

***Board of Trustees  
Meeting***

***May 7, 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, May 7, 2018, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.072 of the Texas Open Meetings Act, for the following purposes:**
  - a. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
  - b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Review Student Residency Status**
- VI. Discuss Board Self-Evaluation Process**
- VII. Update on the Student Success Continuum**
- 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, May 4, 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, May 7, 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 San Jacinto College Monument Award - SmartStart Team Laurel Williamson
  - 2018 Fine Arts Expo Highlights Bill Raffetto
  - Economic Alliance DC Trip Update Teri Crawford
- V. Student Success Presentations**
  - Update on College Preparatory Rebecca Goosen
  - Spring Certified Headcount and FTIC Fall-to-Spring Persistence Rates Michelle Callaway
- 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

**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 the 2018-2019 Annual Priorities**
- XI. Consideration of Approval of Assignment of Purchase and Sale Contract for Surplus Real Estate Located In University Park, Clear Lake Area**
- XII. Consideration of Approval of Policy III.3002.A: Library Collection Development – Second Reading**
- XIII. Consideration of Approval of Policy IV.4004.A: Secondary Review of Validated Performance Rating – First Reading (Informational Only)**
- XIV. Consideration of Approval of Policy #: Transcripts, Licenses, and Certificates – First Reading (Informational Only)**

**PURCHASING REQUESTS**

- XV. Consideration of Purchasing Requests**

**CONSENT AGENDA**

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

- XVII. Items for Discussion/Possible Action**

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

- XVIII. Adjournment**

**Closed Session Authority**

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

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

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or
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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Current assets:		
Cash and cash equivalents	\$ 107,867,008	\$ 101,780,357
Accounts receivable - taxes	6,342,967	7,956,406
Accounts receivable	8,592,945	7,971,758
Deferred charges	271,529	272,001
Inventories	363,167	443,645
Total current assets	<u>123,437,616</u>	<u>118,424,167</u>
Noncurrent assets:		
Restricted cash and cash equivalents	156,516,613	186,043,641
Capital assets, net	439,245,350	428,599,174
Total noncurrent assets	<u>595,761,963</u>	<u>614,642,815</u>
Total assets	<u>719,199,579</u>	<u>733,066,982</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	6,924,946	5,502,111
Deferred outflow related to defeased debt	10,853,641	5,747,903
Total deferred outflows of resources	<u>17,778,587</u>	<u>11,250,014</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	11,900,551	12,990,631
Accrued liabilities	2,247,294	2,312,175
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	3,397,753	4,936,350
Total current liabilities	<u>19,828,386</u>	<u>22,851,779</u>
Noncurrent liabilities:		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	465,821,494	474,756,255
Total noncurrent liabilities	<u>497,711,637</u>	<u>504,698,380</u>
Total liabilities	<u>517,540,023</u>	<u>527,550,159</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>3,795,258</u>	<u>4,122,366</u>
<u>Net assets</u>		
Beginning of year	164,328,451	166,844,720
Current year addition	51,314,434	45,799,751
Total net position	<u>\$ 215,642,885</u>	<u>\$ 212,644,471</u>

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

11 Unrestricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/17	% of 8/31/17 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 38,785,178	\$ 20,369,540	52.52	\$ 19,130,176	52.44
Local Taxes - Maintenance & Operations	66,740,000	63,388,245	94.98	62,092,828	95.75
Credit Tuition	44,569,109	39,861,610	89.44	39,359,159	89.70
Credit Fees	15,210,000	14,090,627	92.64	13,588,323	89.46
Credit Exemptions & Waivers	(5,670,000)	(5,069,308)	89.41	(4,391,116)	90.15
Bad Debt	(1,800,000)	(1,119,419)	62.19	(1,371,288)	101.73
Continuing Professional Development	5,041,723	3,002,972	59.56	3,214,110	58.29
Sales & Services	3,269,775	2,138,995	65.42	1,204,289	719.97
Investment Income	500,000	515,503	103.10	133,758	38.53
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>166,645,785</u>	<u>137,777,365</u>	<u>82.68</u>	<u>132,960,239</u>	<u>82.99</u>
<b>EXPENDITURES:</b>					
Instruction	67,630,439	43,237,760	63.93	42,898,285	61.28
Public Service	5,156,353	3,218,554	62.42	2,703,703	46.90
Academic Support	14,221,407	7,482,273	52.61	7,394,408	58.55
Student Services	15,189,416	7,732,304	50.91	7,556,829	53.14
Institutional Support	40,677,458	21,440,948	52.71	22,287,308	59.26
Physical Plant	19,750,692	9,294,918	47.06	8,898,503	53.35
Hurricane Harvey	30,000	803,530	2678.43	-	-
Total	<u>162,655,765</u>	<u>93,210,287</u>	<u>57.31</u>	<u>91,739,036</u>	<u>58.47</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(37,000)	(2,550)	-	(2,996)	-
Transfers Out	4,027,020	2,455,030	-	2,001,334	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 42,114,598</u>		<u>\$ 39,222,865</u>	



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

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Grants	\$ 56,720,021	\$ 35,550,457	62.68	\$ 38,998,491	81.84
Total	<u>56,720,021</u>	<u>35,550,457</u>	<u>62.68</u>	<u>38,998,491</u>	<u>81.84</u>
EXPENDITURES:					
Instruction	610,041	241,106	39.52	206,399	53.18
Public Service	264,272	103,377	39.12	124,936	59.55
Academic Support	8,163,472	2,673,146	32.75	2,197,111	51.98
Student Services	386,770	230,284	59.54	174,668	58.68
Institutional Support	1,162,672	473,855	40.76	570,580	48.04
Scholarships and Fellowships	46,132,794	31,828,689	68.99	35,724,797	86.37
Total	<u>56,720,021</u>	<u>35,550,457</u>	<u>62.68</u>	<u>38,998,491</u>	<u>81.81</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

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

State Restricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/17	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 6,559,590	64.00	\$ 5,920,659	46.00
Grants	5,606,201	2,211,841	39.45	1,846,227	59.95
Total	<u>15,856,201</u>	<u>8,771,431</u>	<u>55.32</u>	<u>7,766,886</u>	<u>48.69</u>
EXPENDITURES:					
Instruction	5,636,934	3,156,217	55.99	2,891,719	45.20
Public Service	233,724	222,230	95.08	174,144	43.08
Academic Support	994,076	803,733	80.85	751,576	42.20
Student Services	954,917	928,242	97.21	811,863	45.87
Institutional Support	5,521,248	1,822,912	33.02	1,593,093	48.49
Scholarships and Fellowships	2,515,302	1,838,097	73.08	1,544,491	66.77
Total	<u>15,856,201</u>	<u>8,771,431</u>	<u>55.32</u>	<u>7,766,886</u>	<u>48.69</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

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

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,682,568	\$ 1,509,311	56.26	\$ 1,727,606	85.85
Total	<u>2,682,568</u>	<u>1,509,311</u>	<u>56.26</u>	<u>1,727,606</u>	<u>85.85</u>
EXPENDITURES:					
Instruction	80,839	34,668	42.89	30,906	37.24
Public Service	223,624	96,900	43.33	104,500	57.22
Academic Support	717,757	60,175	8.38	145,323	80.03
Student Services	52,739	16,042	30.42	21,588	88.93
Institutional Support	23,722	3,209	13.53	24,651	34.25
Scholarships and Fellowships	1,866,290	1,389,844	74.47	1,396,979	83.21
Total	<u>2,964,971</u>	<u>1,600,838</u>	<u>53.99</u>	<u>1,723,947</u>	<u>77.58</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(282,403)	(97,474)		(170,916)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 5,947</u>		<u>\$ 156,712</u>	

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

27 Texas Public Education Grant

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/17	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 1,752,765	96.57	\$ 1,749,440	102.94
Total	<u>1,815,000</u>	<u>1,752,765</u>	<u>96.57</u>	<u>1,749,440</u>	<u>102.94</u>
EXPENDITURES:					
Scholarships and Fellowships	1,815,000	1,535,405	84.60	1,726,025	81.59
Total	<u>1,815,000</u>	<u>1,535,405</u>	<u>84.60</u>	<u>1,726,025</u>	<u>81.59</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>\$ 217,360</u>		<u>\$ 23,415</u>	

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

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 5,291	-	\$ 85,421	28.71
Total	<u>-</u>	<u>5,291</u>	<u>-</u>	<u>85,421</u>	<u>28.71</u>
EXPENDITURES:					
Instruction	-	11,985	-	12,438	37.29
Student Services	-	37,626	-	-	-
Total	<u>-</u>	<u>49,611</u>	<u>-</u>	<u>12,438</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (44,320)</u>		<u>\$ 72,983</u>	

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

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Services	\$ 45,000	\$ 32,062	71.25	\$ 32,636	30.22
Auxiliary Services	<u>3,490,367</u>	<u>2,194,187</u>	<u>62.86</u>	<u>2,314,770</u>	<u>72.36</u>
Total	<u>3,535,367</u>	<u>2,226,249</u>	<u>62.97</u>	<u>2,347,406</u>	<u>70.98</u>
EXPENDITURES:					
Non-Instructional Labor	811,026	384,709	47.43	437,942	60.40
Benefits	190,527	246,776	129.52	252,475	57.03
Supplies	1,332,645	318,794	23.92	379,756	66.16
Travel	255,437	231,682	90.70	206,509	38.82
Contracted Services	439,562	177,681	40.42	181,837	64.44
Scholarships and Fellowships	1,190,293	1,266,819	106.43	1,289,663	79.06
Utilities	<u>550</u>	<u>-</u>	<u>-</u>	<u>9,209</u>	<u>-</u>
Total	<u>4,220,040</u>	<u>2,626,461</u>	<u>62.24</u>	<u>2,757,391</u>	<u>65.71</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(721,673)	(400,212)	-	(409,985)	-
Transfers Out	<u>37,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

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

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES</b>					
Investment Income	\$ -	\$ 144,406	-	\$ 521,558	1580.14
Local Taxes - Debt Service	<u>28,583,724</u>	<u>27,299,584</u>	<u>95.51</u>	<u>25,962,948</u>	<u>97.19</u>
Total	<u>28,583,724</u>	<u>27,443,990</u>	<u>-</u>	<u>26,484,506</u>	<u>99.02</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>32,282,149</u>	<u>10,752,255</u>	<u>33.31</u>	<u>11,247,115</u>	<u>59.42</u>
Total	<u>32,282,149</u>	<u>10,752,255</u>	<u>33.31</u>	<u>11,247,115</u>	<u>59.42</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,022,944)	(1,954,794)	-	(1,435,300)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ 18,646,529</u>		<u>\$ 16,672,691</u>	

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

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>EXPENDITURES</b>					
Depreciation	\$ 22,000,000	\$ 10,092,966	45.88	\$ 10,534,769	57.13
Capital Purchases	-	(467,286)	-	(185,854)	-
Total	<u>22,000,000</u>	<u>9,625,680</u>	<u>-</u>	<u>10,348,915</u>	<u>69.32</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (9,625,680)</u>		<u>\$ (10,348,915)</u>	



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

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 49,035,178	\$ 26,929,130	54.92	\$ 25,050,835	50.76
Local Taxes - Maintenance & Operations	66,740,000	63,388,245	94.98	62,092,828	95.75
Local Taxes - Debt Service	28,583,724	27,299,584	95.51	25,962,948	97.19
Credit Tuition	46,384,109	41,614,375	89.72	41,108,599	90.19
Credit Fees	15,210,000	14,090,627	92.64	13,588,323	89.46
Credit Exemptions & Waivers	(5,670,000)	(5,069,308)	89.41	(4,391,116)	90.15
Bad Debt	(1,800,000)	(1,119,419)	62.19	(1,371,288)	101.73
Continuing Professional Development	5,041,723	3,002,972	59.56	3,214,110	58.29
Sales & Services	3,269,775	2,144,286	65.58	1,289,710	277.49
Investment Income	500,000	659,909	131.98	655,316	172.38
Auxiliary Services	3,535,367	2,226,249	62.97	2,347,406	70.98
Grants	62,326,222	37,762,298	60.59	40,844,718	80.51
Local Grants	2,682,568	1,509,311	56.26	1,727,606	85.85
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>275,838,666</u>	<u>215,036,859</u>	<u>77.96</u>	<u>212,119,995</u>	<u>82.26</u>
<b>EXPENDITURES:</b>					
Instruction	73,958,253	46,681,736	63.12	46,039,747	59.86
Public Service	5,877,973	3,641,061	61.94	3,107,283	47.36
Academic Support	24,096,712	11,019,327	45.73	10,488,418	55.73
Student Services	16,583,842	8,944,498	53.94	8,564,948	52.51
Institutional Support	79,667,249	34,493,179	43.30	35,722,747	58.48
Physical Plant	19,750,692	9,294,918	47.06	8,898,503	53.35
Scholarships and Fellowships	52,359,386	36,592,035	69.89	40,392,292	85.09
Auxiliary Enterprises	4,220,040	2,626,461	62.24	2,757,391	65.71
Depreciation	22,000,000	10,092,966	45.88	10,534,769	57.13
Hurricane Harvey	30,000	803,530	2678.43	-	-
Capital Purchases	-	(467,286)	-	(185,854)	5.29
Total	<u>298,544,147</u>	<u>163,722,425</u>	<u>54.84</u>	<u>166,320,244</u>	<u>63.25</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(4,064,020)	(2,455,030)	-	(2,019,197)	-
Transfers Out	4,064,020	2,455,030	-	2,019,197	-
Net Increase (Decrease) in Net Position	<u>\$ (22,705,481)</u>	<u>\$ 51,314,434</u>		<u>\$ 45,799,751</u>	

# Capital Improvement Program

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

91 Capital Projects

	Adjusted Budget	Actual (58.33%)	3/31/17
REVENUES:			
Investment Income	\$ -	\$ 956,372	\$ -
Total	-	956,372	-
EXPENDITURES:			
Bond Programs	-	17,946,854	22,854,961
Total	-	17,946,854	22,854,961
Net Increase (Decrease) in Net Position	\$ -	\$ (16,990,482)	\$ (22,854,961)



**Monthly Investment Report**  
**March 31, 2018**



# March Market Madness

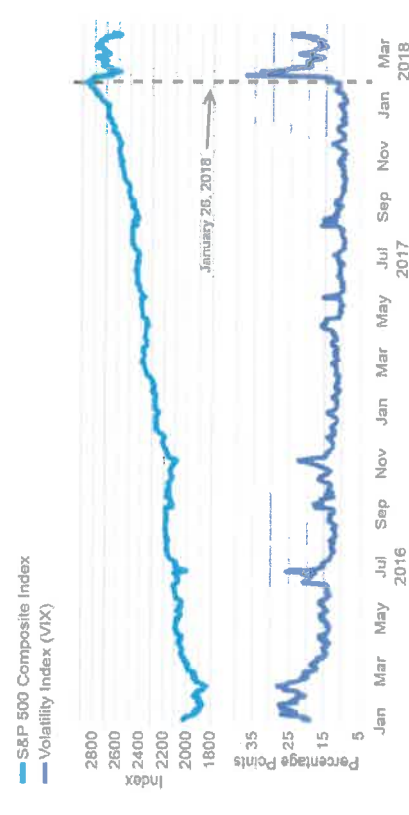
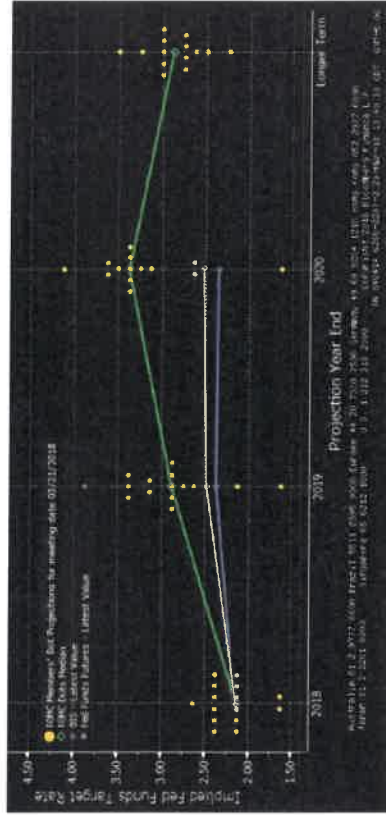
The long period of calm that was 2017 was shattered in the first quarter of 2018 and particularly in March. Although the fixed income market has focused on rate increases, the stock markets have made a direct about face and their volatility has spilled into the fixed income markets. Instead of blithely accepting all news as good stocks (as shown below) are now reacting to political brinkmanship, White House personnel shake-ups, tariff announcements and data breaches.

This actually continues in the broader, general move to normalcy. But, it does reflect itself in volatility, which equals risk which brings investors back (and forth) into the fixed income markets on a shorter and shorter fuse. Part of this results from changes in stock market sectors and instruments like ETFs, which had been assumed to be stable and instead are now used for hedges – changing their volatility profiles. Plus tech is becoming less of the unflinching darling with challenges from potential regulations for personal data protection.

One of the biggest factors for uncertainty in March has been the tariff tantrum and the ensuing specter of trade protectionism. The US-China trade *tantrum* could develop into a trade war because the ultimate goal of and need to curtail Chinese theft of intellectual property is inescapable. Chances of a full-blown trade war seem slight however since Canada and Mexico are excluded from steel and aluminum and negotiations for exemptions for Europe and Australia continue. But, trade connects to currencies has major ripple effects which may hurt our trade imbalance and our smaller product dependent companies. The US tried tariffs in 1970s and 1980s and even 2000 with negative effects and it is this vision which causes concern.

