coming, we can notify the police department, and also provide media members with the most convenient parking to maximize your time. In almost all cases, student/faculty interviews and other taping/photography are possible, and a public relations staff member can assist with the arrangements.

#### *Interviews*

We want to talk to you. San Jacinto College faculty and staff are encouraged to share their stories. However, as a member of the news media, you may find it helpful to contact the public relations staff for further background information, or additional experts. Since our expert list is continually updated, we may be able to refer you to an expert who might better serve your needs. We can also assist in making arrangements for on-campus interviews.

#### ***College Data or Information***

We want you to have the most complete and accurate information. So, if you are looking for data or information about the College, you should call the public relations staff directly.

#### ***Campus Emergencies***

In the event of an emergency at San Jacinto College, the news media should contact the director, marketing and public relations.

### **X. College Photography**

## Attachment 4

The San Jacinto College marketing and public relations staff offers professional photography services for a variety of College uses, focused primarily on promotional purposes and to support news media publicity. Other events or requests – especially those outside of regular office hours, and those that do not support the purpose of the San Jacinto College marketing, public relations, and government affairs department – may not be fulfilled.

San Jacinto College employees may take photos with a camera (cell phone photos are not usually shot at a high resolution suitable for website or print use) and submit them to the marketing and public relations staff for use on the Watercooler or The Exchange. If your department does not have a camera, you may check one out from the marketing, public relations, and government affairs staff.

The priority for marketing and public relations photography services is as follows.

Essential:

- Board of Trustees
- Chancellor's Office
- Advertising
- News / Media Requests
- Institutional publications such as: recruiting brochures, About San Jacinto College brochure, College catalog, program / departmental promotional brochures, CareerFocus magazine
- Athletics
- Student organizations / events (as needed for marketing, publication, and promotional purposes)

Nonessential:

- Photos for a department's personal use in memory albums, scrapbooks, presentations
- Requests for which a majority of photos shot will not be used in a publication ad / or media placement
- Photos taken only to give to the subject as a memento
- Studio portraits

### ***Criteria for requesting photography services***

The San Jacinto College marketing and public relations staff dedicates its resources to advancing the overall institutional image. The following criteria should be considered when requesting photography service from the department.

- Why is the photography needed and how will it be used?
- Is the photo newsworthy to local, regional, and / or national news?
- How can the subject(s) to be photographed yield the strongest impact? What is the visual trying to be captured?
- Is there potential for multiple uses of the photo (i.e., news release, publication, magazine, etc.)?
- How does the photographic need support the San Jacinto College strategic goals and annual priorities?

Photography requests should be made at least a week in advance. Requests made with less than a week may not be fulfilled. [Click here to submit a photography request form.](#)

All subjects in photos must sign a photo release form.

### **XI. Social Media Guidelines**

## Attachment 4

San Jacinto College has established guidelines for students, faculty, and staff to consider when establishing a social media online presence. Please see the social media guidelines for [employees](#) and [students](#) for more information.

### ***Employee Guidelines***

San Jacinto College respects the rights of its employees to maintain and interact within the online social media community. Existing policies and guidelines concerning the governance of faculty and staff behavior apply to the College's social media sites.

#### *Reputation:*

Please be aware that employee social media sites are a reflection of College. In keeping with the College's value of integrity, we remind all employees to "act in ways which instill confidence and trust" in the online community. Any comments made online can be linked back to the College, especially if San Jacinto College is shown as the employer. If an employee wishes to disclose a working relationship with San Jacinto College, employees are requested to include the following disclaimer in their profile:

"I am not authorized to speak on behalf of San Jacinto College and the views expressed on this site are mine and do not necessarily reflect those of San Jacinto College."

#### *Confidentiality:*

Employees should maintain and respect confidentiality at all times. An employee could become subject to disciplinary action for disclosing confidential or proprietary information about San Jacinto College students, employees, or alumni. Exercise good, ethical judgment and adhere to existing College policies and federal requirements, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). As a general rule, do not post anything on social media regarding the College that would not be OK to present at a conference.

#### *Time and Equipment:*

Please respect College time and property by maintaining personal sites when not at the College and using personally owned equipment. It is appropriate to engage in social media in the workplace only if the involvement is directly related to accomplishing College goals.

#### *Proceedings:*

In response to concerns, complaints, or information provided by individuals, San Jacinto College administrators may view publicly shared profiles on online social networking sites and use the information contained on these sites in informal or formal College proceedings.

### ***Student Guidelines***

***Social media is a great way for students to stay connected with fellow students and to find College resources. The following guidelines are designed to help students navigate the social web at San Jacinto College and in life outside the college.***

#### *Participate and Connect:*

Students are encouraged to ask questions through the College social media sites. College resources are available to help students succeed and social media is a great way to connect to those resources. Be aware that the marketing department does not have access to student records, so questions concerning financial aid, student accounts and academic advising are best left to the experts on campus. For some questions, students may be asked you to contact [socialmedia@sjcd.edu](mailto:socialmedia@sjcd.edu) for further assistance - some conversations are better left off our social media sites.

If a student disagrees with someone on social media and wants to state a differing opinion, that student should do so in a respectful manner. If the response includes profanity or attacks someone personally, it will be removed from the official College social media sites without warning. Language that is illegal,

## Attachment 4

obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed. In some cases, student discipline may be involved. Social media sites are not an appropriate place to talk negatively about classmates or instructors. Students with a situation to report are asked to send an email to [socialmedia@sjcd.edu](mailto:socialmedia@sjcd.edu). The College will look into submitted complaints. A good rule of thumb for all online communication is to resist posting a comment that would be inappropriate on the front page of a newspaper.

The College Social Media sites are a great place for a student organization to post information about events or any event happening on one of the campuses. Students are encouraged to share pictures from a campus event.

Students are encouraged to utilize social media to connect with friends, family and classmates. Social media provides a great opportunity to connect and engage. The College has posted a social media directory online for a list of San Jacinto College's social media sites so students can join those that are of interest.

### *Be careful what you share:*

Students should never give out personal information on social media sites such as social security numbers, G number, passwords, PIN numbers, account numbers, address, or phone number. San Jacinto College will never request this type of information from students through a social media site.

### *You can't take it back:*

Once something is posted in social media, it can't be taken back. Always remember that social media sites are not "private." Regardless of privacy settings, connections may share something they see posted online. Before posting, remember that many employers, colleges, and universities are turning to social media sites to help determine admissions and employee selections. Each day there are more court cases utilizing social media sites as supporting evidence. So, please be careful what information is shared online.

San Jacinto College does not monitor the personal social media sites of our students. However, we do monitor the College name (San Jacinto College) and variations of it online. Students may be subject to disciplinary action, as outlined in the San Jacinto College student handbook, based on information posted on social networking sites. San Jacinto College reserves the right to turn cases of serious incidents over to the proper authorities. Examples of this may include, but are not limited to, threats against the College, its students, or employees.

### Classroom Activities:

Students should not access social media sites during class times, unless instructed to do so by the professor. Students should limit social media activity on public computers in the open labs during times of high traffic; other students may need the machines to complete course work.

Attachment 4

<b>Procedure #:</b>	<b>2-18</b>
<b>Procedure Name:</b>	<b>Public Relations</b>
<b>Pages:</b>	<b>9</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	<b>VI-J</b>

## **Procedure VII.7001.A.a, Public Relations**

### **Associated Policy**

Policy VII.7001.A, Public Relations

### **Procedures**

The purpose of the San Jacinto College Marketing, Public Relations and Government Affairs department is to tell the story of the College's students, employees, alumni and programs through multiple communications channels. The department provides strategic counsel, creative solutions, and timely, responsive services to internal and external clients.

All media relations requests and actions flow through the Marketing, Public Relations, and Government Affairs department for three reasons:

1. To ensure consistency in messaging from all areas of the College with news media.
2. To maintain a high level of credibility with the media.
3. To protect the reputation of the College, its students and its employees.

The Marketing, Public Relations and Government Affairs department will always be an honest provider of information to the public. One of the College's eight values is integrity – acting in ways which instill confidence and trust – which is vital to maintaining successful public relations efforts for the College. Failure to provide accurate information to the public in general -- and specifically to the news media -- could damage the credibility of the College and diminish the effectiveness of its relationships with news media.

### **I. Public Relations Staff Responsibility**

The public relations staff has primary responsibility for "coverage" of news and information throughout the College. Communications coordinators work closely with each campus and College departments to produce news items concerning activities, events, students, programs and employees. The public relations staff is also responsible for sports information to promote the College's athletic programs.

### **II. Event Coverage**

- News releases for events are prepared in advance when events are open to the public, or at least open to news coverage. The only exception to this would be when the event, in the judgment of the Vice Chancellor, Marketing, Public Relations and Government Affairs; or Vice President, Marketing and Public Relations, is of such overriding importance to the public that an advance release in itself would be news.
- San Jacinto College employees and staff are encouraged to provide the public relations staff with three to four weeks advance notice of events. This allows the public relations

staff ample time to research, interview and disseminate the event information to the news media to garner interest and coverage.

### **III. Contact with the Media and Preparing for Interviews**

Opportunities exist outside of crisis situations (see section IV for crisis communications) for members of the College community, including students, faculty and staff, to be interviewed and tell the story of San Jacinto College. Employees must refer all media requests to the Vice President, Marketing and Public Relations; and public relations staff will prepare employees and / or students for interactions with reporters.

#### ***About reporters***

Reporters are professionals attempting to communicate information to their respective audiences in the most interesting and accurate way. Reporters represent the public's right to know and they attempt to be as objective as they can. However, the constant pressure to meet deadlines makes their job extremely difficult. Deadlines force reporters to prepare a story by a certain time or date, whether or not they can present both sides. They look to experts to describe the "bottom line" of what the issue is and why it is relevant.

#### ***Things to know***

If a reporter contacts an employee directly, the employee should direct the reporter to the Vice President, Marketing and Public Relations. The public relations staff will then make arrangements for the appropriate staff or students to interview at a mutually agreeable time, including any necessary time on campus.

Beware of talking "off the record." Even though employees or students can ask that what is said not be used, even if a reporter agrees, that information may still turn up in print or on-air.

Employees should be wary of video cameras or photographers on campus that are not accompanied by a member of the College public relations staff. Employees should contact the Vice President, Marketing and Public Relations; or the Senior Communications Coordinator, if media is seen on campus unaccompanied.

San Jacinto College public relations staff members will disseminate College news to the media, but under no circumstance does the media have an obligation to print or air any news, photo releases or briefs.

### **IV. Crisis Communications**

The College has established two basic guidelines for communicating with the media, which should be observed by employees and students, especially in crisis situations:

1. The Vice President, Marketing and Public Relations; and the Senior Communications Coordinator, are the authorized spokespersons (Public Information Officer) to disseminate information to the media, unless the Chancellor appoints an alternate designee or the PIO requests an employee to speak to the media. In crisis situations, employees are not to engage with the media on behalf of San Jacinto College.
2. The PIO is the point of contact between media and College resources, provide(s) referrals to proper sources of information within the College community, and will provide a consistent message to the media and the public during crisis situations.
3. The most accurate information is the only information that will be distributed. No College employee is to offer any speculation.

#### *Procedures to Follow*

- Employees are not to speak with the media unless requested to do so by the Public Information Officer.
- All contacts from the media must be referred directly to the Vice President, Marketing and Public Relations, at 281-998-6160 (office) or 713-542-7729 (mobile); or the Senior Communications Coordinator at 281-991-2633 (office) or 713-858-8248 (mobile).
- The incident management team will keep the Vice President, Marketing and Public Relations apprised of the status of all emergencies.
- Under no circumstances shall anyone other than the designated spokesperson(s) release the names of victims or details about the emergency situation. The spokesperson(s) shall not release any information about the victims without direct authorization from the incident management team to ensure family members have been appropriately contacted.
- Family members affected by a crisis situation on campus are discouraged from agreeing to provide media with an interview. However, if they choose to grant an interview, it is recommended that the Vice President, Marketing and Public Relations; the Senior Communications Coordinator; or a member of the incident management team be present during interviews with family members to ensure that media follow ground rules and that inappropriate questions are not asked.

The Vice President, Marketing and Public Relations; or the Senior Communications Coordinator will disseminate communication approved by the incident management team to the campus community through the Emergency Notification System, SJC AlertMe, as well as through news releases to the media. The College website and official College social media outlets will be updated throughout an emergency situation, as well as the emergency notification phone line 1-877-316-8308. It is important to remember that the College website and emergency notification systems are the official form of communication. Students and employees should not rely solely on media for information during a crisis situation.

#### **V. Filming and Photography on Campus**

Filming and photography will be permitted at San Jacinto College locations, campuses, grounds, facilities, or properties (whether owned or leased) in accordance with this information and provided that such activity does not interfere with the educational or normal business operations



and program functions or previously scheduled events of the College, and does not pose a security or safety risk. Further, the use or re-use of the filming or photography output must not be deemed inconsistent with College values or in violation of the policies of the College. All activities requiring College resources, such as police, grounds restoration, traffic control, parking, and any other College services rendered shall be charged to the user.

*a. External Use Filming or Photography*

For purposes of this information, External Use shall include filming or photography on campus for commercial or non-commercial purposes and for which San Jacinto College will not own the copyright to the work created. No campus images may be used without prior *written* authorization from the Marketing, Public Relations and Government Affairs department.

*b. Internal Use Filming or Photography*

For purposes of this information, Internal Use shall include all filming and/or photography on any campus which is not incidental for non-commercial use by a San Jacinto College employee or student, or contracted for by a San Jacinto College department or unit and for which San Jacinto College exercises artistic, creative control.

Departments or units that engage the services of non-College staff (e.g., a commercial photographer or film company) for any Internal Use filming or photography must ensure that terms governing the use and re-use of any campus images are clearly spelled out in the agreement with each contractor. Departments should pursue all ownership rights and interests in the work created on behalf of the College and paid for with College funds.

*c. News Reporting*

For purposes of this information, news reporting is live or recorded filming or photography and transmission (with or without audio recording) as “active” or “breaking” news or pre-recorded for a later newscast, by a qualified news reporting service. All requests for news reporting should be referred to the Vice President, Marketing and Public Relations. News organizations must receive verbal permission from the Marketing, Public Relations and Government Affairs department before news reporting can commence.

In most cases, a public relations staff member will accompany television news film crews. Any disputes involving news reporting should be referred to the Vice President, Marketing and Public Relations, for resolution.

*d. Incidental, Non-commercial Filming or Photography*

No special permission is required for the incidental filming or photography by San Jacinto College faculty or staff creating work to be used for non-commercial, educational or administrative purposes provided such incidental filming or photography can be done

unobtrusively without interrupting campus programs, classes or activities and will not require any special campus services (Campus Police, maintenance, etc.).

In addition, no special permission is required for the incidental, unobtrusive non-commercial filming or photography by visitors or tourists to the campus. Any such filming or photography may not be used for commercial purposes at any time without the express written permission of the Marketing, Public Relations and Government Affairs department.

*e. Non-News and Commercial Filming or Photography*

San Jacinto College does not allow the use of its campuses and facilities for the purpose of non-news and commercial filming or photography. However, the Marketing, Public Relations and Government Affairs department may consider specific requests. Express written permission is required at least 30 days in advance of the projected filming or photo shoot date. Requests must include the following information:

- Name and description of the individual, company or organization making the request.
- Project description, which may include scripts and / or storyboards, and the manner in which San Jacinto College will be represented.
- The specific sites on campus, including buildings and / or facilities, to be included in the filming or photography.
- Proposed date(s) and time(s) for the filming or photography shoot, including set-up and breakdown.
- A list of all equipment that will be used.
- A copy of all releases, agreements or other legal documents proposed by the production individual, company or organization.
- Proof of liability insurance.

If a specific facility is required for the filming or photography shoot, the requestor must obtain a contract with the respective campus services department. A fee may be required.

*f. San Jacinto College Identification and Appropriate Use of Campus Images*

No identification of San Jacinto College as the location of external use filming or photography will be permitted, except that which has been approved in advance by the Marketing, Public Relations and Government Affairs department.

No trademarked icons, images, logos, or widely recognizable landmarks or highly sensitive locations of the College shall be filmed, photographed, or otherwise reproduced for any commercial purposes now or in the future.

*Responsibilities*

San Jacinto College staff and faculty should become familiar with the provisions of this procedure and avail themselves of appropriate departmental and campus resources in all instances of filming and photography on campus. The Marketing, Public Relations and Government Affairs department is ultimately responsible for reviewing all requests for filming and photography on College campuses.

**VI. Social Media Guidelines**

San Jacinto College has established guidelines for students and employees to consider when establishing a social media online presence. The social media guidelines for employees and students are available on the College website.

**Definitions**

**Campus Image:** A still or moving image of San Jacinto College property that can be readily identified by the public as College property by architecture, landmarks, signage, the presence of prominent individuals, the inclusion of logo clothing or athletic uniforms or any other means.

**College Name and Graphic Marks:** Any use of the College name or any form of the College name including the campuses or district office. Graphic marks include the college logo, tagline, advertising campaign, seal and campus mascots.

**Filming:** The capturing of moving or still images of San Jacinto College property by any means on any media now known or that may be invented in the future including, but not limited to, film, videotape, digital disk or any electronic transmission to another medium or to the Internet.

**Photography:** The capturing of still images onto any compatible medium, or posting to the Internet, by any means or devices now known or that may be invented in the future including, but not limited to, film cameras, digital cameras, electronic devices such as personal computers (PC), mobile phones, personal digital assistants (PDA), etc.

**Public Information Officer:** The Public Information Officer, or PIO, is the designated spokesperson during a crisis situation at San Jacinto College. The PIO is a member of the incident management team.

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Date of SLT Approval	November 28, 2017
Effective Date	Anticipated February 6, 2018
Associated Policy	Policy VII.7001.A, Public Relations

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Attachment 5

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Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Marketing, Public Relations Government Affairs
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Secondary Owner of Policy Associated with the Procedure	Vice President, Marketing and Public Relations
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## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revision and update to the College’s Policy VII.7002.A on Alcohol Usage at Events on College Property, formerly designated as Policy VI-LL: Policy on Alcohol Usage.

## **BACKGROUND**

Policy VI-LL was most recently approved by the Board of Trustees on August 5, 2014. This policy reflects the designation of San Jacinto College as an alcohol-free institution. The policy gives the Chancellor authorization to permit the consumption, possession, serving, and/or use of alcohol for persons aged 21 and over for College programs and events or outside organization events that meet specific requirements as stated in the policy.

