

***Board of Trustees
Meeting***

June 3, 2019

**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, June 3, 2019, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Discuss Board Oath of Office and Officers Election Process**
- VI. Review of 2019 - 2020 Budget**
- VII. Review 2019-2020 Annual Priorities**
- VIII. Update on 86th Legislative Session**
- IX. Review Disaster Recovery Services Requests**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**
- XII. 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 31, 2019, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

May 31, 2019

**NOTICE OF PUBLIC HEARING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto College Community District will meet at 7:00 p.m., Monday, June 3, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

PUBLIC BUDGET HEARING

- I. Call the Meeting to Order**

- II. 2019 – 2020 Budget Presentation**

- III. Public Comment on 2019 – 2020 Budget**

- IV. Adjourn to Regular Board Meeting**

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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 immediately following the Public Budget Hearing on Monday, June 3, 2019, 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 Monument Award Recipients Laurel Williamson
 - College-wide Literary Magazine Bill Raffetto
 - Recognition of the PTAC Troubleshooting Team Van Wigginton
- V. Student Success Presentations**
 - FTIC Fall-to-Spring persistence 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
 - C. Capital Improvement Program
 - D. San Jacinto College Building Committee Minutes
 - E. San Jacinto College Finance Committee Minutes

ACTION ITEMS

- IX. Oath of Office Administered to Recently Elected Trustees**

- X. Consideration of Approval of Election of Officers for the Board of Trustees**
- XI. Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- XII. Consideration of Approval of Proposed Budget for 2019 – 2020**
- XIII. Consideration of Approval of the 2019-2020 Annual Priorities**
- XIV. Consideration of Approval of Full-time Salary Schedules, Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2019-2020**
- XV. Consideration of Approval of Policy #, Service Animals – First Reading**
- XVI. Consideration of Approval of Policy #, Volunteer Service – First Reading**

PURCHASING REQUESTS

- XVII. Consideration of Purchasing Requests**

CONSENT AGENDA

XVIII. Consent Agenda

(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)

- A. Approval of the Minutes for the May 6, 2019 Board Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

XIX. Items for Discussion/Possible Action

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

XX. Adjournment

Closed Session Authority

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 125,091,292	\$ 103,634,466
Accounts receivable - taxes	3,606,911	5,494,663
Accounts receivable	15,094,580	13,419,263
Deferred charges	65,246	96,954
Inventories	359,413	363,167
Total current assets	<u>144,217,442</u>	<u>123,008,513</u>
Noncurrent assets:		
Restricted cash and cash equivalents	237,687,778	154,564,218
Capital assets, net	491,498,850	441,198,348
Total noncurrent assets	<u>729,186,628</u>	<u>595,762,566</u>
Total assets	<u>873,404,070</u>	<u>718,771,079</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	4,631,718	6,924,946
Deferred outflow related to OPEB	2,581,254	-
Deferred outflow related to defeased debt	9,467,262	10,721,354
Total deferred outflows of resources	<u>16,680,234</u>	<u>17,646,300</u>
Liabilities		
Current liabilities:		
Accounts payable	16,630,876	13,748,696
Accrued liabilities	3,744,148	3,745,490
Accrued compensable absences and deferred compensation	2,259,299	2,282,788
Deferred revenues	5,950,222	7,582,580
Total current liabilities	<u>28,584,545</u>	<u>27,359,554</u>
Noncurrent liabilities:		
Net pension liability	26,598,961	31,890,143
Net OPEB liability	91,125,036	-
Bonds and notes payable	599,166,814	465,655,718
Total noncurrent liabilities	<u>716,890,811</u>	<u>497,545,861</u>
Total liabilities	<u>745,475,356</u>	<u>524,905,415</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,007,220	3,795,258
Deferred inflows related to OPEB	20,148,183	-
Total deferred inflows of resources	<u>26,155,403</u>	<u>3,795,258</u>
Net assets		
Beginning of year	60,632,834	164,328,451
Current year addition	57,820,711	43,388,255
Total net position	<u>\$ 118,453,545</u>	<u>\$ 207,716,706</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

11 Unrestricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/18	% of 8/31/18 Actual
REVENUES:					
State Appropriations	\$ 38,785,179	\$ 24,054,482	62.02	\$ 24,055,307	62.00
Local Taxes - Maintenance & Operations	69,786,000	68,413,472	98.03	64,190,353	98.12
Credit Tuition	45,790,671	41,744,530	91.16	41,767,272	95.54
Credit Fees	16,750,900	16,435,072	98.11	14,962,901	94.46
Credit Exemptions & Waivers	(5,600,000)	(6,171,200)	110.20	(5,127,041)	91.86
Bad Debt	(1,900,000)	(1,266,664)	66.67	(1,269,419)	67.87
Continuing Professional Development	4,438,000	3,944,495	88.88	3,451,187	60.76
Sales & Services	1,778,000	8,740,986	491.62	2,733,273	72.66
Investment Income	1,000,000	1,657,137	165.71	648,379	53.22
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>170,828,750</u>	<u>157,552,310</u>	<u>92.23</u>	<u>146,010,812</u>	<u>87.13</u>
EXPENDITURES:					
Instruction	69,044,932	50,253,874	72.78	49,717,833	72.54
Public Service	4,895,329	3,879,024	79.24	3,604,488	56.14
Academic Support	15,040,943	8,648,562	57.50	8,386,047	65.88
Student Services	15,453,532	9,182,431	59.42	8,864,097	63.51
Institutional Support	43,829,080	24,020,278	54.80	24,139,042	63.44
Physical Plant	19,042,433	10,672,302	56.04	11,160,408	57.55
Hurricane Harvey	-	9,721	-	899,945	-
Total	<u>167,306,249</u>	<u>106,666,192</u>	<u>63.76</u>	<u>106,771,860</u>	<u>67.02</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(3,897)	-
Transfers Out	<u>3,522,501</u>	<u>12,700,050</u>	<u>-</u>	<u>2,614,997</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 38,186,068</u>		<u>\$ 36,627,852</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

Federal Restricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/18	% of 8/31/18 Actual
REVENUES:					
Grants	\$ 54,752,313	\$ 38,035,216	69.47	\$ 40,768,442	85.16
Total	<u>54,752,313</u>	<u>38,035,216</u>	<u>69.47</u>	<u>40,768,442</u>	<u>85.14</u>
EXPENDITURES:					
Instruction	940,629	450,366	47.88	297,321	70.08
Public Service	274,788	108,615	39.53	118,120	61.40
Academic Support	5,109,651	2,386,154	46.70	2,976,275	65.87
Student Services	554,511	184,163	33.21	249,600	66.80
Institutional Support	1,077,469	546,877	50.76	545,279	57.60
Scholarships and Fellowships	46,795,265	34,368,762	73.44	36,581,847	88.33
Hurricane Harvey	-	(9,721)	-	-	-
Total	<u>54,752,313</u>	<u>38,035,216</u>	<u>69.47</u>	<u>40,768,442</u>	<u>85.14</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

State Restricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/18	% of 8/31/18 Actual
REVENUES:					
State Paid Benefits	\$ 10,632,000	\$ 7,796,491	73.33	\$ 7,502,268	66.05
Grants	4,916,674	2,443,330	49.69	2,398,592	73.85
Total	<u>15,548,674</u>	<u>10,239,821</u>	<u>65.86</u>	<u>9,900,860</u>	<u>67.78</u>
EXPENDITURES:					
Instruction	6,258,407	3,876,223	61.94	3,426,058	62.83
Public Service	266,245	260,093	97.69	239,633	61.85
Academic Support	1,098,061	1,162,098	105.83	875,782	55.29
Student Services	1,097,105	1,152,962	105.09	1,013,647	60.33
Institutional Support	4,521,452	1,894,542	41.90	2,362,418	77.75
Scholarships and Fellowships	2,307,404	1,893,903	82.08	1,983,322	80.50
Total	<u>15,548,674</u>	<u>10,239,821</u>	<u>65.86</u>	<u>9,900,860</u>	<u>67.78</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Local Grants	\$ 2,648,496	\$ 1,724,831	65.12	\$ 1,423,783	74.30
Total	<u>2,648,496</u>	<u>1,724,831</u>	<u>65.12</u>	<u>1,423,783</u>	<u>74.30</u>
EXPENDITURES:					
Instruction	23,656	21,876	92.48	34,668	88.86
Public Service	218,084	105,560	48.40	111,573	66.04
Academic Support	717,364	125,838	17.54	72,957	78.27
Student Services	90,006	43,986	48.87	25,065	72.90
Institutional Support	95,584	48,775	51.03	3,547	13.14
Scholarships and Fellowships	<u>1,753,853</u>	<u>1,482,350</u>	<u>84.52</u>	<u>1,258,639</u>	<u>74.04</u>
Total	<u>2,898,547</u>	<u>1,828,385</u>	<u>63.08</u>	<u>1,506,449</u>	<u>73.04</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(250,051)	(103,544)		(112,719)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (10)</u>		<u>\$ 30,053</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Credit Tuition	\$ 2,000,000	\$ 1,856,553	92.83	\$ 1,844,142	94.19
Total	<u>2,000,000</u>	<u>1,856,553</u>	<u>92.83</u>	<u>1,844,142</u>	<u>94.19</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,000,000</u>	<u>1,507,822</u>	<u>75.39</u>	<u>1,731,212</u>	<u>99.34</u>
Total	<u>2,000,000</u>	<u>1,507,822</u>	<u>75.39</u>	<u>1,731,212</u>	<u>99.34</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 348,731</u>		<u>\$ 112,930</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 2,465	-	\$ 5,291	74.59
Total	<u>-</u>	<u>2,465</u>	<u>-</u>	<u>5,291</u>	<u>74.59</u>
EXPENDITURES:					
Instruction	-	20,576	-	15,732	54.04
Student Services	-	741	-	43,991	86.18
Total	<u>-</u>	<u>21,317</u>	<u>-</u>	<u>59,723</u>	<u>74.51</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (18,852)</u>		<u>\$ (54,432)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Auxiliary Services	3,281,000	2,474,842	75.43	2,425,469	83.35
Total	<u>3,281,000</u>	<u>2,474,842</u>	<u>75.43</u>	<u>2,425,469</u>	<u>83.35</u>
EXPENDITURES:					
Non-Instructional Labor	450,372	303,385	67.36	429,680	69.36
Benefits	77,175	268,258	347.60	278,202	67.12
Supplies	575,467	291,382	50.63	384,659	69.12
Travel	157,103	131,270	83.56	274,351	60.22
Contracted Services	503,203	202,326	40.21	226,074	76.55
Scholarships and Fellowships	647,480	751,750	116.10	1,376,089	87.96
Utilities	200	-	-	-	-
Total	<u>2,411,000</u>	<u>1,948,371</u>	<u>80.81</u>	<u>2,969,055</u>	<u>75.92</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(543,586)	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 870,000</u>	<u>\$ 526,471</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES					
Investment Income	\$ -	\$ 278,117	-	\$ 175,374	56.41
Local Taxes - Debt Service	<u>29,268,000</u>	<u>28,024,297</u>	<u>95.75</u>	<u>27,679,881</u>	<u>97.60</u>
Total	<u>29,268,000</u>	<u>28,302,414</u>	<u>-</u>	<u>27,855,255</u>	<u>97.15</u>
EXPENDITURES					
Institutional Support	<u>32,540,450</u>	<u>13,384,078</u>	<u>41.13</u>	<u>12,216,963</u>	<u>67.25</u>
Total	<u>32,540,450</u>	<u>13,384,078</u>	<u>41.13</u>	<u>12,216,963</u>	<u>67.25</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,272,450)	(3,752,950)	-	(1,954,795)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 18,671,286</u>		<u>\$ 17,593,087</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/18</u>	<u>% of 8/31/18 Actual</u>
EXPENDITURES					
Depreciation	\$ 17,500,000	\$ 10,827,252	61.87	\$ 11,426,619	68.25
Capital Purchases	-	(654,205)	-	(505,384)	31.10
Total	<u>17,500,000</u>	<u>10,173,047</u>	<u>-</u>	<u>10,921,235</u>	<u>72.24</u>
Net Increase (Decrease) in Net Position	<u>\$ (17,500,000)</u>	<u>\$ (10,173,047)</u>		<u>\$ (10,921,235)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/18	% of 8/31/18 Actual
REVENUES:					
State Appropriations	\$ 49,417,179	\$ 31,850,973	64.45	\$ 31,557,575	62.92
Local Taxes - Maintenance & Operations	69,786,000	68,413,472	98.03	64,190,353	98.12
Local Taxes - Debt Service	29,268,000	28,024,297	95.75	27,679,881	97.60
Credit Tuition	47,790,671	43,601,083	91.23	43,611,414	95.48
Credit Fees	16,750,900	16,435,072	98.11	14,962,901	94.46
Credit Exemptions & Waivers	(5,600,000)	(6,171,200)	110.20	(5,127,041)	91.86
Bad Debt	(1,900,000)	(1,266,664)	66.67	(1,269,419)	67.87
Continuing Professional Development	4,438,000	3,944,495	88.88	3,451,187	60.76
Sales & Services	1,778,000	8,743,451	491.76	2,738,564	72.66
Investment Income	1,000,000	1,935,254	193.53	823,753	53.87
Investment Income - San Jac Tomorrow Program	-	2,002,747	-	1,131,260	-
Auxiliary Services	3,281,000	2,474,842	75.43	2,425,469	83.35
Grants	59,668,987	40,478,546	67.84	43,167,034	84.43
Local Grants	2,648,496	1,724,831	65.12	1,423,783	74.30
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>278,327,233</u>	<u>242,191,199</u>	<u>87.02</u>	<u>231,365,314</u>	<u>87.13</u>
EXPENDITURES:					
Instruction	76,267,624	54,622,915	71.62	53,491,612	71.81
Public Service	5,654,446	4,353,292	76.99	4,073,814	56.83
Academic Support	21,966,019	12,322,652	56.10	12,311,061	65.05
Student Services	17,195,154	10,564,283	61.44	10,196,400	63.35
Institutional Support	82,064,035	39,894,550	48.61	39,267,249	65.20
Physical Plant	19,042,433	10,672,302	56.04	11,160,408	57.55
Scholarships and Fellowships	52,856,522	39,252,837	74.26	41,555,020	87.81
Auxiliary Enterprises	2,411,000	1,948,371	80.81	2,969,055	75.92
Bond Expenses	-	566,239	-	-	-
Depreciation	17,500,000	10,827,252	61.87	11,426,619	68.25
Hurricane Harvey	-	-	-	899,945	-
Capital Purchases	-	(654,205)	-	(505,384)	31.10
Total	<u>294,957,233</u>	<u>184,370,488</u>	<u>62.51</u>	<u>186,845,799</u>	<u>71.07</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,522,501)	(12,700,050)	-	(2,614,997)	-
Transfers Out	<u>3,522,501</u>	<u>12,700,050</u>	<u>-</u>	<u>2,614,997</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (16,630,000)</u>	<u>\$ 57,820,711</u>		<u>\$ 44,519,515</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>4/30/18</u>
REVENUES:			
Investment Income	\$ -	\$ 2,002,747	\$ 1,131,260
Total	<u>-</u>	<u>2,002,747</u>	<u>1,131,260</u>
EXPENDITURES:			
Bond Programs - Expensed	-	566,239	-
Bond Programs - Capitalized	<u>-</u>	<u>43,863,157</u>	<u>21,374,048</u>
Total	<u>-</u>	<u>44,429,396</u>	<u>21,374,048</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (42,426,649)</u>	<u>\$ (20,242,788)</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2019

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>4/30/18</u>
REVENUES:			
Land Sale Proceeds	\$ 8,843,556	\$ -	\$ -
Total	<u>8,843,556</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	<u>8,843,556</u>	<u>449,052</u>	<u>-</u>
Total	<u>8,843,556</u>	<u>449,052</u>	<u>-</u>
TRANSFERS AMONG FUNDS:			
Transfers In	-	(8,843,556)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 8,394,504</u>	<u>\$ -</u>



Monthly Investment Report

April 30, 2019



Global Growth Weakens

Global growth continues to slow with weakness in the UK, Europe, Germany and China. The UK is still frozen due to Brexit. The latest delay worsens the frozen investments and lost customers for UK manufacturers. UK's *MakeUK* businesses have frozen investments to build up inventories in case a no-deal Brexit strangles trade lines. Other UK businesses are investing in warehouses and offices in Europe. But, even with no clear solution on the deal, the UK has shown some growth in its labor markets as a bright side.

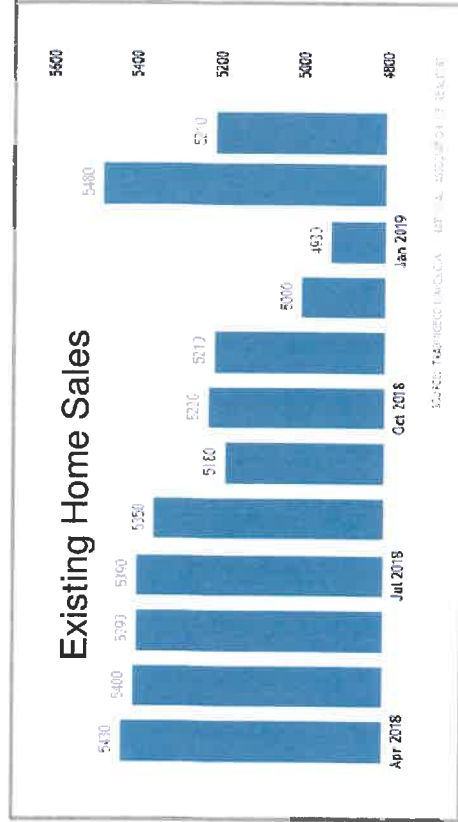
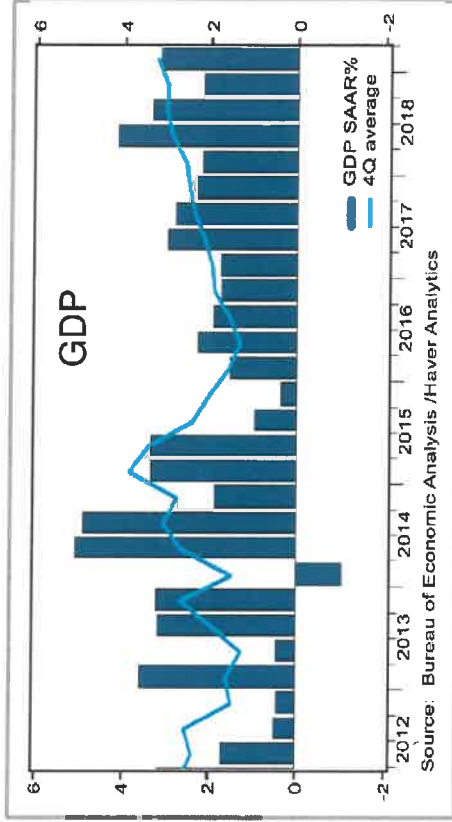
The Eurozone's powerhouse, Germany, has seen a manufacturing contraction for the 4th consecutive month. That news, despite strength in the service sector, added a push for Germany to lower its 2019 growth forecast from 1.0% to 0.5% - the second reduction in just three months. Some German inflation has started to appear but not enough to change low rate projections.

Chinese policymakers are hoping to reverse their slowing growth. The manufacturing index (Caixin) has improved to 2018 levels but industrial production has dropped significantly. The index is barely remaining within expansionary levels. Exports and industrial production numbers in China also remain stressed. The face-to-face talks scheduled between China and the US will help all these situations if a deal is struck in May. The sticking point seems to be the regulation process-as always. Once trade starts to flow it should have a major impact on China and will eventually extend to all global trading partners. Just reducing uncertainty will have a positive impact.

As expected, Japan remains the weak sister globally. In response, the Bank of Japan has left its dovish policy unchanged maintaining overnight interest rates at -0.1% and its target on the 10-year bond at around zero!

One bright spot for Europe is better 1Q consumer spending in France, Spain and Italy all of which had been struggling for any growth. With the summer tourist season starting the lower climes should see some tourist funds coming their way to help.

Against this global backdrop the US continues to grow – albeit at a slower pace. GDP surprised with a spurt to 3.2% against the expected 2.3% taking the YOY to 3.2% and the strongest 1Q in four years. Most of the growth was in inventories and trade with the consumer, housing and business investments losing ground. All together it justifies the Fed's sideline position.





Slow and Patient Wins the Race

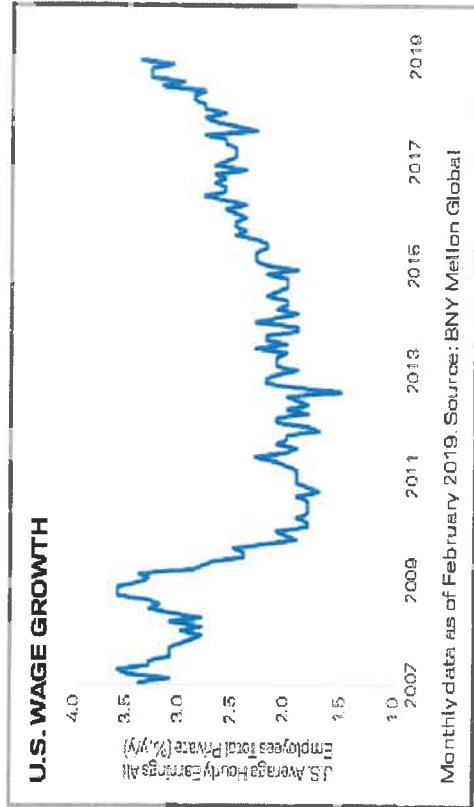
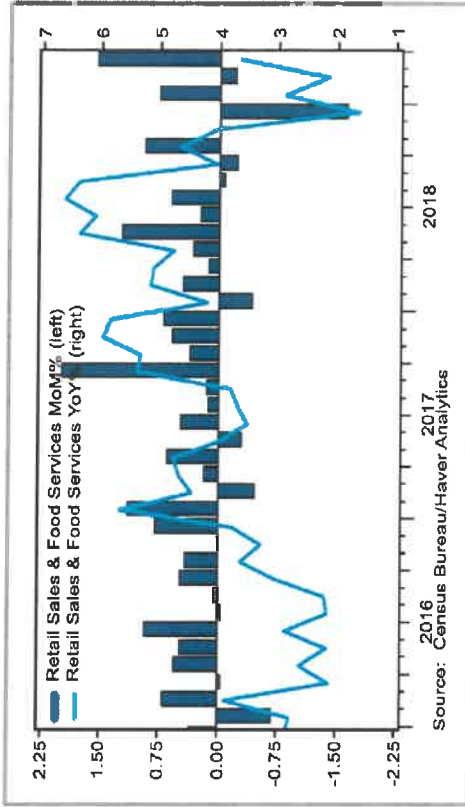
The Fed is likely to continue their *patient* and *data dependent* position but focus increasingly on inflation and the disinflationary trend which is becoming evident. In a somewhat unexpected move in March the Committee had essentially eliminated expectations for further policy action this year, while reducing the outlook for growth and inflation. Amid rising risks of a global slowdown, along with threat of weakness in US data, the Fed appears relatively comfortable with policy action already taken over the last few years. Downside risks could sway the Committee to a more defensive position and some members have been lining up conditions that would warrant a cut. But until trends develop the Fed is unlikely to create more volatility in the markets based on suppositions. Like the wage growth in Europe however the wage pressures in the US continue and could ultimately affect inflation. Indicators are seemingly as volatile as the equity markets in many categories.

New home sales unexpectedly rose to a 16 month high whereas new home prices fell YOY 9.7%. Home prices had been rising with wages but in 2018 consumers became unable or unwilling to afford that big ticket purchase at such heightened levels with an accompanying negative sales trend. This matches a decline in existing home sales now stretching to 13 months. As a barometer, the housing market suggests a continued broad slowdown in the US, perpetuating a sidelined Fed and potentially the need for defensive policy action sooner than later.

Retail sales have been unusually volatile also adding mixed signals. Recent strong sales help boost estimates for first-quarter spending. Twelve of the 13 major retail categories have increased with clothing and food leading the way. Durable goods (big ticket items) also have been increasing and stand at a seven month high. Even with Boeing's 737 Max difficulties overall transportation orders gained.

Inflation remains the outlier. The U.S. has ended waivers on sanctions for countries buying oil from Iran, but analysts do not expect a sustained increase in oil costs arguing an increased global supply will thwart rising energy prices.