The trade tariffs are also in direct conflict with the fiscal stimulus put in place with tax reform. Increased consumer spending is typically directed to low cost imports. The trade *spat* could be totally disruptive but could also slow to a new normal making all markets more efficient. Eurasia Group put it well: *successful negotiations to preclude escalation and thwart tangible impact on consumers are the signposts to watch...*

## FOMC Dot Plot Rate Projections



Source: Charles Schwab, Microbond Standard & Poor's Chicago Board Options Exchange (CBOE) as of 4/27/2018

# What Hasn't Changed in the Volatility

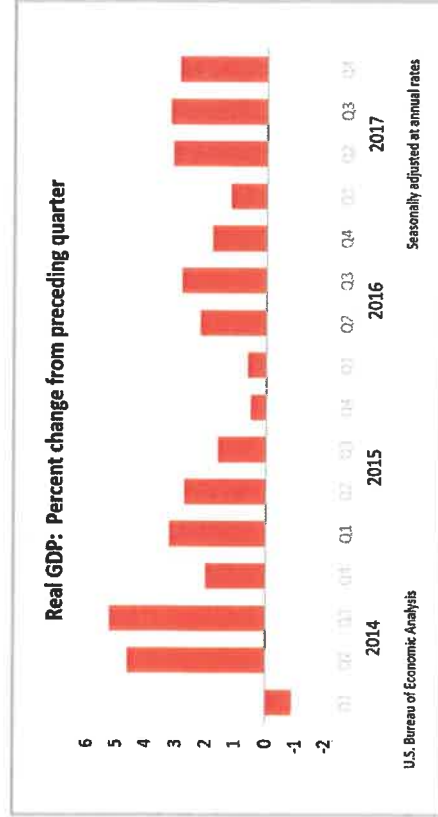
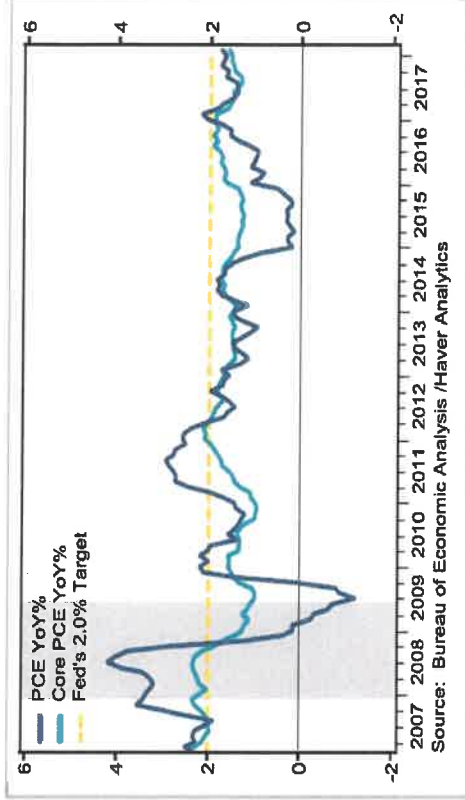
What hasn't changed in the turbulent month is the strength of the economy. The US economy should have a tailwind that is just winding up as the majority of Americans incorporate their tax savings into their budgets. The possible shut-down of the government passed almost without notice (the merits of which could be debated), and personal income and spending continue in a steady although flat pace.

The FOMC did raise rates in March bringing Fed Funds to the 1.50-1.75% range. That surprised no one but the FOMC is still counting on inflation kicking in. The chances of PCE breaching 2% this year are thin. The deflator is only up 1.5% from last year and no price pressures are surfacing. Oil prices, as a major contributor to inflation, have been swinging as OPEC and its allies continue to try to deplete a global surplus. But, US production and rising US stockpiles may hold off OPEC for another year, holding prices down.

Wage gains are still lagging but eventually wage pressures have to jump. Hiring could be focusing on new hires that need training which will eventually raise wages and retaining talent may need some wage increases but these are both slow to come.

GDP is showing this general, steady growth. Final readings for 4Q were revised up from 2.5 to 2.9%, although the rise is still a three-quarter low. Year-over year growth rose 2.6% which is the fastest pace in 2.5 years. The bottom line is a steady still moderate growth trend. The 1Q expectations are lower however. This may temper the urgency for heady expectations for hikes in 2018 but a steady trend in hikes is probably just as healthy as slow and steady wins the race. Two more hikes are still expected.

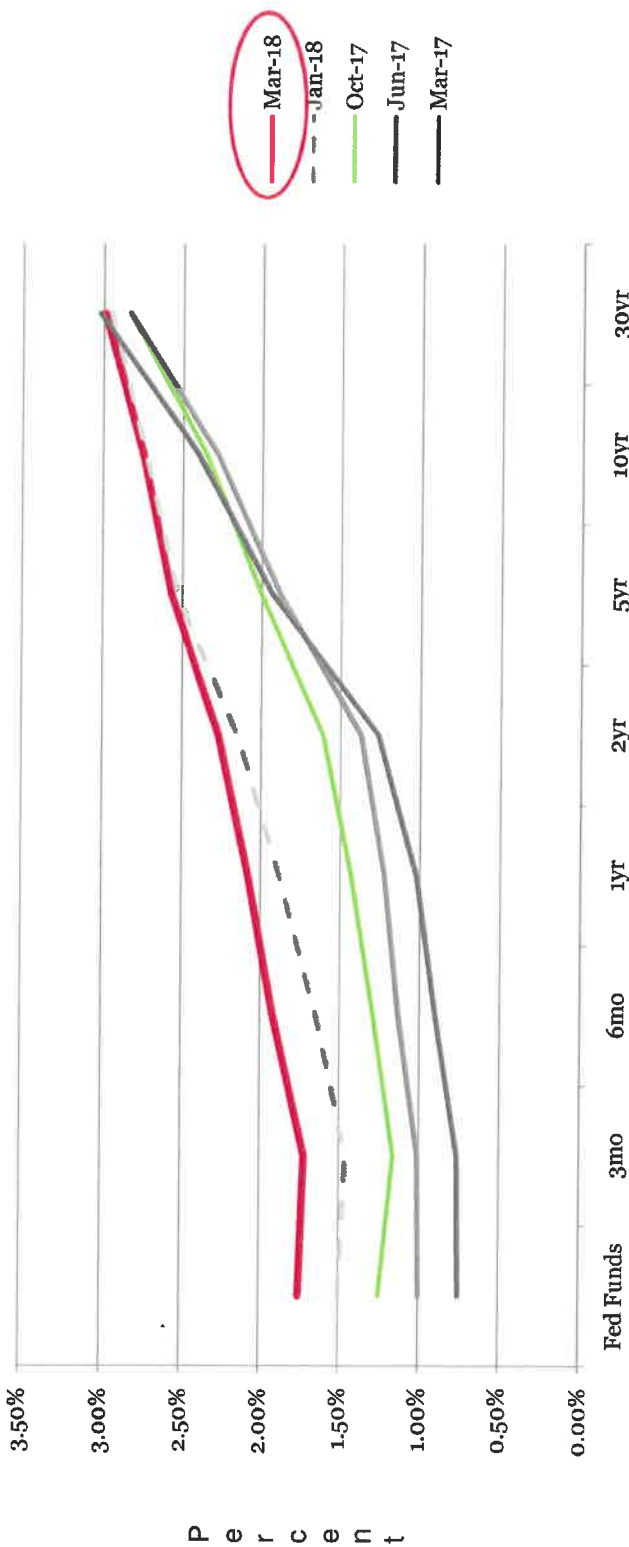
Internationally, Europe has slowed slightly with soft CPI in both Germany, UK, and Spain. The sovereigns however are still expected to continue to raise their rates.





# Rates Struggle to Find Right Balance

- The concern for a flattening (less steep) curve has continued. When the spread between the 2-year and the 10-year goes below 50 basis points, historically it is leading to a flat curve and possible inverted curve and is normally seen as a precursor of recessions.
- At the end of the month the spread is 0.47% although it has danced around 50 all month. Clearly the curve has flattened, but not from the long end showing a rush to safety. The flattening comes from the Federal Reserve's move up in rates, drawing up the short end of the curve. The long end seems to be saying I will just wait here until I see a better indicator of the future.
- The argument for a recession is there *technically*, but the continuing strong economic indicators argue against a breakdown. With violent trading in March – often in response to ingrown algorithms – the fear will continue and could push stocks into bonds for safety.



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

# General Portfolio

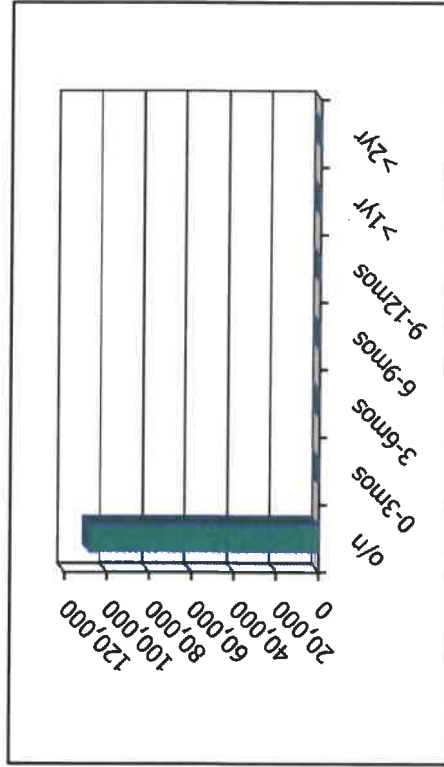
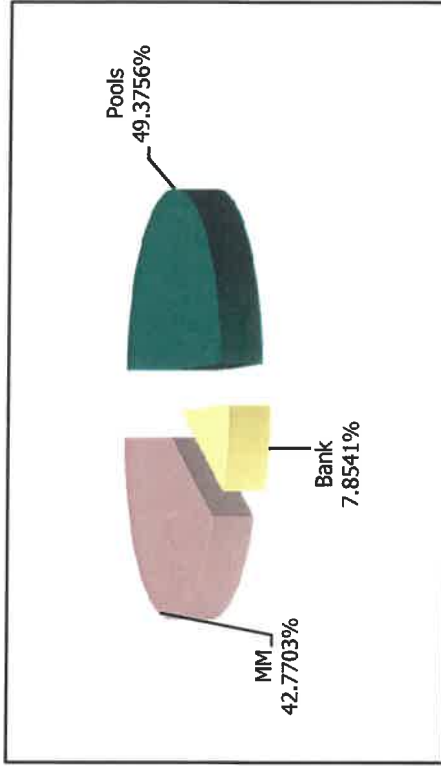
As of March 31, 2018

PATERSON & ASSOCIATES



100 WALL STREET, SUITE 2000  
NEW YORK, NY 10038  
212.633.1000

- 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 latest move and short term alternatives are particularly attractive for those with access to commercial paper. Rates farther out the curve continue to outperform the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.

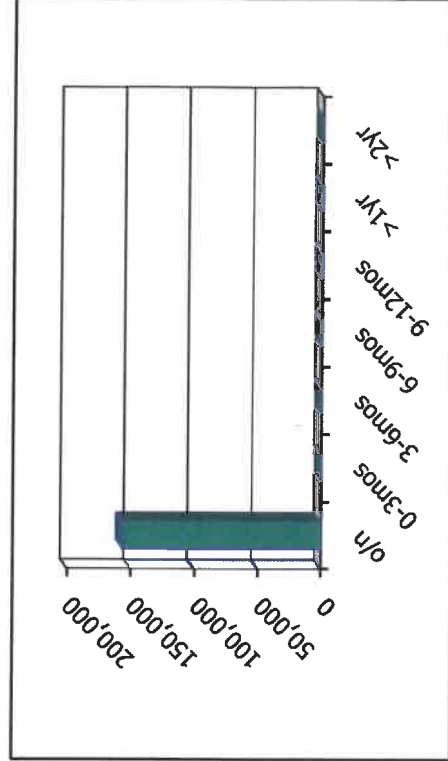
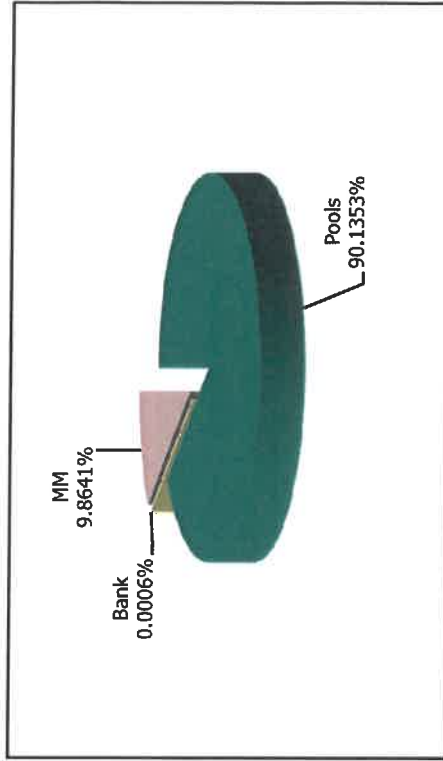




# Bond Portfolio

As of March 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 latest move and short term alternatives are particularly attractive for those with access to commercial paper. Rates farther out the curve continue to outperform the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.





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

**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 March 31, 2018**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
							365 Equiv.
Passbook/Checking Accounts	8,472,100.73	8,472,100.73	8,472,100.73	3.20	1	1	0.000
Investment Pools/Money Markets	255,911,520.28	255,911,520.28	255,911,520.28	96.80	1	1	1.461
<b>Investments</b>	<b>264,383,621.01</b>	<b>264,383,621.01</b>	<b>264,383,621.01</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>1.414</b>

Total Earnings	March 31	Month Ending	Fiscal Year To Date
Current Year	319,301.38		1,616,056.07

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

*Teri Zamora* 4-20-18

Teri Zamora, Vice Chancellor of Fiscal Affairs



**San Jacinto Community College**  
**Summary by Type**  
**March 31, 2018**  
**Grouped by Fund**

Patterson & Associates  
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 Austin, TX 78746

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	156,516,613.35	156,516,613.35	59.20	1.478	1
<b>Subtotal</b>	<b>10</b>	<b>156,516,613.35</b>	<b>156,516,613.35</b>	<b>59.20</b>	<b>1.478</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	8,472,100.73	8,472,100.73	3.20	0.000	1
Investment Pools/Money Markets	6	99,394,906.93	99,394,906.93	37.59	1.433	1
<b>Subtotal</b>	<b>15</b>	<b>107,867,007.66</b>	<b>107,867,007.66</b>	<b>40.79</b>	<b>1.321</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>264,383,621.01</b>	<b>264,383,621.01</b>	<b>100.00</b>	<b>1.414</b>	<b>1</b>

Portfolio SJCC  
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 ST (PRF\_ST) 7.2.0  
 Report Ver. 7.3.6.1



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

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date 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	2,002,473.29	2,002,473.29	2,002,473.29	1.470	1.449	1.470	1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,006,183.87	5,006,183.87	5,006,183.87	1.470	1.449	1.470	1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,430,805.94	8,430,805.94	8,430,805.94	1.470	1.449	1.470	1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,627,880.82	3,627,880.82	3,627,880.82	1.500	1.479	1.500	1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,948,110.77	1,948,110.77	1,948,110.77	1.500	1.479	1.500	1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	129,214,486.71	129,214,486.71	129,214,486.71	1.500	1.479	1.500	1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	6,286,671.94	6,286,671.94	6,286,671.94	1.500	1.479	1.500	1
<b>Subtotal and Average</b>				<b>156,516,613.35</b>	<b>156,516,613.35</b>	<b>156,516,613.35</b>		<b>1.459</b>	<b>1.478</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>156,516,613.35</b>	<b>156,516,613.35</b>	<b>156,516,613.35</b>		<b>1.459</b>	<b>1.478</b>	<b>1</b>

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Passbook/Checking Accounts</b>										
1390012195A	10164	Bank of America - Operating	09/01/2017	1,707.39	1,707.39	1,707.39				1
9999999914	10089	Credit Cards - In Transit	09/01/2017	7,229.10	7,229.10	7,229.10				1
708340062	10086	Disbursements	09/01/2017	-335,741.65	-335,741.65	-335,741.65				1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2017	8,807,750.23	8,807,750.23	8,807,750.23				1
707759346	10085	Payroll Fund	09/01/2017	-24,306.33	-24,306.33	-24,306.33				1
9999999913	10088	Petty Cash	09/01/2017	20,025.00	20,025.00	20,025.00				1
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2017	-4,563.01	-4,563.01	-4,563.01				1
<b>Subtotal and Average</b>				<b>8,472,100.73</b>	<b>8,472,100.73</b>	<b>8,472,100.73</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	40,890,962.08	40,890,962.08	40,890,962.08	1.470	1.449	1.470	1
999999993	10034	LSIP GOF - Operating	09/01/2007	22,869,039.55	22,869,039.55	22,869,039.55	1.500	1.479	1.500	1
707759320	10035	JPM - Money Market	09/01/2007	5,002,988.80	5,002,988.80	5,002,988.80	0.370	0.364	0.370	1
999999996	10038	TCB - Money Market	09/26/2007	241,072.72	241,072.72	241,072.72	0.600	0.591	0.600	1
999999991	10032	TexPool	09/01/2007	30,390,843.78	30,390,843.78	30,390,843.78	1.516	1.494	1.515	1
<b>Subtotal and Average</b>				<b>99,394,906.93</b>	<b>99,394,906.93</b>	<b>99,394,906.93</b>		<b>1.414</b>	<b>1.433</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>107,867,007.66</b>	<b>107,867,007.66</b>	<b>107,867,007.66</b>		<b>1.303</b>	<b>1.321</b>	<b>1</b>



