

*Board of Trustees  
Meeting*

*March 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 5:15 p.m., Monday, March 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 551.072 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
  - a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
  - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. SACSCOC Reaffirmation Update**
- VI. Review of Board Bylaws and Proposed Changes**
- VII. Review Budget Development Timeline**
- VIII. Review of Calendar**
- IX. General Discussion of Meeting Items**
- X. 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, March 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, March 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**
  - Recognition of the 2017-2018 Honoraria Recipients Kelly Simons
  - Recognition of San Jacinto College as Pasadena Chamber of Commerce 2018 Business of the Year Marie Flickinger
- V. Student Success Presentations**
  - See to Succeed Update Van Wigginton
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

*In accordance with the San Jacinto Community College District Board of Trustees Bylaws, located on the College's website, a citizen desiring to appear before the Board of Trustees shall complete the Application for Hearing before the Board of Trustees and file said application along with any supporting information concerning the citizen's concern, complaint or commendation, with the Executive Assistant to the Chancellor, ten (10) minutes prior to the start of the posted meeting time. The time allotted each citizen or organization for presentation shall be no more than five (5) minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a San Jacinto Community College District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.*
- VIII. Informative Reports to the Board**
  - A. San Jacinto College Financial Statements
  - B. San Jacinto College Foundation Financial Statements
    - 1. January 2018
    - 2. Financial Audit – June 30, 2017
  - C. Capital Improvement Program
  - D. San Jacinto College Building Committee Minutes
  - E. San Jacinto College Finance Committee Minutes

## **ACTION ITEMS**

- IX. Consideration of Approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Addition of Technology Fee**
- XI. Consideration of Approval of Policy III.3008.A: Use of College Owned or Leased Vehicles – Second Reading**
- XII. Consideration of Approval of Policy Rescissions – Second Reading**
- XIII. Consideration of Approval of Policy IV.4003.A: Filing Vacancies – Second Reading**
- XIV. Consideration of Approval of the Board of Trustees Bylaws**
- XV. Consideration of Approval of Policy #: Financial Aid – First Reading (Information only)**
- XVI. Consideration of Approval of Policy #: Academic Suspension Appeal – First Reading (Information Only)**
- XVII. Consideration of Approval of Policy #: Accessibility Services for Students – First Reading (Information Only)**
- XVIII. Consideration of Approval of Policy #: Evaluation of Transcripts for Transfer Students – First Reading (Information Only)**
- XIX. Consideration of Approval of Various Policy Rescissions – First Reading (Information Only)**

## **PURCHASING REQUESTS**

- XX. Consideration of Purchasing Requests**

## **CONSENT AGENDA**

- XXI. 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 February 5, 2018 Board Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations, Extra Service Agreements, and Honorarium Award Recipients, 2017-2018 Part-Time Hourly Rate Schedule**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

- XXII. Items for Discussion/Possible Action**

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

- XXIII. Adjournment**

**Closed Session Authority**

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or
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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2018</u>	<u>2017</u>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 90,339,220	\$ 80,706,239
Accounts receivable - taxes	40,594,984	36,847,853
Accounts receivable	15,092,501	16,027,548
Deferred charges	620,679	611,180
Inventories	363,167	443,645
Total current assets	<u>147,010,551</u>	<u>134,636,465</u>
<b>Noncurrent assets:</b>		
Restricted cash and cash equivalents	166,739,100	198,147,934
Capital assets, net	434,730,058	425,359,343
Total noncurrent assets	<u>601,469,158</u>	<u>623,507,277</u>
Total assets	<u>748,479,709</u>	<u>758,143,742</u>
<b>Deferred outflows of resources:</b>		
Deferred outflow related to pensions	6,924,946	5,502,111
Deferred outflow related to defeased debt	11,122,043	5,901,629
Total deferred outflows of resources	<u>18,046,989</u>	<u>11,403,740</u>
<b><u>Liabilities</u></b>		
<b>Current liabilities:</b>		
Accounts payable	11,448,559	14,679,132
Accrued liabilities	8,598,193	8,658,912
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	37,442,197	33,573,506
Total current liabilities	<u>59,771,737</u>	<u>59,524,173</u>
<b>Noncurrent liabilities:</b>		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	479,906,217	485,557,990
Total noncurrent liabilities	<u>511,796,360</u>	<u>515,500,115</u>
Total liabilities	<u>571,568,097</u>	<u>575,024,288</u>
<b>Deferred inflows of resources -</b>		
Deferred inflow related to pensions	<u>3,795,258</u>	<u>4,122,366</u>
<b><u>Net assets</u></b>		
Beginning of year	164,328,451	166,844,720
Current year addition	26,834,892	23,556,108
Total net position	<u>\$ 191,163,343</u>	<u>\$ 190,400,828</u>

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

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/17</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	30,887,589	46.28	29,563,993	45.59
Credit Tuition	44,569,109	36,784,077	82.53	36,828,439	83.93
Credit Fees	15,210,000	12,690,341	83.43	12,395,123	81.60
Credit Exemptions & Waivers	(5,670,000)	(4,932,030)	86.98	(4,254,224)	87.34
Bad Debt	(1,800,000)	(750,000)	41.67	(979,491)	72.66
Continuing Professional Development	5,041,723	2,221,912	44.07	2,238,368	40.60
Sales & Services	3,269,775	861,818	26.36	847,853	506.88
Investment Income	500,000	291,585	58.32	68,459	19.72
Total	<u>166,645,785</u>	<u>94,739,065</u>	<u>56.85</u>	<u>92,369,016</u>	<u>57.66</u>
<b>EXPENDITURES:</b>					
Instruction	67,752,527	31,253,527	46.13	30,252,508	43.21
Public Service	4,973,994	2,230,662	44.85	1,847,348	32.05
Academic Support	14,211,695	5,847,695	41.15	5,650,751	44.74
Student Services	15,192,016	5,630,366	37.06	5,406,521	38.02
Institutional Support	40,687,188	15,410,364	37.88	16,703,558	44.42
Physical Plant	19,781,745	7,309,488	36.95	6,197,648	37.16
Total	<u>162,599,165</u>	<u>67,682,102</u>	<u>41.63</u>	<u>66,058,334</u>	<u>42.10</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	(1,700)	-	(2,076)	-
Transfers Out	4,046,620	481,007	-	668,711	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 26,577,656</u>		<u>\$ 25,644,047</u>	



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

Federal Restricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/17	% of 8/31/17 Actual
<b>REVENUES:</b>					
Grants	\$ 56,654,225	\$ 22,055,671	38.93	\$ 22,611,550	47.45
Total	<u>56,654,225</u>	<u>22,055,671</u>	<u>38.93</u>	<u>22,611,550</u>	<u>47.45</u>
<b>EXPENDITURES:</b>					
Instruction	613,796	162,075	26.41	159,174	41.01
Public Service	264,272	76,976	29.13	93,006	44.33
Academic Support	8,339,717	2,064,676	24.76	1,624,428	38.43
Student Services	336,679	154,089	45.77	106,629	35.82
Institutional Support	1,118,600	340,633	30.45	387,458	32.62
Scholarships and Fellowships	45,981,161	19,257,222	41.88	20,240,855	48.94
Total	<u>56,654,225</u>	<u>22,055,671</u>	<u>38.93</u>	<u>22,611,550</u>	<u>47.43</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 Five Months Ended January 31, 2018

State Restricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/17	% of 8/31/17 Actual
<b>REVENUES:</b>					
State Paid Benefits	\$ 10,250,000	\$ 4,685,510	45.71	\$ 4,230,701	32.87
Grants	5,349,404	1,248,487	23.34	1,054,406	34.24
Total	<u>15,599,404</u>	<u>5,933,997</u>	<u>38.04</u>	<u>5,285,107</u>	<u>33.13</u>
<b>EXPENDITURES:</b>					
Instruction	4,682,956	2,118,056	45.23	2,039,624	31.88
Public Service	171,669	150,452	87.64	118,315	29.27
Academic Support	829,728	492,258	59.33	487,781	27.39
Student Services	683,368	612,675	89.66	564,603	31.90
Institutional Support	6,966,861	1,531,308	21.98	1,192,234	36.29
Scholarships and Fellowships	2,264,822	1,029,248	45.44	882,550	38.15
Total	<u>15,599,404</u>	<u>5,933,997</u>	<u>38.04</u>	<u>5,285,107</u>	<u>33.13</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 Five Months Ended January 31, 2018

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
Local Grants	\$ 2,668,869	\$ 1,259,730	47.20	\$ 1,409,882	70.06
Total	<u>2,668,869</u>	<u>1,259,730</u>	<u>47.20</u>	<u>1,409,882</u>	<u>70.06</u>
<b>EXPENDITURES:</b>					
Instruction	80,839	34,668	42.89	21,271	25.63
Public Service	243,225	68,894	28.33	76,703	42.00
Academic Support	717,798	49,093	6.84	129,498	71.31
Student Services	39,040	7,889	20.21	7,579	31.22
Institutional Support	23,680	2,830	11.95	13,096	18.20
Scholarships and Fellowships	1,866,290	1,159,810	62.15	1,224,925	72.97
Total	<u>2,970,872</u>	<u>1,323,184</u>	<u>44.54</u>	<u>1,473,072</u>	<u>66.29</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(302,003)	(69,850)		(151,605)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 6,396</u>		<u>\$ 70,552</u>	

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

27 Texas Public Education Grant

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/17	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 1,603,309	88.34	\$ 1,616,847	95.14
Total	1,815,000	1,603,309	88.34	1,616,847	95.14
EXPENDITURES:					
Scholarships and Fellowships	1,815,000	962,960	53.06	1,049,324	49.60
Total	1,815,000	962,960	53.06	1,049,324	49.60
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 640,349		\$ 567,523	

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

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 3,000	-	\$ 58,794	19.76
Total	<u>-</u>	<u>3,000</u>	<u>-</u>	<u>58,794</u>	<u>19.76</u>
EXPENDITURES:					
Instruction	-	2,920	-	3,606	-
Student Services	-	26,181	-	-	-
Total	<u>-</u>	<u>29,101</u>	<u>-</u>	<u>3,606</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (26,101)</u>		<u>\$ 55,188</u>	

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

Auxiliary Enterprises

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/17	% of 8/31/17 Actual
<b>REVENUES:</b>					
Sales & Services	\$ 1,499,367	\$ 48,508	3.24	\$ 23,856	22.09
Auxiliary Services	2,036,000	1,584,021	77.80	1,600,944	50.05
Total	<u>3,535,367</u>	<u>1,632,529</u>	<u>46.18</u>	<u>1,624,800</u>	<u>49.13</u>
<b>EXPENDITURES:</b>					
Non-Instructional Labor	808,850	289,149	35.75	315,472	43.51
Benefits	190,527	181,986	95.52	183,517	41.46
Supplies	1,397,422	242,130	17.33	294,943	51.38
Travel	255,283	147,285	57.69	127,347	23.94
Contracted Services	414,115	120,887	29.19	129,387	45.85
Scholarships and Fellowships	1,190,293	1,060,549	89.10	1,097,428	67.28
Utilities	550	-	-	9,599	-
Total	<u>4,257,040</u>	<u>2,041,986</u>	<u>47.97</u>	<u>2,157,693</u>	<u>51.42</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(721,673)	(409,457)	-	(532,893)	-
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 Five Months Ended January 31, 2018

95 Retirement of Indebtedness

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/17	% of 8/31/17 Actual
<b>REVENUES</b>					
Investment Income	\$ -	\$ 91,943	-	\$ 355,659	1077.53
Local Taxes - Debt Service	28,583,724	13,452,342	47.06	12,466,020	46.66
Total	28,583,724	13,544,285	-	12,821,679	47.94
<b>EXPENDITURES</b>					
Institutional Support	32,282,149	7,633,527	23.65	8,187,239	43.25
Total	32,282,149	7,633,527	23.65	8,187,239	43.25
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,022,944)	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (675,481)	\$ 5,910,758		\$ 4,634,440	

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

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>EXPENDITURES</b>					
Depreciation	\$ 22,000,000	\$ 7,385,539	33.57	\$ 7,543,420	40.91
Capital Purchases	-	(457,761)	-	(127,778)	-
Total	<u>22,000,000</u>	<u>6,927,778</u>	-	<u>7,415,642</u>	49.67
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (6,927,778)</u>		<u>\$ (7,415,642)</u>	



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

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 49,035,178	\$ 21,369,283	43.58	\$ 19,891,197	40.31
Local Taxes - Maintenance & Operations	66,740,000	30,887,589	46.28	29,563,993	45.59
Local Taxes - Debt Service	28,583,724	13,452,342	47.06	12,466,020	46.66
Credit Tuition	46,384,109	38,387,386	82.76	38,445,286	84.35
Credit Fees	15,210,000	12,690,341	83.43	12,395,123	81.60
Credit Exemptions & Waivers	(5,670,000)	(4,932,030)	86.98	(4,254,224)	87.34
Bad Debt	(1,800,000)	(750,000)	41.67	(979,491)	72.66
Continuing Professional Development	5,041,723	2,221,912	44.07	2,238,368	40.60
Sales & Services	3,269,775	864,818	26.45	906,647	195.07
Investment Income	500,000	1,037,140	207.43	424,118	111.57
Auxiliary Services	3,535,367	1,632,529	46.18	1,624,800	49.13
Grants	62,003,629	23,304,158	37.59	23,665,956	46.65
Local Grants	2,668,869	1,259,730	47.20	1,409,882	70.06
<b>Total</b>	<u>275,502,374</u>	<u>141,425,198</u>	<u>51.33</u>	<u>137,797,675</u>	<u>53.44</u>
<b>EXPENDITURES:</b>					
Instruction	73,130,118	33,571,246	45.91	32,476,183	42.23
Public Service	5,653,160	2,526,984	44.70	2,135,372	32.55
Academic Support	24,098,938	8,453,722	35.08	7,892,458	41.94
Student Services	16,251,103	6,431,200	39.57	6,085,332	37.31
Institutional Support	81,078,478	24,918,662	30.73	26,483,585	43.36
Physical Plant	19,781,745	7,309,488	36.95	6,197,648	37.16
Scholarships and Fellowships	51,927,273	22,409,240	43.16	23,397,654	49.29
Auxiliary Enterprises	4,257,040	2,041,986	47.97	2,157,693	51.42
Depreciation	22,000,000	7,385,539	33.57	7,543,420	40.91
Capital Purchases	-	(457,761)	-	(127,778)	3.64
<b>Total</b>	<u>298,177,855</u>	<u>114,590,306</u>	<u>38.43</u>	<u>114,241,567</u>	<u>43.45</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(4,046,620)	(481,007)	-	(686,574)	-
Transfers Out	4,046,620	481,007	-	686,574	-
<b>Net Increase (Decrease) in Net Position</b>	<u>\$ (22,675,481)</u>	<u>\$ 26,834,892</u>		<u>\$ 23,556,108</u>	

# Capital Improvement Program

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

91 Capital Projects

	Adjusted Budget	Actual (41.67%)	1/31/17
<b>REVENUES:</b>			
Investment Income	\$ -	\$ 653,612	\$ -
Total	-	653,612	-
<b>EXPENDITURES:</b>			
Bond Programs	-	9,768,299	16,680,533
Total	-	9,768,299	16,680,533
Net Increase (Decrease) in Net Position	\$ -	\$ (9,114,687)	\$ (16,680,533)



## Monthly Investment Report

January 31, 2018



# Green Shoots and Tax Reform

PATERSON & ASSOCIATES



NOBLE BUREAU PROFESSIONALS

For the past seven years, monetary policy has been the markets' main focus. And while historically low rates will remain a theme as the Federal Reserve sustains a "gradual" pathway towards normalization, **fiscal policy** has this month stepped into the spotlight with tax reform in place and new battles ahead from the debt ceiling to immigration. It may end up being a balanced battle between infrastructure and entitlements however—especially in a election year!

The **FOMC** January meeting which is normally used to affirm or adjust goals is also a Chair smooth transition from Chair Yellen to Chair Powell. But the direction to slow and steady normalization should not go off-course. The Fed's Beige Book and a preponderance of indicators show a field of green shoots throughout a solid expansion of the economy.

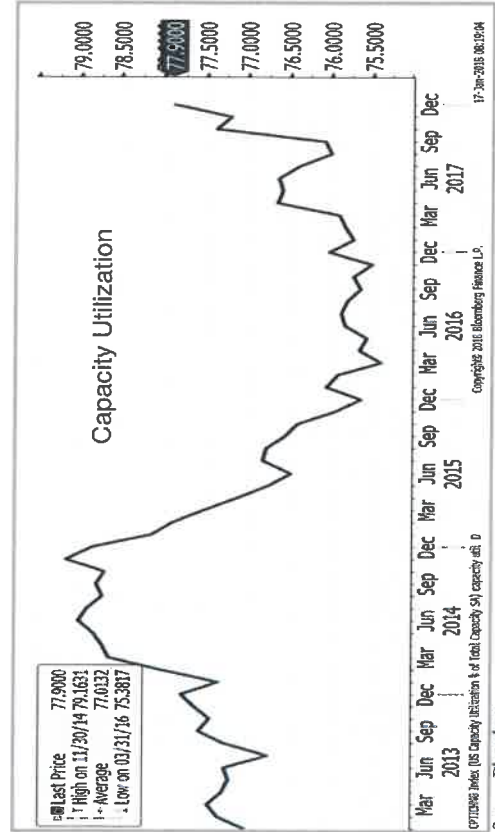
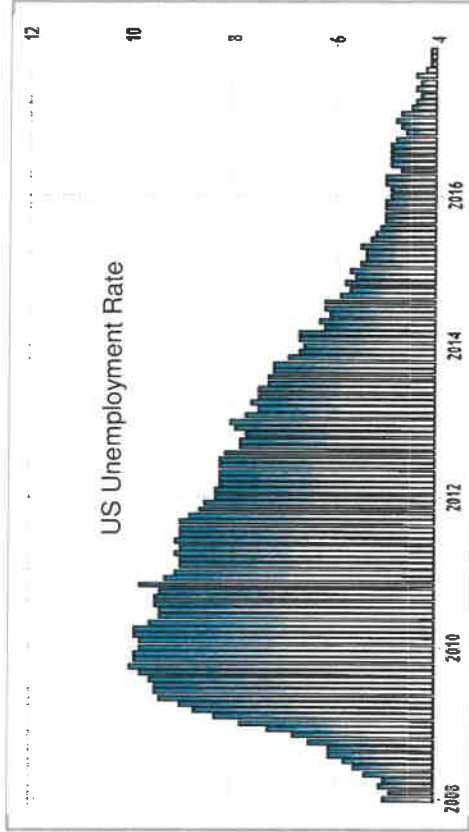
The key factors continue to be **payrolls, inflation and growth**. Wages and salaries are up and employers are still crying for trained workers. Robust hiring competition for that talent leads to higher wages which may feed into inflation. It has certainly spurred the consumer who is spending more (and saving less). Additional wage hikes generated by the tax reform may lead to a continuation of 2017 strength and take the unemployment rate below 4%.

Job growth appears across the economy showing up in the building industry, trade, manufacturing, transportation and utilities. Both the goods producing firms and service providers are growing.

The slowdown on savings is always worrisome but speaks to a high level of confidence of sustained jobs. Even pending house sales are up this month.

**GDP** also reflects this broad strength. Personal consumption was up (3.8%) as was residential spending (11.6%) with only inventories and exports pulling the average down. A negative pull on inflation is oil which has seen its biggest supply expansion in a year.

Exports could be boosted by a slightly weaker **dollar** although the message from the Treasury Dept has been garbled and riled that market. A rumor hinted that China may curb its purchase of US notes and the T-Bond jumped, but, such a move is unlikely since the USD represents real relative value in their basket of currencies underlying their own currency. A somewhat weaker dollar of course has benefits to the US. Relative to other currencies our exports become more attractive and competitive in the world markets encouraging further US manufacturing and more jobs.



# International and Domestic Changes

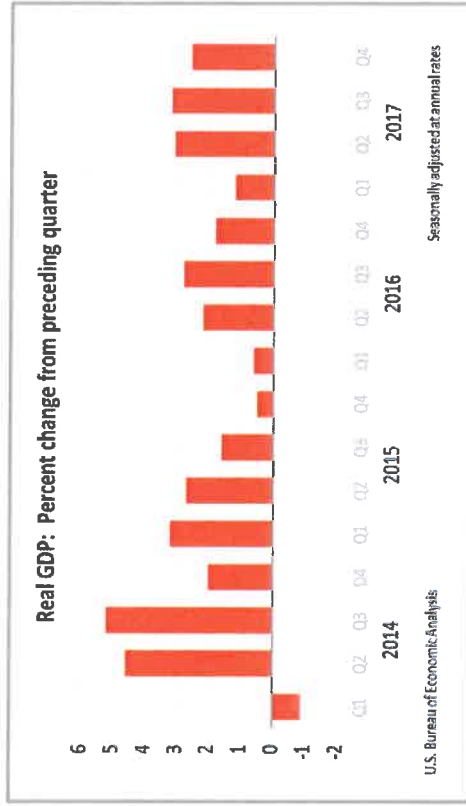
With the overall positive outlook, the FOMC will remain in the spotlight. The market has already built in a 0.25% hike in **March** from the Committee which appears to be reasonable if this growth continues. Three hikes this year will take the overnight rate to 2.25%. But the hikes and the reaction of the curve will still reflect and to a certain degree depend on international economies.

Canada is still on course to raise its rates along with the US but the ECB has a major hurdle with slowing inflation and stubbornly high unemployment. The EU is upping the required concessions to be paid by the UK for their upcoming Brexit which adds uncertainty. Greece has passed some additional austerity measures but primarily to get their next bailout and continues to drag. The central banks in general however continue to work towards **normalization** which should raise their rates creating an option to the markets outside the US.

International markets will also be affected by the **US tax reforms** which are designed to repatriate US dollars. Domestically the reforms have already shown their impact in paychecks and wages. Apple, Walmart and FedEx have boosted of higher wages and even Hostess Brands is giving its employees free Twinkies! How good is that!

