

*Board of Trustees  
Meeting*

*June 15, 2020*

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 5:00 p.m., Monday, June 15, 2020, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop will be available to the public via a live-stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access the live-stream of this workshop as follows:

[http://sanjacintocollege.granicus.com/viewpublisher.php?view\\_id=1](http://sanjacintocollege.granicus.com/viewpublisher.php?view_id=1).

The open portions of this meeting will be recorded and made available to the public on the College's website.

**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. Review COVID-19 Responses**
- VI. Review Proposed Policies and Procedures**
- VII. Discuss Budget Development**
- VIII. Review Capital Improvement Program and Bond Programs Update**
- IX. Review Disaster Recovery Preparedness Processes and 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, June 11, 2020, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College’s website, and is readily accessible to the public upon request.

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

The Board of Trustees of the San Jacinto Community College District will meet by videoconference at 7:00 p.m. on Monday, June 15, 2020 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting will be available to the public via a live stream. At least a quorum of the Board will be present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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[http://sanjacintocollege.granicus.com/viewpublisher.php?view\\_id=1](http://sanjacintocollege.granicus.com/viewpublisher.php?view_id=1).

An electronic copy of the agenda packet is available on the College’s website as follows:

<https://www.sanjac.edu/board-meeting-agendas>.

Members of the public who desire to address the Board must comply with the following registration procedures:

A link to a public comments form is available at: [www.sanjac.edu/request-speak-to-board](http://www.sanjac.edu/request-speak-to-board). The form must be completed prior to 6:50 p.m. on June 15, 2020, but members of the public are encouraged to complete the form an hour prior to the start of the meeting to allow time to receive call-in information and sufficient time to join the meeting. Registered participants will be allotted five minutes to address the Board of Trustees during the “Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

The open portions of this meeting will be recorded and made available to the public on the College’s website.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

Any questions regarding this meeting notice can be directed to Mandi Reiland, Manager of Executive Operations for the Chancellor and Board of Trustees at [mandi.reiland@sjcd.edu](mailto:mandi.reiland@sjcd.edu).

**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 and Presentations**

**V. Student Success Presentations**

Fall to Spring First Time in College Persistence Rates

Brenda Hellyer

**VI. Communications to the Board of Trustees**

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

**VIII. Informative Reports to the Board**

A. San Jacinto College Financial Statements

a. San Jacinto College Financial Statements April 2020

b. San Jacinto College Monthly Investment Report April 2020

B. San Jacinto College Foundation Financial Statements

C. Capital Improvement Program

**ACTION ITEMS**

**IX. Consideration of Approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**

**X. Consideration of Approval of Articulation Agreement Between San Jacinto College and Franklin University**

**XI. Consideration of Approval of Policy IV.4000.B, Americans with Disabilities Act – First Reading (Informational Item)**

**XII. Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work Arrangements – First Reading (Informational Item)**

**PURCHASING REQUESTS**

**XIII. Consideration of Purchasing Requests**

**CONSENT AGENDA**

**XIV. 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 11, 2020 Workshop and Regular Board Meeting**

**B. Approval of the Budget Transfers**

**C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2019-2020 Stipends and Market Premium Salary Schedule, 2019-2020 Part-Time Hourly Salary Schedule**

**D. Approval of the Affiliation Agreements**

**E. Approval of the Next Regularly Scheduled Meeting**

**XV. Items for Discussion/Possible Action**

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

**XVI. Adjournment**

### **Closed Session Authority**

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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.

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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.