**San Jacinto Community College**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**March 1, 2018 - March 31, 2018**  
**Period Yield on Average Book Value**

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	0.01	0.01	0.01				0.00	0.00	0.00
999999999	10084	BOND	RRP	3,627,880.82	3,627,189.52	3,623,851.43		1.500	0.127	4,600.73	0.00	4,600.73
999999916	10106	BOND	RRP	6,286,671.94	6,274,790.41	6,279,345.22		1.500	0.127	7,972.10	0.00	7,972.10
86-72000794	10231	BOND	RRP	2,002,473.29	2,002,148.39	2,000,308.65		1.470	0.124	2,473.29	0.00	2,473.29
86-72000844	10232	BOND	RRP	8,430,805.94	8,418,244.96	8,421,331.72		1.470	0.124	10,412.59	0.00	10,412.59
86-72004242	10233	BOND	RRP	5,006,183.87	5,005,370.96	5,001,291.47		1.470	0.124	6,183.87	0.00	6,183.87
999999917	10234	BOND	RRP	1,948,110.77	2,077,939.09	2,038,413.05		1.500	0.127	2,584.18	0.00	2,584.18
999999918	10235	BOND	RRP	129,214,486.71	131,739,981.43	130,974,604.62		1.500	0.127	166,204.78	0.00	166,204.78
	<b>Subtotal</b>			<b>156,516,613.35</b>	<b>159,145,664.77</b>	<b>158,339,146.17</b>			<b>0.127</b>	<b>200,431.54</b>	<b>0.00</b>	<b>200,431.54</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	30,390,843.78	25,011,654.44	27,167,271.65		1.516	0.129	35,071.66	0.00	35,071.66
999999996	10038	GEN	RRP	241,072.72	240,953.89	240,965.39		0.600	0.049	118.83	0.00	118.83
707759320	10035	GEN	RRP	5,002,988.80	5,001,418.20	5,001,570.19		0.370	0.031	1,570.60	0.00	1,570.60
707759338	10062	GEN	PA1	8,807,750.23	11,039,729.09	10,823,731.14				0.00	0.00	0.00
707759346	10085	GEN	PA1	-24,306.33	-23,605.37	-23,673.20				0.00	0.00	0.00
708340062	10086	GEN	PA1	-335,741.65	-194,932.55	-208,559.24				0.00	0.00	0.00
999999913	10088	GEN	PA1	20,025.00	20,025.00	20,025.00				0.00	0.00	0.00
999999914	10089	GEN	PA1	7,229.10	66,373.33	60,649.69				0.00	0.00	0.00
707759361	10103	GEN	PA1	-4,563.01	-4,227.20	-4,259.70				0.00	0.00	0.00
999999993	10034	GEN	RRP	22,869,039.55	27,263,321.35	24,894,068.90		1.500	0.127	31,606.20	0.00	31,606.20
1390012195A	10164	GEN	PA1	1,707.39	1,920.84	1,900.18				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	40,890,962.08	40,835,088.57	40,844,653.85		1,470	0.124	50,502.55	0.00	50,502.55
	<b>Subtotal</b>			<b>107,887,007.66</b>	<b>109,257,719.59</b>	<b>108,818,343.85</b>			<b>0.109</b>	<b>118,869.84</b>	<b>0.00</b>	<b>118,869.84</b>
	<b>Total</b>			<b>264,383,621.01</b>	<b>268,403,384.36</b>	<b>267,157,490.02</b>			<b>0.120</b>	<b>319,301.38</b>	<b>0.00</b>	<b>319,301.38</b>

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

**ASSETS**

Current Assets

Checking/Savings

General Fund \$857,532

Other Funds -

Total Checking/Savings 857,532

Accounts Receivable

Other Receivables 9,000

Pledge Receivables 262,400

Special Events Receivables 8,955

Total Accounts Receivable 280,355

Other Current Assets

Short Term Investments

Goldman Sachs 10,735,320

Capital Bank CD 204,477

Prosperity Bank 203,201

Total SJC Short Term Investments 11,142,998

Total Current Assets 12,280,885

**TOTAL ASSETS \$12,280,885**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

Event Payable 635

Grants Payable 42,966

Programs Payable 36,094

Endowments Payable 58,259

Scholarship Payables 171,668

Student Success Payables 5,719

Total Accounts Payable 315,340

Total Current Liabilities 315,340

Total Liabilities 315,340

Equity

Net Assets 11,476,782

Net Income 488,763

Total Equity 11,965,544

**TOTAL LIABILITIES & EQUITY \$12,280,885**

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending March 31, 2018

	Current Year	Last Year	Effect on Net Income
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Grant Contributions	34,280	17,310	16,970
Permanently Restricted	197,349	232,330	(34,981)
Program Sponsorship	402,955	239,753	163,202
Temporarily Restricted	537,950	416,524	121,426
<b>Total Contributions</b>	<u>1,172,534</u>	<u>905,917</u>	<u>266,617</u>
<b>Other Income</b>			
Special Events	117,080	105,372	11,708
Investment Income	202,362	141,583	60,780
Realized Gain / (Loss)	15,242	1,210,550	(1,195,309)
Unrealized Gain / (Loss)	(117,778)	(1,151,987)	1,034,209
<b>Total Other Income</b>	<u>216,906</u>	<u>305,517</u>	<u>(88,611)</u>
<b>Total Income</b>	1,389,440	1,211,434	178,006
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	645,509	175,220	(470,290)
Grants Awarded	16,957	41,645	24,688
Programs Sponsored	120,748	143,745	22,997
Student Success Initiatives	0	35,277	35,277
<b>Total Programs</b>	<u>783,214</u>	<u>395,886</u>	<u>(387,328)</u>
<b>Supporting Services</b>			
Management and General	23,129	25,852	2,723
Fundraising Expenses	84,606	81,881	(2,725)
Sponsorship Expense	9,728	1,350	(8,378)
<b>Total Supporting Services</b>	<u>117,464</u>	<u>109,084</u>	<u>(8,380)</u>
<b>Total Expense</b>	<u>900,678</u>	<u>504,970</u>	<u>(395,708)</u>
<b>Net Ordinary Income</b>	488,763	706,464	(217,702)
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$488,763</u>	<u>\$706,464</u>	<u>(\$217,702)</u>





Contributions Report  
March 2018

<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	\$116,206	Captain Bobby Kersey Scholarship, College Petrochemical Initiatives, East Harris County Manufacturer, Esponsor Now, Inc., Gala, Golf, North Campus Baseball Program
Foundations	35,000	Disaster Relief, John P. McGovern Foundation
Individuals	1,553	BJ Westbrook Fund, Captain Bobby Kersey Scholarship, Foundation Memorial Fund, Veterans Center

**Total Donation            152,759**

Employee Contributions	9,715	Brysch Garza Firefighter Scholarship, Disaster Relief, Dunseith Sr. Memorial Fund, Foundation Memorial Fund, Gala, Golf, John Locke Memorial Fund, MindTrekars, Promise for their Future, Veterans Center
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**Total Contributions    \$162,474**

## 2008 Bond Program

Report As of March 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	Total 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	-	103,584	1,628,246	4,127	99.76%
<b>Sub-total</b>	14,225	1,721,732	1,735,957	-	103,584	1,628,246	4,127	99.76%
<b>South</b>								
723914 - SC Softball Improvements	850,000	-	850,000	-	708,459	99,530	42,011	95.06%
<b>Sub-total</b>	850,000	-	850,000	-	708,459	99,530	42,011	95.06%
<b>District</b>								
720100 - Program Management	-	152,152	152,152	-	5,258	-	146,894	3.46%
726800 - Contingency	14,626,260	(14,626,260)	-	-	-	-	-	-
726907 - Graphics Phase II Wayfinding	50,000	900,000	950,000	-	-	42,728	907,272	4.50%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	-	-	1,311,000	-
726812 - Science Parks	-	490,000	490,000	-	-	-	490,000	-
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
<b>Sub-total</b>	14,676,260	(10,973,108)	3,703,152	-	5,258	42,728	3,655,166	1.30%
<b>2008 Contingency Supplemental Projects</b>								
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	-	-	45,633	-
721915 - CC Police Vehicles	-	127,783	127,783	-	57,246	65,664	4,873	96.19%
721916 - CC FS Passenger Van	-	85,000	85,000	-	78,671	-	6,329	92.55%
721917 - CC FS Pick-Up/Mini Van	-	80,000	80,000	-	77,729	-	2,271	97.16%
722912 - NC Cardiac Monitor	-	20,312	20,312	-	-	8,995	11,317	44.28%
723915 - SC - Traveler, Border, and Leg Curt	-	61,000	61,000	-	60,545	-	455	99.25%
726909 - Dist Network/Wireless Equipment	-	784,920	784,920	-	39,040	741,831	4,049	99.48%
726911 - Dist Enterprise Applications: ILP	-	81,034	81,034	-	-	79,965	1,069	98.68%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	-	301,232	313,768	48.98%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	63,822	-	61,178	51.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	-	-	167,000	-
726915 - Dist - Inv/Procure Ford Transit 250	-	64,000	64,000	-	-	-	64,000	-
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	-	-	100,000	-
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	185,250	14,750	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	2,356	454	4,690	37.47%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	-	-	248,954	-
726810 - 2008 Contingency Supplemental Projects	-	56,076	56,076	-	-	-	56,076	-
<b>Sub-total</b>	-	3,119,212	3,119,212	-	564,659	1,212,891	1,341,662	56.99%
<b>Supplemental Projects closed</b>								
721911 - CC OR Electric Bed	-	19,146	19,146	-	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-
721914 - CC Engine Driver Welder	-	18,288	18,288	-	-	18,288	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-
722913 - NC Nursing Kelley	-	24,385	24,385	-	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	-	20,818	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	-	90,568	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	-	902,012	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	1,079,807	1,079,807	-	-	1,079,807	-	100.00%
<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>1,381,960</b>	<b>288,575,074</b>	<b>5,042,966</b>	<b>98.29%</b>

## 2015 Revenue Bond Program

As of March 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>North - CIT</b>								
722916 NC - CIT Graphics	-	62,000	62,000	-	31,900	-	30,100	51.45%
722918 NC - CIT Acoustics	-	200,000	200,000	-	-	-	200,000	-
Contingency (726900)	2,408,355	4,274,803	6,683,158	-	-	-	6,683,158	-
<b>Projects Closed</b>								
722909 - North CIT	47,591,645	(5,285,753)	42,305,892	182,215	-	42,305,892.00	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	-	748,950.00	-	100.00%
<b>Sub-total</b>	50,000,000	-	50,000,000	182,215	31,900	43,054,842	6,913,258	86.17%

**2015 Bond Program**

Report as of March 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
731601 - CC Petrochemical Center	52,450,000	337,630	52,787,630	-	35,483,449	8,450,616	8,853,565	83.23%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	46,498	672,922	6,910,969	9.43%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	9	6,315,232	1,630,768	79.48%
731602 - CC Welcome Center	16,600,000	3,014,205	19,614,205	-	849,358	312,459	18,452,388	5.92%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	58,394	15,631	2,925,975	2.47%
731603 - CC Class Room Building	47,155,000	(1,475,951)	45,679,049	-	2,000	437,884	45,239,165	0.96%
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	-	210,578	41,406	2,115,519	10.64%
731605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	-	-	48,150	1,745,882	2.68%
731606 - CC Frels Renovation	1,153,000	-	1,153,000	-	275,382	33,130	844,488	26.76%
731607 - CC Davison Building Reno	14,970,000	(468,561)	14,501,439	-	75,250	124,588	14,301,601	1.38%
73608A - CC McCollum Center Reno Phase I	24,685,000	(12,728,821)	11,956,179	-	11,778	222,954	11,721,447	1.96%
73608B - CC McCollum Center Reno Phase II	-	11,956,179	11,956,179	-	-	-	11,956,179	0.00%
731609 - CC McCollum North Reno	2,535,000	(79,345)	2,455,655	-	-	19,477	2,436,178	0.79%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	-	248	1,724,752	0.01%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	-	-	20,763	2,550,167	0.81%
731612 - CC Stadium and Track Demo	174,000	(5,446)	168,554	-	15,710	52,596	100,248	40.52%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	-	24,190	249,777	849,725	24.38%
731614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	-	41,912	46,434	1,035,346	7.86%
<b>Sub-total</b>	170,717,000	18,836,137	189,553,137	-	37,094,508	17,064,267	135,394,362	28.57%
<b>North</b>								
732601 - NC Cosmetology & Culinary Center	22,845,000	(715,048)	22,129,952	-	838,830	445,125	20,845,997	5.80%
732602 - NC North Data Closets	915,000	(28,640)	886,360	-	220,035	37,310	629,015	29.03%
732604 - NC Lehr Library Demo	650,000	(20,345)	629,655	-	18,691	204,848	406,116	35.50%
732605 - NC North Access/Security	877,000	(27,450)	849,550	-	37	29,373	820,140	3.46%
732606 - NC Wheeler Reno	14,300,000	(447,590)	13,852,410	-	91,742	110,371	13,650,297	1.46%
732607 - NC Brightwell Reno	6,628,000	(207,456)	6,420,544	-	39,044	50,931	6,330,569	1.40%
732608 - NC Spencer Reno	13,000,000	(406,900)	12,593,100	-	73,734	99,877	12,419,489	1.38%
732609 - NC North DDC Network	580,000	(18,154)	561,846	-	12,376	117,620	431,850	23.14%
732610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	79,862	381,876	5,038,262	8.40%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-
732613 - NC - Burleson Renovation	-	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	0.00%
<b>Sub-total</b>	78,395,000	(9,971,583)	68,423,417	-	1,374,351	1,477,331	65,571,735	4.17%
<b>South</b>								
733601 - SC Engineering & Technology Center	28,400,000	(888,920)	27,511,080	-	1,069,932	466,997	25,974,151	5.59%
733602 - SC Cosmetology Center	16,213,000	(507,466)	15,705,534	-	657,523	343,118	14,704,893	6.37%
733603 - SC Longenecker Reno	22,555,000	(705,972)	21,849,028	-	1,081,621	253,568	20,513,839	6.11%
733604 - SC South Data Closets	765,000	(23,944)	741,056	-	184,146	23,663	533,247	28.04%
733605 - SC South Primary Electrical Upgrade	5,800,000	(181,540)	5,618,460	-	-	44,561	5,573,899	0.79%
733606 - SC South Access/ Security	599,000	(18,750)	580,250	-	10	23,524	556,716	4.06%
733607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	-	-	78,869	9,865,805	0.79%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	-	-	8,915	1,114,777	0.79%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	(432,034)	13,370,966	-	-	106,054	13,264,912	0.79%
733611 - SC Bruce Student Center Reno	10,400,000	(325,520)	10,074,480	227,250	9,569	2,039,241	8,025,670	20.34%
733612 - SC HVAC Tech	312,000	2,000,000	2,312,000	-	99,918	93,743	2,118,339	8.38%
733613 - SC South DDC Network	580,000	(18,154)	561,846	-	13,470	154,751	393,625	29.94%
733614 - SC Academic Building Renovation (S-7&S-9)	-	-	-	-	-	-	-	-
<b>Sub-total</b>	116,438,000	(7,044,934)	109,393,066	227,250	3,116,189	3,637,004	102,639,873	6.17%
<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>								
736602 - College Development	30,000,000	-	30,000,000	-	35,500	-	29,964,500	0.12%
736604 - Dist Construction Studies	283,820	-	283,820	-	38,252	319,596	(74,028)	126.08%
720100 - Program Management	-	9,118,003	9,118,003	-	1,409,729	1,028,205	6,680,069	26.74%
736601 - Contingency	1,166,180	2,062,377	3,228,557	-	-	-	3,228,557	-
<b>Sub-total</b>	31,450,000	11,180,380	42,630,380	-	1,483,481	1,347,801	39,799,098	6.64%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>227,250</b>	<b>43,068,529</b>	<b>23,526,403</b>	<b>358,405,068</b>	<b>15.67%</b>

## Energy Conservation and Air Monitoring Project

Report As of March 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered /Expensed
<b>College Wide</b>								
E17001 - Energy Project	-	1,400,000	1,400,000	-	337,971	1,062,029	-	100.00%
Contingency	1,400,000	(1,400,000)	-	-	-	-	-	-
<b>Sub-total</b>	1,400,000	-	1,400,000	-	337,971	1,062,029	-	100.00%