The tax reform and the plans for much needed infrastructure improvements comes at a cost. Treasury will be increasing its auctions this year in its first boost since 2009. Long dated Treasuries (5 to 30 year) auctions will increase by \$66 billion in order to match budget shortfalls in Medicare, Social Security and other social services. The 2 and 3 year notes will increase by \$2 billion a month as will T-Bills. Along with the release/maturing of some positions by Treasury as part of their cut in QE security positions, this will add supply to the curve which could raise rates further – dependent on the curve's relative value against other sovereigns. (The 10-year now stands at its highest rates since 4/2014.)

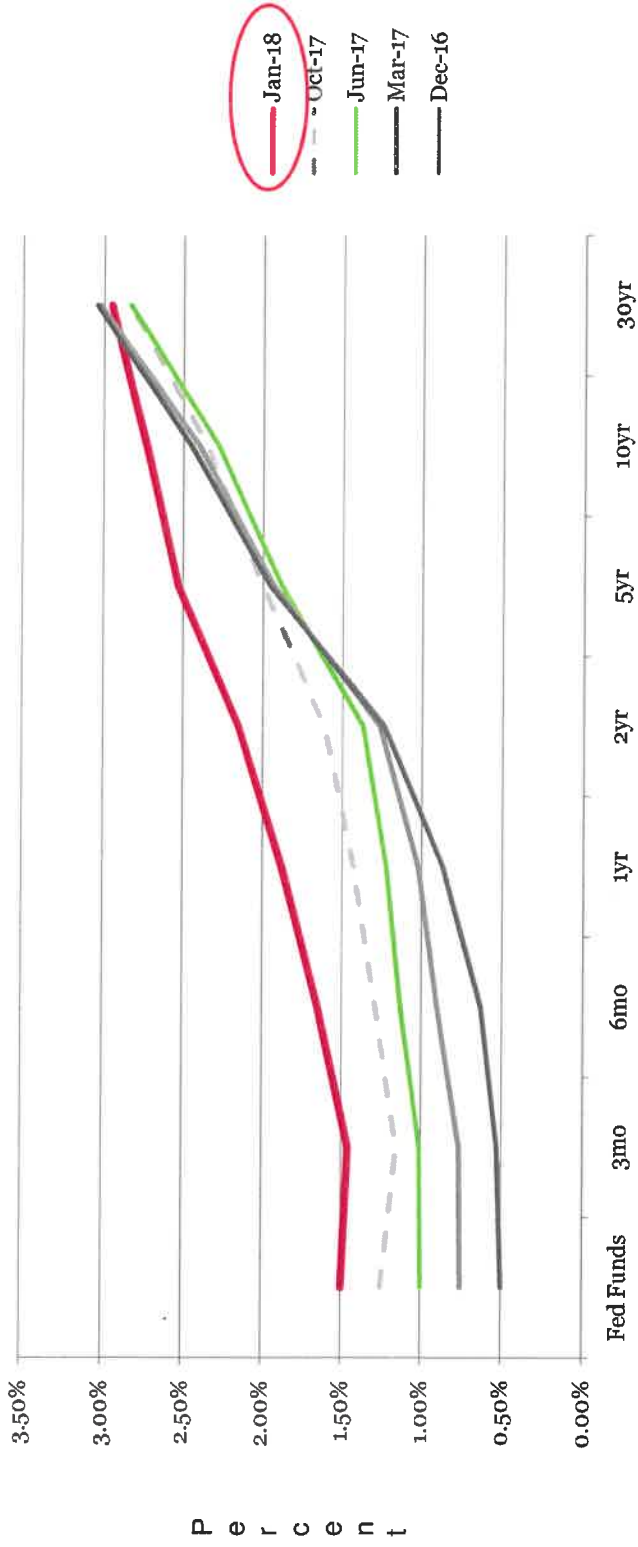
Tax reform's corporate tax cuts and de-regulation may lessen as a stock market boost already at historic highs but the **synchronized global growth** and **unambiguously positive** earnings in this growth environment will be difficult to slow.





# Rates Struggle to Find Right Balance

- The concern for a flattening (less steep) curve has continued into 2018.
- As the Federal Reserve raised rates in December and appears to be on target to raise the Fed Funds rate a potential three more times in 2018 the short rates have moved up but the long end stays stubbornly only slightly above its June level.
- The move in the short end is clearly driven by the Fed's view of the strength in the economy along with its desire to create a monetary cushion if a recession should occur in the future (giving room for normal easing actions).
- The slight inversion from overnight funds to the three-month reflects (a) rates in the US led by the Fed are higher than international alternatives and (b) continuing global economical and geo-political uncertainty as investors hold cash until the picture becomes clearer. Now that rates are moving up internationally this will undoubtedly change.
- The stubborn long end indicate long investors who are betting that inflation will never resurface! They may re-think this position in the future.

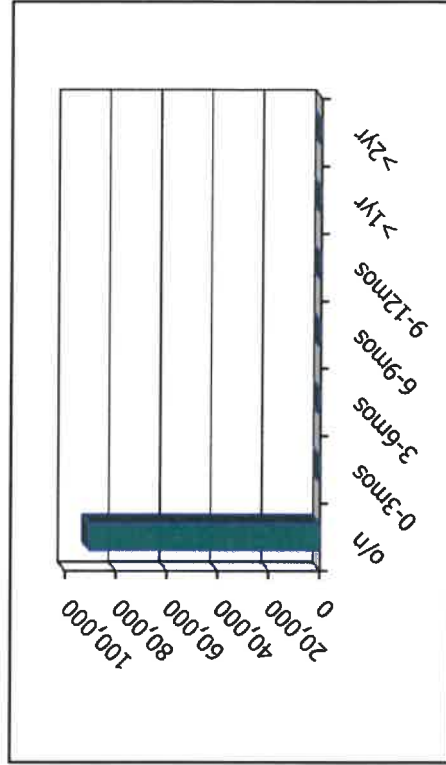
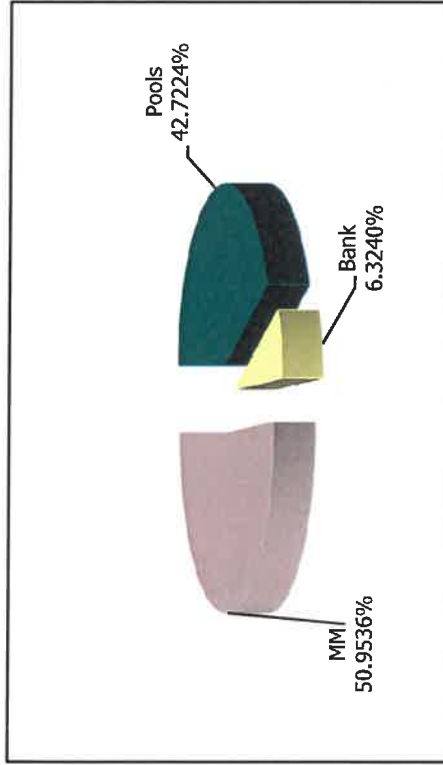


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

# General Portfolio

As of January 31, 2018

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's 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.

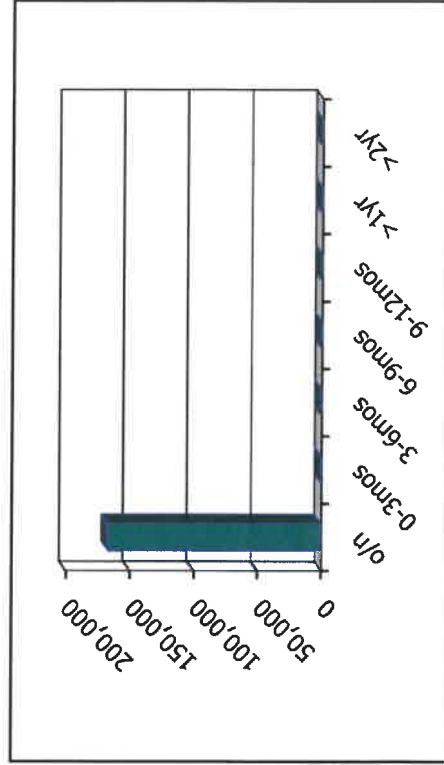
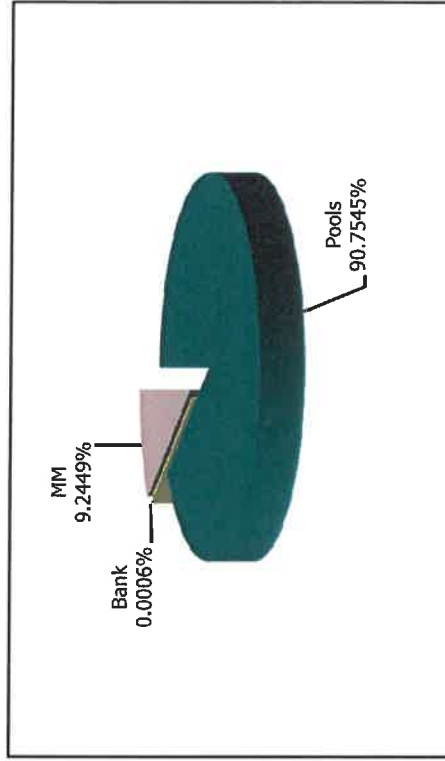




# Bond Portfolio

As of January 31, 2018

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's 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**  
**January 31, 2018**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	5,712,791.36	5,712,791.36	5,712,791.36	2.22	1	1	0.000
Investment Pools/Money Markets	251,365,528.84	251,365,528.84	251,365,528.84	97.78	1	1	1.283
<b>Investments</b>	<b>257,078,320.20</b>	<b>257,078,320.20</b>	<b>257,078,320.20</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>1.254</b>
<b>Total Earnings</b>	<b>January 31 Month Ending</b>	<b>Fiscal Year To Date</b>					
Current Year	254,913.63	1,036,990.71					

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.

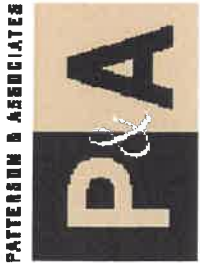
*Dei Yamora*  
 Vice Chancellor of Fiscal Affairs  
 2/15/18



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**San Jacinto Community College**  
**Summary by Type**  
**January 31, 2018**  
**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	166,739,100.08	166,739,100.08	64.86	1.296	1
<b>Subtotal</b>	<b>10</b>	<b>166,739,100.08</b>	<b>166,739,100.08</b>	<b>64.86</b>	<b>1.296</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	5,712,791.36	5,712,791.36	2.22	0.000	1
Investment Pools/Money Markets	6	84,626,428.76	84,626,428.76	32.92	1.258	1
<b>Subtotal</b>	<b>15</b>	<b>90,339,220.12</b>	<b>90,339,220.12</b>	<b>35.14</b>	<b>1.178</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>257,078,320.20</b>	<b>257,078,320.20</b>	<b>100.00</b>	<b>1.254</b>	<b>1</b>



PATTERSON & ASSOCIATES

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

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INVESTMENT PERFORMANCE TABLE

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	2,002,281.78	2,002,281.78	2,002,281.78	1.350	1.331	1.350		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,005,704.40	5,005,704.40	5,005,704.40	1.350	1.331	1.350		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,406,882.35	8,406,882.35	8,406,882.35	1.350	1.331	1.350		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	4,214,608.63	4,214,608.63	4,214,608.63	1.290	1.272	1.290		1
9999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,922,856.19	1,922,856.19	1,922,856.19	1.290	1.272	1.290		1
9999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	136,039,163.17	136,039,163.17	136,039,163.17	1.290	1.272	1.290		1
9999999916	10106	LSIP GOF - Debt Service	07/30/2009	9,147,603.55	9,147,603.55	9,147,603.55	1.290	1.272	1.290		1
<b>Subtotal and Average</b>				<b>166,739,100.08</b>	<b>166,739,100.08</b>	<b>166,739,100.08</b>		<b>1.278</b>	<b>1.296</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>166,739,100.08</b>	<b>166,739,100.08</b>	<b>166,739,100.08</b>		<b>1.278</b>	<b>1.296</b>		<b>1</b>

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

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	2,134.72	2,134.72	2,134.72					1
9999999914	10089	Credit Cards - In Transit	09/01/2017	31,570.66	31,570.66	31,570.66					1
708340062	10086	Disbursements	09/01/2017	-336,724.72	-336,724.72	-336,724.72					1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2017	6,014,407.75	6,014,407.75	6,014,407.75					1
707759346	10085	Payroll Fund	09/01/2017	-16,554.01	-16,554.01	-16,554.01					1
9999999913	10088	Petty Cash	09/01/2017	20,178.00	20,178.00	20,178.00					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	-2,221.04	-2,221.04	-2,221.04					1
				<b>Subtotal and Average</b>	<b>5,712,791.36</b>	<b>5,712,791.36</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	40,785,551.51	40,785,551.51	40,785,551.51	1.350	1.331	1.350		1
999999993	10034	LSIP GOF - Operating	09/01/2007	23,379,576.77	23,379,576.77	23,379,576.77	1.290	1.272	1.290		1
707759320	10035	JPM - Money Market	09/01/2007	5,004,546.45	5,004,546.45	5,004,546.45	0.270	0.266	0.270		1
999999996	10038	TCB - Money Market	09/26/2007	240,866.12	240,866.12	240,866.12	0.350	0.345	0.350		1
999999991	10032	TexPool	09/01/2007	15,215,887.91	15,215,887.91	15,215,887.91	1.299	1.281	1.298		1
				<b>Subtotal and Average</b>	<b>84,626,428.76</b>	<b>84,626,428.76</b>		<b>1.240</b>	<b>1.258</b>		<b>1</b>
				<b>Total Investments and Average</b>	<b>90,339,220.12</b>	<b>90,339,220.12</b>		<b>1.162</b>	<b>1.178</b>		<b>1</b>



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**San Jacinto Community College  
 Interest Earnings  
 Sorted by Fund - Fund  
 January 1, 2018 - January 31, 2018  
 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	4,214,608.63	5,733,998.57	4,558,148.40		1.290	0.109	4,981.72	0.00	4,981.72
999999999	10106	BOND	RRP	9,147,603.55	670,060.14	3,134,071.03		1.290	0.110	3,453.47	0.00	3,453.47
86-72000794	10231	BOND	RRP	2,002,281.78	2,001,913.14	2,000,158.71		1.350	0.114	2,281.78	0.00	2,281.78
86-72000844	10232	BOND	RRP	8,406,882.35	8,395,389.19	8,397,573.04		1.350	0.114	9,580.02	0.00	9,580.02
86-72004242	10233	BOND	RRP	5,005,704.40	5,004,845.35	5,000,340.31		1.350	0.114	5,704.40	0.00	5,704.40
999999999	10234	BOND	RRP	1,922,856.19	1,940,936.42	1,927,488.30		1.290	0.109	2,108.24	0.00	2,108.24
999999999	10235	BOND	RRP	136,039,163.17	138,588,849.86	137,705,915.61		1.290	0.109	150,615.16	0.00	150,615.16
<b>Subtotal</b>				<b>166,739,100.07</b>	<b>162,335,992.67</b>	<b>162,723,695.39</b>			<b>0.110</b>	<b>178,724.79</b>	<b>0.00</b>	<b>178,724.79</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	15,215,887.91	15,199,120.94	15,199,661.81		1.299	0.110	16,766.97	0.00	16,766.97
999999996	10038	GEN	RRP	240,866.12	240,789.92	240,792.38		0.350	0.032	76.20	0.00	76.20
707759320	10035	GEN	RRP	5,004,546.45	5,003,400.22	5,003,437.20		0.270	0.023	1,146.23	0.00	1,146.23
999999993	10034	GEN	RRP	23,379,576.77	714,899.67	10,683,091.49		1.290	0.110	11,722.42	0.00	11,722.42
86-7200810	10230	GEN	RRP	40,785,551.51	40,734,229.14	40,740,440.83		1.350	0.114	46,477.02	0.00	46,477.02
<b>Subtotal</b>				<b>84,626,428.76</b>	<b>61,892,429.89</b>	<b>71,867,423.71</b>			<b>0.106</b>	<b>76,188.84</b>	<b>0.00</b>	<b>76,188.84</b>
<b>Total</b>				<b>251,365,528.83</b>	<b>224,228,422.56</b>	<b>234,591,119.10</b>			<b>0.109</b>	<b>254,913.63</b>	<b>0.00</b>	<b>254,913.63</b>

# Foundation Financials

## January 2018

**San Jacinto College Foundation**  
**Statement of Financial Position**  
As of January 31, 2018

**ASSETS**

Current Assets

Checking/Savings

    General Fund \$906,420

    Other Funds -

Total Checking/Savings 906,420

Accounts Receivable

    Other Receivables 1,000

    Pledge Receivables 262,600

    Special Events Receivables 18,955

Total Accounts Receivable 282,555

Other Current Assets

Short Term Investments

    Goldman Sachs 10,924,083

    Capital Bank CD 204,142

    Prosperity Bank 202,818

Total SJC Short Term Investments 11,331,043

Total Current Assets 12,520,018

**TOTAL ASSETS \$12,520,018**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

    Event Payable 635

    Grants Payable 68,713

    Programs Payable 79,148

    Endowments Payable 93,279

    Scholarship Payables 277,215

    Student Success Payables 5,719

Total Accounts Payable 524,709

Total Current Liabilities 524,709

Total Liabilities 524,709

Equity

    Net Assets 11,476,782

    Net Income 518,527

Total Equity 11,995,309

**TOTAL LIABILITIES & EQUITY \$12,520,018**



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

	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	178,885	225,035	(46,150)
Program Sponsorship	382,117	76,741	305,376
Temporarily Restricted	413,124	205,261	207,863
<b>Total Contributions</b>	<u>983,406</u>	<u>522,847</u>	<u>460,559</u>
<b>Other Income</b>			
Special Events	67,960	105,242	(37,282)
Investment Income	148,778	98,270	50,509
Realized Gain / (Loss)	15,242	1,211,035	(1,195,794)
Unrealized Gain / (Loss)	123,731	(1,211,782)	1,335,513
<b>Total Other Income</b>	<u>355,711</u>	<u>202,765</u>	<u>152,946</u>
<b>Total Income</b>	1,339,117	725,612	613,506
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	627,055	156,870	(470,185)
Grants Awarded	8,650	27,000	18,350
Programs Sponsored	110,811	83,782	(27,028)
Student Success Initiatives	0	14,277	14,277
<b>Total Programs</b>	<u>746,516</u>	<u>281,929</u>	<u>(464,587)</u>
<b>Supporting Services</b>			
Management and General	16,690	23,442	6,752
Fundraising Expenses	47,657	78,996	31,340
Sponsorship Expense	9,728	750	(8,978)
<b>Total Supporting Services</b>	<u>74,075</u>	<u>103,188</u>	<u>29,114</u>
<b>Total Expense</b>	<u>820,590</u>	<u>385,117</u>	<u>(435,474)</u>
<b>Net Ordinary Income</b>	518,527	340,495	178,032
<b>Other Income / Expenses</b>			
<b>Net Other Income</b>	<u>\$518,527</u>	<u>\$340,495</u>	<u>\$178,032</u>



**Contributions Report**  
**January 2018**

<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	\$18,200	Children's Center North Campus, Golf, Hold'em & Hit'em Club, South Campus Softball Program
Foundations	50,000	Tellepsen Family Program Grant
Individuals	104,050	Gala, Jennifer Puryear Scholarship, Joseph Cantalamessa Scholarship, Pope Cosmetology Scholarship, Ralph-Krista Hovey Scholarship, Zachary Longoria EMS Scholarship

**Total Donation            172,250**

Employee Contributions	205	Golf, Pope Cosmetology Scholarship, Veterans Center Wall of Honor
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**Total Contributions        172,455**

# Foundation Audit - June 30, 2017

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
**(a Texas Nonprofit Corporation)**

**FINANCIAL STATEMENTS**

**JUNE 30, 2017 and 2016**  
*(With Independent Auditor's Report Thereon)*

**Insight. Oversight. Foresight.<sup>SM</sup>**

 **DoerenMayhew**  
CPAs AND ADVISORS

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

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## **INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
of **San Jacinto Community College Foundation, Inc.**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of San Jacinto Community College Foundation, Inc. (the Foundation), which comprise the statements of financial position as of June 30, 2017 and 2016 and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of San Jacinto Community College Foundation, Inc. as of June 30, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.



Houston, Texas  
February 15, 2018

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2017 and 2016**

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Cash and cash equivalents (Note 9)	\$ 1,161,246	\$ 1,352,781
Pledges receivable (Notes 3 and 9)	314,955	284,195
Investments (Notes 4 and 9)	10,292,513	9,415,407
Permanently restricted pledges receivable (Notes 3 and 9)	20,000	-
 Total assets	 <u>\$ 11,788,714</u>	 <u>\$ 11,052,383</u>
 <u>Liabilities and Net Assets</u>		
Liabilities:		
Scholarships and programs payable (Note 5)	\$ 311,932	\$ 326,419
 Total liabilities	 <u>311,932</u>	 <u>326,419</u>
Net assets:		
Unrestricted (Notes 6 and 7)	2,560,256	2,319,782
Temporarily restricted (Notes 6 and 7)	4,400,824	4,173,982
Permanently restricted (Notes 6 and 7)	4,515,702	4,232,200
 Total net assets	 <u>11,476,782</u>	 <u>10,725,964</u>
 Total liabilities and net assets	 <u>\$ 11,788,714</u>	 <u>\$ 11,052,383</u>

See accompanying notes to financial statements.