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements  
April 2020

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

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Current assets:		
Cash and cash equivalents	\$ 102,769,567	\$ 125,091,292
Accounts receivable - taxes	3,183,068	3,606,911
Accounts receivable	14,503,737	15,094,580
Deferred charges	98,602	65,246
Inventories	356,016	359,413
Total current assets	<u>120,910,990</u>	<u>144,217,442</u>
Noncurrent assets:		
Restricted cash and cash equivalents	134,619,037	237,687,778
Capital assets, net	611,811,633	491,498,850
Total noncurrent assets	<u>746,430,670</u>	<u>729,186,628</u>
Total assets	<u>867,341,660</u>	<u>873,404,070</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	25,781,981	4,631,718
Deferred outflow related to OPEB	20,497,036	2,581,254
Deferred outflow related to defeased debt	8,098,856	9,467,262
Total deferred outflows of resources	<u>54,377,873</u>	<u>16,680,234</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	19,788,091	16,630,876
Accrued liabilities	4,857,836	3,744,148
Accrued compensable absences and deferred compensation	2,181,388	2,259,299
Deferred revenues	5,357,923	5,950,222
Total current liabilities	<u>32,185,238</u>	<u>28,584,545</u>
Noncurrent liabilities:		
Net pension liability	49,494,145	26,598,961
Net OPEB liability	95,083,178	91,125,036
Bonds and notes payable	577,235,422	599,166,814
Total noncurrent liabilities	<u>721,812,745</u>	<u>716,890,811</u>
Total liabilities	<u>753,997,983</u>	<u>745,475,356</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,771,550	6,007,220
Deferred inflows related to OPEB	36,803,285	20,148,183
Total deferred inflows of resources	<u>43,574,835</u>	<u>26,155,403</u>
<u>Net assets</u>		
Beginning of year	76,748,779	60,632,834
Current year addition	47,397,936	57,820,711
Total net position	<u>\$ 124,146,715</u>	<u>\$ 118,453,545</u>



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

11 Unrestricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/19	% of 8/31/19 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 26,097,251	62.02	24,054,482	62.00
Local Taxes - Maintenance & Operations	72,131,000	69,716,120	96.65	68,413,472	98.18
Credit Tuition	64,986,000	59,686,770	91.85	41,744,530	95.51
Credit Fees	-	-	-	16,435,072	95.04
Credit Exemptions & Waivers	(7,100,000)	(7,478,260)	105.33	(6,171,200)	93.33
Bad Debt	(1,700,000)	(1,133,336)	66.67	(1,266,664)	66.67
Continuing Professional Development	4,725,185	3,115,905	65.94	3,944,495	65.55
Sales & Services	2,100,000	1,390,658	66.22	8,740,986	90.84
Investment Income	1,500,000	970,283	64.69	1,657,137	64.52
Total	<u>178,722,151</u>	<u>152,365,391</u>	<u>85.25</u>	<u>157,552,310</u>	<u>87.93</u>
EXPENDITURES:					
Instruction	66,234,053	51,973,366	78.47	50,253,874	72.33
Public Service	5,042,232	3,862,288	76.60	3,879,024	56.28
Academic Support	17,740,665	9,729,596	54.84	8,648,562	66.30
Student Services	15,833,064	9,298,978	58.73	9,182,431	63.95
Institutional Support	47,307,985	27,659,646	58.47	24,020,278	61.16
Physical Plant	22,830,903	12,253,769	53.67	10,672,302	55.57
Hurricane Harvey	-	-	-	9,721	100.00
Total	<u>174,988,902</u>	<u>114,777,643</u>	<u>65.59</u>	<u>106,666,192</u>	<u>65.74</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,249	2,405,649	-	12,700,050	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 35,182,099</u>		<u>\$ 38,186,068</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

Federal Restricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/19	% of 8/31/19 Actual
<b>REVENUES:</b>					
Grants	\$ 47,548,073	\$ 38,874,359	81.76	\$ 38,035,216	84.40
Total	<u>47,548,073</u>	<u>38,874,359</u>	<u>81.76</u>	<u>38,035,216</u>	<u>84.40</u>
<b>EXPENDITURES:</b>					
Instruction	579,783	495,337	85.43	450,366	70.79
Public Service	282,113	134,251	47.59	108,615	67.47
Academic Support	6,469,801	1,624,292	25.11	2,386,154	74.06
Student Services	204,740	289,767	141.53	184,163	46.95
Institutional Support	1,467,272	595,037	40.55	546,877	61.05
Scholarships and Fellowships	38,544,364	35,735,675	92.71	34,368,762	86.42
Hurricane Harvey	-	-	-	(9,721)	-
Total	<u>47,548,073</u>	<u>38,874,359</u>	<u>81.76</u>	<u>38,035,216</u>	<u>84.40</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

State Restricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/19	% of 8/31/19 Actual
REVENUES:					
State Paid Benefits	\$ 11,032,000	\$ 7,913,965	71.74	\$ 7,796,491	66.19
Grants	3,707,823	1,923,491	51.88	2,443,330	84.32
Total	<u>14,739,823</u>	<u>9,837,456</u>	<u>66.74</u>	<u>10,239,821</u>	<u>69.77</u>
EXPENDITURES:					
Instruction	4,178,130	3,514,336	84.11	3,876,223	64.69
Public Service	169,268	212,543	125.57	260,093	64.42
Academic Support	781,904	828,757	105.99	1,162,098	68.93
Student Services	741,115	991,139	133.74	1,152,962	65.74
Institutional Support	6,605,524	2,623,153	39.71	1,894,542	71.03
Scholarships and Fellowships	2,263,882	1,667,528	73.66	1,893,903	87.08
Total	<u>14,739,823</u>	<u>9,837,456</u>	<u>66.74</u>	<u>10,239,821</u>	<u>69.77</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Local Grants	\$ 3,022,661	\$ 1,893,736	62.65	\$ 1,724,831	75.91
Total	<u>3,022,661</u>	<u>1,893,736</u>	<u>62.65</u>	<u>1,724,831</u>	<u>75.91</u>
EXPENDITURES:					
Instruction	78,083	40,291	51.60	21,876	36.13
Public Service	217,233	110,541	50.89	105,560	72.40
Academic Support	863,396	371,411	43.02	125,838	50.91
Student Services	63,418	33,815	53.32	43,986	72.39
Institutional Support	34,039	5,962	17.52	48,775	56.90
Scholarships and Fellowships	2,000,000	1,489,812	74.49	1,482,350	81.27
Total	<u>3,256,169</u>	<u>2,051,832</u>	<u>63.01</u>	<u>1,828,385</u>	<u>75.43</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(233,508)	(112,199)	-	(103,544)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (45,897)</u>		<u>\$ (10)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Credit Tuition	\$ 2,800,000	\$ 2,788,627	99.59	\$ 1,856,553	97.16
Total	<u>2,800,000</u>	<u>2,788,627</u>	<u>99.59</u>	<u>1,856,553</u>	<u>97.16</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,800,000</u>	<u>2,494,231</u>	<u>89.08</u>	<u>1,507,822</u>	<u>80.83</u>
Total	<u>2,800,000</u>	<u>2,494,231</u>	<u>89.08</u>	<u>1,507,822</u>	<u>80.83</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 294,396</u>		<u>\$ 348,731</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 2,415	-	\$ 2,465	-
Total	<u>-</u>	<u>2,415</u>	<u>-</u>	<u>2,465</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	46,837	-	20,576	64.83
Student Services	-	-	-	741	89.71
Total	<u>-</u>	<u>46,837</u>	<u>-</u>	<u>21,317</u>	<u>65.46</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (44,422)</u>		<u>\$ (18,852)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Auxiliary Services	3,303,400	2,243,249	67.91	2,474,842	77.81
Total	<u>3,303,400</u>	<u>2,243,249</u>	<u>67.91</u>	<u>2,474,842</u>	<u>77.81</u>
EXPENDITURES:					
Non-Instructional Labor	403,671	299,536	74.20	303,385	63.95
Benefits	100,000	264,409	264.41	268,258	66.58
Supplies	655,439	328,768	50.16	291,382	76.50
Travel	226,384	112,980	49.91	131,270	65.75
Contracted Services	384,515	188,151	48.93	202,326	73.68
Scholarships and Fellowships	1,307,727	938,751	71.78	751,750	68.11
Utilities	200	-	-	-	-
Total	<u>3,077,936</u>	<u>2,132,595</u>	<u>69.29</u>	<u>1,948,371</u>	<u>68.70</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 225,464</u>	<u>\$ 110,654</u>		<u>\$ 526,471</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