## Repair and Renovation

Report As of March 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	-	3,265	8,824	8,824	-	10,938	52.50%
F18005 CC - Central Lifecycle Furniture	-	100,000	100,000	-	99,857	-	-	-	143	99.86%
F18013 CC - C14.200 Conference Room Renova	-	5,220	5,220	-	4,975	193	193	-	52	99.00%
<b>Sub-total</b>	-	128,247	128,247	-	108,097	9,017	9,017	-	11,133	91.32%
<b>North</b>										
F18002 NC - North Misc.	-	20,000	20,000	-	5,823	3,489	3,489	-	10,688	46.56%
F18006 NC - North Lifecycle Furniture	-	50,000	50,000	-	46,528	-	-	-	3,472	93.06%
F18011 NC - N6 Acoustical Improvements	-	40,000	40,000	-	5,500	-	-	-	34,500	13.75%
F18039 NC - NCIT Acoustics	-	8,600	8,600	-	8,600	-	-	-	-	100.00%
<b>Sub-total</b>	-	118,600	118,600	-	66,451	3,489	3,489	-	48,660	58.97%
<b>South</b>										
F17073 SC - S12 ILC Window Tint	-	9,016	9,016	-	9,016	-	-	-	-	100.00%
F18003 SC - South Misc.	-	20,000	20,000	-	9,045	1,847	1,847	-	9,108	54.46%
F18007 SC - South Lifecycle Furniture	-	50,000	50,000	-	39,718	-	-	-	10,282	79.44%
F18028 SC - S6.160 Acoustical Improvements	-	40,000	40,000	-	5,500	-	-	-	34,500	13.75%
<b>Sub-total</b>	-	119,016	119,016	-	63,279	1,847	1,847	-	53,890	54.72%
<b>District</b>										
F18004 Dist - College Administration Misc.	-	10,000	10,000	-	646	4,096	4,096	-	5,258	47.42%
F18008 Dist - A..1 Restroom ADA Renovation	-	49,700	49,700	-	-	16,400	16,400	-	33,300	33.00%
F18017 Dist - A1.101b	-	7,905	7,905	-	7,905	-	-	-	-	100.00%
<b>Sub-total</b>	-	67,605	67,605	-	8,551	20,496	20,496	-	38,558	42.97%
<b>Contingency (720700)</b>	1,469,127	(433,468)	1,035,659	-	-	-	-	-	1,035,659	-
<b>Sub-total</b>	1,469,127	(433,468)	1,035,659	-	-	-	-	-	1,035,659	-
<b>TOTALS</b>	<b>1,469,127</b>	<b>-</b>	<b>1,469,127</b>	<b>-</b>	<b>246,378</b>	<b>34,849</b>	<b>34,849</b>	<b>-</b>	<b>1,187,900</b>	<b>19.14%</b>

**Action Item “IX”  
Regular Board Meeting May 7, 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 April 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 decreased by \$12,688, 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-05-07-18  
Attachment 2- Grant Detail-05-07-18

**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  
May 7, 2018

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Labor (DOL) /U.S. Department of Health &amp; Human Services (HHS)/</u>					
<u>Texas Workforce Commission (TWC) - Apprenticeship Training Program (Reduction in Funds)</u>					
Federal Grant Revenue (DOL)	531715	56700	554100	110000	5,823
Federal Grant Revenue (HHS)	539342	56700	554100	110000	(6,740)
State Grant Revenue (TWC)	551029	56700	554200	110000	30,155
Supplies (DOL/HHS/TWC)	531715	56700	711410	460961	46,000
Equipment	531715	56700	741130	460961	50,000
Contractual Svcs-Inst Outside Provider	531715	56700	731110	460961	(120,852)
Contractual Svcs-Consultant	551029	56700	731260	460962	(4,386)
-					
<u>Texas Workforce Commission - FY17 Skills for Small Business Program (Additional Funds)</u>					
State Grant Revenue	551028	56700	554200	110000	(11,550)
Contract Svcs-Indirect Cost/Grants	551028	56700	731500	620909	550
S/A Departmental Scholarships T&F	551028	56700	751009	520235	11,000
-					
<u>San Jacinto College Foundation / Student Success Initiatives Spring 2018 (Additional Funds)</u>					
Local Revenue	571051	56700	554300	110000	(5,000)
Instructional Supplies - NonCapital	571051	56700	711120	561403	4,100
S/A Departmental Scholarships T&F	571051	56700	751009	525603	900
-					
Net Increase (Decrease)					\$ -

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

New Grant and Additional Funding Summary by Agency:

U.S. Department of Labor	(5,823)
U.S. Department OF Health & Human Services	6,740
Texas Workforce Commission	(18,605)
San Jacinto Foundation	5,000
	(12,688)



May 7, 2018 Board Book – Grant Amendments Detail List

U.S. Department of Labor (DOL) /U.S. Department of Health & Human Services (HHS)/ Texas Workforce Commission (TWC) - Apprenticeship Training Program (Reduction in Funds)

San Jacinto Community College District (SJCCD) partners in an apprenticeship training program with the Texas Carpenters and Millwrights, Technical Training Facility in Houston (TCMTTF). TCMTTF has been producing well-trained apprentices in the Houston area for many years. The partners are training carpenter and millwright apprentices for Texas employers. San Jacinto College is involved to train students who want to continue their education beyond the apprenticeship. The funding for the project is split between the U.S. Department of Labor, the U.S. Department of Health & Human Services, and the Texas Workforce Commission (TWC). The industry need drives state-wide funding. SJCCD grant funding was partially reallocated by the TWC based upon the state-wide needs report and does not reflect any performance issues.

Texas Workforce Commission - SJCCD FY17 Skills for Small Business Program (Additional Funds)

SJCCD will train employees of Texas businesses that have fewer than 100 employees through the Skills for Small Business program sponsored by the Texas Workforce Commission. The 433,000 small businesses in the state are the backbone of Texas' business community. Training through the Skills for Small Business program increases business competitiveness, upgrades the skills of current employees and prepares newly hired employees for job requirements. This grant works in conjunction with the Small Business Forums hosted by the Office of the Governor.

San Jacinto College Foundation / Student Success Initiatives Spring 2018 (Additional Funds)

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

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the 2018 – 2019 Annual Priorities for San Jacinto College.

## **BACKGROUND**

For fiscal year 2018-2019, six annual priorities are recommended. These annual priorities were developed by the Strategic Leadership Team (SLT) and included obtaining feedback from members of their teams. The annual priorities also include input from the work conducted at the Board of Trustees Institute which was attended by Trustees Moon and Davis Rouse and Chancellor Hellyer. The annual priorities were also reviewed with the leadership of the Faculty Senate. Over the next few weeks, these six priorities will be reviewed with the Strategic Leadership Communication Council (SLCC), which consists of approximately 150 leaders throughout the College including department chairs, directors, deans, and various other leadership levels across all instructional, support, and functional areas.

The SLT members have begun and will continue to work with their respective members of the SLCC to determine the action plans to implement these priorities. Additionally, the action plans will include input from the work of the College Community Day Review Council.

## **IMPACT OF THIS ACTION**

The Board’s formal approval of the 2018-2019 annual priorities will allow the SLT, SLCC, and employees throughout the College to continue the implementation of the actions and related work plans for fiscal year 2018-2019. The annual priorities will align the work of the employees with the College’s vision, mission, and strategic plan and will guide the development of individual performance plans for all full-time employees.

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

The 2018-2019 budget is under development to allocate resources to advance the annual priorities and strategic plan of the College. The SLT is critically aware that some areas will require additional resources and is committed to repurposing the budget for the current and future years to accomplish these outcomes.

## **MONITORING AND REPORTING TIMELINE**

Regular monitoring will occur with the Strategic Leadership Team and periodic updates will be presented to the Board of Trustees.

## **ATTACHMENTS**

Attachment 1 – 2018-2019 Annual Priorities

**Action Item “X”  
Regular Board Meeting May 7, 2018  
Consideration of Approval of the 2018 – 2019 Annual Priorities**

**RESOURCE PERSONNEL**

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# San Jacinto College

## 2018-2019 Annual Priorities

- **Pathways Design and Implementation:** Improve student learning and success including course completion, retention, and credential completion by scaling up promising student success strategies; improving student onboarding; increasing student use of financial aid; refining processes, support systems, and scheduling; identifying and eliminating barriers; and aligning with employer and transfer institution requirements and expectations.
- **Institutional Effectiveness:** Improve institutional effectiveness processes and evaluate technology systems to support annual assessment and program review for all instructional and support service programs. Improvements will include implementation of a revised program review process to better support strategic planning, budgeting, and decision-making for all areas of the College.
- **Fiscal Sustainability and Forecast Models:** Develop a Fiscal Master Plan to optimize the resources of the College and enable accomplishment of College-wide strategic goals through the enhancement of revenues, prudent use of available funding and other resources, management of debt and investments, and financial strategies that prepare the College to maintain long-term fiscal stability.
- **Bond Programs:** Plan, design, and construct facilities and infrastructure to meet student, faculty, staff, and employer needs through collaboration, cooperation, and consideration of needs with internal and external teams.
- **Talent and Organizational Development:** Promote a growth-mindset and organizational excellence by transforming structures and strategies; create innovative and efficient processes that are cost effective; and provide competency and skill-based professional development opportunities for faculty, staff, leadership, and teams.
- **Positioning for the Future:** Develop an understanding of and plans for addressing the changing landscape in higher education nationally, state-wide, and locally and identify ways for the College to expand its competitive advantage. Strategic partnerships, enrollment management, strong internal and external communication plans, and program development and sustainability will optimize the College's impact on the region. This includes understanding the impact of new technologies and the adoption of such technologies to enhance learning and service efficiency.

**Action Item “XI”**  
**Regular Board Meeting May 7, 2018**

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

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the request from Oden Hughes, LLC to assign its right, title and interest in their Contract to purchase 21.15 acres of surplus property owned by the College located at the intersection of Bay Area Boulevard and Middlebrook Drive, in eastern Harris County.

**BACKGROUND**

The real property described as 21.15 acres of unimproved land (921,334 square feet) located at the intersection of Bay Area Boulevard and Middlebrook Drive, being all of Lot 2 in Block 1 of University Park, Section 1 as recorded in Volume 332, page 133 of the map records of Harris County, Texas (the “Property”) was purchased in 1984 by San Jacinto College. On May 6, 2013, the Board approved the Property to be declared as surplus property and authorized to offer the land for sale.

In accordance with Local Government Code Section 272.001, the College initiated the action to dispose of the Property by issuing an Invitation for Bids, Project Number 18-17 requesting sealed bids to purchase the Property. At the December 11, 2017 regular Board meeting, the Board approved the offer from Oden Hughes, LLC for the conveyance of the Property and entered into a Purchase and Sale Contract (“Contract”) dated December 19, 2017.

At this time, Oden Hughes, LLC, wishes to assign all its right, title and interest in and to the Contract to an Assignee, OH Middlebrook, LP, a Texas limited partnership for the purpose of allowing Assignee to acquire the Property in accordance with the terms, conditions and limitations set forth in the Contract.

**IMPACT OF THIS ACTION**

Approval of this assignment is a requirement of the Contract and will allow Oden Hughes, LLC to assign their rights of the Contract to a newly formed limited partnership created with their investors who can then take title to the property upon finalization of the sale.

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

The proceeds from the sale will be recorded as revenue in the operating fund and the appropriate adjustments will be made to the fixed asset records recording the sale.

**MONITORING AND REPORTING TIMELINE**

The Contract was executed effective December 19, 2017, and included one hundred twenty days as an inspection period for the purpose of conducting any additional non-invasive environmental, engineering, assessments, studies or investigation and up to an additional sixty days to complete

**Action Item “XI”**  
**Regular Board Meeting May 7, 2018**

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

the sale of the Property. Upon approval and completion of the sale, a Special Warranty Deed will be conveyed to OH Middlebrook LP.

**ATTACHMENTS**

Attachment 1 – Amendment to Resolution and Order of Sale of Property

**RESOURCE PERSONNEL**

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AMENDMENT TO RESOLUTION AND ORDER OF SALE OF PROPERTY

STATE OF TEXAS                   §  
  §  
COUNTY OF HARRIS               §

WHEREAS, at its meeting held on December 11, 2017, the Board of Trustees executed a resolution and order (“Resolution”) accepting Buyer’s Offer from Oden Hughes, LLC (“Buyer”) for the purchase approximately 21.15 acres, physically located at the intersection of Bay Area Boulevard and Middlebrook Drive, and being more particularly described in the exhibit attached to the Resolution (“Property”); and

WHEREAS, the Resolution further authorized the Administration to enter into that certain Purchase and Sale Contract (“Contract”) by which the Property was to be sold to the Buyer; and

WHEREAS, the Contract permits the Buyer to assign its interests in the Contract with the consent of the College; and

WHEREAS, the Buyer has requested assignment of its interest in the Contract to a related entity, OH Middlebrook, L.P. (“Substitute Buyer”), which Substitute Buyer has submitted to the College all forms required to enter into a contract with the College and has agreed to assume and perform all of the Buyer’s obligations under the Contract; and

WHEREAS, the Administration recommends to the Board of Trustees to approve the assignment of the Contract to the Substitute Buyer and sell and convey the Property to the Substitute Buyer pursuant to the Contract and through the Special Warranty Deed (“Deed”), the form of which to be finalized by the administration.

THEREFORE, BE IT RESOLVED AND ORDERED BY SAN JACINTO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES THAT:

1. the Resolution and its terms and conditions are incorporated in this resolution and order.

2. all of the above paragraphs are incorporated into and made part of this resolution and order; and

3. any capitalized terms not defined in this resolution and order have the meanings set forth in the Resolution; and

4. the Board of Trustees consents to the assignment of the Contract to the Substitute Buyer and authorizes the Chancellor or her designee to take all additional actions necessary or advisable to finalize approval of the Assignment, including execution of any documents related thereto, and to finalize the purchase and sale of the Property as set forth in the Resolution and in the Contract.

PASSED, APPROVED and ADOPTED this 7th day of May, 2018.

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Ms. Marie Flickinger  
Chair, Board of Trustees

Attest:

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Mr. Keith Sinor  
Secretary, Board of Trustees



## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Library Collection Development (III.3002.A).

## **BACKGROUND**

This policy explains that the libraries will build and maintain a quality collection of both up-to-date and relevant print and on-line resources to support the mission of San Jacinto College. Additionally, the new associated procedures have been included to support implementation of the 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 29, 2018, and no comments were received.

## **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 III.3002.A, Library Collection Development (proposed policy)

Informational items only:

Attachment 3 – Procedure III.3002.A.a, Library Collection Development (proposed procedures)

## **RESOURCE PERSONNEL**

Laurel Williamson

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## Policies and Procedures Summary of Changes

New Policy Number: III.3002.A

Proposed Policy Name: **Library Collection Development**

Current Policy Number/Name: n/a

New Procedure Number: III.3002.A.a

Proposed Procedure Name(s): **Library Collection Development**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: n/a

Primary Owner: Deputy Chancellor and President

Secondary Owner: Provosts

### Summary of Changes:

- New policy, new procedures

### **Policy III.3002.A, Library Collection Development**

#### **Purpose**

The libraries will build and maintain a quality collection of both current and relevant print and on-line resources to support the mission of San Jacinto College.

#### **Policy**

The library collection includes:

- Printed material (book and periodicals)
- Online periodical databases and material that support specific curricula
- DVDs or streaming media
- Other appropriate material to support the curriculum as it becomes needed or available

The library collection policy governs the procedures to develop, with faculty assistance, a collection that serves each discipline taught on the campuses. Selection of materials including books, periodicals, and electronic resources will be based on the following criteria:

- Items most likely to be used by students in the current academic and technical programs.
- General reference works and other resources necessary to meet the library's overall purpose.
- Materials which present conflicting viewpoints of political and social matters and reflect the cultural diversity of the student body, recognizing that it is impossible to represent every point of view.

The governance of the Library collection development policy is based in part on the Library Bill of Rights statement of the American Library Association.

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**

Procedures III.3002.A.a, Library Collection Development

Date of Board Approval	Anticipated May 7, 2018
Effective Date	Anticipated May 8, 2018
Primary Owner	Deputy Chancellor and College President
Secondary Owner	Provosts

## **Procedure III.3002.A.a, Library Collection Development**

### **Associated Policy**

Policy III.3002.A, Library Collection Development

### **Procedures**

#### ***The Library Mission***

The mission of the library is to work in concert with the faculty to help educate students so that they may effectively locate, evaluate, and use the information they need in their academic studies and as lifelong learners.

In support of the overarching goal of teaching information literacy, the library will build and maintain a quality collection of both current and relevant print and on-line resources, continue to support the accessibility needs of students, provide training and equitable access for distance learning students either at extension centers or at more remote locations, and support the professional needs of College employees, both faculty and staff.

#### **Collection Goal**

The goal of the library collection policy is to develop, with faculty assistance, a collection that serves each discipline taught on the campuses. The quality of this collection can deteriorate when either new material is not added in a discipline or unneeded material is retained. The goal is to select books, periodicals, and electronic resources that are most likely to be used by students in the current academic and technical programs.

The library will also purchase general reference works and other resources necessary to meet the library's overall purpose. The library staff attempts to reflect in the collection conflicting viewpoints of political and social matters and the cultural diversity of the student body, recognizing that it is impossible to represent every point of view. The library's goal is to develop a quality collection that meets the needs of the College and establish guidelines for selection.

#### ***General Considerations***

##### **Currency**

Emphasis should be on the collection of current materials. This does not preclude acquiring materials of historical interest relevant to the curriculum and filling in with older materials in new areas of emphasis in the curriculum.