The revisions to the policy are recommended to establish the new policy format and to reflect the strengthened College practices for events on College property. The supporting procedures were developed and are an informational item for the Board.

## **IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on December 8, 2017. Comments were received from four employees. All comments were reviewed and evaluated, and several resulted in changes to both the policy and procedures (see Attachment 3 and Attachment 5 track changes versions). Additionally, one comment identified the need for additional procedures to be developed for alcohol related instructional activities in the culinary arts program. These additional procedures will be developed by the appropriate areas and presented to the Strategic Leadership Team.

## **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-LL: Policy on Alcohol Usage (current policy)

Attachment 3 – Policy VII.7002.A, Alcohol Usage at Events on College Property (proposed policy with track changes from first reading)

Attachment 4 – Policy VII.7002.A, Alcohol Usage at Events on College Property (proposed version clean)

**Consideration of Approval of Policy VII.7002.A: Alcohol Usage at Events on College Property –  
Second Reading)**

Informational items only:

Attachment 5 – Procedure VII.7002.A.a, Alcohol Usage at Events on College Property  
(proposed procedures with track changes from first reading)

Attachment 6 – Procedure VII.7002.A.a, Alcohol Usage at Events on College Property  
(proposed procedures clean)

**RESOURCE PERSONNEL**

Teri Crawford

281-998-6152

Teri.crawford@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: *VII.7002.A*

Proposed Policy Name: **Alcohol Usage at Events on College Property**

Current Policy Number/Name: [Policy VI-LL: Policy on Alcohol Usage](#)

New Procedure Number: *VII.7002.A.a*

Proposed Procedure Name(s): **Alcohol Usage at Events on College Property**

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: New

Web Links: <http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-ll-policy-alcohol-usage>

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

Secondary Owner: Events Planner

### Summary of Changes:

- Move the policy from HR –Policies, Procedures and Interpretations to Administration with the Use of College Facilities Policy.
- Policy Changes
  - Divide areas of approved groups/programs into – College Programs and Events and Outside Organization Events
  - Moved restrictions and clarified any federal non-profit organization rather than only 501(c)(3) organizations
  - Added Organizations must use college- approved vendor to limitations of Outside Organization Events
- Formalize procedures

# Policy VI-LL: Policy on Alcohol Usage

## 1. INTRODUCTION

The San Jacinto College District (the “College”) is designated as an alcohol-free campus. The possession or consumption of alcohol is prohibited in classroom buildings, laboratories, auditoriums, library buildings, offices, athletic facilities, and all other College property, except as may be authorized in this policy.

This policy applies to all employees, students, visitors, volunteers, contractors, and vendors. This policy also applies to individuals and groups that rent or lease College facilities.

## 2. DEFINITION

“College property” means property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the General Policy on Alcohol, this includes but is not limited to all buildings, structures, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

## 3. GENERAL POLICY

The possession or consumption of alcohol is prohibited on all College property. However, the Chancellor is authorized to permit the use, serving, or consumption of alcohol for persons aged 21 and over as follows:

a) At designated College facilities as part of a specifically defined and approved academic curricular program or class, e.g., Culinary Arts;

b) At official events sponsored by the College;

c) At special fund-raising functions for the College sponsored by the College’s Foundation; or

d) At events sponsored by 501(c) organizations and/or not-for-profit community service organizations. The events must serve a charitable, civic, or educational purpose. Such organizations must agree to the terms in the College’s facilities rental agreement. In addition to describing the event and any limitations placed on the event, the rental agreement shall address the following:

i. The organizers of such events will be required to provide proof of liability insurance. The College shall require a certificate of insurance coverage with a reputable insurance company authorized by the State of Texas. The facilities rental agreement shall contain a hold harmless and indemnification provision that requires the organizers of the event to be solely responsible for damage to property or injury or death to persons related to the consumption of alcohol.

ii. Alcohol will be allowed and consumed only in the facility identified in the facilities rental agreement and not in restrooms, parking lots, or other areas of campus. Additionally, only authorized individuals are permitted to deliver alcoholic beverages onto the premises or remove them from the premises at the conclusion of the event.

iii. Cash bars are not permitted except in strict conformity with the rules and regulations of the Texas Alcoholic Beverage Commission.

## 4. Compliance and Enforcement



Attachment 2

Federal law, state law, and local ordinances shall be strictly enforced at all times on all property owned, leased, or controlled by the College in regards to the possession and consumption of alcoholic beverages. All parties serving alcoholic beverages must comply with the contractual obligations specified in any facility rental agreement, College policy, local ordinances, the rules and regulations of the Texas Alcoholic Beverage Commission, laws of the State of Texas, and federal law, including but not limited to the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

<b>Policy #:</b>	<b>VI-LL</b>
<b>Policy Name:</b>	<b>Policy on Alcohol Usage</b>
<b>Pages:</b>	<b>2</b>
<b>Adopted Date:</b>	<b>August 4, 2014</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>August 5, 2014</b>
<b>Associated Procedure:</b>	

## Policy #VII.7002.A, Alcohol Usage at Events on College Property

### Purpose

The San Jacinto College (College) is designated as an alcohol-free institution. The ~~possession or~~ consumption, possession, serving, and/or use of alcohol is prohibited in/or on College Property, classroom buildings, laboratories, auditoriums, library buildings, offices, athletic facilities, and all other College property, except as may be authorized in this pPolicy.

This pPolicy applies to all employees, students, visitors, volunteers, contractors, and vendors. This Policy also applies to individuals and groups that rent or lease any College facilities that are designated as College Property.

### Policy

The ~~possession or~~ consumption, possession, serving, and/or use of alcohol is strictly prohibited on all College ~~pP~~Property. However, the Chancellor is authorized to permit the use, serving, or consumption of alcohol for persons aged 21 and over as follows:

#### 1. College Programs and Events

- a) At designated College Property facilities as part of a specifically defined and approved academic curricular program(s) or class(es). But even in these designated program(s) or class(es), no one under the age of 21 may consume alcohol; (e.g. Culinary Arts); or
- b) At official events hosted and/or sponsored by the College; or
- ~~b)c) At functions or events for the College sponsored by the San Jacinto College Foundation, sponsored and/or hosted events.~~

#### 2. Outside Organization Events

- ~~a) At official events hosted by the College; or~~
- ~~b)a) At events sponsored by any federal non-profit 501(c)(3) organization(s) and/or not-for-profit community service organizations. Approval is at the discretion of the College. The events must serve a charitable, civic, or educational purpose.~~

Such organizations must agree to the terms in the College's Facilities Rental Agreement. In addition to describing the event and any limitations placed on the event, the Facilities Rental agreement shall address the following:

- i. The organizers of such events will be required to provide proof of liability insurance. The College shall require a certificate of insurance coverage with a reputable insurance company authorized by the State of Texas. The Facilities Rental agreement shall contain a hold harmless and indemnification provision that requires the organizers of the event to be solely responsible for damage to property or injury, illness, or death to persons, ~~related to the consumption of alcohol.~~

- ii. Alcohol will be allowed and consumed only in the College Property facility identified in the Ffacilities Rrental Aagreement and not in ~~restrooms, parking lots, or other prohibited~~ areas of the College Property. institution.
- iii. Organizations must use a College-approved ~~caterer~~ vendor that has been authorized to deliver and/or serve alcoholic beverages on the College Property. at a College facility.
- iv. Cash bars are not permitted except in strict conformity with the rules and regulations of the Texas Alcoholic Beverage Commission (TABC).

**Compliance and Enforcement**

All Ffederal laws, state laws, and local ordinances shall be strictly enforced at all times on all College Property property owned, leased, or controlled by the College in regard to the consumption, possession, serving, and/or use -and consumption of alcoholic beverages. All parties serving alcoholic beverages must comply with the foregoing laws, the contractual obligations specified in the College’s Ffacility Rrental Aagreement, this Policy, College policy, local ordinances, the rules and regulations of the TABC, laws of the State of Texas, and federal law, including but not limited to the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

**Definitions**

**College Pproperty:** Property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the Policy on Alcohol Usage at Events on College Property, this includes but is not limited to all buildings, classrooms, laboratories, auditoriums, library buildings, offices, athletic facilities, any other structures, grounds, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

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

**Associated Procedures**

Procedure #VII.7002.A.a, Alcohol Usage at Events on College Property

Date of Board Approval	Anticipated February 5, 2018
Effective Date	Anticipated February 6, 2018
Primary Owner	Vice Chancellor, Marketing, Public Relations, and Government Affairs
Secondary Owner	Events Planner

## **Policy VII.7002.A, Alcohol Usage at Events on College Property**

### **Purpose**

San Jacinto College (College) is designated as an alcohol-free institution. The consumption, possession, serving, and/or use of alcohol is prohibited in/on College Property, except as may be authorized in this Policy.

This Policy applies to all employees, students, visitors, volunteers, contractors, and vendors. This Policy also applies to individuals and groups that rent or lease any facilities that are designated as College Property.

### **Policy**

The consumption, possession, serving, and/or use of alcohol is strictly prohibited on all College Property. However, the Chancellor is authorized to permit the use, serving, or consumption of alcohol for persons aged 21 and over as follows:

#### **1. College Programs and Events**

- a) At designated College Property as part of a specifically defined and approved academic curricular program(s) or class(es). But even in these designated program(s) or class(es), no one under the age of 21 may consume alcohol;
- b) At official events hosted and/or sponsored by the College; or
- c) At functions or events for the College sponsored by the San Jacinto College Foundation.

#### **2. Outside Organization Events**

- a) At events sponsored by any federal non-profit organization(s) and/or not-for-profit community service organizations. Approval is at the discretion of the College. The events must serve a charitable, civic, or educational purpose.

Such organizations must agree to the terms in the College's Facilities Rental Agreement. In addition to describing the event and any limitations placed on the event, the Facilities Rental Agreement shall address the following:

- i. The organizers of such events will be required to provide proof of liability insurance. The College shall require a certificate of insurance coverage with a reputable insurance company authorized by the State of Texas. The Facilities Rental Agreement shall contain a hold harmless and indemnification provision that requires the organizers of the event to be solely responsible for damage to property or injury, illness, or death to persons.
- ii. Alcohol will be allowed and consumed only in the College Property identified in the Facilities Rental Agreement and not in parking lots or other prohibited areas of the College Property.

- iii. Organizations must use a College-approved caterer that has been authorized to deliver and/or serve alcoholic beverages on the College Property.
- iv. Cash bars are not permitted except in strict conformity with the rules and regulations of the Texas Alcoholic Beverage Commission (TABC).

**Compliance and Enforcement**

All federal laws, state laws, and local ordinances shall be strictly enforced at all times on all College Property in regard to the consumption, possession, serving, and/or use of alcoholic beverages. All parties serving alcoholic beverages must comply with the foregoing laws, the contractual obligations specified in the College’s Facility Rental Agreement, this Policy, the rules and regulations of the TABC.

**Definitions**

**College Property:** Property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the Policy on Alcohol Usage at Events on College Property, this includes but is not limited to all buildings, classrooms, laboratories, auditoriums, library buildings, offices, athletic facilities, any other structures, grounds, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

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

**Associated Procedures**

Procedure VII.7002.A.a, Alcohol Usage at Events on College Property

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Date of Board Approval	Anticipated February 5, 2018
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Effective Date	Anticipated February 6, 2018
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Primary Owner	Vice Chancellor, Marketing, Public Relations and Government Affairs
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Secondary Owner	Events Planner
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## Procedure #[VII.7002.A.a](#), Alcohol Usage at Events on College Property

### Associated Policy

Policy #[VII.7002.A](#), Alcohol Usage at Events on College Property

### Procedures

The Chancellor must authorize any event or program that will utilize the [use](#), serving and/or consumption of alcohol on ~~San Jacinto~~ College [P](#)roperty.

1. All College programs, ~~and~~ events, and outside organizations (collectively referred to as [O](#)rganizations for this procedure) ~~events~~ desiring to serve alcoholic beverages at an event must submit a request to the College Event Planner who will ensure compliance with [the requirements of the Alcohol Usage at Events on College Property Policy \(Policy VII.7002.A\)](#) ~~requirements~~ and will seek approval from the Chancellor no less than 30 days before the event date. To request authorization, the Request for Authorization to Serve Alcoholic Beverages on College Property ~~f~~Form ([Form](#)) must be utilized. This ~~f~~Form may be obtained from the College Event Planner.
2. If approved, the ~~related~~ [O](#)rganization will be contacted by the College Event Planner to begin planning the logistics and completing the Facilities Rental Agreement with the Campus Services department on the ~~chosen~~[applicable](#) campus.
3. The [Facilities Rental Agreement](#) ~~facility contract~~ and all required documents must be completed and turned into Campus Services before proceeding with the event.
4. Once the [Facilities Rental Agreement](#) ~~contract~~ is completed, the [O](#)rganization(s) will be provided information for approved caterers. The [O](#)rganization(s) ~~are~~ responsible for contacting the approved caterers to obtain quotes for the event. [The Organizations are](#) permitted to use a different caterer for food service if so desired. Organizations must submit the outside caterer's information and proof of insurance to Campus Services with the [catering](#) contract as well as order details (i.e. menu, space/set-up needs, delivery times etc.)
  - a. If alcohol is donated to the [O](#)rganization, the [O](#)rganization is still required to contract with one of the ~~e~~College's approved caterers to provide bartending services for the event.
5. After an approved caterer is chosen for alcohol service, the [O](#)rganization must send the final order to the College Event Planner. The College Event Planner will work with the [O](#)rganization to request the required approval letter from the Chancellor's ~~Office~~ for the Texas Alcoholic Beverage Commission (TABC) serving permit. Once the TABC serving

permit is issued, the College Event Planner will send to the ~~e~~Organization who must send it to the caterer. *(The letter will be sent no later than 10 days before the event date.)*

6. ~~The~~ San Jacinto College Police Department ~~“(SJCPD)”~~ must be notified no less than 10 days prior about any event which with shall utilize the use, serving, and/or consumption of alcohol ~~present in or on at a~~ College Property. facility. SJCPD is required to have a presence at the event location while alcohol is being served. The College Event Planner will work with ~~the SJCPD~~the San Jacinto College Police Chief to determine the number of officers needed based on the event location and number of people. The ~~O~~rganization is responsible for costs associated with ~~SJCPD Police~~ coverage for the event. *(Police Support Fee - \$35 per hour/per officer, rate is subject to change)*
  
7. The event must be attended by the College Event Planner or his/her designee ~~other designated College representative to be available on site while alcohol is being served in order~~ to ensure the ~~e~~Organization(s) has~~have~~ what ~~theyis they~~ needed for the event.
  
8. Any ~~organization~~Organization(s) desiring to use, rent, or lease space on any College Property ~~of the College~~ must follow these procedures for using, serving, and/or consuming alcohol regardless of with whom or the location where the Facilities Rental Agreement is submitted. ~~whether the request goes directly to Campus Services on any campus of the College or to the College Event Planner.~~

**Definitions**

College Property: Property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the Policy on Alcohol Usage at Events on College Property, this includes but is not limited to all buildings, classrooms, laboratories, auditoriums, library buildings, offices, athletic facilities, any other structures, grounds, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

~~College property: Property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the Policy on Alcohol Usage at Events on College Property, this includes but is not limited to all buildings, structures, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.~~

Date of SLT Approval	November 28, 2017
Effective Date	Anticipated February 6, 2018
Associated Policy	Policy # <u>VII.7002.A</u> , Alcohol Usage at Events on College Property

Attachment 5

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| Primary Owner of Policy Associated with the Procedure      Vice Chancellor, Marketing, Public Relations, and Government Affairs

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| Secondary Owner of Policy Associated with the Procedure      Events Planner

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## **Procedure VII.7002.A.a, Alcohol Usage at Events on College Property**

### **Associated Policy**

Policy VII.7002.A, Alcohol Usage at Events on College Property

### **Procedures**

The Chancellor must authorize any event or program that will utilize the use, serving and/or consumption of alcohol on College Property.

1. All College programs, events, and outside organizations (collectively referred to Organizations for this procedure) desiring to serve alcoholic beverages at an event must submit a request to the College Event Planner who will ensure compliance with the requirements of the Alcohol Usage at Events on College Property Policy (Policy VII.7002.A) and will seek approval from the Chancellor no less than 30 days before the event date. To request authorization, the Request for Authorization to Serve Alcoholic Beverages on College Property Form (Form) must be utilized. This Form may be obtained from the College Event Planner.
2. If approved, the Organization will be contacted by the College Event Planner to begin planning the logistics and completing the Facilities Rental Agreement with the Campus Services department on the applicable campus.
3. The Facilities Rental Agreement and all required documents must be completed and turned into Campus Services before proceeding with the event.
4. Once the Facilities Rental Agreement is completed, the Organization(s) will be provided information for approved caterers. The Organization is responsible for contacting the approved caterers to obtain quotes for the event. The Organization is permitted to use a different caterer for food service if so desired. Organizations must submit the outside caterer's information and proof of insurance to Campus Services with the catering contract as well as order details (i.e. menu, space/set-up needs, delivery times etc.)
  - a. If alcohol is donated to the Organization, the Organization is still required to contract with one of the College's approved caterers to provide bartending services for the event.
5. After an approved caterer is chosen for alcohol service, the Organization must send the final order to the College Event Planner. The College Event Planner will work with the Organization to request the required approval letter from the Chancellor for the Texas Alcoholic Beverage Commission (TABC) serving permit. Once the TABC serving permit is issued, the College Event Planner will send to the Organization who must send it to the caterer. *(The letter will be sent no later than 10 days before the event date.)*

6. The San Jacinto College Police Department (SJCPD) must be notified no less than 10 days prior about any event which shall utilize the use, serving, and/or consumption of alcohol in or on College Property. SJCPD is required to have a presence at the event location while alcohol is being served. The College Event Planner will work with the SJCPD to determine the number of officers needed based on the event location and number of people. The Organization is responsible for costs associated with SJCPD coverage for the event. (*Police Support Fee - \$35 per hour/per officer, rate is subject to change*)
7. The event must be attended by the College Event Planner or his/her designee in order to ensure the Organization has what they need for the event.
8. Any Organization desiring to use, rent, or lease space on any College Property must follow these procedures for using, serving, and/or consuming alcohol regardless of with whom or the location where the Facilities Rental Agreement is submitted.