**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS  
YEARS ENDED JUNE 30, 2017 AND 2016**

	2017				2016			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Public support and revenues:								
Contributions (Notes 7 and 8)	\$ 473,281	\$ 741,061	\$ 282,292	\$ 1,496,634	\$ 750,011	\$ 1,022,991	\$ 125,078	\$ 1,898,080
Special events	87,826	-	-	87,826	167,165	-	-	167,165
Interest and dividends	199,832	-	-	199,832	307,572	-	-	307,572
Net change in fair value of investments	63,880	72,277	-	136,157	184,560	149,066	-	333,626
Net assets released from restrictions (Note 6)	585,286	(586,496)	1,210	-	750,464	(800,464)	50,000	-
Total public support and revenues	1,410,105	226,842	283,502	1,920,449	2,159,772	371,593	175,078	2,706,443
Expenses:								
Programs:								
Student scholarships	356,720	-	-	356,720	311,280	-	-	311,280
Grants awarded	46,645	-	-	46,645	169,302	-	-	169,302
Student success initiatives	34,677	-	-	34,677	35,277	-	-	35,277
Programs sponsored	181,920	-	-	181,920	269,882	-	-	269,882
Total programs	619,962	-	-	619,962	785,741	-	-	785,741
Supporting services:								
Management and general (Note 8)	452,900	-	-	452,900	488,921	-	-	488,921
Fundraising	89,494	-	-	89,494	191,328	-	-	191,328
Sponsorship expenses	7,275	-	-	7,275	5,322	-	-	5,322
Total supporting services	549,669	-	-	549,669	685,571	-	-	685,571
Total expenses	1,169,631	-	-	1,169,631	1,471,312	-	-	1,471,312
Change in net assets	240,474	226,842	283,502	750,818	688,460	371,593	175,078	1,235,131
Net assets, beginning of year	2,319,782	4,173,982	4,232,200	10,725,964	1,631,322	3,802,389	4,057,122	9,490,833
Net assets, end of year	\$ 2,560,256	\$ 4,400,824	\$ 4,515,702	\$ 11,476,782	\$ 2,319,782	\$ 4,173,982	\$ 4,232,200	\$ 10,725,964

See accompanying notes to financial statements.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**STATEMENTS OF CASH FLOWS  
YEARS ENDED JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
Cash flows from operating activities:		
Change in net assets	\$ 750,818	\$ 1,235,131
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Net change in fair value of investments	(136,157)	(333,626)
Contributions permanently restricted	(282,292)	(125,078)
Increase in pledges receivable	(30,760)	(66,697)
Increase in scholarships and programs payable	(14,487)	6,773
Net cash provided by operating activities	<u>287,122</u>	<u>716,503</u>
Cash flows from investing activities:		
Purchases of investments	(8,505,284)	(6,427,838)
Sales of investments	<u>7,764,335</u>	<u>5,426,410</u>
Net cash used by investing activities	<u>(740,949)</u>	<u>(1,001,428)</u>
Cash flows from financing activities:		
Proceeds from contributions permanently restricted	<u>262,292</u>	<u>125,078</u>
Net decrease in cash and cash equivalents	(191,535)	(159,847)
Cash and cash equivalents, beginning of year	<u>1,352,781</u>	<u>1,512,628</u>
Cash and cash equivalents, end of year	<u>\$ 1,161,246</u>	<u>\$ 1,352,781</u>

See accompanying notes to financial statements.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017 and 2016**

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**Note 1 - Description of Organization**

San Jacinto Community College Foundation, Inc. (the Foundation) was organized in the State of Texas on November 4, 1996 to function as a not-for-profit corporation. The duration of the Foundation is perpetual. The Foundation was established to raise private funds for the San Jacinto Community College District (the College) for charitable, scientific, literary, and educational purposes, which are to be administered by the Foundation solely for the benefit of the College, and to account for and enhance the value of funds submitted to it in support of the educational mission of the College.

The Foundation is supported by private gifts, bequests and donations from individuals and private organizations.

**Note 2 - Summary of Significant Accounting Policies**

Financial Statement Presentation

The Foundation reports information regarding its financial position and activities according to the three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Net assets, including endowment funds, and changes therein are classified and reported as follows:

- Unrestricted net assets - net assets that are not subject to donor-imposed stipulations. Unrestricted net assets may be designated for specific purpose by action of the Board of Directors.
- Temporarily restricted net assets - net assets subject to donor imposed stipulations that may or will be met either by action of the Foundation and/or passage of time.
- Permanently restricted net assets - net assets subject to donor imposed stipulations that they be maintained permanently by the Foundation. Generally, the donors of these assets permit the Foundation to use all or part of the income earned on the related investments for specific or general purposes.

Public Support and Revenue

Contributions are generally available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Unconditional promises to give that are due in the next year are recorded at their net realizable value. Unconditional promises to give that are due in subsequent years are discounted to estimate the present value of future cash flows, if material. An allowance for potentially uncollectable promises is provided based on management's evaluation at year end. As of June 30, 2017 and 2016, no allowance was recorded.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017 and 2016**

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**Note 2 - Summary of Significant Accounting Policies (Continued)**

Public Support and Revenue (Continued)

Grants and other contributions of cash and other assets are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction and or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported as net assets released from restrictions in the statements of activities and changes in net assets.

Certain donors have required that investment return (investment income and gains and losses) be restricted for specific purposes. Such amounts are reported as additions or reductions to temporarily restricted net assets.

Contributions of donated non-cash assets are recorded at their fair values in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received.

Cash and Cash Equivalents

The Foundation considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Cash equivalents held for investment purposes are classified as investments in the statements of financial position and are not considered cash equivalents for the purposes of the statements of cash flows.

Investments

Investments are recorded at fair value as described in Note 4. Investment income and realized and unrealized gain and losses from investment transactions are initially recorded as unrestricted, temporarily restricted, or permanently restricted, based on donor imposed restrictions, if any, and are reflected as net assets released from restrictions in the statements of activities and changes in net assets to the extent amounts become available for use during the period. Realized gains and losses are determined using the specific identification method.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statements of activities and changes in net assets. Expenses are charged directly to programs and supporting services based on specific identification. No indirect expenses have been allocated to programs.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017 and 2016**

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**Note 2 - Summary of Significant Accounting Policies (Continued)**

Donated Services

The Foundation receives a significant amount of donated services from unpaid volunteers who assist in fundraising and special projects. No amounts have been recognized in the statements of activities and changes in net assets because the criteria for recognition have not been satisfied.

Federal Income Tax

The Foundation is a non-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code (the Code) and is exempt from federal income taxes pursuant to Section 501(a) of the Code. The Foundation is not classified as a private foundation.

GAAP requires the Foundation's management to evaluate tax positions taken by the Foundation and recognize a tax liability if the Foundation has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Foundation and has concluded that as of June 30, 2017 and 2016, there are no uncertain positions taken or expected to be taken that would require recognition or disclosure within the financial statements. The Foundation is subject to audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Management believes that the Foundation is no longer subject to income tax examinations for years prior to 2013.

Use of Estimates

The preparation of financial statements in accordance with GAAP requires management to make certain estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Note 3 - Pledges Receivable**

Pledges receivable consist of the following at June 30, 2017 and 2016:

	<u>2017</u>	<u>2016</u>
Amounts to be collected within one year	\$ 164,955	\$ 184,195
Amounts to be collected one to five years	<u>170,000</u>	<u>100,000</u>
Total pledges receivable	<u>\$ 334,955</u>	<u>\$ 284,195</u>

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017 and 2016**

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**Note 4 - Fair Value Measurements**

The Foundation has estimated the fair value of financial instruments in accordance with the requirements of fair value reporting. The Foundation utilizes observable market data when available, or models that utilize observable market data. In addition to market information, the Foundation incorporates transaction specific details that, in management's judgment, market participants would utilize in a fair value measurement.

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (exit price). Inputs used in determining fair value are characterized using a hierarchy that prioritizes inputs depending on the degree to which they are observable. The three levels of the fair value hierarchy are as follows:

Level 1 - Quoted prices in active markets for identical investments.

Level 2 - Other significant observable inputs, including quoted prices for similar investments in active markets or in markets not considered to be active.

Level 3 - Inputs that are not observable from objective sources, including the Foundation's own assumptions in determining the fair value of investments.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value on a recurring basis at June 30, 2017 and 2016. There have been no changes in the methodologies used at June 30, 2017 from June 30, 2016.

*Mutual and exchange traded funds:* Valued at the underlying price per unit, which approximates fair value based on the publicly quoted market price of these funds.

*Fixed income securities:* Valued based on pricing models that consider standard input factors such as observable market data and benchmark yields.

*Bank deposit account:* Valued at cost, which approximates fair value.

*Certificates of deposit:* Valued at carrying amount, which approximates fair value.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017 and 2016**

**Note 4 - Fair Value Measurements (Continued)**

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while management believes the valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables present the Foundation's fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30, 2017:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual Funds:				
U.S. Fixed Income	\$ 390,556	\$ -	\$ -	\$ 390,556
Foreign Equity	644,584	-	-	644,584
Exchange Traded Fund:				
U.S. Equity	947,824	-	-	947,824
U.S. Equities	159,155	-	-	159,155
Corporate Fixed Income	-	7,575,293	-	7,575,293
Bank Deposit Account	169,369	-	-	169,369
Certificates of Deposit	405,732	-	-	405,732
	<u>\$ 2,717,220</u>	<u>\$ 7,575,293</u>	<u>\$ -</u>	<u>\$ 10,292,513</u>

The following tables present the Foundation's fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30, 2016:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual Funds:				
U.S. Large Value	\$ 2,654,041	\$ -	\$ -	\$ 2,654,041
Mid-Cap Blend	992,150	-	-	992,150
Fixed Income Securities:				
Government Sponsored Enterprises	-	3,005,383	-	3,005,383
Corporate	-	138,621	-	138,621
Bank Deposit Account	1,286,847	-	-	1,286,847
Certificates of Deposit	1,338,365	-	-	1,338,365
	<u>\$ 6,271,403</u>	<u>\$ 3,144,004</u>	<u>\$ -</u>	<u>\$ 9,415,407</u>

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017 and 2016**

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**Note 4 - Fair Value Measurements (Continued)**

Investments are exposed to various risks, such as interest rate, market and credit. Due to the level of risk associated with certain investment securities and the level of uncertainty related to changes in the fair value of investment securities, it is at least reasonably possible that changes in risks in the near term could materially affect the net assets of the Foundation.

**Note 5 - Scholarships and Programs Payable**

Scholarships and programs payable consist of amounts awarded but not paid. The amounts payable of \$311,932 and \$326,419 as of June 30, 2017 and 2016, respectively, are expected to be paid within one year.

**Note 6 - Restrictions and Use of Net Assets**

Unrestricted net assets of \$861,270 and \$835,997 as of June 30, 2017 and 2016, respectively, have been designated by the Board of Directors to function as an endowment for scholarships to be funded through the Promise for Their Future program.

Temporarily restricted net assets of \$4,400,824 and \$4,173,982 as of June 30, 2017 and 2016, respectively, were available primarily to fund scholarships. Net assets of \$585,286 and \$750,464 were released from donor restrictions during the years ended June 30, 2017 and 2016, respectively, by incurring expenses satisfying the purpose specified by donors.

Permanently restricted net assets of \$4,515,702 and \$4,232,200 as of June 30, 2017 and 2016, respectively, consist of endowment funds for scholarships.

**Note 7 - Endowment Funds**

The Foundation's endowments consist of both donor-restricted endowment funds and funds designated by the Board of Directors to function as endowments. The classification of the net assets of these funds is based upon the existence or absence of donor imposed restrictions. The Board of Directors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary.



**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017 and 2016**

**Note 7 - Endowment Funds (Continued)**

As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment funds that are not classified as permanently restricted net assets is classified as temporarily restricted or unrestricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by the UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor restricted endowment funds:

- The duration and preservation of the fund;
- The purposes of the Foundation and the donor-restricted endowment fund;
- General economic conditions;
- The possible effect of inflation and deflation;
- The expected total return from income and the appreciation of investments;
- Other resources of the Foundation; and
- The investment policies of the Foundation.

The composition of endowment net assets consist of the following at June 30, 2017:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor restricted endowment funds	\$ 715,493	\$ 765,482	\$ 4,515,702	\$ 5,996,677
Board-designated endowment funds	861,270	-	-	861,270
Total endowment funds	<u>\$ 1,576,763</u>	<u>\$ 765,482</u>	<u>\$ 4,509,452</u>	<u>\$ 6,857,947</u>

The composition of endowment net assets consist of the following at June 30, 2016:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor restricted endowment funds	\$ 665,912	\$ 693,205	\$ 4,232,200	\$ 5,591,317
Board-designated endowment funds	835,997	-	-	835,997
Total endowment funds	<u>\$ 1,501,909</u>	<u>\$ 693,205</u>	<u>\$ 4,232,200</u>	<u>\$ 6,427,314</u>

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017 and 2016**

**Note 7 - Endowment Funds (Continued)**

The changes in the endowment funds for the years ended June 30, 2017 and 2016 are as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, July 1, 2015	\$ 1,216,749	\$ 544,139	\$ 4,057,122	\$ 5,818,010
Investment return:				
Investment income	95,449	-	-	95,449
Net appreciation (realized and unrealized)	22,480	149,066	-	171,546
Contributions	-	-	125,078	125,078
Change in donor designations	-	-	50,000	50,000
Governing Board designations	221,985	-	-	221,985
Expenditures	<u>(54,754)</u>	<u>-</u>	<u>-</u>	<u>(54,754)</u>
 Endowment net assets, June 30, 2016	 <u>\$ 1,501,909</u>	 <u>\$ 693,205</u>	 <u>\$ 4,232,200</u>	 <u>\$ 6,427,314</u>
Investment return:				
Investment income	118,798	-	-	118,798
Net appreciation (realized and unrealized)	10,147	72,277	-	82,424
Contributions	-	-	282,292	282,292
Change in donor designations	-	-	1,210	1,210
Expenditures	<u>(54,091)</u>	<u>-</u>	<u>-</u>	<u>(54,091)</u>
 Endowment net assets, June 30, 2017	 <u>\$ 1,576,763</u>	 <u>\$ 765,482</u>	 <u>\$ 4,515,702</u>	 <u>\$ 6,857,947</u>

The Foundation has adopted an investment and spending policy for endowment assets that attempts to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. The Foundation's spending and investment policies work together to achieve this objective. The investment policy establishes an achievable return objective through diversification of asset classes. Actual returns in any given year may vary from this amount. To satisfy its long term rate of return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity based investments to achieve its long-term objective within prudent risk constraints.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017 and 2016**

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**Note 7 - Endowment Funds (Continued)**

Over the long term, the Foundation expects its endowment assets to grow based on the current spending policy. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity for a specific term as well as to provide additional real growth through new gifts and investment returns.

**Note 8 - Related Party Transactions**

The College provides the Foundation with employees, professional services and office supplies at no charge. The College also provides office space to the Foundation at no charge. The donated services and facilities from the College for the years ended June 30, 2017 and 2016 was \$415,985 and \$477,677, respectively, and is included as contributions and as management and general expense in the statements of activities.

**Note 9 - Concentrations**

Contributions

Donor amounts that exceed 10% of total receivables or contributions are considered significant. At June 30, 2017, unconditional promises to give totaling \$310,000 are due from three donors and represents 92% of total unconditional promises to give at June 30, 2017. At June 30, 2016, unconditional promises to give totaling \$250,000 are due from two donors and represents 88% of total unconditional promises to give at June 30, 2016.

Credit Risk

Certain financial instruments and cash potentially subject the Foundation to concentrations of credit risk. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in net values of investment securities will occur in the near term and that such change could materially affect the amounts recorded in the statement of financial position. As of June 30, 2017 and 2016, the Foundation's cash deposits exceeded federal insured limits by \$-0- and \$115,410, respectively. A depository account classified as an investment in the statement of financial position as of June 30, 2016 exceeded federal insured limits by \$1,036,846 as of June 30, 2016. Management believes that the credit risk is mitigated by the financial strength of the financial institutions in which the deposits are held.

**Note 10 - Subsequent Events**

Management has evaluated subsequent events through February 15, 2018, the date which the financial statements were available to be issued. Management has determined that no subsequent events require recognition or disclosure in these financial statements.

\* \* \* End of Notes \* \* \*

## 2008 Bond Program

Report As of January 31, 2018

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>								
722612 - 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>								
723914 - SC Softball Improvements	850,000	-	850,000	-	200,802	45,249	603,949	28.95%
<b>Sub-total</b>	850,000	-	850,000	-	200,802	45,249	603,949	28.95%
<b>District</b>								
720100 - Program Management	-	552,501	552,501	-	18,578	16,995	516,928	6.44%
726800 - Contingency	14,626,260	(11,525,610)	3,100,650	-	-	-	3,100,650	-
726907 - Graphics Phase II	50,000	-	50,000	-	1,110	41,618	7,272	85.46%
<b>Sub-total</b>	14,676,260	(10,973,109)	3,703,151	-	19,688	58,613	3,624,850	2.11%
<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	-	-	18,288	-	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	-	78,671	-	6,329	92.55%
721917 - CC FS Pick-Up/Mini Van	-	80,000	80,000	-	77,729	-	2,271	97.16%
722912 - NC Cardiac Monitor	-	20,312	20,312	-	-	8,995	11,317	44.28%
722913 - NC Nursing Kelley	-	25,914	25,914	-	-	24,385	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	571,140	4,049	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	-	298,806	2,425	313,769	48.98%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	63,822	-	61,178	51.06%
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	-	1,101,135	1,667,538	1,430,346	65.94%
<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>1,445,065</b>	<b>287,873,280</b>	<b>5,681,655</b>	<b>98.07%</b>

## 2015 Revenue Bond Program

As of January 31, 2018

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	303,813	42,141,621	5,146,211	89.19%
726908 - Dist Campus Purchases	-	748,950	748,950	-	-	748,950	-	100.00%
Contingency (726900)	2,408,355	(748,950)	1,659,405	-	-	-	1,659,405	-
<b>Sub-total</b>	50,000,000	-	50,000,000	182,215	303,813	42,890,571	6,805,616	86.39%

**2015 Bond Program**

Report as of January 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
1601 - CC Petrochemical Center	52,450,000	337,630	52,787,630	-	40,531,586	3,386,548	8,869,496	83.20%
1601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	46,498	672,922	6,910,969	9.43%
1601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	1,261,525	5,053,716	1,630,768	79.48%
1602 - CC Welcome Center	16,600,000	2,938,463	19,538,463	-	845,922	306,995	18,385,546	5.90%
1602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	69,718	4,307	2,925,975	2.47%
1603 - CC Class Room Building	47,155,000	(1,113,647)	46,041,353	-	11,400	428,484	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	-	-	44,403	1,243,065	3.45%
1606 - CC Frels Demo	1,153,000	-	1,153,000	-	16,824	32,500	1,103,676	4.28%
1607 - CC Davison Building Reno	14,970,000	(353,542)	14,616,458	-	84,750	115,088	14,416,620	1.37%
1608 - CC McCollum Center Reno	24,685,000	(582,987)	24,102,013	-	12,578	222,154	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	-	-	20,763	2,570,557	0.80%
1612 - CC Stadium and Track Demo	174,000	(4,109)	169,891	-	4,995	48,064	116,832	31.23%
1613 - CC Central DDC Network	1,160,000	(27,393)	1,132,607	-	7,005	243,191	882,411	22.09%
1614 - CC Central Plant Upgrades	1,160,000	(27,393)	1,132,607	-	60,368	27,978	1,044,261	7.80%
<b>Sub-total</b>	170,717,000	18,998,622	189,715,622	-	43,158,002	10,666,189	135,891,431	28.37%
<b>North</b>								
2601 - NC Cosmetology & Culinary Center	22,845,000	(539,529)	22,305,471	-	933,037	349,969	21,022,465	5.75%
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	-	27,181	191,637	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	-	10,898	106,928	448,478	20.81%
2610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	227,340	223,792	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	-	1,444,708	1,198,358	66,361,157	3.83%
<b>South</b>								
3601 - SC Engineering & Technology Center	28,400,000	(670,716)	27,729,284	-	1,113,819	348,177	26,267,288	5.27%
3602 - SC Cosmetology Center	16,213,000	(382,892)	15,830,108	-	722,075	276,666	14,831,367	6.31%
3603 - SC Longenecker Reno	22,555,000	(532,682)	22,022,318	-	57,352	223,055	21,741,911	1.27%
3604 - SC South Data Closets	765,000	(18,070)	746,930	-	178,101	22,258	546,571	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	8,940	2,039,241	8,106,204	20.17%
3612 - SC HVAC Tech	312,000	2,042,899	2,354,899	-	57,267	89,669	2,207,963	6.24%
3613 - SC South DDC Network	580,000	(13,697)	566,303	-	7,762	147,538	411,003	27.42%
<b>Sub-total</b>	110,853,000	(334,722)	110,518,278	227,250	2,145,326	3,408,527	104,964,425	5.03%
<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	-	35,500	-	29,964,500	0.12%
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	-	1,795,220	633,770	4,603,133	34.54%
736601 - Contingency	-	3,196,844	3,196,844	-	-	-	3,196,844	-
<b>Sub-total</b>	30,000,000	10,761,877	40,761,877	-	1,885,856	940,230	37,935,791	6.93%
<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>48,633,892</b>	<b>16,213,304</b>	<b>360,152,804</b>	<b>15.26%</b>

## Energy Conservation and Air Monitoring Project

As of January 31, 2018

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	-	1,400,000	1,400,000	-	517,286	769,216	113,498	91.89%
Contingency	1,400,000	(1,400,000)	-	-	-	-	-	-
<b>Sub-total</b>	1,400,000	-	1,400,000	-	517,286	769,216	113,498	91.89%

## Repair and Renovation

Report As of January 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY18 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>										
F18001 CC - Central Misc.	-	23,027	23,027	-	3,027	2,864	2,864	-	17,136	25.58%
F18005 - CC - Central Lifecycle Furniture	-	100,000	100,000	-	15,452	-	-	-	84,548	-
F18013 - CC - C14.200 Conference Room Renova	-	5,220	5,220	-	5,168	-	-	-	52	99.00%
<b>Sub-total</b>	-	128,247	128,247	-	23,647	2,864	2,864	-	101,736	20.67%
<b>North</b>										
F18002 NC - North Misc.	-	20,000	20,000	-	149	3,340	3,340	-	16,511	17.44%
F18006 - NC - North Lifecycle Furniture	-	50,000	50,000	-	-	-	-	-	50,000	-
<b>Sub-total</b>	-	70,000	70,000	-	149	3,340	3,340	-	66,511	4.98%
<b>South</b>										
F18003 SC - South Misc.	-	20,000	20,000	-	4,960	1,367	1,367	-	13,673	31.63%
F18007 - SC - South Lifecycle Furniture	-	50,000	50,000	-	-	-	-	-	50,000	-
<b>Sub-total</b>	-	70,000	70,000	-	4,960	1,367	1,367	-	63,673	9.04%
<b>District</b>										
F18004 Dist - College Administration Misc.	-	10,000	10,000	-	3,416	680	680	-	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	-	19,816	680	680	-	39,204	34.33%
<b>Contingency (720700)</b>	1,070,684	(327,947)	742,737	-	-	-	-	-	742,737	-
<b>Sub-total</b>	1,070,684	(327,947)	742,737	-	-	-	-	-	742,737	-
<b>TOTALS</b>	<b>1,070,684</b>	<b>-</b>	<b>1,070,684</b>	<b>-</b>	<b>48,572</b>	<b>8,251</b>	<b>8,251</b>	<b>-</b>	<b>1,013,862</b>	<b>5.31%</b>



**SAN JACINTO COLLEGE DISTRICT**  
**Building Committee Meeting**  
**February 20, 2018**

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

Members Absent: None

Others Trustees Present: None

Others Present: Mel Butler (AECOM), Bill Dowell, Jessica Garcia, Brenda Hellyer, Allatia Harris, Mike Harris, Joe Hebert, Mini Izaguirre, Angela Klaus, Ann Kokx-Templet, Jeff Parks, Charles Smith, Teri Zamora

- I. The meeting was called to order at 3:31 p.m. by Committee Chair, Dan Mims.
- II. Roll Call of Committee Members by Dan Mims
  - a. John Moon, Jr., present
  - b. Marie Flickinger, present
  - c. Erica Davis Rouse, present
  - d. Other Trustees present: None
  - e. Members absent: None
- III. Approval of Minutes from the January 23, 2018 Building Committee Meeting
  - a. Dan Mims presented the minutes of the January 23, 2018 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. This was seconded by Erica Davis Rouse. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (led by Charles Smith)
  - a. Consideration of Approval of Contract for Construction Audit Services
    - i. This item provides for approval of contract with R.L. Townsend & Associates for construction audit services.
    - ii. R.L. Townsend & Associates will review each project for potential cost savings related to construction billings, contracts and change orders. The firm will also provide compliance assurance and negotiation services with the contractor and other providers necessary to settle related issues.
    - iii. The construction auditor fee will be 0.10 percent of the cost of construction and be assessed on an individual project basis. These expenditures will be funded from the 2015 Bond Program.
  - b. Consideration of Approval of Contract for Replacement of Theater Curtains at South Campus
    - i. This item provides for approval of contract with iStudio Projects, Inc. for replacement of the theater curtains at South Campus Flickinger Fine Arts building.
    - ii. The existing curtains are at end of life. During the previous fifteen years of life,

the curtains have been damaged by water, resulting in degradation of their fire retardant properties. This water damage impacts the life safety properties of the curtains and contributes to the need for replacement.