95 Retirement of Indebtedness

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/19	% of 8/31/19 Actual
<b>REVENUES</b>					
Investment Income	\$ -	\$ 189,384	-	\$ 278,117	63.36
Local Taxes - Debt Service	<u>37,728,096</u>	<u>36,202,338</u>	<u>95.96</u>	<u>28,024,297</u>	<u>98.19</u>
Total	<u>37,728,096</u>	<u>36,391,722</u>	<u>96.46</u>	<u>28,302,414</u>	<u>97.66</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>41,227,837</u>	<u>18,920,472</u>	<u>45.89</u>	<u>13,384,078</u>	<u>69.08</u>
Total	<u>41,227,837</u>	<u>18,920,472</u>	<u>45.89</u>	<u>13,384,078</u>	<u>69.08</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,499,741)	(2,293,450)	-	(3,752,950)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 19,764,700</u>		<u>\$ 18,671,286</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/19</u>	<u>% of 8/31/19 Actual</u>
<b>EXPENDITURES</b>					
Depreciation	\$ 20,500,000	\$ 9,893,625	48.26	\$ 10,827,252	72.81
Capital Purchases	-	(380,500)	-	(654,205)	42.74
Total	<u>20,500,000</u>	<u>9,513,125</u>	<u>-</u>	<u>10,173,047</u>	<u>76.26</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (9,513,125)</u>		<u>\$ (10,173,047)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
State Appropriations	\$ 53,111,966	\$ 34,011,216	64.04	\$ 31,850,973	62.98
Local Taxes - Maintenance & Operations	72,131,000	69,716,120	96.65	68,413,472	98.18
Local Taxes - Debt Service	37,728,096	36,202,338	95.96	28,024,297	98.19
Credit Tuition	67,786,000	62,475,397	92.17	43,601,083	95.58
Credit Fees	-	-	-	16,435,072	95.04
Credit Exemptions & Waivers	(7,100,000)	(7,478,260)	105.33	(6,171,200)	93.33
Bad Debt	(1,700,000)	(1,133,336)	66.67	(1,266,664)	66.67
Continuing Professional Development	4,725,185	3,115,905	65.94	3,944,495	65.55
Sales & Services	2,100,000	1,393,073	66.34	8,743,451	90.60
Investment Income	1,500,000	1,159,667	77.31	1,935,254	64.35
Investment Income - San Jac Tomorrow Program	-	1,649,531	-	2,002,747	-
Auxiliary Services	3,303,400	2,243,249	67.91	2,474,842	77.81
Grants	51,255,896	40,797,850	79.60	40,478,546	84.39
Local Grants	3,022,661	1,893,736	62.65	1,724,831	75.91
Total	<u>287,864,204</u>	<u>246,046,486</u>	<u>85.47</u>	<u>242,191,199</u>	<u>86.85</u>
EXPENDITURES:					
Instruction	71,070,049	56,070,167	78.89	54,622,915	71.68
Public Service	5,710,846	4,319,623	75.64	4,353,292	57.26
Academic Support	25,855,766	12,554,056	48.55	12,322,652	67.71
Student Services	16,842,337	10,613,699	63.02	10,564,283	63.77
Institutional Support	96,642,657	49,804,270	51.53	39,894,550	64.04
Physical Plant	22,830,903	12,253,769	53.67	10,672,302	55.57
Scholarships and Fellowships	45,608,246	41,387,246	90.75	39,252,837	86.02
Auxiliary Enterprises	3,077,936	2,132,595	69.29	1,948,371	68.70
Bond Expenses	-	-	-	566,239	-
Depreciation	20,500,000	9,893,625	48.26	10,827,252	72.81
Capital Purchases	-	(380,500)	-	(654,205)	42.74
Total	<u>308,138,740</u>	<u>198,648,550</u>	<u>64.47</u>	<u>184,370,488</u>	<u>70.40</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,249)	(2,405,649)	-	(12,700,050)	-
Transfers Out	3,733,249	2,405,649	-	12,700,050	-
Net Increase (Decrease) in Net Position	<u>\$ (20,274,536)</u>	<u>\$ 47,397,936</u>		<u>\$ 57,820,711</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

91 Capital Projects

	Adjusted Budget	Actual (66.67%)	4/30/19
REVENUES:			
Investment Income	\$ -	\$ 1,649,531	\$ 2,002,747
Total	-	1,649,531	2,002,747
EXPENDITURES:			
Bond Programs	-	57,927,928	44,429,396
Total	-	57,927,928	44,429,396
Net Increase (Decrease) in Net Position	\$ -	\$ (56,278,397)	\$ (42,426,649)

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended April 30, 2020

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (66.67%)	4/30/19
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Generation Park	-	4,924,148	449,052
Total	-	4,924,148	449,052
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	(8,843,556)
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (4,924,148)	\$ 8,394,504

San Jacinto College Financial Statements  
Monthly Investment Report April 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Cash, Cash Equivalents, and Investments  
PORTFOLIO SUMMARY REPORT  
Period Ending April 30, 2020

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	April 1, 2020	\$ 255,028,036	\$ 255,028,036
Additions/Subtractions (Net)		(17,639,433)	(17,639,433)
Change in Fair Value*		-	-
Ending Value	April 30, 2020	<u>\$ 237,388,603</u>	<u>\$ 237,388,603</u>

Earnings for April	\$ 163,742
WAM at Ending Period Date (Days)	1.00

\*On investments held to term, it is the policy of San Jacinto College to hold investments to maturity thus mitigating the impact of market losses.