**Definitions**

**College Property:** Property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the Policy on Alcohol Usage at Events on College Property, this includes but is not limited to all buildings, classrooms, laboratories, auditoriums, library buildings, offices, athletic facilities, any other structures, grounds, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

Date of SLT Approval	November 28, 2017
Effective Date	Anticipated February 6, 2018
Associated Policy	Policy VII.7002.A, Alcohol Usage at Events on College Property
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Marketing, Public Relations and Government Affairs
Secondary Owner of Policy Associated with the Procedure	Events Planner

**Action Item “XV”**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval of Policy III.3008.A: Use of College Owned or Leased Vehicles –  
First Reading (Information Only)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revision and update to the College’s Policy on Use of College Owned or Leased Vehicles formerly designated as Policy VI-T. 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.

**BACKGROUND**

Policy VI-T was most recently approved by the Board of Trustees on February 5, 2008. This policy reflects the purpose of preserving the College’s investments, establishing protocols for ensuring effective vehicle utilization, and establishing safety protocols and expectations for vehicle operators. Procedures have been modified to support this policy.

The revisions to the policy are recommended to establish the new policy format and to reflect the strengthened College practices for intellectual property rights. Additionally, the associated procedure has been revised to support implementation of the policy. These procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on February 2, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on March 5, 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-T: Use of College Owned or Leased Vehicles (current policy)
- Attachment 3 – Policy ##, Use of College Owned or Leased Vehicles (proposed policy)

Informational items only:

- Attachment 4 – Procedure 2-15: Use of College Vehicles (current procedures)
- Attachment 5 – Procedure ##, Use of College-Owned or Leased Vehicles (proposed procedures)

**Action Item “XV”**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval of Policy III.3008.A: Use of College Owned or Leased Vehicles –  
First Reading (Information Only)**

**RESOURCE PERSONNEL**

Van Wigginton	281-542-2000	van.wigginton@sjcd.edu
Ginger Lambert	281-998-6183	ginger.lambert@sjcd.edu
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## Policies and Procedures Summary of Changes

New Policy Number: *III.3008.A*

Proposed Policy Name: **Use of College Owned or Leased Vehicles**

Current Policy Number/Name: VI-T, Use of College-Owned or Leased Vehicles

New Procedure Number: *III.3008.A.a*

Proposed Procedure Name(s): **Use of College Owned or Leased Vehicles**

Current Procedure Number(s)/Name(s): 2-15, Use of College-Owned or Leased Vehicles

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links: <http://www.sanjac.edu/policy-vi-t-policy-use-college-vehicles>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owners: Director, Safety, Health, Environment and Risk Management

### Summary of Changes:

- Additional verbiage added to provide a more comprehensive set of procedures that will preserve the college's investments, ensure effective utilization and promote safety.
- Included Leased vehicles in policy title
- Included specific responsibilities to various departments involved in the process
- Removed the ability for any individual to drive college vehicles. Only Full-Time employees and Part-Time employees over the age of 25 are allowed the privilege of driving college owned or leased vehicles.
- Changed Policy title to include Leased Vehicles
- Verbiage regarding new CHL laws are specifically addressed that allows carrying of handguns within all restrictions of the law.
- Decreased the allowance of local usage. Use of vehicle is prohibited for travel less than 50 mile radius from campus, except where there are four (4) or more passengers or carrying of specialized equipment.
- Decreased the allowance of distant usage. Use of vehicle is prohibited for in-state travel over 600 miles radius from the campus of departure.
- College 15-Passenger/Extended Van Utilization procedures were removed. SJC no longer uses 15-Passenger vans for travel purposes.
- Procedures for vehicle failure, accidents, rentals and student travel was included.
- Reservation process was updated to reflect a one-college approach
- Included Interdepartmental Chargebacks for Vehicle use.

# Policy VI-T: Policy on Use of College Vehicles

Vehicles, whether owned or leased by the college, are to be used solely for college related business. Operation of college vehicles for personal use is strictly prohibited unless provided otherwise in an employment or other written agreement approved by the Board of Trustees.

All drivers of college owned or leased vehicles must hold a current valid Texas driver's license appropriate for the intended usage of the vehicle, must have successfully completed the SJC Safe Drivers Training Course, and must be eligible for coverage under the college's insurance policies.

In addition to guidelines accompanying this policy, each campus shall establish and publish specific guidelines and procedures regarding reservations and priorities for usage of college vehicles.

(Effective August 3, 1998) (Revised April 4, 2005; Reviewed February 5, 2008)

<b>Policy #:</b>	<b>VI-T</b>
<b>Policy Name:</b>	<b>Policy on Use of College Vehicles</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>August 3, 1998</b>
<b>Revision/Reviewed Date:</b>	<b>April 4, 2005 and February 5, 2008</b>
<b>Effective Date:</b>	<b>August 3, 1998; April 4, 2005 and February 5, 2008</b>
<b>Associated Procedure:</b>	<b>2-15</b>

**Policy III.3008.A, Use of College Owned or Leased Vehicles**

**Purpose**

San Jacinto College (College) owns and/or leases vehicles for multiple uses to conduct its day to day business. The College strives to maintain its fleet of vehicles in good operating condition and expects those who are authorized to operate the vehicles to abide by procedure set forth in this policy. The policy is written for the purpose of preserving the College’s investments, establishing protocols for ensuring effective vehicle utilization, and establishing safety protocols and expectations for vehicle operators.

**Policy**

Vehicles, whether owned or leased by the College, are to be used solely for college related business. Operation of college vehicles for personal use is prohibited unless provided otherwise in an employment or other written agreement approved by the Board of Trustees.

All drivers of college owned or leased vehicles must hold a current valid Texas driver's license appropriate for the intended usage of the vehicle, must have successfully completed an approved on-line Drivers Training Course, and must be eligible for coverage under the College's insurance policies.

Procedures related to this policy, shall include processes regarding reservations and priorities for usage of college-owned or leased vehicles.

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

**Associated Procedures**

Procedure III.3008.A.a, Use of College Owned or Leased Vehicles

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Date of Board Approval	Anticipated March 5, 2018
Effective Date	Anticipated March 6, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Safety, Health, Environment and Risk Management (SHERM)

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## Procedure 2-15: Use of College Vehicles

- College vehicles may be used only for college business.
- All operators of College vehicles must be at least 18 years of age and hold a currently valid Texas driver's license appropriate for the intended usage of the vehicle.
- All operators of College vehicles must be determined to be eligible for coverage under the College's insurance policies prior to the operation of a vehicle.
- All operators of College vehicles must successfully complete the SJC Safe Driver's Training Course every three years.
- The designated driver shall be responsible for operating the vehicle in accordance with all vehicle, parking and traffic regulations.
- The designated drivers as well as the vehicles occupants shall be responsible to adhere to all SJC Safety Guidelines.
- Mechanical failure or damage due to the negligence of the driver shall be the responsibility of the user department or recognized student organization.
- Insurance cards are located on the sun visor of all college vehicles as well as included in the Vehicle Information Packet located in the storage compartment.
- College vehicles, including buses, may not be used for travel to destinations more than 750 miles from campus. "Out-of-town" is defined as destinations outside a 75-mile radius from the campus of departure. "Local" is defined as destinations within a 75-mile radius from the campus of departure. College vehicles may not be driven and are not insured for use in Canada and Mexico.
- Firearms, ammunition, and/or explosives may not be transported in College vehicles.
- Alcoholic beverages and/or illegal narcotics may not be transported or consumed in College vehicles.
- Tobacco products may not be consumed in College vehicles.

### Driver's Requirements and Verification

A College Driver is a person who operates a college owned, rented, leased, or personal vehicle on a permanent or intermittent basis as a requirement of their job function.

- No College Driver shall operate a college owned, rented, or leased vehicle without having a signed Request to Drive a College Vehicle form on file with the Insurance Specialists in the Purchasing Office and an acceptable driving record as confirmed by the Texas Department of Public Safety.
- All College Drivers shall be in compliance with licensing and classification requirements of the Texas Department of Motor Vehicles.
- No person may drive a college motor vehicle without having a valid Texas Driver's license in their possession with applicable endorsements and valid classification for the vehicle they are driving. The driving license shall be in their possession.
- No person whose license has been revoked or suspended shall be permitted to operate a motor vehicle as a College Driver without obtaining a valid license through the proper reinstatement procedures.
- \*A College Driver who is charged with violating any state law or local ordinance relating to motor traffic control, in this or any other state while driving a college vehicle, shall notify the Insurance Specialist in the Purchasing Office before the end of the next business day following the day of the violation.



## Attachment 4

- \*A College Driver involved in a motor vehicle accident involving injuries to any party involved must notify the Safety Office and Campus Police Departments as soon as possible after the incident.
- Any College Driver, who has their license suspended, revoked, or canceled, must notify the Insurance Specialist in the Purchasing Office of the fact immediately during operating hours, or upon the start of the next business day.
- All reports and violation records shall be confidential and maintained by the driver's department for a period of three years.
- Driver's License Audits – Upon initial application to drive a college vehicle and at other times as appropriate, the college shall conduct driver's license audits of all employees who operate college motor vehicles. While the college reserves the right to modify acceptable standards, currently an acceptable driver must have:
  - No major violations in the last three (3) years – (DWI, Vehicular Homicide, Reckless driving, Drugs, Leaving the Scene of an Accident); or
  - No more than two (2) moving violations in the last three (3) years in combination with one at-fault accidents; or
  - No more than three (3) other moving violations in the last three (3) years with no at-fault accidents; or
  - No more than two 2 at fault accidents in the last 3 years with no moving violations.

### **Violations –**

- A College Driver, while driving a college vehicle, who is convicted of violating any state law or local ordinance relating to motor vehicle traffic control, in this or any other state, shall have their driving record reviewed by the Insurance Specialists in the Purchasing Office.
- A College Driver, who drives a college vehicle while their license is suspended, revoked, or canceled, in addition to having their driving privileges revoked, may be disciplined up to and including termination if an employee or the appropriate discipline if a student.
- All motor vehicle or parking violations by a College Driver in a college vehicle shall be paid promptly by the College Driver. This does not prevent a College Driver from using the court process to contest motor vehicle or parking violations through established procedures.
- Evidence of the transportation of firearms, ammunition, and/or explosives; alcoholic beverage consumption; use of illegal drugs or the use of tobacco may result in the forfeiture of future privileges for the user department or recognized student group and/or appropriate disciplinary action.

### **College 15-Passenger/Extended Van Utilization**

**In addition to all guidelines applicable to drivers of college vehicles, drivers of fifteen-passenger vans must comply with the following:**

- The College Driver is responsible for ensuring passenger occupancy does not exceed a total of nine individuals, including the driver.
- The College Driver is responsible for ensuring each passenger utilizes seatbelts.
- The College Driver is responsible to ensure no luggage is loaded on the top racks of the vehicle and no towing behind vehicle occurs.

### **College Mini Vans or Other Standard Sized Vehicles**

**In addition to all guidelines applicable to drivers of college vehicles, drivers of mini vans must comply with the following:**

- The College Driver is responsible for ensuring passenger occupancy in mini vans does not exceed a total of eight individuals, including the driver.
- The College Driver is responsible for ensuring each passenger utilizes seatbelts.
- The College Driver is responsible to ensure no luggage is loaded on the top racks of the vehicle and no towing behind vehicle occurs.

### **College Passenger Buses**

**In addition to all guidelines applicable to drivers of college vehicles, drivers of passenger buses must comply with the following state regulations:**

- The College Driver is responsible for ensuring passenger occupancy in passenger buses does not exceed the intended design.
- The College Driver is responsible for ensuring each passenger utilizes seatbelts.
- The College Driver is responsible to ensure no luggage is loaded on the top racks of the vehicle and no towing behind vehicle occurs.
- The College Driver must obtain the proper Texas driver's license appropriate for the intended usage of the vehicle.
  - **16-23 Passengers Bus:** CDL Class C, with Passenger Endorsement GVWR UNDER 26,001
  - **25+ Passengers Bus:** CDL Class B, with Passenger Endorsement GVWR OVER 26,001

### **Vehicle Reservation Procedure & Required Forms**

- Prior to requesting a vehicle, all drivers' requirements must have been met and approval from Insurance Specialist received.
- Vehicle reservations will be accepted by telephone or in person. Reservations should be made as far in advance as possible.
- A Vehicle Reservation Form (VRF) must be obtained from the appropriate office and presented to the Maintenance Department to obtain a vehicle.
- Additional travel related documents may be required depending upon the circumstances of the travel.

### **Related Travel Documents**

College Sponsored Travel Request Form and Liability Waiver Form: These forms are required whenever students are traveling under College sponsorship/auspices regardless of the mode/means of transportation.

Attachment 4

<b>Procedure #:</b>	<b>2-15</b>
<b>Procedure Name:</b>	<b>Use of College Vehicles</b>
<b>Pages:</b>	<b>3</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	<b>VI-T</b>

## **Procedure III.3008.A.a, Use of College-Owned or Leased Vehicles**

### **Associated Policy**

Policy III.3008.A, Use of College-Owned or Leased Vehicles

### **Procedures**

#### ***Responsibilities***

Facilities Services will maintain a fleet of vehicles to be used for official college business. Campus Services will manage vehicle reservations and assign appropriate vehicles for approved travel. The Safety, Health, Environment and Risk Management (SHERM) Office is responsible for the following:

- Procure and manage insurance coverage for college vehicles.
- Maintain in-house files on approved drivers.
- Process Texas Department of Public Safety driving history records.
- Process insurance and injury claims.
- Add/Delete vehicles to college insurance policy.
- Distribute insurance identification cards to applicable departments.

Documents and records must be retained in accordance with San Jacinto College (College) document retention procedures.

#### ***Eligible Drivers and Passengers***

Full-time, part-time, and approved contracted employees of the College are eligible to operate college vehicles if he/she:

- Possess a valid Texas Driver's License with applicable endorsements and valid classification for the vehicle he/she is driving.
- Successfully complete the College's approved on-line Driver's Training Course every three years.
- Maintain an acceptable driving record.
- Is 18 years of age or older if a full-time employee.
- Is 25 years of age or older if a part-time employee.

A driver meeting the above requirements and authorized through the SHERM Office is considered an "eligible driver."

Passengers are limited to college employees, students, and persons directly involved with the purposes for which the vehicle was requested.

#### ***Driving Records***

To ensure the safety of people and property, the SHERM Office will obtain and review Texas Department of Public Safety (TxDPS) driving history records for each prospective driver. Driving records must be updated every three (3) years in order to operate a college-owned vehicle.

- While the College reserves the right to modify acceptable standards, currently an acceptable driver must have:

## Attachment 5

- No major violations in the last three (3) years – (Driving While Intoxicated (DWI), Vehicular Homicide, Reckless Driving, Drugs, Leaving the Scene of an Accident); or
- No more than two (2) moving violations in the last three (3) years in combination with one at-fault accidents; or
- No more than three (3) other moving violations in the last three (3) years with no at-fault accidents; or
- No more than two (2) at fault accidents in the last 3 years with no moving violations.

### ***General Use Regulations for College-Owned or Leased Vehicles***

At all times, college-owned or leased vehicles should be operated in compliance with all state and local laws. Drivers who exhibit unsafe, illegal, or discourteous driving habits may have their driving privileges revoked. All traffic citations are the sole responsibility of the driver.

- The applicable license must be in the employee's possession while driving.
- Use of college-owned or leased vehicles for personal business or pleasure is prohibited.
- No person whose license has been revoked or suspended shall be permitted to operate a college-owned or leased vehicle without obtaining a valid license through the proper reinstatement procedures.
- Any approved driver who is charged with violating any state law or local ordinance relating to motor vehicle traffic control, in this or any other state, or has their license suspended, revoked, or canceled, must notify the SHERM Office immediately for review of driving privileges.
- Mechanical failure or damage due to the negligence of the driver shall be the financial responsibility of the user department or recognized student organization.
- Insurance identification cards are located in all college vehicles.
- Seat belts will be worn by all occupants at all times while vehicle is in operation.
- Loading items on top of any vehicle or towing behind vehicle is prohibited.
- Smoking and consuming and/or transporting alcoholic beverages or illegal substances are prohibited in college-owned or leased vehicles.
- The transporting of ammunition and/or explosives is prohibited in college-owned or leased vehicles.
- No driver may operate a college-owned or leased vehicle while impaired and/or under the influence of a controlled substance.
- The use of cellular phone or any electronic device is not allowed while driving college-owned or leased vehicles. The only exception is a preprogrammed directional driving application (i.e. Goggle Maps or similar).
- College-owned vehicles are not to be kept at a residence overnight upon completion of a scheduled trip.
- Use of college-owned vehicles are prohibited for travel less than a 50 mile radius from a campus, except where there are four (4) or more passengers, plus the driver, or the vehicle is used for carrying specialized materials or equipment. Exceptions must be approved by employee's supervisor and Campus Services.
- Travel outside of Texas is prohibited for college-owned vehicles. Limited liability is granted under the Texas Tort Reform and does not include college-owned vehicles driven outside the State of Texas.
- In-state travel is limited to a 400 mile radius from the campus of departure.
- No handguns or guns of any type may be carried or stored in a college-owned vehicle.

- Law enforcement officers using college vehicles in the performance of their duties are exempt to the provisions of this section.

### ***Violations***

A driver who has fulfilled the requirements of an “eligible driver” as defined in this procedure, may not drive a college-owned or leased vehicle if his/her license is suspended, revoked, or canceled; in addition to having his/her driving privileges with the College revoked, he/she may be disciplined up to and including termination.

All motor vehicle violations including parking violations incurred by a driver in a college-owned or leased vehicle shall be paid promptly with non-college funds by the driver. This does not prevent a driver from using the court process to contest motor vehicle or parking violations through established processes.

Evidence of transporting firearms, ammunition, explosives, alcoholic beverages and/or illegal drugs; driving while impaired; or using tobacco, alcohol, or illegal drugs in a college-owned or leased vehicle may result in the forfeiture of future privileges for the user department or recognized student group and/or appropriate disciplinary action or termination of the parties involved.

### ***Reporting Vehicle Failure***

If mechanical failure occurs to a vehicle during normal operating hours, Facilities Services should be notified. If failure occurs after normal operating hours, the driver should contact the San Jacinto College Police Dispatch (SJC Police) for assistance with notifying the Facilities Services personnel on-call.

### ***Reporting Accidents***

When involved in an accident, the driver should:

- a. Ensure his /her safety and wellbeing and the safety and wellbeing of all passengers.
- b. Contact the local law enforcement agency having jurisdiction.
- b. Do not admit to any guilt of any party involved with the accident investigation.
- c. Obtain contact and insurance information regarding other driver(s) involved in the accident.
- e. Using mobile phone, take photographs if safe to do so.
- f. Obtain an accident report from the responding law enforcement agency whenever a college-owned or leased vehicle is involved in an accident.