- iii. The proposed expenditure amount for this request is \$60,545 and will be funded from the 2008 Bond Program.

c. Consideration of Approval of Additional Funds for Data Cabling Services

- i. This item provides for an increase in the contract expenditure limit with Network Cabling Services in the amount of \$552,000. The Board originally approved a contract with Network Cabling Services in August 2017.
- ii. The additional spending authorization will provide for construction of the College Wide Digital Direct Control Network (DDC), Data Closets, and Access Security projects. The proposed expenditures will be funded from the 2015 Bond Program.

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

a. Safety Data

- i. Construction Worksite Safety Metrics document for the period January 1-31, 2018 was presented. It included information such as total program man work hours, quantity of safety observations, OSHA injury/accident statistics and quality assurance measures.
- ii. A report was delivered of a lost work time incident involving an SJC facilities operations employee during the January 1-31, 2018 period. The employee was descending a ladder and apparently missed a rung with his foot, falling to the ground and landing on his side. The individual missed 3 days of work, and has since returned to his normal duties.

b. Master Bond Program Schedule

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

c. South Campus – Softball Improvements

- i. The concrete foundation for the bleachers and press box structure was poured. The bleacher assemblies were delivered last week and are now being assembled and installed. The structure will be completed next month.
- ii. Project Manager Connie Miller with AECOM is working with IKLO Construction to get long lead-time items on order for the practice facility.

d. Central Campus – Petrochem

- i. The Petrochem project has suffered a one-month delay due to weather issues. The forecast for the weeks of February 19 and February 26 include more rain.
- ii. Tellepsen has added safety barricades where the foundation has been completed in an effort to minimize potential fall injuries. Parking lots are being completed and the next section of foundation is being prepared for concrete pour.
- iii. Structural steel has begun to be delivered to the site, and erection should begin

before the end of February.

- e. Central Campus – Welcome Center
  - i. The Welcome Center project is on track with revised building exteriors submitted to key project members at the beginning of February.
- f. North Campus – Cosmetology and Culinary
  - i. The North Cosmetology and Culinary building detailed design is progressing well. In December, concern was expressed about the building exterior appearance. In response to this concern, the Architects were requested to produce a design that resembled the more recently constructed buildings on campus.
  - ii. The most recent design integrates well the rest of campus and does not increase the project budget.
  - iii. A reminder was delivered that the project is approximately \$5 million over the original budget with little expectation that we will be able to reduce the amount significantly while sustaining the established program requirements.
- g. North Campus – Underground Utility Tunnel
  - i. The solicitation for the North Campus Utility Tunnel renovation project has been issued with final selections scheduled for March 20, 2018.
  - ii. The request for FEMA reimbursement for replacement of hurricane damaged insulation will result in reimbursement to the College. This reimbursement, when received, will be applied to this overall renovation project.
- h. North Campus – Spencer, Brightwell, and Wheeler Renovation
  - i. The initial review of Spencer, Brightwell, and Wheeler with HKS Architects is scheduled to begin the week of February 19, 2018.
  - ii. HKS Architects is beginning their design process with a full architectural, structural, mechanical, electrical, plumbing, and accessibility assessment study.
- i. North Campus - Burleson Building Early College High School Renovation Study
  - i. Kirksey Architects initiated a facility condition assessment of the Burleson building the week of February 12, 2018.
  - ii. Kirksey Architects will beginning their design process with a full architectural, structural, mechanical, electrical, plumbing, and accessibility assessment study.
- j. South Campus – Cosmetology Building
  - i. The structure of the South Cosmetology building has changed from totally cast concrete to combination steel structure with pre-cast concrete walls. That has caused some minor changes in the exterior appearance of the building, but provided improvement to the overall building constructability.
  - ii. The proposed brick accent colors were discussed by the Committee. Concern was expressed over the color chosen as related to the Welcome Center and some felt it was not an appropriate blend with the campus. It was agreed that the color would

be acceptable as an accent on this new building and would blend with the colors already used on the campus.

- k. South Campus – Engineering & Technology Building
    - i. Design of the Engineering & Technology Center is progressing well. The exterior appearance will blend the historical pre-cast concrete architecture of the original campus buildings with the more modern Science & Allied Health building, without deviating from the campus architectural design standards.
  - l. South Campus – HVAC Building
    - i. Huitt-Zollers has been engaged to complete the architectural design of the HVAC Technology building.
    - ii. Construction Masters is in the process of completing the preliminary structural repairs so that renovation work can begin immediately following completion of detailed design.
  - m. South Campus – Longenecker Renovation
    - i. The campus project team has returned comments on the Longenecker architectural programming document. With this, it is expected that the final programming report will be issued next month and detailed design work can begin.
  - n. Campus Wide – Direct Digital Control (DDC) Network
    - i. As of February 6, 2018, all work on Phase 1 of the Campus Wide DDC project is complete. ACR Engineering is currently reviewing all of the installations to ensure there are no residual issues before beginning work on plans and specifications for the next phase.
  - o. Campus Wide – Data Closets
    - i. No construction work on the Campus Wide Data Closets project has commenced to date.
    - ii. Permits for the North and Central Campuses are in hand. With the South Campus project, the second round of design questions are being addressed with the City of Houston.
- VI. Financial Report – 2008 Bond, 2008 Supplemental Bond, 2015 Revenue, and 2015 Bond Projects
- a. 2008 Bond
    - i. We have expended 98 percent of the 2008 Bond program funds.
    - ii. The remaining active projects are the South Campus Softball improvements and the 27 contingency supplemental projects. The first 17 projects within the contingency supplemental projects are listed on the 2008 Bond Program financial summary report. The remaining 10 projects are in various stages of funding authorization or procurement and will be added to the list once the administrative tasks are completed.

Building Committee Minutes  
February 20, 2018

- b. 2015 Revenue Bond
    - i. The 2015 Revenue Bond program has approximately \$5 million remaining in the North CIT project.
    - ii. The project team conducted the 11-month closeout review and are actively pursuing a number of outstanding items before submitting final pay applications.
  - c. 2015 Bond Projects
    - i. There have been no significant changes since last month, although as stated previously, we will be bringing forward a request for realignment of project budget amounts in the near future.
- VII. Operating Fund Report (R&R)
- i. The majority of these projects have not yet reached the implementation stage. Approximately 5.3 percent of our R&R funds have been expended as of January 31, 2018.
  - ii. The Energy Conservation LED retrofit project is both on schedule and on budget.
- VIII. Adjournment – The meeting was adjourned at 4:19 p.m.

**San Jacinto College District**  
**Finance Committee Meeting Minutes**  
**February 20, 2018**

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

Members Absent: None

Other Trustees Present: None

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

- I. The meeting was called to order at 5:00 p.m. by Ruede Wheeler, Chair, Finance Committee. Roll call of Committee members was taken:
  - Marie Flickinger, present.
  - Keith Sinor, present.
  - Ruede Wheeler, present.
  - Larry Wilson, present.
  
- II. Approval of Minutes from the October 24, 2017, Finance Committee Meeting.
  - Dr. Wheeler presented the minutes from the October 24, 2017, Finance Committee Meeting. A motion was made by Mr. Sinor, and seconded by Mr. Wilson to accept the minutes as presented.
  
- III. Review and Discuss Internal Audit Departmental Audit and Cash Count Observations.
  - Linda Torres, Director of Internal Audit, updated the Committee on an audit report and cash counts.
  - Grade Compliance Audit – Ms. Torres reviewed the Executive Summary of the Grade Compliance Audit Report which included a detailed evaluation of internal controls and compliance with requirements for student grade submissions, changes, and transfers between September 2014 and May 2017. This is the first grade audit.
    - Observation 1 – College Wide Grade Policies and Procedures. Corrective Action Plan (CAP) is to update policies and procedures and submit to SLT and the Board of Trustees for consideration. Estimated complete date was January 2018.
    - Observation 2 – Credit Course Grade Submissions. CAP - The Registrar's Office will send a reminder email to the Provosts, Deans, and Department Chairs two weeks prior to state report submission. This will allow the instructional team a few weeks to turn in the missing grades. Estimated completion date was January 2018.
      - Dr. Williamson explained the process for late grade submission. This past December 23, 2017, there were 1,056 grades missing; Mid-January there were 32 grades missing. She stated the missing grades are from both full-time and part-time faculty.
    - Observation 3 – Continuing Professional Development (CPD) Grade Submission Process. CAP - CPD is in the process of investigating a new platform that would also include grading. Estimated completion date is March 2018 for Board approval of new system; Fall 2019 for implementation of system.
    - Observation 4 – CPD Course Grade Submissions. CAP - Regarding late submission of grades for other CPD courses, all faculty attend an orientation, at which time they were instructed as to the importance of the input of grades. Those who were found not to input grades on time are warned that their services may not be needed in the future. Estimated completion date was January 2018.
    - Observation 5 – CPD Grade Change Process. CAP - A process for grade

change will be written by the Deans and AVC in CPD. Estimated completion date is February 2018.

- Central Campus Business Office Cash Count.
    - A cash count observation was performed at the Central Campus Business Office on January 30, 2018. No exceptions were noted at that time.
    - A cash count observation was performed at the South Campus Business Office on January 30, 2018. No exceptions were noted at that time.
- IV. Review and Discuss Recommending PFM LLC as the College's Financial Advisor Effective April 16, 2018.
- Mrs. Zamora informed the Committee of the Request for Proposal (RFP) process for financial advisor services. The resulting recommendation is to engage Public Funds Management LLC (PFM) for an initial award term beginning April 16, 2018, ending August 31, 2019, with renewal options of three (3) one-year terms.
    - PFM is one of the largest public finance advisors dealing with higher education. They will be responsible for assisting the College in debt issuance to include pre-sale, sale, and post-sale, as well as monitoring outstanding bond issues for refunding opportunities. The financial advisor will also provide financial analysis services to supplement the College's internal analytical resources on specific items, such as utilizing experiences and ideas observed in other jurisdictions for our capital improvement program.
    - PFM currently serves Rice University, Tarrant County Community College, Texas Tech University, Trinity College, and Texas State University; and have recently been selected by Houston Community College.
  - The recommendation for financial advisory services will be considered for approval at the March 5, 2018, Board of Trustees Meeting. After it is approved, a 30-day cancellation notice will be forwarded to RBC, the College's current financial advisor.
- V. Review and Discuss Recommending Addition of a Technology Fee Effective Fall 2018.
- Dr. Hellyer and Mrs. Zamora informed the Committee that over the next 12 months, the College's tuition and fee structure will be reviewed. In the interim, to cover increasing technology costs, an approval of a \$2 per semester credit hour technology fee is being recommended effective for the Fall 2018 semester. It is anticipated that there will be approximately \$0.5 million increase in technology costs over the next year. This is due to anticipated increases in various software packages, increased personnel, and overall security costs.
  - Texas Association of Community College's (TACC) Spring 2018 Survey for tuition and fees indicates San Jacinto College District is fifth lowest in tuition and fee costs for the state of Texas.
  - This will be an action item on the March 2018 agenda.
  - Dr. Hellyer mentioned that there may be some incidental fee increase recommendations in April 2018.
- VI. Dr. Hellyer will schedule a Board Retreat for Friday, April 13, 2018, to discuss options to address increased cost estimates on bond projects and other strategic items.
- VII. The meeting was adjourned at 5:30 p.m.

**Action Item “IX”**  
**Regular Board Meeting March 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 month of February 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 \$1,049,197, 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-03-05-18  
Attachment 2- Grant Detail-03-05-18

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Michael Lee Moore	281-998-6162	michael.moore@sjcd.edu



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

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education -Basic Grant 2018 (Additional Funds)</u>					
Federal Grant Revenue	528428	56700	554100	110000	(88,364)
PT- Institutional	528428	56700	614100	460121	3,126
Operating Supplies - Consumable	528428	56700	711410	460911	41,030
Capital Equipment	528428	56700	741130	160914	40,000
Indirect Costs	528428	56700	731500	620909	<u>4,208</u>
					\$ -
<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program (Under 70 FY16-17 South) (Additional Funds)</u>					
State Grant Revenue	555034	56700	554200	110000	(76,748)
Contr Svcs - Instr Outside Provider	555034	56700	731110	160912	<u>76,748</u>
					-
<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program (Under 70 FY16-17 Central &amp; North) (Additional Funds)</u>					
State Grant Revenue	555033	56700	554200	110000	(859,580)
Contr Svcs - Instr Outside Provider	555033	56700	731110	160912	<u>859,580</u>
					-
<u>Robert Wood Johnson Foundation (RWJF)/The University of Texas Health Science Center at Houston Summer Health Professions Education Program (SHPEP) FY18</u>					
Local Grant Revenue	577008	56700	554300	110000	(24,505)
PT - Extra Service Agreements	577008	56700	614200	460913	9,044
Instructional - Adjunct	577008	56700	621100	460913	11,088
Insurance	577008	56700	651300	460913	1,953
Operating Supplies - Consumable	577008	56700	711410	460913	800
Non-Conf Travel-Mileage/Tolls/Fuel	577008	56700	721110	460913	677
Contract Svcs-Indirect Cost/Grants	577008	56700	731500	620909	<u>943</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

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

New Grant and Additional Funding Summary by Agency:

U.S. Department of Education	\$ 88,364
Texas Higher Education Coordinating Board	936,328
Robert Wood Johnson Foundation	<u>24,505</u>
	<u>\$1,049,197</u>

March 5, 2018 Board Book – Grant Amendments Detail List

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education -Basic Grant 2018 (Additional Funds)

The Perkins Act defines vocational-technical education as organized educational programs offering sequences of courses directly related to preparing individuals for employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Programs include competency-based applied learning, which contributes to an individual's academic knowledge, higher-order reasoning, problem-solving skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. The most frequent use of funds includes occupationally relevant equipment, vocational curriculum materials, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, efforts for academic-vocational integration, supplemental services for special populations, hiring vocational staff, remedial classes, and expansion of tech prep programs. Funds that are not originally applied for are reallocated to institutions by formula as additional funding.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program (Under 70 FY16-17 South) (Additional Funds)

This grant provides dedicated funds to nursing education programs that demonstrate an ability to increase enrollment and graduates. Nursing programs eligible for the under 70 program are those with a graduation rate below 70 percent or new programs with no previous year graduation rate. Funds are awarded in advance based on an agreement to increase the number of initial nursing licensure students in professional nursing programs by a specific percentage as determined by the institution and are subject to being repaid if the targets are not met. Consequently, spending will be suspended until there is clear evidence that metrics will be achieved.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program (Under 70 FY16-17 Central & North) (Additional Funds)

This grant provides dedicated funds to nursing education programs that demonstrate an ability to increase enrollment and graduates. Nursing programs eligible for the under 70 program are those with a graduation rate below 70 percent or new programs with no previous year graduation rate. Funds are awarded in advance based on an agreement to increase the number of initial nursing licensure students in professional nursing programs by a specific percentage as determined by the institution and are subject to being repaid if the targets are not met. Consequently, spending will be suspended until there is clear evidence that metrics will be achieved.

Robert Wood Johnson Foundation (RWJF) /The University of Texas Health Science Center at Houston Summer Health Professions Education Program (SHPEP) FY18

The RWJF SHPEP project is a free six-week academic enrichment summer program to help qualified undergraduate students from minority and disadvantaged backgrounds compete successfully for medical and dental school admission. The program provides free preparation for eligible students to enhance knowledge, skills, and attitudes, with the goal of improving their chances of becoming successful health profession applicants to a school of their choice.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a Technology Fee to be effective with the Fall 2018 semester.

### **BACKGROUND**

The College has three primary sources of revenue – state appropriations, ad valorem taxes and tuition and fees. Although the College continuously strives to maintain a balance between the revenue sources so that responsibility for funding College operations is somewhat equally shared, state support for college operations, as a percentage of total unrestricted revenue, has continued to decrease. As the funding model for community colleges continues to shift from the State, San Jacinto College is forced to rely more heavily on tuition and fees and property taxes.

Due to changes and increased dependency on technology as it relates to college administration, student services, instructional needs, cyber security, and Open Educational Resources, initiatives and costs are escalating for the Information Technology Services area of the College. A Technology Fee would provide a dedicated funding stream to address increased costs and future funding in this area.

Each year the Texas Association of Community Colleges conducts a survey of the 50 community colleges in the State which collects, among other items, the tuition and fee rates for 12 Semester Credit Hours (SCH) of instruction. The Spring 2018 survey results were recently released and San Jacinto College’s relative position, when compared to the other 49 community colleges in the State, indicates that San Jacinto College’s tuition and fees for in-district residents is the fifth lowest in the State, and the second lowest among the colleges in the Gulf Coast region.

The low tuition and fee rates are evidence of the College’s commitment to the community it serves by providing affordable, high-quality education. But even with this commitment, the costs to deliver excellent instruction that prepares students for today’s workforce and for university transfer continue to increase. The tuition and general service fee were increased in Fall 2016, along with the addition of differential fees for some courses. No other increases have been instituted since that time.

### **IMPACT OF THIS ACTION**

The recommended Technology Fee is \$2 per Semester Credit Hour (SCH).

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

Based on the approximately 589,000 semester credit hours generated during the last fiscal year (Fall 2016, Spring 2017, and Summer 2017), the proposed Technology Fee will produce

**Action Item “X”**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval of Addition of Technology Fee**

approximately \$1.0 million additional net revenue, after exemptions. The proposed revenue increase will be generated in fiscal year 2018-2019 and will be included in the budget development process to address various new and continuing information technology needs.

**MONITORING AND REPORTING TIMELINE**

Actual fee revenues are compared against budgeted amounts monthly and are reported to the Board of Trustees in the monthly financial reports.

**ATTACHMENTS**

Attachment 1 - Texas Association of Community Colleges (TACC) Survey

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6102	brenda.hellyer@sjcd.edu
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Rob Stanicic	281-459-7140	rob.stanicic@sjcd.edu

**Spring 2018 Tuition Fees  
Texas Community Colleges**

Tuition and Fee Totals calculated for a student enrolled for 12 semester credit hours.