##### **Completeness**

The library strives to complete collections needed to support academic programs, but does not seek completeness for its own sake. For example, the library does not purchase seldom used periodical volumes from prior years.

### **Duplication**

The library discourages the purchase of duplicates. The following circumstances may justify limited duplication:

1. When multiple demand and heavy use is anticipated (Without additional copies, students would not have reasonable access).
2. Reserve Collection is used extensively on all campuses.

### **Cooperative Development**

Library staff make collection management decisions in the context of cooperation and the library resources available in the other campus libraries. The goal is to build complementary collections in order to expand resources available to the San Jacinto College community of students.

### **Preservation**

The library takes measures to preserve materials needed for use. In accordance with policy, the library does not attempt to preserve materials unlikely to be used. The library staff systematically removes from the collection material that is not relevant to current or anticipated programs. The library may offer this material to other libraries or dispose of it as necessary.

### **Language**

Since English is the language of instruction, all materials possible will be bought in English. The exception will be materials needed to support foreign language curricula, materials where the primary interest is not the text, and materials essential to a subject that is not available in English.

### **Censorship**

The Library Bill of Rights statement of the American Library Association is considered part of this library collection development policy.

### **Gifts**

The library solicits gifts of useful material that meet the collection criteria and to which the provider does not attach restrictions regarding their arrangement or disposition. Gifts provide many valuable additions to the collection. Note the following conditions:

1. Gift Selection  
The library will add gift material under the same criteria that apply to purchased materials. The library will not add gift items simply because they are available or because the College does not own them.
2. Gifts – Special Collections  
The library will not accept gifts with conditions as to the disposition except by permission of the Library Director.
3. Gift Disposition  
The library reserves the right to dispose of unneeded gifts.
4. Gift Duplication  
The library will only add duplicate copies as gifts if the circulation demand of the existing copy warrants adding to the collection.
5. Gift Appraisal

The library does not appraise gift donations. The library will provide donors a letter indicating either the titles or the number of volumes received.

### ***Types of Materials***

#### **Textbooks**

The library will not normally add textbooks to the collection unless the textbooks contribute significantly to the subject area or unless they are held on Reserve.

#### **Editions**

Variant editions of a title will be added only if “standard” editions exist or if the different edition contains substantial changes. This does not apply to updated editions in science and other fields in which currency is critical.

#### **Rare Books**

The library does not purchase rare materials, including first editions and autographed copies. The library may purchase special materials for the Texana collection with gift or grant funds.

#### **Periodicals**

The management of the serial collection requires a higher degree of selectivity than that of books because of their increasing costs. The library staff and faculty share the responsibility for selecting print periodicals. The library staff coordinates periodic review of serials, usually in conjunction with the departmental program review process. Decisions on selecting periodicals need to take into account faculty judgement, holdings available on the other campuses, and interlibrary loan access.

#### **Electronic Resources**

The College provides student and faculty access to the Internet, online periodical indexes, and full-text services available in the library. The library staff carefully selects these resources based on their relevance and support of the curriculum. The College libraries have a standing Shared Services Evaluation Committee, with a representative from each campus library and the Systems Librarian for the selection of databases that best serve the entire San Jacinto College community.

#### **Public Challenges of Library Materials**

1. Anyone wishing to make public challenge against any library materials must submit the challenge in writing to the Library Director using the Request for Reconsideration form, which is available at the campus libraries.
2. Library staff will review the challenged material using available literature reviews, taking into consideration how the material is viewed across the nation.
3. Using this information, the Library Director will make a decision and meet with the patron to discuss the challenge. After the meeting, the Library Director will send a letter explaining the library’s view to the complainant. The Director will also send a copy of the letter to the Provost.
4. The public submitting the challenge will have the right to appeal to the Provost.

Attachment 3

Date of SLT Approval	March 20, 2018
Effective Date	Anticipated May 8, 2018
Associated Policy	Policy III.3002.A, Library Collection Development
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Provosts

**Action Item “XIII”**  
**Regular Board Meeting May 7, 2018**

**Consideration of Approval of Policy IV.4004.A: Secondary Review of Validated Performance Rating – First Reading (Information Only)**

### **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Secondary Review of Validated Performance Ratings. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered.

### **BACKGROUND**

This policy explains that employees who have expressed a concern about their validated performance rating will utilize the Secondary Review process for their request. Procedures have been in place and revised since March 1, 2013. The adoption of this policy aligns the procedure and policy and implements the standard that each procedure should be associated to a Board-approved policy.

Additionally, the most recent associated procedures (previously procedure 4-25 updated to procedure IV.4004.A.a) have been included to support implementation of the policy. These approved procedures are attached for informational purposes only.

### **IMPACT OF THIS ACTION**

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

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

### **BUDGET INFORMATION**

No budgetary impact.

### **MONITORING AND REPORTING TIMELINE**

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

### **ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy IV.4004.A, Secondary Review of Validated Performance Rating (proposed policy)



**Consideration of Approval of Policy IV.4004.A: Secondary Review of Validated Performance Rating – First Reading (Information Only)**

Informational items only:

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

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

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: IV.4004.A

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

Current Policy Number/Name: N/A

New Procedure Number: IV.4004.A.a

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

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

Action Recommended for Policy: New

Action Recommended for Procedures: Revision

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

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

### Summary of Changes:

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

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

**Purpose**

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

**Policy**

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

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

**Associated Procedures**

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

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

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# Procedure 4-25: Secondary Review of Validated Performance Rating

## 1. Introduction

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

## 2. Procedure

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

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

Attachment 3 – Previous Procedures

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

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

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

3.

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

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

**3. SPECIAL CIRCUMSTANCES**

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

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

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

Attachment 3 – Previous Procedures

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

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

### **Associated Policy**

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

### **Procedures**

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

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

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

Attachment 4 – Most Recent – Approved Procedures

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

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

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

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

**SPECIAL CIRCUMSTANCES**

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

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

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



Attachment 4 – Most Recent – Approved Procedures

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

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**Action Item “XIV”  
Regular Board Meeting May 7, 2018**

**Consideration of Approval of Policy #: Transcripts, Licenses, and Certificates – 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 Transcripts, Licenses, and Certificates formerly designated as Policy IV-C-6. 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 addresses required job related official transcripts, licenses, certificates, and other documentation at San Jacinto College. The procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

This policy and associated procedures were reviewed with the officers of the Faculty Senate on May 3, 2018 and were sent to the College community on May 4, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on June 4, 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 IV-C-6: Policy on Faculty Transcripts and Certificates (current policy)
- Attachment 3 – Policy ##, Transcripts, Licenses, Certificates (proposed policy)

Informational items only:

- Attachment 4 - Procedure 4-26, Faculty Transcripts, Licenses and Other Documentation (current procedures)
- Attachment 5 - Procedure ##, Transcripts, Licenses, Certificates (proposed procedures)

**RESOURCE PERSONNEL**

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

## Policies and Procedures Summary of Changes

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

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

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

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

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

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

Action Recommended for Policy: Revision

Action Recommended for Procedures: Revision

Web Links:

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

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

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Summary of Changes:

### Policy

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

### Procedure

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

# Policy on Faculty Transcripts and Certificates

## Introduction

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

## General Policy

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

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

**Policy #, Transcripts, Licenses, and Certificates**

**Purpose**

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

**Policy**

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

**Definitions**

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

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

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

**Associated Procedures**

Procedure #, Transcripts, Licenses, and Certificates

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Date of Board Approval	Anticipated June 4, 2018
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Effective Date	Anticipated June 5, 2018
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Primary Owner	Vice Chancellor, Human Resources
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Secondary Owner	Vice President, Human Resources
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## Procedure 4-26: Faculty Transcripts, Licenses and Other Documentation

### 1. INTRODUCTION

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

### 2. PROCEDURE

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

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

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

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

**Procedure #, Transcripts, Licenses, and Certificates**

**Associated Policy**

Policy #, Transcripts, Licenses, and Certificates

**Procedures**

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

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

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

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

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

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

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

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

**Definitions**

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

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

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

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

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**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
May 7, 2018**

<b>I.</b>	<b>EQUIPMENT, SUPPLIES &amp; SERVICES BIDS</b>	
RFP 18-08	Contract for CPD Online Registration (pgs. 2-4)	\$ 230,000
IFB #18-20	Contract for Welding Fume Extraction Arms (pgs. 5-6)	116,768
RFP #18-23	Contract for Remote CART Services (pgs. 7-9)	80,000
CSP #18-25	Contract for Petrochemical Process Training Unit (pgs. 10-12)	5,514,961
RFP #18-26	Contract for Exterior Waterproofing Services (pgs. 13-15)	92,685
RFP #18-27	Contract for Beverage Vending and Pouring Rights (pgs. 16-18)	90,000
CSP# 18-28	Contract for North Campus Underground Utility Tunnel Upgrades (pgs. 19-21)	<u>3,445,484</u>
<b>TOTAL OF ALL BIDS</b>		<b>9,143,130</b>

<b>II.</b>	<b>PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS</b>	
Purchase Request #1	Additional Funds for Program Management Services (pgs. 22-23)	64,000
Purchase Request #2	Contract for Architectural Services for Central Campus Davison Building Renovation (pgs. 24-25)	666,235
Purchase Request #3	Method of Procurement for Central Campus Central Plant Upgrade (pg. 26)	-
Purchase Request #4	Delegation of Authority for Purchase of Equipment for Central Campus Plant Upgrade (pgs. 27-28)	270,000
Purchase Request #5	Bond Funding for Job Order Contracting (pgs. 29)	250,000
Purchase Request #6	Contract for Architectural Services for College Administration Building Renovations (pgs. 30-31)	95,000
Purchase Request #7	Renew the Contract for NCLEX Review Course Services (pgs. 32-33)	250,000
Purchase Request #8	Renew the Contract for Electrical Maintenance Services (pg. 34)	200,000
Purchase Request #9	Funds for Water Treatment Chemical Services (pg. 35)	75,000
Purchase Request #10	Renew the Contract for Catering Services (pg. 36)	135,000
Purchase Request #11	Delegation of Authority for Purchase of Emergency Door Locks (pgs. 37-38)	<u>500,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>		<b>2,505,235</b>
<b>GRAND TOTAL:</b>		<b><u>\$ 11,648,365</u></b>

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract to purchase an online registration software from Destiny Solutions for the Continuing Professional Development (CPD) department.

## **BACKGROUND**

The Ellucian Flexible Registration software has been used by Continuing and Professional Development as the means to register students online. Two-and-half years ago, it was learned that Ellucian would no longer support this product. Therefore, CPD needed to obtain a new online system for registration that would integrate with Banner and provide features that were user friendly and efficient.

A request for proposals, Project Number 18-08, was issued to procure online registration software system. Three (3) responses were received and evaluated by a team consisting of CPD, Accounting, and ITS administrators and staff who determined the proposal submitted by Destiny Solutions would provide the best value to the College.

## **IMPACT OF THIS ACTION**

The new Destiny Solutions product provides a seamless integration with Banner for the transfer of financial data as well as course information. It will replace the present system that is no longer supported by Ellucian. Based on the ease of use and the efficiency of information availability about classes, CPD expects an increase in enrollment.

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

The estimated expenditure for installation and integration of the online registration software is \$100,000. This will be funded from the 2008 Bond Supplemental Projects fund. The purchase of the annual subscription, Banner interface, and event management components is estimated to cost \$130,000 for the first year and will be funded from the CPD department's 2017-2018 and 2018-2019 operating budget. Annual subscription cost will vary depending on the number of registrations entered and the revenue generated there from.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will end one (1) year from the date of the final execution of the contract, with two (2) renewal term options. The first renewal term is for three (3) years and the last renewal term is for two years, with the contract expiration date which will coincide with the College's TouchNet contract which terminates on August 31, 2024.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Rob Stanicic	281-669-4023	rob.stanicic@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Project Name:**  
**Project Number:**  
**Number of Evaluators:**

CPD Online Registration Software Systems  
RFP 18-08  
6 \*

Stated Criteria	Total Points Available	Destiny Solutions	Blackboard Inc.	Jenzabar
Project Understanding, Management, Technical Approach, Implementation	132	107.00	104.00	89.00
Product Capability to Meet Departmental Needs	132	105.00	108.00	99.00
Price Proposal	126	74.30	126.00	76.24
Qualifications and Experience of Firm and Personnel	120	100.00	99.00	93.00
Overall Completeness, Clarity, and Quality of Proposal	60	51.00	48.00	39.00
Business Questionnaire	30	27.00	22.00	21.00
<b>100 Points Each x 6 Evaluators - Sub-Total</b>	<b>600</b>	<b>464.30</b>	<b>507.00</b>	<b>417.24</b>
Presentation				
<b>40 Points Each x 7 Evaluators</b>	280	255.00	163.50	n/a
<b>Total</b>	<b>880</b>	<b>719.30</b>	<b>670.50</b>	<b>417.24</b>
		<b>Total Points Received</b>		

<b>Final Ranking</b>	
Vendor Name	Total Score
<b>Destiny Solutions</b>	<b>719.30</b>
<b>Blackboard Inc.</b>	<b>670.50</b>
<b>Jenzabar</b>	<b>417.24</b>

\* Six participants reviewed the written proposals and seven participants reviewed the presentations

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for welding fume extraction arms with Avani Environmental Int'l Inc. for the Central Campus Welding department.

**BACKGROUND**

The Central Campus welding building, C32, was renovated approximately six years ago and was fitted with a new exhaust ventilation system, which included new welding fume extraction arms for the welding booths. Over time, the arms have lost their durability and most of them now are partially or completely non-functional. The Safety, Health, and Risk Management department determined that the Welding program should not use the effected welding booths without proper ventilation. As more arms fail, fewer booths became available for use, and the current stopgap repair solutions are no longer workable.

An invitation for bids, Project Number 18-20, was issued to procure welding fume extraction arms. Two responses were received and reviewed by Welding and Facilities Services faculty and staff who determined the bid submitted by Avani Environmental Int'l Inc. would provide the best value to the College.

**IMPACT OF THIS ACTION**

Replacement of the welding fume extraction arms will allow for the current welding booths to be fully operational and allow the exhaust ventilation system to filter welding fumes properly. Also, fully functioning welding booths will offer higher efficiency, safety, and maximum seat availability to train students.

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

The estimated expenditure is \$116,768. This expenditure is funded from the Facilities Services department's 2017-2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Jeff Parks	281-476-1806	jeffrey.parks@sjcd.edu
Les Crnkovic	281-478-2799	leslie.crnkovic@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Project Name** Welding Fume Extraction Arms  
**Project Number** 18-20

### Final Ranking

Vendor Name	Total Bid Price
Avani Environmental Int'l Inc	<b>\$116,768</b>
APS Building Services	\$166,800

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for remote communication access real-time translation (CART) services from Alternative Communication Services, LLC for the Compliance and Judicial Affairs department.

## **BACKGROUND**

In accordance with Title II of the Americans with Disability Act and Section 504 of the Rehabilitation Act of 1973, the College provides interpreting services to ensure that no individual is denied the benefits of, excluded from participation in, or is otherwise subjected to discrimination from an educational program or activity operated by the College due to impaired sensory, manual, or speaking skills. One type of interpreting service that is offered is communication access real time interpreting services. CART services are best described as a real time closed captioning of the instructor's lecture displayed to hearing impaired students via a computer during the class.

A request for proposals, Project Number 18-23, was issued to procure Remote Communication Access Real-Time services. Four (4) responses were received and evaluated by a team consisting of representatives from the Compliance and Judicial Affairs, Student Development and Educational Planning, Counseling, and Completion departments who determined the proposal submitted by Alternative Communication Services LLC would provide the best overall value to the College.

## **IMPACT OF THIS ACTION**

It is the College's responsibility to provide educational auxiliary aids and services to students with disabilities in a timely manner to ensure effective participation by all students and to remain compliant with the Americans with Disability Act. On average, the College provides CART services to three students per semester.

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

The estimated annual expenditure is \$80,000. This expenditure will be funded from the Compliance and Judicial Affairs - Interpreting Services department's 2017-2018 and 2018-2019 operating budgets.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will be two (2) years, commencing June 1, 2018 and ending May 31, 2020 with renewal options of three (3) one-year terms.

## **ATTACHMENTS**

Attachment 1 - Tabulation

**RFP #18-23**  
**Regular Board Meeting May 7, 2018**  
**Consideration of Approval to Contract for Remote CART Services**

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu



**Project Name** Remote CART Services  
**Project Number** RFP 18-23  
**Number of Evaluators** 4

Stated Criteria	Total Points Available	ONE Interpreting	Capture-it Unlimited Inc	Alternative Communication Services LLC	Karasch & Associates
Price Proposal	100	88.80	100.00	83.80	83.36
Qualifications and Experience of Personnel	80	45.00	50.00	62.00	42.00
Project Understanding and Management	80	53.00	58.00	63.00	39.00
Qualifications and Experience of Firm	80	50.00	58.00	63.00	39.00
Presentations	60	56.00	32.00	44.00	41.00
100 Points Each x 4 Evaluators	400	292.80	298.00	315.80	244.36
		<b>Total Points Received</b>			

### Final Ranking

Vendor Name	Total Score	
Alternative Communication Services, LLC	315.80	#
Capture-It Unlimited, Inc.	298.00	#
ONE Interpreting	292.80	#
Karash & Associates	244.36	#

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Austin Maintenance & Construction, Inc. for construction of a Petrochemical Process Training Unit at the Center for Petrochemical, Energy, and Technology (CPET) at Central Campus.