Once the driver, passengers, and accident scene have been secured, all vehicle incidents including accidents, damages, and moving violations, must be reported immediately, in detail to the Director of SHERM, SJC Police, and the employee’s supervisor. The driver must provide the SHERM Office the accident report from the responding law enforcement agency and details of the accident including all personal injuries resulting from the vehicle accident. The SHERM Office, in conjunction the College’s insurance provider, will investigate the accident and monitor follow-up steps. The driver and all passengers are expected to fully cooperate with the investigation.

The driver's supervisor is required to complete a Supervisor's Accident of Investigation Report and forward to the SHERM Office within five (5) working days from the date the vehicle accident was reported.

Failure to report accidents and damages involving college-owned or leased vehicles in a timely manner or failure to cooperate with the investigation may result in disciplinary action to the driver.

### **Reserving a Vehicle**

Vehicles are reserved through Campus Services. Users may reserve the vehicles on a first-come, first-served basis. When college travel requests exceed fleet capacity, leased vehicles may be acquired to supplement. All drivers conducting official business in college-owned, leased, or personal vehicles must meet the College's driving requirements. Prior to requesting the use of a college-owned vehicle, the driver must meet the "eligible driver" requirements and must be approved by the SHERM Office.

- Vehicle reservations will be accepted by email. Reservations should be made as far in advance as possible.
- The Vehicle Reservation Process must be completed through Campus Services.
- Additional travel related documents may be required depending upon the circumstances of the travel.

### ***Maintenance of Vehicles***

Only vehicles with 12 or less passengers, including driver will be purchased for college business use. Facilities Services will provide a safe operating fleet of vehicles through documented inspections, regular maintenance work and schedules, and repair processes. Unsafe vehicles will be removed from service by Facilities Services as required.

### ***Interdepartmental Chargebacks for Vehicle Use***

To reflect costs and usage of College owned vehicles, departments will be charged the standard mileage rate in effect by the Internal Revenue Service. The chargeback rate will be reviewed in January of each year for changes.

- The driver must provide a proper fund, organization, account, and program code (FOAP) when reserving the vehicle. The FOAP must be associated with the department receiving the benefit of the use of the vehicle.
- Facilities Services will maintain a log of the department, FOAP, date(s) of use, and number of miles driven and will forward the log to the District Business Office for processing chargebacks to the department's budget. The log must be submitted to the District Business Office on a monthly basis so that departments can properly manage departmental budgets.
- Departments are responsible for budgeting for vehicle chargebacks.

### ***Vehicle Rentals or Bus Charters***

Travel outside of procedural guidelines may be accomplished through charter, rental or lease. Contact SJCCD Purchasing Department for current information on rentals or charters including a list of approved vendors and bus charter agreements.

***Student Travel***

Student travel requires the completion of the Instructional or Organizational Authorization Form and Release Agreement for College Sponsored Travel. These documents are available on the College's internal website. Students are required to sign and submit an emergency contact form.

**Definitions**

**Eligible Driver:** An eligible driver for operating a college-owned or leased vehicle must: (1) possess a valid Texas Driver's License with applicable endorsements and valid classification for the vehicle he/she is driving, (2) successfully complete the College's approved on-line Driver's Training Course every three years, (3) maintain an acceptable driving record, (4) is 18 years of age or older if a full-time employee or is 25 years of age or older if a part-time employee, and (5) must be authorized by the SHERM Office.

Date of SLT Approval	December 19, 2017
Effective Date	Anticipated March 6, 2018
Associated Policy	Policy III.3008.A, Use of College Owned or Leased Vehicles
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Safety, Health, Environment and Risk Management (SHERM)



**Action Item “XVI”**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval of Policy Rescissions – First Reading (Information Only)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve to rescind the following policies and procedures. The Board of Trustees will not vote on this item but is creating awareness this is being considered for first reading and is anticipated to be presented to the Board for second reading on March 5, 2018.

**BACKGROUND**

Currently, the *San Jacinto Community College District Policy Manual* is the official repository of College policies that govern the operations of San Jacinto College. Board policy establishes a general statement of rule that provides direction to the College community regarding conduct of College affairs. The Board reviews and approves changes to College policy prior to implementation. The Board of Trustees delegates authority to and requires the Chancellor through his/her designees to manage procedures that implement College policies. The policy approval process continues with gathering input from the College community and with the requirements of two readings by the Board of Trustees.

As part of the College’s focus on continuous improvement, the Strategic Leadership Team (SLT) looked for gaps in the current policy and procedure process and manual and for areas to improve transparency, input, timeliness of review, and user friendliness. The Board approved Policy II.2000.A and its associated procedures on April 10, 2017, and this process was reflected in the Board bylaws. As part of this updated process and the undertaking of a full review of the policy manual, the SLT and appropriate direct reports are reviewing the entire policy and procedure manual to make recommendations on revisions, new policies and procedures, and recommendations for rescission.

**IMPACT OF THIS ACTION**

These recommendations were sent to the College community for review on February 2, 2018. The purpose of this recommendation is to eliminate policies and procedures that are no longer needed based on various reasons. The recommendations for rescission are noted on each attachment. The Board will be approving the rescission of the policies attached and the rescission of the procedures are attached as an informational item. The SLT approved these recommendations to rescind on December 19, 2017. The policy rescissions will be effective immediately after Board approval which occurs on the second reading. The procedure rescissions will be effective following the comment period unless areas of concern are determined.

**BUDGET INFORMATION**

No budgetary impact.

**Action Item “XVI”**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval of Policy Rescissions – First Reading (Information Only)**

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes, IV-C-13 Policy on Professional Trips (current policy) and 3-8 Professional Trips (current procedure)
- Attachment 2 – Summary of Changes, VI-D Policy on Professional Growth and Development (current policy)
- Attachment 3 – Summary of Changes, VII Curriculum Development Manual (current procedure)
- Attachment 4 – Summary of Changes, 6-3-a Excessive Absence (current procedure)
- Attachment 5 – Summary of Changes, 6-2-a Course Syllabus and Curriculum Guide
- Attachment 6 – Summary of Changes, 6-2-b Beginning of Class Information
- Attachment 7 – Summary of Changes, 5-19 Curriculum Design and Instructional Effectiveness

**RESOURCE PERSONNEL**

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

## Policies and Procedures Summary of Changes

New Policy Number: n/a  
Proposed Policy Name: n/a  
Current Policy Number/Name: **IV-C-13 Policy on Professional Trips**

New Procedure Number: *n/a*  
Proposed Procedure Name(s): n/a  
Current Procedure Number(s)/Name(s): **3-8: Professional Trips**

Action Recommended for Policy: Rescind  
Action Recommended for Procedures: Rescind

Web Links: <http://www.sanjac.edu/policy-iv-c-policy-employment>  
<http://www.sanjac.edu/procedure-3-8-professional-trips>

Primary Owner: Deputy Chancellor and President

Secondary Owner: Martha Robertson, Asst. VC, Teaching & Learning

### Summary of Changes:

- Policy - Information regarding Professional Trips is updated in the Faculty Handbook annually.
- Policy - Information is also on the internal website under forms and documents and is revised annually.
- Procedure - This information is updated annually in the Faculty Handbook. See Class Field Trips, College Vans, and Travel guidelines
- Procedure - Travel guidelines which apply to all employees are also on the internal website.

### **IV-C-3 Policy on Professional Trips**

The individual campus President will be responsible for recommending for approval or disapproval of all budgeted travel requests to the Executive Vice Chancellor and Chancellor for final approval. Non-budgeted travel requests will be submitted and approved or disapproved on an individual basis.

Full-time faculty members may apply to attend one or up to two seminars or workshops for professional development in a subject matter area per year for up to two days for each seminar or workshop without loss of pay. In order to qualify, the program offered must be on an educational topic, and the employee's attendance must benefit the college. Travel which is undertaken at the direction of the college administration shall not be limited, and upon approval of the Executive Vice Chancellor and Chancellor, the college may pay the reasonable expenses associated with the travel.

<b>Policy #:</b>	<b>IV-C-13</b>
<b>Policy Name:</b>	<b>Policy on Professional Trips</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>February 12, 1981</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>February 12, 1981</b>
<b>Associated Procedure:</b>	<b>3-8</b>

## Procedure 3-8: Professional Trips

Travel requests for administrators, faculty and staff are to be submitted at least two weeks in advance of a trip. An outline program or other literature describing the meeting the employee wishes to attend must be attached to the travel request. Budget control must verify that money is available in the budget, and the President of the campus will then recommend for approval or disapproval of the travel request.

The supervision and assignment of transportation is the responsibility of the campus President or his/her designee. All travel requests for transportation must be made in their respective offices at least two weeks prior to the trip. If the travel request concerns student activities, it must first be approved by the Vice President of Student Services on the appropriate campus.

<b>Procedure #:</b>	<b>3-8</b>
<b>Procedure Name:</b>	<b>Professional Trips</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	<b>IV-C-13</b>

## Policies and Procedures Summary of Changes

New Policy Number: n/a

Proposed Policy Name: n/a

Current Policy Number/Name: **VI-D: Policy on Professional Growth and Development**

New Procedure Number: n/a

Proposed Procedure Name(s): n/a

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

Action Recommended for Policy: **Rescind**

Action Recommended for Procedures: n/a

Web Links: <http://www.sanjac.edu/policy-vi-d-policy-professional-growth-and-development>

Primary Owner: Deputy Chancellor and President

Secondary Owner: Martha Robertson, Asst. VC, Teaching & Learning

### Summary of Changes:

- There is no associated procedure with this policy.
- Professional growth and development is so imbedded in the culture at San Jacinto College, it is counter-intuitive to have a policy that permits it.
- The policy is outdated.

# Policy VI-D: Policy on Professional Growth and Development

College instruction is recognized as a profession. Faculty members are expected to accept responsibilities in practicing, developing and promoting high standards of moral, ethical and professional conduct. The image of any faculty member at all times should be such that any student striving to emulate same should be assured of being a good, stable citizen.

The college district expects faculty to accept the obligation of continuing their professional development in their areas of expertise, especially in those areas directly related to their teaching assignments. This growth may take the form of participation in professional organizations; publication of books, articles, monographs, or original compositions; exhibition of original art works; or participation in recitals or performances. At the same time, the college requires that the first responsibility of all faculty is the instruction of students enrolled in classes at San Jacinto College. Consequently, responsibilities in curriculum planning, syllabus revision, departmental planning, lesson preparation, paper-grading, classroom teaching, sponsoring student activities and counseling with students will take priority over all professional-development activities.

<b>Policy #:</b>	<b>VI-D</b>
<b>Policy Name:</b>	<b>Policy on Professional Growth and Development</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1989</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994</b>
<b>Effective Date:</b>	<b>March 2, 1989</b>
<b>Associated Procedure:</b>	

## Policies and Procedures Summary of Changes

New Policy Number: n/a

Proposed Policy Name: **n/a**

Current Policy Number/Name: n/a

New Procedure Number: n/a

Proposed Procedure Name(s): n/a

Current Procedure Number(s)/Name(s): **VII Curriculum Development Manual**

Action Recommended for Policy: n/a

Action Recommended for Procedures: **Rescind**

Web Links: <http://www.sanjac.edu/procedure-vii-curriculum-development-manual>

Primary Owner: Deputy Chancellor and President

Secondary Owner: Provosts

### Summary of Changes:

- The Curriculum Development Manuals (Academic and Technical) are updated annually in the Faculty Handbook located on the internal exchange.



# Procedure VII: Curriculum Development

Curriculum Development Manual Academic Disciplines 2017

Curriculum Development Manual Technical Programs 2017

<b>Procedure #:</b>	<b>VII</b>
<b>Procedure Name:</b>	<b>Curriculum Development Manual</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Policies and Procedures Summary of Changes

New Policy Number: n/a

Proposed Policy Name: **n/a**

Current Policy Number/Name: n/a

New Procedure Number: n/a

Proposed Procedure Name(s): n/a

Current Procedure Number(s)/Name(s): **6-3-a Excessive Absence**

Action Recommended for Policy: n/a

Action Recommended for Procedures: **Rescind**

Web Links: <http://www.sanjac.edu/procedure-6-3-excessive-absence>

Primary Owner: Deputy Chancellor and President

Secondary Owner: Martha Robertson, Asst. VC for Teaching and Learning

### Summary of Changes:

- This information is updated annually in the Faculty Handbook located on the College's internal exchange.

## Procedure 6-3-a: Excessive Absence

The College Catalog of Courses offers the following information about student attendance:

### Failure, Excessive Absences (FX)

A faculty member may award a grade of FX at the end of the term to any student. This grade means that the student registered and paid for the course and failed the course because the student missed an excessive number of classes and did not exercise the right to drop the course or was not eligible to drop the course because of TSI or Six-Drop rule regulations. For each grade of FX submitted, the last date the student attended the course must be reported. Grades of FX will not be posted without this date. The grade of FX carries the same academic impact as the grade of F in that the credit hours are included in the calculation of the grade point average and the grade awards zero (0) grade points. The grade of FX indicates a completed course just as a grade of F indicates a completed course. The grade of FX is not a drop or withdrawal. The process to appeal the grade of FX is the same as an appeal for any other faculty awarded grade.

<b>Procedure #:</b>	<b>6-3-a</b>
<b>Procedure Name:</b>	<b>Excessive Absence</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Policies and Procedures Summary of Changes

New Policy Number: *n/a*

Proposed Policy Name: **n/a**

Current Policy Number/Name: *n/a*

New Procedure Number: *n/a*

Proposed Procedure Name(s): *n/a*

Current Procedure Number(s)/Name(s): **6-2-a Course Syllabus and Curriculum Guide**

Action Recommended for Policy: *n/a*

Action Recommended for Procedures: **Rescind**

Web Links: <http://www.sanjac.edu/procedure-6-2-course-syllabus-curriculum-guide>

Primary Owner: Deputy Chancellor and President

Secondary Owner: Martha Robertson, Asst. VC for Teaching and Learning

### Summary of Changes:

- This information is updated annually in the Faculty Handbook located on the College's internal exchange.

## Procedure 6-2-a: Course Syllabus / Curriculum

At San Jacinto College, a course syllabus is the document by which a department's faculty delineates the basic purpose, structure, and proposed outcomes of a course. Each faculty member has a central role in designing, reviewing, and revising the appropriate syllabi for courses within his or her discipline. Every course taught at the college has a district syllabus to which the department faculty have agreed and which has been signed by the appropriate department chairman or dean.

<b>Procedure #:</b>	<b>6-2-a</b>
<b>Procedure Name:</b>	<b>Course Syllabus / Curriculum Guide</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Policies and Procedures Summary of Changes

New Policy Number: *n/a*

Proposed Policy Name: **n/a**

Current Policy Number/Name: *n/a*

New Procedure Number: *n/a*

Proposed Procedure Name(s): *n/a*

Current Procedure Number(s)/Name(s): **6-2-b: Beginning of Class Information**

Action Recommended for Policy: *n/a*

Action Recommended for Procedures: **Rescind**

Web Links: <http://www.sanjac.edu/procedure-6-2-b-beginning-class-information>

Primary Owner: Deputy Chancellor and President

Secondary Owner: Martha Robertson, Asst. VC for Teaching and Learning

### Summary of Changes:

- This information is reviewed annually in the Faculty Handbook located on the College's internal exchange.

## Procedure 6-2-b: Beginning of Class Information

The course syllabus is the controlling document for faculty who teach a particular course. In much the same way, an instructor's beginning-of-course information handouts describe section of the course for the students.

Instructors prepare handouts for each course they teach and distribute and explain them to all students during the first or second class day of the semester. Whether the handout is developed by an individual instructor or the departmental faculty, it includes the following:

- Course number and title
- Instructor's name, office number, conference hours, and office phone number
- Course description from syllabus/curriculum guide
- Student learning outcomes as defined in the syllabus/ curriculum guide
- Official withdrawal date for that semester
- Instructor's policies on absences, withdrawals, and make-up work (These policies must be consistent with those stated in the college catalog.)
- Tentative calendar for major assignments and tests
- Grading formula
- Required and recommended textbooks and supplies

Obviously, the instructor may add other information that either the instructor or the department or division wish to be included. At least one copy of each beginning-of-class handout is filed with the dean.

<b>Procedure #:</b>	<b>6-2-b</b>
<b>Procedure Name:</b>	<b>Beginning of Class Information</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Policies and Procedures Summary of Changes

New Policy Number: n/a

Proposed Policy Name: **n/a**

Current Policy Number/Name: n/a

New Procedure Number: *n/a*

Proposed Procedure Name(s): n/a

Current Procedure Number(s)/Name(s): **5-19 Curriculum Design and Instructional Effectiveness**

Action Recommended for Policy: n/a

Action Recommended for Procedures: **Rescind**

Web Links: <http://www.sanjac.edu/procedure-5-19-curriculum-design-and-instructional-effectiveness>

Primary Owner: Laurel Williamson, Deputy Chancellor and President

Secondary Owner: Martha Robertson, Asst. VC for Teaching and Learning

### Summary of Changes:

- This information is updated annually in the Faculty Handbook located on the College's internal exchange. See Course Syllabus, Syllabus Review, Syllabus Revision, and Textbook Adoption.



# Procedure 5-19: Curriculum Design and Instructional Effectiveness

## Elements of a Course Syllabus

The course syllabus is the key document in defining each course in the college curriculum. Each syllabus is composed of the sections listed below.

### Title Page

The following information appears on the title page of each syllabus:

- The name San Jacinto College,
- The word "Syllabus,"
- The course name and number,
- The date of revision,
- The dated signature of one personnel member from each campus who participated in the preparation of that syllabus,
- The dated signatures and titles of administrators who confirmed that the syllabus was developed according to the established procedures and that it meets the college's requirements.

### Heading for the Syllabus

The first page of the syllabus begins with a heading that includes the course title and course number.

### Purpose Statement

The first major section of the syllabus is the purpose statement, a brief explanation of why the college teaches the course, how it contributes to addressing the goals of the department and of the college curriculum as a whole.

### Course Description

This section includes the following:

- A verbatim copy of the course description as it appears in the college catalog,
- An expanded description of the course that gives more detailed information about the contents and general structure of the course,
- The number of weekly lecture hours and (if applicable) lab hours,
- The number of credit hours, and
- A list of any prerequisites and/or co-requisites that are listed in the college catalog.