College District	In-District Resident				Out-of-District				Non-Resident			
	Tuition	Fees	Total	Total/ SCH	Tuition	Fees	Total	Total/ SCH	Tuition	Fees	Total	Total/ SCH
Alamo	1,032	38	1,070	89	2,424	38	2,462	205	5,436	38	5,474	456
Alvin	552	259	811	68	1,104	259	1,363	114	1,680	259	1,939	162
Amarillo	564	504	1,068	89	564	1,020	1,584	132	1,296	1,020	2,316	193
Angelina	804	204	1,008	84	1,320	312	1,632	136	1,860	312	2,172	181
Austin	804	216	1,020	85	804	3,552	4,356	363	5,016	216	5,232	436
Blinn	624	720	1,344	112	1,308	720	2,028	169	3,204	720	3,924	327
Brazosport	780	306	1,086	91	1,188	306	1,494	125	1,836	306	2,142	179
Central Texas	1,080		1,080	90	1,356		1,356	113	2,820		2,820	235
Cisco	480	696	1,176	98	480	1,116	1,596	133	912	1,116	2,028	169
Clarendon	564	648	1,212	101	564	924	1,488	124	936	924	1,860	155
Coastal Bend	840	263	1,103	92	840	1,037	1,877	156	840	1,217	2,057	171
College of the Mainland	540	207	747	62	1,020	207	1,227	102	1,380	207	1,587	132
Collin	528	26	554	46	1,032	26	1,058	88	1,764	26	1,790	149
Dallas	708		708	59	1,332		1,332	111	2,088		2,088	174
Del Mar	732	509	1,241	103	732	1,109	1,841	153	1,176	1,109	2,285	190
El Paso	1,128	240	1,368	114	n/a	n/a	n/a	n/a	2,016	240	2,256	188
Frank Phillips	516	719	1,235	103	816	719	1,535	128	912	719	1,631	136
Galveston	480	359	839	70	480	599	1,079	90	1,260	599	1,859	155
Grayson	600	396	996	83	1,056	396	1,452	121	1,608	396	2,004	167
Hill	924	157	1,081	90	924	457	1,381	115	1,124	457	1,581	132
Houston	372	444	816	68	1,140	540	1,680	140	1,140	738	1,878	157
Howard	954	125	1,079	90	1,524	125	1,649	137	2,108	125	2,233	186
Kilgore	504	372	876	73	504	1,248	1,752	146	1,104	1,248	2,352	196
Laredo	600	1,050	1,650	138	1,200	1,050	2,250	188	1,824	1,050	2,874	240
Lee	624	345	969	81	1,296	345	1,641	137	1,524	345	1,869	156
Lone Star	528	380	908	76	528	1,400	1,928	161	528	1,580	2,108	176
McLennan	1,272	108	1,380	115	1,488	108	1,596	133	2,172	108	2,280	190
Midland	768	300	1,068	89	1,392	300	1,692	141	1,896	300	2,196	183
Navarro	504	462	966	81	576	978	1,554	130	1,188	978	2,166	181
North Central Texas	660	360	1,020	85	1,236	564	1,800	150	2,292	708	3,000	250
Northeast Texas	468	641	1,109	92	1,212	641	1,853	154	1,788	641	2,429	202
Odessa	768	276	1,044	87	1,296	276	1,572	131	1,830	276	2,106	176
Panola	324	612	936	78	324	1,236	1,560	130	324	1,656	1,980	165
Paris	660	300	960	80	660	900	1,560	130	1,860	300	2,160	180
Ranger	600	455	1,055	88	1,176	455	1,631	136	1,680	455	2,135	178
San Jacinto	600	150	750	63	1,140	150	1,290	108	1,920	150	2,070	173
South Plains	348	772	1,120	93	960	772	1,732	144	1,152	772	1,924	160
South Texas	840	628	1,468	122	960	628	1,588	132	2,400	628	3,028	252
Southwest Texas	732	459	1,191	99	732	1,239	1,971	164	2,424	459	2,883	240
Tarrant	708		708	59	1,272		1,272	106	3,060		3,060	255
Temple	900	264	1,164	97	900	1,128	2,028	169	1,392	1,596	2,988	249
Texarkana	624	470	1,094	91	648	1,094	1,742	145	648	1,694	2,342	195
Texas Southmost	600	999	1,599	133	1,200	999	2,199	183	1,800	999	2,799	233
Trinity Valley	432	552	984	82	432	1,428	1,860	155	1,560	552	2,112	176
Tyler	384	754	1,138	95	384	1,474	1,858	155	672	1,474	2,146	179
Vernon	600	600	1,200	100	1,140	600	1,740	145	1,920	600	2,520	210
Victoria	552	504	1,056	88	552	1,068	1,620	135	1,356	504	1,860	155
Weatherford	960		960	80	1,488		1,488	124	2,112		2,112	176
Western Texas	696	384	1,080	90	1,140	420	1,560	130	1,584	420	2,004	167
Wharton	384	792	1,176	98	384	1,404	1,788	149	1,008	1,404	2,412	201
<b>State Average</b>	<b>665</b>	<b>401</b>	<b>1,065</b>	<b>89</b>	<b>984</b>	<b>722</b>	<b>1,706</b>	<b>142</b>	<b>1,749</b>	<b>633</b>	<b>2,381</b>	<b>198</b>

Notes:

1. All numbers rounded to the nearest dollar.
2. Total/SCH is the average tuition and fees per credit hour.

Total # of Colleges responding	50
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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 on Use of College Owned or Leased Vehicles formerly designated as Policy VI-T.

### **BACKGROUND**

Policy VI-T was most recently approved by the Board of Trustees on February 5, 2008. This policy has been revised to better reflect 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 action item for the first reading of this policy at the February 5, 2018 Board meeting included a typo. The sentence should state, the revisions to the policy are recommended to establish the new policy format and to reflect the strengthened practices for use of college owned or leased vehicles. This typo did not affect the overall first reading of this policy. Both the policy and procedures are in the new format.

### **IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on February 2, 2018. Five comments were received. All comments were reviewed and evaluated, and resulted in changes to the summary of changes document and the procedures (see Attachment 1 and Attachment 5, track changes versions).

The policy changes were presented to the Board of Trustees on February 5, 2018 and an informational item. The changes to the policy will become effective following Board approval of the second reading.

### **BUDGET INFORMATION**

No budgetary impact.

### **MONITORING AND REPORTING TIMELINE**

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

### **ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI-T: Policy on Use of College Vehicles (current policy)

**Consideration of Approval of Policy III.3008.A: Use of College Owned or Leased Vehicles –  
Second Reading**

Attachment 3 – Policy III.3008.A, 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 III.3008.A.a, Use of College-Owned or Leased Vehicles (proposed procedures)

**RESOURCE PERSONNEL**

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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~~400 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:

- 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. Reservation forms should be filled out completely and have appropriate approvals.
- 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)

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve to rescind the following policies and procedures.

### **BACKGROUND**

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. As part of this 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.

These recommendations were sent to the College community for review on February 2, 2018 and no pertinent comments were received.

### **IMPACT OF THIS ACTION**

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 attached policies and the rescission of the procedures are attached as an informational item. The SLT approved these recommendations to rescind on December 19, 2017. The Board’s first reading (informational) occurred on February 5, 2018. The policy rescissions will be effective immediately following Board approval (anticipated with this action on March 5, 2018). The procedure rescissions were effective following the comment period.

### **BUDGET INFORMATION**

No budgetary impact.

### **MONITORING AND REPORTING TIMELINE**

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

### **ATTACHMENTS**

- Attachment 1 – 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)

**Action Item “XII”**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval of Policy Rescissions – Second Reading**

- 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 (current procedure)
- Attachment 6 – Summary of Changes, 6-2-b Beginning of Class Information (current procedure)
- Attachment 7 – Summary of Changes, 5-19 Curriculum Design and Instructional Effectiveness (current procedure)

**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.

**Procedure #:**

**6-2-b**

**Procedure Name:**

**Beginning of Class Information**

**Pages:**

**1**

**Adopted Date:**

**Revision/Reviewed Date:**

**Effective Date:**

**Associated Policy:**

## 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.

**Procedure #:**

**5-19**

**Procedure Name:**

**Curriculum Design and Instructional Effectiveness**

**Pages:**

**4**

**Adopted Date:**

**Revision/Reviewed Date:**

**Effective Date:**

**Associated Policy:**

**Action Item “XIII”**  
**Regular Board Meeting March 5, 2018**

**Consideration of Approval of Policy IV.4003.A: Filling Vacancies– Second Reading**

### **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.

### **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. The associated procedure has been revised to support implementation of the policy. These procedures are attached for informational purposes.

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).

### **IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on February 2, 2018. One comment was received that resulted in a change to Procedure IV.4003.A.b, Screening Committee. The change was a removal of a redundant sentence of a reference to a location of a reference document (see attachment 7, track changes).

Additionally, two comments were received about process. These comments did not result in changes to the procedures. Additional explanations were sent to the employees.

The policy was presented to the Board of Trustees for first reading (informational) on February 5, 2018. The policy changes will become effective following approval by the Board on second reading (anticipated with this action).

### **BUDGET INFORMATION**

No budgetary impact.



**Action Item “XIII”**  
**Regular Board Meeting March 5, 2018**

**Consideration of Approval of Policy IV.4003.A: Filling Vacancies– Second Reading**

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy IV-C-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>	IV-C-3

## **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>	4-1-a
<b>Procedure Name:</b>	Screening Committee
<b>Pages:</b>	3
<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

<b>Procedure #:</b>	4-1-a-2
<b>Procedure Name:</b>	Permitted and Prohibited Pre-Employment Questions
<b>Pages:</b>	2
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

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>	

## **ADMINISTRATION RECOMMENDATION/REPORT**

The Chancellor recommends that the Board of Trustees approve the updated Board of Trustees Bylaws.

### **BACKGROUND**

The Board of Trustees operates and functions in accordance with State and Federal statutes. The Board of Trustees developed its Bylaws to provide guidance, direction, and clarification on specific functions of the Board. The bylaws of the Board have been in place for many years with periodic revisions. The most recent Board approval of a revision was June 5, 2017.

### **IMPACT OF THIS ACTION**

The proposed revisions to the Bylaws correct grammar and clarify actions and process descriptions. The revisions also clarify the Board Committee structure including defining the role of the Board of Trustees Chair as ex-officio on committees and reduces the number of required trustees at a committee meeting from three to two. Additionally, the revisions clarify the process for Board members to request items be placed on the agenda. Finally, the revisions address the process and follow-up for the hearing of citizens.

Changes to the Bylaws were reviewed by the Board of Trustees at its workshop on February 5, 2018.

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

There are no budgetary implications.

### **MONITORING AND REPORTING TIMELINE**

A review of the Board’s Bylaws will be completed regularly.

### **ATTACHMENTS**

Attachment 1 – Current Bylaws with track changes of revisions

### **RESOURCE PERSONNEL**

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**San Jacinto Community College District**  
**Board of Trustees**  
**Bylaws**

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

**BOARD REPRESENTATION AND ELECTION**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **BOARD DUTIES AND RESPONSIBILITIES**

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

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

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

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

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

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

## **STATEMENT OF ETHICS AND CONDUCT**

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

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

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

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

### **OFFICERS**

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

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

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

The duties of the officers shall be as follows:

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

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

### **COMMITTEES OF THE BOARD AND LIAISON POSITIONS**

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

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

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

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

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

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

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

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

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

~~A standing or special Board committee must have at least ~~three~~two Trustees present in order to advance items make recommendations (Does a recommendation need a vote of the Committee members?) to be forwarded to the full Board of Trustees. If only two Trustees are assigned to a special committee, both must be present in order for recommendations to be forwarded to the full Board of Trustees.~~

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

### **MEETINGS**

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

## Attachment 1

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

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

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

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

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

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

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

### **QUORUM NECESSARY FOR TRANSACTION OF BUSINESS**

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

### **ORDER OF BUSINESS**



## Attachment 1

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

1. Call to Order
2. Roll Call of Board Members
3. Invocation and Pledges to the Flags
4. Special Announcements, Recognitions, Introductions, and Accolades
5. Student Success Presentations and Staff Reports
6. Communications to the Board of Trustees
7. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard before the Board
8. Informative Reports to the Board and Reports from Board Committees (when applicable)
9. Action Items
10. Purchasing Requests
11. Consent Agenda (Any item placed on the Consent Agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion, including the approval of Minutes from previous Board Meetings and the setting of the next meeting).
12. Items for Discussion/Possible Action (Items removed from the Consent Agenda or Items discussed in Closed Session, will be considered at this time)
13. Adjournment

### **RULES OF ORDER**

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

### **MINUTES OF THE PROCEEDINGS**

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

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

### **HEARING OF CITIZENS**

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

## Attachment 1

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

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

Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the "Request for Hearing Before the Board of Trustees" currently under deliberation, and the Board Chair shall halt discussion that does not address thesuch matter before the Board. Should the speaker fail to restrict his or her comment to the stated subject, he or she shall be given one warning by the Board Chair; if a second warning is required, then the speaker shall forfeit the remaining time allotment.

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

Because the policy of the College flows from the Board of Trustees acting as a whole and not from individual members of the Board of Trustees, remarks from citizens must be confined to activities pertaining to the College. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or his/her designee may follow-up, when appropriate, provide (1) a statement of specific factual information given in response to an inquiry or (2) a recitation of existing policy in response to an inquiry. Any deliberation of or decision regarding a subject presented during a public comment period shall be limited to a proposal to place the subject on the agenda of a subsequent meeting. The Board may, however, request that the appropriate administrator contact the speaker regarding the concern expressed, provided the necessary evidentiary documentation has been submitted. Should a citizen or representative of a delegation or an organization wish to use the time as a forum, documentation and evidence will not be required and an official response will not be made.

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

## Attachment 1

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

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

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

### **CHANCELLOR AS THE CHIEF EXECUTIVE OFFICER**

The Chancellor serves as the Chief Executive Officer of the College. The Chancellor reports to and is evaluated by the Board of Trustees and is not a presiding officer or member of the Board. The Board of Trustees establishes the College's vision, mission, core values, and strategic plan. The Chancellor is responsible for implementing the College's strategic direction and ensuring operations are consistent with the mission, vision, purpose, and core values and in compliance with State and Federal laws and regulations and accreditation guidelines. The Chancellor is also responsible for effectively implementing policies and regulations established by the Board of Trustees.

### **REVISIONS OR AMENDMENTS TO THE BYLAWS**

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

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

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

**Consideration of Approval of Policy #: Financial Aid – First Reading (Information Only)**

### **ADMINISTRATION RECOMMENDATION/REPORT**

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

### **BACKGROUND**

This policy explains the overall function of the Financial Aid division. The new policy is recommended to establish the new policy format and to reflect the strengthened College practices for financial aid. Additionally, the revised and new associated procedures have been included to support implementation of the policy. Attachment 3 includes the procedures that are being recommended for rescission. The remaining attachments are an update to a current procedure and the new procedures to be associated with this policy. These procedures are attached for informational purposes.

### **IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on March 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 April 2, 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 ##, Financial Aid (proposed policy)

Informational items only:

Attachment 3 – Recommendation to Rescind: Procedure 8-2-e Changes (Rescission);

Procedure 8-2-c Financial Aid Department (Rescission);

Procedure 8-1-b Class Breaks (Rescission);

Procedure 8-2-d Department (Rescission);

Procedure 8-2 Federal Work Study (Rescission);

Procedure 8-2-b Job Placement Office (Rescission);

Procedure 8-2-a Student (Rescission);

**Consideration of Approval of Policy #: Financial Aid – First Reading (Information Only)**

Procedure 8-1-d Summer Employment (Rescission);

Procedure 8-1-a Work Study Student Employees (Rescission)

Attachment 4 – Procedure 8-1: Student Employees (current procedures)

Attachment 5 – Procedure ##, Student Employees (proposed procedures)

Attachment 6 – Procedure ##, Federal and Texas Work Study Student Employees (proposed procedures)

Attachment 7 - Procedure ##, Return of Title IV Funds (proposed procedures)

Attachment 8 - Procedure ##, Types of Funds Awarded by Financial Aid (proposed procedures)

Attachment 9 - Procedure ##, Satisfactory Academic Progress (proposed procedures)

Attachment 10 - Procedure ##, Financial Aid Appeals (proposed procedures)

**RESOURCE PERSONNEL**

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

## Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Financial Aid**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s):

**Federal and Texas Work Study Student Employees (new);**  
**Return of Title IV Funds (new);**  
**Types of Funds Awarded by Financial Aid (new);**  
**Satisfactory Academic Progress (new);**  
**Financial Aid Appeals (new);**  
**Student Employees (revision)**

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

Procedure 8-2-e Changes;  
Procedure 8-2-c Financial Aid Department;  
Procedure 8-1 Student Employees;  
Procedure 8-1-b Class Breaks;  
Procedure 8-2-d Department;  
Procedure 8-2 Federal Work Study;  
Procedure 8-2-b Job Placement Office;  
Procedure 8-2-a Student;  
Procedure 8-1-d Summer Employment;  
Procedure 8-1-a Work Study Student Employees;

Action Recommended for Policy: New, Revised, Rescind? New

Action Recommended for Procedures: New, Revised, Rescind?

Procedure 8-2-e Changes (Rescission);  
Procedure 8-2-c Financial Aid Department (Rescission);  
Procedure 8-1-b Class Breaks (Rescission);  
Procedure 8-2-d Department (Rescission);  
Procedure 8-2 Federal Work Study (Rescission);  
Procedure 8-2-b Job Placement Office (Rescission);  
Procedure 8-2-a Student (Rescission);  
Procedure 8-1-d Summer Employment (Rescission);  
Procedure 8-1-a Work Study Student Employees (Rescission)  
Procedure 8-1 Student Employees (Revision);  
Procedure (# TBD) Federal and Texas Work Study Student Employees (New);  
Procedure (# TBD) Return of Title IV Funds (New);  
Procedure (# TBD) Types of Funds Awarded by Financial Aid (New);  
Procedure (# TBD) Satisfactory Academic Progress (New);  
Procedure (# TBD) Financial Aid Appeals (New)

Web Links:

<http://www.sanjac.edu/procedure-8-2-e-changes>;  
<http://www.sanjac.edu/procedure-8-2-financial-aid-department>;  
<http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-8-1-student-employees>;  
<http://www.sanjac.edu/guideline-8-2-d-department>;  
<http://www.sanjac.edu/procedure-8-1-b-class-breaks>;  
<http://www.sanjac.edu/procedure-8-2-federal-work-study>;  
<http://www.sanjac.edu/procedure-8-2-b-job-placement-office>;  
<http://www.sanjac.edu/procedure-8-2-student> (misnamed – should be 8-2-a);  
<http://www.sanjac.edu/procedure-8-1-d-summer-employment>;  
<http://www.sanjac.edu/procedure-8-1-work-study-student-employees> (misnamed - should be 8-1-a);

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

#### Summary of Changes:

- A policy is being proposed as there is currently no Financial Aid policy.
- This is major overhaul of the Financial Aid sections of the formal Policy and Procedure Manual.
- These proposed policy and procedures also cover information required by the Higher Education Act.
- Grammatical changes and language updates were made to Procedure 8-1 Student Employees.
- Multiple new procedures are being proposed.
- Multiple procedure rescissions (see next section below) were made as they contained outdated information or were better represented as part of a new procedure.
- The policy states the function of the Financial Aid Division as it relates to federal and state regulations.
- Procedure 8-1 Student Employees is being proposed for revision to correct misspellings and to associate it with the new proposed Financial Aid policy (# TBD).
- Multiple new procedures are being proposed to repackage the Financial Aid information with correct wording choice consistent with current practices and that makes more sense to any reader:
  - Procedure (# TBD) Federal and Texas Work Study Student Employees (New);
  - Procedure (# TBD) Return of Title IV Funds (New);
  - Procedure (# TBD) Types of Funds Awarded by Financial Aid (New);
  - Procedure (# TBD) Satisfactory Academic Progress (New);
  - Procedure (# TBD) Financial Aid Appeals (New)
- The following procedures are proposed for rescission for multiple reasons: the information was outdated, departments references were no longer in existence, procedure titles did not represent the content, some located under the wrong header (or misnamed in the weblink) in the formal Policy and Procedure Manual (online) and themes from the procedure were better represented in separate, specific procedures being proposed.
  - Procedure 8-2-e Changes
  - Procedure 8-2-c Financial Aid Department

## Attachment 1

- Procedure 8-1-b Class Breaks
- Procedure 8-2-d Department
- Procedure 8-2 Federal Work Study
- Procedure 8-2-b Job Placement Office
- Procedure 8-2-a Student
- Procedure 8-1-d Summer Employment
- Procedure 8-1-a Work Study Student Employees



**Policy #, Financial Aid**

**Purpose**

This policy explains the overall function of the Financial Aid division.

**Policy**

It is the policy of San Jacinto College to administer financial aid programs as required by federal and state regulations, and institutional guidelines and procedures.

Federal regulations can be found at the Federal Register which are then interpreted in the Federal Student Aid Handbook. Please refer to The Federal Register and Federal Student Aid Handbook website for more information.

State regulations can be found at the Texas High Education Coordinating board website.

Institutional Financial Aid guidelines and procedures can be found in the College catalog or the Financial Aid section of the College website.

**Definitions**

**Federal Register:** refers to an annually updated journal that contains government agency rules, proposed rules, and public notices.

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 (#) – Types of Funds Awarded by Financial Aid
- Procedure (#) – Satisfactory Academic Progress
- Procedure (#) – Return of Title IV Funds
- Procedure (#) – Student Employees
- Procedure (#) – Federal and Texas Work Study Student Employees
- Procedure (#) – Financial Aid Appeals

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Date of Board Approval	Anticipated April 2, 2018
Effective Date	Anticipated April 3, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

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# Procedure 8-2-e: Changes

All Federal Work-Study funding will be centralized in the Financial Aid Office. There will not be a line item in the department budget. Such funding is collapsed into one department on each campus for the following reasons:

- Allows one fund manager on each campus.
- All participating departments would draw from one funds.
- Eliminate the transfer of funds to departments during the spring semester.
- Decrease paperwork during the year and semester.
- Historical data on expenditure patterns could be established and available.
- Allows students to remain employed in your department for both full semesters.
- Expend our annual federal allocation.

<b>Procedure #:</b>	<b>8-2-e</b>
<b>Procedure Name:</b>	<b>Changes</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Procedure 8-2: Financial Aid Department

The student can work a maximum of 19.5 hours per week. The maximum weeks in a semester that a student can work is limited to their award letter. A student can only work between the fall and spring semesters if approved by the Financial Aid Office. Students must be enrolled for at least 6 hours in the fall and spring semesters.

<b>Procedure #:</b>	<b>8-2</b>
<b>Procedure Name:</b>	<b>Financial Aid Department</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Procedure 8-1-b: Class Breaks

Students who work during extended periods of more than five weeks when they are not "regularly attending" classes are not exempt from the part-time retirement program and Medicare tax. Employment that continues during normal school breaks (Spring Break, Winter Break, etc.) is exempt if the student is eligible to enroll in classes following the break.