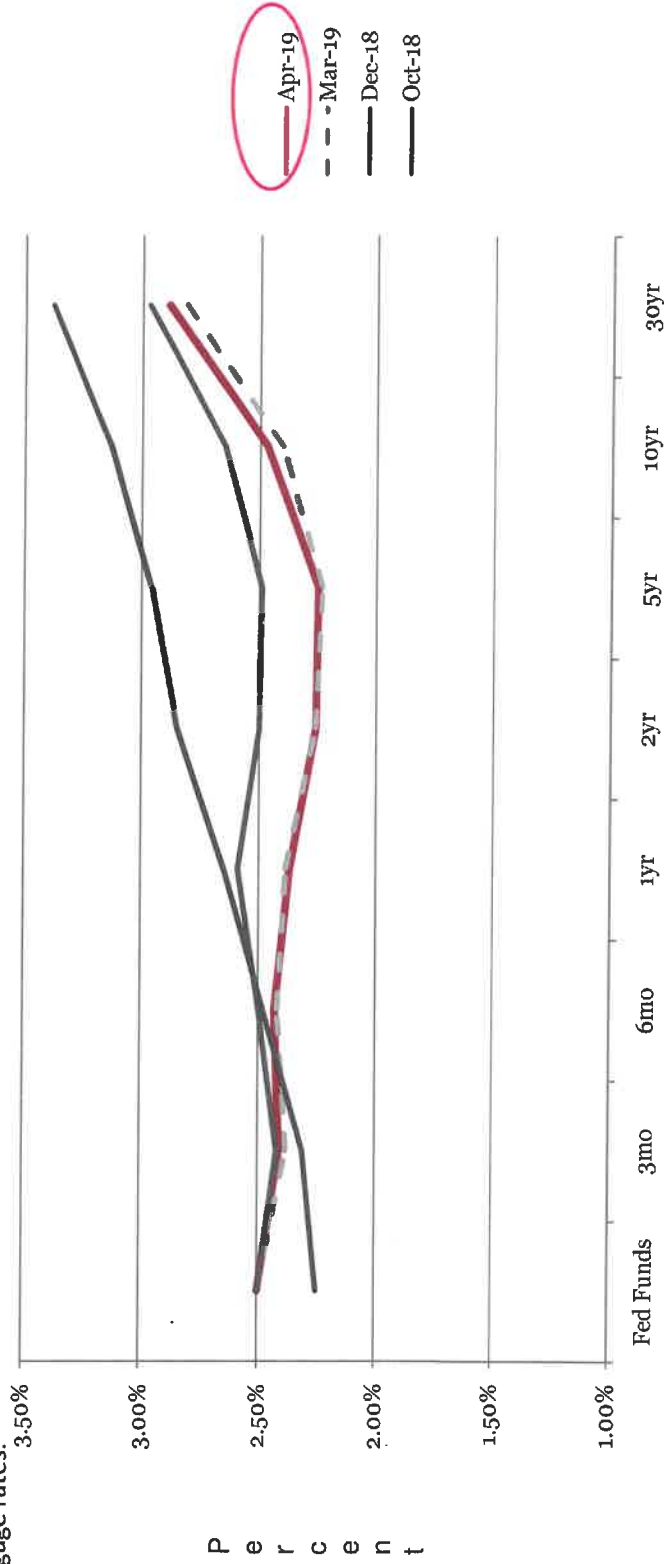
Signals are mixed and probably will remain so but slow and patient should win the race.





The Inverted - Slightly - Curve

- The old adage of *Sell in May and Go Away* (for the summer) doesn't seem to be in play yet. The equity markets remain robust and the inversion in the Treasury curve forced by heightened buying remains although the shortest inversion (3-6 month) has moderated somewhat in April.
- The curve at April's end was essentially on top of March's curve since no major changes in the big market driving forces have changed much during the month. The possibility of lower rates though should convince investors to lock in some rates as a hedge against lower rates.
- The preponderance of economists are calling for only one move from the Fed in 2019 and that an ease. That will largely depend on global growth considerations and inflation in the US which refuses to budge in either direction.
- The long end (10 and 30yr) are slow to believe any news but the move down since Dec has generated housing interests with lower mortgage rates.



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

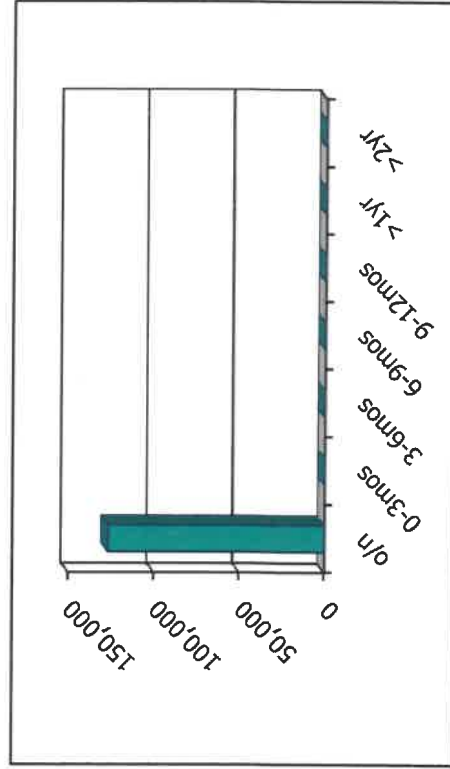
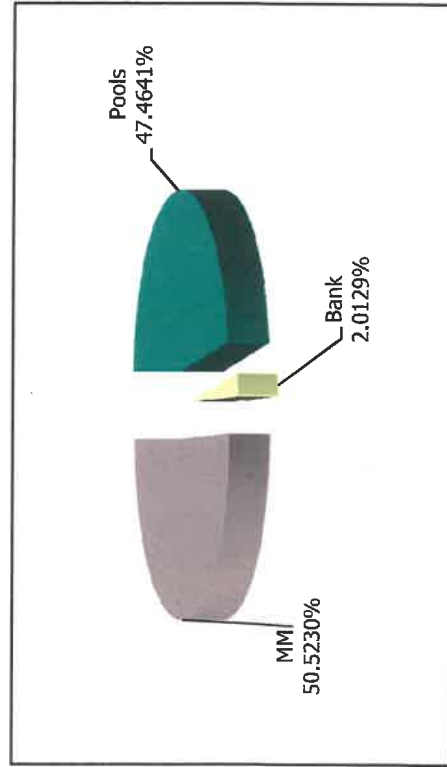
General Portfolio

As of April 30, 2019

PATERSON & ASSOCIATES



- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of a rate increase in 2019 – and possibly two – but not in the first quarter. This slowdown in rate hikes and the potential of decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.



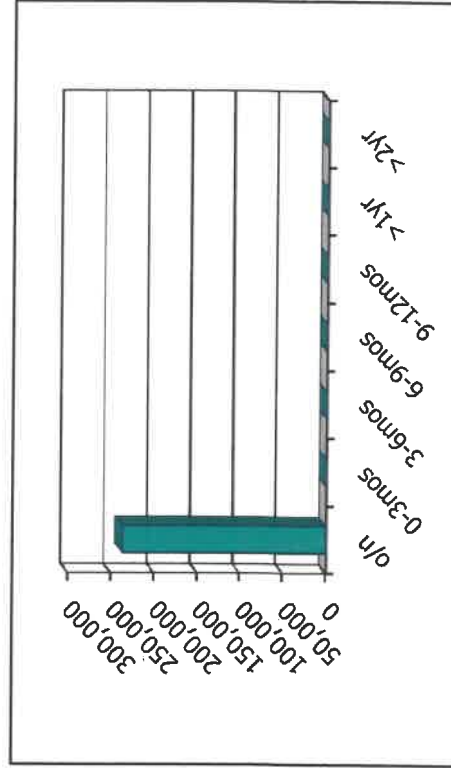
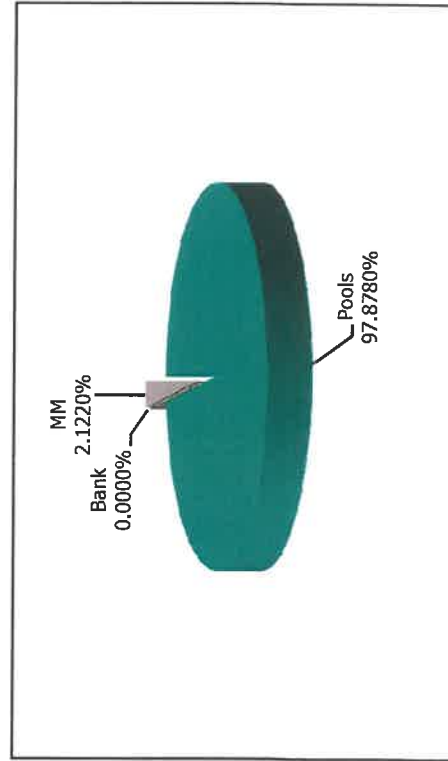
Bond Portfolio

As of April 30, 2019

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**San Jacinto Community College
 Portfolio Management
 Portfolio Summary
 April 30, 2019**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
Passbook/Checking Accounts	2,549,903.70	2,549,903.70	2,549,903.70	0.70	1	1	0.000
Investment Pools/Money Markets	360,229,166.20	360,229,166.20	360,229,166.20	99.30	1	1	2.499
Investments	362,779,069.90	362,779,069.90	362,779,069.90	100.00%	1	1	2.482

Total Earnings	April 30	Month Ending	Fiscal Year To Date
Current Year	750,829.13		3,938,001.43

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

Teri Zamora
 Teri Zamora, Vice Chancellor of Fiscal Affairs



San Jacinto Community College
Summary by Type
April 30, 2019
Grouped by Fund

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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	9	236,095,575.07	236,095,575.07	65.08	2.524	1
Subtotal	9	236,095,575.07	236,095,575.07	65.08	2.524	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	2,549,903.70	2,549,903.70	0.70	0.000	1
Investment Pools/Money Markets	6	124,133,591.13	124,133,591.13	34.22	2.454	1
Subtotal	15	126,683,494.83	126,683,494.83	34.92	2.404	1
Total and Average	24	362,779,069.90	362,779,069.90	100.00	2.482	1



INVESTMENT MANAGEMENT

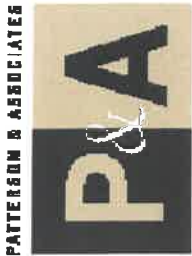
**San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
April 30, 2019**

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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Investment Pools/Money Markets										
708340211	10064	JPM - Debt Service	12/05/2007	0.00	0.00	0.00				1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00				1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,009,657.54	5,009,657.54	5,009,657.54	2.380	2.347	2.380	1
86-72000844	10232	East West MM Debt Service	09/09/2014	0.00	0.00	0.00				1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,147,229.72	3,147,229.72	3,147,229.72	2.420	2.386	2.420	1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,781,734.35	1,781,734.35	1,781,734.35	2.420	2.386	2.420	1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	59,336,482.32	59,336,482.32	59,336,482.32	2.420	2.386	2.420	1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	16,138,745.61	16,138,745.61	16,138,745.61	2.420	2.386	2.420	1
999999920	10237	TexPool Prime	02/26/2019	150,681,725.53	150,681,725.53	150,681,725.53	2.584	2.548	2.583	1
Subtotal and Average				236,095,575.07	236,095,575.07	236,095,575.07		2.489	2.524	1
Total Investments and Average				236,095,575.07	236,095,575.07	236,095,575.07		2.489	2.524	1

Fund GEN - Consolidated Portfolio
Investments by Fund
April 30, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Passbook/Checking Accounts										
1390012195A	10164	Bank of America - Operating	09/01/2018	0.00	0.00	0.00				1
9999999914	10089	Credit Cards - In Transit	09/01/2018	6,450.47	6,450.47	6,450.47				1
708340062	10086	Disbursements	09/01/2018	-217,750.33	-217,750.33	-217,750.33				1
707759296	10069	JPM - Federal Programs	09/01/2018	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2018	2,774,177.59	2,774,177.59	2,774,177.59				1
707759346	10085	Payroll Fund	09/01/2018	-29,186.66	-29,186.66	-29,186.66				1
9999999913	10088	Petty Cash	09/01/2018	20,025.00	20,025.00	20,025.00				1
707759353	10181	Student Deferred Income	09/01/2018	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2018	-3,812.37	-3,812.37	-3,812.37				1
Subtotal and Average				2,549,903.70	2,549,903.70	2,549,903.70		0.000	0.000	1
Investment Pools/Money Markets										
86-7200810	10230	East West MM	09/09/2014	62,758,941.89	62,758,941.89	62,758,941.89	2.380	2.347	2.380	1
999999993	10034	LSIP GOF - Operating	09/01/2007	5,014,308.03	5,014,308.03	5,014,308.03	2.420	2.386	2.420	1
707759320	10035	JPM - Money Market	09/01/2007	1,000,945.00	1,000,945.00	1,000,945.00	1.150	1.134	1.150	1
999999996	10038	TCB - Money Market	09/26/2007	244,208.44	244,208.44	244,208.44	1.210	1.193	1.210	1
999999991	10032	TexPool	09/01/2007	5,009,016.62	5,009,016.62	5,009,016.62	2.434	2.401	2.434	1
999999919	10236	TexPool Prime	11/01/2018	50,106,171.15	50,106,171.15	50,106,171.15	2.584	2.548	2.583	1
Subtotal and Average				124,133,591.13	124,133,591.13	124,133,591.13		2.420	2.454	1
Total Investments and Average				126,683,494.83	126,683,494.83	126,683,494.83		2.371	2.404	1



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San Jacinto Community College
Interest Earnings
Sorted by Fund - Fund
April 1, 2019 - April 30, 2019
Yield on Average Book Value

INVESTMENT PORTFOLIO

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
999999999	10084	BOND	RRP	3,147,229.72	3,221,771.04	3,170,952.79		2.420	2.419	6,305.85	0.00	6,305.85
999999916	10106	BOND	RRP	16,138,745.61	15,861,760.61	15,949,774.25		2.420	2.420	31,718.99	0.00	31,718.99
86-7204242	10233	BOND	RRP	5,009,657.54	5,011,168.50	5,000,321.92		2.380	2.350	9,657.54	0.00	9,657.54
999999917	10234	BOND	RRP	1,781,734.35	1,791,632.74	1,783,049.12		2.420	2.420	3,545.86	0.00	3,545.86
999999918	10235	BOND	RRP	59,336,482.32	69,318,045.54	64,691,084.90		2.420	2.419	128,634.65	0.00	128,634.65
999999920	10237	BOND	RRP	150,681,725.53	150,362,442.45	150,373,085.22		2.584	2.583	319,283.08	0.00	319,283.08
	Subtotal			286,095,575.07	245,586,820.88	240,969,288.20			2.520	499,145.97	0.00	499,145.97
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	5,009,016.62	2,014,360.66	4,503,336.00		2.434	2.436	9,016.62	0.00	9,016.62
999999996	10038	GEN	RRP	244,208.44	243,951.79	243,960.34		1.210	1.280	256.65	0.00	256.65
707759320	10035	GEN	RRP	1,000,945.00	1,000,976.50	1,000,552.30		1.150	1.149	945.00	0.00	945.00
707759338	10062	GEN	PA1	2,774,177.59	3,842,303.90	3,806,699.69				0.00	0.00	0.00
707759346	10085	GEN	PA1	-29,186.66	-50,574.94	-49,862.00				0.00	0.00	0.00
708340062	10086	GEN	PA1	-217,750.33	-2,761,831.69	-2,677,028.98				0.00	0.00	0.00
999999913	10088	GEN	PA1	20,025.00	19,590.00	19,604.50				0.00	0.00	0.00
999999914	10089	GEN	PA1	6,450.47	50,645.91	49,172.73				0.00	0.00	0.00
707759361	10103	GEN	PA1	-3,812.37	-4,395.24	-4,375.81				0.00	0.00	0.00
999999993	10034	GEN	RRP	5,014,308.03	10,924,279.86	7,193,270.45		2.420	2.420	14,308.03	0.00	14,308.03
86-7200810	10230	GEN	RRP	62,758,941.89	62,626,787.68	62,636,032.50		2.380	2.350	120,985.71	0.00	120,985.71
999999919	10236	GEN	RRP	50,106,171.15	50,110,059.64	50,003,539.04		2.584	2.583	106,171.15	0.00	106,171.15
	Subtotal			126,683,494.83	128,016,154.07	126,724,900.77			2.416	251,683.16	0.00	251,683.16
	Total			362,779,069.90	373,602,974.95	367,693,188.97			2.484	750,829.13	0.00	750,829.13

San Jacinto College Foundation

Statement of Financial Position

As of April 30, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,159,823	\$949,617	\$210,206
Other Funds	-	-	-
Total Checking/Savings	<u>1,159,823</u>	<u>949,617</u>	<u>210,206</u>
Accounts Receivable			
Other Receivables	16,500	9,000	7,500
Pledge Receivables	171,200	222,300	(51,100)
Scholarship Receivables	1,920	-	1,920
Special Events Receivables	7,443	8,655	(1,212)
Total Accounts Receivable	<u>197,063</u>	<u>239,955</u>	<u>(42,892)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,321,558	10,746,740	574,818
Capital Bank CD	206,249	204,477	1,773
Prosperity Bank	205,373	203,201	2,172
Total SJC Short Term Investments	<u>11,733,180</u>	<u>11,154,418</u>	<u>578,762</u>
Total Current Assets	<u>13,090,066</u>	<u>12,343,990</u>	<u>746,076</u>
TOTAL ASSETS	<u>\$13,090,066</u>	<u>\$12,343,990</u>	<u>\$746,076</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Event Payable	0	635	(635)
Grants Payable	54,978	42,966	12,013
Programs Payable	33,164	35,908	(2,744)
Endowments Payable	92,051	58,259	33,792
Scholarship Payables	171,103	175,331	(4,228)
Student Success Payables	72,867	28,094	44,773
Total Accounts Payable	<u>424,163</u>	<u>341,193</u>	<u>82,970</u>
Total Current Liabilities	<u>424,163</u>	<u>341,193</u>	<u>82,970</u>
Total Liabilities	424,163	341,193	82,970
NET ASSETS			
Net Assets Without Donor Restrictions	2,245,146	2,723,618	(478,473)
Net Assets With Donor Restrictions	9,730,912	8,753,163	977,749
Net Assets	<u>11,976,058</u>	<u>11,476,782</u>	<u>582,247</u>
Net Income	689,845	526,015	163,830
Total Net Assets	<u>12,665,903</u>	<u>12,002,797</u>	<u>663,106</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$13,090,066</u>	<u>\$12,343,990</u>	<u>\$746,076</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending April 30, 2019

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	68,112	195,534	(127,422)	95,500	27,388
Endowments	58,611	222,918	(164,307)	256,000	197,389
Program Sponsorship	487,736	369,593	118,143	250,000	(237,736)
Scholarships	370,844	439,540	(68,696)	602,000	231,156
Total Contributions	<u>985,303</u>	<u>1,227,585</u>	<u>(242,282)</u>	<u>1,203,500</u>	<u>218,197</u>
Other Income					
Special Events	113,559	140,980	(27,421)	160,000	46,441
Investment Income	263,195	195,113	68,082	141,823	(121,372)
Realized Gain / (Loss)	(13,819)	15,242	(29,061)	62,500	76,319
Unrealized Gain / (Loss)	275,582	(99,042)	374,624	62,500	(213,082)
Total Other Income	<u>638,517</u>	<u>252,293</u>	<u>386,225</u>	<u>426,823</u>	<u>(211,694)</u>
Total Income	1,623,821	1,479,878	143,942	1,630,323	6,502
Expense					
Programs					
Scholarships Awarded	361,363	657,636	296,273	710,000	348,637
Programs Sponsored	344,831	138,340	(206,490)	165,000	(179,831)
Student Success Initiatives	116,617	37,132	(79,485)	35,000	(81,617)
Total Programs	<u>822,810</u>	<u>833,108</u>	<u>10,298</u>	<u>910,000</u>	<u>87,190</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	2,000
Supporting Services					
Management and General	41,500	24,978	(16,522)	51,830	10,330
Fundraising Expense	61,730	84,752	23,022	80,000	18,270
Sponsorship Expense	7,935	11,024	3,089	10,000	2,065
Total Supporting Services	<u>111,165</u>	<u>120,754</u>	<u>9,589</u>	<u>141,830</u>	<u>30,665</u>
Total Expense	<u>933,976</u>	<u>953,863</u>	<u>19,887</u>	<u>1,053,830</u>	<u>119,854</u>
Net Ordinary Income	689,845	526,015	163,830	576,493	(113,352)
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$689,845</u>	<u>\$526,015</u>	<u>\$163,830</u>	<u>\$576,493</u>	<u>(\$113,352)</u>



Contributions Report
April 2019

Donors	Amount	Fund
Corporations	8,587	Bob & Doylene Perry Scholarship, Children's Center North, Golf Tournament, Process Technology
Foundations	57,787	Air Products Foundation Grants Program, Beta Sigma Phi North Channel Fund, East Harris County Manufacturer, Shell Oil Matching Gifts
Individuals	2,820	Food Pantry, Foundation Memorial Fund, Jennifer Puryear Scholarship, Zachary Longoria EMS Scholarship

Total Donation 69,194

Employee Contributions	13,468	Alumni, Barnes & Noble College Bookstore Scholarship, Brysch Garza Firefighter Scholarship, Central Language Skills, Food Pantry, Foundation Memorial Fund, Gala, John Locke Memorial, Promise for their Future, San Jac Star, Veterans Center
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Total Contributions 82,662

2008 Bond Program

Report as of April 30, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
Sub-total	-	-	-	-	-	-	-	-	-
North									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
Sub-total	-	400,000	400,000	-	400,000	-	-	400,000	-
South									
723914 - SC Softball Improvements	850,000	30,389	880,389	-	880,389	81,052	799,171	166	99.98%
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	38,500	-	361,500	9.63%
Sub-total	850,000	430,389	1,280,389	-	1,280,389	119,552	799,171	361,666	71.75%
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,435,629)	190,631	-	190,631	-	-	190,631	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	34,637	47,628	917,735	8.23%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	1,311,000	539,978	322,866	448,156	65.82%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
Sub-total	14,676,260	(2,089,606)	12,586,654	(9,595,023)	2,991,631	576,115	374,994	2,040,522	7.56%
2008 Contingency Supplemental Projects									
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	615,000	12,452	453,442	149,106	75.76%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	125,000	53,747	63,822	7,431	94.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	167,000	7,268	132,460	27,272	83.67%
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	100,000	13,773	86,227	-	100.00%
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	250,000	53,500	146,500	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	7,500	564	4,990	1,946	74.05%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	57,083	191,871	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	88,127	88,127	-	88,127	-	-	88,127	-
Sub-total	-	1,801,581	1,801,581	-	1,801,581	198,387	1,079,312	523,882	70.92%
Supplemental Projects closed									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
721915 - CC Police Vehicles	-	121,623	121,623	-	121,623	-	121,623	-	100.00%
721916 - CC FS Passenger Van	-	78,671	78,671	-	78,671	-	78,671	-	100.00%
721917 - CC FS Pick-Up/Mini Van	-	77,729	77,729	-	77,729	-	77,729	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC - Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726915 - Dist - Inv/Procure Ford Transit 250	-	63,600	63,600	-	63,600	-	63,600	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
Sub-total	-	2,397,439	2,397,439	-	2,397,439	-	2,397,439	-	100.00%
Projects Closed									
Sub-total	279,473,740	(2,939,802)	276,533,938	9,595,023	286,128,961	-	286,128,961	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	894,054	290,779,877	3,326,070	100.00%

2015 Revenue Bond Program

Report as of April 30, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park									
726601 - Generation Park	-	6,787,978	6,787,978	-	6,787,978	32,961	9,789	6,745,228	0.63%
Contingency (726900)	2,408,355	(2,408,355)	-	-	-	-	-	-	-
Sub-total	2,408,355	4,379,623	6,787,978	-	6,787,978	32,961	9,789	6,745,228	0.63%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722916 - NC - CIT Graphics	-	40,779	40,779	-	40,779	-	40,779	-	100.00%
722917 - NC - CIT Supplemental	-	25,546	25,546	-	25,546	-	25,546	-	100.00%
722918 - NC - CIT Acoustics	-	90,855	90,855	-	90,855	-	90,855	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
Sub-total	47,591,645	(4,379,623)	43,212,022	-	43,212,022	-	43,212,022	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	32,961	43,221,811	6,745,228	86.51%

Generation Park

Report as of April 30, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond	6,787,977	-	6,787,977	-	6,787,977	32,961	9,789	6,745,227	0.63%
929603 - Operational	8,843,556	-	8,843,556	-	8,843,556	1,866,150	449,052	6,528,354	26.18%
901609 - 2015 Bond	6,368,466	-	6,368,466	-	6,368,466	-	-	6,368,466	-
901610 - Generation Park Site Infrastructure	4,000,000	-	4,000,000	-	4,000,000	-	-	4,000,000	-
TOTALS	26,000,000	-	26,000,000	-	26,000,000	1,899,111	458,841	23,642,048	9.07%