### **BACKGROUND**

Detailed specifications and plans developed by Tellepsen Engineering were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method. This process was carried out in accordance with the Texas Government Code, Section 2269.151.

A request for Competitive Sealed Proposals, Project Number 18-25, was issued to procure services and materials for this project. Three responses were received and evaluated by a team comprised of representatives from Facilities Services, the Central Campus Petrochemical Department, industry partners, and Rizzo & Associates. The evaluation team determined the proposal submitted by Austin Maintenance & Construction, Inc. would provide the best value to the College and could complete the project within the schedule completion date.

### **IMPACT OF THIS ACTION**

This project provides materials and services for construction of a new petrochemical process training unit at the CPET facility. This process unit will be used to simulate manufacturing plant operations as well as integrated learning opportunities in the multiple labs and related classrooms. The unit will be fully operable providing equipment that circulates, boils and distills ethylene glycol, and is intended to demonstrate process plant operation. It will utilize varying forms of process equipment including, but not limited to, distributed control systems, single point process instrumentation, circulating pumps, control and block valves, physical isolation configurations, electrical power control and distribution equipment, heat exchangers, pressure vessels, and distillation columns.

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

The cost of construction work for the Petrochemical Process Training Unit is \$5,514,961, which includes a 5% contingency. These expenditures will be funded from the 2015 Bond Program.

### **MONITORING AND REPORTING TIMELINE**

The construction phase for the process unit is estimated to be completed ten (10) months following notice to proceed. This work will be monitored by the College's Facilities Services personnel. Program management will be provided by Rizzo & Associates.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

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

**Project** Petrochemical Process Training Unit

**Project #** CSP 18-25

**Evaluator #** 5

Stated Criteria	Criteria Explanation	Total Points Available	Austin Maintenance & Construction	Flintco	Turner Industries
Section 1 Experience	Qualifications as a General Contractor to procure and construct an industrial facility, and the capacity to establish budgets, control cost, and meet schedules.	125	112.00	78.00	68.00
Section 2 Personnel	Ability to supply staff that has experience with similar projects.	125	113.00	89.00	53.00
Section 3 Method	Project approach and best practice procedures for establishing and tracking project objectives, including the process for budget verification, its procedure for maintaining schedule, and how to identify scope changes and tracks cost.	150	124.00	92.00	68.00
Section 4 Safety	Safety history and how well the firm anticipates, recognizes, and controls risks and what level of importance it has within the company.	125	108.00	90.00	98.00
Section 5 Financial	Firm's ability to provide payment and performance bonds, and any past or pending litigation.	50	50.00	49.00	40.00
Section 6 References	References for similar construction projects completed in the last 5 years. Evaluations based on responses received from references.	25	12.00	15.00	17.00
Qualification = 120 Points Each x 5 Evaluators					
<b>Qualification Sub-Total</b>		<b>600</b>	<b>519.00</b>	<b>413.00</b>	<b>344.00</b>
Price Proposal	Firms who met the Qualification Criteria threshold proceeded to evaluations of proposed construction contract amount. Lower price equates to higher score.	150	146.33	150.00	0.00
Price Proposal = 30 Points Each x 5 Evaluators					
<b>Grand Total Total</b>		<b>750</b>	<b>665.33</b>	<b>563.00</b>	<b>344.00</b>
			<b>Total Points Received</b>		

**Final Ranking**

**Vendor Name**

**Total Score**

<b>Austin Maintenance &amp; Construction</b>	<b>665.33</b>
Flintco	563.00
Turner Industries	344.00

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for exterior waterproofing services with Texas Ligua Tech Services, Inc. (Ligua Tech) for the Facilities Services department.

## **BACKGROUND**

During Hurricane Harvey, both College Administration buildings were impacted by considerable water intrusion damage through windows and the exterior façade. An investigation by Facilities Services personnel and remediation experts confirmed the need for waterproofing throughout the exterior brick and window areas of the building envelope.

A request for proposals, Project Number 18-26, was issued to procure exterior waterproofing services. Five (5) responses were received and evaluated by a team consisting of Facilities Services personnel determined the proposal submitted by Ligua Tech would provide the best value to the College.

## **IMPACT OF THIS ACTION**

Exterior waterproofing at both the East and West College Administration buildings will serve to minimize future water intrusion, which will limit further damage from occurring. The result is improved interior air quality for College employees.

The services to be rendered will include replacement of the sealant on the exterior windows, brick joints, doors, and expansion joints and will also include brick tuck pointing and addition of water repellent coating on the exterior of both buildings.

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

The estimated expenditure is \$92,685. This expenditure will be initially funded from the Facilities Services department's 2017-2018 operating budget. Possible reimbursement will be received from FEMA under a request that has already been filed.

## **MONITORING AND REPORTING TIMELINE**

The award term will end at project completion, with a maximum of twelve months from the date of notice to proceed. This work will be monitored by the College's Facilities Services personnel.

## **ATTACHMENTS**

Attachment 1 - Tabulation

**RFP #18-26**  
**Regular Board Meeting May 7, 2018**

**Consideration of Approval to Contract for Exterior Waterproofing Services**

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Josh Johnson	281-998-6120	josh.johnson@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Project Name** Exterior Waterproofing Services  
**Project Number** RFP 18-26  
**Number of Evaluators** 3

Stated Criteria	Criteria Explanation	Total Points Available	Liqua Tech	F.W. Walton	Restoration Services	United Restoration	Mid-Continental
Price Proposal	Evaluated on a best overall value approach for the College	105	98.39	105.00	87.53	60.75	40.58
Qualifications and Experience of Firm	Firm's references, reputation, and experience	75	63.00	54.00	43.00	55.00	56.00
Project Understanding and Management	Management and technical approach to the scope of services, breadth and depth of the Plan Detail	60	50.00	44.00	36.00	41.00	47.00
Proposed Timeline	Project schedule from start to completion	30	25.00	8.00	22.00	24.00	21.00
Experience Related to FEMA Reimbursement	Firm's experience managing 100% federal funding reimbursable	15	10.00	8.00	7.00	6.00	6.00
Warranty	Describe warranty on labor and products	15	10.00	12.00	12.00	4.00	12.00
<b>100 Points Each x 3 Evaluators</b>		<b>300</b>	<b>256.39</b>	231.00	207.53	190.75	182.58
			<b>Total Points Received</b>				

<b>Final Ranking</b>	
Vendor Name	Total Score
<b>Liqua Tech</b>	<b>256.39</b>
F.W. Walton	231.00
Restoration Services	207.53
United Restoration	190.75
Mid-Continental	182.58

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for beverage vending and pouring rights services with PepsiCo for the College.

## **BACKGROUND**

In 2009, Coca-Cola (Coke) was awarded the College's beverage vending and pouring rights contract. Coke met and at times exceeded the College expectations; however, after the sale of Coke's Texas manufacturing and distribution to Arca Continental in 2017, the College began experiencing service, delivery, and product related issues. As a result, it was recommended the College go back to the market to select a new beverage supplier.

A request for proposals, Project Number 18-27, was issued to procure beverage vending and pouring rights services. Three (3) responses were received and evaluated by a team representing Auxiliary Services, Campus Services, and Foundation staff who determined the proposal submitted by PepsiCo would provide the best value to the College.

## **IMPACT OF THIS ACTION**

Adoption of this recommendation will enable the College to be serviced with beverage vending and provide reasonable rates for College purchases. All vending machines sales will generate a commission and rebate payable to the College. The agreement also includes annual sponsorship payments and product donations.

PepsiCo demonstrates the importance of providing quality products and service and will work to ensure the College's needs are met; this includes maintaining equipment and providing the product mix preferred by our College community. With this supplier's attention to service, delivery and product variety offered, sales and commissions are expected to increase.

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

The estimated annual expenditure is \$90,000. This expenditure is funded from the Auxiliary Services department's 2017-2018 operating budget and subsequent year budgets.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will be three (3) years, with renewal options of two (2) additional one-year terms.

## **ATTACHMENTS**

Attachment 1 - Tabulation



**RFP # 18-27**  
**Regular Board Meeting May 7, 2018**

**Consideration of Approval to Contract for Beverage Vending and Pouring Rights**

**RESOURCE PERSONNEL**

Hilda Boyce  
Patsy Laredo

281-998-2627  
281-998-6106

hilda.boyce@sjcd.edu  
patsy.laredo@sjcd.edu

**Project Name** Beverage Vending and Pouring Rights  
**Project Number** RFP 18-27  
**Number of Evaluators** 4

Stated Criteria	Criteria Explanation	Total Points Available	Coca Cola Southwest Beverages	Gilly Vending, Inc.	PepsiCo
Commission Terms/Tiers Based on Sales	Percentage of sales paid to the College	80	60	62	73
Qualifications and Experience of Firm	Firm's references, reputation and experience	40	35	36	38
Product Line/Product Mix	Product mix and equipment operational features	80	59	76	65
Price of Products	College purchase price and proposed vending pricing	80	61	66	65
Maintenance Plan/Schedule	Preventative maintenance, service plan, service and delivery schedule.	80	40	74	72
Financial Return to the College	Minimum capital investment to be provided to the College: cash incentives, rebates, value added services, free product	40	26	31	33
<b>100 Points Each x 4 Evaluators</b>		<b>400</b>	281	345	<b>346</b>
			<b>Total Points Received</b>		

<b>Final Ranking</b>	
Vendor Name	Total Score
<b>PepsiCo</b>	<b>346</b>
Gilly Vending, Inc.	345
Coca Cola Southwest Beverages	281

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with The Brandt Companies, LLC (Brandt) for mechanical, electrical, and plumbing (MEP) systems repairs and replacements for the North Campus Underground Utility Tunnel Upgrades.

## **BACKGROUND**

Detailed specifications and project plans were developed by ACR Engineering, Inc. and were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method. This process was conducted in accordance with the Texas Government Code, Section 2269.151.

A request for Competitive Sealed Proposals, Project Number 18-28, was issued to procure services for this project. One response was received and evaluated by a team comprised of representatives from Facilities Services, ACR Engineering, Inc., and AECOM. The evaluation team determined the proposal submitted by Brandt was in line with the project budget and could complete the project within the desired schedule completion date.

## **IMPACT OF THIS ACTION**

This project includes refurbishment and repair of piping and related equipment installed in the subsurface tunnel located in the central area of the North Campus. This work will consist of repairing piping supports, cleaning and painting corroded piping, reinsulating piping, repairing damage and leaking sections of the tunnel structure, installing ventilation and gas monitors, and installing sump pumps with backup generators.

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

With only one proposal received, additional research was conducted to ensure that the pricing received from Brandt was commensurate with current market rates for similar projects.

The cost of construction work for the North Campus Utility Tunnel Upgrade is \$3,445,484, which includes a 10% contingency. These expenditures will be funded from the 2015 Bond Program.

## **MONITORING AND REPORTING TIMELINE**

The construction phase services are estimated to be completed twenty-two (22) months following notice to proceed and will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

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

**Project** Underground Utility Tunnel Renovation  
**Project #** CSP 18-28  
**Evaluator #** 4

<b>Stated Criteria</b>	<b>Criteria Explanation</b>	<b>Total Points Available</b>	<b>The Brandt Companies</b>
Price Proposal	Proposed Construction Contract Amount of Base Proposal. Lower price equates to higher score.	120	120.00
Section 1 General	Qualifications as a General Contractor for Staffing Approach, Management Plan, Proposed Construction Schedule, Current Workload, Resources, and Prime-Contractor/Sub-Contractor Relationships. Quality of information provided equates to a higher score.	80	66.00
Section 2 History	Firm's history. Quality of information provided equates to a higher score.	40	35.25
Section 3 Safety	Firm's safety record and safety program. Quality of information provided equates to a higher score.	60	50.00
Section 4 Financial	Firm's audited financial statements (5), bonding capacity, and responses received on requested information (5). More favorable financial records equate to a higher score.	40	35.75
Section 5 References	References for similar construction projects completed in the last 5 years. Evaluations based on responses received from references.	60	53.00
100 Points Each x 4 Evaluators			
<b>Total</b>		<b>400</b>	<b>360.00</b>
			<b>Total Points Received</b>

<b>Final Ranking</b>	
<b>Vendor Name</b>	<b>Total Score</b>
<b>The Brandt Companies</b>	<b>360.00</b>

**Purchase Request #1**  
**Regular Board Meeting May 7, 2018**

**Consideration of Approval of Addition of Funds for Program Management Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve additional funds for program management services provided by Rizzo & Associates, LLC for the North Campus Center for Industrial Technology (CIT).

**BACKGROUND**

Rizzo & Associates was engaged to provide project program management services for the North Campus CIT project. Their services included, but were not limited to, development of project budgets and schedules; coordination of programing and site planning; preconstruction services; construction means and methods advising; management of design, construction, and commissioning; and administration of follow-up warranty services.

In December 2015, the Board approved the full scope of work for Rizzo & Associates necessary to provide technical and administrative oversight for the project. The project was substantially complete in March 2017 and move in took place during that time period. However, there were a number of changes during closeout, including constructing Pipefitting and Advanced Manufacturing labs and installing technology related graphics that extended the schedule. This request will cover all final program management fees related to the project.

**IMPACT OF THIS ACTION**

Construction of the North Campus CIT project is complete and the project is now closed. Approval of this request will provide for payment of the final program management services in support of the project.

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

Previously, the Board approved a total of \$754,873 for program management services for the CIT project. This includes both fees and reimbursables, which are comprised of the contractor's proportionate salaries expended on this project. Additional funds required to cover final program management fees is \$64,000. Funding will be provided from Revenue Bond funds.

**MONITORING AND REPORTING TIMELINE**

None.

**ATTACHMENTS**

None.

**Consideration of Approval of Addition of Funds for Program Management Services**

**RESOURCE PERSONNEL**

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**Purchase Request #2**  
**Regular Board Meeting May 7, 2018**  
**Consideration of Approval of Contract for Architectural Services for**  
**Central Campus Davison Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Kirksey Architecture (Kirksey) for architectural services for design of the Central Campus Davison building renovation project.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which was most qualified for the respective project. It was recommended that Kirksey is the firm best suited to design the Central Campus Davison building renovation based primarily on their extensive experience renovating educational facilities. This project is included in the 2015 Bond Program.

Architectural services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are awarded based on the firm's qualifications relative to each project. Kirksey is one of the seven architectural firms approved for the pool of architects to be utilized for the 2015 Bond Program as a result of RFQ 16-15.

**IMPACT OF THIS ACTION**

This action requests authorization to enter into a contract for architectural design of the Central Campus Davison building renovation project. The scope of the renovations will include the proposed recommendations outlined in the assessment and programming document to be delivered by Kirksey in April 2018 addressing existing conditions and ADA requirements; architectural, civil, mechanical-electrical-plumbing and structural analysis; and plans required to complete renovation of the building.

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

The architect's proposed fee of \$666,235 is based on the estimated cost of work for the Central Campus Davison building renovations of \$9,201,948. This fee proposal is within the Board approved guidelines established for renovation projects in the 2015 Bond Program. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Architectural design of the project will require approximately one (1) year following notice to proceed, and renovations will require approximately fifteen (15) months.

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



**Purchase Request #2**  
**Regular Board Meeting May 7, 2018**  
**Consideration of Approval of Contract for Architectural Services for**  
**Central Campus Davison Building Renovation**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the Competitive Sealed Proposal (CSP) methodology for the Central Plant Upgrade at Central Campus.

**BACKGROUND**

Plans are underway to upgrade the Central Utility Plant at the Central Campus. The upgrade is a key component in providing air conditioning support to new and renovated facilities planned for the 2015 Bond Program, as well as those included in the future Central Campus Site Master Plan.

The CSP methodology is recommended for this project as it has proven to be effective in accommodating flexibility in scope development while maintaining control of risk and assures delivery of good value. The package of specifications and plans will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.151.

**IMPACT OF THIS ACTION**

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

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

The estimated cost of construction work for the Central Plant Upgrade is \$955,324. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Design and construction of this project will require approximately twenty (20) months following approval to proceed. Design and construction will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
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**Purchasing Request #4**  
**Regular Board Meeting May 7, 2018**  
**Consideration of Approval of Delegation of Authority for Purchase of**  
**Equipment for Central Campus Central Plant Upgrade**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees delegate its authority and designate the Chancellor to approve the purchase of necessary equipment required to upgrade the Central Campus Central Plant.

**BACKGROUND**

One of the projects approved under the 2015 Bond Program is an upgrade to the Central Campus Central Plant. The scope includes upgrading the electrical switchgear, transformers, and the addition of a third circulating pump. Presently, the lead-time for this equipment is a minimum of six (6) months. In order to maintain the project schedule and accommodate the Central Campus winter “mini” semester schedules, the equipment will need to be purchased directly by the College prior to engaging a contractor to install the equipment as part of the upgrade project.

It is recommended that the equipment be purchased from a vendor with a cooperative contract that complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code. Pursuant to Chapter 2269.053 of the Texas Government Code, a governing entity may delegate its authority under this chapter regarding an action authorized or required by this chapter to a designated representative, committee or other person. To do so, the governing entity shall provide notice of the delegation, the limits of the delegation and the name or title of the designee(s).