The investment portfolio is in compliance with the Public Funds Investment Act and the College's Investment Policy

Prepared by:



William E. Dickerson  
Director of Accounting & Financial Services



Teri Zamora  
Vice Chancellor of Fiscal Affairs

SB1:B57/AN JACINTO COMMUNITY COLLEGE DISTRICT  
INVESTMENTS  
WEIGHTED AVERAGE TO MATURITY  
April 30, 2030

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>										
Credit Cards in Transit	Heartland	N/A	N/A	05/01/30	\$	(2,220)	(2,220)	0.00%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	05/01/30		(646,856)	(646,856)	-0.27%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	05/01/30		3,801,335	3,801,335	1.60%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	05/01/30		(29,648)	(29,648)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	05/01/30		(5,369)	(5,369)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	05/01/30		20,025	20,025	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.980%	N/A	05/01/30		40,021,587	40,021,587	16.86%	1	0.17
Texas Citizens Bank	Texas Citizens Bank	0.750%	N/A	05/01/30		247,356	247,356	0.10%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	0.559%	N/A	05/01/30		1,761,010	1,761,010	0.74%	1	0.01
TexPool - Operating	TexPool	0.455%	N/A	05/01/30		5,279,864	5,279,864	2.22%	1	0.02
TexPool - PRIME - Operating	TexPool	0.941%	N/A	05/01/30		55,043,599	55,043,599	23.19%	1	0.23
<b>Restricted - Cash &amp; Cash Equivalents</b>										
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	0.980%	N/A	05/01/30		-	-	0.00%	1	0.00
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.559%	N/A	05/01/30		3,394,745	3,394,745	1.43%	1	0.01
LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	0.559%	N/A	05/01/30		301,149	301,149	0.13%	1	0.00
LSIP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	0.559%	N/A	05/01/30		-	-	0.00%	1	0.00
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	0.559%	N/A	05/01/30		18,987,552	18,987,552	8.00%	1	0.08
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	0.941%	N/A	05/01/30		109,214,474	109,214,474	46.01%	1	0.46
<b>Grand Total Short Term Investments and Cash &amp; Cash Equivalents</b>										
					\$	237,388,603	237,388,603	100.00%		1.00

  

CAFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	\$ 20,025 Petty cash on hand
	193,982,393 Investment pools
	40,268,943 Money Market
	3,117,242 Bank deposits - demand deposits
	- U. S. government securities and municipal bonds
	- Accrued Earnings
	\$ 237,388,603 Total Cash and cash equivalents + investments
	1.00





San Jacinto Community College District  
 INVESTMENTS and CASH & EQUIVALENTS  
 INVENTORY HOLDINGS REPORT

April 30, 2020

Description	Held At	Annualized Interest Rate	Maturity	Par	03/31/2020		04/30/2020		Change in Fair Value For the Month	September Through April		2020		2020		2020		2020		2020		2019		2019		
					Ending Fair Value	Book Value	Ending Fair Value	Book Value		Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings	Earnings
<b>April 30, 2020</b>																										
1Y T-Bill @ 0.16																										
2Y T-Bill @ 0.20																										
3Y T-Bill @ 0.24																										
<b>March 31, 2020</b>																										
1Y T-Bill @ 0.17																										
2Y T-Bill @ 0.23																										
3Y T-Bill @ 0.29																										
<b>February 28, 2020</b>																										
1Y T-Bill @ 0.19																										
2Y T-Bill @ 0.26																										
3Y T-Bill @ 0.35																										
<b>January 31, 2020</b>																										
1Y T-Bill @ 0.18																										
2Y T-Bill @ 0.23																										
3Y T-Bill @ 0.30																										
<b>December 31, 2019</b>																										
1Y T-Bill @ 0.16																										
2Y T-Bill @ 0.21																										
3Y T-Bill @ 0.27																										
<b>November 30, 2019</b>																										
1Y T-Bill @ 0.16																										
2Y T-Bill @ 0.21																										
3Y T-Bill @ 0.27																										