Repair and Renovation

Report as of April 30, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F18053 - CC C26.150 Acoustics Assessment	-	60,000	60,000	-	60,000	28,899	-	31,101	48.17%
F19001 - CC Central Misc.	-	50,000	50,000	-	50,000	4,317	3,975	41,708	16.58%
F19024 - CC C11.1110 Installation of Surgical Lights	-	26,750	26,750	-	26,750	19,975	-	6,775	74.67%
F19035 - CC C1.208 Office of AA CPD	-	14,000	14,000	-	14,000	12,144	855	1,001	92.85%
F19023 - CC C11 EMT Tier 1 Classroom	-	30,037	30,037	-	30,037	30,037	-	-	100.00%
F19028 - CC - C19.313 Ventilated Cabinets	-	26,125	26,125	-	26,125	26,125	-	-	100.00%
F19040 - CC - Courtyard Drains	-	28,384	28,384	-	28,384	28,384	-	-	100.00%
F19047 - CC - C14 New Fire Alarm Panel & Sys	-	140,371	140,371	-	140,371	-	-	140,371	-
Sub-total	-	375,667	375,667	-	375,667	149,881	4,830	220,956	41.18%
North									
F19002 - NC North Misc.	-	50,000	50,000	-	50,000	12,293	-	37,707	24.59%
F19018 - NC - N16 North Gym Repainting	-	32,200	32,200	-	32,200	32,200	-	-	100.00%
F19032 - NC N12 Fire Alarm Wiring	-	22,708	22,708	-	22,708	22,708	-	-	100.00%
F13034 - NC N12.210 New Carpeting	-	10,608	10,608	-	10,608	10,608	-	-	100.00%
F19037 - NC Underground Utility Tunnel	-	22,127	22,127	-	22,127	22,127	-	-	100.00%
Sub-total	-	137,643	137,643	-	137,643	99,936	-	37,707	72.61%
South									
F18040 - SC S8 Roof Replacement	-	94,000	94,000	-	94,000	37,125	56,875	-	100.00%
F19003 - SC South Misc.	-	50,000	50,000	-	50,000	14,996	4,546	30,458	39.08%
F19025 - SC - S11 New Porch Tile N&S Entranc	-	33,876	33,876	-	33,876	16,938	-	16,938	50.00%
F19030 - SC S8.2117 & S8.2118 Tier 1	-	23,540	23,540	-	23,540	11,770	11,770	-	100.00%
F19033 - SC S1-13 Window Tint	-	7,765	7,765	-	7,765	7,765	-	-	100.00%
Sub-total	-	209,181	209,181	-	209,181	88,594	73,191	47,396	77.34%
District									
F18046 - DIST A1.200/202 Install Acoustics	-	20,000	20,000	-	20,000	-	-	20,000	-
F18051 - DIST M1 MTTC Repairs	-	35,000	35,000	-	35,000	-	-	35,000	-
F19004 - DIST College Admin Misc.	-	50,000	50,000	-	50,000	765	-	49,235	1.53%
F19016 - DIST Marketing Renovation DA2-205	-	18,500	18,500	-	18,500	1,879	15,713	908	95.09%
F19045 - DIST - 225 Maritime Decomm &Remodel	-	60,000	60,000	-	60,000	24,588	-	35,412	40.98%
F19050 - DIST - College Wide Parking L. Surve	-	14,500	14,500	-	14,500	14,500	-	-	100.00%
F19051 - DIST - A2 Window Tinting	-	12,240	12,240	-	12,240	12,240	-	-	100.00%
Sub-total	-	210,240	210,240	-	210,240	53,972	15,713	140,555	33.15%
Contingency (720700)									
Sub-total	1,484,168	(1,039,333)	444,835	-	444,835	-	-	444,835	-
Projects Closed									
F18058 - CC C34.132 Heat Units	-	-	-	-	-	-	-	-	-
F18070 - CC C26.100 Repair Hydraulic Lift	-	-	-	-	-	-	-	-	-
F18071 - CC C6.105 AV System	-	7,569	7,569	-	7,569	-	7,569	-	100.00%
F19009 - CC C14 Café Door	-	1,517	1,517	-	1,517	-	1,517	-	100.00%
F19012 - CC C6 Retaining Wall Repair	-	14,783	14,783	-	14,783	-	14,783	-	100.00%
F19027 - CC C11 EAST & WES Stairwell Improvement	-	18,640	18,640	-	18,640	-	18,640	-	100.00%
F18073 - NC N12 Structural Condition Assessment	-	10,000	10,000	-	10,000	-	10,000	-	100.00%
F18059 - SC Softball Dugout Renovation	-	48,286	48,286	-	48,286	-	48,286	-	100.00%
F19007 - SC S15.121 Power and Data Add	-	2,515	2,515	-	2,515	-	2,515	-	100.00%
F19008 - SC S7.266 Power Add	-	3,292	3,292	-	3,292	-	3,292	-	100.00%
Sub-total	-	106,602	106,602	-	106,602	-	106,602	-	100.00%
TOTALS	1,484,168	-	1,484,168	-	1,484,168	392,383	200,336	891,449	39.94%

SAN JACINTO COLLEGE DISTRICT
Building Committee Meeting
May 21, 2019

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

Members Absent: None

Others Trustees Present: None

Others Present: Bill Dowell, Mike Harris, Allatia Harris, Joe Hebert, Brenda Hellyer, Mini Izaguirre, Bryan Jones, Angela Klaus, Ann Kokx-Templett, Deborah Paulson, Charles Smith, Teri Zamora

- I. The meeting was called to order at 3:35 p.m. by Dan Mims.
- II. Roll Call of Committee Members by Dan Mims.
 - a. John Moon, Jr., present
 - b. Marie Flickinger, present
 - c. Erica Davis Rouse, present
 - d. Members absent: None
- III. Approval of Minutes from April 23, 2019 Building Committee Meeting
 - A. Dan Mims presented the minutes of the April 23, 2019, Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. Marie Flickinger seconded the motion. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - A. Bond Funds
 1. Consideration of Approval to Purchase Cosmetology Equipment and Furniture
 - a. This item requests consideration of approval to use AB Salon Equipment to provide cosmetology equipment and furniture for the new cosmetology centers at the North and South campuses.
 - b. It was confirmed that the equipment in consideration for purchase will be standard between both campuses.
 2. Consideration of Approval to Purchase Fabricated Valve Stations and Valves for the Center for Petrochemical, Energy and Technology (CPET)
 - a. This item requests consideration of approval to purchase fabricated valve stations and valves from Puffer-Sweiven, LP for the Central Campus Center for Petrochemical, Energy and Technology (CPET) facility.
 - b. These valve stations will allow the students in this program to experience more hands on industry-related experience.

3. Consideration of Approval to Purchase Non-Destructive Testing Lab Equipment for the Center for Petrochemical, Energy and Technology (CPET)
 - a. This item requests consideration to purchase non-destructive testing lab equipment for the Center for Petrochemical, Energy and Technology (CPET) facility using multiple suppliers. This equipment will be purchased to furnish classrooms and labs to simulate the actual industrial practices associated with the inspection and testing of materials.
 - b. There are fourteen (14) suppliers under consideration with eighty-six (86) line items that are being evaluated for the best pricing for the College.
 - c. The College has two faculty members, including a Department Head, who are involved and engaged on a daily basis to insure that the College's requirements are met.

4. Consideration of Approval to Purchase Audio Visual Equipment and Services
 - a. This item requests consideration to approve the purchase of audiovisual equipment and installation services from Network Cabling Services (NCS) for one (1) renovation and one (1) new construction project.
 - b. Two (2) quotes were received and competitively assessed and NCS was determined to provide the best value to the College.

5. Consideration of Approval for Additional Funds for Architectural Services for Maritime Center Expansion
 - a. This item requests consideration to approve additional funds for the contract with IBI Group, Inc. (IBI) to provide architectural services for the Maritime Center Expansion Project.
 - b. The first phase of the project will include the relocation of the College's Fire Training program to the Maritime Technology and Training Center (MTTC).
 - c. The current budget is not adequate to fully fund design of the project which includes environmental permit applications and engineering hours required for a complex project.

6. Consideration of Approval to Contract for Central Campus Frels Building's Early College High School (ECHS) Renovation
 - a. This item requests approval to contract with Terracon to provide asbestos abatement monitoring services necessary to support the North Campus Wheeler, Brightwell and Spencer Building renovation projects.

7. Consideration of Approval to Amend Contract for Central Campus Frels Building's Early College High School (ECHS) Renovation
 - a. This item requests consideration of approval to amend the construction contract with Flintco, LLC (Flintco). The initial contract value was guaranteed by the Construction Manager at Risk not to exceed the agreed upon GMP, subject to additions and deductions by change order as provided in the contract.
 - b. As the project has developed, the detailed specifications and project plans used to generate the GMP had not included all aspects that were required to meet code compliance per the city of Pasadena. The required modifications impacted the GMP.

B. Operating Funds

1. Consideration of Approval to Contract for Architectural Services for South Campus S-7 and S-9 Roof Replacement
 - a. This item requests consideration to contract with Collaborate Arch, LLC (Collaborate) to provide architectural design services for South Campus S-7 and S-9 roof replacement projects.
 - b. The recommendation to proceed with this project was based on the College's roof lifecycle management plan which is updated annually after roof inspections, assessments, and end of life projections are conducted.
2. Consideration of Approval to Contract for the Replacement of South Campus Student Center Fire Alarm System
 - a. This item requests consideration to approve a contract with Siemens Industry, Inc. (Siemens) to purchase and install a new fire alarm system in the South Campus Student Center, Building S-11.
 - b. Approval of this item will allow for the purchase and installation of new fire alarm monitoring system and will provide for improved surveillance and troubleshooting capabilities to insure the safety of its occupants.
 - c. This building improvement is projected to be completed by August 31, 2019, and will have a projected lifespan of 20 to 30 years.
3. Consideration of Approval to Purchase Automated External Defibrillators (AED) Devices
 - a. This item requests consideration to approve the purchase of AED devices from Sterlington Medical for the Safety, Health, Environment and Risk Management (SHERM) Department.
 - b. This purchase will allow the College to better serve the growing student population of over 30,000 students and 3,200 employees with up-to-date emergency response equipment which will be located in each building in the College.
 - c. The recommended AED devices are noted to have a life expectancy of eight (8) years.
 - d. The State of Texas requires AED Device training for all high school students within the public school system. The College will provide AED staff training for its employees.
4. Consideration of Approval to Contract for the LED Parking Lot Lighting Project
 - a. This item requests consideration to approve a contract with E3 Entegral Solutions to replace high intensity discharge (HID) parking lot lights with light emitting diode (LED) equivalents.
 - b. LED lighting has proven cost savings and longevity with a payback within five (5) years.
5. Consideration of Approval to Purchase Lab Casework for Central Campus Science Building
 - a. This item requests consideration to approve the purchase of a ventilated lab casework from Haldeman Homme Inc., dba Academic Specialties Texas (Haldeman Homme) for the Central Campus Science Building C-19.

- b. This purchase will allow C-19 to meet the same standards of all other College campus laboratories.

V. Project Updates

A. Bond Funds

(Discussion led by Charles Smith)

1. Safety Metrics

- a. Campus Cosmetology Center when a trench truck hit an electrical junction box.
- b. The College provided an OSHA (Occupational Safety and Health Administration) sponsored "Safety Stand-Down Day" in which work on each project halted so that the workers could focus on safety policies, protective methods, and job hazards. This was well received by the contractors.

2. Schedule Updates

- a. The majority of the Bond projects remain on schedule with the exception of Longenecker and the South Campus utility projects (primary electrical upgrade, sanitary sewer rehabilitation, and heated/chilled water relocation) which have been delayed by a few months due to project load.

3. Progress Updates

- a. Central Campus – Petrochemical, Energy, and Technology (CPET)
 - i. The project is receiving finishing touches and will be coming to a close in the near future.
 - ii. The process plant (Glycol Unit) is projected to complete at the end of July 2019. This date was pushed back slightly due to coordination issues.
- b. Central Campus – Welcome Center
 - i. The project is progressing rapidly. Brick has already been laid on the south side of the building. The second floor is receiving floor polishing.
- c. Central Campus - Classroom Building
 - i. Consideration for approval is requested to apply for a grant which would allow travel to locations that have built buildings using the proposed mass timber construction.
 - ii. This design has been found to be cost competitive with a life expectancy comparable to conventional construction methods. The timber composite proposed behaves better in a fire than steel and better in a flood than sheetrock.
 - iii. Research will be conducted to see if studies have been conducted on this type of construction in regards to hurricanes.
 - iv. Discussions with the city of Pasadena regarding building codes are beginning.
- d. Central Campus – Frels Renovation
 - i. Flintco has begun the final demolition on this building and is beginning to work toward completion of the project, which is expected to occur within the next seventy (70) days.

- e. North Campus – Cosmetology and Culinary Center

- i. The interior framing is nearly complete, and mechanical systems are progressing nicely. The exterior is being made ready for brick. There was one minor setback in which a natural gas line was broken, requiring repair.
 - f. North Campus – Underground Utility Tunnel
 - i. The tunnel project is essentially complete. The temporary services pipeline has been dismantled, and the courtyard has been returned to the campus.
 - g. North Campus - Burleson Building
 - i. Demolition and reconstruction are advancing rapidly with two issues of note. The first of those was a delay with completion of the elevator, and the second was the discovery of termites in the interior wood paneling. The paneling will be lost; however, it was installed over masonry and therefore, the building did not suffer any structural damage due to the termites.
 - h. South Campus – Engineering and Technology Building
 - i. All of the steel has been set, and installation of the pre-cast panels and mechanical systems have begun. A decision for the final flooring preparation will be presented at the next Building Committee meeting.
 - i. South Campus – Cosmetology Building
 - i. Work has begun moving forward with half of the floor poured and the roofing in progress.
 - j. South Campus – Longenecker Renovation
 - i. Work on Phase One continues with much of the electrical and mechanical upgrades showing solid progression. After upgrades are completed, the building will have an extended life of another forty (40) years.
 - k. South Campus – Primary Electrical Upgrade and Water Project
 - i. Both projects are progressing nicely with the help of ACR.
 - l. South Campus – Academic Building Renovation (S-7 & 9)
 - i. This project will meet the August 2019 deadline. Currently, the elevator chase between S-8 and S-9 is almost completed.
 - m. College Wide – Generation Park
 - i. This project has struggled getting started due to inclement weather. The College is working to recover the construction schedule which was delayed by several months.
 - ii. The College held the first of four (4) Generation Park Strategic Planning Meetings on May 10, 2019. This meeting was held so that a diverse group of participants could engage in visionary concepts. The second (2nd) meeting will be held on June 7, 2019, and will focus on workforce training needs in the area.
- 6. Financial Updates
 - a. 2008 Bond
 - i. This report was presented with no comments.

- b. 2015 Revenue Bond
 - i. This report was presented with no comments.
- c. 2015 Bond
 - i. This report was presented with no comments.
- d. Generation Park
 - i. This report was presented with no comments.

B. Operating Funds

(Discussion led by Bryan Jones)

1. Safety Metrics

- a. The personnel injury statistics were presented to the Committee, encompassing two (2) minor incidents which occurred last month. The first incident occurred when a College employee stumbled and scrapped his knee requiring first aid. The second occurred when an employee fell into a hole that was located in a parking lot and twisted his knee requiring medical attention.

2. Schedule Update

- a. This report was presented with no comments.

3. Progress Updates

a. Central Campus – Transportation Center

- i. The Multi-Purpose Room acoustics improvements are 95 percent completed and have resulted in an improved environment that allows for better usage.

b. South Campus - Softball Improvements

- i. This project is very close to completion.

c. College Administration - East Building

- i. Interior renovation work is progressing nicely with completion ahead of schedule and projected to be mid-June of 2019.

d. Signage Project

- i. Exterior monument signs are released for design.
- ii. Other internal and external signs are under review.

1. Financial Reports

- a. This report was presented with no comments.

VI. Status of Delegated Authority

- A. An updated report on status of delegation of authority was presented with no comments.

VI. Adjournment – The meeting was adjourned at 4:36 p.m.

**FINANCE COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
May 21, 2019**

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

Members Absent: None

Other Trustees Present: Dan Mims and John Moon, Jr.

Others Present: Brenda Hellyer, Teri Zamora, Sandra Ramirez, Linda Torres, and Mandi Reiland

- I. The meeting was called to order at 5:03 p.m. by Dr. Ruede Wheeler, Chair, Finance Committee.
- II. Roll call of the Committee members was taken:
 - Marie Flickinger, present (arrived after the meeting started)
 - Keith Sinor, present
 - Dr. Ruede Wheeler, present
 - Larry Wilson, present
- III. Approval of Minutes from the January 15, 2019, Finance Committee Meeting
 - R. Wheeler presented the minutes from the January 15, 2019, Finance Committee Meeting.
 - A motion was made by K. Sinor and seconded by D. Mims to accept the minutes as presented.
- IV. Review and Discuss Internal Audit Departmental Audit
 - L. Torres reviewed the executive summary of the Auto Collision Repair Departmental audit report, which included a comprehensive audit of the Auto Collision Repair Program, which is located at North Campus. The scope of the audit included a detailed evaluation of the operational efficiency internal controls, and compliance with internal and external regulations and policies surrounding the Auto Collision Repair function between September 1, 2017 and August 31, 2018. The following observations with their Correction Action Plans (CAP) were noted:
 - Numerous safety deficiencies were identified by Internal Audit at the commencement of audit work. Instead of waiting until the end of the audit to address the issues identified, a memo was immediately issued at that time.
 - Members present expressed concerns with the safety issues presented.
 - L. Torres explained that program representatives began making modifications immediately.
 - B. Hellyer added that faculty, staff, and department chair were new at the time. She explained that the Provost knows that this is a priority.

- The group discussed enrollment numbers of this program. Members present discussed the size of the program and the sustainability. B. Hellyer stated that Dr. Bill Raffetto is reviewing the sustainability of this program.
 - D. Mims recommended reaching out to area collision repair shops to determine needs in the industry.
 - B. Hellyer explained that she will have B. Raffetto and V. Wigginton review the opportunities of the program and discuss potential partnerships with the programs at Central.
 - L. Torres will complete follow-up on the internal audit of the program after corrective actions have been completed. A follow up report will be completed in September.
 - There are a lack of procedures or documentation surrounding the acquisition of project cars within the department.
 - CAP – The Business and Information Technology department chair will work with the College’s Manager/Contract Administrator in Contracts and Purchasing Services and the Auto Collision Repair Program’s full-time faculty member to develop written procedures.
 - There are currently no documented procedures surrounding the inventory of tools and supplies within the Auto Collision Repair program.
 - CAP – The Business and Information Technology department chair and the Auto Collision Repair Program’s full-time faculty member will (1) develop procedures for the administration of tools and supplies within the program, and (2) create a non-fixed asset and supplies inventory spreadsheet.
 - The Web-Time Entry Payroll System is not utilized efficiently and effectively within the department.
 - CAP – The Business and Information Technology department chair met with a non-exempt employee in Fall 2018 to discuss excessive number of manual adjustments.
 - Several Auto Collision Repair employees have not completed required internal training.
 - CAP – The Business and Information Technology department chair will assign the training. The estimated completion date is April 2019.
- V. Discuss Fiscal Year 2020 Budget Framework and Preliminary Budget Proposal.
- T. Zamora reviewed the Fiscal Year 2020 Budget Framework handout. The budget was developed with focus on the new strategic goals.
 - Revenue – Realities/Assumptions
 1. New Tuition Model that eliminates fees
 2. General growth of .5 percent, plus addition of five new cohorts under early college model
 3. Incorporate effective rate for M&O tax
 - 8.08 percent estimate of growth in tax base totaling \$4.5 billion
 - Growth from existing properties of \$2.6 billion
 - Growth from new properties \$1.9 billion
 4. State appropriation funding increases 8.3 percent

5. Increased interest income on cash and investments
 6. Increased Child Care Center fees and Facilities Rentals
- Total Unrestricted Revenue for FY 2020 estimated at \$178,605,000; an increase of \$7,776,250 from FY 2019.
 - Ad Valorem Tax Rate – Estimated Maintenance and Operations Rate (M&O) of 0.121675, Debt Service Rate of 0.063219, and Total Ad Valorem Tax Rate of 0.184894. Actual rates may vary some when certified tax rolls are received. B. Hellyer added that when the Bond was passed we ensured tax payers that we would not increase more than three cents and we are well under that amount.
 - Expense – Realities/Assumptions. The College will remain committed to the following:
 1. Annual salary increases
 2. Completion and Opening of new bond-financed projects
 3. Completion of Generation Park – Initial Building
 4. Meaningful strategic initiatives
 5. Operational and Compliance necessities
 - T. Zamora reviewed the plan for approaching the future.
 1. Make decisions based on long term resiliency and effectiveness
 2. Answer the questions
 - Which decisions will yield the most effective benefits?
 - What strategic investments can we make to create sustainable long term returns for the institution?
 - Which operations can be accomplished more efficiently by a third party?
 3. Move forward implementing the updated Mission, Vision, Values and Underlying Assumptions and the new Strategic Plan
 - Unrestricted Expenditures per Completer – A table was shared showing the number of associate’s degrees/certificates and the expenditure per total degrees and certificates awarded from FY 2013 to FY 2018.
 - R. Wheeler asked how Generation Park will affect the expenditures per total degrees and certificates awarded. T. Zamora responded that we know in the first year we will not break even but as the campus enrollment grows, it will show in these numbers. There may be a lot of out of district tuition revenue. B. Hellyer explained a recent event at Generation Park that generated a lot of interest in the campus and interest in faculty positions.
 - Priority Strategic Initiatives Funded or changes in FY 2020 Budget.
 1. Net decrease in Utility Costs
 2. Net decrease in Benefit costs
 3. Net Cost for Addition of 11 New Full Time Faculty Positions (after trading from other positions)
 4. Performance Based Salary Increase and Corresponding Benefits
 5. Faculty Compensation Adjustments
 6. Operating Costs of New Facilities
 7. New Position related to new Bond facilities and Generation Park Openings
 8. Increase in contract costs – IT, Facilities, Software, Accreditations
 9. Increase in insurance premiums – update to replacement costs model

10. Student Services, Recruiting, Student Life

11. Instructional Items

12. Safety and Security

13. Marketing

- B. Hellyer provided overview of the issues regarding faculty salaries.
 - Faculty minimum starting salaries have not changed since 2012
 - Fewer well qualified applicants due to starting salary levels and reedit for prior experience (i.e. 6 years maximum and 15 years for some high demand areas)
 - Retention issues of faculty with less than 7 years of service due to salary levels
- S. Ramirez reviewed additional handouts that presented data on the 2018 TCCTA Ranges in the Houston subset, the current versus proposed faculty salary ranges, and the proposed 2019-2020 salary schedule of stipends and market premiums. The TCCTA ranges compare San Jacinto College with HCC and Lone Star broken down by range levels and degree level. This also shows the rank of these three colleges in the 50 community colleges in Texas.
- B. Hellyer reviewed the resolutions of the issues on faculty salaries and future direction.
 - Revision of FY 2020 faculty salary ranges to a more competitive beginning salary and increase prior experience credit (increase to 9 years and expand 15 years to cover all disciplines with market premiums)
 - Individual adjustments for faculty will focus on those with less than 7 years of college service
 - Annual adjustment to beginning faculty salary ranges going forward to maintain regional competitive position (anticipate COLA)
 - A higher starting salary combined with differentiated compensation due to Performance Management gives competitive edge
- T. Zamora reviewed the operating costs and new positions for new facilities.
 - Operating Costs - Utilities, Custodial, Grounds, Maintenance, Support, Fire Suppression
 - Central – Petrochem, Welcome Center
 - North – Cosmetology and Culinary
 - South – Cosmetology, Engineering and Tech Center, HVAC
 - New Positions
 - Generation Park – Executive Director, Director of Student Services, Director of Instructional Services
 - Groundskeeper
 - Network Administrator
 - Technical Support Analyst
 - CPET Lab Assistant (Part time)
 - Instruction Designer
 - Maritime/Fire Tech Equipment Operator
 - Student Services
 - Funds set aside to respond to outcomes of Achieving the Dream study and internal student continuum project

May 21, 2019 Draft Finance Committee Meeting Minutes - Final after Committee approval at next meeting

- Software additions
- Staff – Student communications Coordinator, part-time funds
- Cost increases – graduation, ongoing contracts
- Marketing
 - Ongoing Advertising in Houston Chronicle
 - Increase in other print advertising
 - Increased Digital Marketing presence
- T. Zamora reviewed the proposed auxiliary budget. She reviewed each line item of revenues and expenses. She noted that the sports line item is estimated and is still being finalized. Members present discussed the expenses of the sports programs.
- T. Zamora presented the proposed restricted budget. She reviewed each line item of revenues and expenses.
- The committee members did not have concerns about the budget assumptions.
- B. Hellyer informed the committee that this presentation is close to the budget that will be presented as an action item on the June 3, 2019, Board of Trustees Meeting agenda. She explained that this budget aligns with the strategic goals and the proposed annual priorities.

VI. The meeting Adjourned at 6:24 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

No administrative recommendation required. The Oath of Office will be administered to re-elected Trustee Ms. Marie Flickinger for Trustee Position Three (3) and re-elected Trustee Mr. Larry Wilson for Trustee Positions Four (4).

BACKGROUND

In accordance with Texas Election Code Section 3.004(b), the Board of Trustees, on January 28, 2019, authorized the execution of an Order for Election of San Jacinto Community College District Trustees for a six-year term for Trustee Position Three (3) and Trustee Position Four (4). The election was scheduled to be held on May 4, 2019, with candidates filing from January 16, 2019, through February 15, 2019. The eligible candidates who filed for Positions 3 and 4 were incumbents Marie Flickinger and Larry Wilson, respectively.

On March 4, 2019, the Board of Trustees in accordance with Section 2.052 of the Texas Election Code, approved an Order of Cancellation due to all candidates being unopposed. Adoption of the Order of Cancellation allowed the College to cancel the scheduled election to be held on May 4, 2019, and declare each unopposed candidate elected to the office. A copy of the cancellation order was posted on May 4, 2019, at each polling location that would have been used in the election.

The unopposed candidates will be sworn into their elected position today, June 3, 2019, which is after the official canvassing date.