### Student Learning Outcomes

This section identifies measurable skills and abilities that the student develops in the course. The course learning outcomes relate the specific contents of that course to the general goals of the department and also to the college philosophy and learning outcomes statements that appear in the catalog.

## Learning Activities

This section indicates any learning activities that the department faculty deem so fundamental that they must be part of all sections of the course, and it also suggests other activities that instructors may want to consider using to address the course learning outcomes effectively.

## Grading System

Each syllabus establishes the broad parameters within which an instructor's grading system for that specific course must fall. Grading systems for all courses at the college must include at least two major grades. A final exam is required for all courses. Beyond these basic requirements, the department faculty defines any limits on grading flexibility that seem necessary to assure overall consistency in addressing the goals of each specific course.

## Outcomes Inventory

In order to evaluate a course, administrators and faculty compile what is basically an inventory of data that indicate the results of offering and teaching that particular course. The college depends primarily on the Office of Planning, Research, and Evaluation to make long-term studies of how well the college curriculum and instruction work. As they become available, such studies become part of the outcomes inventory. Listed in this section are ways in which the department will evaluate the success of the course each semester. Basic to this evaluation are the samples of student work that are turned in to instructional supervisors at the end of each semester. For each course, the department faculty determines what types of work and how much should be submitted. This section may also define any other data that the department faculty thinks will provide evidence of the actual success of the course.

## Calendar

Each syllabus contains some indication of how the course material is presented throughout the semester. The department faculty decides how specific this section should be to assure that course instruction is appropriately consistent. For many courses, a general statement that gives minimal guidelines about course timing and emphasis suffices. In other cases, department faculty may choose to be more rigid about establishing in the syllabus a schedule of topics and/or assignments.

## Materials

The final section of each syllabus indicates the materials required for the course and those which may be used at the instructor's discretion.

All required textbooks and special materials are listed and clearly identified as required. If there is no required text, that should be made clear. Supplementary texts are listed and are identified as "special required" or "non-required" according to the definitions in the textbook-adoption policy.

The college encourages instructors to assign additional readings to their students. If it chooses, the department faculty may add to the syllabus a list of suggested supplemental readings. Instructors will then have that list to use for reference in making reading assignments from sources other than the course textbooks.

## Curriculum Changes

The college curriculum represents the manner in which the college responds to the needs of its communities. Faculty have the central role in designing the curriculum of San Jacinto College. In order to encourage faculty innovation in curriculum design and to expedite curriculum decisions, the vice-chancellor of business and industry and a task force of faculty are redesigning the curriculum-development processes of the college. Faculty and all other employees are encouraged to contact the members of the various task force committees on their campuses for current information regarding

progress in this project. Information regarding curriculum change procedures is available in the offices of the vice-presidents of instruction and the associate deans.

## Syllabus Review

The course syllabus for each course is the product of the collective professional judgment of the appropriate faculty on all three campuses. Consequently, it is the most important single document in determining the content, structure, and expected student learning outcomes for the course. It drives all other curriculum-related issues such as selecting textbooks and preparing beginning-of-class information handouts. In other words, faculty select textbooks which are most capable of helping students achieve the expected learning outcomes, rather than structure syllabi to conform to textbooks. Also, the expected student learning outcomes section of the syllabus reappears verbatim in the beginning-of-course handouts, so that faculty explain that these outcomes are the students' basic learning objectives for the course.

## Syllabus Revision

Syllabus revision is the periodic process, following syllabus review, by which actual changes are made. Ordinarily, a faculty panel representing all three campuses both reviews and revises the syllabus. Either the department chairs or committee members themselves select a committee chair to call meetings and organize committee activities.

### Steps in the Process:

- Members of the faculty panel make every effort to understand and convey the points of view of the faculty from their campuses. The role of associate deans and department chairmen varies slightly from discipline to discipline, but instructional supervisors have the general role of facilitating the panel's progress and may participate directly in it.
- The syllabus draft is prepared and submitted to the associate deans for their study and comment. The syllabus review conducted by the associate deans focuses primarily on the extent to which the course is in keeping with the college's statements of philosophy, purpose, and student learning outcomes. After the associate deans have determined that all required elements are present, the draft syllabus is presented to the district department faculty for discussion.
- The syllabus is presented to the district department faculty for approval. As is the case with the process of approving a new syllabus, every effort is made to come to a consensus regarding the syllabus, but if agreement by consensus is not possible, then the district department faculty will vote, each campus having one vote. The result of this decision is binding on all faculty in that department in the college district.
- Should faculty decline to approve the revised syllabus, the form of the syllabus before revision will be in force until agreement is reached about the revisions. No syllabus will be used as a basis for instruction without approval of the faculty.
- If a faculty consensus is reached or if a majority of the faculty approve, the revised syllabus is signed by the three department chairmen and associate deans as indication that they agree that the syllabus is effective and appropriate. Copies of the official syllabus will be sent to the vice chancellor of business, industry, and technology and to the vice presidents of instruction. The revised syllabus becomes the official syllabus at the beginning of the next long term.

## Textbook Adoption

Selecting textbooks is one of the most important tasks in which faculty participate because the use of textbooks is basic to almost every course. Since textbooks are adopted district-wide, a district procedure specifies precise steps to be followed. Although the procedures may seem complex at first, they are quite manageable when followed carefully a step-at-a-time over a period of several weeks or months. Following the steps has the additional benefit of providing an orderly manner by which personnel reach a collective decision.

## Guidelines for Courses Offered on All Three Campuses

### Definitions

#### District Required Books:

All books adopted district-wide, whether they be core textbooks, laboratory manuals, workbooks, or others, are classified as district required books. Also the term applies regardless of whether one, two, or three campuses are involved, since a district process as specified in the Book Adoption Guidelines has been followed.

#### Special Required Books:

All books required of all students enrolled in a particular course taught by an individual instructor, in addition to the district required book, are classified as special required books.

#### Non-required Books:

All books which are optional because students may choose to purchase them in order to supplement or enhance their learning in a particular course and which students are not required to purchase are classified as non-required books.

Guidelines for the selection of textbooks are available in the offices of the vice-presidents of instruction on all three campuses. Faculty follow these guidelines as they make decisions regarding textbook selection for the courses offered by the college.

<b>Procedure #:</b>	<b>5-19</b>
<b>Procedure Name:</b>	<b>Curriculum Design and Instructional Effectiveness</b>
<b>Pages:</b>	<b>4</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

**Action Item “XVII”**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval of Policy IV.4003.A: Filling Vacancies– First Reading (Information Only)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revision and update to the College’s Policy IV.4003.A, Filling Vacancies, formerly designated as Policy IV-C-3: Policy on Filling Vacancies. 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.

**BACKGROUND**

Policy IV-C-3, Policy for Filling Vacancies was most recently approved by the Board of Trustees on February 5, 2008. This policy addresses the process for filling vacancies at San Jacinto College. Procedures on job vacancies and screening committees were revised to support the policy.

The revisions to the policy are recommended to establish the new policy format and to reflect the strengthened College practices for filling vacancies. Additionally, the associated procedure has been revised to support implementation of the policy. These procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on February 2, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on March 5, 2018.

Additionally, several procedures are recommended for rescission because of practices being incorporated in other checklists or resources available on the College’s website. These procedures are included in Attachment 8 and are explained on the Summary of Changes (Attachment 1).

Finally, several procedural headings have been suspended with new software systems such as Cornerstone. These headings will be removed from the College’s policy and procedural manual effective immediately. These items are listed on the summary of changes (Attachment 1).

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**Consideration of Approval of Policy IV.4003.A: Filling Vacancies– First Reading (Information Only)**

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy IV-C-3: Policy on Filling Vacancies (current policy)

Attachment 3 – Policy IV.4003.A, Filling Vacancies (proposed policy)

Informational items only:

Attachment 4 – Procedure 4-1: Job Vacancies (current procedures)

Attachment 5 – Procedure IV.4003.A.a, Job Vacancies (proposed procedures)

Attachment 6 – Procedure 4-1A: Screening Committee (current procedures)

Attachment 7 – Procedure IV.4003.A.b, Screening Committee (proposed procedures)

Attachment 8 – Procedures 4-1-a-1: Screening Committee Process, 4-1-a-2: Permitted and Prohibited Pre-Employment Questions, 4-1-a-7: Screening Applicants on PeopleAdmin (SOAR)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Filling Vacancies**

Current Policy Number/Name: IV-C-3 Policy for Filling Vacancies

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

Proposed Procedure Name(s): **Job Vacancies, Screening Committee**

Current Procedure Number(s)/Name(s): 4-1 Job Vacancies, 4-1a Screening Committee

4-1a parts 1-8 (see detailed list below)

Action Recommended for Policy: Revision

Action Recommended for Procedures:

4-1 Job Vacancies (Revision), 4-1a Screening Committee (Revision and associate with this policy)

Procedure 4-1a Parts 1 – 8 (rescind)

Web Links:

<http://www.sanjac.edu/policy-iv-c-policy-employment> (current Policy IV-C-3)

<http://www.sanjac.edu/procedure-4-1-job-vacancies> (current Procedure 4-1)

<http://www.sanjac.edu/procedure-4-1-screening-committee-guidelines> (current Procedure 4-1a)

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Summary of Changes:

### Policy

Moved bulleted procedural section to the associated procedure 4-1 Job Vacancies

Updated minimum posting days per current practice in procedure 4-1 Job Vacancies

### Procedure 4-1

- Changed wording to be consistent with current hiring practices and current titles
- Added request form

### Procedure 4-1a

- Removed questions and added sub titles
  - Examples:
    - What is a Screening Committee? To A. A screening committee...
    - How is a Screening committee formed? To B. Multiple-Campus Hiring
- Realigned subtitles to flow with practice A. Forming a Screening Committee, B. Responsibilities of the Screening Committee Chair etc.
- Updated wording to include current college terms i.e. Provost , hiring leader
- Removed statement “This will ensure that there is agreement as to the qualified candidates” from subtitle B, Multiple-Campus Hiring

## Attachment 1

- Added statement “demonstrate a consistent commitment to the College’s core values” to subtitle C, Forming a Screening Committee
- Deleted the first two paragraphs from section titled “What Is The Role Of The Screening Committee Chair” to keep consistent with current practice
- Removed statement “the software that allows applicants to apply on-line and attach transcripts, resumes and other documents” from third bullet under Subtitle D, Responsibilities of the Screening Committee Chair
- Removed statement “for applicants that are non-selected to continue in the interview process” from fifth bullet under subtitle D
- Added statement “are not selected to continue in the interview process” to fifth bullet point under Subtitle D
- Removed descriptors from telephone interviews under subtitle D
- Added links to the hiring practices where appropriate

### **Recommend rescission - Procedure 4-1a Parts 1 – 8**

**4-1a-1 [Screening Committee Process](#)** – current practices have been incorporated into the Hiring Guiding Principles, Hiring Leader Recruitment Process Checklist, and 4-1a Screening Committee (recommendation to rescind this part)

**4-1a-2 [Permitted and Prohibited Pre-Employment Questions](#)** – will be added to Hiring Practices webpage as a resource document (recommendation to rescind this part)

**4-1a-3 [FAQs](#)** – questions related to SOAR (PeopleAdmin system) superseded by Cornerstone (recommendation to rescind this part) (procedural heading only – suspended)

**4-1a-4 [Non-Selection of Candidates](#)** – superseded by Cornerstone, final disposition process (recommendation to rescind this part)

**4-1a-5 [Interview Response Form from Committee Members](#)** – Interview Architect provides this functionality (recommendation to rescind this part) (procedural heading only – suspended)

**4-1a-6 [Final Summary of Interview Results](#)** – Interview Architect and Cornerstone provide this functionality (recommendation to rescind this part) [no longer an active link online] (procedural heading only – suspended)

**4-1a-7 [Screening Applicants on PeopleAdmin](#)** – superseded by Cornerstone (recommendation to rescind this part)

**4-1a-8 [Telephone Reference Checks](#)** – included in this recommendation for 4-1a (recommendation to rescind this part) (procedural heading only – suspended)



## Policy IV-C-3: Policy for Filling Vacancies (Current Policy)

Declared full-time vacancies may be filled under the following conditions:

- The position must be budgeted or authorized by the Chancellor and/or Board of Trustees.
- The administration must approve the advertisement and posting of the position.
- All posting and advertising must be through the Human Resources Office.
- The position must be posted a minimum of ten days for classified staff, twenty days for professional non-contracted positions and thirty days for all contracted positions.
- All applicants must apply through the Human Resources Office during the posting period.
- Initial applicant screening must be coordinated through the Human Resources Office.
- The Chancellor is responsible for recommending to the Board of Trustees the employment of all full-time employees.

Because no employee is employed to fill a specific position or assignment, the Chancellor of the San Jacinto College District shall have the right to assign an employee such duties as the Chancellor deems proper. An employee may be assigned or reassigned additional duties for which he or she is professionally certified or otherwise qualified to perform, at whatever campus deemed necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. Likewise, the Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment and promotion recommendations to the Board of Trustees for ratification. A vacant position resulting from a promotion must be posted unless the position has been eliminated through reorganization.

Part-time and temporary employees may be employed without a formal posting following fair non-discriminatory employment practices.

<b>Policy #:</b>	<b>IV-C-3</b>
<b>Policy Name:</b>	<b>Policy for Filling Vacancies</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>October 4, 1982; July 11, 1988; May 2, 1994; November 6, 1997 and February 5, 2008</b>
<b>Effective Date:</b>	<b>March 2, 1981; October 4, 1982; July 11, 1988; May 2, 1994; November 6, 1997 and February 5, 2008</b>
<b>Associated Procedure:</b>	<b>4-1</b>

**Policy IV.4003.A, Filling Vacancies**

**Purpose**

This policy addresses the process for filling vacancies at San Jacinto College.

**Policy**

No employee is hired to fill a specific position assignment. The Chancellor, when appropriate, has the right to assign employee duties that meet the current needs of the College. An employee may be assigned or reassigned duties for which he or she is professionally certified or otherwise qualified to perform. Reassignment may include relocation to another department, program, or location as necessary. Generally, a new assignment or reassignment will not result in a reduction in compensation. The Chancellor has the authority to promote a current employee into a position that results in an increase in compensation. The Chancellor will present assignment, reassignment, and promotion recommendations to the Board of Trustees for ratification.

Full-time positions will be posted in accordance with procedure IV.4003.A.a, Job Vacancies and filled in accordance with procedure IV.4003.A.b, Screening Committee.

Part-time and temporary employees may be employed without a formal posting as long as fair non-discriminatory employment practices are followed

**Definitions**

**Vacancy:** An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

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.4003.A.a, Job Vacancies  
Procedure IV.4003.A.b, Screening Committee.

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Date of Board Approval	Anticipated March 5, 2018
Effective Date	Anticipated March 6, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

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**Procedure 4-1: Job Vacancies - (Current Procedure)**

When a budgeted position becomes available, the campus provost, vice chancellor or designee must submit to the Human Resources Office an approved job description and advertisement instructions. The job posting will be worded from the job description. Positions for print advertisement in The Chronicle of Higher Education and certain professional publications should have a minimum of a sixty (60) day lead time.

Human Resources will post jobs in the order in which they were received. Please send posting request in memo format with attached sample job description through your department or dean then on to your campus provost for approval. After campus provost approval, forward to Human Resources. After the posting is approved by the Vice Chancellor of Human Resources, it will be prepared in the online employment system and forwarded to the hiring department for final approval before posting.

Please keep in mind the following guidelines:

- If the position is a new position, it must be budgeted.
- If the position is replacing someone who has resigned, a copy of their resignation letter must accompany the posting request.

Job vacancies will be posted for a duration that meets organizational needs.

The recommended posting duration times are as follows:

- Seven (7) to ten (10) days for staff positions
- Fourteen (14) to twenty-one (21) days for professional positions
- Thirty (30) calendar days for all full-time, non-temporary faculty positions

To facilitate a more efficient posting procedure, we prefer to post for a longer period of time rather than put "Until Filled" on the postings.

When a final decision to offer the position is made, please notify the Human Resources Office of your choice. All job offerings to full-time applicants and discussions of salary must be made by Human Resources.

The campus must complete a Personnel Information Sheet on the successful candidate for Faculty/Administrative positions. The original form must be sent to the Human Resources Office for action by the Board.

Attachment 4

<b>Procedure #:</b>	4-1
<b>Procedure Name:</b>	Job Vacancies
<b>Pages:</b>	1
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	June 2, 2008
<b>Effective Date:</b>	June 2, 2008
<b>Associated Policy:</b>	<a href="#">IV-C-3</a>

## **Procedure IV.4003.A.a, Job Vacancies**

### **Associated Policy**

Policy IV.4003.A, Filling Vacancies

### **Procedures**

This procedure specifies the process for implementing, requesting, and posting vacancies.

When a budgeted position becomes available, posting requests (see table below) should be routed to the Human Resources Department after receiving the appropriate approvals; this includes approval by the respective leadership and the Strategic Leadership Team (SLT) member or designee. Requests should be in memo-format. The SLT member or designee must also submit an approved job description to the Human Resources Department along with the posting request.

The job posting will be prepared from the job description. Positions for print advertisement should have a minimum of a sixty (60) day lead time, and collateral for print advertisement shall be coordinated through the Human Resources Department. The posting will be prepared in the applicant tracking system and forwarded to the hiring department for final review before posting.

For full-time vacancies:

- The position must be budgeted or authorized by the Chancellor and/or Board of Trustees.
- The SLT must approve the posting of the position.
- All posting and electronic advertising must be coordinated through the Human Resources Department.
- Job vacancies will be posted for a duration that meets organizational needs. The recommended posting duration times are as follows:
  - Seven (7) to ten (10) days for staff position.
  - Fourteen (14) to twenty-one (21) days for professional positions.
  - Thirty (30) calendar days for all full-time, non-temporary faculty positions.
- All applicants must apply through the applicant tracking system during the posting period.
- Initial applicant screening will be conducted during the posting period.
- If the position is replacing someone who has resigned or retired, a copy of the resignation letter, along with SLT member acknowledgment, must accompany the posting request.

Attachment 5

Use the following Request for Posting table below when submitting requests to the SLT for posting.

- The campus must complete the Faculty Candidate Recommendation Form (FCRF) for the successful faculty candidate and submit it to Human Resources.
- The Chancellor is responsible for recommending to the Board of Trustees the employment of all full-time employees.

To facilitate a more efficient posting procedure, the preference is to post for a longer period of time rather than list the posting end date as *Until Filled*.