<b>Procedure #:</b>	<b>8-1-b</b>
<b>Procedure Name:</b>	<b>Class Breaks</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Procedure 8-2-d: Department

Current FWS students must re-apply for funding each and every year. All paperwork must be current in the Financial Aid Office, Job Placement Human Resources, and Payroll. Send your request for FWS assistance to Job Placement. Students may work from the first day of class to the last day of class of each semester. The department will enter payroll each month on the FWS student. A copy of the timesheet would be sent to the Financial Aid Office. FWS payroll checks will be forwarded to your department.

<b>Procedure #:</b>	<b>8-2-d</b>
<b>Procedure Name:</b>	<b>Department</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Procedure 8-2: Federal Work Study

When hiring federal work-study students, be aware of the following rules, regulations, procedures and responsibilities:

- Student
- Job Placement Office
- Financial Aid Department
- Department
- Changes

<b>Procedure #:</b>	8-2
<b>Procedure Name:</b>	Federal Work Study
<b>Pages:</b>	1
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Procedure 8-2-b: Job Placement Office

A request for Federal Work Study students must be sent to Job Placement. FWS paperwork will be processed by Job Placement on Monday through Friday, 1:00 p.m. to 4:00 p.m. If your FWS student resigned, transfers, or is terminated, a Personnel Action Request form must be completed and sent to Job Placement. Job Placement must complete all paperwork prior to a student working in your department.

<b>Procedure #:</b>	<b>8-2-b</b>
<b>Procedure Name:</b>	<b>Job Placement Office</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Procedure 8-2-a: Student

A student (current and new) must re-apply for Federal Work Study funds each and every academic year. A student must be eligible for such funding and meet the academic requirements each and every year.

Procedure #:	8-2-a
Procedure Name:	Student
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	



# Procedure 8-1-d: Summer Employment

Unless a student is enrolled and regularly attending classes in the summer, the exemptions do not apply. A substantial course load in the summer is three (3) credit hours or more each six (6) weeks (or comparable hours in a clock hour program).

<b>Procedure #:</b>	<b>8-1-d</b>
<b>Procedure Name:</b>	<b>Summer Employment</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

# Procedure 8-1-a: Work Study Student Employees

The same definitions and other rules apply to students employed through the Federal Work Study program.

<b>Procedure #:</b>	<b>8-1</b>
<b>Procedure Name:</b>	<b>Work Study Student Employees</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

## Procedure 8-1: Student Employees

The IRS has released guidelines (Revenue Procedure 98-16, IRB 1998-5, 19, January 16, 1998) to assist schools to determine what wages are FICA taxable and clarifying the definition of “student employee”. Effective the pay period beginning May 11, 1998, San Jacinto College will use the following definitions and treatment concerning student employees:

The student employee must be enrolled and regularly attending classes at San Jacinto College. During the fall and spring semesters, the student employee must be taking a course load of at least six (6) credits or the comparable hours in a clock hour program. The determination of student status will be made at the end of the add-drop period. The student employee should work less than half-time during any pay period, generally no more than 19.5 hours per week. Student employees may work more than half-time, and retain all exemptions, if it is a condition of their employment that they be enrolled as a student. A student employee is exempt from participating in the part-time employee retirement plan and payment of the Medicare tax.

- Work Study Student Employees
- Class Breaks
- Summer Employment
- Retirement Plan
- Student Records and FERP

<b>Procedure #:</b>	<b>8-1</b>
<b>Procedure Name:</b>	<b>Student Employees</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

**Procedure #, Student Employees**

**Associated Policy**

Policy #, Financial Aid

**Procedures**

The Internal Revenue Services (IRS) released guidelines (Revenue Procedure 98-16, IRB 1998-5, 19, January 16, 1998) to assist schools in determining what wages are Federal Insurance Contributions Act (FICA) taxable and clarifying the definition of “student employee.” The student employee must be enrolled and regularly attending classes at San Jacinto College. During the fall and spring semesters, the student employee must be taking a course load of at least six (6) credits or the comparable hours in a clock-hour program. The determination of student status will be made at the day after the census date. The student employee should work less than half-time during any pay period, generally no more than 19.5 hours per week. Student employees may work more than half-time and retain all exemptions, if it is a condition of their employment that they be enrolled as a student. A student employee is exempt from participating in the part-time employee retirement plan and payment of the Medicare tax.

**Definitions**

**Student Employees:** can earn up to an additional \$5,000 by working part-time on campus through the Federal Work-Study or Texas Work-Study programs. Students access job listings by visiting any Career Services office or online at the SJC Career Connections site.

Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy #, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

**Procedure #, Federal and Texas Work Study Student Employees**

**Associated Policy**

Policy #, Financial Aid

**Procedures**

To qualify for employment under Federal or Texas Work Study, students must have Federal or Texas Work Study eligibility and be enrolled and regularly attending classes at San Jacinto College. During the fall and spring semesters, Federal and Texas Work Study student employees must be taking a course load of at least six (6) credits or the comparable hours in a clock-hour program.

Student who do not qualify for Federal and Texas Work Study employment may qualify for budgeted part- time employment (see the Career Services website).

If students qualify for employment under Federal and Texas Work Study, students may be affected by class breaks, summer employment, and other changes that may have an impact on student eligibility. Students are encouraged to visit their campus Financial Aid Office for more information.

**Definitions**

**Federal Work Study (FWS):** refers to a college providing part-time jobs for undergraduate students with financial need, allowing them to earn federally-funded money to pay for educational expenses.

**Texas Work Study:** also refers to a college providing part-time jobs to eligible students with financial need. Eligibility requirements include, but are not limited to: having Texas residency, enrolling in courses at least half-time, and not receiving an athletic scholarship.

Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy #, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

## **Procedure #, Return of Title IV Funds**

### **Associated Policy**

Policy #, Financial Aid

### **Procedures**

If a student withdraws from San Jacinto College, the College, the student, or both may be required to return some or all of the federal funds awarded to the student for that semester. The federal government requires a return of Title IV federal aid that was received if the student withdrew on or before completing 60% of the semester. Federal funds, for the purposes of this federal regulation, include Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, and Parent PLUS Loans. The formula used in this federal "return of funds" calculation divides the aid received into earned aid and unearned aid.

### **Definitions**

**Pell Grants:** use a standard formula set by Congress to determine a student's level of need. The formula produces an Expected Family Contribution (EFC), the amount a family should pay toward the cost of the education. The amount of aid received is based on the EFC and the number of college hours attempted by a student.

**Federal Supplemental Educational Opportunity Grants (FSEOG):** are given based on the availability of funds and are only awarded to undergraduate students with exceptional financial need. Priority is given to students who receive Federal Pell Grants. Students must be enrolled in at least 6 semester credit hours to receive a disbursement from the award.

**Federal Direct Unsubsidized Loans:** are available to students who need additional assistance, and students do not have to demonstrate financial need to get an unsubsidized loan. These loans charge interest immediately until they are paid off.

**Federal Direct Subsidized Loans:** are low interest, long-term loans funded by the federal government for students who demonstrate financial need. Students are not charged interest before repayment begins or during authorized deferment periods. The government "subsidizes" the interest while students are enrolled at least half-time, which is six credit hours.

**Parent PLUS Loans (Parent Loans to Undergraduate Students):** are a credit-based loan available to parents to help their children pay for college. These loans are not to exceed the cost of attendance, minus any other financial aid awarded to the students. These loans are only available to parents of dependent students.

**Earned Aid:** refers to the amount of financial aid based on the number of days a student has attended classes with a term.

**Unearned Aid:** refers to the amount of financial aid based on the remainder of days a student has not attended classes within a term.

Attachment 7

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Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy #, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

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## **Procedure #, Types of Funds Awarded by Financial Aid**

### **Associated Policy**

Policy #, Financial Aid

### **Procedures**

#### **GRANTS**

Federal Pell Grants are awarded only to undergraduate students who haven't already earned a bachelor's or professional degree. If qualified, this would be the primary part of a student's financial aid package. If students enroll in less than 12 hours either during the Fall and Spring terms, students may have Pell eligibility for the summer term.

Other grants typically awarded by San Jacinto College are:

- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Texas Public Education Grants (TPEG)
- TEXAS Grants (Toward Excellence, Access and Success)
- Texas Educational Opportunity Grants (TEOG)

#### **LOANS**

Loans typically awarded by San Jacinto College are:

- Federal Student Loans (from the William D. Ford Federal Direct Loan (DL) Program)
- Alternative Loans

#### **WORK STUDY – Federal & Texas**

Federal and Texas Work Study provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the student's course of study.

For more information on grants, loans, and work study, visit the Financial Aid Office or the College website.

### **Definitions**

**Federal Supplemental Educational Opportunity Grants (FSEOG):** are given based on the availability of funds and are only awarded to undergraduate students with exceptional financial need. Priority is given to students who receive Federal Pell Grants. Students must be enrolled in at least 6 semester credit hours to receive a disbursement from the award.

**Texas Public Education Grants (TPEG):** are funded from tuition revenues generated by San Jacinto College and awarded to students who demonstrate financial need. The amount given depends on a student's residency, the number of hours attempted, a student's classification, and the availability of funds. TPEG is also available to the following students: SB 1528 Undocumented, Dual Credit, International, and Continuing Education.



**Texas Educational Opportunity Grants (TEOG):** are need-based grants for students who are not eligible for a Texas Grant. To qualify, students must (1) be a Texas resident; (2) be enrolled in a certificate or associate degree plan at a two-year institution; (3) have an Estimated Family Contribution no greater than \$5,430 for the Initial Year or demonstrate financial need for the Renewal Year (as determined by a standard need-analysis process); (4) not have been convicted of felonies or crimes involving controlled substances; and (5) not have an associate degree or baccalaureate degree.

**TEXAS Grants (Toward Excellence, Access and Success):** are a need-based grant authorized by the state of Texas. Since San Jacinto College is a two-year college, the state only authorizes the college to offer Renewal Year awards. To receive consideration, students must (1) have financial need; (2) be a resident of Texas; (3) have graduated from a Texas high school since May 1998 and supply a transcript indicating recommended or advanced high school curriculum; (4) be enrolled as an undergraduate and received an Initial Year award prior to Fall 2014; (5) be registered with Selective Services or be exempt; (6) have not been convicted of a felony or crime involving a controlled substance; and (7) maintain satisfactory academic progress which consists of a 2.5 GPA and successful completion of 24 semester credit hours for the year.

Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy #, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

**Procedure #, Satisfactory Academic Progress**

**Associated Policy**

Policy #, Financial Aid

**Procedures**

The government sets official standards of satisfactory academic progress (SAP) for students to receive financial aid, which are reviewed at the end of every semester. San Jacinto College requires a student to maintain a minimum 2.0 GPA, pass 75% of all attempted hours, and not to exceed 150% of hours needed to complete an Associate’s degree.

**Definitions**

**Satisfactory Academic Progress:** refers to a set of standards required to continue receiving financial aid including. San Jacinto College requires students to maintain at least a 2.0 GPA, pass at least 75% of all classes attempted (including transfer work), and earn a degree or certificate within 90 attempted hours.

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Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy #, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

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**Procedure #, Financial Aid Appeals****Associated Policy**

Policy #, Financial Aid

**Procedures**

Students who have been suspended from receiving financial aid due to a low GPA and/or Pass Rate Component may regain eligibility by:

- Enrolling at his/her own expense and bringing himself/herself into compliance with the requirements, or
- Filing an appeal with the Campus Financial Aid Services Office prior to the middle of the semester.

A student who has exceeded the maximum time frame component must file an appeal to be able to receive consideration for financial aid.

The appeal for all Satisfactory Academic Progress (SAP) components must be in writing and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as injury, illness and death in the immediate family or undue hardship. If an appeal is approved, the student is placed on Financial Aid Probation for the term listed in the appeal. If an appeal is denied, the student may file a written request to meet with the Appeal Committee, which responds to all appeals in writing. For more detailed information about the appeal process, please refer to the Financial Aid sections found in the College Catalog or the college website.

Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy #, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

## **ADMINISTRATION RECOMMENDATION/REPORT**

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

## **BACKGROUND**

This policy will inform both San Jacinto College students and transfer students about the right to appeal the status of academic suspension. The procedures are attached for informational purposes.

## **IMPACT OF THIS ACTION**

The policy and associated procedures were sent to the College community on March 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 April 2, 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 ##, Academic Suspension Appeal (proposed policy)

Informational items only:

Attachment 3 - Procedure ##, Academic Suspension Appeal (proposed procedures)

## **RESOURCE PERSONNEL**

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

## Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Academic Suspension Appeal Policy**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s): **Academic Suspension Appeal**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: **\*\*insert web link\*\*** N/A

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

### Summary of Changes:

- The proposed policy and procedure addresses the process for appealing the status of academic suspension for both currently enrolled students and students transferring from another institution.
- The policy addresses that truly extenuating circumstances will be considered in a student's request for an appeal.
- In the policy, both currently enrolled students and transfer students should visit with the Educational Planning, Counseling, and Completion office to complete the required form.
- The procedure specifies that an appeals committee reviews, approves, or denies appeal requests and may assign conditions for enrollment to students.
- The procedure also addresses consequences should a student not complete the conditions of reenrollment.

**Policy #, Academic Suspension Appeal Policy**

**Purpose**

This policy will inform both San Jacinto College students and transfer students about the right to appeal the academic status of academic suspension.

**Policy**

San Jacinto College students on academic suspension who have not completed their term of suspension may request an appeal for immediate reinstatement when extenuating circumstances exist. Transfer students, who are on academic suspension at a previous institution where the student’s suspension period has not passed, will use the same appeal process as San Jacinto College students on suspension.

San Jacinto College students and transfer students interested in requesting an appeal of the academic status of academic suspension should complete the Appeal of Suspension form available in the Educational Planning, Counseling & Completion office on each campus. Please refer to Procedure (# TBD) Academic Suspension Appeal for more specific information related to this policy.

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

**Associated Procedures**

Procedure #, Academic Suspension Appeal

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Date of Board Approval	Anticipated April 2, 2018
Effective Date	Anticipated April 3, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

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## **Procedure #, Academic Suspension Appeal**

### **Associated Policy**

Policy #, Academic Suspension Appeal Policy

### **Procedures**

San Jacinto College students on academic suspension who have not completed their term of suspension may request an appeal for immediate reinstatement when truly extenuating circumstances exist. Transfer students, who are on academic suspension at a previous institution where the student's suspension period has not passed, will use the same appeal process as San Jacinto College students on suspension.

Students interested in appealing this academic status should complete an Appeal of Suspension form available in the Educational Planning, Counseling, and Completion office. An academic appeals committee will review all appeal requests. If the appeals committee approves the request, the committee will prescribe specific conditions for enrollment. These conditions may include limits on classes or the number of hours which may be taken, specific grades which must be attained (e.g., C or above; student may not withdraw), requirements for periodic progress reports from the teacher(s) involved, or mandatory follow-up counseling. The appeals committee may also decide to deny a student's request based on a student's extenuating circumstances that prevent the student from being successful with coursework.

Students who agree to the conditions of enrollment as defined by the committee will be allowed to re-enroll on a suspension override status. Failure to meet the conditions of enrollment will result in a return of the suspension status with no refund of tuition and fees, and the student will not have the option of any further appeal. If the committee on one campus denies the suspension appeal, the denial is effective on all three San Jacinto College campuses.

Students have a right to appeal the decision of the appeals committee with the Director of Educational Planning, Counseling, and Completion on a campus.

For more detailed information about this procedure, please refer to the College Catalog sections on academic suspension or visit the Educational Planning, Counseling, and Completions offices.

Date of SLT Approval	February 26, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy #, Academic Suspension Appeal
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President

Attachment 3

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Secondary Owner of Associate Vice Chancellor, Student Services  
Policy Associated  
with the Procedure

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## **ADMINISTRATION RECOMMENDATION/REPORT**

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

## **BACKGROUND**

This policy reflects accessibility services offered to students requesting accommodations such as, but not limited to, additional testing time or interpreting services. The procedures are attached for informational purposes. The current procedures 6-10-C Special Services for Students is recommended for rescission and new procedures on accessibility services for students is proposed which encompasses compliance with specific legislation.

## **IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on March 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 April 2, 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 ##, Accessibility Services for Students (proposed policy)

Informational items only:

Attachment 3 - Procedure ##, Accessibility Services for Students (proposed procedures)

Attachment 4 – Procedure 6-10-c: Special Services for Students (rescission)

## **RESOURCE PERSONNEL**

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

## Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Accessibility Services for Students**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s): **Accessibility Services for Students**

Current Procedure Number(s)/Name(s): Procedure 6-10-C Special Services for Students (proposed for rescission)

Action Recommended for Policy: New

Action Recommended for Procedures: New and Rescission (Procedure 6-10-C)

Web Links: <http://www.sanjac.edu/procedure-6-10-c-special-services-students>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

### Summary of Changes:

- Updates were made to better reflect the correct department name and other contact information.
- Procedure 6-10-C is outdated and did not have an associated policy. It is being proposed for rescission and being replaced by a new proposed policy and procedure.
- The new policy addresses compliance with specific legislation.
- The new policy informs prospective and current students about the availability of accommodations and refers students to the Accessibility Services office.
- The new procedure directs prospective and current students to the college's Accessibility Services office, which is located within the Educational Planning, Counseling, and Completion offices.

**Policy #, Accessibility Services for Students**

**Purpose**

This policy reflects accessibility services offered to students requesting accommodations such as, but not limited to, additional testing time or interpreting services.

**Policy**

San Jacinto College (College) does not discriminate on the basis of disabilities in admission or access to its educational programs. The College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities may be eligible for certain accommodations such as additional testing time, registration assistance, or interpreting services. For more information, please refer to Procedure (# TBD) Accessibility Services for Students.

**Definitions**

**Section 504 of the Rehabilitation Act of 1973:** refers to legislation that assures certain rights to people with disabilities related to any program or activity receiving federal financial assistance.

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 #, Accessibility Services for Students

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Date of Board Approval	Anticipated April 2, 2018
Effective Date	Anticipated April 3, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

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**Procedure #, Accessibility Services for Students**

**Associated Policy**

Policy #, Accessibility Services for Students

**Procedures**

Students with disabilities may be eligible for certain accommodations such as additional testing time, registration assistance, or interpreting services. The San Jacinto College Accessibility Services Office assists students who may need accommodations. Inquiries about these services may be addressed to [accessibility.services@sjcd.edu](mailto:accessibility.services@sjcd.edu) or by visiting the Educational Planning, Counseling, and Completion office on a respective campus. Additional information about processes and campus contact information can be found in either the Student Handbook, the College Catalog, or the College website.

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Date of SLT Approval	February 26, 2018
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Effective Date	Anticipated April 3, 2018
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Associated Policy	Policy #, Accessibility Services for Students
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Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
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Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services
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# Procedure 6-10-c: Special Services for Students

San Jacinto College offers many special services to encourage student success. These services include computer-assisted learning laboratories, workshops and seminars addressing issues of study skills and academic success, services that address the needs of students who are identified as being part of a "special population", tutorial programs, and testing and counseling. All employees of the college should familiarize themselves with the services offered students so that each may contribute to the success of the student body. Information about these services may be found in the Vice President for Student Services Office.

<b>Procedure #:</b>	<b>6-10-c</b>
<b>Procedure Name:</b>	<b>Special Services for Students</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

**Action Item “XVIII”**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval of Policy #: Evaluation of Transcripts for**  
**Transfer Students – 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 Evaluation of Transcripts for Transfer Students formerly designated as Policy VI-Z. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

**BACKGROUND**

This policy defines the types of transfer student transcripts that the College evaluates. Typically, the transcripts described would be evaluated with or without a request for the purpose of milestone completion. The procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on March 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 April 2, 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-Z: Policy on the Evaluation of Transcripts for Transfer Students

Attachment 3 – Policy ##, Evaluation of Transcripts for Transfer Students (proposed policy)

Informational items only:

Attachment 4 - Procedure ##, Evaluation of Transcripts for Transfer Students (proposed procedures)

**RESOURCE PERSONNEL**

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

## Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Evaluation of Transcripts for Transfer Students**

Current Policy Number/Name: Policy VI-Z Policy on the Evaluation of Transcripts for Transfer Students

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

Proposed Procedure Name(s): **Evaluation of Transcripts for Transfer Students**

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

Action Recommended for Policy: Revision

Action Recommended for Procedures: New

Web Links: <http://www.sanjac.edu/policy-vi-z-policy-evaluation-transcripts-transfer-students>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

### Summary of Changes:

- Updates were made to the current policy.
- The proposed new procedure will be associated with the current policy.
- For the policy revision, the reference to “non-degree seeking students” was removed because all students are now placed into active degree/certificate program codes when applying for admissions, and we track for milestone completion. State law now requires students to be placed into degree plans.
- The proposed procedure describes the process and directs students to the appropriate office to inquire about the evaluation process.

# Policy VI-Z: Policy on the Evaluation of Transcripts for Transfer Students

It is the policy of the San Jacinto College District to evaluate all college and university transcripts for all transfer students enrolling Fall 2001 and thereafter who declare their intent to seek a degree or certificate. A transfer student is defined as a student whose declared intent is to seek a degree or certificate. Transcripts for students who have previous college or university work and who are enrolling as non-degree seeking students will not be considered as transfer students. Transcripts will be evaluated for non-degree seeking students upon request or when these students change their declared intent to degree or certificate seeking.

<b>Policy #:</b>	<b>VI-Z</b>
<b>Policy Name:</b>	<b>Policy on the Evaluation of Transcripts for Transfer Students</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>May 14, 2001</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>May 14, 2001</b>
<b>Associated Procedure:</b>	



## **Policy #, Evaluation of Transcripts for Transfer Students**

### **Purpose**

This policy defines the types of transfer student transcripts that San Jacinto College (College) evaluates. Typically, the transcripts described would be evaluated with or without a request for the purpose of milestone completion.

### **Policy**

It is the policy of the San Jacinto College District to evaluate official college and university transcripts for students with prior college coursework or the equivalent as follows: all requests from college and university transfer students, all military transcripts for veterans benefits, all transcripts for financial aid applicants, all transcripts for reverse articulation graduation review, all transcripts for core curriculum completion graduation review, and all other transcripts without student requests as time permits.

### **Definitions**

**Transcript:** a digital or printed copy of a student's academic record, including courses, attendance dates, and course grades.