BUDGET INFORMATION

None

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Each new trustee will complete the following:
Attachment 1 – Oath of Office, Marie Flickinger
Attachment 2 – Oath of Office, Larry Wilson

RESOURCE PERSONNEL

Brenda Hellyer 281-998-6100 brenda.hellyer@sjcd.edu

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Marie Flickinger, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Position No. 3 on the Board of Trustees of San Jacinto of
Community College District
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

Form #2204 Rev 9/2017
Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None

This space reserved for office use



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Larry Wilson, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Position No. 4 on the Board of Trustees of San Jacinto of
Community College District
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____
County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

Action Item “X”
Regular Board Meeting June 3, 2019

Consideration of Approval of Election of Officers for the Board of Trustees

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the election of Officers for the Board of Trustees.

BACKGROUND

In accordance with Texas Education Code Section 130.082(d), Officers of the Board shall be elected at the first regular meeting of the Board of Trustees following the regular election of Board members.

The Board shall be authorized to elect the following Officers:

- Chair
- Vice Chair
- Secretary
- Assistant Secretary

Following the May 6, 2017, Board Election, the Board of Trustees elected the current Officers of the Board at the regular Board Meeting held on June 5, 2017. The current Officers are: Marie Flickinger, Chair; Dan Mims, Vice Chair; Keith Sinor, Secretary; and Erica Davis Rouse, Assistant Secretary.

On March 4, 2019, the Board of Trustees in accordance with Section 2.052 of the Texas Election Code, approved an Order of Cancellation due to all candidates being unopposed. Adoption of the Order of Cancellation allowed the College to cancel the scheduled election to be held on May 4, 2019, and declare each unopposed candidate elected to the office. Accordingly, the new trustees will be sworn in at the regular Board Meeting on June 3, 2019, and the Officers should be elected immediately thereafter.

BUDGET INFORMATION

None

MONITORING AND REPORTING TIMELINE

According to the Bylaws of the Board of Trustees, Officers are elected for two year terms.

ATTACHMENTS

Attachment 1 – Slate of Officers

The Trustees will propose a slate of Officers on June 3, 2019.

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

ATTACHMENT 1

1. Chair _____

2. Vice Chair _____

3. Secretary _____

4. Assistant Secretary _____

**Action Item “XI”
Regular Board Meeting June 3, 2019
Consideration of Approval of Amendment to the 2018-2019 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 2018-2019 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of May 2019.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$107,500, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

The Office of Grants Management provides continuous monitoring of grant operations, which are included in the annual financial report to the Board of Trustees.

ATTACHMENTS

Attachment 1- Budget Amendments-06-03-19

Attachment 2- Grant Detail-06-03-19

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Tomoko Olson

281-998-6146

tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
June 3, 2019

	Fund	Org.	Account	Prog.	Amount Debit (Credit)	
<u>National Science Foundation/University of Houston Clear Lake - Collaborative STEP: 2019 Bridges to STEM Careers</u>						
<u>(New Grant)</u>						
Federal Grant Revenue	534712	56700	554100	110000	(100,000)	
Non-Instructional Labor	534712	56700	610000	460926	7,000	
Fringe Benefits	534712	56700	651000	460926	560	
Supplies	534712	56700	710000	460926	1,973	
Travel	534712	56700	721000	460926	12,700	
Student Aid - Scholarships	534712	56700	751009	520235	75,000	
Contractual Svcs - Indirect costs	534712	56700	731000	620909	<u>2,767</u>	\$ -
<u>VentureWell/San Jacinto College Foundation - Leveraging Connection (New Grant)</u>						
Local Grant Revenue	571059	56700	554300	110000	(7,500)	
Supplies	571059	56700	710000	460926	3,500	
Travel	571059	56700	721000	460926	3,500	
Contractual Svcs - Catering/Meals	571059	56700	731000	460926	<u>500</u>	\$ -
Net Increase (Decrease)						<u>\$ -</u>

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

Grant Funding Summary by Agency:

National Science Foundation	\$ 100,000
VentureWell	<u>7,500</u>
	\$ 107,500

June 3, 2019 Board Book – Grant Amendments Detail List

National Science Foundation (NSF)/University of Houston Clear Lake (UHCL) - Collaborative STEP: 2019 Bridges to STEM Careers (New Grant)

This new grant program is an extension of the previously NSF funded UHCL program “Bridges to STEM,” in which San Jacinto College (SJC) was a partner. The new program will continue the cooperative efforts between SJC and UHCL to build a bridge for students in STEM (Science, Technology, Engineering, and Math) fields to transfer into STEM programs offered at UHCL. Designed to engage, recruit, retain, and graduate students in STEM fields, the program will address obstacles that students face in degree attainment such as the lack of student engagement, career opportunity awareness, and financial needs. The program will provide 30 students with scholarships, five students with opportunities to attend professional conferences and make professional presentations, and 15 students to participate in UHCL STEM research projects.

VentureWell/San Jacinto College Foundation - Leveraging Connection (New Grant)

The goal of this new grant project is to increase the number of students who transfer from San Jacinto College (SJC) to Sam Houston State University (SHSU) for the purpose of earning a bachelor’s degree. The project provides needed support strategies for students with the intent to reduce the number of excess credits hours students take toward earning a degree. Funds will support the production of promotional materials, joint advertising, transportation costs for student visits to SHSU, meals for faculty and advisors at meetings, and waivers of application fees.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the proposed 2019-2020 budget for the San Jacinto Community College District which consists of a balanced Unrestricted Fund budget of \$178,722,151. The total budget also includes a balanced Restricted Fund budget of \$101,240,116, an Auxiliary budget with revenues of \$3,068,200 and expenditures of \$2,729,312, and depreciation expense of \$20,500,000.

BACKGROUND

The proposed budget provides operating funds for 2019-2020 (FY20). Conservative projections have been utilized for revenues and are therefore considered reasonably attainable.

Highlights of the Unrestricted Fund budget include:

REVENUES – Overall Increase of \$7,893,401

- State Appropriations
 - First year of 2020-2021 biennium
 - Increase of \$3,294,787 over previous year (8.5 percent)
- Ad valorem Tax (Maintenance and Operations)
 - Taxable value is projected to increase by 8.1 percent based on Harris County Appraisal District preliminary estimates
 - Budget assumption is that the maintenance tax rate will be the calculated effective rate (estimated to be \$0.121675 per \$100 valuation)
 - Final decision on tax rates will be based on certified tax rolls to be received in late August 2019
 - Anticipated increase of \$2,345,000 (3.4 percent)
- Net Tuition and Fee Revenue
 - Recently approved change to the new Tuition Model, without enrollment fees, which begins Fall 2019
 - Budget assumption is ½ percent increase in course enrollments over that experienced during FY2019
 - Anticipated increase of \$1,431,614 (2.4 percent)
- Sales, Services and Other
 - Increase in Children’s Center and Facilities Usage Income
 - Anticipated net increase of \$322,000 (18.1 percent)
- Investment Income
 - Budget assumption is continued elevated interest rates
 - Anticipated increase of \$500,000 (50.0 percent)

EXPENSES – Overall Increase of \$7,893,401

- Increases by Functional Classification include:

Action Item “XII”
Regular Board Meeting June 3, 2019
Consideration of Approval of Proposed Budget for 2019-2020

- Instruction \$2,072,153
- Public Service \$ 45,665
- Academic Support \$ 632,903
- Student Services \$ 623,336
- Institutional Support \$3,788,643
- Operations and Maintenance \$ 782,908
- Staff Benefits \$ (56,000)
- Local Cash Match \$ 3,793
- Collectively, these increases in the functional classifications will provide for the following:
 - Performance Based Salary Increase and Corresponding Benefits at \$2.5 million; raise adjustments will be modeled to stay within allocation
 - New Full-time Faculty Positions (11 – 21 total less 10 reallocated positions)
 - Faculty Compensation Adjustments
 - Supplements to Student Services, Recruiting, and Student Life
 - Instructional Items
 - Increases in Marketing Initiatives
 - Various initiatives to increase Safety and Security, both physical and online
 - Increased costs and efforts in operational areas and related to opening of new facilities, including custodial services, landscaping services, insurance, marketing, and debt service

Highlights of the Restricted Fund budget include:

REVENUES – Overall Decrease of \$18,467

EXPENSES – Overall Decrease of \$18,467

- Financial Aid
 - Decrease in Federally Funded Pell Grants
 - Decrease in Federal Subsidized Loans
 - Anticipated net decrease of \$4,385,263
- Federal, State and Local Grants
 - Decrease in federal grants primarily due to conclusion of Department of Labor/H1B Ready to Work Partnership Grants, and Health Human Services Health Career Pathways Partnership
 - Decrease in state grants due primarily to conclusion of Nursing Shortage Reduction Grants from Texas Higher Education Coordinating Board
 - Anticipated net decrease of \$4,493,300
- State Funded Benefits
 - Estimated increase in appropriation of \$400,000
- Debt Service
 - Increase due to payments due on new bond funds issued February 2019
 - Anticipated increase of \$8,460,096

Highlights of the Auxiliary Fund budget include:

REVENUES – Overall Decrease of \$377,300

- Bookstore
 - Decrease due to transition from guaranteed minimum on new contract to a percentage of actual sales
 - Anticipated decrease of \$218,700
- Cafeteria
 - Decrease due to reduction in meals served to athletes
 - Anticipated decrease of \$187,500
- Contracted Services
 - Increase due to growth in income from vending and printing activities
 - Anticipated increase of \$10,900
- Student Loans and Fees
 - Anticipated increase of \$18,000

EXPENSES – Overall Increase of \$168,812

- Cafeteria
 - Decrease due to reduction in meals served to athletes and decrease in staffing costs
 - Anticipated decrease of \$251,046
- Athletics
 - Increase due to correction of funding levels for sports teams
 - Anticipated increase of \$416,667 which approximates prior year actual
- Various Auxiliary accounts
 - Increase in other categories of \$3,191

OTHER

- Depreciation is projected to increase by \$3.0 million due to new facilities placed in service. However, the College does not budget to recover depreciation expense since this is a non-cash transaction.

The budget is prepared in accordance with generally accepted accounting principles. The \$20.5 million projected for depreciation is a non-cash item.

The proposed budget reflects the College’s commitments to student success and to serving the citizens and businesses in the taxing district and service area. Additional initiatives and requests were not funded or were not fully funded due to limited resources. Budget areas will continue to be reviewed during the year as College personnel continue to emphasize scaling promising practices, eliminating low value activities, and controlling costs.

Action Item “XII”
Regular Board Meeting June 3, 2019
Consideration of Approval of Proposed Budget for 2019-2020

IMPACT OF THIS ACTION

Approval of the proposed budget will establish the 2019-2020 budget for the College and comply with section 51.0051 of the Texas Education Code that requires that the governing board of each institution to approve a budget on or before September 1 of each year.

ATTACHMENTS

Attachment 1 – Summary of Revenues and Expenses Fiscal Year 2020 Compared to Fiscal Year 2019

RESOURCE PERSONNEL

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PROPOSED

SAN JACINTO COLLEGE DISTRICT
SUMMARY OF REVENUES & EXPENSES
FISCAL YEAR 2020 TO FISCAL YEAR 2019

	FY 2020 BUDGET	FY 2019 BUDGET	Increase/ (Decrease)	% Change
UNRESTRICTED				
<i>Revenues</i>				
State Allocation	\$ 42,079,966	38,785,179	3,294,787	8.49%
Maintenance Ad Valorem Taxes	\$ 72,131,000	69,786,000	2,345,000	3.36%
Tuition and Fees	\$ 60,911,185	59,479,571	1,431,614	2.41%
Sales, Services and Other	\$ 2,100,000	1,778,000	322,000	18.11%
Investment Income	\$ 1,500,000	1,000,000	500,000	50.00%
Total	178,722,151	170,828,750	7,893,401	4.62%
<i>Expenses</i>				
Instruction	\$ 63,049,677	60,977,524	2,072,153	3.40%
Public Service - Cont Profess Dev	\$ 4,327,665	4,282,000	45,665	1.07%
Academic Support	\$ 13,277,829	12,644,926	632,903	5.01%
Student Services	\$ 14,021,205	13,397,869	623,336	4.65%
Institutional Support	\$ 47,742,824	43,954,181	3,788,643	8.62%
Operation & Maintenance	\$ 17,737,926	16,955,018	782,908	4.62%
Staff Benefits	\$ 18,075,657	18,131,657	(56,000)	-0.31%
Local Cash Match	\$ 489,368	485,575	3,793	0.78%
Total	178,722,151	170,828,750	7,893,401	4.62%
RESTRICTED				
<i>Revenues</i>				
Financial Aid	\$ 44,591,109	48,976,372	(4,385,263)	-8.95%
Federal, State, and Local Grants	\$ 7,888,911	12,382,211	(4,493,300)	-36.29%
State Funded Benefits	\$ 11,032,000	10,632,000	400,000	3.76%
Debt Service	\$ 37,728,096	29,268,000	8,460,096	28.91%
Total	101,240,116	101,258,583	(18,467)	-0.02%
<i>Expenses</i>				
Financial Aid	\$ 44,591,109	48,976,372	(4,385,263)	-8.95%
Federal, State, and Local Grants	\$ 7,888,911	12,382,211	(4,493,300)	-36.29%
State Funded Benefits	\$ 11,032,000	10,632,000	400,000	3.76%
Debt Service	\$ 37,728,096	29,268,000	8,460,096	28.91%
Total	101,240,116	101,258,583	(18,467)	-0.02%
AUXILIARY				
<i>Revenues</i>				
Auxiliary Services	\$ 3,068,200	3,445,500	(377,300)	-10.95%
Total	3,068,200	3,445,500	(377,300)	-10.95%
<i>Expenses</i>				
Auxiliary Services	\$ 2,729,312	2,560,500	168,812	6.59%
Total	2,729,312	2,560,500	168,812	6.59%
SUMMARY				
Total Revenues	\$ 283,030,467	275,368,333	7,497,634	2.78%
Total Expenses	\$ 282,691,579	274,483,333	8,043,746	2.99%
Net Revenue	338,888	885,000	(546,112)	-0.21%
OTHER				
Depreciation	\$20,500,000	17,500,000	3,000,000	17.14%

PROPOSED

San Jacinto College District
Detail Revenues

	Fiscal Year	Fiscal Year
	<u>2019 - 2020</u>	<u>2018 - 2019</u>
<u>UNRESTRICTED REVENUE</u>		
State Allocation	\$ 42,079,966	\$ 38,785,179
Maintenance Ad Valorem Taxes		
Current Year Levy	72,131,000	69,282,000
Penalties and Interest	-	504,000
Maintenance Ad Valorem Taxes	72,131,000	69,786,000
Credit Tuition & Fees		
In District (Base Tuition)	28,871,000	18,254,600
Out of District	31,590,000	23,880,705
Out of State/Foreign	5,355,000	4,019,520
3-Peat Tuition	850,000	680,000
General Service Fee		11,505,900
Technology Fee		1,200,000
Gross Tuition	66,666,000	59,540,725
Less: TPEG Transfers	(2,930,000)	(2,300,000)
Less: Exemptions/Waivers	(7,100,000)	(5,600,000)
Less: Bad Debt	(1,700,000)	(1,900,000)
Net Credit Tuition	54,936,000	49,740,725
Other Course Fees		
Differentiated Course Fees		1,100,000
Distance Education		1,700,000
Incidental		445,000
Lab		800,000
Subtotal Other Course Fees	-	4,045,000
Net Credit Tuition and Other Course Fees	54,936,000	53,785,725
Maritime Transportation	1,250,000	1,255,846
Continuing and Professional Development	4,725,185	4,438,000
Tuition and Fees	60,911,185	59,479,571
Sales and Services		
Educational		
Departmental Activity	63,300	70,000
Children's Center	750,000	670,000
Other	66,700	20,000
Subtotal Sales and Services Educational	880,000	760,000
Non-Education		
Administrative Cost Allowance	425,000	450,000
Facilities Usage	505,000	290,000
Purchasing Rebate	120,000	150,000
Other	170,000	128,000
Subtotal Sales and Services Non-Education	1,220,000	1,018,000
Sales and Services	2,100,000	1,778,000
Investment Income	1,500,000	1,000,000
<u>TOTAL UNRESTRICTED REVENUE</u>	<u>178,722,151</u>	<u>170,828,750</u>

PROPOSED

San Jacinto College District
Detail Expenses

	Fiscal Year	Fiscal Year
	<u>2019 - 2020</u>	<u>2018 - 2019</u>
<u>UNRESTRICTED EXPENSES</u>		
Instruction		
Faculty Salaries	57,342,491	55,564,429
Departmental Operating Expense	5,707,186	5,413,095
Total Instruction	<u>63,049,677</u>	<u>60,977,524</u>
Continuing and Professional Development	<u>4,327,665</u>	<u>4,282,000</u>
Academic Support		
Library	2,266,974	2,104,427
Dual Credit	777,717	744,495
Instructional Design Services	692,622	663,035
Distance Education	162,080	155,156
Honors Program	325,185	311,297
Associate VP for College Prep	285,145	272,968
Instructional Support System	1,776,310	1,700,420
Associate VP for Learning	330,105	316,008
Assistant VC, Educational Partnerships	209,910	200,945
Academic Support	6,451,781	6,176,175
Total Academic Support	<u>13,277,829</u>	<u>12,644,926</u>
Student Services		
Admissions and Registration	2,003,327	1,940,407
Student Financial Services	1,972,235	1,932,230
Recruiting	565,335	444,924
Other Student Services	9,480,308	9,080,308
Total Student Services	<u>14,021,205</u>	<u>13,397,869</u>
Institutional Support		
Government of the Institution	100,527	100,527
Executive Direction and Control	9,785,353	9,785,353
Business and Fiscal Management	5,940,644	4,086,413
General Institutional Expense	13,082,773	12,271,773
Technology	15,279,753	14,235,141
Campus Security	3,553,774	3,474,974
Total Institutional Support	<u>47,742,824</u>	<u>43,954,181</u>
Operation and Maintenance		
Plant Support Services	3,413,041	3,096,756
Building Maintenance	4,462,245	3,866,557
Custodial Services	3,211,697	3,163,697
Grounds Maintenance	1,080,208	957,273
Utilities	4,500,051	4,800,051
Major Repairs/Rehab	1,070,684	1,070,684
Total Operation and Maintenance	<u>17,737,926</u>	<u>16,955,018</u>
Staff Benefits	<u>18,075,657</u>	<u>18,131,657</u>
Local Cash Match	<u>489,368</u>	<u>485,575</u>
<u>TOTAL UNRESTRICTED EXPENSES</u>	<u>178,722,151</u>	<u>170,828,750</u>

PROPOSED

San Jacinto College District
Detail Revenues

	Fiscal Year	Fiscal Year
	<u>2019 - 2020</u>	<u>2018 - 2019</u>
<u>RESTRICTED REVENUE</u>		
Financial Aid - Federal		
SEOG	733,528	733,528
District - Pell	30,000,000	34,044,000
Federal Loans - DL Subsidized	6,500,000	8,000,000
District - Federal Work Study	557,581	662,844
Subtotal - Financial Aid Federal	<u>37,791,109</u>	<u>43,440,372</u>
Financial Aid - State		
College Access Loan	10,000	10,000
District - Texas College Work Study	100,000	120,000
District - Texas College Work Study - Mentorship	60,000	-
THECB - Military Tuition Assistance	2,000	5,000
THECB - Top 10 Percent	-	1,000
TEOG - Initial	1,300,000	1,100,000
TEOG - Renewal	528,000	650,000
Subtotal - Financial Aid State	<u>2,000,000</u>	<u>1,886,000</u>
Financial Aid - Local		
Alternative Loans	400,000	200,000
District - TX Public Ed Grant	2,800,000	2,000,000
Local Scholarships	1,600,000	1,450,000
Subtotal - Financial Aid State	<u>4,800,000</u>	<u>3,650,000</u>
Total Financial Aid - Federal, State and Local	<u>44,591,109</u>	<u>48,976,372</u>
Federal, State and Local Grants		
Grants - Federal	5,928,748	9,190,649
Grants - State	1,371,182	2,465,570
Grants - Local	588,981	725,992
Total Grants - Federal, State and Local	<u>7,888,911</u>	<u>12,382,211</u>
State Benefit Appropriations		
Benefits - State Portion	<u>11,032,000</u>	<u>10,632,000</u>
Debt Service		
Debt Service Tax (I & S)	<u>37,728,096</u>	<u>29,268,000</u>
<u>TOTAL RESTRICTED REVENUE</u>	<u>101,240,116</u>	<u>101,258,583</u>

PROPOSED

San Jacinto College District
Detail Expenses

	Fiscal Year	Fiscal Year
	<u>2019 - 2020</u>	<u>2018 - 2019</u>
<u>RESTRICTED EXPENSES</u>		
Federal, State and Local Financial Aid		
Financial Aid - Federal	37,791,109	43,440,372
Financial Aid - State	2,000,000	1,886,000
Financial Aid - Local	4,800,000	3,650,000
Total Financial Aid - Federal, State and Local	<u>44,591,109</u>	<u>48,976,372</u>
Federal, State and Local Grants		
Grants - Federal	5,928,748	9,190,649
Grants - State	1,371,182	2,465,570
Grants - Local	588,981	725,991
Total Grants - Federal, State and Local	<u>7,888,911</u>	<u>12,382,211</u>
State Benefit Appropriations		
Benefits - State Portion	<u>11,032,000</u>	<u>10,632,000</u>
Debt Service		
Debt Service Payments	<u>37,728,096</u>	<u>29,268,000</u>
Total Debt Service	<u>37,728,096</u>	<u>29,268,000</u>
<u>TOTAL RESTRICTED EXPENSES</u>	<u>101,240,116</u>	<u>101,258,583</u>

PROPOSED

San Jacinto College District
Detail Revenues

	Fiscal Year	Fiscal Year
	<u>2019 - 2020</u>	<u>2018 - 2019</u>
<u>AUXILIARY REVENUE</u>		
Auxiliary Services		
Bookstore	1,068,800	1,287,500
Cafeteria	437,500	625,000
Contracted Services	256,900	246,000
Student Loans and Fees	1,305,000	1,287,000
Total Auxiliary Services	<u>3,068,200</u>	<u>3,445,500</u>
<u>TOTAL AUXILIARY REVENUE</u>	<u>3,068,200</u>	<u>3,445,500</u>

PROPOSED

San Jacinto College District
Detail Expenses

	Fiscal Year	Fiscal Year
	<u>2019 - 2020</u>	<u>2018 - 2019</u>
<u>AUXILIARY EXPENSE</u>		
Auxiliary Services		
Activity		
Student Activities	555,750	590,559
Sports	1,150,000	733,333
Cafeteria	522,062	773,108
Contracted Services	40,000	40,000
Institutional Activities	297,000	259,000
ACFI	164,500	164,500
Total Auxiliary Services	<u>2,729,312</u>	<u>2,560,500</u>
<u>TOTAL AUXILIARY EXPENSES</u>	<u>2,729,312</u>	<u>2,560,500</u>

PROPOSED

San Jacinto College District
Budget Manager Summary
Fiscal Year 2019-2020

UNRESTRICTED

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus	20,256,022	655,115	7,566,090	3,421,686	2,330,861	141,471	34,371,245
North Campus	12,500,482	448,761	3,767,791	1,850,135	1,154,924	21,981	19,744,074
South Campus	13,206,284	397,869	5,299,513	2,047,760	1,064,042	81,186	22,096,654
Maritime Tech and Training Center	1,006,044	55,020	293,293	281,692	297,993	5,960	1,940,002
Continuing Professional Development	2,364,573	72,072	533,500	397,520	1,170,670	186,850	4,725,185
Chancellor's Office	468,411	26,200	5,000	131,155	319,300	-	950,066
Deputy Chancellor and President	5,835,659	78,000	181,788	1,433,985	1,448,295	1,674,819	10,652,546
Student Services	9,396,694	78,747	700,041	2,048,670	2,171,176	59,663	14,454,991
Strategic Initiatives	267,427	12,000	12,400	74,880	126,729	-	493,436
Marketing/PR & Govt. Affairs	1,309,241	31,500	20,500	366,587	2,759,113	92,025	4,578,966
Human Resources	2,278,961	58,200	19,000	553,110	587,871	170,546	3,667,688
Information Technology Services	5,829,761	140,403	376,669	1,432,333	5,902,658	3,317,137	16,998,961
Fiscal Affairs	10,347,962	116,203	314,977	2,811,989	8,594,626	106,059	22,291,816
Facilities Services	3,876,394	24,000	278,945	985,390	8,336,966	53,213	13,554,908
Fiscal Initiatives & Capital Projects	852,733	18,900	2,500	238,765	7,039,045	49,670	8,201,613
Total	\$89,796,648	\$2,212,990	\$19,372,007	\$18,075,657	\$43,304,269	\$5,960,580	\$178,722,151