**Request for Posting Table**

Name (First and Last) of exiting employee	
Position Number (POSN#)	
Title	
FOAP	
Leader	

Date of SLT Approval	January 31, 2018
Effective Date	Anticipated March 6, 2018
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

## **Procedure 4-1A: Screening Committee – (Current Procedure)**

### **WHAT IS A SCREENING COMMITTEE?**

A screening committee is an appointed group of individuals whose purpose is to:

- Review application materials for a particular administrative or faculty position
- Select qualified candidates for preliminary and campus interviews
- Identify the top two to three candidates for potential employment
- Complete required documentation of the screening and interview process

### **SPECIAL CIRCUMSTANCES – Multiple-campus hiring**

In the case that more than one campus is hiring for the same position, faculty from those campuses must cooperate to create a preliminary screening committee consisting of members from the different campuses. This will ensure that there is agreement as to the qualified candidates. In order for all committee members to be able to screen applicants in the Applicant Tracking System (ATS), the preliminary screening committee will need to designate a hiring manager, who will in turn designate guest users (other members of the search committee). This will allow all members of the search committee access to the applications and attached documents. Only the Hiring Manager can designate/change status of the applicants in the ATS. Once the preliminary screening is completed, further screening, interviewing and hiring can be completed on the individual campuses as described below.

This procedure will only be necessary for positions with multiple campus designations. The Provosts will be responsible for facilitating this process.

### **HOW IS A SCREENING COMMITTEE FORMED AND WHO SHOULD SERVE ON A SCREENING COMMITTEE?**

For faculty searches, members within the discipline will meet and determine a chair and four to six diverse members with an academic background and/or expertise pertinent to the teaching field. This committee will be recommended to the appropriate dean, who will either accept the faculty recommendation or submit revisions to the appropriate vice president for consideration and for the final decision regarding faculty screening committee membership. For administrative searches, screening committees are appointed by the appropriate president and should also represent a diverse group of individuals with academic backgrounds and/or expertise pertinent to the administrative area.

The screening committee chair should be an individual who:

- is regarded highly within the college
- demonstrates a consistent commitment to the district's core values
- is skilled at conducting meetings

Screening committee members should not be related to or be engaged in business ventures with persons who may apply for the vacant position. A committee member who has a relationship with a candidate, thus creating or giving the appearance of a conflict of interest should not be a member of the screening committee. It is incumbent upon a screening committee member to disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the committee chair should discuss the matter with the appropriate administrator.

Additionally, an individual who accepts appointment to a screening committee cannot become a candidate for the posted position.

### **WHAT IS THE ROLE OF THE SCREENING COMMITTEE CHAIR?**

## Attachment 6

The screening committee chair provides leadership to the members and ensures that the appropriate college procedures, as well as state and federal laws, are followed.

The chair meets with the district Human Resource office prior to the first screening committee meeting to review the position description and recruitment process and to discuss the screening committee guidelines and required forms. The chair keeps the appropriate dean, vice president and the Human Resource office apprised of the selection process status.

The chair is the designated "Hiring Manager" in the ATS, the software that allows applicants to apply online and attach transcripts, resumes and other documents. The chair may designate other members of the screening committee as "Guest Users" with the ability to review applications and make decisions about a pool of applicants, but only the chair will be authorized to make changes or record events in the ATS.

The chair schedules meetings, designates a secretary to keep minutes, and provides a roster for recording screening committee attendance at each meeting.

The chair, with assistance from the committee members, documents reasons for non-selection of applicants to continue to the interview process.

The chair, with assistance from the committee members, establishes job-related questions to be asked at the preliminary interview. (Preliminary interviews are not always necessary.) These questions are submitted to Human Resources, in advance, for review and approval.

If preliminary interviews are to be conducted, the chair or his/her designee schedules preliminary interviews with local applicants and contacts Human Resources for further information in reference to scheduling preliminary interviews for those candidates who are not local.

Telephone interviews may be used and are highly effective for large pools as a second level screening tool. This is particularly useful for pools with a large contingency of non-local applicants. If telephone interviews are used, they should be used for all or none.

The chair notifies Human Resources at the conclusion of the preliminary interviews (if conducted), and provides a list of candidates to be scheduled for finalist interviews.

For teaching positions, the chair, with assistance from the screening committee members, determines a teaching topic to be presented by the finalist.

The chair collects and returns all applicable forms to Human Resources, including the Interview Response forms from the preliminary and finalist interviews.

The chair presents screening committee recommendations to the appropriate dean/provost/vice chancellor.

The chair, with assistance from the committee members, completes required documentation of the screening and interview process.

### **WHAT IS THE ROLE OF A SCREENING COMMITTEE MEMBER?**

Members attend meetings scheduled by the screening committee chair.

Members review application materials of all qualified applicants and assist the screening committee chair in completing all required documentation of the screening and interview process.

Members assist the screening committee chair in preparing questions for preliminary and final interviews and in determining the teaching topic to be presented by the applicants at the time of interview.

Members participate in the interviews of all selected candidates and complete and submit to the chair an Interview Response Form for each candidate interviewed providing their impression of the interview.



## Attachment 6

Members participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top two to three candidates to be submitted to the appropriate dean/provost/vice chancellor.

<b>Procedure #:</b>	<b>4-1-a</b>
<b>Procedure Name:</b>	<b>Screening Committee</b>
<b>Pages:</b>	<b>3</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## **Procedure IV.4003.A.b, Screening Committee**

### **Associated Policy**

Policy IV.4003.A, Filling Vacancies

### **Procedures**

This procedure specifies the process for forming screening committees and identifies the responsibilities for its members.

#### **A. Forming a Screening Committee**

*The Employment Selection and Hiring Guiding Principles are provided to familiarize hiring leaders and screening committees with the College's position in reference to the hiring process. The guiding principles are located on the Human Resources page of the College website.*

#### **Employment Selection and Hiring Guiding Principles:**

For faculty searches, members within the discipline will meet and select a committee of four to six diverse members with an academic background and/or expertise relevant to the teaching field will be selected to serve. This committee will be recommended to the appropriate dean, who will either accept the faculty recommendation or submit revisions to the appropriate provost for consideration and the final decision regarding faculty screening committee membership.

For administrative and staff searches, screening committees are appointed by the appropriate hiring leader. The committee should represent a diverse group of individuals with academic backgrounds and/or expertise relevant to the administrative area.

The screening committee should be made up of individuals who demonstrate a consistent commitment to the College's core values.

Screening committee members should not be related to or be engaged in business ventures with persons who apply for the vacant position. A committee member who has a relationship with a candidate, creating or giving the appearance of a conflict of interest, will not be a member of the screening committee. It is incumbent upon a screening committee member to disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the committee chair should discuss the matter with the appropriate administrator.

Additionally, an individual who accepts appointment to a screening committee cannot become a candidate for the posted position.

B. Responsibilities of the Screening Committee Chair

- The screening committee chair provides guidance to committee members and ensures that the appropriate college procedures, as well as state and federal laws, are followed.
- The chair keeps the appropriate leadership chain and the Human Resources Department apprised of the status of the selection process.
- The chair may designate other members of the screening committee as “Reviewers/Interviewers.” They have the ability to review applications and make recommendations about a pool of applicants. The chair should make all status changes and record any comments in the Applicant Tracking System (ATS).
- The chair will schedule meetings and maintain attendance records for each meeting.
- The chair, with assistance from the committee members, documents reasons (Final Dispositions in the ATS) for applicants that are not selected to continue in the interview process.
- The chair, with assistance from the committee members, establishes job-related questions to be asked during the interview process. Additionally, Human Resources makes available tools that can aid in the creation of questions for competencies related to the position.
- The chair or his/her designee schedules interviews with local applicants. Human Resources will provide guidance for scheduling interviews for those candidates who are not local.
- Telephone interviews may be used as a screening tool for large pools of applicants.
- For full-time teaching positions, the chair, with assistance from the screening committee members, determines a teaching topic to be presented by the finalists.
- The chair presents screening committee recommendations to the appropriate leadership for further interview or consideration.
- The chair or designee conducts reference checks on the final candidate selected. A is located on the Human Resources page of the College website for use.
- The chair, with assistance from the committee members, completes required documentation of the screening and interview process.
- The chair collects and returns all applicable credentialing and hiring forms to Human Resources.

*The Hiring Leader Checklist is provided as a tool to aid in the adherence to this process. The checklist is located on the Human Resources page of the College website.*

#### C. Responsibilities of Screening Committee Members

- Members attend meetings scheduled by the screening committee chair.
- Members review application materials of all qualified applicants in the applicant pool and assist the screening committee chair in completing all required documentation of the screening and interview process.
- Members assist the screening committee chair in preparing questions for interviews and in determining the teaching topic to be presented by the applicants at the time of interview.
- Members participate in the interviews of all selected candidates. They will complete and submit to the chair a summary for each candidate interviewed providing summary of the interview.
- Members participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top candidates to be submitted to the respective leadership team.

*The Recruitment Process Efficiencies Gantt chart is provided as a reference to aid in completing the hiring process as efficiently as possible. The chart is located on the Human Resources page of the College website.*

#### D. Multiple-Campus Hiring

The following process will only be necessary for positions with multiple campus designations. The provosts will be responsible for facilitating this process for positions under their leadership.

In the case that more than one campus is hiring for the same position, representatives from each campus must cooperate to create a preliminary screening committee consisting of members from the different campuses. In order for all committee members to be able to screen applicants in the ATS, the preliminary screening committee will need to designate a hiring leader, who will in turn designate Reviewers/Interviewers (other members of the search committee). This will allow all members of the search committee access to the applications and attached documents. Only the hiring leader can designate the status change “finalist” for the applicants in the ATS. Once the preliminary screening is completed, then further screening, interviewing, and hiring can be completed on the individual campuses as described below.

**Definitions**

**Screening committee:** is an appointed group of individuals whose purpose is to: review application materials for candidates within the Applicant Tracking System (ATS), may select qualified candidates for interviews, identify the most qualified candidates for each position, and complete required documentation of the screening and interview process.

Date of SLT Approval	January 31, 2018
Effective Date	Anticipated March 6, 2018
Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

# Procedure 4-1-a-1: Screening Committee

## Process

The employment process requires excellent record keeping. The screening committee will need to keep a record of its proceedings, and a recorder should be designated for each meeting. Records help the screening committee maintain consistent procedures.

**Remember:** Keep track of committee decisions and document the process, including notes from screening committee meetings, interviews, and evaluations of candidates. If you have questions regarding any documentation issues, call Human Resources.

## Screening Candidates

- The approved job posting should be reviewed carefully, and any duties or statements that are not clear should be clarified prior to reviewing resumes.
- During the screening process, actions and discussion of the screening committee are confidential and are not to be discussed outside the meetings.
- Contact Human Resources for specific instructions to facilitate travel for out-of-town/state applicants.
- Screening committee concerns should be forwarded to Human Resources.

## Interviewing Candidates

Prior to the interviews, assignments should be made for a college employee to meet, greet, and escort the candidates between various phases of the interview process.

The employment interview is a vital component in the hiring process. In order to recommend the most qualified applicant, screening committee members must be well versed in how to effectively conduct interviews. In addition, we must be aware of federal and state legislation that precludes asking certain questions during an interview.

Structured interviewing involves approaching the interview with a pre-planned agenda. The interviewer knows ahead of time what he/she will ask the applicant and tries to stick to the agenda. Some interviewers will ask the questions in order and others will take a more relaxed approach but are still sure to address all of the pre-planned questions. This type of interviewing style generally provides the interviewer with the information needed to make the hiring decision. It is also important as a defense against discrimination in hiring and selection, because all applicants are asked the same questions. This is the method used by SJCD.

## Interviewing Guidelines

- The Screening Committee chair, at the beginning of the interview, should ensure the committee members are introduced to the candidate.
- Ensure the candidate has an occasional break between interviews to get water or have a cup of coffee, etc.
- All candidates are to be asked the same questions so that each candidate has an opportunity to respond to the same issues. It is suggested that the candidate be told how much time and how many questions

will be asked during the interview session. If the candidate would like to expand on his/her response to a question at the end of the process, this is permissible.

- Try to facilitate open discussion to elicit as much information as possible from the candidate. The easiest way to accomplish this is by creating an atmosphere that allows the applicant to speak freely. The following are suggestions for fostering an atmosphere that is conducive to open discussion:
  - Try to put the applicant at ease at the beginning of the interview. If the applicant feels comfortable, he/she will be more likely to share information with the committee.
  - Try to ask questions that will facilitate discussion. Avoid questions that require a yes or no answer.
  - Don't ask leading questions. Keep the questions open-ended so that the applicant has the opportunity to speak freely.
  - Be sure to ask only job-related questions.
- Listening skills are essential in an interview. It is important to let the applicant speak without being interrupted. Remember, the purpose of the interview is to obtain as much information as possible.
- Follow-up job-related questions may be asked when an answer is incomplete or when additional information is needed from the candidate to get a clear understanding of his/her job-related experience, skills and knowledge.

**Remember:** Applicants and candidates will form decisions about San Jacinto College based on the quality of our screening process and the hospitality of the screening committee. Remember our core values and ask appropriate questions. Introduce candidates to faculty and staff who are positive, outgoing ambassadors for the many good things the college is achieving and the new projects we are pursuing.

## After the interview

Once the interviews are complete, the screening committee will complete its work as follows:

- The committee will present its hiring recommendations to the Dean or the appropriate campus administrator.
- The Hiring Manager will coordinate Cabinet-level interviews with the Dean and/or the appropriate campus administrator and provide administrators with the finalists' application materials.

The appropriate dean/president/vice chancellor will review the screening committee recommendation of the top two to three candidates and complete reference checks on these individuals.

## Final Selection

Once a finalist is selected, the Human Resources office will:

- Conduct and document criminal background checks
- Calculate the hiring salary
- Extend an offer of employment, contingent upon approval by the Board of Regents
- Send email notification to all other qualified applicants for the position.

<b>Procedure #:</b>	<b>4-1-a-1</b>
<b>Procedure Name:</b>	<b>Screening Committee Process</b>
<b>Pages:</b>	<b>2</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	



# Procedure 4-1-a-2: Permitted and Prohibited Pre-Employment Questions

## Job-Related

## Questions

Interview questions should be job-related and focus on the candidate's academic preparation, related work experience, and depth of knowledge within the content area. Additionally, questions should provide an opportunity for the candidate to discuss how he/she would respond to scenarios or examples of job-related issues that may be faced by the person in this position.

## Race/Ethnicity

A candidate may not be asked questions concerning ethnic background.

## Age

A candidate may not be asked questions concerning age. To comply with federal regulations, records regarding age must be kept but are obtained following hiring and maintained in the Human Resource office.

## Disability

## Status

Prior to a job offer, a candidate may not be asked questions concerning whether he/she has a disability or health problem which may affect job performance, or which the college should consider in determining the need for accommodation. A candidate may be asked only if he/she can perform the essential functions of the job or if there is anything that would prevent him/her from performing the job. It is the responsibility of the candidate to inform the college that he/she has a disability and to request reasonable accommodations. In light of the Americans with Disabilities Act, it is important to consult with Human Resources if any questions arise regarding disabilities.

## Religion

or

## Creed

A candidate may not be asked questions concerning religious denomination, religious affiliations, and/or church attendance. A candidate may be advised of normal hours or days of work required by the position to avoid possible conflict with religious or other personal convictions.

## Marital

or

## Parental

## Status

A candidate may not be asked questions concerning whether the candidates are married, single, divorced, or engaged. Questions regarding the number and age of children, pregnancy or future pregnancy is also prohibited. The candidate may be asked if he/she can meet specific time schedules or if he/she has activities, commitment or responsibilities that may hinder meeting attendance requirements. A candidate may be asked about expected duration in the position or anticipated absences if the questions are asked of all candidates and weighed equally for males and females.

**Character**

A candidate may not be questioned about whether they have ever been arrested, or about personal habits in private life. A candidate may be questioned as to whether they have been convicted of a crime and, if so, when, the nature of the crime, and the disposition of the case.

**Credit****Rating**

A candidate may not be questioned regarding credit rating or financial commitments.

**Organizational****Membership**

A candidate may be questioned regarding organizational memberships associated with ability to discharge the responsibilities of the position, but excluding any organization that might indicate the race, religion, national origin or ancestry of its members.

**References**

A candidate may be asked who suggested that the candidate apply for a position with the college. Names and address of persons willing to give references may be requested.

**Military****Experience**

A candidate may be asked about military duty, and the type of education and experience obtained in military service as it relates to a particular position. A candidate may not be

Procedure #:

4-1-a-2

Procedure Name:

Permitted and Prohibited Pre-Employment Questions

Pages:

2

Adopted Date:

Revision/Reviewed Date:

Effective Date:

Associated Policy:

asked what type of discharge was received.

# Procedure 4-1-a-7: Screening Applicants on PeopleAdmin (SOAR)

To begin the screening process, LOG ON to the system at [jobs.sjcd.edu/hr](http://jobs.sjcd.edu/hr). A "Hiring Manager" Manual is available to assist in the screening process. To access this manual, click on the manual icon at the top of screen.

Choose the appropriate position from the list of active positions.

- View the individual applicants and application. At this time you may print the application or
- Close application and come back at a later time

## Changing the Status of Applicants

While in the Active Applicants display screen, you may change the status of applicants as the applications are reviewed.

To change the status of an applicant, click the "Change Status" link under the Status column in the row corresponding to the applicant.

Under the "Status" column there is a drop down menu of the choices an applicant could be changed to. Select the new status for each applicant, and then click the Continue to **Confirm Page** button.

The status choices are:

- Did not meet preferred qualifications (state reasons)
- Interview Pending
- Interviewed
- Finalist (may be used as a second interview category)
- Not Hired Reason:
  - salary
  - references
  - other applicant selected
  - other (please specify)
- Application Withdrawn Reason
  - declined interview
  - unable to contact
  - accepted another position
- Not selected for Interview (used to narrow a large field of applicants - please specify reason)
- Hired

After clicking the **Continue to Confirm Page** button, a confirmation page will appear. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

The "Hiring Manager" may change an applicant's status several times during the screening process.

At the end of the interview process and a decision has been made on which applicant to hire, Human Resources must be notified to make the official job offer. Please note: **You have not completed the hiring process in PeopleAdmin (SOAR).**

Once the successful candidate has accepted the offer officially, the other applicants (those interviewed and not hired) must be marked as "Not Hired" status. At that point, Human Resources will notify those applicants that were not hired.