**IMPACT OF THIS ACTION**

This action would authorize the Chancellor to approve the purchase of equipment for the Central Campus Central Plant upgrade once final negotiations have been completed. This equipment will enable the system to work more efficiently by replacing old and lower capacity equipment. Due to the long lead time of the equipment, temporary measures will be put in place to ensure the chilled water distribution system remains working and offers minimal impact to classes.

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

The expenditure for this request will not exceed \$270,000. This expenditure will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

The temporary air conditioning measures will be installed starting in December 2018 when the main system will be shut down during the winter break. A possible second shut down is possible during January or February 2019 and will be coordinated with campus leadership. Work will be completed by Spring Break 2019.

**Purchasing Request #4**  
**Regular Board Meeting May 7, 2018**  
**Consideration of Approval of Delegation of Authority for Purchase of**  
**Equipment for Central Campus Central Plant Upgrade**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the use of Job Order Contracting with Construction Masters of Houston (Construction Masters) for bond projects.

## **BACKGROUND**

Job Order Contracting (JOC) is a construction method of procurement that enables commonly encountered repairs and minor construction projects to be done quickly by reducing procurement time. JOC contracts are competitively procured based on overall best-value, including the contractor's coefficient (a multiplier) which is applied as a discount to preset regional unit prices, such as RSMMeans.

Construction Masters has a contract through the Choice Partners cooperative contracts program to provide JOC construction services, Contract Number 15/041JN-04, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and Section 2269.401 of the Texas Government Code and is permitted through Section 791.001 of the Texas Government Code.

## **IMPACT OF THIS ACTION**

Historically, the College has utilized Construction Masters for JOC services for small, operational funded repairs and minor projects. Approval of this request will allow the College to engage Construction Masters for unspecified Bond funded repairs and minor projects as needed.

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

This request provides expenditure authorization in an amount not to exceed \$250,000. Individual purchases greater than \$50,000 will require the Board to approve the method of procurement. This expenditure will be funded from the College's Bond programs.

## **MONITORING AND REPORTING TIMELINE**

The use of Bond funded JOC contracts will be approximately five (5) years, concurrent with the Collee's bond programs.

## **ATTACHMENTS**

None

## **RESOURCE PERSONNEL**

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**Purchase Request #6**  
**Regular Board Meeting May 7, 2018**  
**Consideration of Approval of Contract for Architectural Services for**  
**College Administration Building Renovations**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Page Southerland Page Inc. (Page) for architectural services for design of College Administration Building Renovations, Phase II.

**BACKGROUND**

The College has developed a list of building repairs and renovations at the College Administration East Building (A1). These include renovation of the first and second floor restrooms, and renovations at the front entrance, lobbies, and hallways.

Other improvements include improving exterior lighting, renovation of office suites, and building foundation repairs.

The Board approved Phase I of this project in February 2018, which includes renovation of the first floor restrooms and updates to accessible (ADA) parking spaces at A1. The remaining work is being planned as Phase II.

**IMPACT OF THIS ACTION**

This request provides for authorization to enter into a contract with Page to design Phase II of the College Administration Building Renovations. Page is recommended as the architect due to their experience and knowledge with the administration buildings.

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

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

The estimated cost of architect services for Phase II of this project is \$95,000. This fee is within the Board approved guidelines established for renovation projects in the bond programs. Funds will be provided from the 2008 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Architectural design of the project will require approximately five (5) months following notice to proceed.

Design and construction will be will be managed by Facilities Services personnel.

**ATTACHMENTS**

None

**Purchase Request #6**  
**Regular Board Meeting May 7, 2018**  
**Consideration of Approval of Contract for Architectural Services for**  
**College Administration Building Renovations**

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6106	angela.klaus@sjcd.edu

**Consideration of Approval to Renew the Contract for NCLEX Review Course Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew the contracts for National Council Licensure Examination (NCLEX) review course services with Assessment Technologies Institute LLC, Elsevier Inc., and Kaplan Inc. for the College's Nursing departments campus wide.

**BACKGROUND**

A request for proposals, Project Number 17-12, was issued in March 2017 to procure NCLEX review course services for the Nursing departments. The Board approved the original contracts with Assessment Technologies Institute LLC, Elsevier Inc., and Kaplan Inc. in June 2017.

The North and South campuses offer both the NCLEX-RN® and NCLEX-PN/VN® reviews for students who are in their last semester of their corresponding nursing program. Comprehensive review is utilized to further prepare students for their licensure exam they will take after graduation with the goal of passing on their first attempt. First attempt passing is important as the Texas Board of Nursing has set a standard of 80% as the minimum acceptable pass rate for first time testers.

The Central Campus Associate Degree Nursing department recently engaged one of the awarded firms to provide an in-person three-day review course to the May 2018 cohort. Recent award of the Nursing Shortage Reduction Program grant afforded this initial purchase of this delivery method for this cohort of students. Historically, students would have to purchase various products with similar content/concept reviews with their own funds.

**IMPACT OF THIS ACTION**

Nursing departments from the three campuses have the flexibility to meet their different styles of teaching within their respective programs by having multiple firms under contract. Different providers and delivery methodologies provides options for more flexible clinical hours, diagnostic assessment, evaluation of students' weaknesses, and engagement in their learning environment, therefore, promoting better resources for student success.

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

The estimated annual expenditure for this request is \$250,000. This expenditure will be funded from both grant funds and the Nursing department's 2018-2019 operating budget.

**MONITORING AND REPORTING TIMELINE**

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



**Consideration of Approval to Renew the Contract for NCLEX Review Course Services**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Van Allen Wigginton	281-542-2000	van.wigginton@sjcd.edu
Alexander Okwonna	281-922-3466	alexander.okwonna@sjcd.edu
Rhonda Bell	281-459-7618	rhonda.bell@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Consideration of Approval to Renew the Contract for Electrical Maintenance Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew the contract for electrical services with Alpha Electric Company for the Facilities Services department.

**BACKGROUND**

A request for proposal, Project Number 15-11, was issued in April 2015 to procure electrical services for the Facilities Services department. The Board approved the original contract with Alpha Electric Company in June 2015.

The Facilities Services department is responsible for maintaining the College's electrical and lighting systems. Services from an outside electrical maintenance firm is required for larger projects, and repair and renovation projects on an as needed basis to assist with emergency repairs that arise throughout the year.

**IMPACT OF THIS ACTION**

Alpha Electric Company provides electrical services when the College does not have the capability or capacity to perform these services with our own staff due to the complexity of the project or time constraints required to complete the work. The qualified licensed electrical contractor is responsible for supplying staff and equipment on a project specific basis.

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

The estimated annual expenditure for this request is \$200,000. This expenditure will be funded from the Facilities Services department's 2017-2018 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6120	bryan.jones@sjcd.edu
Ron Andell	281-929-4659	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of chilled and heated water treatment chemical services and supplies from Nalco for the Facilities Services department.

**BACKGROUND**

The College has used the Nalco water treatment products and systems for approximately eight years. The College purchases biocides, fungicides and rust/scale inhibitors to protect the College's heating and cooling pipes, valves, and related equipment.

Nalco has a contract through the TXMAS cooperative contracts program to provide water treatment services and supplies, Contract Number 885-M1, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code. The TXMAS contract is slated to expire in August and the College is preparing a solicitation to procure similar materials directly.

**IMPACT OF THIS ACTION**

Approval of for this purchase will ensure the College has an avenue to keep the multimillion dollar heating and cooling systems operational, controlling corrosion, fouling, and free of potential health hazards.

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

The estimated annual expenditure is \$75,000. This expenditure will be funded from the Facilities Services department's FY 2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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Don Netherton	281-478-2792	don.netherton@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #10**  
**Regular Board Meeting May 7, 2018**  
**Consideration of Approval to Renew Contracts for Catering Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

A request for proposals, Project Number 17-05, was issued in January 2017 to procure catering services for the College. The Board approved contracts with ten (10) meal and catering suppliers in April 2017. Even though there are a variety of food and dining suppliers under contract, the College only exceeds Board approved annual spend thresholds with City View Catering and Jason's Deli.

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

**IMPACT OF THIS ACTION**

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

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

The estimated annual expenditure for catering services for these two suppliers is \$135,000. This expenditure will be funded from various departmental 2017-2018 operating budgets and subsequent year budgets as approved.

**MONITORING AND REPORTING TIMELINE**

The renewal will exercise the first of three (3) one-year terms available. The new contract term will be May 2, 2018 through May 1, 2019.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Hollie Fulsom	281-998-6315	hollie.fulsom@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

**Consideration of Approval of Delegation of Authority for Purchase of Emergency Door Locks**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees delegate its authority and designate the Chancellor to approve the purchase of necessary door lock equipment required to comply with the National Fire Protection Association (NFPA) 101 Life Safety Code.

**BACKGROUND**

The NFPA advocates reduction of fire and other hazards by providing and advocating consensus of codes and standards, research, training and education. 101 Life Safety Code is the consensus standard widely adopted in the USA by many municipalities and public institutions.

For the safety of students, faculty, and staff, and in an effort to be compliant with the new NFPA regulations, the College has identified a newer model door lock as well as components to retrofit existing door locking mechanism that will allow the door to be locked from the inside. These new and modified lock systems will make the doors capable of being locked from the inside, while allowing first responders with the proper credential or key to open it from the outside. These locks do not require any special knowledge or effort to operate and can be locked or unlocked in one step.

The College has identified 1,063 classroom and approximately 200 conference room doors that require retrofitting. The door lock sets effected are comprised of several brands and models due to the age of the hardware. The Facilities Services team has been working with the manufacturer's representatives to test and approve the appropriate retrofit components to accommodate the full range of lock sets involved. Some of these products have been identified and are readily available, but for one brand the manufacturer is still finalizing the necessary component to meet all the NFPA requirements.

It is recommended that the equipment be purchased from suppliers who have a cooperative contract or other means while complying with the competitive procurement requirement in Section 44.031 of the Texas Education Code. Due to the urgency of this project, skilled temporary labor will need to be utilized to complete the installation before the start of the Fall semester. The labor would also be procured through a firm(s) who has been awarded a competitively procured cooperative contract.

**IMPACT OF THIS ACTION**

This action would authorize the Chancellor to approve the purchase of equipment and labor from suppliers that complies with all competitive procurement laws and statues while providing the best value for the College. Completion of this project action will provide a safer environment in case of a threat to individuals on campus. Instructions will also be disseminated to inform and instruct everyone on the use of the new locks. Additionally, the College's lock set standards will be updated to incorporate the new NFPA handset requirements for all new construction and renovation projects.

**Consideration of Approval of Delegation of Authority for Purchase of Emergency Door Locks**

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

The expenditure for this request will not exceed \$500,000. This expenditure will be funded from the Facilities Services 2017-2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

The project will be completed before the start of the Fall semester and all work will be monitored by the College's Facilities Services personnel.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**Item "A"**  
**Regular Board Meeting May 7, 2018**  
**Approval of the Minutes for the April 2, 2018**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the April 2, 2018, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
April 2, 2018  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Lisa Brown (Thompson & Horton), Mandi Reiland, Steve Trncak, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:17 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse (arrived during executive session), Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074 and 551.072 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Personnel Matters, &amp; Real Estate</b>	Adjourned to closed session at 5:18 p.m.  <ul style="list-style-type: none"> <li>a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. Lisa Brown, Steve Trncak, Teri Zamora, and Mandi Reiland were present for this discussion.</li> <li>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. Lisa Brown, Mandi Reiland, Steve Trncak, and Teri Zamora were present for this discussion.</li> <li>a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Mandi Reiland and Teri Zamora were present for this discussion.</li> </ul>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 5:58 p.m.



<p><b>V.</b></p>	<p><b>Update on TACC Legislative Agenda</b></p>	<p>Brenda Hellyer provided an update on the Texas Association of Community College (TACC) legislative agenda. She explained that they are still finalizing the priorities but currently are as follows:</p> <ul style="list-style-type: none"> <li>- Increase Student Success Points funding</li> <li>- Increase in contact hour funding for inflation</li> <li>- Maintain current level of core funding</li> <li>- Address policy issues regarding Dual Credit</li> <li>- Support for workforce needs (i.e. equipment for programs, grants, etc.)</li> <li>- Develop plan for Small Business Development Centers across the State</li> </ul> <p>The TACC ask is meant to align with the Texas Higher Education Coordinating Board’s (THECB) request. Commissioner Parades with THECB is asking for \$215/student success point which is what was asked for last session as well. Overall, there have been positive responses to the ask.</p> <p>Brenda stated that she would be sending out a letter for JACC-PAC soon to begin collecting contributions.</p> <p>Larry asked about dual credit versus non dual credit performance. Brenda stated that TACC and THECB have been working with the University of Texas and RAND on state-wide analysis. Part of the TACC analysis will also include a goal for high school students earning 12 hours of dual credit before high school graduation. Dual credit is considered an important part of the THECB’s 60x30TX plan.</p> <p>Members discussed dual credit and the various components of the programs.</p> <p>Brenda stated that there is a program starting at Deer Park that is similar to the Accelerated College Education (ACE) program model at La Porte. There will be 48 students in this new program.</p>
<p><b>VI.</b></p>	<p><b>Review Board of Trustees Institute Call to Action</b></p>	<p>John Moon, Jr. provided an overview of the Commitment to Action from the Board of Trustees Institute (BOTI) that took place in March 2018. He explained that we need to review how and what is reported to the Board and determine additional areas members are interested in</p>

		<p>receiving information on. Specifically, we should consider K-12, Transfer, Workforce, and community based Board engagement. Also, it is proposed that the College’s Board schedule a dinner with our school district superintendents and their Board members to address current and future partnerships. Another area of information that the Board should be reviewing is diversity of employees and the breakdown of enrollment and programs by ethnicity, economically disadvantaged, etc.</p> <p>John explained that after the Board reviews all of this additional data, a new strategic plan for 2019-2023 should be developed. He also explained that the Board needs to better understand and develop fiscal sustainability through analysis of programs to understand the alignment with our strategic goals. Additionally, the College should develop a revenue and fee strategy and analyze expense and debt strategies.</p> <p>Erica Davis Rouse stated that the Institute provided her with more tangible questions to ask as a new person. She received various new data points and thought the rest of the Board would be interested in this same data. For example, she is interested in understanding the student experience data through CCSSE and SENSE. She also explained that the strategic plan should be a living document and we should tie everything back to the plan, including the College’s approach on equity. She also mentioned that we should develop and analyze fee schedules based on future earning potential of specific programs. Overall, the Institute was beneficial and provided her with new ways to look at what we are doing at San Jacinto College.</p> <p>Brenda stated that Dr. Belle Wheelan was at the BOTI and presented new standards for the SACSCOC Reaffirmation process. A Board self-evaluation and the explanation of the process in the bylaws is now required. The bylaws will need to be revised for this change. She will also bring back examples of the self-evaluations for the Board to consider. Brenda reiterated what John and Erica said about the data and reports that the Board needs to be reviewing, as well as the dinner with the school districts. She will work on scheduling a dinner and provide a modified schedule for data reports.</p>
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		<p>Marie said that she thinks a self-evaluation process will unify the Board even more.</p> <p>Erica stated that she thinks this work will help to reinforce the 60x30TX plan.</p>
<b>VII.</b>	<b>Review Draft of 2018-2019 Annual Priorities</b>	<p>Brenda Hellyer provided an overview of each proposed annual priority. She explained that the Strategic Leadership Team (SLT) had a retreat to develop the 2018-2019 annual priorities.</p> <ul style="list-style-type: none"> <li>• Pathways Design and Implementation</li> <li>• Institutional Effectiveness</li> <li>• Fiscal Sustainability and Forecast Models</li> <li>• Bond Programs</li> <li>• Talent and Organizational Development</li> <li>• Positioning for the Future</li> </ul> <p>Brenda explained that these annual priorities align very well with the work that came out of the BOTI’s Call to Action. The goal is to bring these to the Board for approval in May. She explained the changed format for the Chancellor’s sessions at College Community Day in February. The feedback from the College Community Day Review Council may slightly effect the annual priorities and the actions for next year. The council is providing a report to the Chancellor later in April or May.</p> <p>Brenda explained that one of the big work items from the BOTI Call to Action was the development of a new strategic plan.</p>
<b>VIII.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar with the Board.
<b>IX.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda asked the members if there were any additional items for discussion.</p> <p>Erica asked how we determine lab and incidental fees. Brenda explained that the Deans Council, which is led by Provost Van Wigginton reviews, analyzes, and revises the fees as needed.</p>
<b>X.</b>	<b>Adjournment</b>	Workshop adjourned at 6:34 p.m.