RESTRICTED

Budget Manager	Financial Aid	Grants	State Benefits	Debt Service	Total	OTHER Depreciation
Central Campus		902,721	2,762,248		3,664,969	
North Campus		722,381	1,535,067		2,257,448	
South Campus		299,027	1,775,935		2,074,962	
Maritime Tech and Training Center			128,865		128,865	
Continuing Professional Development		3,569,502	298,266		3,867,768	
Chancellor's Office			42,375		42,375	
Deputy Chancellor and President			456,851		456,851	
Student Services	44,591,109		960,347		45,551,456	
Strategic Initiatives			33,979		33,979	
Marketing/PR & Govt. Affairs			105,738		105,738	
Human Resources			217,352		217,352	
Information Technology Services			631,949		631,949	
Fiscal Affairs		2,395,280	1,651,749	37,728,096	41,775,125	20,500,000
Facilities Services			431,279		431,279	
Fiscal Initiatives & Capital Projects						
Total	\$44,591,109	\$7,888,911	\$11,032,000	\$37,728,096	\$101,240,116	\$20,500,000

AUXILIARY

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus					99,994		99,994
North Campus	68,235		5,400	19,106	718,155		810,896
South Campus	58,166		12,391	16,286	556,227		643,070
Maritime Tech and Training Center							
Continuing Professional Development							
Chancellor's Office							
Deputy Chancellor and President					105,000		105,000
Student Services			4,500		154,091		158,591
Strategic Initiatives							
Marketing/PR & Govt. Affairs							
Human Resources							
Information Technology Services							
Fiscal Affairs	31,411	600	91,500	8,795	771,806	7,650	911,762
Facilities Services							
Fiscal Initiatives & Capital Projects							
Total	\$157,812	\$600	\$113,791	\$44,187	\$2,405,273	\$7,650	\$2,729,312

San Jacinto College District
Budget Manager Summary
Fiscal Year 2018-2019

UNRESTRICTED

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus	19,142,472	542,386	7,456,845	4,545,058	2,353,487	141,221	34,181,469
North Campus	11,996,940	325,768	3,414,103	2,467,606	1,469,088	18,181	19,691,686
South Campus	12,887,039	260,940	5,014,354	2,880,893	1,387,327	55,201	22,485,754
Maritime Tech and Training Center	903,617	39,000	293,293	178,482	297,993	5,960	1,718,345
Continuing Professional Development	2,271,407	55,800	41,500	448,327	1,662,670	186,850	4,666,554
Chancellor's Office	431,313	22,000	5,000	75,203	319,300	-	852,816
Deputy Chancellor and president	4,665,499	80,399	182,188	723,690	1,351,809	1,732,409	8,735,993
Student Services	9,152,448	77,400	700,041	1,530,888	2,020,584	55,763	13,537,124
Strategic Initiatives	355,662	6,000	12,400	57,979	428,134	-	860,175
Marketing, PR & Govt. Affairs	1,194,652	36,300	20,500	185,903	3,534,251	94,680	5,066,286
Human Resources	2,365,980	57,600	19,000	368,405	518,371	163,046	3,492,402
Information Technology Services	5,836,600	142,802	356,669	1,025,639	3,782,839	3,128,302	14,272,851
Fiscal Affairs	9,485,929	122,200	871,934	2,995,498	10,942,682	155,729	24,573,973
Facilities Services	4,176,500	34,800	53,213	742,086	11,407,778	278,945	16,693,322
Total	\$84,866,058	\$1,803,395	\$18,441,040	\$18,225,657	\$41,476,313	\$6,016,287	\$170,828,750

RESTRICTED

OTHER

Budget Manager	Financial Aid	Grants	State Benefits	Debt Service	Total	Depreciation
Central Campus		1,626,167	2,702,248		4,328,415	
North Campus		674,449	1,461,067		2,135,516	
South Campus		242,714	1,707,940		1,950,654	
Maritime Tech and Training Center			128,677		128,677	
Continuing Professional Development		6,323,161	259,618		6,582,779	
Chancellor's Office			41,155		41,155	
Deputy Chancellor and president			431,846		431,846	
Student Services	48,976,372		909,222		49,885,594	
Strategic Initiatives			33,872		33,872	
Marketing, PR & Govt. Affairs			102,514		102,514	
Human Resources			217,228		217,228	
Information Technology Services			606,649		606,649	
Fiscal Affairs		3,515,720	1,598,859	29,268,000	34,382,579	
Facilities Services			431,103		431,103	17,500,000
Total	\$48,976,372	\$12,382,211	\$10,632,000	\$29,268,000	\$101,258,583	\$17,500,000

AUXILIARY

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus					100,394		100,394
North Campus	118,665		5,400	33,226	385,916		543,207
South Campus	54,694		12,391	15,314	318,582		400,981
Maritime Tech and Training Center							
Continuing Professional Development							
Chancellor's Office							
Deputy Chancellor and president					105,000		105,000
Student Services			4,500		157,701		162,201
Strategic Initiatives							
Marketing, PR & Govt. Affairs							
Human Resources							
Information Technology Services							
Fiscal Affairs	193,424	1,800	174,422	114,568	753,059	11,445	1,248,718
Facilities Services							
Total	\$366,783	\$1,800	\$196,713	\$163,108	\$1,820,652	\$11,445	\$2,560,500

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the 2019 – 2020 Annual Priorities for San Jacinto College.

BACKGROUND

For fiscal year 2019-2020, seven 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 were also reviewed with various broad constituency groups. These seven priorities were also 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.

IMPACT OF THIS ACTION

The Board’s formal approval of the 2019-2020 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 2019-2020. The annual priorities will align the work of the employees with the College’s new vision, mission, values, and strategic plan and will guide the development of individual performance plans for all full-time employees.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The 2019-2020 budget was developed 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 – 2019-2020 Annual Priorities

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

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San Jacinto College

2019-2020 Annual Priorities

- **Expansion of Transfer Opportunities and Awareness:** Improve communication and collaboration with transfer institutions, focusing on institutions that are within the top ten transfer destinations for San Jacinto College students; review existing articulation agreements and revise with an emphasis on benefits to students, scholarships, and program placement; identify and eliminate transfer barriers; and identify exact curricular barriers within specific program tracks.
- **Transition to Workforce:** Continuously evaluate and improve workforce education programs to ensure that curriculum and student experiences align with current employer demand; develop structure and processes for sector advisory councils; review and refresh advisory committees; expand hands-on experiential learning opportunities for students; model workplace culture to better prepare students; and review data to evaluate equity impact of programs.
- **Opening New Facilities:** Coordinate the moving process, service support, staffing, and opening of newly constructed or renovated buildings to be strategically timed and conducive to meeting the needs of students who will receive services and instructional delivery.
- **System Technology and Architecture including Student Continuum Taskforce Assessment:** **Establish** a vision, guiding principles, and a prioritized program of systemic people, process, and technology work that results in improved student outcomes and personalized seamless services to meet student goal and experience expectations. Using this strategy as a decision framework for requirements, address solutions that can be accomplished quickly, begin work based on agreed priorities and develop plan for longer-term solutions.
- **Opening of Generation Park Campus:** Complete the construction of the initial building, the visioning process, and establishment of the academic brand and signature programs for the Generation Park Campus. Hire leaders to finalize plans regarding initial coursework to be offered in both credit and non-credit areas, design a transfer and hiring process, and secure appropriate staff and faculty to phase-in for a fall 2020 opening. Establish name recognition and marketing plan to attract potential students in the geographic area.
- **Equity Focus: High School Populations, Adult Populations, and San Jac Promise Program:**
 - High School Populations:** Create strategies to address the non-college going high school graduate population by creating programs to reach elementary and middle school students, encouraging them to see San Jacinto College as a first-choice option upon graduation; understand barriers to district student progress and where students drop out before high school completion; and design specific strategies to reach under-represented populations in high schools.
 - Adult populations:** Identify adult populations who may need entry-level job skills, incumbent worker training, and/or career advancement competencies; design credit and non-credit programs to meet the needs of the adult population cohorts; and create marketing and recruitment strategies for adult populations.

Attachment 1

San Jac Promise Program: Begin work with two Pasadena high schools to initiate program; develop and launch, in conjunction with the San Jacinto College Foundation, a campaign to raise funds for the San Jac Promise Program; develop systems to promote, track, and monitor participation and progress across institutions; and design infrastructure and support services to accommodate the San Jac Promise Program.

- **Positioning for the Future:** Develop a plan for addressing the changes in higher education and identify ways for the College to expand its competitive advantage. Optimize strategic partnerships, enrollment management, technology, service efficiency, program development and sustainability, and communication plans in order to strengthen the College's impact on the region.

Action Item “XIV”
Regular Board Meeting June 3, 2019
Consideration of Approval of the Full-time Salary Schedules,
Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2019-2020

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the full-time salary schedules, part-time hourly pay rates, stipends and market premiums for 2019-2020.

BACKGROUND

This action establishes the salary, pay rates, stipends, and market premiums for fiscal year 2019-2020. Salary schedules are reviewed periodically to provide for market competitiveness.

IMPACT OF THIS ACTION

The current salary schedule for full-time administrators and staff remains unchanged. The full-time salary schedule for administrators and staff is included in this recommendation for reaffirmation. The salary schedule for full-time faculty has been revised based on a review of market competitiveness in the Gulf Coast region. The faculty experience credit will also be increased to nine years for academic disciplines and to 15 years for all disciplines with designated market premiums applicable to full-time faculty. The adjustments to the full-time faculty starting salaries combined with differentiated compensation for Performance Management will place the College in a more competitive position for hiring and retention.

The current part time hourly rates remain unchanged. The part-time salary schedule for faculty, staff, and administrators is included in this recommendation for reaffirmation.

The schedule for stipends and market premiums remain the same as the previous year except for the addition of the market premium for diesel technology instructors.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The fiscal impacts of this recommendation have been included in the 2019-2020 budget.

MONITORING AND REPORTING TIMELINE

All compensation components including both internal and external market equity are addressed as part of the College’s overall compensation philosophy and are reviewed periodically for adjustments.

ATTACHMENTS

- Attachment 1- Administration and Staff, Salary Range Table
- Attachment 2- Faculty Salary Range Table
- Attachment 3- Part-time Hourly Rates, Salary Range Table
- Attachment 4- Stipends and Market Premiums, Salary Range Table

RESOURCE PERSONNEL

Sandra Ramirez 281-991-2648 Sandra.Ramirez@sjcd.edu

Attachment 1

San Jacinto College District 2019 - 2020 Salary Range Table Administration & Staff								
Salary Range	Minimum	Midpoint	Maximum	Salary Range	Minimum	Midpoint	Maximum	
1	\$15,080	\$18,850	\$22,620		31	\$65,175	\$81,469	\$97,762
2	\$15,834	\$19,793	\$23,751		32	\$68,434	\$85,542	\$102,650
3	\$16,626	\$20,782	\$24,939		33	\$71,855	\$89,819	\$107,783
4	\$17,457	\$21,821	\$26,185		34	\$75,448	\$94,310	\$113,172
5	\$18,330	\$22,912	\$27,495		35	\$79,220	\$99,026	\$118,831
6	\$19,246	\$24,058	\$28,869		36	\$83,182	\$103,977	\$124,772
7	\$20,209	\$25,261	\$30,313		37	\$87,341	\$109,176	\$131,011
8	\$21,219	\$26,524	\$31,829		38	\$91,708	\$114,635	\$137,561
9	\$22,280	\$27,850	\$33,420		39	\$96,293	\$120,366	\$144,439
10	\$23,394	\$29,243	\$35,091		40	\$101,108	\$126,385	\$151,661
11	\$24,564	\$30,705	\$36,846		41	\$106,163	\$132,704	\$159,245
12	\$25,792	\$32,240	\$38,688		42	\$111,471	\$139,339	\$167,207
13	\$27,082	\$33,852	\$40,622		43	\$117,045	\$146,306	\$175,567
14	\$28,436	\$35,544	\$42,653		44	\$122,897	\$153,621	\$184,345
15	\$29,857	\$37,322	\$44,786		45	\$129,042	\$161,302	\$193,563
16	\$31,350	\$39,188	\$47,025		46	\$135,494	\$169,367	\$203,241
17	\$32,918	\$41,147	\$49,377		47	\$142,269	\$177,836	\$213,403
18	\$34,564	\$43,205	\$51,845		48	\$149,382	\$186,728	\$224,073
19	\$36,292	\$45,365	\$54,438		49	\$156,851	\$196,064	\$235,277
20	\$38,106	\$47,633	\$57,160		50	\$164,694	\$205,867	\$247,041
21	\$40,012	\$50,015	\$60,018		51	\$172,928	\$216,160	\$259,393
22	\$42,012	\$52,515	\$63,018		52	\$181,575	\$226,969	\$272,362
23	\$44,113	\$55,141	\$66,169		53	\$190,654	\$238,317	\$285,980
24	\$46,319	\$57,898	\$69,478		54	\$200,186	\$250,233	\$300,279
25	\$48,635	\$60,793	\$72,952		55	\$210,196	\$262,744	\$315,293
26	\$51,066	\$63,833	\$76,599		56	\$220,705	\$275,882	\$331,058
27	\$53,620	\$67,024	\$80,429		57	\$231,741	\$289,676	\$347,611
28	\$56,301	\$70,376	\$84,451		58	\$243,328	\$304,160	\$364,991
29	\$59,116	\$73,894	\$88,673		59	\$255,494	\$319,367	\$383,241
30	\$62,071	\$77,589	\$93,107		60	\$268,269	\$335,336	\$402,403

Midpoint %
5.00%

Range Spread
50.00%

Effective 9/01/2019

San Jacinto College District 2019-2020 Salary Range Table Faculty			
	Minimum	Midpoint	Maximum
NINE MONTH FACULTY			
Bachelor	\$ 42,002	\$ 53,552	\$ 65,102
Masters	\$ 45,002	\$ 58,503	\$ 72,004
Masters + 18	\$ 46,802	\$ 60,843	\$ 74,884
Masters + 36	\$ 48,674	\$ 63,277	\$ 77,879
Masters + 48	\$ 50,621	\$ 65,808	\$ 80,994
Doctorate	\$ 52,646	\$ 68,440	\$ 84,234
10.5 MONTH FACULTY			
Bachelor	\$ 49,002	\$ 62,477	\$ 75,952
Masters	\$ 52,502	\$ 68,253	\$ 84,004
Masters + 18	\$ 54,602	\$ 70,983	\$ 87,364
Masters + 36	\$ 56,787	\$ 73,823	\$ 90,859
Masters + 48	\$ 59,058	\$ 76,776	\$ 94,493
Doctorate	\$ 61,420	\$ 79,847	\$ 98,273
TWELVE MONTH FACULTY			
Bachelor	\$ 56,002	\$ 71,403	\$ 86,803
Masters	\$ 60,003	\$ 78,004	\$ 96,005
Masters + 18	\$ 62,403	\$ 81,124	\$ 99,845
Masters + 36	\$ 64,899	\$ 84,369	\$ 103,839
Masters + 48	\$ 67,495	\$ 87,744	\$ 107,992
Doctorate	\$ 70,195	\$ 91,254	\$ 112,312
Department Chair - 12 month	\$ 73,003	\$ 94,904	\$ 116,805

Attachment 3

**San Jacinto College District
2019-2020 Salary Rate Table
PART-TIME HOURLY RATES**

Position Classification	Position Description	Hourly Rate
Maintenance	Groundskeeper	\$ 8.00
Cashier Clerk	Cashier / Clerk - with monetary responsibilities	\$ 8.00
Cafeteria/Food Service	Cashier/Catering Attendant/Cook/Wait Person - Entry level	\$ 7.50
	Cashier/Cook Level 2 - 6-12 months skill set on grill & food prep or cashier & customer service	\$ 8.00
	Banquet Chef - 3 years kitchen & cooking experience w/knowledge of ordering & inventory	\$ 9.00
	Banquet Chef Level 2 - Experienced Banquet Chef w/complete knowledge and skill set on all kitchen equipment, ordering, inventory w/Associate's degree in the culinary field and ability to supervisor kitchen personnel.	\$ 10.00
	Team Leader	\$ 12.50
Children's Center	Teacher's Aide	\$ 7.75
	Assistant Teacher (CDA or 12 hours in early childhood)	\$ 8.00
	Cook	\$ 7.50
	Lead Teacher with appropriate credentials	\$ 12.75
Clerical/Receptionist	Admin Asst I / Student Assistant I	\$ 8.00
	Accounting Asst / Admin Asst II / Call Center / Enrollment Specialist / Records Specialist / Student Assistant II / (with one year experience)	\$ 10.00
General	Student/Art Model/Test Proctor	\$ 7.50
	Orientation Leader/Student Ambassador	\$ 9.00
	Life-Drawing Model	\$ 15.00
Accessibility Services	Hearing Impaired Students Transcribers / Note Takers	\$ 8.50
	Tutors for Severely Learning Disabled Adult Students (to be screened by Accessibility Services Counselor on each campus)	
	Student Tutors	\$ 11.00
	Educationally Disadvantaged Students - Tutors for students not maintaining minimum stated requirements (not learning disabled)	
	Student Tutors	\$ 10.00
Grant Funded	Grant Funded Basic Tutor (tutor for students not maintaining minimum stated requirements)	\$ 9.00
	Grant Funded Tutor / Mentor (tutor for students not maintaining minimum stated requirements; Mentor for achieving goals and supporting grant program activities)	\$ 10.00
	Grant Funded Retention Specialist	\$ 15.00
	Grant Funded Program Assistant	\$ 15.00
	Grant Funded Project Coordinator	\$ 24.00
	Grant Funded Project Manager	\$ 27.00
	Grant Funded Project Director	\$ 30.00

Position Classification	Position Description	Hourly Rate
Instructional	Part-time Faculty Instructors - Lecture	\$ 42.00
	Part-time Faculty Instructors - Lab	\$ 42.00
	Part-time Faculty Instructors - Private Lessons	\$ 42.00
	Part-time Faculty CPET Lab Commissioning	\$ 42.00
	Part-time Faculty Non-instructional	\$ 30.00
	Part-time Faculty Professional Development (ad hoc training, non-curriculum)	\$ 20.00
	Flight Simulator Instructor	\$ 15.00
	Wellness Instructor	\$ 32.00
	Full-time Faculty Non-instructional	\$ 30.00
	Full-time Faculty Externship	\$ 42.00
	Full-time Faculty CPET Lab Commissioning	\$ 42.00
	Full-time Faculty Formula Pay - Lecture	\$ 62.70
	Full-time Faculty Formula Pay - Lab	\$ 62.70
	Full-load Adjunct: Hourly Rate + \$2,500 per semester, with approval by appropriate Dean and Provost	
	<i>Faculty Advising:</i> (GUST 0305, EDUC 1300, PSYC 1300) \$350.00 per course/semester Faculty Advisor - EPCC and all other courses	\$ 30.00
	Interactive Learning Centers/Information Technology/Departmental Labs/Supplemental Instruction	Multimedia Assistant I
Computer Lab Assistant I		\$ 9.50
Help Desk Assistant I		\$ 9.50
PC Technician Assistant I		\$ 9.50
Audio Visual Assistant I		\$ 9.50
Specialty Lab Assistant I		\$ 9.50
Multimedia Assistant II		\$ 12.50
Computer Lab Assistant II		\$ 12.50
Help Desk Assistant II		\$ 12.50
PC Technician Assistant II		\$ 12.50
Audio Visual Assistant II		\$ 12.50
Specialty Lab Assistant II		\$ 12.50
Student Success Centers		<i>Peer Tutors:</i>
	Non-Certified Tutors (basic training completed, working towards Level I Certification)	\$ 9.00
	Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed	\$ 9.50
	Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed	\$ 10.00
	Certified Level III - After three long semesters with 30 hours training & 75 hours tutoring completed (must also complete a project related to the tutoring and resource center)	\$ 11.00
	Faculty Tutor w/credentials	\$ 20.00
Physical Education	Athletic Trainer (travel time not to exceed 8 hours per day)	\$ 8.00
	Gym / Field Attendant	\$ 7.50
	Gym Supervisor / Lifeguard w/Red Cross certification	\$ 8.00
	Assistant Coach	\$ 10.00
	Athletics Facilities Coordinator	\$ 12.50
	Athletic Trainer w/certification (daily service, practice, and games)	\$ 18.00
	Head Coach	\$ 20.00

Position Classification	Position Description	Hourly Rate
Professional	Web Designer	\$ 9.00
	Testing Specialist (certified)	\$ 10.00
	Bus Driver	\$ 11.00
	Administrative Intern	\$ 12.00
	Information Technology Intern	\$ 12.00
	Student Accompanist	\$ 12.00
	Telecommunicator	\$ 12.00
	Assistant Manager, Theater	\$ 12.50
	Grant Writer	\$ 13.00
	HVAC Intern	\$ 13.00
	Program Assistant	\$ 13.00
	Architect Intern	\$ 14.00
	Librarian w/Bachelor of Library Science	\$ 14.00
	Test Examiners (Bachelor of Science / Bachelor of Arts)	\$ 14.00
	Advisor (w/appropriate credentials)	\$ 15.00
	Engineering Design Graphics Technician	\$ 15.00
	Manager, Theater	\$ 15.00
	Payroll Specialist w/Payroll and Banner experience	\$ 15.00
	Banner Student System Services Specialist	\$ 16.00
	Document Specialist	\$ 17.00
	Educational Planner	\$ 17.00
	Librarian w/Masters of Library Science w/no experience	\$ 18.00
	Coordinator (w/appropriate credentials)	\$ 20.00
	Extension Center Coordinator	\$ 20.00
	Police Officer (with TCOLE license)	\$ 20.00
	Counselor (w/appropriate credentials)	\$ 21.00
	Accountant (Bachelor's degree)	\$ 22.00
	Aerospace Liaison / Coordinator	\$ 25.00
	Grant Developer (Bachelor's degree)	\$ 25.00
	Police - Special Assignments (with TCOLE license)	\$ 25.00
	Procurement Specifications Technical Writer	\$ 25.00
	Telecom Specialist - IT	\$ 25.00
	Business Advisor, SBDC	\$ 28.00
Librarian w/MLS, MLIS or equivalent w/experience	\$ 30.00	
Database Administrator (information Technology)	\$ 35.00	
Faculty Accompanist (Faculty with credentials)	\$ 42.00	
Weekend Coordinator	\$ 20.00	
Weekend Director (Librarian/Faculty with credentials)	\$ 42.00	
Winter Mini Coordinator	\$ 20.00	
Winter Mini Coordinator (Librarian/Faculty with credentials)	\$ 42.00	
Professional Translator (Faculty with credentials in language used)	\$ 42.00	
Technical	Toolroom Attendant	\$ 8.00
	Tool / Equipment Specialist	\$ 11.00
	Skilled Craft (Carpenter, Plumber, HVAC, etc)	\$ 20.00
	Inspection Technology/Imaging	\$ 24.00
	Maritime Equipment Technician	\$ 24.00

Position Classification	Position Description	Hourly Rate
Continuing & Professional Development	<i>API Non Destructive Testing Grant Program</i>	
	API NDT Training Instructor with level 3 certification	\$ 75.00
	API NDT Test Proctor with level 3 certification	\$ 75.00
	API NDT Subject Matter Expert with level 3 certification & industry recognition	\$ 150.00
	<i>Development Dimensions International (DDI) Leadership Program</i>	
	DDI Certified Instructor / Facilitator	\$ 70.00
	Motorcycle Maintenance/Repair Technician	\$ 14.00
	Variable part-time Instructor rate for classes approved with less than minimum number of students. Reduction of \$4.00 per contact hour for first student below minimum. Reduction of \$3.00 per contact hour for each subsequent student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor	\$ 42.00
Variable part-time Lab Assistant Instructor rate for classes approved with less than minimum number of students. Reduction of \$2.00 per contact hour for each student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor	\$ 32.00	
Summer Camps	Camp Director	\$ 42.00
	Camp Lead Instructor	\$ 32.00
	Camp Assistant Instructor	\$ 20.00
	Camp Helper/Monitor	\$ 10.00

**San Jacinto College District
2019-2020 Salary Schedule
Stipends and Market Premiums**

Stipends	Amount
Bilingual Proficiency	\$50 monthly
Clinical Coordinator	\$1,000 annually
College-Wide Program Director	\$350 monthly
GED Chief Examiner	\$300 monthly
Program Director	\$150 - 400 monthly based on program/department size
Department Chairs	\$912 monthly (\$10,944 annual)

Travel	\$100 monthly
	\$200 monthly
	\$300 monthly
	\$400 monthly
	\$500 monthly
	\$600 monthly

Phone	\$50 monthly
	\$75 monthly
	<i>{Member of SLT only}</i> \$100 monthly

Offsite Instruction for CPD training	\$30.00 per class session
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Completion of New Hire Curriculum for part-time faculty	\$85 (one-time)
Completion of Recurring Curriculum for part-time faculty	\$30 annually
Completion of ACAdemic training for part-time faculty teaching online or hybrid courses	\$180 (one-time)
Completion of ACAdemic Student Engagement training for part-time faculty teaching online or hybrid courses	\$180 (one-time)
Completion of Success At SJC training for part-time faculty teaching GUST and EDUC 1300 classes	\$80 (one-time)

Instructional Market Premiums by Contract Month (subject to availability of funding)

Air Conditioning	\$556 monthly
Nursing - ADN and Vocational	\$834 monthly
Computer Information Technology	\$556 monthly
Diesel Technology	\$556 monthly
Emergency Medical Technology	\$278 monthly
Engineering - <i>must have Master's degree in Engineering</i>	\$556 monthly
Engineering/Drafting	\$556 monthly
Fire Protection	\$278 monthly
Health Information Management	\$334 monthly

Instrumentation	\$556 monthly
Instrumentation & Electrical	\$556 monthly
Maritime - <i>must have Coast Guard certifications</i>	\$667 monthly
Medical Laboratory Technology	\$278 monthly
Medical Radiography/Sonography	\$278 monthly
Non-Destructive Testing	\$556 monthly
Occupational Health & Safety	\$278 monthly
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$667 monthly
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$667 monthly
Physical Therapy - <i>must have Physical Therapy license</i>	\$667 monthly
Pipefitting	\$556 monthly
Process Technology	\$556 monthly
Respiratory Therapy	\$278 monthly
Surgical Technology	\$278 monthly
Welding	\$556 monthly

All Nursing - LVN and ADN-Hiring incentive	\$2,500 added to base salary
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Adjunct Instructional Market Premiums (subject to availability of funding)

Lecture & Lab courses

Air Conditioning	\$5.00 per contact hour
Nursing - ADN and Vocational	\$5.00 per contact hour
Computer Information Technology	\$5.00 per contact hour
Diesel Technology	\$5.00 per contact hour
Instrumentation	\$5.00 per contact hour
Instrumentation & Electrical	\$5.00 per contact hour
Maritime - <i>must have Coast Guard certifications</i>	\$5.00 per contact hour
Medical Radiography	\$5.00 per contact hour
Non-Destructive Testing	\$5.00 per contact hour
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$5.00 per contact hour
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$5.00 per contact hour
Physical Therapy - <i>must have Physical Therapy license</i>	\$5.00 per contact hour
Pipefitting	\$5.00 per contact hour
Process Technology	\$5.00 per contact hour
Surgical Technology	\$5.00 per contact hour
Welding	\$5.00 per contact hour

Action Item “XV”
Regular Board Meeting June 3, 2019
Consideration of Approval Policy #, Service Animals – First Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Service Animals. 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

The purpose of this policy is to inform students, employees, and community members about Federal requirements of an institution and the rights of a service animal owner related to the use of service animals at any College locations.