<b>Procedure #:</b>	<b>4-1-a-7</b>
<b>Procedure Name:</b>	<b>Screening Applicants on PeopleAdmin (SOAR)</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
February 5, 2018**

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

CSP #18-13	Contract for South Campus Softball Training Facility (pgs. 2-4)	\$ 580,000
RFP #18-21	Contract for Backbone Circuits (pgs. 5-6)	102,000
<b>TOTAL OF ALL BIDS</b>		<b>682,000</b>

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

Purchase Request #1	Architectural Programming Services for the N. Campus Spencer, Brightwell, Wheeler Buildings (pgs. 7-8)	172,720
Purchase Request #2	Contract for Architectural Services for the S. Campus HVAC Tech Building Renovation (pg. 9)	100,763
Purchase Request #3	Method of Procurement for S. Campus HVAC Tech Building Renovation (pg. 10)	-
Purchase Request #4	Contractor for S. Campus HVAC Tech Building Renovation (pgs. 11)	75,000
Purchase Request #5	Method of Procurement for S. Campus Longenecker Building Renovation (pgs. 12-13)	-
Purchase Request #6	Contract for Architectural Services for S. Campus Longenecker Building Renovation (pgs. 14-15)	995,077
Purchase Request #7	Purchase Transcript Evaluation Records Management Software (pgs. 16-17)	248,954
Purchase Request #8	Contract for Architectural Services for ECHS Renovations (pgs. 18-19)	578,529
Purchase Request #9	Method of Procurement for College Administration East Building Renovation (pg. 20)	-
Purchase Request #10	Contractor for College Administration East Building Renovations (pg. 21)	136,000
<b>TOTAL OF PURCHASE REQUESTS</b>		<b>2,307,043</b>
<b>GRAND TOTAL:</b>		<b>\$ 2,989,043</b>

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with IKLO Construction for the construction of a new softball training facility at South Campus.

## **BACKGROUND**

A new training facility is needed for the South Campus women's softball program. The training facility will be located adjacent to the South Campus softball field and will provide an indoor and air-conditioned environment for hitting and pitching practice.

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

A request for Competitive Sealed Proposals, Project Number 18-13, was issued to procure services for this project. Three responses were received and evaluated by a team comprised of representatives from Facilities Services, South Campus, and AECOM. The evaluation team determined the negotiated proposal submitted by IKLO Construction would provide the best value to the College and could complete the project within budget.

## **IMPACT OF THIS ACTION**

Approval of this request will allow for the construction of an approximately 4,000 square-foot single-story training facility for the South Campus women's softball program, as part of the South Campus softball field improvements. These improvements will transition the present softball field into one more suited for college-level play.

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

The expenditure of this request will not exceed \$580,000. These expenditures will be funded from the 2008 Bond Program. The budget of \$850,000 for enhancements to the softball facilities were previously approved by the Board on July 10, 2017. This facility is one component of those enhancements.

## **MONITORING AND REPORTING TIMELINE**

All work is scheduled to be completed in one hundred eighty (180) calendar days from issuance of Notice to Proceed. Facilities Services personnel will oversee the project. Program management will be provided by AECOM.

## **ATTACHMENTS**

Attachment 1 – Tabulation

**CSP #18-13**  
**Regular Board Meeting February 5, 2018**

**Consideration of Approval to Contract for South Campus Softball Training Facility**

**RESOURCE PERSONNEL**

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

**Project Name** South Campus Softball Improvements  
**Project Number** CSP 18-13  
**# of Evaluators** 4

Stated Criteria	Criteria Explanation	Total Points Available	Construction Masters of Houston, Inc.	Flintco, LLC	IKLO Construction
Proposed Amount	Evaluations based on Proposed Construction Contract Amount of Base Proposal. Lower price equates to higher score.	30	16.60	15.21	21.25
Part 1 - General	Evaluations based on responses received on general information regarding Staffing Approach, Management Plan, Proposed Construction Schedule, Current Workload, Resources, and Prime-Contractor/Sub-Contractor Relationships. Quality of information provided equates to a higher score.	25	18.98	18.43	20.14
Part 2 - History	Evaluations based on responses received on Firm's history. Quality of information provided equates to a higher score.	10	8.75	8.00	7.94
Part 3 - Safety	Evaluations based on responses received on Firm's safety record and safety program. Quality of information provided equates to a higher score.	10	6.46	7.05	6.89
Part 4 - Financial	Evaluations based on Firm's audited financial statements, bonding capacity, and responses received on requested information. More favorable financial records equate to a higher score.	10	8.40	9.00	7.13
References	Evaluations based on responses received from references. Positive comments equate to a higher score.	15	14.75	12.75	13.00
		<b>100</b>	<b>73.94</b>	<b>70.43</b>	<b>76.34</b>
			<b>Total Points Received</b>		

### Final Ranking

Vendor Name	Total Score
<b>IKLO Construction</b>	<b>76.34</b>
Construction Masters of Houston, Inc.	73.94
Flintco, LLC	70.43



## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for backbone circuits with AT&T for the Information Technology Services (ITS) department.

## **BACKGROUND**

The College interconnects campuses, satellite locations, and the district administrative offices through a series of data circuits. These data circuits allow the College locations to electronically share data and communicate with each other, and the systems located in each of the data centers. The existing circuits are nearing the end of contracted term.

A request for proposals, Project Number 18-21, was issued to procure a new contract for backbone circuits. Three responses were received and evaluated by a team consisting of ITS personnel who determined the proposal submitted by AT&T would provide the best value to the College.

## **IMPACT OF THIS ACTION**

This will be a new contract with the incumbent provider that allows ITS to continue to provide the network services critical to daily business operations and instruction for use by all students and employees.

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

The estimated annual expenditure is \$102,000. This expenditure is funded from the ITS department's 2017-2018 operating budget and subsequent year budgets.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will end three (3) years from the date of the final execution of the contract, with renewal options of two (2) one-year terms.

## **ATTACHMENTS**

Attachment 1 - Tabulation

## **RESOURCE PERSONNEL**

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Project Name** Backbone Circuits  
**Project Number** 18-21  
**Number of Evaluators** 5

<b>Stated Criteria</b>	<b>Criteria Explanation</b>	<b>Total Points Available</b>	<b>AT&amp;T</b>	<b>Comcast Business</b>	<b>PS Lightwave</b>
Project Understanding and Management	Management and technical approach to the scope of services, breadth and depth of the Plan Detail	100	70	64	38
Qualifications and Experience of Firm	Firm's references, reputation and experience	100	60	76	67
Qualifications and Experience of Personnel and Team	Firm's personnel experience	100	56	75	67
Price Proposal	Evaluated on a best overall value approach for the College	200	200	153	94
		<b>500</b>	<b>386.00</b>	<b>368.45</b>	<b>266.30</b>
<b>Total Points Received</b>					

### Final Ranking

<b>Vendor Name</b>	<b>Total Score</b>
<b>AT&amp;T</b>	<b>386.00</b>
Comcast Business	368.45
PS Lightwave	266.30

**Purchase Request #1**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of Architectural Programming Services for**  
**the North Campus Spencer, Brightwell, Wheeler Buildings**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for programming services from HKS Architects, Inc. for the renovation of the North Campus Spencer, Brightwell, and Wheeler Buildings.

**BACKGROUND**

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

In June 2016, the Board approved a pool of architects for 2015 Bond projects. Architectural programming 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. HKS Architects is one of the seven architectural firms approved for the pool of architects to be utilized for the 2015 Bond Program as a result of RFQ 16-15.

It is anticipated that HKS Architects will be awarded the architectural design services on the Spencer, Brightwell, and Wheeler Buildings. Thus awarding the programming services on a renovation project is reasonable to ensure consistency of assessment and anticipated design.

**IMPACT OF THIS ACTION**

HKS Architects, Inc. provides critical project development services for construction and renovation projects. The services provided by HKS Architects, Inc. facilitate the coordination of construction projects and reduces the impact to the students and employees of the College.

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

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

The estimated expenditure of this request is \$172,720. These expenditures will be funded from the 2015 Bond Program.

**Purchase Request #1**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of Architectural Programming Services for**  
**the North Campus Spencer, Brightwell, Wheeler Buildings**

**MONITORING AND REPORTING TIMELINE**

Programming services are expected to last approximately eight (8) weeks with additional time provided for final review.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #2**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of a Contract for Architectural Services for**  
**the South Campus HVAC Tech Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Huitt-Zollars to provide architectural services for design of South Campus HVAC Tech Building renovation.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm would be best suited for each respective project. It is recommended that Huitt-Zollars is the firm best suited to design the South Campus HVAC Tech Building Renovation. This project is included in the 2015 Bond Program.

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.

**IMPACT OF THIS ACTION**

This action will authorize a contract for architectural design of the South Campus HVAC Tech Building Renovations. This contract will provide services to develop design solutions for improvements and upgrades to the HVAC Tech Building (formerly The Auto Body Shop).

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

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

**MONITORING AND REPORTING TIMELINE**

Architectural design of this project will require approximately six (6) months following notice to proceed. Design will be monitored by the College's Facilities Services personnel.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #3**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of Method of Procurement for Building Repairs on the**  
**South Campus HVAC Tech Building**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the Job Order Contracting (JOC) method of procurement for exterior and structural building repairs at the South Campus HVAC Tech Building.

**BACKGROUND**

Renovations are planned for the HVAC Tech program in the former Auto Body Building at South Campus. During the facility assessment of this building, certain exterior wall and structural deficiencies were identified that require repair. Due to the aggressive design and construction schedule for the renovation of this facility, it is recommended that the identified repairs be performed in advance of the renovation work.

JOC method of procurement is recommended to be used for this project in accordance with Section 2269.401 of the Texas Government Code in order to complete the necessary construction upgrades to bring the building into code compliance.

**IMPACT OF THIS ACTION**

This action will authorize the utilization of Job Order Contracting as the procurement method for initial building repairs at the South Campus HVAC Tech Building.

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

The estimated budget for this project is \$75,000 and will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

The renovations associated with this portion of the project will require approximately three (3) months to complete and will be monitored by the College's Facilities Services personnel. Program Management will be provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #4**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of Contractor for Building Repairs on the**  
**South Campus HVAC Tech Building**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Construction Masters of Houston for exterior and structural building repairs at the South Campus HVAC Tech Building.

**BACKGROUND**

Renovations are planned for the HVAC Tech program in the former Auto Body Building at South Campus. During the facility assessment of this building, certain exterior wall and structural deficiencies were identified that require repair. Due to the aggressive design and construction schedule for the renovation of this facility, it is recommended that the identified repairs be performed in advance of the renovation work.

Construction Masters of Houston has a contract through the Choice Partners cooperative contracts program to provide Job Order Contracting (JOC) services, Contract Number 15/041JN-04, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and Section 2267.401 of the Texas Government Code and is permitted through Section 791.001 of the Texas Government Code.

**IMPACT OF THIS ACTION**

Purchase Request #3 at this meeting (February 5, 2018) requested the JOC procurement method for this repair work. Approval of this request will allow the College to contract with Construction Masters of Houston for the exterior and structural building repairs at the South Campus HVAC Tech Building.

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

The estimated expenditure for this request is not to exceed \$75,000. This expenditure will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

The renovations associated with this portion of the project will require approximately three (3) months to complete and will be monitored by the College's Facilities Services personnel. Program Management will be provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #5**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of Method of Procurement for**  
**South Campus Longenecker Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

Plans are underway to renovate the South Campus Longenecker Building as part of the 2015 Bond Program. Architectural programming for these renovations have been carried out and documented as of August 24, 2017.

Construction Manager-at-Risk (CMR) is recommended as the method of procurement for this project. CMR has been proven to be an effective procurement methodology that accommodates flexibility in scope development while maintaining control of risk and assures delivery of good value. The package of specifications will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.151.

**IMPACT OF THIS ACTION**

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

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

The estimated cost of construction work for the South Campus Longenecker Building renovations is \$13,429,670. This project will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Design and renovation of the bond project will require approximately twenty-six (26) months. Following selection of the Construction Manager and receipt of subcontractor bids, a Guaranteed Maximum Price (GMP) will be brought to the Board for consideration and approval.

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

**ATTACHMENTS**

None



**Purchase Request #5**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of Method of Procurement for**  
**South Campus Longenecker Building Renovation**

**RESOURCE PERSONNEL**

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

**Purchase Request #6**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of a Contract for Architectural Services for**  
**South Campus Longenecker Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Page Southerland Page, Inc. for architectural design services for South Campus Longenecker Building renovation.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm would be best suited for the respective projects. It is recommended that Page Southerland Page, Inc. (Page) is the firm best suited to design the South Campus Longenecker Building Renovation. This project is included in the 2015 Bond Program.

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. Page is one of the seven architectural firms approved for the pool of architects to be utilized for the 2015 Bond Program as a result of RFQ 16-15.

**IMPACT OF THIS ACTION**

This action requests authorization to enter into a contract for architectural design services for the South Campus Longenecker Building renovation. The renovation project will use these architectural designs to upgrade the building utility systems, upgrade portions of the building envelope, and reconfigure the building interior to better support the needs of the campus. In addition, the building will be brought up to current life safety and accessibility codes.

With completion of this renovation project, the life of the Longenecker building will be extended for 20 to 30 years due to this safer and more effective learning environment.

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

The architect's proposed fee of \$995,077 is based on the estimated cost of construction work for the South Campus Longenecker Building renovations of \$13,429,670. This fee proposal is within the Board approved guidelines established for renovation projects in the 2015 Bond Program. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Architectural design of the project will require approximately one (1) year following notice to proceed, and renovations will require approximately fourteen (14) months. Design and construction will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

**ATTACHMENTS**

**Purchase Request #6**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of a Contract for Architectural Services for**  
**South Campus Longenecker Building Renovation**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #7**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval to Purchase Records Management Software**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of Perceptive Intelligent Capture for Transcripts software from Lexmark Enterprise Software, LLC (Lexmark) for the College Registrar and Records Management department.

**BACKGROUND**

Perceptive Intelligent Capture for Transcripts is an optical character recognition software that will enable the Registrar and Records Management department to capture relevant data from PDF, Electronic Data Interchange, and paper transcripts. As the required information is captured, it will automatically be uploaded into Banner.

Currently, transcripts are imaged into webXtender by the staff and then submitted for individual evaluation, as requested by the student or based on financial aid application. Staff members review the course work on the transcript and then manually enter each individual course and grade into Banner, which allows the transcript data to be reflected on the student's record for advising, registration and graduation purposes. This process can take up to three weeks during peak times.

Lexmark has a contract through the Texas DIR Co-op contracts program to provide Perceptive Software products and related services under Contract Number DIR-TSO-3418. The contract complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

Perceptive Intelligent Capture for Transcripts will be used for Texas Success Initiative information, course-by-course evaluations, record indexing into webXtender, and expediting the student transcript evaluation time. All course work from the transcripts will be automatically uploaded into the Banner workflow process and evaluated within 72 hours of receipt, rather than on a request basis, while also providing a shorter turnaround time for evaluations to be completed.

The software's automatic evaluation process of transcripts will allow students to register for courses that have a prerequisite without waiting for assistance from a counselor, allow them to see how their previous courses fit into their degree plan, and prevent students from registering for classes they have already completed. Ultimately, it is expected that use of this application will streamline the registration and graduation processes, allowing students to graduate in a more timely manner.

**Purchase Request #7**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval to Purchase Records Management Software**

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

The estimated expenditure is \$248,954. This is a 2008 supplemental contingency project expenditure funded from the 2008 Bond Program.

**MONITORING AND REPORTING TIMELINE**

The project is expected to commence in February 2018 and be completed in eight (8) months. Project development and execution will be monitored by College Registrar and Records Management personnel in collaboration with ITS. Funding and procurement will be managed by Facilities Services and Contracts & Purchasing.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Wanda Munson	281-669-4711	wanda.munson@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Joan Rondot	281-669-4737	joan.rondot@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Purchase Request #8**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of Contracts for Architectural Services for**  
**Early College High School Renovation Projects**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve contracts with the architectural firms indicated below to provide design services for the renovation of Frels (C-20), Burluson (N-7), North Longenecker, (S-7) and South Longenecker (S-9) Buildings to support Early College High School (ECHS) activities on San Jacinto College Campuses.

**BACKGROUND**

A total of eight active ECHS programs operate as a partnership between San Jacinto College and the school districts. All are four-year programs with a nominal capacity of 500 students. Five of the programs recently began operation, and many of those ECHS students are currently housed at the school district. By the Fall semester of Academic Years 2019-2020, all eight programs will require space at the San Jacinto College campuses.

The spaces being supplied to the ECHS programs all require some level of renovation in order to make them suitable for use by high school students under the current building codes. These renovations include revisions to the mechanical systems and ADA compliance as well as cosmetic considerations. In order to ensure all issues that could impact the renovations are identified and properly budgeted, the administration is requesting authorization to engage the following architectural firms to provide building assessment and renovation design services:

- Gensler at an estimated fee of \$291,143 for Buildings S-7 and S-9.
- HKS Architects at an estimated fee of \$160,063 for Building C-20.
- Kirksey Architects at an estimated fee of \$127,323 for Building N-7.

Each of the firms is included in the pool of architects approved by the Board in June 2016 for 2015 Bond projects. Each has been selected for their respective projects based on an analysis of the firm's qualifications and ability to execute the work in question.

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.

**IMPACT OF THIS ACTION**

This action will authorize contracts for architectural design services of indicated renovations in support of the ECHS programs at each campus. Early initiation of this design work will provide the budget clarity and lead time required to successfully execute the required renovations during the remaining summer and winter breaks before the spaces are required by incoming students. The combined impact of all the ECHS programs will result in an estimated 1,375 additional students housed at San Jacinto College.

**Purchase Request #8**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of Contracts for Architectural Services for**  
**Early College High School Renovation Projects**

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

The proposed fees for architects are based on preliminary construction cost estimates for each of the buildings. Each of the fees are within the Board approved guidelines established for renovation projects in the 2015 Bond Program.

The \$578,529 requested for these expenditures will be re-purposed from the 2015 Bond line item for demolition of Building C-20. This building will no longer be demolished due to the master-planning process which was completed in August 2016. Building C-20 will ultimately be remodeled as part of this effort.

Funds for the renovation of buildings to support the ECHS activity were distributed across the originally proposed renovations in the 2015 Bond Program. A re-allocation of funds to specifically support the projects listed above will be brought forward by the administration in the coming months.