Without Accrued Earnings  
 \$27,388,803

Agrees with P&A Report and T/B

\$27,388,803

\$0

October 31, 2019  
 U.S Treasury Rates - Benchmark from PSA

Market Benchmark - 2019	Rate
7 month T-Bill	1.53
6 month T-Bill	1.55
12 month T-Bill	1.49
2 year Treasury Note	1.52
5 year Treasury Note	1.51
10 year Treasury Note	1.68
30 year Treasury Bond	2.17

September 30, 2019  
 U.S Treasury Rates - Benchmark from PSA

1Y T-Bill @ 1.71
2Y T-Bill @ 1.60
3Y T-Bill @ 1.60
5Y T-Bill @ 1.32
30 Y T-Bill @ 1.52

<https://www.treasury.gov/resources-center/data-chart-center/interest-rates/pages.aspx?id=web&webid=2020>  
<https://www.treasury.gov/resources-center/data-chart-center/interest-rates/pages.aspx?id=web&webid=2020>

San Jacinto College Foundation  
Financial Statements

# San Jacinto College Foundation

## Statement of Financial Position

As of April 30, 2020

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,109,019	\$1,159,823	\$949,196
Other Funds	-	-	-
Total Checking/Savings	<u>2,109,019</u>	<u>1,159,823</u>	<u>949,196</u>
Accounts Receivable			
Other Receivables	7,500	16,500	(9,000)
Pledge Receivables	120,200	171,200	(51,000)
Scholarship Receivables	0	1,020	(1,020)
Special Events Receivables	51,833	7,375	44,458
Total Accounts Receivables	<u>179,533</u>	<u>196,095</u>	<u>(16,562)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,436,905	11,322,818	114,087
Capital Bank CD	209,492	206,249	3,243
Prosperity Bank	209,506	205,373	4,133
Total SJC Short Term Investments	<u>11,855,903</u>	<u>11,734,441</u>	<u>121,462</u>
Total Current Assets	<u>14,144,455</u>	<u>13,090,359</u>	<u>1,054,096</u>
<b>TOTAL ASSETS</b>	<b><u>\$14,144,455</u></b>	<b><u>\$13,090,359</u></b>	<b><u>\$1,054,096</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	38,199	54,978	(16,780)
Programs Payable	227,364	33,164	194,200
Endowments Payable	132,788	92,051	40,737
Scholarship Payables	146,607	171,103	(24,495)
Student Success Payables	156,537	72,867	83,669
Total Accounts Payable	<u>701,495</u>	<u>424,163</u>	<u>277,332</u>
Total Current Liabilities	<u>701,495</u>	<u>424,163</u>	<u>277,332</u>
Total Liabilities	701,495	424,163	277,332
NET ASSETS			
Net Assets Without Donor Restrictions	3,333,522	2,159,690	1,173,832
Net Assets With Donor Restrictions	9,425,094	9,816,368	(391,275)
Net Assets	<u>12,758,615</u>	<u>11,976,058</u>	<u>1,059,889</u>
Net Income	684,345	690,138	(5,793)
Total Net Assets	<u>13,442,961</u>	<u>12,666,196</u>	<u>776,764</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$14,144,455</u></b>	<b><u>\$13,090,359</u></b>	<b><u>\$1,054,096</u></b>