The proposed revised procedure will not be approved by the Board and is provided for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on May 31, 2019. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on August 5, 2019. Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

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 #, Service Animals (proposed policy)

Informational Items Only:

Attachment 3 – Procedure #, Service Animals (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: To be determined

Proposed Policy Name: **Service Animals**

Current Policy Number/Name: N/A

New Procedure Number: To be determined

Proposed Procedure Name(s): **Service Animals**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: New for Proposed Policy and Proposed Procedure - To be determined

Primary Owner:

Deputy Chancellor and College President, Vice Chancellor

Human Resources and Organizational and Talent Effectiveness

Secondary Owner: Associate Vice Chancellor, Student Services, Vice President, Human Resources

Summary of Changes:

- The College has acted in ways that are compliant with the federal legislation surrounding service animals.
- Although having a policy and the procedure is not required, they show a good faith effort of the College as compliant with Titles II and III of the Americans with Disabilities Act (ADA).
- The proposed policy and procedure will inform students and employees of the College's support and of their responsibilities while on a campus or facility.
- Both the policy and procedure have been reviewed and approved by an Attorney, Joanna Zimmermann, the Deans of Student Development, Sandra Ramirez, and Human Resources Benefits Team.
- The new policy specifically identifies dogs (and miniature horses, according to a separate ADA provision) as recognized service animals or psychiatric service dogs.
- The new policy provides a definition, general information, and function of service animals and psychiatric service dogs.
- The new policy differentiates service animals from emotional support animals.
- The new policy directs individuals to the more specific new Procedure (# TBD) Service Animals.
- The new procedure identifies questions permitted to be asked of service animal owners.
- Although not required for students to register their service animals, the new procedure encourages students to visit with their respective Accessibility Services office to discuss their service animal and any other appropriate resources for the student. Employees should speak with Human Resources, Benefits Office regarding their service animal or other resources.

Policy #, Service Animals

Purpose

This policy will inform students, employees, and community members about Federal requirements of an institution and the rights of a service animal owner related to the use of service animals at any San Jacinto College locations.

Policy

San Jacinto College supports individuals with disabilities who are accompanied by a service animal or psychiatric service dog at any of the College locations. This policy refers to students and employees with disabilities as well as community members with disabilities who have business to conduct at any College locations. In compliance with Titles II and III of the Americans with Disabilities Act (ADA), only dogs are recognized as service animals. A separate provision of the ADA allows trained miniature horses as service animals. A service animal or psychiatric service dog is individually trained to do work or perform tasks for an individual with a disability; the work or task must be directly related to the person's disability. Dogs or miniature horses not trained to perform tasks that mitigate the effects of a disability, including dogs used purely for comfort or emotional support, are NOT service animals. The act also clarifies individuals with mental disabilities who use service animals trained to perform a specific task are protected by the ADA. Refer to Procedure #, Service Animals for the related procedures and information about the College's responsibilities as well as the service animal owner's responsibilities. Understand that, under Texas law, representing an untrained animal as a trained service animal is a misdemeanor punishable by a fine and community service hours.

Definitions

Service Animal: Per Title II and Title III of the Americans with Disabilities Act (ADA), service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Psychiatric Service Dog: A service dog trained to assist his or her handler with a psychiatric disability or mental disability including, but not limited to, post-traumatic stress disorder, schizophrenia, depression, anxiety, and bipolar disorder.

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

Procedures

Procedure #, Service Animals

Date of Board Approval Anticipated August 5, 2019

Attachment 2

Effective Date	Anticipated August 6, 2019
Primary Owner	Deputy Chancellor & President Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Associate Vice Chancellor, Student Services Vice President, Human Resources

Procedure #, Service Animals

Associated Policy

Policy #, Service Animals

Procedures

San Jacinto College (SJC) supports individuals with disabilities who are accompanied by a service animal at any of the College's locations. In compliance with Titles II and III of the Americans with Disabilities Act (ADA), only dogs (including miniature horses per a separate ADA provision) are recognized as service animals. A service animal or psychiatric service dog is individually trained to do work or perform tasks for an individual with a disability; the work or task must be directly related to the person's disability. Dogs or miniature horses not trained to perform tasks that mitigate the effects of a disability, including dogs used purely for comfort or emotional support, are NOT service animals. Therefore, animals that do not meet the definition of a service animal are not allowed at any SJC location. Per the Americans with Disabilities Act (ADA), only the following questions are permitted to be asked in regards to service animals:

- 1) Is the animal necessary for the person's disability?

Note: You cannot ask the person what his/her disability is or ask for documentation of the disability.

- 2) What work and/or task is the service animal trained to perform?

Note: You cannot request that the service animal perform the task and you cannot ask for documentation for the service animal.

In compliance with ADA, the service animal must be permitted to accompany the individual with a disability in all areas of the College where students, employees, and the public are normally allowed to go. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals per ADA law. In addition, ADA law does not require service animals to wear a vest, ID tag, or specific harness.

Students are encouraged to inform Accessibility Services on their respective campus, center, or location about their service animal including, but not limited to, discussing additional support services. Employees who require the support of a service animal should contact Human Resources – Benefits Office.

The following are a list of responsibilities for owners of service animals and service animals in-training. These apply regardless of whether students inform or do not inform Accessibility Services, or employees inform or do not inform Human Resources that they have a service animal on a campus or facility.

Responsibilities of the Service Animal Owner:

- Ensure service animal has all required vaccinations and/or visible rabies vaccination tag should be worn by the service animal.

Attachment 3

- Ensure the service animal has its required license from the city/state in which it is registered.
- Assume personal responsibility for damage to any college property and/or harm to others caused by the service animal while at a College location or attending College-sponsored events. San Jacinto College, its employees, agents, and officers will not be held liable for any claims or costs.
- Ensure care, control, and supervision of the service animal are the sole responsibility of the owner. San Jacinto College will not provide care, food, or special location for the service animal.
- Ensure service animals are clean and curbed at all times while at College locations.
- Ensure service animals are harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- Ensure service animals are housebroken, and the owner is responsible for *immediate* cleanup of litter at College locations, which must be disposed of in a plastic bag in an outside garbage dumpster.
- Remove service animal from the premises/classroom if unacceptable behavior is exhibited that cannot be effectively controlled, e.g., continuous barking, growling, jumping on people, or posing a threat or nuisance.
- Understand that a violation of this procedure by students may result in disciplinary action pending an investigation coordinated by the Compliance & Judicial Affairs office and/or possibly other College offices. Violation of this procedure by employees, may result in disciplinary action pending an investigation by the employee's leadership in conjunction with Human Resources.

Service Animals In-Training

An individual with a service animal in-training may bring the service animal to College locations only under the following conditions:

- Service animal is accompanied by an approved trainer who is an agent of an organization recognized as reputable and competent to provide such training.
- An individual submits proof to Accessibility Services or Human Resources that he or she is an approved trainer as required in Texas Human Resources Code Sec. 121.003.
- Service animal is adequately under control of the trainer.

Understand that, under Texas law, representing an untrained animal as a trained service animal is a misdemeanor punishable by a fine and community service hours.

Definitions

Service Animal: Per Title II and Title III of the Americans with Disabilities Act (ADA), service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Attachment 3

Psychiatric Service Dog: A service dog trained to assist his or her handler with a psychiatric disability or mental disability including, but not limited to, post-traumatic stress disorder, schizophrenia, depression, anxiety, and bipolar disorder.

Date of SLT Approval	May 23, 2019
Effective Date	Anticipated August 6, 2019
Associated Policy	Policy #, Service Animals
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President Vice Chancellor, Human Resources and Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services Vice President, Human Resources

**Action Item “XVI”
Regular Board Meeting June 3, 2019
Consideration of Approval Policy #, Volunteer Service – First Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Volunteer Service. 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

The purpose of this policy is to enable the College to utilize volunteers while minimizing risk and protecting the interests of the College, its volunteers, and the community it serves.

The proposed revised procedure will not be approved by the Board and is provided for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on May 31, 2019. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on August 5, 2019. Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

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 #, Volunteer Service (proposed policy)

Informational Items Only:

Attachment 3 – Procedure #, Volunteer Service (proposed procedure)

RESOURCE PERSONNEL

Sandra Ramirez

281-998-2648

sandra.ramirez@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Volunteer Service**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s): **Volunteer Service**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- New policy to define a volunteer as an individual providing service for, or on behalf of SJC without compensation.
- New procedure to define the process for utilizing internal and external volunteer

Policy #, Volunteer Service

Purpose

San Jacinto College recognizes the need for volunteer service. The purpose of this policy is to enable the College to utilize volunteers while minimizing risk and protecting the interests of the College, its volunteers, and the community it serves.

Policy

It is the policy of San Jacinto College to utilize volunteers for certain events and activities at the College. These volunteers are not compensated in any way and do not receive any type of benefits from the College.

Definitions

Volunteer: A person providing a service for, or on behalf of San Jacinto College. This service may be on the premises of the College, or at an activity related to or sponsored by the College at an offsite location. The volunteer does not receive compensation in excess of reimbursement for approved expenses.

Under Texas Education Code Section 51.937, individuals who volunteer at institutions of higher education may not be held liable for actions that are relevant to or within the scope of the duties of the volunteer's position, and that involve the exercise of judgment or discretion on the part of the volunteer.

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

Procedures

Procedure #, Volunteer Service

Date of Board Approval	Anticipated August 5, 2019
Effective Date	Anticipated August 6, 2019
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

Procedure #, Volunteer Service

Associated Policy

Policy #, Volunteer Services

Procedures

A person will only be considered a volunteer for San Jacinto College (SJC) after having received official authorization from the hiring leader/organizer and Human Resources. Authorization will only be given in compliance with this procedure.

Types of Volunteer Activities and Service

Some volunteer opportunities are of short duration (*e.g.*, assisting at an awards banquet or fundraising, speaker at an event, or other temporary activity not of a recurring nature). Other opportunities may be more complex, time-consuming or recurring in nature (*e.g.*, athletic coaches, theatrical production, or laboratory work). The examples identified are not meant to be all inclusive. There are many other volunteer opportunities with the College.

Volunteers are prohibited from operating heavy equipment and machinery, including College-owned vehicles; entering into any contract on behalf of SJC; or handling firearms or weapons of any kind. Individuals providing volunteer service at an SJC child-care facility must follow all state regulations and local procedures applicable to child-care facilities.

SJC volunteers must abide by SJC policies and procedures, including but not limited to those relating to safety, confidentiality, use of technology, harassment-free workplace, and drug/alcohol use.

Volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. Volunteers receive no compensation or benefits from SJC in return for their service.

The term “volunteer” as used in this procedure excludes SJC students participating in activities that are part of a course or program in which the student is enrolled.

Who May Volunteer

Anyone, including alumni, students, parents, spouses, and retirees, may provide volunteer service to SJC with the following restrictions:

- Any individual who is 16 years or older may qualify as a volunteer for SJC. However, individuals who are 16 or 17 must obtain written consent from a parent/guardian before qualifying to engage in volunteer service for SJC. The leader must determine the age of every volunteer. The volunteer’s age must be verified by a driver’s license, passport, or birth certificate. To give consent, a parent/guardian must fill out, sign, and return the **SJC Parental Consent Form**.

- A current SJC employee who is non-exempt under the Fair Labor Standards Act may not perform any volunteer activity that is similar to or related to the individual's regular work at SJC. Non-exempt employees must receive written approval from their leader before engaging in volunteer activities for SJC during scheduled work hours.
- Volunteer positions require a criminal background check. Every prospective volunteer, except current employees, will be required to sign a release form for the background check.

Volunteers shall not be treated as a replacement for employees.

Responsibilities of the Activity's Organizers

NOTE: While the following process pertains to all volunteers, certain programs, such as athletics and theater, may have supplemental requirements.

All hiring leaders/organizers must comply with the process below. Leaders/organizers must also provide the volunteer with the appropriate forms required for the activity so that the volunteer is able to comply with the process.

- When selecting and engaging volunteers, the hiring leader/organizer must ensure that the individual has adequate experience, qualifications, and training for the task they will be required to perform.
- The hiring leader/organizer for the volunteer program should contact Human Resources to obtain the necessary forms to begin the background check process.
- The leader/organizer must provide the volunteer with, and the volunteer must complete, the forms listed below. **Current SJC employees only need to complete form number 2, Waiver of Liability and Hold Harmless Agreement.**
 - 1. Volunteer Profile Form;**
 - 2. Waiver of Liability and Hold Harmless Agreement;**
 - 3. Record Release Authorization and DPS Computerized Criminal History (CCH) Verification;**
 - 4. Volunteer Service Agreement Form; and**
 - 5. SJC Parental Consent Form.**
- The completed forms should be returned to Human Resources so that the background check(s) can be initiated no more than thirty (30) days and no less than ten (10) days before the volunteer event is to take place.
- Human Resources will run three (3) separate background checks on every volunteer. The department/program is responsible for the cost of the background checks.
 - The national background check is completed using a third-party company. This background typically takes no longer than two (2) weeks to process. If the volunteer has lived in multiple counties or states, the background may take longer than two (2) weeks to be completed.

Attachment 3

- Texas DPS: The State background check is run through the Texas Department of Public Safety. This background generates results immediately.
- National Sexual Offenders (NSO): The NSO background check is run through a national database of sexual offenders. This background generates results immediately.
- If results are generated from any of the three background checks on the volunteer(s), the Human Resources Employment Manager, or designee, will review the findings. The decision to allow or deny someone the right to volunteer based on their background is made by the Human Resources Employment Manager, or designee.
 - If any volunteer is denied the ability to volunteer with the College, the hiring leader/organizer of the volunteer program will be notified via phone by Human Resources.
 - The leader/organizer should inform the volunteer(s) that a letter will be emailed to them based on the decision that was made by Human Resources.
 - The volunteer will receive a letter from Human Resources stating that their volunteer opportunity with the College has been denied. The letter will include next steps that can be taken if the volunteer believes the information found on the background is inaccurate.
- The hiring leader/organizer will be notified via email from Human Resources once all three (3) of the background checks have been successfully completed for the volunteers(s). The volunteer applicant may not perform any volunteer duties until the Human Resources Department has notified the relevant parties that the volunteer applicant has been authorized to volunteer.
- It is the responsibility of the hiring leader/organizer to notify the volunteer(s) that they have been cleared to volunteer with SJC and to notify the volunteer(s) of their start date.
- All leaders will be informed of the requirements of this Volunteer Service Procedure. All volunteers must be informed that they will receive no compensation or benefits in exchange for their service.
- The department or program must retain all completed lists and forms of volunteers for three (3) years.
- If an individual is a returning volunteer, but the break in service is greater than one (1) year, all applicable forms and processes must be completed again.

Dismissal

Volunteer service at SJC is non-contractual. SJC may terminate the service of any volunteer at any time without prior notice.

Any SJC employee serving as a volunteer who violates SJC policies or procedures will be subject to disciplinary action up to and including termination.

Definitions

Volunteer: A person providing a service for, or on behalf of San Jacinto College. This service may be on the premises of the College, or at an activity related to or sponsored by the College at

Attachment 3

an off-site location. The volunteer does not receive compensation in excess of reimbursement for approved expenses.

Under Texas Education Code Section 51.937, individuals who volunteer at institutions of higher education may not be held liable for actions that are relevant to or within the scope of the duties of the volunteer's position, and that involve the exercise of judgment or discretion on the part of the volunteer.

Date of SLT Approval	May 28, 2019
Effective Date	Anticipated August 6, 2019
Associated Policy	Policy #, Volunteer Service
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

SAN JACINTO COMMUNITY COLLEGE DISTRICT

PURCHASE RECAP

June 3, 2019

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1	
RFP 19-10 - Purchase Cosmetology Equipment and Furniture (pg. 3-4)	\$260,000
Purchase Request #2	
IFB 19-25 - Purchase Fabricated Valve Stations and Valves for the Center for Petrochemical, Energy, and Technology (pgs. 5-7)	93,547
Purchase Request #3	
RFP 19-26 - Purchase Non-Destructive Testing Lab Equipment for the Center for Petrochemical, Energy, and Technology (pgs. 8-10)	420,000
Purchase Request #4	
Purchase Audio Visual Equipment and Services (pgs. 11-12)	1,450,000
Purchase Request #5	
Additional Funds for Architectural Services of Maritime Center Expansion (pgs. 13-14)	61,789
Purchase Request #6	
Contract for Asbestos Abatement Monitoring for North Campus Wheeler, Brightwell, Spencer Buildings (pg. 15)	114,087
Purchase Request #7	
Amend Contract for Central Campus Frels Building ECHS Renovation (pg. 16)	150,000
Purchase Request #8	
Contract for Architectural Services for South Campus S-7 and S-9 Roof Replacement (pgs. 17-18)	86,000
Purchase Request #9	
Contract for Replacement of South Campus Student Center Fire Alarm System (pgs. 19-20)	70,000
Purchase Request #10	
Purchase Automated External Defibrillators (pgs. 21-22)	90,000
Purchase Request #11	
Contract for LED Parking Lot Lighting Project (pgs. 23-24)	200,000
Purchase Request 12	
Purchase Lab Casework for the Central Campus Science Building (pg. 25)	26,250
Purchase Request #13	
Purchase Microscopes (pg. 26)	107,000
Purchase Request #14	
Renew Contract for Disaster Recovery Services (pgs. 27-28)	750,000
Purchase Request #15	
Purchase a Courseware Subscription (pg. 29)	100,000
Purchase Request #16	
Purchase Benchtop Analytical Instruments (pgs. 30-31)	95,000
Purchase Request #17	
Purchase Achieving the Dream Coaching Services (pgs. 32-33)	52,000

Purchase Request #18	
Purchase Patient Simulator Manikins & Automated Medication Dispensing System (pgs. 34-35)	300,000
Purchase Request #19	
Additional Funds for Computer Supplies and Equipment (pg. 36-37)	50,000
Purchase Request #20	
Additional Funds for IT Consulting Services (pg. 38)	30,000
Purchase Request #21	
Additional Funds for Library Hosting, Maintenance & Subscription Services (pg. 39)	6,000
Purchase Request #22	
Additional Funds for Medical and Science Supplies and Equipment (pg. 40)	250,000
Purchase Request #23	
Approve Emergency Disaster Recovery Services (pg. 41-42)	2,000,000
Purchase Request #24	
Additional Funds for Data Cabling, Audiovisual Equipment and Services (pgs. 43-44)	<u>200,000</u>
TOTAL OF PURCHASE REQUESTS	\$6,961,673

Purchase Request #1
Regular Board Meeting June 3, 2019

Consideration of Approval to Purchase Cosmetology Equipment and Furniture

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a purchase with AB Salon Equipment for cosmetology equipment and furniture for the new cosmetology centers at the North and South campuses.

BACKGROUND

A request for proposals, Project Number 19-10, was issued to procure cosmetology equipment and furniture for the new cosmetology centers at the North and South campuses. Seven (7) responses were received and evaluated by a team consisting of AECOM project managers and SJC cosmetology department personnel who determined that an award recommendation made to AB Salon Equipment would provide the best value to the College.

IMPACT OF THIS ACTION

As part of the 2015 Bond Program, the College's cosmetology programs will be consolidated at the North and South campuses, and construction of the new buildings is scheduled for completion in Spring 2020. Cosmetology equipment and furniture is needed for delivery in Fall 2019 to ensure the new cosmetology centers are completed on schedule and ready to accommodate the instructional needs of the program. A long lead time for the products is anticipated due to the volume of items required.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request will not exceed \$260,000. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

All items are projected to be delivered by November 15, 2019. This project will be monitored by San Jacinto College Capital Projects and AECOM personnel.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

Attachment 1 – Tabulation

RFP 19-10 Cosmetology Equipment

#	Item Description	Vendors						
		AB Salon Equipment	Armstrong McCall (Blume Beauty)	Armstrong McCall of Baytown	Buy-Rite Beauty	La Marquise	Salon Equipment	Salon Smart
1	Styling Chair	57.84	49.24	49.41	55.63	no bid	63.23	70.17
2	Shampoo Station	90.33	57.72	57.72	60.25	no bid	74.40	68.16
3	Wig Dryer	89.83	68.96	68.96	86.03	no bid	85.67	no bid
4	Manicure Station - Nail Lab	93.17	75.45	75.45	87.54	no bid	90.88	no bid
5	Manicure Station - TDLR Testing	63.52	93.50	no bid	57.96	no bid	60.82	no bid
6	Pedicure Station	88.75	55.96	55.96	95.50	no bid	88.12	59.87
7	Technician Stool with Back	78.33	48.81	48.81	47.42	no bid	64.72	no bid
8	Technician Stool No Back	77.17	38.56	38.96	25.77	no bid	60.96	43.34
9	Facial Station	46.47	32.79	32.79	43.76	36.85	64.67	no bid
10	Facial Bed-Chair	38.22	45.23	no bid	23.98	22.04	73.00	no bid
11	Facial Mobile Cart	67.93	34.31	27.69	67.50	no bid	43.93	no bid
12	Portable Hair Dryer	94.00	71.36	70.68	50.48	no bid	81.22	no bid
13	Massage Table	88.49	67.83	no bid	43.03	68.66	46.14	64.67
* Alternate	Total Score	974.04	739.72	526.44	744.87	127.55	897.74	306.21
	# Items Bid	13	13	10	13	3	13	5
	Average Score Per Item	74.93	56.90	52.64	57.30	42.52	69.06	61.24

Purchase Request #2
Regular Board Meeting June 3, 2019

**Consideration of Approval to Purchase Fabricated Valve Stations and Valves for the
Center for Petrochemical, Energy, and Technology**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of fabricated valve stations and valves from Puffer-Sweiven LP for the Central Campus Center for Petrochemical, Energy, and Technology (CPET) facility.

BACKGROUND

The Instrumentation Technology faculty and industry advisory committee members have recommended that students in this program be given more hands on industry-related experience. The Instrumentation Technology program needs to update and replace outdated instrumentation training tools and add an additional six (6) 2" valve stations with valves due to the expanded training capacity that will be available to students in the CPET facility. The new instrumentation training equipment will provide students with hands-on training, which will lay the foundation for the subsequent training segments provided utilizing the most current valves used in the industry.

An invitation for bids, Project Number 19-25, was issued to procure fabricated valve stations and valves. One (1) response was received and evaluated by a team consisting of Instrumentation Technology faculty who determined the bid submitted by Puffer-Sweiven LP was a good value for the College.

IMPACT OF THIS ACTION

The purchase and installation of the designated valves will provide students access to more relevant training and will serve both credit and incumbent training students. It will include training on valves that are utilized in the industry and will give students the opportunity to learn about specific pieces of equipment, what applications they are used in, and how they function independently. These valves will also enhance training opportunities related to system troubleshooting.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request will not exceed \$93,547 and will be funded from the 2015 Bond program.

MONITORING AND REPORTING TIMELINE

All equipment will be purchased and installed to coincide with the opening of the CPET facility. This purchase will be monitored by San Jacinto College Capital Projects personnel. Program management will be provided by Rizzo and Associates.