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 #, Evaluation of Transcripts for Transfer Students

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Date of Board Approval	Anticipated April 2, 2018
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Effective Date	Anticipated April 3, 2018
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Primary Owner	Deputy Chancellor & President
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Secondary Owner	Associate Vice Chancellor, Student Services
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## Procedure #, Evaluation of Transcripts for Transfer Students

### Associated Policy

Policy #, Evaluation of Transcripts for Transfer Students

### Procedures

Students may request San Jacinto College (College) to conduct a course-by-course evaluation of official transcripts from regionally accredited colleges and universities or a college or university that has been approved by committee review. To request an evaluation, students are encouraged to contact a campus Admissions office or Educational Planning, Counseling, and Completion Office.

Transcripts must be received and on file by the College before the Transcript Evaluation Form is submitted. Detailed information is available in the College Catalog or College website.

### Definitions

**Transcript:** a digital or printed copy of a student's academic record, including courses, attendance dates, and course grades.

Date of SLT Approval	February 26, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy #, Evaluation of Transcripts for Transfer Students
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, of Student Service

**Action Item “XIX”  
Regular Board Meeting March 5, 2018  
Consideration of Approval of Various 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 April 2, 2018.

## **BACKGROUND**

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. 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**

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 February 26, 2018. These recommendations were sent to the College community for review on March 2, 2018. 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.

## **MONITORING AND REPORTING TIMELINE**

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

## **ATTACHMENTS**

- Attachment 1 – Summary of Changes, VI-I Policy on Student Activities (current policy)
- Attachment 2 – Summary of Changes, VI-F Policy on Registration (current policy)
- Attachment 3 – Summary of Changes, Procedure 6-3-c Administrative Withdrawal for TSI (current procedure)

**Action Item “XIX”**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval of Various Policy Rescissions – First Reading**  
**(Information Only)**

Attachment 4 – Summary of Changes, 6-3-b Student Initiated Withdrawal (current procedure)

Attachment 5 – Summary of Changes, 2-2 Counseling and Testing Centers (current procedure)

**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: VI-I Policy on Student Activities

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: NA

Web Links: <http://www.sanjac.edu/policy-vi-i-policy-student-activities>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

### Summary of Changes:

- This policy is proposed for rescission as the practices mentioned in the policy are no longer precisely required but rather are among many opportunities available to faculty.
- Furthermore, the Vice President of Student Services position no longer exists.
- There are no procedures associates with this policy.

# Policy VI-I: Policy on Student Activities

Involvement in student activities greatly enriches a student's college experience. Faculty members are expected to contribute to this process. Therefore, all faculty members are required to participate in sponsorship of extracurricular activities.

A list of faculty assignments for the current college year will be published by the Vice President of Student Services. An attempt will be made to give faculty members an assignment most applicable to his or her educational background and interests.

<b>Policy #:</b>	<b>VI-I</b>
<b>Policy Name:</b>	<b>Policy on Student Activities</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994</b>
<b>Effective Date:</b>	<b>March 2, 1981, May 2, 1994</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: Policy VI-F Policy on Registration

New Procedure Number: *n/a*  
Proposed Procedure Name(s): N/A  
Current Procedure Number(s)/Name(s): N/A

Action Recommended for Policy: Rescission  
Action Recommended for Procedures: n/a

Web Links: <http://www.sanjac.edu/policy-vi-f-policy-registration>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

### Summary of Changes:

- The policy is being proposed for rescission.
- The policy is outdated and no longer represents the practices surrounding class registration.
- There are no procedures associated with this policy.

## Policy VI-F: Policy on Registration

All faculty and staff are required to assist with registration. Registration is under the supervision of the Registrar. Registration procedures will be discussed at the faculty meeting prior to registration.

<b>Policy #:</b>	<b>VI-F</b>
<b>Policy Name:</b>	<b>Policy on Registration</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>March 2, 1981</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): Procedure 6-3-c Administrative Withdrawal for TSI

Action Recommended for Policy: *n/a*

Action Recommended for Procedures: Rescission

Web Links: <http://www.sanjac.edu/procedure-6-3-c-administrative-withdrawal-tsi>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

### Summary of Changes:

- Request to rescind this procedure as it contains wording no longer used in practice at the College.
- The procedure also contains a position “TSI Coordinator” that is no longer a position at the College.
- Request to rescind the entire procedure.
- No policy associated with these procedures.

# Procedure 6-3-c: Administrative Withdrawal for TSI

One of the provisions of the legislation establishing the Texas Success Initiative (TSI) is the requirement that students lacking appropriate academic skills enroll and participate in remedial programs. To comply with this mandate, faculty who are teaching remedial courses report the absences of TSI-required students to the college TSI coordinator. When appropriate, the TSI coordinator may initiate an administrative withdrawal of a TSI-required student from all of his or her classes.

<b>Procedure #:</b>	<b>6-3-c</b>
<b>Procedure Name:</b>	<b>Administrative Withdrawal for TSI</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): Procedure 6-3-b Student Initiated Withdrawal

Action Recommended for Policy: N/A

Action Recommended for Procedures: Rescission

Web Links: <http://www.sanjac.edu/procedure-6-3-b-student-initiated-withdrawal>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

### Summary of Changes:

- Request to rescind this procedure as it represents practices, forms, and offices no longer used or no longer in existence at the College.
- Request to rescind the entire procedure.
- No policy associates with these procedures.

# Procedure 6-3-b: Student Initiated

## Withdrawal

At any time before the withdrawal deadline, as defined in the official college calendar for that semester, a student may elect to withdraw officially from a class. Until the twelfth class day, this is completely handled by the Registrar's Office. The student's name is not printed on the official class roll, and the instructor receives no further notification. After the twelfth class day, the process is as follows:

The student goes to the Registrar's Office to obtain and complete a Withdrawal Request form. If the course being dropped is a remedial class, the student is sent to the Counseling Office to have his or her TSI status reviewed; if the TSI guidelines allow the withdrawal, the counselors make appropriate notations on the form, and the student continues with the process. Instructors are informed of withdrawal routinely by the Registrar's Office.

<b>Procedure #:</b>	<b>6-3-b</b>
<b>Procedure Name:</b>	<b>Student Initiated Withdrawal</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): 2-2 Counseling and Testing Centers

Action Recommended for Policy: Rescission

Action Recommended for Procedures: Rescission

Web Links: <http://www.sanjac.edu/procedure-2-2-counseling-and-testing-centers>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

### Summary of Changes:

- The current procedure is proposed for rescission as it includes language, department names, and processes that are outdated.
- There is no associated policy for this current procedure.
- The current procedure identified on this form is being proposed for rescission as the majority of it does not related back to current practices and department names at the College.
- For example, testing terms like the ASSET and TASP tests are no longer used.

# Procedure 2-2: Counseling and Testing

## Centers

Each campus has a professional counseling staff to assist students in selecting courses, following TASP procedures, and in developing career goals. The Central and South Campus Counseling Centers offer a battery of career and interest/aptitude tests that help students assess their basic skills and assist in their career decision-making. All three campuses administer the GED and ASSET tests, and all three campuses administer the TASP test on the annually scheduled test dates. The test centers also provide information and referral for students and community residents regarding registration for the ACT, CLEP, GMAT, GRE, SAT and TOEFL examination. Information regarding testing procedures and schedules is available from the campus counseling or testing centers.

The counseling centers for each campus offer a variety of workshops and help-sessions for students to assist them in understanding time-management, study habits, child care, career-planning, and other coping skills. Career resource centers on the Central and South Campuses provide a wide assortment of career and personal development books, videos and periodicals.

### Counseling and Testing Center Telephone Numbers

Campus Center	Testing Center	Counseling Center
North	281-459-7147	281-459-7117
Central	281-476-1825	281-476-1813
South	281-922-3445	281-922-3408

<b>Procedure #:</b>	<b>2-2</b>
<b>Procedure Name:</b>	<b>Counseling and Testing Centers</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  
March 5, 2018**

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

RFP #18-01		
Contract for Financial Advisor Services (pgs 2-3)	\$	150,000
 RFP #18-16		
Construction Audit Services (pgs.4-6)		206,000
 RFP #18-18		
Replacement of Theater Curtains (pgs.7-9)		<u>60,545</u>
 <b>TOTAL OF ALL BIDS</b>		<b>416,545</b>

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

Purchase Request #1		
Additional Funds for Cabling Services (pgs.10-11)		552,000
 Purchase Request #2		
Renew the Contract for Asphalt and Concrete Paving Services (pgs.12)		225,000
 Purchase Request #3		
Renew the Contract for Lean Six Sigma and Project Management Training Services (pgs.13-14)		100,000
 Purchase Request #4		
Renew the Contract for Plumbing Services (pgs.15)		100,000
 Purchase Request #5		
Renew the Contract for a Cloud Based IT Help Desk (pgs.16-17)		63,000
 Purchase Request #6		
Renew the Contract for Compliance and Professional Development Training Software (pgs.18-19)		<u>57,066</u>
 <b>TOTAL OF PURCHASE REQUESTS</b>		<b>1,097,066</b>
  <b>GRAND TOTAL:</b>		  <b><u><u>\$ 1,513,611</u></u></b>

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for financial advisor services with Public Financial Management LLC (PFM) for the Fiscal Affairs department.

**BACKGROUND**

The College is an issuer of general obligation and revenue-based debt with a total outstanding debt, including appropriation-based financings of approximately \$481 million as of August 31, 2017. The financial advisor will assist the College in the analysis, structure, and placement of an estimated \$500 million in financing and refinancing as well as provide advice on other financing and financial management issues.

A request for proposals, Project Number 18-01, was issued to procure financial advisor services. Three (3) responses were received and evaluated by a team consisting of Business Office and Fiscal Affairs administrators who determined the proposal submitted by Public Financial Management, LLC would provide the best value to the College.

**IMPACT OF THIS ACTION**

The financial advisor will be responsible for assisting the College in debt issuance to include pre-sale, sale, post-sale, as well as monitoring outstanding bond issues for refunding opportunities. The financial advisor will also provide financial analysis services to supplement the College's internal analytical resources on specific items, such utilizing experiences and ideas observed in other jurisdictions for our capital improvement program.

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

The estimated expenditure related to an issuance of new debt of up to \$175 million is \$150,000. Any future debt issuance expenditure is funded by the debt issuance.

**MONITORING AND REPORTING TIMELINE**

The initial award term will begin April 16, 2018, ending August 31, 2019, with renewal options of three (3) one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Bill Dickerson	281-998-6142	bill.dickerson@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu



**Project Name:** Financial Advisor Services  
**Project Number:** RFP 18-01  
**Number of Evaluators:** 2

Tabulation Date: 10.10.2017

Stated Criteria	Total Points Available	Public Financial Mgmt, Inc.	RBC Capital Markets, LLC	George K. Baum & Company
Project Understanding and Management	50	41	42	37
Qualifications and Experience of Firm	40	33	32	29
Qualifications and Experience of Personnel	40	32	34	30
Price Proposal	40	38	34	13
Overall Completeness, Clarity, and Quality of Proposal	20	14	16	15
Business Questionnaire	10	8	8	7
Presentation	80	72.5	70	n/a
	<b>280</b>	<b>238.5</b>	236	131
		<b>Total Points Received</b>		

<b>Final Ranking</b>	
Vendor Name	Total Score
<b>Public Financial Mgmt, Inc.</b>	<b>238.5</b>
RBC Capital Markets, LLC	236
George K. Baum & Company	131

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract with R.L. Townsend & Associates, LLC for construction audit services.

## **BACKGROUND**

The Facilities Services department desires to engage the services of a Construction Auditor for new construction and renovation projects included in the 2015 Bond Program. Construction auditing services are carried out by engaging consultants who are familiar with the specifics of procurement law, construction procurement methods and processes, and project management during the development, design and construction phases of projects. This early and continuous involvement provides real-time project cost savings by means of cost avoidance, yields more savings than a post project closeout audit, and provides additional risk management by observing practices and recordkeeping during the execution of a project.

A request for proposals, Project Number 18-16, was issued to procure construction audit services in accordance with Section 44.031 of the Texas Education Code. Ten (10) responses were received and evaluated by a team representing Facilities Services, Internal Audit, and the Business Office. The evaluation team determined the proposal submitted by R.L. Townsend & Associates, LLC would provide the best value to the College.

## **IMPACT OF THIS ACTION**

A construction auditor would assist the College in establishing oversight to reduce the likelihood of overcharges, billing errors, cost overruns, and some measure of procedural compliance assurance. Additionally, the auditor would review each project to verify possible process improvement, cost prevention, and cost recovery, and would serve as a resource to negotiate with the contractor and other providers in resolving identified issues and disputes.

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

The construction audit services fee will be 0.10 percent of the cost of construction per project. Based on current budgets, the total estimated expenditure for these services will be \$206,000. The historical experience of the audit firm selected is that their efforts return approximately 1-3 percent of the amount audited; therefore, it is expected that the engagement of a construction auditor will result in a net budget savings. These expenditures will be funded from the 2015 Bond Program.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will be two (2) years, with renewal options of three (3) additional one-year terms to extend through the duration of the 2015 Bond Program.

**ATTACHMENTS**

Attachment 1 – Evaluation Results

**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:** Construction Audit Services  
**Project Number:** RFP 18-16  
**Number of Evaluators:** 5

Stated Criteria	Criteria Explanation	Total Points Available	Alexander and Davis Consulting	Baker Tilly (Bonnie Brown)	Berkeley Research Group	Carr, Riggs & Ingram, LLC	CBIZ Risk & Advisory Services, LLC	Honkamp Krueger & Co., P.C.	Kwame Building Group	McDonald & Associates, Inc.	R.L. Townsend & Associates, LLC	Weaver and Tidwell, LLP
Section 1 - Firm Overview	Evaluations based on the firm's statement of interest, history, pending lawsuits, and ability to perform the Scope of Service.	10	5.40	8.50	7.35	8.80	8.40	8.90	7.30	5.10	10.00	9.50
Section 2 - Personnel	Evaluations based on the firm's key personnel and their respective roles, resumes, and certifications, as applicable.	25	10.10	20.20	18.80	23.94	19.60	23.20	16.90	13.20	24.80	22.80
Section 3 - Experience	Evaluations based on the firm's experience with education clients and relevant projects that best demonstrate the firm's capacity and expertise.	20	5.40	17.00	12.50	16.20	18.45	16.35	8.70	13.70	19.80	18.10
Section 4 - References	Evaluations based on responses received from references. Positive comments equate to a higher score.	15	4.80	12.20	0.40	13.80	14.40	12.60	0.20	10.40	14.00	12.20
Section 5 - Price Proposal	Evaluations based on Firm's proposed fee percentage (%) of each Project's Cost of Construction, and minimum fee, if any, for each project to be audited.	30	9.50	11.04	6.74	15.86	22.70	17.40	13.42	10.56	24.40	13.50
		<b>100</b>	<b>35.20</b>	<b>68.94</b>	<b>45.79</b>	<b>78.60</b>	<b>83.55</b>	<b>78.45</b>	<b>46.52</b>	<b>52.96</b>	<b>93.00</b>	<b>76.10</b>

**Total Points Received**

### Final Ranking

Vendor Name	Total Score
<b>R.L. Townsend &amp; Associates, LLC</b>	<b>93.00</b>
CBIZ Risk & Advisory Services, LLC	83.55
Carr, Riggs & Ingram, LLC	78.60
Honkamp Krueger & Co., P.C.	78.45
Weaver and Tidwell, LLP	76.10
Baker Tilly (Bonnie Brown)	68.94
McDonald & Associates, Inc.	52.96
Kwame Building Group	46.52
Berkeley Research Group	45.79
Alexander and Davis Consulting	35.20

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for replacement of theater curtains at the South Campus Flickinger Fine Arts Building with iStudio Projects, Inc. (iStudio).

## **BACKGROUND**

A request for proposals, Project Number 18-18, was issued to procure services to replace theater curtains at South Campus Fine Arts Building. One response was received and evaluated by a team consisting of persons from the Facilities Services and Liberal Arts departments who determined that the proposal submitted by iStudio would provide the best value to the College.

## **IMPACT OF THIS ACTION**

Marie Flickinger Fine Arts Building's Proscenium Theatre hosts over 100 events annually and is instrumental to San Jacinto College's performing arts community. The theater currently supports many college department and student organization programs.

With the replacement of existing curtains, the College assures compliance with applicable life safety codes. The new curtains will also enhance the audience's visual experience by providing the theater with updated aesthetics.

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

With only one proposal received, additional research was conducted to assure that pricing received from iStudio was commensurate with current market rates for similar curtain systems.

The estimated expenditure for this purchase is \$60,545. This expenditure will be funded from the 2008 Bond Program.

## **MONITORING AND REPORTING TIMELINE**

The purchase and installation of the new curtain system will be managed by the Facilities Services and South Campus Liberal Arts departments, and completion is expected by June 2018.

## **ATTACHMENTS**

Attachment 1 - Tabulation

**RFP #18-18**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval to Contract for Replacement of Theater Curtains**

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Christina Potts	281-929-4643	christina.potts@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Project Name:** Theater Curtains  
**Project Number:** RFP 18-18  
**Number of Evaluators:** 3

Tabulation Date: 1.24.2018

Stated Criteria	Total Points Available	iStudio Projects, Inc.
Price Proposal	75	72
Project Understanding and Management	60	52
Qualifications and Experience of Personnel	45	39
Qualifications and Experience of Firm	45	39
References	45	39
Proposal Timeline	15	14
Warranty	15	14
	<b>300</b>	<b>269</b>
		<b>Total Points Received</b>

<b>Final Ranking</b>	
Vendor Name	Total Score
iStudio Projects, Inc.	269

**Purchase Request #1**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval of Additional Funds for Cabling Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve expenditures for cabling services with Network Cabling Services (NCS) for three 2015 Bond projects, including Data Closets, Digital Direct Control (DDC) Network, and Access/Security.

**BACKGROUND**

As part of the 2015 Bond Program, the Data Closet upgrade, DDC Network, and Access/Security projects are stand-alone projects. The Data Closet upgrade project will provide new data fiber to be installed in many of the existing College facilities. Additionally, the project provides for relocation of some existing data closets and replacement of data feeds to the older, unmoved data closets.

The DDC Network and the Access/Security projects both provide data cabling installations in various spaces and mechanical rooms throughout multiple buildings at North, Central, and South Campuses. These installations provide support for the installation of expanded capacity and improved connectivity of existing data equipment.

A request for proposals, Project Number 17-20, was issued in June 2017 to procure data cabling services for the College. The Board approved a contract with Network Cabling Services in August 2017 to provide such services. NCS has performed many installations within the College and consistently provides high quality work product. The current recommendation is to incur additional expenditures under the RFP awarded in August 2017.

**IMPACT OF THIS ACTION**

Each of the three projects require data cabling and data closet build-outs to successfully accomplish the intended outcomes and project completions. The network cabling products and services are essential to completing many components of all bond projects.

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

The estimated expenditure is \$552,000. The planned cabling work with the Data Closets project is \$437,500; the planned cabling work to support the DDC Network Projects is \$60,000; and the planned cabling work to support the Access/Security project is \$54,500. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

The work being performed for the Data Closets, DDC Networks, and Access/Security projects is anticipated to be completed by July 2020.



**Purchase Request #1**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval of Additional Funds for Cabling Services**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Consideration of Approval to Renew the Contract for Asphalt and Concrete Paving Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the renewal of the contract for asphalt and concrete installation and repair services with Enterprise Commercial Paving Services for the Facilities Services department.

**BACKGROUND**

A request for proposals, Project Number 15-06, was issued in January 2015 to procure asphalt and concrete installation and repair services for new construction, renovation and repair projects. The Board approved the original contract with Enterprise Commercial Paving Services in March 2015. The College has been satisfied with Enterprise Commercial Paving's performance on projects on which they have performed and would benefit from retaining their services.

**IMPACT OF THIS ACTION**

Approval of this renewal will provide the College with a contractor who will continue to serve as a reliable source for asphalt and concrete paving services. These services are necessary to perform repairs and upgrades on the College's many sidewalks and parking lots, to accomplish the maintenance of hazard-free walkways and parking surfaces for students, visitors and staff. The Facilities Services department has the ability to perform minor repairs, but the services of a qualified contractor are essential for larger projects.

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

The estimated annual expenditure for this request is \$225,000. This expenditure is funded from the Facilities Services department's 2017-2018 operating budget and subsequent annual budget as approved.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6327	genevieve.scholes@sjcd.edu

**Purchase Request #3**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval to Renew the Contract for Lean Six Sigma and**  
**Project Management Training Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the renewal of the contract for Six Sigma and Project Management training classes with TKL Management Group for the Continuing Professional Development department (CPD).

**BACKGROUND**

A request for proposals, Project Number 16-18, was issued in December 2015 to provide lean Six Sigma and Project Management training classes for CPD. The Board approved the original contract with TKL Management Group on March 7, 2016.

Customer and market demand demonstrated the need for the College to provide high quality classes on the topics of Six Sigma, Green Belt/Black Belt, Lean, and other training that relate to the Project Management Professional (PMP) certification granted from the Project Management Institute. The reputation of the classes offered and related industry certifications continue to attract both companies and individuals. The courses offer the opportunity to increase skill levels for unemployed, underemployed, and incumbent workers. Pass rates for these classes and subsequent certification exams continue to top 95%.

**IMPACT OF THIS ACTION**

During the past five-years, Six Sigma and PMP classes have been the most popular and profitable classes offered by CPD's Business and Professions program. Based on customer feedback and interest shown by Houston Airport Systems, NASA, Brock, and Harris County Public Health and Environmental Services, it is anticipated that enrollment will increase for both programs. These classes are also offered as part of the Department of Labor Ready to Work Grant.

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

The estimated annual expenditure for this request is \$100,000. This expenditure is funded from the CPD department's 2017-2018 operating budget and subsequent year budget as approved.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

None

**Purchase Request #3**  
**Regular Board Meeting March 5, 2018**

**Consideration of Approval to Renew the Contract for Lean Six Sigma and  
Project Management Training Services**

**RESOURCE PERSONNEL**

Craig Zimmerman	281-478-3684	craig.zimmerman@sjcd.edu
John Suarez	281-542-2061	john.suarez@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #4**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval to Renew the Contract for Plumbing Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the renewal of the contract for plumbing maintenance and repair services with Modern Plumbing Services, Inc. for the Facilities Services department.