**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending April 30, 2020

	Current Year	Last Year	Effect on Net Income	Annual Budget	Actual % of Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	22,500	79,112	(56,612)	91,000	25%
Endowments	47,983	58,611	(10,628)	201,600	24%
Program Sponsorship	1,350,323	487,521	862,802	300,000	450%
Scholarships	221,456	359,209	(137,753)	698,400	32%
<b>Total Contributions</b>	<u>1,642,262</u>	<u>984,453</u>	<u>657,809</u>	<u>1,291,000</u>	<u>127%</u>
<b>Other Income</b>					
Special Events	228,764	113,692	115,073	270,000	85%
Investment Income	221,223	263,195	(41,972)	141,823	156%
Realized Gain / (Loss)	(4,609)	(13,819)	9,211	62,500	-7%
Unrealized Gain / (Loss)	(222,897)	276,843	(499,740)	62,500	-357%
<b>Total Other Income</b>	<u>222,482</u>	<u>639,910</u>	<u>(417,428)</u>	<u>536,823</u>	<u>41%</u>
<b>Total Income</b>	1,864,744	1,624,364	240,381	1,827,823	102%
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded	593,794	361,363	(232,431)	350,000	170%
Programs Sponsored	328,928	344,831	15,903	580,000	57%
Student Success Initiatives	134,972	116,617	(18,355)	150,000	90%
<b>Total Programs</b>	<u>1,057,694</u>	<u>822,810</u>	<u>(234,884)</u>	<u>1,080,000</u>	<u>98%</u>
<b>Supporting Services</b>					
Bad Debt Expense	0	0	0	2,000	0%
<b>Supporting Services</b>					
Foundation Expenses	43,935	41,500	(2,435)	51,830	85%
Fundraising Expense	72,670	61,980	(10,690)	150,000	48%
Sponsorship Expense	6,100	7,935	1,835	10,000	61%
<b>Total Supporting Services</b>	<u>122,705</u>	<u>111,415</u>	<u>(11,290)</u>	<u>211,830</u>	<u>58%</u>
<b>Total Expense</b>	<u>1,180,399</u>	<u>934,226</u>	<u>(246,173)</u>	<u>1,293,830</u>	<u>91%</u>
<b>Net Ordinary Income</b>	684,345	690,138	(5,793)	533,993	128%
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u>\$684,345</u>	<u>\$690,138</u>	<u>(\$5,793)</u>	<u>\$533,993</u>	<u>128%</u>



Contributions Report  
April 2020

Donors	Amount	Fund
Corporations	84	General Support, Kroger
Foundations	-	
Individuals	2,540	Alumni, Foundation Memorial Fund, Gala with a Twist, General Support, Jennifer Puryear Scholarship, Student Emergency Fund

**Total Donation                    2,624**

Employee Contributions	10,977	Food Market, Foundation Memorial Fund, Gala, General Support, Kroger, San Jac Star, Student Emergency Fund, Veteran's Center
------------------------	--------	------------------------------------------------------------------------------------------------------------------------------

**Total Contributions            13,601**

## 2008 Bond Program

Report as of April 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>North</b>									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
<b>Sub-total</b>	-	400,000	400,000	-	400,000	-	-	400,000	-
<b>South</b>									
723917 - SC Welcome Center Reconfiguration	-	590,574	590,574	-	590,574	519,827	31,101	39,646	93.29%
<b>Sub-total</b>	-	590,574	590,574	-	590,574	519,827	31,101	39,646	93.29%
<b>District</b>									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,035,453)	590,807	-	590,807	-	-	590,807	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	240,832	104,393	654,775	34.52%
726811 - A.1/A.2 Building Renovations	-	1,161,000	1,161,000	-	1,161,000	6,740	909,090	245,170	78.88%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
<b>Sub-total</b>	14,676,260	(1,839,430)	12,836,830	(9,595,023)	3,241,807	249,072	1,017,983	1,974,752	9.87%
<b>2008 Contingency Supplemental Projects</b>									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
<b>Sub-total</b>	-	200,000	200,000	-	200,000	-	-	200,000	-
<b>Supplemental Projects closed</b>									
<b>Sub-total</b>	-	3,614,652	3,614,652	-	3,614,652	-	3,614,652	-	100.00%
<b>Projects Closed</b>									
<b>Sub-total</b>	280,323,740	(2,965,796)	277,357,944	9,595,023	286,952,967	-	286,952,967	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>768,899</b>	<b>291,616,703</b>	<b>2,614,398</b>	<b>99.11%</b>

Budget adjustments discussed at the May 11 Board Workshop will be included in the May 31 report.

## 2015 Revenue Bond Program

Report as of April 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park</b>									
726601 - Generation Park	-	6,787,977	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
Contingency (726900)	2,408,355	(2,408,355)	-	-	-	-	-	-	-
<b>Sub-total</b>	2,408,355	4,379,622	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
<b>Projects Closed</b>									
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)	-	-	-	-	-
<b>Sub-total</b>	47,591,645	(4,379,622)	43,212,023	-	43,212,023	-	43,212,023	-	100.00%
<b>TOTALS</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>-</b>	<b>100.00%</b>