ATTACHMENTS

Attachment 1 – Tabulation

Purchase Request #2
Regular Board Meeting June 3, 2019

**Consideration of Approval to Purchase Fabricated Valve Stations and Valves for the
Center for Petrochemical, Energy, and Technology**

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Project Name Fabricated Valve Stations and Valves
Project Number 19-25

Final Ranking

Vendor Name	Total Bid Price
Puffer-Sweiven LP	\$93,547

Purchase Request #3
Regular Board Meeting June 3, 2019

**Consideration of Approval to Purchase Non-Destructive Testing Lab Equipment for the
Center for Petrochemical, Energy, and Technology**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of non-destructive testing lab equipment for the Central Campus Center for Petrochemical, Energy, and Technology (CPET) facility from multiple suppliers.

BACKGROUND

Non-destructive testing lab equipment will be purchased to furnish classrooms and labs in the CPET facility. This equipment includes testing and inspection equipment such as: eddy current and ultrasonic probes and calibration blocks; radiographic film scanning and viewing equipment/software; magnetic particle testing bench; impact and tensile tester; metallurgical polishing unit; microscope cameras; positive material identification X-ray fluorescence tester and samples; heat-treating furnaces, metrology tools, and computer numerical control mill; and machine shop equipment.

The new equipment will be used in both the classrooms and laboratories to simulate the actual industrial practices associated with the inspection and testing of materials. Much of this equipment contains new technology which has become a mainstay of the industries in our region, and is increasingly needed in order to develop the students' skillset required to be successful in the workplace.

A request for proposals, Project Number 19-26, was issued to procure non-destructive testing lab equipment. Eighteen (18) responses were received and evaluated by a team consisting of Non-Destructive Testing faculty who determined that an award recommendation made to multiple suppliers would provide the best value to the College for each respective item.

IMPACT OF THIS ACTION

The purchase and installation of this training equipment will update or replace much of the aging or non-operational equipment currently in use by the department, as well as provide additional training units in order to support credit classes and short-term incumbent training.

The equipment will also transform training to current industry standards, giving students the opportunity to learn how to operate specific pieces of equipment to national standards. Furthermore, the new equipment will also make students more marketable, ensuring student success in the workplace, and providing the path to certification.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request will not exceed \$420,000 and will be funded from the 2015 Bond Program.

Purchase Request #3
Regular Board Meeting June 3, 2019

**Consideration of Approval to Purchase Non-Destructive Testing Lab Equipment for the
Center for Petrochemical, Energy, and Technology**

MONITORING AND REPORTING TIMELINE

Lab equipment will be purchased and installed to coincide with the opening of the CPET facility. Purchases will be monitored by San Jacinto College Capital Projects personnel. Program management will be provided by Rizzo and Associates.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Project Name Non-Destructive Testing Lab Equipment
Project Number 19-26

Final Ranking

Vendor Name	Total Value Awarded
Allied High Tech Products	\$32,825.30
Baker Hughes a GE Company	\$4,615.00
Baron Blakeslee SFC Inc.	\$19,680.00
Enviro Tech International, Inc.	\$1,806.18
Hocker, Inc.	\$30,219.89
Instron, a division of Illinois Tool Works, Inc.	\$3,455.00
MTS Systems Corporation	\$38,472.70
Olympus America Inc.	\$56,298.75
PH Tool	\$23,549.00
SGS North America, Inc	\$10,000.00
Shimadzu Scientific Instruments, Inc.	\$53,363.10
Snap-on Industrial, a Division of IDSC Holdings LLC	\$25,380.40
Southwestern Industries	\$37,645.00
Test Equipment Distributors LLC	\$37,671.15

Purchase Request #4
Regular Board Meeting June 3, 2019

Consideration of Approval to Purchase Audio Visual Equipment and Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of audiovisual equipment and installation services from Network Cabling Services (NCS) for one renovation and one new construction project in the 2015 Bond Program.

BACKGROUND

This request is for the purchase of audiovisual equipment and related installation services for the South Engineering Technology and the North Campus Spencer, Brightwell, and Wheeler projects.

These facilities require multiple classroom audiovisual equipment installations in order to support the instructional programs planned for these facilities. The majority of these installations will consist of the College's standard Tier 1 classrooms. The specialty program spaces such as in Engineering Technology require variations to the standard configuration in order to display information specific to those instructional programs. With approval of this request, installation of audiovisual systems will be included in over one hundred (100) spaces throughout the named facilities.

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

IMPACT OF THIS ACTION

Approval of this request will authorize the purchase and installation of audiovisual equipment to support instruction in both regular and dual credit college classes. The systems are essential for use in the instructional spaces to support current instructional methods and program curriculums.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The maximum total expenditure for audiovisual equipment and installation services necessary to supply these projects is \$1,450,000 and is included in the respective building project budgets. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

All work will be completed by July 2021 due to the phasing of the projects. This project will be monitored by San Jacinto College Capital Projects and Information Technology Services personnel. Program management will be provided by AECOM.

Purchase Request #4
Regular Board Meeting June 3, 2019

Consideration of Approval to Purchase Audio Visual Equipment and Services

ATTACHMENTS

None

RESOURCE PERSONNEL

Charles Smith	281-998-6341	charles.smith@sjcd.edu
Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #5
Regular Board Meeting June 3, 2019
Consideration of Approval of Additional Funds for Architectural Services
For the Maritime Center Expansion

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for the contract with IBI Group, Inc. (IBI) to provide architectural services for the Maritime Center Expansion project.

BACKGROUND

In June 2016, the Board approved a pool of architects to provide services for the 2015 Bond projects. IBI was one of the architectural firms approved for use. Architectural services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are selected and awarded based on the firm's qualifications relative to each project.

IBI was the architect of record for the College's Maritime Center. Due to IBI's previous experience with that project, IBI was recommended as the architect for the Maritime Center Expansion project. The first phase of the project will include the relocation of the College's Fire Training program to the Maritime facility. The Board approved that recommendation at its March 4, 2019, regular meeting.

IMPACT OF THIS ACTION

The initial estimated cost for design services for this project was \$98,000. The proposal submitted by IBI is higher, for a total of \$159,789, which is \$61,789 above the amount the Board approved in March. The initial estimate was based on the Board approved rate schedule for architectural services. However, because of the specialization required for this type of project and the corresponding work hours that will be required for a relatively small project, the additional rate is reasonable. Approval of this additional funding request will allow the project to proceed as scheduled and enable the first phase of the project, relocating the Fire Training program, to be completed and enable them to host fall 2019 courses at the Maritime Center.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total amount of this request is \$61,789. Funding will be provided from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Architectural design is anticipated to begin in June 2019, and completed no later than December 2019 for all design components. Design will be monitored by the College's Capital Projects personnel. Program management will be provided by Rizzo & Associates.

ATTACHMENTS

None

Purchase Request #5
Regular Board Meeting June 3, 2019
Consideration of Approval of Additional Funds for Architectural Services
For the Maritime Center Expansion

RESOURCE PERSONNEL

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

Purchase Request #6
Regular Board Meeting June 3, 2019

**Consideration of Approval to Contract for Asbestos Abatement Monitoring for
North Campus Wheeler, Brightwell, and Spencer Building Renovations**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Terracon to provide asbestos abatement monitoring services necessary to support the North Campus Wheeler, Brightwell, and Spencer Building projects.

BACKGROUND

The North Campus Wheeler, Brightwell, and Spencer Buildings are a 2015 Bond Program projects and are being designed by HKS. Asbestos abatement monitoring services will be carried out by Terracon assuring compliance to local, State, and Federal standards.

Terracon was included in a pool of recommended technical professional consultants developed and presented to the Board for review on November 7, 2016. It is recommended that Terracon be selected to provide this service for the North Campus Wheeler, Brightwell, and Spencer Building projects.

IMPACT OF THIS ACTION

Terracon's scope of work will include project monitoring services during the performance of abatement activities and preparation of an abatement close-out report. All asbestos abatement activities will be performed based upon the asbestos abatement specifications and plans for the renovations and carried out by Texas Department of State Health Services licensed project manager and air monitoring technician.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The not-to-exceed maximum expenditure requested for asbestos abatement monitoring service is \$114,087. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

All services are expected to be completed by May 2021 due to phasing of the projects. This project will be monitored by San Jacinto College Capital Projects personnel, and project management services will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #7
Regular Board Meeting June 3, 2019
Consideration of Approval to Amend Contract for Central Campus
Frels Building ECHS Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize an increase in the construction contract for the Central Campus Frels Building Renovation

BACKGROUND

In April 2018, the Board authorized the Construction Manager at Risk delivery method for renovation of the Central Campus Frels building. In July 2018, the Board authorized a Guaranteed Maximum Price (GMP) contract for Project Number 18-34 with Flintco, LLC (Flintco).

The contract value was guaranteed by the Construction Manager at Risk not to exceed the agreed upon GMP, subject to additions and deductions by change order as provided in the contract. As the project has developed, it was found that the original specifications and project plans used to generate the GMP had not included all aspects that were required by the City of Pasadena to meet code compliance for the population that would occupy the building. The required modifications impacted the GMP. In accordance with the Local Government Code, Section 252.048, an increase in the total contract price may be made if funds are appropriated for that purpose (which they have been), if approved by the governing board, and if the increase is less than 25 percent of the original contract price.

IMPACT OF THIS ACTION

Approval of this action will increase the value of the construction contract and allow the continued development of the project to meet the instructional needs of the Pasadena Independent School District Early College High School and the Central Campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The proposed revision to the contract will allow the contract price to be increased to an amount not to exceed \$3,151,531. This represents an increase of \$150,000 above the previously approved contract value. This project will be funded from the 2015 Bond Program and is within budget.

MONITORING AND REPORTING TIMELINE

The building renovation is scheduled to be completed by July 31, 2019. All work is monitored by San Jacinto College Capital Projects personnel. Program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchasing Request #8
Regular Board Meeting June 3, 2019

**Consideration of Approval to Contract for Architectural Services for South
Campus S-7 and S-9 Roof Replacement**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Collaborate Arch, LLC (Collaborate) to provide architectural design services for South Campus North and South Academic Wings (S-7 and S-9) Roof Replacement projects.

BACKGROUND

Preliminary plans are underway to replace the roofing systems at the North and South Academic Wings (S-7 and S-9). The recommendation to proceed with the project is based on the College's roof lifecycle management plan, which is updated each year after roof inspections, condition assessments, and end of life projections are made for the College buildings' roofs.

Architectural services are required to develop roof replacement designs, prepare construction drawings and bidding packages, and to provide construction administrative services for the projects. A request for qualifications, Project Number 18-15, was issued to establish a pool of qualified architectural firms for minor projects, which the Board approved in December 2017. Collaborate is one of the architectural firms approved for minor projects and has been selected as the qualified architect for this project due to their experience working on similar projects for an adjacent building.

IMPACT OF THIS ACTION

Approval of this request will authorize the College to enter into a contract with Collaborate to provide architectural services necessary to complete the projects.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The architect's proposed fee will not exceed \$86,000 and is based on the estimated building roof replacement construction costs. The total cost for both projects will not exceed \$1,306,000. This fee proposal is within the Board approved guidelines established for renovation projects. Services for design and construction documents will be funded from the Facility Services 2018-2019 operating budget and the remaining services, bidding support and construction administration, will be funded from the Facility Services 2019-2020 operating budget, pending budget approval.

MONITORING AND REPORTING TIMELINE

The estimated completion date for this project is approximately eight (8) months after receiving approval to proceed. The project will be monitored by the College's Facilities Services personnel.

Purchasing Request #8
Regular Board Meeting June 3, 2019

**Consideration of Approval to Contract for Architectural Services for South
Campus S-7 and S-9 Roof Replacement**

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #9
Regular Board Meeting June 3, 2019
Consideration of Approval to Contract for Replacement of South Campus
Student Center Fire Alarm System

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Siemens Industry, Inc. to purchase and install a new fire alarm system in the South Campus Student Center (Building S-11).

BACKGROUND

The existing fire alarm installed at S-11 is a Radionics brand system that has been in service for approximately 30 years. During this time, the system has been altered and reconfigured to suit various renovations and reconfigurations of the building. Additionally, fire alarm system technology has changed substantially since this system was installed. It is proposed that the Radionics system be replaced with a new Siemens XLS "addressable" system. This type of system offers more precise location feature to identify potential alarms, improved troubleshooting and the ability to provide remote monitoring. This type of system is the College's standard model for systems installed in new facilities.

Siemens Industry, Inc. has a contract through SourceWell cooperative contracts program to provide fire alarm systems, Contract Number 031517-SIE, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

IMPACT OF THIS ACTION

Approval of this request will provide for the purchase and installation of a new fire alarm and monitoring system and will provide for improved surveillance and troubleshooting capabilities for the building.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request will not exceed \$70,000. This work will be funded from the Facilities Services' 2018-2019 Repair and Renovation budget.

MONITORING AND REPORTING TIMELINE

This project will require up to ninety (90) days to complete. This project will be monitored by the College's Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #9
Regular Board Meeting June 3, 2019
Consideration of Approval to Contract for Replacement of South Campus
Student Center Fire Alarm System

RESOURCE PERSONNEL

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ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of automated external defibrillators (AED) from Sterlington Medical for the Safety, Health, Environment and Risk Management (SHERM) department.

BACKGROUND

AED medical devices are used to help those experiencing sudden cardiac arrest. They can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart reestablish an effective rhythm.

The College currently has an inventory of twenty-eight (28) AED units and generally relies on the College's police department to take the lead as first responders to an incident necessitating such devices. All police vehicles are equipped with a portable AED unit, which along with a first aid bag, accompany an officer when responding to an injury or illness call. In addition to these mobile units, the College also has a number of permanent locations for the AED units, such as the Children's Centers, Maritime Center, and gymnasiums.

Sterlington Medical has provided the College with new AED devices and serviced units for the past ten years. Sterlington Medical has a contract through the Texas BuyBoard cooperative contracts program, Contract Number 530-17, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

IMPACT OF THIS ACTION

With a growing student population of over 30,000 students and 3,200 employees, the College is aligning to be ready to respond to any sudden medical distress. Approval of this request will allow for an expanded installation of AED devices, placing a unit on odd-numbered floors in every building across the College. The plan is to go from twenty-eight (28) units to eighty (80) units across all of the campuses. By increasing the inventory of AEDs and strategically placing them throughout the College, we will be better equipped to respond to a medical need. As the College continues to grow and expand, the AED inventory should also expand accordingly.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$90,000. This expenditure is funded from the SHERM department's 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

None

Purchase Request #10
Regular Board Meeting June 3, 2019

Consideration of Approval to Purchase Automated External Defibrillators

ATTACHMENTS

None

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Purchase Request #11
Regular Board Meeting June 3, 2019

Consideration of Approval to Contract for LED Parking Lot Lighting Project

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for the project to install high intensity discharge (HID) parking lot lights with light emitting diode (LED) equivalents with E3 Entegral Solutions for the Facilities Energy Management department.

BACKGROUND

As a steward of tax-payer resources, San Jacinto College continually looks for ways to reduce energy expenditures. The current college-wide project seeks to begin the conversion of six hundred and forty (640), 400-watt and 1,000-watt high intensity discharge high pressure sodium parking lot lamps with an equivalent light output light emitting diode (LED) product. This is a direct-replacement maintenance project; therefore, no engineering designs are required.

E3 Entegral Solutions has a contract through the BuyBoard cooperative contracts program to provide high intensity discharge parking lot lights with LED bulbs, Contract Number 527-17, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code. If needed, these services may be augmented by other firms who also have contracts awarded through the BuyBoard.

IMPACT OF THIS ACTION

LED lighting technology has been evolving steadily over the last 10-15 years to the point that it is becoming commercially viable. Additionally, the added features of solid-state controllers, dimmability, wide range of light quality and intensity offerings, make LEDs a very low risk investment with a high return.

The extended life expectancy of LED systems, minimal maintenance, and negative security impact provides substantial savings. It is estimated that each lamp replaced will use approximately 75 percent less energy usage of the existing HID bulbs, and require replacement or servicing one-third (1/3) less often than the HID equivalent, resulting in a return on investment of 245 percent in current dollars.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request will not exceed \$200,000 and will be funded from the Facilities Energy Management operating budget.

MONITORING AND REPORTING TIMELINE

The project will be completed in phases. The first phase will begin with parking lots at Central Campus and move on to other campuses as time permits. The goal is to complete installation of up to 400 fixtures by August 31, 2019. Facilities Energy Management and Capital Projects personnel will oversee the project.

Purchase Request #11
Regular Board Meeting June 3, 2019
Consideration of Approval to Contract for LED Parking Lot Lighting Project

ATTACHMENTS

None

RESOURCE PERSONNEL

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Consideration of Approval to Purchase Lab Casework for Central Campus Science Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of lab casework from Haldeman Homme Inc., dba Academic Specialties Texas (Haldeman Homme) for the Central Campus Science (Building C-19).

BACKGROUND

The College has installed laboratory casework from Haldeman Homme in all of the new sciences buildings and most recently in the Center for Petrochemical, Energy, and Technology facility. This request will provide for the purchase of additional lab stations and ventilated cabinets, required to support biology lab classes at the Central Campus Science building.

Haldeman Homme has a contract awarded through the Texas BuyBoard cooperative contracts program to provide lab furniture and installation services, Contract Number 503-16, which satisfies the requirement for competitive bidding as stated in Section 44.031 of the Texas Education Code and 791.001(g) of the Government Code.

IMPACT OF THIS ACTION

Presently C-19.307 is the only biology laboratory without ventilated storage capability at the Central Science Building. Approval of funding for this project will provide ventilated storage and support improvements in biology lab procedures.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total estimated expenditure for this request is \$26,250. Funds will be provided from 2019-2020 Facilities Services Repair and Renovation budget.

MONITORING AND REPORTING TIMELINE

All work will be completed by August 2019. Project management will be provided by San Jacinto College Facilities Services personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of microscopes from Leica Microsystems for the South Campus Biology department.

BACKGROUND

In 2013 and 2015, 750 microscopes were purchased for the Anatomy & Physiology I, Microbiology and Biology labs when the departments moved into the new science building. These microscopes have proven to be very reliable and no major repairs have arisen for this specific model. Sixty (60) new microscopes will be purchased to replace older models for class sets in the Anatomy and Physiology II lab and non-majors Biology II lab.

Leica Microsystems has a contract through the TPASS cooperative contracts program to provide Leica Microscopes, Contract Number 490-M2, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

IMPACT OF THIS ACTION

Microscopes are a frequently used item in biology labs and are necessary for meeting student learning outcomes such as understanding the microanatomy of various organs and tissues. While the Biomedical Equipment Repair Technology Program students have been assisting with routine maintenance the last two years, which has prolonged the use of our current microscopes, many microscopes have been removed from use as they are beyond repair.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This expenditure is funded from South Campus Biology department's 2018-2019 operating budget. The estimated expenditure for this request is \$107,000.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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Consideration of Approval to Renew the Contract for Disaster Recovery Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew the contract for disaster recovery services with Mooring USA for the Safety, Health, Environment, and Risk Management (SHERM) department.

BACKGROUND

A request for proposals, Project Number 17-18, was issued in April 2017 to procure disaster recovery services for the SHERM department. The Board approved the original contract with Mooring USA in September 2017.

It is highly recommended that the College have an indefinite delivery, indefinite quantity contract in place for disaster recovery services to facilitate the resumption of normal operations in the event of an emergency. Mooring USA (Mooring) has demonstrated the ability to supply the necessary trades and equipment to provide restoration and repair services for incidents including, but not limited to fire, water, wind, smoke, contamination, corrosion, and other natural or manmade disasters. Mooring was instrumental in the recovery from Hurricane Harvey with an approximate total spend of \$100,000 during the event.

IMPACT OF THIS ACTION

This contract will allow the College to expeditiously restore operations and fulfill requirements for possible Federal Emergency Management Agency (FEMA) and insurance reimbursement(s). Mooring shall ensure compliance with Federally mandated regulations, including procurement practices, required contractual provisions and document creation, retention, and maintenance requirements.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In order for the College to receive FEMA reimbursement, a Board approved expenditure must be in place. The SHERM department requests that a not to exceed expenditure of \$750,000 be approved in case an emergency should occur. The scope of work required in any event shall be paid for from an emergency project budget established for that event and expressly approved by the Board of Trustees.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of three one-year renewal options available. The new contract term will be July 1, 2019 through June 30, 2020.

ATTACHMENTS

None

Consideration of Approval to Renew the Contract for Disaster Recovery Services

RESOURCE PERSONNEL

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ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of a courseware subscription with Lumen, Inc. (Lumen) for the Education Technology Services department.

BACKGROUND

Lumen is the partner that assisted in the development of open educational resources (OER) for the Achieving the Dream OER grant and the Perkins OER grant. Costs associated with content are for the services provided by Lumen and technology support services.

IMPACT OF THIS ACTION

Approval of this request will allow costs that were originally covered by the grants, to be transferred to the College. The contract with Lumen will terminate on August 10, 2019.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$100,000. This expenditure is funded from the Educational Technology Services' department's 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #16
Regular Board Meeting June 3, 2019

Consideration of Approval to Purchase Benchtop Analytical Instruments

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of benchtop analytical instruments from Shimadzu Scientific Instruments for the South Campus Chemistry department.

BACKGROUND

The Chemistry department is requesting two instruments that will be used for undergraduate research center, embedded in the chemistry curriculum, and used in conjunction with Armand Bayou Nature Center and San Jacinto College collaboration. The collaboration will allow approximately twenty students per year to collect and analyze water and soil samples. These instruments will provide professional-level training for research students and afford baseline data for Armand Bayou Nature Center towards the establishment of long-term pollution monitoring of the nature preserve as laid out in their comprehensive annual priorities. The data collected will be of publishable quality, which students may include in presentations at professional conferences and in peer-reviewed publications.

The Total Organic Carbon analyzer is a bench-top analytical instrument that will be used to analyze water and soil samples. The instrument has the capacity to measure total organic carbon content and nitrogen, which are key measures for water quality. An Energy Dispersive X-ray spectroscope is also a bench top analytical instrument that measures heavy metal content in liquid and solid samples, which are key measures for water and soil quality. These instruments are used by professionals according to accepted Environmental Protection Agency standards.

Shimadzu Scientific Instruments has a contract through the TXMAS cooperative contracts program to provide analytical instruments, Contract Number TXMAS 17-6602, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

IMPACT OF THIS ACTION

These instruments will also be used for the introductory Chemistry course with two lab experiments per course, per semester. The availability of these instruments are beneficial for student training as indicated by industry advisors and will serve as a welcomed addition to the students' resumes. The addition of these instruments to these courses will provide a one-of-a-kind program that affords real marketable skills of a technical nature for students and faculty, the acquisition of instruments are well-aligned to the College's strategic goals.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$95,000. This expenditure is funded from the South Campus Chemistry department's 2018 – 2019 operating budget.

Purchase Request #16
Regular Board Meeting June 3, 2019

Consideration of Approval to Purchase Benchtop Analytical Instruments

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #17
Regular Board Meeting June 3, 2019

Consideration of Approval to Purchase Achieving the Dream Coaching Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of coaching and implementation services from Achieving the Dream (AtD) for the Student Services Division in the development of a redesigned holistic student onboarding and advising experience.

BACKGROUND

The Student Services Division completed a comprehensive reorganization that was implemented in the Fall of 2016. At the end of the process, a commitment was made to review the decisions and changes after three years. During those three years, the College began participating in the American Association of Community Colleges Pathways initiative which created an opportunity to change how our students are moving through the student experience. The College needs to develop meaningful structural and process changes, in addition to determining how to maximize technology to assist our students. The holistic student support coaches from AtD are uniquely positioned to assist with those goals.

AtD leads a growing network of more than 220 community colleges dedicated to helping their students, particularly low-income students and students of color, achieve their goals for academic success, personal growth, and economic opportunity. AtD is making progress in closing academic achievement gaps and accelerating student success through a unique change process that builds colleges' institutional capacities in seven critical areas. AtD, along with nearly 75 experienced coaches and advisors, works closely with Network colleges in 41 states and the District of Columbia to reach more than 4 million community college students.

AtD is a sole source provider of holistic student support services coaching and analysis and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1416 has been assigned.

IMPACT OF THIS ACTION

The ATD coaching services will assist Student Services with designing the ideal student experience and back-end workflow, anticipate and address challenges, align initiatives, generate buy-in and engagement with all stakeholders, conduct rigorous process mapping, and develop a comprehensive, prioritized action plan to ensure that the institution's review efforts will lead to the desired vision for the student experience. To meet the goal of implementing a holistic student experience in Fall 2020, AtD will provide strategic assistance activities including an intensive six-month discovery and planning phase along with strategy execution site visits.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Purchase Request #17
Regular Board Meeting June 3, 2019

Consideration of Approval to Purchase Achieving the Dream Coaching Services

The annual expenditure for this request is \$52,000 for a total of \$156,000 over the three-year term of the agreement. This expenditure is funded from the Deputy Chancellor and Vice President's 2018-2019 operating budget and subsequent year budgets upon approval.

MONITORING AND REPORTING TIMELINE

The term of the agreement shall commence June 4, 2019 and will end by June 30, 2022.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #18
Regular Board Meeting June 3, 2019
Consideration of Approval to Purchase Patient Simulator Manikins
and Automated Medication Dispensing System

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of patient simulator manikins and an automated medication dispensing system for the Health Sciences departments at the North and Central campuses.