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

**April 2, 2018**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, April 2, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Norma Aguilar	Yessenia Jimenez	Amanda Rose
Joshua Banks	Bryan Jones	Tamela Sawyer
Brian Bui	Vicki Kane	Shawn Silman
Daniel Byars	Ann Kokx-Templet	Kelly Simons
Pam Campbell	Joshua Lowry	Danny Snooks
Cristina Cardenas	Kevin McKisson	Janice Sullivan
Andrew Chau	Joshua Menefee	Earle Thomas
Reed Clarke	Robert Moreno	Ericka Thomas
Mayra Cochran	Kevin Morris	Steve Trncak
Hope Cory	Wanda Munson	Imelda Umansor
Teri Crawford	Alexander Okwonna	Luzanne Vance
Chris Diaz	Elena Olivier	Yvonne Vera
Dianne Duron	Jeff Parks	Andreina Villarreal
Amanda Fenwick	Karen Pfeiffer	Van Wigginton
Sara Garcia	Dianne Phillips	Laurel Williamson
George González	Deborah Porter-Amey	Azuree Wilson
Elysa Gusman	Loli Priddy	Teri Zamora
Allatia Harris	Bill Raffetto	Joanna Zimmerman
Joseph Hebert	Ruben Ramirez Jr.	
Nestor Infamzon	Mandi Reiland	
Mini Izaguirre	Heather Rhodes	
Sallie Kay Janes	Shelley Rinehart	
Robert Jeter, III	Martha Robertson	

<b>Call the Meeting to order:</b>	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:00 p.m.
<b>Roll Call of Board Members:</b>	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Dr. Sallie Kay Janes. The pledges to the American flag and the Texas flag were led by Keith Sinor.
<b>Special Announcements, Recognitions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Dr. Allatia Harris recognized the Women’s Basketball Team for Winning the 2018 Region XIV Tournament and Competing in the NJCAA National Tournament. She also recognized Coach Kayla Weaver.</li> <li>2. Dr. Laurel Williamson recognized the Financial Aid Team for receiving a San Jacinto College Monument Award.</li> <li>3. Dr. Laurel Williamson recognized Hope Cory for her Appointment to the Texas Higher Education Coordinating Board Undergraduate Education Advisory Committee.</li> <li>4. Dr. Allatia Harris recognized the 2018 Adventures in STEM/Mindtrekkers Event and those employees who made the event successful. Mayra Cochran with Dow provided additional comments.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. John Moon, Jr. and Erica Davis Rouse reported out on their experience at the 2018 Board of Trustees Institute and the Call to Action.</li> <li>2. George González provided an update on Success Points.</li> </ol> <p>Dan Mims introduced Constable Chris Diaz and Reed Clark who were in attendance.</p>
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A thank you was sent to the Board from Michael Moore, for the plant sent in memory of his mother.</li> <li>2. A thank you was sent to the Board from Hollie Fulsom, for the plant sent in memory of her grandfather.</li> <li>3. A copy of the Opportunity News was provided to each Board member.</li> </ol>
<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	Robert Jeter, III spoke for approximately five minutes to the Board of Trustees.

**Informative Reports:**

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

- A. San Jacinto College Financial Statements
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program

**Motion 9851  
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 John Moon, Jr., for approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

**Motion Carried.**

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

**Motion 9852  
Consideration to  
Modify  
Incidental and  
Lab Fees**

Motion was made by Keith Sinor, seconded by Dr. Ruede Wheeler, for approval to Modify Incidental and Lab Fees.

**Motion Carried.**

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

**Motion 9853  
Consideration of  
Approval of  
Policy  
VI.6001.A:  
Financial Aid –  
Second Reading**

Motion was made by Dan Mims, seconded by Erica Davis Rouse for approval of Policy VI.6001.A: Financial Aid – Second Reading.

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

**Motion 9854  
Consideration of  
Approval of  
Policy  
VI.6002.A:  
Academic  
Suspension  
Appeal – Second  
Reading**

Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson for Approval of Policy VI.6002.A: Academic Suspension Appeal – Second Reading

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

**Motion 9855** Motion was made by John Moon, Jr., seconded by Dan Mims for Approval of  
**Consideration of** Policy VI.6002.B: Accessibility Services for Students – Second Reading.  
**Approval of**  
**Policy**  
**VI.6002.B:** **Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Accessibility** **Nays:** None  
**Services for**  
**Students –**  
**Second Reading**

**Motion 9856** Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr. for  
**Consideration of** Approval of Policy VI.6003.A: Evaluation of Transcripts for Transfer  
**Approval of** Students – Second Reading.  
**Policy**  
**VI.6003.A:** **Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Evaluation of** **Nays:** None  
**Transcripts for**  
**Transfer**  
**Students –**  
**Second Reading**

**Motion 9857** Motion was made by Keith Sinor, seconded by Dan Mims for Approval of  
**Consideration of** Various Policy Rescissions – Second Reading.  
**Approval of**  
**Various Policy** **Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Rescissions –** **Nays:** None  
**Second Reading**

**Consideration of** Informational item on Approval of Policy #: Library Collection Development  
**Approval of** – First Reading (Information only).  
**Policy #:**  
**Library** **No vote needed.**  
**Collection**  
**Development –**  
**First Reading –**  
**(Information**  
**Only)**

**Motion 9858** Motion was made by John Moon, Jr., seconded by Dan Mims for approval of  
**Consideration of** the purchasing requests.

Purchase Request #1	
Renew the Contract for Casualty Insurance	\$184,717
Purchase Request #2	
Renew the Contract for Annual Financial Audit Services	98,000

Purchase Request #3	
Purchase Non-destructive Testing Equipment	111,000
Purchase Request #4	
Method of Procurement for Early College High Schools	-
Purchase Request #5	
Extend Contract for Collection of Ad Valorem Taxes	-
	<hr/>
TOTAL OF PURCHASE REQUESTS	\$393,717

**Motion Carried.**

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

**Nays:** None

**Motion 9859  
Consent Agenda**

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

- A. Approval of the Minutes for the March 5, 2018 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements, 2017-2018 Part-time Hourly Rate Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on May 7, 2018.

**Motion Carried.**

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

**Nays:** None

**Items for  
Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Meeting Adjourned at 7:48 p.m.



**Item “B”**  
**Regular Board Meeting May 7, 2018**  
**Approval of the Minutes for the April 13, 2018**  
**Board Strategic Planning Retreat**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the April 13, 2018, Board Strategic Planning Retreat.

SAN JACINTO COLLEGE DISTRICT  
Board of Trustees Strategic Planning Retreat Minutes  
April 13, 2018

The Board of Trustees of the San Jacinto Community College District met at 8:15 a.m., Monday, April 13, 2018, in room C26.140 of the San Jacinto College Central Campus, 8060 Spencer Hwy., Pasadena, TX, for a Board Strategic Planning Retreat.

Members Present: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

Others Present: Brenda Hellyer, Mandi Reiland, Teri Zamora

I. The meeting was called to order at 8:15 a.m. by Chair Marie Flickinger.

II. Roll Call of Board Members

Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

III. The Retreat Agenda was posted in an anticipation of an adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, 551.074, and 551.073 of the Texas Open Meetings Act, for the purposes of legal matters, real estate, personnel matters, or prospective donation. It was determined that an executive session was not required.

IV. Review 2008 Bond Program

- Brenda gave an overview of the status of the \$295 million Bond Program from 2008. She reviewed the remaining funds.
  - Softball project underway - Bleachers, walkways, electricity to pressbox complete - March 2018  
Construction of practice facility upcoming – May-July 2018
  - Previous projects under development  
Update College interior and exterior Wayfinding Signage  
Design and Installation of Science Parks  
Welcome Center Reconfigurations – North and South
  - New project for consideration  
Design and renovation - District Administration Building A1  
The members were supportive of the new project with the understanding that a complete plan would be brought forward through the Building Committee.

V. Review 2015 Revenue Bond

- The Board reviewed the spreadsheet with details on the remaining funds of the

## 2015 Revenue Bond.

### VI. Review 2015 Bond Program

- Brenda provided an overview of the details on the status of the 2015 Bond Program. She explained the overall causes of cost increases. Contributing causes are passage of time since initial estimates, effects of Hurricane Harvey, update to building codes for energy efficiency and wind resistance, increase in price of steel, and increase in fulfillment of campus needs.
- Brenda reviewed the renovation philosophy and priority of work.
- Early College High Schools (ECHS) – Brenda reviewed the vision, partnerships, enrollment, graduate rates, and future growth. The relocations and future options for the ECHS programs were discussed. Teri Zamora is working through the financial analysis of the models.  
Keith Sinor asked how many ECHS graduates transfer to four year colleges. Brenda did not have exact data with her but can provide that at a later date. Members explained that they believe it is beneficial to the College and community to continue these programs. They would like additional analysis and a proposal to review in the future on the viability and sustainability of the programs.
- Central Campus – Brenda provided an overview of the Central Campus projects. The stadium and track demolition is complete. The demolition of the Ball and Anderson buildings is on schedule. Minor projects including data closets, access security, DDC network, and central plant upgrades are also on schedule. Adjustments to the cost per square foot of the Davison and McCollum buildings have been made. It is also recommended that the McCollum project be phased with the second phase being delayed until later in the bond to allow a better assessment of costs. Construction of the petrochemical center is on target. Additional budget for construction on the welcome center and classroom building are needed. The site development for the new entrance related to the welcome center (on Luella) will be put on hold until later in the bond program and assessment of budget. The Frels building was originally planned to be a demolition but will now house the ECHS program. The most significant cost increase that is anticipated is the new classroom building. Much of this is due to construction occurring later in the bond (i.e. cost increases due to price inflation).  
Petrochemical Center (CPET) – The location of the entrances was discussed. The consensus was to continue with the development of the entrance off of Fairmont. Marie Flickinger suggested asking Harris County for help on this endeavor.  
Dr. Wheeler asked about enrollment and whether or not there are growth opportunities at Central Campus. Brenda explained that enrollment at Central is anticipated to remain flat or with slight growth. The school districts in the area that feed Central are not projecting significant growth so growth will come with capturing more of the traditional and non-traditional students. Erica Davis Rouse asked about development of the online programs. She would like to know how we compare to other community college's online

programs. Brenda stated that she would get this data and present it to the Board at a future workshop or meeting.

Erica Davis Rouse asked about the enrollment of the non-traditional population at the College. Brenda explained that the non-traditional student enrollment has not been growing, and we are looking at ways to capture more of that population. Erica asked if information on capture rates can also be provided.

- North Campus – Brenda provided an overview of the North Campus projects. The demolition of the Lehr library is complete. Minor projects on the data closets, access/security, and DDC network are on schedule. On renovations of Wheeler, Brightwell, and Spencer buildings, adjustments were made to the cost per square foot. The renovation of the underground utility tunnel is on schedule. Additional budget is needed for the renovation of the Burleson building for ECHS. This is an additional project but will allow for more campus flexibility and better utilization of facilities for the general College population. Additional budget is needed for the Cosmetology & Culinary Center. It is recommended that the Uvalde expansion be eliminated and the related budget will be moved elsewhere. Any funding for this project needs to come from the County.

Erica Davis Rouse and Larry Wilson asked about food contracts for the cafes. Brenda explained that auxiliary services handles food service and it is managed in-house. In the past, we have outsourced and operated franchises, but went to in-house a few years ago. This area reports to Teri Zamora, and that operation is continuing to look at better and more efficient options.

- South Campus – Brenda provided an overview of the South Campus projects. Minor projects including the data closets, access security, and DDC network are on target. Adjustments to the cost per square foot were made to the renovations for Longenecker and Jones buildings. The second phase of the Bruce Student Center is being deferred in order to accommodate greater instructional needs at the campus. Additional budget is needed for the renovations in Academic buildings S7 and S9 and HVAC technology building renovations. Primary electrical upgrade, hot water/chill water relocation, and domestic water renovations are on target. These projects will be managed based on the areas in greatest need. Additional budget is needed for the Engineering & Technology Center and Cosmetology Center construction. Dr. Wheeler asked about enrollment in the cosmetology programs. Brenda said that enrollment is good. The program at Central and South seem to compete for enrollment. The plan to house the cosmetology programs at South and North in new facilities will allow the College to maximize space and maintain enrollment College-wide. The issue became the sustainability of three programs with each requiring new facilities. It is difficult to anticipate how students who normally would attend the program at Central will choose between the South and North campuses. Depending on the student's location in the central area of our district, the travel could be very similar.
- Brenda explained the status of the facility security study. Budget for safety upgrades were built into renovation costs for each location. The study is still

being evaluated, and she will bring back additional information when the security report is finalized and analyzed.

- Maritime Center – Brenda provided an overview of the Maritime Center projects. There are ongoing discussions with LBC and future growth opportunities. Enrollment projections were discussed. It is not anticipated that significant expansion will be required during this bond program, and a portion of the funds should be reallocated.
- Brenda reviewed each line item of the proposed budget distribution modifications for the 2015 Bond Program. It was originally anticipated that all dollars would be spent by 2020 but now it is anticipated to be in 2023. We will need to sell some bonds between November – January. Teri explained that the budget adjustments have been modified to include estimated for construction cost increases. The members were supportive of the project budget changes. The budgets will be adjusted for the April 30<sup>th</sup> report.

#### VII. Discuss Demographic Study of Generation Park and Surrounding Area

- Brenda provided an overview of the demographic study.
- Marie Flickinger would like a demographic study for Central and South to compare with this study from the area around North. Marie also mentioned that it would be beneficial to get North Campus on the Metro bus route.
- Keith Sinor asked what is attracting these students who live closer to other campuses to enroll at North. Brenda is having George González analyze this data.
- The members discussed the amount of growth that North Campus can handle with its current size. There was discussion in how we should determine maximum enrollment size for a campus.
- Dan Mims asked how many students residing in our district are attending Houston Community College, Lonestar, and Lee College instead of San Jacinto College. Brenda said she was not sure how to obtain this information but would explore options.
- Keith asked what Brenda foresees at a Generation Park campus. Brenda said we would start with one building and focus on academic transfer and with a lot of flexible space.
- There was discussion regarding in-district versus out-of-district students, and the significance of enrollment growth in the State funding allocation process. Additionally, the members discussed the importance to serve both residential and business/industry taxpayers. Brenda explained that the combined business/industry tax valuation is over 70% of the College's assessed valuation.
- Marie Flickinger would like the full Board to go and tour the area around Generation Park and the northern part of the College's taxing district.
- Dr. Wheeler reminded the group that the state and future of education is changing and will continue to change. We need to continue to make sure that San Jacinto College is prepared for those changes.
- Larry Wilson stated that we need to focus on the College's taxing school districts. He is willing to review additional information and go on a tour.

- All members supported a tour. Brenda will arrange some dates.

VIII. Discuss Student Residency and Citizenship Classifications

- Brenda reviewed the terminology of US citizenship and immigration classifications. She also reviewed requirements from the State of Texas in classification between in-state and out-of-state. The classification determines the student's eligibility for federal and state financial aid eligibility. The College complies with the federal and state requirements. She also provided fall headcount data for the past few years.

IX. Discuss Board Evaluation Process

- Brenda provided an update on the new SACSCOC standard regarding a Board self-evaluation process. She presented examples of self-evaluation forms from other institutions. It was determined that the Board members would receive their self-evaluations at the next Board workshop on May 7<sup>th</sup> and have a due date assigned for completion. Keith Sinor would then compile the information and discuss at an upcoming retreat or workshop.

X. Consider Nomination for CCATT Board Position

- Brenda reviewed the request for nominations that was received from CCATT (Community College Association of Texas Trustees). Marie Flickinger expressed interest in applying for a position. Dan Mims said he would write a letter of support for her.

XI. Review Board Calendar

- Brenda reviewed the current calendar of events with the members.
- She explained the upcoming Foundation Experience. The members committed to a sponsorship level.

XII. Wrap-up with Summary for Follow-up

Brenda asked if there are any other items the Board would like an update on. The Board members did not ask for an update on any other items.

XIII. Adjournment

Chair Marie Flickinger adjourned the meeting at 12:53 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 May 7, 2018 Board Meeting  
 Fiscal Year 2017 - 2018

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	-	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	129
STUDENT SERVICES	979	813
INSTITUTIONAL SUPPORT	1,054	22,489
PHYSICAL PLANT	-	1,054
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	5,056	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	52
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	10,107	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	12,921	7,269
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	5,874	4,185
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>35,991</b>	<b>35,991</b>



**RECOMMENDATION**

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

**Central Campus**

Department

Affiliation Entity

Eye Care Technology

Clear Lake Eye Center

Associated Degree Nursing Program

University of Texas Medical Branch

Surgical Technology Program

University of Texas Medical Branch

Medical Laboratory Program

Memorial Hermann Texas Medical Center  
and Children’s Memorial Hermann Hospital

Associate Degree Nursing & Surgical  
Technology

Memorial Hermann-Texas Medical Center  
and Children’s Memorial Hermann Hospital

Respiratory Therapy

University of Texas Medical Branch at  
Galveston (UTMB)

Nursing Program

TIRR Memorial Hermann

**South Campus**

Department

Affiliation Entity

Physical Therapist Assistant Program

The University of Texas Medical Branch at  
Galveston

Physical Therapist Assistant Program

Brazosport Rehabilitation and Wellness, Inc.

Pharmacy Technician Program

The University of Texas Medical Branch at  
Galveston

**North Campus**

Department

Affiliation Entity

Emergency Medical Technician

San Jacinto Methodist Hospital dba Houston  
Methodist San Jacinto Hospital-2<sup>nd</sup>  
Amendment

Health Information Management

Medicorp, P.A.

Health Information Management

Advanced Surgical Assistants

**Item “E”  
Regular Board Meeting May 7, 2018  
Approval of the Affiliation Agreements**

Medical Assisting

Center for Family Preventive

Medical Assisting

Dr J Cuza & Dr F Cuza

Medical Assisting

Pain and Spinal Rehabilitation

Medical Assisting

United Health Partners

**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 “F”**  
**Regular Board Meeting May 7, 2018**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, June 4, 2018.