**MONITORING AND REPORTING TIMELINE**

Architectural design of these projects will require approximately six (6) months following notice to proceed. Design will be monitored by the College's Facilities Services personnel. Progress will be reported through the monthly Board Building Committee.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #9**  
**Regular Board Meeting February 5, 2018**  
**Consideration of Approval of Method of Procurement for**  
**College Administration East 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 East (A1) Building.

**BACKGROUND**

Previously completed renovations in the A1 building provided for updated office areas for ITS, Marketing, and Grants departments. Following these renovations, it was discovered that deficiencies existed with accessibility standards compliance (ADA – Americans with Disabilities Act). This renovation will provide for correction of these code deficiencies, including first floor restroom renovations and modification/addition of accessible automobile parking spaces.

The JOC method of procurement is recommended to be used for this project in accordance with Section 2269.401 of the Texas Government Code in order to complete the necessary construction upgrades to bring the building into code compliance.

**IMPACT OF THIS ACTION**

This action will approve the procurement method for regulatory compliance renovations required on the first floor of the College Administration East Building and at the associated parking lots. The JOC method is requested for this project in order to provide timely and accurate correction of these issues.

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

The estimated budget for this project is \$136,000 and will be funded from the 2008 Bond Program contingency funds.

**MONITORING AND REPORTING TIMELINE**

The construction phase of this project will require one hundred and twenty (120) days to complete and will be managed by Facilities Services personnel.

**ATTACHMENTS**

None

**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



**Consideration of Approval of Contractor for College Administration East Building Renovations**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Construction Masters of Houston (Construction Masters) for renovations required at the College Administration East (A1) Building.

**BACKGROUND**

Previously completed renovations in the A1 building provided for updated offices areas for ITS, Marketing, and Grants departments. Following these renovations, it was discovered that deficiencies existed with accessibility standards compliance (ADA – Americans with Disabilities Act). This request will provide for correction of these code deficiencies, including first floor restroom renovations and modification/addition of accessible automobile parking spaces.

Construction Masters has a contract through the Choice Partners cooperative contracts program to provide Job Order Contracting (JOC) services, Contract Number 15/041JN-04. The contract complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and Section 2267.401 of the Texas Government Code and is permitted through Section 791.001 of the Texas Government Code.

**IMPACT OF THIS ACTION**

Purchase Request #9 at this meeting (February 5, 2018) requested the JOC procurement method for these required compliance renovations. Approval of this request will authorize Construction Masters to perform the necessary renovations required on the first floor of the College Administration East Building and at the associated parking lots.

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

The estimated expenditure for this project shall not exceed \$136,000. This expenditure is funded from the 2008 Bond Program contingency funds.

**MONITORING AND REPORTING TIMELINE**

The construction phase of this project will require one hundred and twenty (120) days to complete and will be managed by Facilities Services personnel.

**ATTACHMENTS**

None

**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

**Item "A"**  
**Regular Board Meeting February 5, 2018**  
**Approval of the Minutes for the December 11, 2017**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the December 11, 2017, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
December 11, 2017  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Others:</b> Teri Crawford, Allatia Harris, Ann Kokx-Templet, Elissa Poway (Doeren Mayhew), Bill Raffetto, Mandi Reiland, Rob Stanicic, Steve Trncak, Laurel Williamson, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 4:47 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.072 of the Texas Open Meetings Act, for the following purposes: Personnel Matters &amp; Real Estate</b>	Adjourned to closed session at 4:49 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 was present for this discussion.  b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Mandi Reiland and Ann Kokx-Templet were present for this discussion.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 5:17 p.m.
<b>V.</b>	<b>Discuss Delegation of Procurement for Glycol Unit</b>	Brenda Hellyer explained the action item for Purchase Request #10, Consideration of Approval of Delegation of Authority for Method of Procurement. This item

		<p>recommends the Board of Trustees delegate authority and designate the Chancellor to approve the procurement methodology for construction of the Glycol Unit at the Center for Petrochemical, Energy, and Technology (CPET) at the Central Campus.</p> <p>Brenda explained that the original method of procurement for the CPET, in 2015, included the Glycol Unit and was awarded to Tellepsen Builders. The original intent was for the construction manager at risk (CMR) method to be used, but based on recent discussions with the development team which includes College facilities and purchasing personnel, industry partners, program manager, and Tellepsen Builders, Inc., a revised approach is being considered. The approach will be analyzed over the next few weeks and such delegation will allow for the project to continue through December and January.</p> <p>The solicitation to select a firm to construct the glycol unit will be issued in January 2018 with the intention to bring forward a recommendation for award to the March or April 2018 Board meeting.</p> <p>The Board members present were comfortable with this action item and process.</p> <p>Teri Crawford, Anita Dewease, Bill Dickerson, Allatia Harris, Elissa Posway, Bill Raffetto, Rob Stanicic, Steve Trncak, Laurel Williamson, and Teri Zamora joined the meeting.</p> <p>Brenda introduced Teri Zamora to the Board. Each Board member introduced themselves to Teri.</p>
<b>VI.</b>	<b>Review Performance Management Distribution Curves</b>	<p>Brenda Hellyer reviewed the historical performance management distribution curves.</p> <p>She reviewed the trend lines of the one college faculty, staff, and administrators’ validated performance ratings and the percentage per type of rating. There is additional information in the packet that the Board can review.</p>
<b>VII.</b>	<b>Review 2016-2017 Comprehensive Annual Financial Report</b>	<p>Elissa Posway with Doeren Mayhew reviewed the audit results report for year ended August 31, 2017 and gave an overview of the audit process and findings.</p>

		<p>Elissa stated that with respect to the audit, Doeren Mayhew was required to report the following items:</p> <ul style="list-style-type: none"> <li>• Auditor’s Responsibilities under Generally Accepted Government Auditing Standards – <ul style="list-style-type: none"> <li>○ Financial Statements – Unmodified Report</li> <li>○ Internal Control over Financial Reporting – No significant deficiencies or material weaknesses</li> <li>○ Public Funds Investment Act – Compliant</li> <li>○ Major Program Compliance Report – Noncompliance with the reporting compliance requirement for the Small Business Development Centers program. Brenda explained that the internal process for reporting has been modified and there should be no delay next year. The auditor will review this program again next year.</li> </ul> </li> <li>• Significant Accounting Policies – The College adopted GASB Statements No. 74, 77, 78, and 79 during fiscal year 2017, all of which had no impact on financial statement amounts and minimal impact on disclosures.</li> <li>• Management’s Judgements and Accounting Estimates – Estimates were reviewed and within an acceptable range</li> <li>• Significant Audit Adjustments – No significant adjustments</li> <li>• Major disagreements with management – None</li> <li>• Material errors, fraud, and illegal acts – None</li> <li>• Required material written communications will be completed after Board approval of audit <ul style="list-style-type: none"> <li>○ Engagement letter dated April 17, 2017</li> <li>○ Audit reports – to be issued</li> <li>○ Management representation letter – to be obtained upon issuance of audit reports</li> </ul> </li> </ul> <p>Elissa explained that an audit performed in accordance with the Uniform Guidance and the State of Texas Single Audit Circular requires tests of the College’s compliance with requirements of major Federal and State of Texas programs, including consideration of related internal controls. The student financial aid cluster and the small business development centers were reviewed. No findings were noted as a result of audit procedures performed and unmodified reports will be used on the student financial aid cluster. A noncompliance with respect to submitting</p>
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		<p>reports within the timeframe prescribed by the grant agreement for the Small Business Development Centers program was noted. A qualified report on this program will be issued.</p> <p>Brenda explained that Dr. Allatia Harris is working with her team to ensure compliance and improvements within a timely manner.</p> <p>Brenda reviewed key pages in the draft comprehensive annual financial report.</p> <p>Bill Dickerson, Anita Dewease, and Elissa Posway left the meeting after the audit and CAFR review.</p>
<b>VIII.</b>	<b>Highlight 2017 Texas Higher Education Leadership Conference Agenda</b>	<p>Brenda asked Erica Davis Rouse to give an overview of her experience at the THECB Leadership Conference. Erica explained that she attended the conference and enjoyed the experience.</p> <p>Brenda stated for the record that Erica Davis Rouse has completed all required training for new Board members. This includes: THECB Leadership Conference, open meetings act training, public information act training, and public funds investment act training.</p>
<b>IX.</b>	<b>Review Communications to the Board of Trustees Received by the Chancellor</b>	<p>Brenda provided an overview of two communications to the Board.</p> <p>One communication was an email from Michelle Pray regarding the vote to discontinue the four sports programs. Brenda asked the Board to read the communication. She specifically noted the comment regarding a donation from Spencer Tillman. Brenda stated for the record that to date, there has not been a donation or offer of a donation of \$30 million from Spencer Tillman.</p> <p>Brenda also explained that a women with an athletics coalition group has visited the Chancellor’s office. Brenda and assistants from her office have attempted to contact and set up a meeting with her multiple times but she has not been reached.</p> <p>Marie stated that she has also received calls in regards to the rumored donation. She explained that there has been</p>

		<p>no such donation but that contacting the Chancellor to discuss would be the best option.</p> <p>Keith Sinor stated that his wife Rae has also been contacted regarding the rumored donation. She clarified to the person that contacted her, that contacting the Chancellor to discuss would be the best option.</p> <p>The second communication is to the Board from Robert Drewett in regards to the LED lighting project. He is a supplier to one of the bidders. This bidder had the lowest price but was not awarded the project. Ann Kokx-Temple, Director, Contracts and Purchasing Services, responded to this email of concern. She clarified the legal and other requirements by which the College selected the vendor for this project.</p>
<b>X.</b>	<b>Reviewed Letter Received From Achieving the Dream</b>	Brenda reviewed a recent letter from Achieving the Dream that she received. This letter references the engagement of the Board which “continues to be a model for appropriate and effective leadership by a governing entity.” Brenda wanted the Board to be aware of this communication from Achieving the Dream.
<b>XI.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar with the Board.
<b>XII.</b>	<b>General Discussion of Meeting Items</b>	Brenda asked the members if there were any additional items for discussion. There were no questions or other items for discussion.
<b>XIII.</b>	<b>Adjournment</b>	Workshop adjourned at 6:17 p.m.

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

**December 11, 2017**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, December 11, 2017, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Carlos Arellaoo	Brenda Jones
Joshua Banks	Bryan Jones
Rhonda Bell	Ruth Keenan
Michelle Callaway	Tami Kelly
Pam Campbell	Ann Kokx-Templett
Cristina Cardenas	Kevin McKisson
Janet Cowey	Kevin Morris
Teri Crawford	Wanda Munson
Suzanne Deblanc	Alexander Okwonna
Anita Dewease	Jeff Parks
William Dickerson	Elissa Posway
Chris Duke	Bill Raffetto
Ken English	Martha Robertson
Amanda Fenwick	Keith Robison
George González	Joe Scully
Rebecca Goosen	Kelly Simons
Megan Greene	Rob Stanicic
Jim Griffin	Kimberly Steele
Allatia Harris	Janice Sullivan
Joseph Hebert	Ann Tate
Mini Izaguirre	Eddie Weller
Sallie Kay Janes	Bill Wolfe
Robert Jeter III	
Mark Johnson	



<b>Call the Meeting to order:</b>	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:00 p.m.
<b>Roll Call of Board Members:</b>	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Dr. Alexander Okwonna. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.
<b>Special Announcements, Recognitions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Dr. Eddie Weller provided an update on the 2016-2017 Honors Program.</li> <li>2. Dr. Brenda Hellyer recognized Mott Community College for the 2017 Harvey Relief Donations for San Jacinto College Students and Employees.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. Michelle Callaway presented an update on Fall 2017 Headcount and FTIC Fall-to-Fall Persistence.</li> </ol>
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A thank you was sent to the Board from Becky Shuttlesworth, for the plant sent in memory of her mother.</li> <li>2. A thank you was sent to the Board from Kacie Allen, for the plant sent in memory of her grandmother.</li> <li>3. A thank you was sent to the Board from Nicholas Allen, for the plant sent in memory of his mother.</li> <li>4. A thank you was sent to the Board from Patricia Bradley, for the plant sent in memory of her mother.</li> <li>5. A thank you was sent to the Board from Rukiya Akua, for the plant sent in memory of her mother.</li> <li>6. A copy of the most recent Opportunity News from the Houston Chronicle was presented to the Board.</li> <li>7. A copy of the Greater Houston Partnership 2018 Houston Employment Forecast was presented to the Board.</li> <li>8. Dr. Hellyer announced that Kenneth English, AECOM project manager, is retiring and expressed the College's thanks for his support and congratulations on his retirement.</li> </ol>
<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	There were no citizens desiring to be heard before the Board.

**Informative Reports:**

Chair Marie Flickinger indicated such reports were in the Board documents.

- A. San Jacinto College Financial Statement
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes

**Motion 9825  
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 Dr. Ruede Wheeler, seconded by Keith Sinor, 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 9826  
Consideration of  
Approval of  
Interlocal  
Agreement  
Between San  
Jacinto  
Community  
College District  
and College of the  
Mainland**

Motion was made by John Moon, Jr., seconded by Larry Wilson for approval of Interlocal Agreement Between San Jacinto Community College District and College of the Mainland.

**Motion Carried.**

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

**Motion 9827  
Consideration of  
Approval of  
Interlocal  
Agreement  
Between San  
Jacinto  
Community  
College District  
and Houston-  
Galveston Area  
Council**

Motion was made by Dr. Ruede Wheeler, seconded by Erica Davis Rouse, for approval of Interlocal Agreement Between San Jacinto Community College District and Houston-Galveston Area Council.

**Motion Carried.**

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

**Motion 9828**  
**Consideration of**  
**A Resolution For**  
**Casting A Ballot**  
**For The Election**  
**Of A Peron To**  
**The Board of**  
**Directors Of The**  
**Harris County**  
**Appraisal District**

Motion was made by John Moon, Jr., seconded by Larry Wilson for approval of a Resolution For Casting A Ballot For The Election Of A Person To The Board of Directors Of The Harris County Appraisal District.

**Motion Carried.**

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

**Motion 9829**  
**Consideration of**  
**Approval of 2018-**  
**2019 Academic**  
**Calendar**

Motion was made by Dan Mims, seconded by Erica Davis Rouse, for approval of 2018-2019 Academic Calendar.

**Motion Carried.**

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

**Motion 9830**  
**Consideration of**  
**Acceptance of the**  
**2016-2017**  
**Comprehensive**  
**Annual Financial**  
**Report**

Motion was made by Keith Sinor, seconded by Dan Mims, for acceptance of the 2016-2017 Comprehensive Annual Financial Report.

**Motion Carried.**

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

**Motion 9831**  
**Consideration of**  
**Approval to Sell**  
**Surplus Real**  
**Estate Located in**  
**University Park,**  
**Clear Lake Area**

Motion was made by John Moon, Jr., seconded by Dan Mims, for approval to Sell Surplus Real Estate Located in University Park, Clear Lake Area.

**Motion Carried.**

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

**Motion 9832**  
**Consideration of**  
**Approval of the**  
**Awarding of a**  
**Posthumous**  
**Degree**

Motion was made by Larry Wilson, seconded by Erica Davis Rouse, for Approval of the Awarding of a Posthumous Degree.

**Motion Carried.**

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

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

**Consideration of Approval of Policy #: Alcohol Usage at Events on College Property – First Reading** Informational item on Policy (##), Alcohol Usage at Events on College Property – First Reading. Policy number will be added prior to second reading.  
**No vote needed.**

**Motion 9833 Consideration of Purchasing Requests** Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler for approval of the purchasing requests.

CSP #18-14 College-Wide ILC Data Rooms	\$625,316
RFP #18-05 Custodial Services	3,102,401
RFQ #18-15 Minor Projects Architect Services Pool	150,000
Purchase Request #1 Additional Funds for Custodial Services	765,000
Purchase Request #2 Temporary Personnel Services	350,000
Purchase Request #3 Purchase Fleet Vehicles	310,000
Purchase Request #4 Renew Promotional Items Contracts	300,000
Purchase Request #5 Renew the Contract for Printing Collaterals	235,000
Purchase Request #6 Renew Contract for Steel Supplies	90,000
Purchase Request #7 Architectural Programming Services for the Central Campus Davison Technical Building	75,250

Purchase Request #8	
Purchase Graduation Event License	66,300
Purchase Request #9	
Renew the Contract for Commercial Truck	
Repair Services	50,000
Purchase Request #10	
Delegation of Authority - Method of Procurement	-
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$2,241,550</b>

**Motion Carried.**

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

**Nays:** None

**Motion 9824  
Consent Agenda**

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

- A. Approval of the Minutes for the November 6, 2017 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

**Motion Carried.**

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

**Nays:** None

**Items for  
Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Meeting Adjourned at 7:42 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

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

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

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 February 5, 2018 Board Meeting  
 Fiscal Year 2017 - 2018

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	-	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	180	-
STUDENT SERVICES	2,441	-
INSTITUTIONAL SUPPORT	248	21,724
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	10,815	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	3,598	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	200
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	9,616	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	1,148	8,015
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	1,893	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>29,939</b>	<b>29,939</b>

**RECOMMENDATION**

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

**Central Campus**

Department

Medical Imaging Program

Affiliation Entity

Infinity MRI & Diagnostics Center  
II, LP d/b/a Pearland MRI & Imaging  
Center

**South Campus**

Department

Physical Therapy Assistant Program

Affiliation Entity

Orthopedic Hospital LTD dba Texas  
Orthopedic Hospital

Occupational Therapy Assistant Program

Pathfinder Pediatric Home Care, Inc.

Occupational Therapy Assistant Program

The University of Texas MD Anderson  
Cancer Center

Nursing Program

The University of Texas Medical Branch at  
Galveston

**North Campus**

Department

Nursing Program

Affiliation Entity

Oceanview Healthcare Inc. d/b/a Oceanview  
Healthcare and Rehabilitation

Nursing Program

Paramount SCC @ Pasadena

Nursing Program

Baytown SCC d/b/a Baytown Nursing &  
Rehab Center

Mental Health Program

Cenikor Foundation

Mental Health Program

Bay Area Council on Drugs & Alcohol

Medical Assisting Program

Mariette Pierre, M.D.

Health Information Management

ICON Hospital

Health Information Management

TOPS Surgical Specialty Hospital



**Item “D”  
Regular Board Meeting February 5, 2018  
Approval of the Affiliation Agreements**

Health Information Management

La Michoacana Dental

Health Information Management

Bay Area Surgicare

Health Information Management

U.T. Physicians

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

Daniel J. Snooks, Attorney  
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

**Item "E"**  
**Regular Board Meeting February 5, 2018**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, March 5, 2018.