**BACKGROUND**

A request for proposals, Project Number 16-06, was issued in January 2016 to procure general plumbing services for the Facilities Services department. The Board approved the original contract with Modern Plumbing Services in March 2016.

The Facilities Services department is responsible for the College's plumbing equipment and performs the majority of repairs with College employees. However, for larger projects and emergency repairs, services are needed to be provided by an outside contractor. Modern Plumbing Services provides quality service and is responsive to service requests during both regular and after-hour emergencies.

**IMPACT OF THIS ACTION**

Approval of this renewal will authorize Modern Plumbing Services to perform repair services, on an as needed basis, for larger projects and to assist with emergency repairs that may arise throughout the year.

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

The estimated annual expenditure for this request is \$100,000. This expenditure is funded from the Facilities Services department's 2017-2018 operating budget and subsequent year budget as approved.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of four one-year renewal options available in the contract. The new term will be March 8, 2018 through March 7, 2019.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6327	genevieve.scholes@sjcd.edu

**Purchase Request #5**  
**Regular Board Meeting March 5, 2018**

**Consideration of Approval to Renew the Contract for a Cloud Based IT Help Desk**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the renewal of the contract for a cloud based IT help desk solution with Giva, Inc. for the Information Technology Services (ITS) department.

**BACKGROUND**

Giva is a modular IT service / help desk software solution that is cloud based and vendor supported and allows service requests to be entered, tracked, and resolved for faculty, staff and students. The reporting feature provides data metrics to help support continuous improvement efforts of the ITS department. These metrics are also used during any program review or SACSCOC review process. The Giva technical support team assists with the deployment of all modules in the software package and assists with implementing enhancement requests submitted by ITS. The modules include: Problem Management, Incident Management, Change Management, Asset Management, and Knowledge Management. The Giva contract is renewed annually.

Giva, Inc. is a sole source provider of a cloud based IT Help Desk solution and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1455 has been assigned.

**IMPACT OF THIS ACTION**

Giva software allows the College to have the ability to record and track service requests to ensure students and employees are able to achieve their goals, by resolving service requests in a timely manner. It also allows the College to use industry standard best practices.

ITS has recently added other departments who need to track service requests, including Blackboard LMS support and Human Resources. This will provide consistent reporting for other departments, as well as give them insight into continuous improvement opportunities.

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

The estimated annual expenditure for this request is \$63,000. This expenditure is funded by the ITS department's 2017-2018 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**Purchase Request #5**  
**Regular Board Meeting March 5, 2018**

**Consideration of Approval to Renew the Contract for a Cloud Based IT Help Desk**

**RESOURCE PERSONNEL**

Suzanne DeBlanc	281-998-6323	suzanne.deblanc@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Purchase Request #6**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval to Renew the Contract for Compliance and**  
**Professional Development Training Software**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the renewal of the contract for a compliance and professional development training software with Skillsoft Corporation (Skillsoft) for the Organizational and Talent Development department.

**BACKGROUND**

Skillsoft is an e-learning software product utilized for training departments in leadership and professional development. The newly updated agreement will include compliance training in the areas of harassment prevention and the Family Educational Rights and Privacy Act (FERPA) course for 3,000 users. The software solution provides a collection of training videos and resources for faculty and staff to learn business skills online, complete compliance training, develop leadership skills and computer skills, among many other capabilities. The other Skillsoft modules included are: Compliance Risk Courses, Desktop CourseWare Collection, Desktop Videos, Education-Leadership Channel, Skillsoft Leadership Advantage, and Education-SkillChoice Business. The Skillsoft contract is renewed annually.

Skillsoft has been integrated into faculty and staff learning plans making it a sole source provider of this vast collection of compliance and professional development training software and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1494 has been assigned.

**IMPACT OF THIS ACTION**

Skillsoft software allows the College to have the ability to provide training resources for faculty and staff, which are accessible any time of day. The inclusion of the compliance training module in this contract renewal will help ensure that all College employees have the necessary resources available to complete higher education FERPA courses and harassment prevention courses.

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

The estimated annual expenditure for this request is \$57,066. This expenditure is funded by the Organization and Talent Development department's 2017-2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None



**Purchase Request #6**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval to Renew the Contract for Compliance and**  
**Professional Development Training Software**

**RESOURCE PERSONNEL**

Gabriel Rodriguez	281-998-6308	<a href="mailto:gabriel.rodriquez@sjcd.edu">gabriel.rodriquez@sjcd.edu</a>
Charity Simpson	281-998-6328	<a href="mailto:charity.simpson@sjcd.edu">charity.simpson@sjcd.edu</a>

**Item "A"**  
**Regular Board Meeting March 5, 2018**  
**Approval of the Minutes for the February 5, 2018**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the February 5, 2018, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
February 5, 2018  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Absent:</b> Erica Davis Rouse <b>Chancellor:</b> Brenda Hellyer <b>College Personnel:</b> Mandi Reiland, Steve Trncak, Laurel Williamson, Teri Zamora <b>Other:</b> Robert Bernal
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:02 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson  Absent: Erica Davis Rouse
<b>III.</b>	<b>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: Personnel Matters &amp; Prospective Donation</b>	Adjourned to closed session at 5:03 p.m.  a. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. Mandi Reiland, Steve Trncak, Laurel Williamson, and Teri Zamora were present for this discussion.  b. Prospective Gift - For the purpose of considering a negotiated contract for a prospective gift or donation. Mandi Reiland, Steve Trncak, Laurel Williamson, and Teri Zamora were present for this discussion.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 5:57 p.m.  Robert Bernal joined after Board reconvened in open meeting.

<p>V.</p>	<p><b>Review Status of BAT/BSN Process and Next Steps</b></p>	<p>Brenda Hellyer provided an overview of the background and approval of the Bachelor of Applied Technology (BAT)/Bachelor of Science in Nursing (BSN) process. She stated that after the meeting in October 2017 with Dr. Belle Wheelan, President SACSCOC, it was realized that the process for substantive change will require us to slow down our anticipated timeline. This is due to the College being in the midst of the 10 year reaffirmation of the accreditation process. The move to the BAT/BSN would require a substantive change and that would be best achieved following the reaffirmation process. The Board members discussed options.</p> <p>Laurel Williamson explained the reaffirmation report will go to the SACSCOC Board for review in June 2019. If Dr. Wheelan approves, we can also submit our substantive change for the Bachelor’s degree at that same meeting. If this is allowed, we could then have a small pilot in Fall 2019. The first full class would be January 2020. A taskforce led by Dr. Alexander Okwonna and Rhonda Bell will begin to research and develop a process and report.</p> <p>Dr. Ruede Wheeler asked if there will be issues with the four year institutions if we offer Bachelor’s degrees. Laurel explained that the Texas Higher Education Coordinating Board developed a process for handling those issues during the request process. Brenda stated that we also sent out a letter to the Higher Education Regional Council (HERC) of the Gulf Coast region and no comments were received back.</p> <p>Brenda explained that she had a meeting about two weeks ago with Bay Area Houston Economic Partnership (BAHEP) that included a panel of representatives of the Hospital Corporation of America (HCA). They are already changing the process with their current nurses. They are moving to Bachelor’s degrees only for registered nurses and Brenda stated they are moving a little faster on this change than we had originally anticipated.</p> <p>Brenda stated that if we cannot meet the June 2019 deadline, we can meet the December 2019 deadline to have our substantive change on the agenda for the SACSCOC Board meeting.</p>
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		<p>Laurel explained that she does not see that we will have any issues filling spots in the program with students, especially our current students.</p> <p>Dr. Wheeler asked about the demand for nurses with Bachelor's degrees.</p> <p>Brenda responded that the demand is high. The reason is because so many hospitals are moving toward magnet status which requires more of the registered nursing staff to hold a Bachelor's degrees.</p>
<b>VI.</b>	<b>Discuss Federal Financial Aid Appeal and Settlement</b>	<p>Brenda provided an overview of the history of the diploma mill that had effects on financial aid. The College's program review has been conducted. We originally anticipated by the Department of Education (DOE) a potential liability of \$173,000. It was then reduced to approximately \$122,000 and we are settling at \$69,000. When we reached \$69,000, legal counsel drafted a letter of contest. The process to contest is more complicated than originally anticipated so we evaluated the cost to pursue. It was determined to be in the best interest of the College to settle in the amount of \$69,000 for 22 students. Additionally, this settlement is only addressing the Pell grants and not the student loans which could have increased the potential liability.</p> <p>Dan Mims asked where the money will come from in our budget.</p> <p>Brenda explained that it will come from allowance for uncollectable accounts and this has already been reserved. She explained that the next step is for her and Lisa Brown to send a letter in response to the settlement agreement.</p> <p>John Moon, Jr. asked if the DOE took into consideration the success rates of these students.</p> <p>Brenda responded no.</p>
<b>VII.</b>	<b>Discuss Participation with Construction Collaborative Consortium</b>	<p>Brenda referenced the action item handout and the document that was distributed to the Board on Saturday. Construction Collaborative Consortium, also called C3, was presented to the Building Committee at its last meeting. The recommendation is to 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.</p> <p>The Construction Career Collaborative (C3) is a not-for-</p>

		<p>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.</p> <p>Brenda reviewed the requirements to become a member of C3. She explained that 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.</p> <p>Brenda said that 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 percent of the cost of construction.</p> <p>Board members present were comfortable with this direction and did not have any additional questions.</p>
<p><b>VIII.</b></p>	<p><b>Update on Closure of Athletic Programs</b></p>	<p>Brenda reviewed the email that she sent to the College community on January 24, 2018, that provided an update regarding the closure of our volleyball, soccer, and men’s and women’s basketball programs (a decision that was made a little over a year ago). She explained that the Strategic Leadership Team members, working with Human Resources, have spent the past year reviewing staffing in various programs and finding options and opportunities for employees whose jobs are affected by the decision to close programs. We have reviewed employees’ qualifications, transcripts, work histories, and other related experiences for various positions that are open or will soon become available at the College.</p> <p><b>Volleyball:</b> Head coach Sharon Nelson, currently a member of the physical education faculty at Central Campus, will transition into the biology department as a faculty member at Central Campus. Jeff Pearce, success coordinator and assistant volleyball coach at Central Campus, will serve as Career Coordinator for programs in the Center for Petrochemical, Energy, and Technology.</p>

		<p><b>Soccer:</b> Head coach Ian Spooner stayed with the team through their season and has begun a new assistant coaching position at Florida Gulf Coast University. Part-time assistant coach Pablo Reyes will serve as part-time head coach for the spring semester only, as he winds down the program and works with athletes, preparing them for transfer to universities.</p> <p><b>Women’s Basketball:</b> Head coach Michael Madrid accepted an assistant coaching position last May at the University of Texas at El Paso. Assistant coach Kayla Weaver, a college prep math faculty member, stepped into the role of head coach for the 2017-18 academic year. She will return to her college prep math faculty position for the 2018-19 academic year. Nick Winkleman joined the team as a temporary assistant coach for the 2017-18 basketball season, understanding that the position ends in the spring.</p> <p><b>Men’s Basketball:</b> Head coach Scott Gernander, Jr., has accepted the position of Dean of Administration at Central Campus and will begin that role in April. Assistant coach Albert Talley will close out the men’s basketball program and assume the role of Chair of the Education Department at Central Campus, as the current chair will be retiring at the end of this academic year.</p> <p><b>Athletic Trainers:</b> This summer, Jessica Davenport will transition into her new role as an educational planner. Troy Rabon and Carie Mueller will continue as athletic trainers, with Troy moving to North campus. Carrie Mueller will remain at South campus.</p> <p><b>Baseball and Softball</b> coaches Tom Arrington and Kelly Saenz and assistant coaches Eric Weaver and Kelsey Walters will continue in their current roles.</p> <p>Marie Flickinger then explained that due to ongoing rumors about a donation that never materialized, she asked the Chancellor to draft an editorial to explain the difficult decision on closing the programs and clear up rumors.</p> <p>Some members present expressed their concerns on sending the editorial out. Many thought it would stir up additional controversy around the topic, and they think it would be best to move on and let it go. A few members</p>
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		<p>were fine with sending it out if the majority felt it is necessary. Marie disagrees but will go with the majority. The group agreed that it would be best not to send it out.</p>
<b>IX.</b>	<b>Update on Enrollment</b>	<p>Brenda reviewed the current enrollment report from today. She explained that enrollment is up 1.6 percent in headcount and down 2.8 percent in contact hours.</p> <p>Laurel explained that a lot is going on in college prep that has effected the enrollment numbers. She explained that what we are seeing is students who live in areas that were heavily effected by Hurricane Harvey may not have returned this semester. She had the research department run analysis on the enrollment by zip code and you could see those areas had a decrease in enrollment. She anticipates that many of the students should be returning in the fall semester. She explained that many of our employees are still feeling the effects of Harvey and that is a clear indication that our students most likely were effected as well.</p> <p>Brenda explained that numbers are down in technical programs, and we are digging into those numbers.</p> <p>Dr. Wheeler asked if one campus was effected the most. Brenda explained that based on the zip code analysis, North and South campus were mostly effected by Harvey. Central campus is down in technical programs.</p>
<b>X.</b>	<b>Review of Board Bylaws</b>	<p>Brenda reviewed suggested changes to the Board Bylaws. They were presented to the Board in track changes. The Board was comfortable with the changes as presented with the exception of the following items. After discussion, the following edits were suggested:</p> <p>When electing officers, the members thought it would be best to have “simple majority of the total membership of the Board.”</p> <p>In reference to Board committee, the group determined to clarify that two trustees must be present to advance items to the Board. This does not include the Board Chair since the change was made to have that position serve as ex-officio, which is a non-voting member. Also, remove the statement regarding two Trustees assigned to a special committee.</p>



		<p>Recommend to not change the time requirement of filing applications for hearing of citizens at meetings. The members would reconsider a change from 10 minutes to 30 minutes.</p> <p>The next step is that these changes will come to the Board at the next meeting on March 5, 2018.</p>
<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 6:56 p.m.

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

**February 5, 2018**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, February 5, 201, 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:**

Jeffrey Armenta	Mini Izaguirre	Debbie Smith
Tom Arrington	Brenda Jones	Danny Snooks
Joshua Banks	Bryan Jones	Rob Stanicic
Rhonda Bell	Tami Kelly	Janice Sullivan
Marsha Bowden	Ann Kokx-Templett	Steve Trncak
Michelle Callaway	Kevin McKisson	Van Wigginton
Josh Campbell	Kevin Morris	Laurel Williamson
Pam Campbell	Wanda Munson	Sherry Wise
Cristina Cárdenas	Don Netherton	Teri Zamora
Kate Carter	Alexander Okwonna	Joanna Zimmermann
Andrew Chau	Jeff Parks	
Teri Crawford	Loli Priddy	
Suzanne Deblanc	Casey Prince	
William Dickerson	Chris Prince	
Dianne Duron	Bill Raffetto	
George González	Heather Rhodes	
Rebecca Goosen	Shelley Rinehart	
Paul Gordy	Martha Robertson	
Allatia Harris	Joan Rondot	
Joe Hayden	Diana Rosaly	
Noah Hunter	D. Scatizti	
Clare Iannelli	Kelly Simons	

<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 – Absent 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. Bill Raffetto. The pledges to the American flag and the Texas flag were led by John Moon, Jr.
<b>Special Announcements, Recognitions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Bryan Jones recognized Mr. Drew Scatizzi with CeneterPoint Energy and Mr. Joe Hayden with CPower for electrical power incentive and reward programs. The rewards the College realized with these two programs over the last two years has amounted to approximately \$270,000.</li> <li>2. Dr. Laurel Williamson recognized the 2017-2018 Excellence Award and Minnie Piper recipients.</li> <li>3. Dr. Allatia Harris recognized Tom Arrington for being named to the National Junior College Athletic Association Baseball Hall of Fame.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. The See to Succeed presentation was tabled.</li> <li>2. Niki Whiteside provided an update on Distance Education</li> <li>3. George González provided an update on the High School Capture Rates.</li> <li>4. Michelle Callaway provided an updated on Graduation Rates and Awards.</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 Leslie Horton and Angie Jackson, for the plant sent in memory of their mother.</li> <li>2. A thank you was sent to the Board from Allen Pigeon, for the plant sent in memory of his father.</li> <li>3. A thank you was sent to the Board from Tracy Willis, for the plant sent in memory of her mother.</li> <li>4. A thank you was sent to the Board from the family of John Carrigan Britt, for the plant sent in his memory.</li> <li>5. Dr. Brenda Hellyer reviewed the Student Government Association (SGA) Deferred Action for Childhood Arrivals Resolution.</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 2017 Report to the Community was presented to the Board.</li> </ol>

**Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:**

There were no citizens desiring to be heard before the Board.

**Informative Reports:**

Chair Marie Flickinger indicated such reports were in the Board documents.

- 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

**Motion 9835  
Consideration of Approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**

Motion was made by Larry Wilson, seconded by 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:** Mims, Moon, Jr., Sinor, Wheeler, Wilson

**Nays:** None

**Motion 9836  
Consideration of Approval of Membership in the Construction Careers Collaborative for Construction of the Central Campus Welcome Center**

Motion was made by Dan Mims, seconded by John Moon, Jr., for approval of Membership in the Construction Careers Collaborative for Construction of the Central Campus Welcome Center.

**Motion Carried.**

**Yeas:** Mims, Moon, Jr., Sinor, Wheeler, Wilson

**Nays:** None

- Motion 9837**  
**Consideration of**  
**Approval to**  
**Grant Utility**  
**Easements**
- Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson, for approval to Grant Utility Easements.
- Motion Carried.**
- Yeas:** Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None
- Motion 9838**  
**Consideration of**  
**Approval of**  
**Agreements with**  
**University of**  
**Houston –**  
**Downtown**
- Motion was made by Dan Mims, seconded by John Moon, Jr., for approval of Agreements with University of Houston – Downtown.
- Motion Carried.**
- Yeas:** Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None
- Motion 9839**  
**Consideration of**  
**Approval of**  
**Policy**  
**VII.7001.A:**  
**Public Relations –**  
**Second Reading**
- Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler, for approval of Policy VII.7001.A: Public Relations – Second Reading.
- Motion Carried.**
- Yeas:** Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None
- Motion 9840**  
**Consideration of**  
**Approval of**  
**Policy**  
**VII.7002.A:**  
**Alcohol Usage at**  
**Events on College**  
**Property –**  
**Second Reading**
- Motion was made by Larry Wilson, seconded by Keith Sinor, for Approval of Policy VII.7002.A: Alcohol Usage at Events on College Property – Second Reading.
- Motion Carried.**
- Yeas:** Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None
- Consideration of**  
**Approval of**  
**Policy III.3008.A:**  
**Use of College**  
**Owned or Leased**  
**Vehicles – First**  
**Reading**  
**(Information**  
**only)**
- Informational item on Policy III.3008.A: Use of College Owned or Leased Vehicles – First Reading.
- No vote needed.**

**Consideration of Approval of Policy Rescissions – First Reading (Information Only)** Informational item on Approval of Policy Rescissions – First Reading (Information Only).  
**No vote needed.**

**Consideration of Approval of Policy IV.4003.A: Filing Vacancies – First Reading (Information Only)** Informational item on Approval of Policy IV.4003.A: Filing Vacancies – First Reading (Information Only).  
**No vote needed.**

**Motion 9841 Consideration of Purchasing Requests** Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler for approval of the purchasing requests.

CSP #18-13 Contract for South Campus Softball Training Facility	\$580,000
RFP #18-21 Contract for Backbone Circuits	102,000
Purchase Request #1 Architectural Programming Services for the N. Campus Spencer, Brightwell, Wheeler Buildings	172,720
Purchase Request #2 Contract for Architectural Services for the S. Campus HVAC Tech Building Renovation	100,763
Purchase Request #3 Method of Procurement for S. Campus HVAC Tech Building Renovation	-
Purchase Request #4 Contractor for S. Campus HVAC Tech Building Renovation	75,000
Purchase Request #5 Method of Procurement for S. Campus Longenecker Building Renovation	-
Purchase Request #6 Contract for Architectural Services for S. Campus Longenecker Building Renovation	995,077

Purchase Request #7 Purchase Transcript Evaluation Records Management Software	248,954
Purchase Request #8 Contract for Architectural Services for ECHS Renovations	578,529
Purchase Request #9 Method of Procurement for College Administration East Building Renovation	-
Purchase Request #10 Contractor for College Administration East Building Renovations	<u>136,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$2,989,043</b>

**Motion Carried.**

**Yeas:** Mims, Moon, Jr., Sinor, Wheeler, Wilson

**Nays:** None

**Motion 9842  
Consent Agenda**

Motion was made by John Moon, Jr., seconded by Keith Sinor, to approve the consent agenda.

- 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

**Motion Carried.**

**Yeas:** Mims, Moon, Jr., Sinor, Wheeler, Wilson

**Nays:** None

**Items for  
Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Meeting Adjourned at 8:18 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

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

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

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



SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The March 5, 2018 Board Meeting  
 Fiscal Year 2017 - 2018

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	-	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	1,643
INSTITUTIONAL SUPPORT	1,643	5,314
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	2,991	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	2,407	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	500
STUDENT SERVICES	-	300
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	1,444	497
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	232
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>8,484</b>	<b>8,484</b>

**RECOMMENDATION**

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

**Central Campus**

Department

Surgical Technology Program

Affiliation Entity

Reconstruction Orthopedic Center of Houston

**North Campus**

Department

Mental Health Program

Affiliation Entity

Hands of Healing

Mental Health Program

Bay Area Recovery Center

Nursing Program

The Brighter Days Assisted Living

Health Information Management Program

St. Elizabeth Urgent Care and Family Care

Health Information Management Program

Baytown Occupational and Family Care

Health Information Management Program

Dr. Pat Janki

**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 March 5, 2018**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, April 2, 2018.