BACKGROUND

The Emergency Medical Technology (EMT) program at North Campus and the Associate Degree Nursing (ADN) program at Central Campus utilize simulation scenarios for many of its courses in order to enhance the learning experience by modeling the realism of the healthcare environment. The SimMan Human Patient Simulator, the PerSim Patient Simulator and the SimMan 3G Light can provide a robust simulation experience for students in both programs and will supplement the current simulators which are over seven years old and have outdated technology. The simulation manikins will assist both programs by providing an environment that meets the rigor of realistic patient situations and engaging students in decision-making actions of client care and critical thinking that is expected by the accrediting body.

These patient simulator maniken purchases will be made utilizing the Laerdal BuyBoard cooperative program contract, Contract Number 530-17, or a competitive quote process, both of which will comply 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.

The Pharmacy Technician program at North Campus prepares students to work in pharmacies. Automated medication dispensing systems allows students to gain experience in decentralized medication management. The system helps accurately dispense medication, while supporting pharmacy workflows, and prepares students for what they may encounter after graduation. The North Campus and South Campus Pharmacy Technician Programs are jointly accredited, and this purchase would allow both locations to have similar equipment.

The purchase of the Automated Medication Dispensing System will be procured utilizing a competitive quote process.

IMPACT OF THIS ACTION

The EMT program at North Campus and the ADN program at Central Campus utilize simulation in their curriculum. It is imperative that both programs provide experiences that resemble the healthcare environment, which potentially can impact program and student outcomes. These manikins will provide the opportunity for realistic simulation of adults in need of pre-hospital care.

Purchase Request #18
Regular Board Meeting June 3, 2019
Consideration of Approval to Purchase Patient Simulator Manikins
and Automated Medication Dispensing System

It is imperative that the Pharmacy Technician program has access to equipment that will provide experiences that resemble what they will encounter in the healthcare environment, during their clinical rotations and post-graduation work experience.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The combined estimated expenditure for this request is \$300,000. This expenditure will be funded from the North and Central Campuses Health Science department's 2018-2019 operating budget as reallocated from unspent funds in other instructional areas.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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Consideration of Approval of Additional Funds for Computer Supplies and Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for the purchase of computer supplies and equipment from Southern Computer Warehouse (SCW) for the College.

BACKGROUND

SCW provides computer supplies and equipment for various departments throughout the College. The College has procured products from SCW for several years as they are an established supplier who provides quality products and competitive prices through a cooperative contract.

SCW has a contract through the BuyBoard cooperative contracts program to provide computer supplies and equipment, Contract Number 579-19, 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.

IMPACT OF THIS ACTION

SCW provides products that are used in various classrooms, conference rooms, and offices college-wide. Approval of this request will allow the College to continue purchasing necessary supplies and equipment through the remainder of the fiscal year.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In July 2018, the Board approved an expenditure of \$140,000 for computer supplies and equipment. This request would increase the total amount approved by \$50,000 for a total of \$190,000. This expenditure will be funded from various departments' 2018-2019 operating budgets.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #20
Regular Board Meeting June 3, 2019

Consideration of Approval of Additional Funds for IT Consulting Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for information technology consulting services from Gartner Inc. for the Information Technology Services (ITS) department.

BACKGROUND

Gartner, Inc. is the world's leading research and advisory company and a member of the Standard & Poor (S&P) 500. Gartner provides services that are highly adopted by institutions across education. In particular, Gartner supports the College's ITS department by providing the latest in how-to guidance for strategy, design, evaluation and implementation, including resources for program and project management, roadmaps, frameworks for application development, cloud computing, identity and access management, wireless and mobility, and data center operations. Gartner also provides an independent review and assessment of the College's technologies in security and risk management.

Gartner's service also supports the renewal or purchase of new technology products and services by providing the College with up-to-date market research, independent contract review, and pricing verification. Such technology products, once purchased and in use, are subject to licensing compliance audits. The request for additional funds is to procure additional advisory services to assist the College in response to such an audit.

Gartner has a contract through the DIR cooperative contracts program to provide IT subscription support services, Contract Number DIR-TSO-4099, 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.

IMPACT OF THIS ACTION

The purchase of this service provides the College with access to research and professional advisory services to assist in the response to a license compliance audit. This ensures that the College has the knowledge and approach to respond to such an audit in the most cost-effective manner.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In July 2018, the Board approved an expenditure of \$125,000 for IT subscription support services. This request would increase the total amount approved by \$30,000 to a total of \$155,000. This expenditure will be funded from the ITS department's 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

None

Purchase Request #20
Regular Board Meeting June 3, 2019
Consideration of Approval of Additional Funds for IT Consulting Services

ATTACHMENTS

None

RESOURCE PERSONNEL

Rob Stanicic	281-929-4673	rob.stanicic@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #21
Regular Board Meeting June 3, 2019
Consideration of Approval of Additional Funds for Library Hosting,
Maintenance and Subscription Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of library hosting, maintenance and subscription services from Innovative Interfaces Incorporated for the Library department.

BACKGROUND

Innovative Interfaces Incorporated has provided hosting and maintenance services for the Sierra Integrated Library System (ILS) and subscription services to InnView used by all campus libraries since 2008. Additional funds are being requested to update the Authorities, which is the mother file to the access points for the bibliographic records of the ILS systems and to expand the Data Scoping for the ILS to include the Maritime Center and Generation Park Campus.

Library purchases are exempt from competitive bidding per Sections 44.0311(c) and 130.0101 of the Texas Education Code.

IMPACT OF THIS ACTION

The purchase of the additional services will ensure the completion of two ongoing projects. One is authority control processing which will update the authorities in the ILS catalog to the newest standards. This will improve searching results for students and insure data consistency. The other is a data scoping project which will update the ILS to include locations for the Maritime Center and Generation Park Campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In July 2018, the Board approved an annual combined expenditure of \$80,000 for library hosting, maintenance and subscription services. This request would increase the total amount approved by \$6,000 to a total of \$86,000. This expenditure will be funded from the Library's 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Van Wigginton	281-542-2000	van.wigginton@sjcd.edu
Karen Blankenship	281-476-1857	karen.blankenship@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

Purchase Request #22
Regular Board Meeting June 3, 2019
Consideration of Approval of Additional Funds
for Medical and Science Supplies and Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of equipment and medical and science supplies for various departments at the College.

BACKGROUND

The request for additional funds are needed for commodity codes 46500 Medical: Hospital Equipment, Instruments, and Supplies; 49000 Science: Laboratory Equipment; and 49500 Science: Biology, Geology, and Botany Lab Supplies to cover regular operating purchases and special purchase requests.

IMPACT OF THIS ACTION

The approval of the additional funds will ensure Board approved funds will be available for the remainder of the fiscal year to support purchases for the related academic programs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total requested amount is \$250,000. This expenditure will be funded from various departments' 2018-2019 operating budgets.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

Purchase Request #23
Regular Board Meeting June 3, 2019
Consideration of Approval of Emergency Disaster Recovery Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of funds for various disaster recovery services in order to respond to an emergency.

BACKGROUND

San Jacinto College needs to be proactive and be prepared to mobilize swiftly if the College encounters a large-scale emergency such as a hurricane, flood, fire, tornado, or other types of damaging storms. It is strongly recommended that the College have expenditure pre-approvals in place that would allow the response teams to engage a wide variety of suppliers and emergency response contractors to quickly respond to, mitigate, and begin the necessary repair of damages the College may encounter when faced with a large-scale emergency.

The ability to have suppliers and contractors ready to begin immediately after a disaster strikes is imperative to returning operations back to normal as soon as possible. This action will allow recovery and repair firms such as debris removal, emergency board-up services, tree removal, water extraction, mobile emergency power, and mobile air conditioning generation, roof and window repairs, replacement of damaged interior components, etc. to begin without delay and alleviate the need to call an emergency Board meeting to approve the necessary expenditures.

IMPACT OF THIS ACTION

Time is of the essence when responding to devastating wind, water, or fire damage and the pre-approval of the expenditure of funds in the case of a disaster could alleviate delays, minimize potential damages, and would expedite the recovery process. All expenditures would be made in accordance with College and Federal Emergency Management Agency guidelines to ensure the maximum recovery of funds as possible.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In order for the College to receive FEMA reimbursement, a Board approved expenditure must be in place. The SHERM department requests that a not to exceed expenditure of \$2,000,000 be approved in case an emergency should occur. All expenditures will be funded from an emergency project budget established for that event to permit a transparent accounting trail. Updates will be provided to the Board if such services are utilized.

MONITORING AND REPORTING TIMELINE

This authorization will be in place for the term of one-year effective June 4, 2019.

ATTACHMENTS

None

Purchase Request #23
Regular Board Meeting June 3, 2019
Consideration of Approval of Emergency Disaster Recovery Services

RESOURCE PERSONNEL

Chuck Smith	956-498-7352	charles.smith@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ali Shah	281-998-6311	ali.shah@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #24
Regular Board Meeting June 3, 2019
Consideration of Approval of Additional Funds for
Data Cabling, Audiovisual Equipment and Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of data cabling, audiovisual equipment and installation services from Network Cabling Services (NCS) for the College.

BACKGROUND

The approval of this request will allow for the purchase of audiovisual equipment and related installation services for classroom renovations on all three campuses, an upgrade to the South Campus Fine Arts building video system, four classroom upgrade/repairs, data drops for lab expansions, and a special project buildout at Ellington Field (which will be known as the Edge Center).

The outstanding projects are required to be completed prior to the beginning of the Fall 2019 term. With the current renovations taking place on the campuses, these classrooms are required to have updates to the technology to support programs that are relocating to other spaces. The majority of these installations will consist of the College's standard Tier 1 classrooms.

NCS has a contract awarded through RFP 17-20 to provide cabling services and a contract through the Texas BuyBoard cooperative contracts program to provide audiovisual equipment and installation, Contract Number 563-18, which satisfies the requirement for competitive bidding as stated in Section 44.031 of the Texas Education Code and 791.001(g) of the Government Code.

IMPACT OF THIS ACTION

Approval of this request will authorize the purchase and installation of network cabling and audiovisual equipment to support instruction in both regular and specialty classes. The systems are essential for use in the instructional spaces to support current instructional methods and program curriculums.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In July 2018, the Board approved an expenditure of \$400,000 for data cabling, audiovisual equipment and installation services. This request would increase the total amount approved by \$200,000 for a total of \$600,000. This expenditure will be funded from various departments' 2018-2019 operating budgets and grant funds.

MONITORING AND REPORTING TIMELINE

All work will be completed by August 31, 2019. These projects will be monitored by San Jacinto College Information Technology Services personnel.

**Purchase Request #24
Regular Board Meeting June 3, 2019
Consideration of Approval of Additional Funds for
Data Cabling, Audiovisual Equipment and Services**

ATTACHMENTS

None

RESOURCE PERSONNEL

Rob Stanicic	281-929-4673	rob.stanicic@sjcd.edu
Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Item "A"
Regular Board Meeting June 3, 2019
Approval of the Minutes for the May 6, 2019
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the May 6, 2019, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
May 6, 2019
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse (absent), Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Sandra Ramirez, Mandi Reiland, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:01 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse (absent), Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters	Adjourned to closed session at 5:02 p.m. Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session. a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. It was determined that there were no legal matters to discuss during this executive session.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 5:24 p.m.
V.	Follow-up on Benefit Cost Structure Plan for New Hires Effective on August 1, 2019	Teri Zamora reviewed the current pay structure for new hires effective August 1, 2019. The estimated annual reduction is \$200,000.

<p>VI.</p>	<p>Review Proposed Strategic Plan Documents</p>	<p>Brenda provided an overview of the strategic plan items. She explained the changes from Board retreat in April. The next steps are approval by the Board. Annual priorities to support this strategic plan are in development.</p>
<p>VII.</p>	<p>Review of 2019 - 2020 Budget Assumptions for Revenues and Expenses</p>	<p>Teri Zamora reviewed the Fiscal Year 2020 Budget Development presentation. The budget development process focuses on the strategic goals. Any necessary realignment will take place with the implementation of the new strategic plan after Board approval at this Board meeting.</p> <p>Teri reviewed the budget timeline. Planned approval by the Board is for June 3, 3019.</p> <p>Teri provided the preliminary estimated revenues for fiscal year 2020. After the legislative session closes, the College budget will be able to be finalized.</p> <p>Brenda Hellyer provided a brief overview of the budget bills that are in the process of being finalized within the House and Senate.</p> <p>Teri reviewed the preliminary tax valuations. The increase in preliminary taxable values from 2018 to 2019 is 3.86 percent. She explained that these numbers are currently in review. The College questioned the values with both Harris County Tax Office and HCAD upon receipt of certified estimates on April 30. The College received communication on May 2, that the estimate is under HCAD review for correction.</p> <p>Teri explained the expense prioritization process. Currently, the increase in funds available from increased revenues is approximately \$7.4 million. The total increase required contractually or for new facilities is approximately \$2.3 million. The net additional funds available before the performance management increase is approximately \$5.1 million. The annual performance management increase is \$2.5 million. The approximate net funds available for strategic initiatives (priorities under review) is \$2.6 million.</p> <p>Brenda explained that faculty compensation is currently under review. The salaries need to be modified to stay competitive in the market. Members discussed minimum</p>

		salaries, turnover rate, and process for determining faculty needs.
VIII.	Update on High School Capture Rate	<p>Brenda provided background on the high school capture rates.</p> <p>George Gonzalez reviewed the high school capture rate presentation. He explained that attended rate is the percentage of high school (HS) graduates who attend San Jacinto College (SJC) the fall after HS graduation. Also, dual credit affected rate is the percentage of high school graduates who took at least one SJC dual credit course during high school but did not attend SJC the fall after high school graduation.</p> <p>George reviewed the data on fall 2018 high school graduates influenced by SJC.</p> <p>Dan noted that in his experience students that generally take these dual credit classes are likely to not take classes at San Jac or another community college after high school graduation. They are likely to go straight to a four-year university.</p> <p>Brenda stated that we are looking into the numbers. She referenced the additional handout that breaks this data down by high school. The group discussed high schools in more detail.</p> <p>George reviewed the capture rate context and he noted that this data only goes through Fall 2017 because the data comes from the TEA and THECB.</p> <p>Dr. Wheeler asked why the amount of college-going high school graduates is decreasing. Brenda said this is a state-wide trend.</p> <p>Keith Sinor asked if it is because of the economy in Texas. He explained that many of the students can obtain decent paying jobs right out of high school. Brenda agreed that this is sometimes the case.</p> <p>Keith asked if there is state data regarding this for states that may not be doing as well economically. Laurel Williamson said they will try to collect this data. The group discussed the issue of non-college goers.</p>

		<p>George reviewed the key findings from this data. He explained that the percentage of high school graduates influenced by SJC increased for the class of 2018. In speaking to the Dual Credit directors, the conjecture is that Hurricane Harvey affected attendance rates for the class of 2017, and the increase in attendance from the class of 2018 shows the effect of recovery. The percentage of high school graduates attending ANY college in Texas increased by 2.0 percentage points. The percentage of college-going high school graduates who attended SJC decreased by 0.5 percentage points, but it is important to remember, these state numbers are a year behind, so they reflect the decrease we saw with the class of 2017.</p> <p>Laurel discussed the work with the shared ed planners. She is reviewing how to utilize them differently and possibly put them in with recruiting. The group discussed shared ed planners and ways to increase the college going rate.</p> <p>Brenda explained that George has provided reports for each ISD and that she sent them to the corresponding superintendent. She plans to meet with them to discuss.</p> <p>Keith asked to see the data by high school.</p>
<p>IX.</p>	<p>Review Notification of Closure of Dietetics Program</p>	<p>Laurel Williamson notified the Board of the closure of the Dietetics Program. The decision to deactivate the program is based on low enrollment and low graduation rates over a five-year period. She also explained that there are no jobs for this program.</p> <p>Members were comfortable with this notification.</p>
<p>X.</p>	<p>Update on 86th Legislative Session</p>	<p>Brenda provided an overview of the 86th legislative session. She explained that the session is scheduled to end on May 27th. Appropriations are moving through the House and Senate and are providing input on the community college request. The exemption for community colleges would be 8 percent.</p> <p>She explained that the bill regarding Barbers Hill is still being reviewed. She will keep the Board posted on this.</p> <p>Brenda added that the transfer bill is being reviewed and the senator that is working on this bill has made the community colleges and universities sign off on this.</p>

XI.	Review of Calendar	Brenda reviewed the calendar with the Board.
XII.	General Discussion of Meeting Items	Brenda asked if there were any items from the meeting agenda that the members would like to review. There were no additional discussion items or questions from the Board members.
XIII.	Adjournment	Workshop adjourned at 6:43 p.m.

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

May 6, 2019

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, May 6, 2019, 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 (absent)
Marie Flickinger, Chair
Dan Mims, Vice Chair
John Moon, Jr.
Keith Sinor, Secretary
Dr. Ruede Wheeler
Larry Wilson

Chancellor: Brenda Hellyer

Others Present:

Wael Abushammala	George González	Sofia Puerto Cruz
Debra Acuff	Rebecca Goosen	Bill Raffetto
Harold Armstrong	Jim Griffin	James Ragaisis
Amy Austin	Kevin Hale	Sandra Ramirez
Joshua Banks	Sean Ham	Sherilyn Reynolds
Dean Barnes	Allatia Harris	Heather Rhodes
Dana Belt	Madeeha Haryani	Kay Richardson
Lee Benjamins	Joseph Hebert	Shelley Rinehart
Pamela Betts	Luis Hernandez	Martha Robertson
Allen Bourque	Clare Iannelli	Lorenzo Rodriguez
Kim Brown	Mini Izaguirre	Porfirio Salas
Michelle Callaway	Sallie Kay Janes	Becky Shuttlesworth
Pam Campbell	Brenda Jones	Hannah Simmons
Cristina Cárdenas	Ruth Keenan	Debbie Smith
David Castillo	Kendall Kelledy	Tyler Smith
Janet Cowey	Tami Kelly	Danny Snooks
Teri Crawford	Grace Kelly	Rob Stanicic
Suzanne De Blanc	Ann Kokx-Templet	Mika Stelly
Dawson Dreiling	Helen LaCour	Daniel Stevenson
Chris Duke	Angel Luna	Janice Sullivan
Connie Duren	Dominique Massicott	Ann Tate
Teddy Farias	Kristy McAuliffe	Anthony Trevino
Ben Ficklin	Kevin McKisson	Andrea Vasquez
Pandora Freestone	Bryan Monge	Alexis Vest
Stephanie Funderburg	Kevin Morris	Roger Watkins
Juan Garcia	Roxanne Newton	Niki Whiteside
Chad Gardner	Shaun Newton	Van Wigginton
Scott Gernander	Alexander Okwonna	Kathleen Williamson
Dipti Giri	Kylie Owens	Laurel Williamson
J.P. Goins	Sara Perry	Teri Zamora

Call the Meeting to order:	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:01 p.m.
Roll Call of Board Members:	Erica Davis Rouse (absent) Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
Invocation and Pledges to the Flags:	The invocation was given by Dr. Alexander Okwonna. The pledges to the American flag and the Texas flag were led by John Moon, Jr.
Special Announcements, Recognitions, Introductions, and Presentations:	<ol style="list-style-type: none"> 1. Dr. Brenda Jones and Van Wigginton recognized the South and Central campus student Phi Beta Lambda State competition winners and their sponsors. 2. Dr. Brenda Jones, Van Wigginton, and Dr. Bill Raffetto recognized the student SkillsUSA winners and their sponsors. 3. Faculty Senate President Cristina Cardenas presented the Faculty Senate 2018-2019 update.
Student Success Presentations:	<ol style="list-style-type: none"> 1. Niki Whiteside provided an update on lowering costs of course materials. 2. Michelle Callaway presented an update on the KPI Dashboard – Headcount Spring 2019.
Communications to the Board:	<ol style="list-style-type: none"> 1. A copy of the May Opportunity News was distributed.
Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:	There were no citizens requesting to be heard before the Board.
Informative Reports:	<p>Chair Marie Flickinger indicated such reports were in the Board documents and online.</p> <ol style="list-style-type: none"> A. San Jacinto College Financial Statements B. San Jacinto College Foundation Financial Statements C. Capital Improvement Program D. San Jacinto College Building Committee Minutes
Motion 9958 Consideration of Approval of Amendment to	Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

**the 2018-2019
Budget for
Restricted
Revenue and
Expenses
Relating to
Federal and
State Grants**

Motion Carried.

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

**Motion 9959
Consideration of
Approval of
Policy
III.3006.A, Use
of Recording
Devices by
Employees and
Students –
Second Reading**

Motion was made by Keith Sinor, seconded by Dr. Ruede Wheeler, for of Approval of Policy III.3006.A, Use of Recording Devices by Employees an Students – Second Reading.

Motion Carried.

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

**Motion 9960
Consideration of
Approval of
Resolution to
Authorize Early
Additional
Penalty for
Collection Costs
under Section
33.11 of the
Texas Tax Code**

Motion was made by John Moon, Jr., seconded by Dan Mims for approval of Resolution to Authorize Early Additional Penalty for Collection Costs under Section 33.11 of the Texas Tax Code.

Motion Carried.

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

**Motion 9961
Consideration of
Approval of
Non-Credit
Course
Enrollment
Charges**

Motion was made Dr. Ruede Wheeler, seconded by Larry Wilson, for approval of Non-Credit Course Enrollment Charges.

Motion Carried.

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

**Motion 9962
Consideration of
Approval of the
New Vision
Statement,
Mission**

Motion was made by John Moon, Jr., seconded by Keith Sinor for approval of the New Vision Statement, Mission Statement, Values, and 2019-2024 Strategic Plan and Restatement and Placement of the One College Vision for San Jacinto College.

**Statement,
Values, and
2019-2024
Strategic Plan
and Restatement
and Placement
of the One
College Vision
for San Jacinto
College**

Motion Carried.

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

**Motion 9963
Consideration of
Purchasing
Requests**

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

CSP 19-14 Contract for South Campus S-8 Roof Replacement	\$1,278,374
CSP 19-17 Contract for South Campus Electrical Infrastructure Upgrades	2,191,287
Purchase Request #1 Method of Procurement for South Campus Jones Building Renovation	-
Purchase Request #2 Method of Procurement for Access-Security Vehicle Gates	-
Purchase Request #3 Additional Funds for Architectural Services for Central Campus Davison Building Renovation	37,400
Purchase Request #4 Additional Funds for Architectural Services for 2015 Bond Projects	138,461
Purchase Request #5 Additional Funds for Civil Engineering for South Campus Domestic Water Upgrades	71,000
Purchase Request #6 Funding for Job Order Contracting	125,000
Purchase Request #7 Contract for Architectural Design Services for College Accessibility Assessment	115,000
Purchase Request #8 Renew Contract for NCLEX Review Course Services	250,000
Purchase Request #9	

Renew Contract for Electrical Maintenance Services	200,000
Purchase Request #10 Additional Funds for Computer Equipment Maintenance and Technology Support	200,000
Purchase Request #11 Renew Contract for Online Registration Software	136,200
Purchase Request #12 Additional Funds for Course and Curriculum Catalog Software	116,000
Purchase Request #13 Purchase Graduation Event License	110,075
Purchase Request #14 Additional Funds and Contract Renewal for Landscaping Services	669,000
Purchase Request #15 Purchase Scholarship Management and Donor Software	80,000
Purchase Request #16 Additional Funds for IT Equipment, Software and Services	30,000
Purchase Request #17 Additional Funds for Media Buying and Placement Services	16,500
Purchase Request #18 Amend Contract for Collection of Ad Valorem Taxes	-
Purchase Request #19 Method of Procurement for Houston Aerospace Support Center	-
Purchase Request #20 Additional Funds for Casualty Insurance Coverage	<u>31,078</u>
TOTAL OF PURCHASE REQUESTS	\$5,795,375

Motion Carried.

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

Nays: None

**Motion 9964
Consent Agenda**

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

- A. Approval of the Minutes for the April 8, 2019 Board Workshop and Regular Board Meeting
- B. Approval of the Minutes for the April 12, 2019 Board Strategic Planning Retreat
- C. Approval of the Minutes from the April 16, 2019 Special Board Meeting
- D. Approval of the Budget Transfers
- E. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2018-2019 Part-Time Hourly Rate Schedule, and 2019-2020 Faculty Contracts
- F. Approval of the Affiliation Agreements
- G. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment: Meeting Adjourned at 8:01 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for 2018-2019 which have been made in accordance with State accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Teri Zamora	281.998.6306	teri.zamora@sjcd.edu
Dianne Duron	281.998.6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The June 3, 2019 Board Meeting
 Fiscal Year 2018 - 2019

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 9,900	\$ 6,000
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 6,000	\$ 6,575
STUDENT SERVICES	\$ -	\$ 3,362
INSTITUTIONAL SUPPORT	\$ 3,727	\$ 3,689
PHYSICAL PLANT	\$ -	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 19,627	\$ 19,627

RECOMMENDATION

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

Central Campus

Department

Eye Care Technology Program

Affiliation Entity

Central Eye Associates

Phlebotomy Program

IBN Sina Community

South Campus

Department

LVN/Paramedic to ADN Transition
and Vocational Nursing Programs

Affiliation Entity

Tuscany Village Skilled Nursing and
Rehabilitation Center

North Campus

Department

Health Information Management

Affiliation Entity

Med Care Health Options

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting June 3, 2019
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 5, 2019.