**2015 Bond Program**

Report as of April 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>Central</b>									
731601 - CC Petrochemical Center	52,450,000	(1,879,450)	50,570,550	2,217,080	52,787,630	1,132,167	50,689,533	965,930	98.17%
71601A - CC Petrochem Process Plant	-	7,309,913	7,309,913	320,476	7,630,389	274,283	6,406,557	949,549	87.56%
71601B - CC Petrochem Extended Site Development	-	7,612,277	7,612,277	333,732	7,946,009	564,515	5,550,068	1,831,426	76.95%
731602 - CC Welcome Center	16,600,000	1,994,364	18,594,364	600,809	19,195,173	612,701	18,540,244	42,227	99.78%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	6,327	115,021	2,878,652	4.04%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	2,021,670	2,661,190	52,455,799	8.20%
731604 - CC Central Data Closets	2,444,000	(75,257)	2,368,743	76,537	2,445,280	56,087	592,970	1,796,223	26.54%
731605 - CC Central Access Security	1,852,000	289,991	2,141,991	69,211	2,211,202	23,246	356,329	1,831,626	17.17%
731606 - CC Frels Renovation	1,153,000	2,985,562	4,138,562	133,723	4,272,285	48,355	3,735,262	488,668	88.56%
731607 - CC Davison Building Reno	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	5,500,577	3,317,718	1,693,365	83.89%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	1,370,121	669,045	9,761,493	17.28%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	22,864	126,595	10,672,696	1.38%
731609 - CC McCollum North Reno	2,535,000	1,214,962	3,749,962	121,166	3,871,128	8,412	92,032	3,770,684	2.59%
731610 - CC Ball Demo	1,725,000	(53,993)	1,671,008	53,993	1,725,000	44,184	63,232	1,617,584	6.23%
731611 - CC Anderson Demo	2,654,000	(81,728)	2,572,272	83,114	2,655,386	58,938	116,474	2,479,975	6.61%
731612 - CC Stadium and Track Demo	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	453,851	572,837	538,537	65.59%
731614 - CC Central Plant Upgrades	1,160,000	68,603	1,228,603	39,698	1,268,301	3,360	1,260,310	4,631	99.63%
<b>Sub-total</b>	<b>170,717,000</b>	<b>23,175,739</b>	<b>193,892,739</b>	<b>7,020,066</b>	<b>200,912,805</b>	<b>12,201,658</b>	<b>94,932,084</b>	<b>93,779,063</b>	<b>53.32%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	638,019	23,483,019	758,768	24,241,787	1,112,688	23,125,819	3,281	99.99%
732602 - NC North Data Closets	915,000	(28,183)	886,817	28,654	915,472	5,155	419,472	490,844	46.38%
732604 - NC Lehr Library Demo	650,000	(434,122)	215,878	6,975	222,854	-	222,795	58	99.97%
732605 - NC North Access/Security	877,000	147,246	1,024,246	33,095	1,057,341	5,153	178,828	873,360	17.40%
732606 - NC Wheeler Reno	14,300,000	198,655	14,498,655	468,471	14,967,126	8,840,168	1,455,867	4,671,091	68.79%
732607 - NC Brightwell Reno	6,628,000	2,063,151	8,691,151	280,823	8,971,974	6,228,112	1,110,108	1,633,755	81.79%
732608 - NC Spencer Reno	13,000,000	(2,256,095)	10,743,905	347,150	11,091,055	4,388,974	6,567,041	135,040	98.78%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	231,824	311,938	238,851	69.48%
732610 - NC Underground Utility Tunnel	11,600,000	(7,606,127)	3,993,873	129,047	4,122,920	38,215	3,952,001	132,704	96.78%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burlelson Renovation	-	3,803,606	3,803,606	122,900	3,926,506	351,212	2,957,386	617,908	84.26%
<b>Sub-total</b>	<b>78,395,000</b>	<b>(10,295,732)</b>	<b>68,099,268</b>	<b>2,200,379</b>	<b>70,299,647</b>	<b>21,201,500</b>	<b>40,301,254</b>	<b>8,796,893</b>	<b>87.49%</b>
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	(5,795,907)	22,604,093	730,369	23,334,462	1,691,556	21,642,906	-	100.00%
733602 - SC Cosmetology Center	16,213,000	(1,147,729)	15,065,271	486,779	15,552,050	292,897	15,043,454	215,699	98.61%
733603 - SC Longenecker Reno	22,555,000	(1,960,085)	20,594,915	665,449	21,260,365	4,533,891	14,237,326	2,489,148	88.29%
733604 - SC South Data Closets	765,000	(60,442)	704,558	22,765	727,324	8,246	322,704	396,373	45.50%
733605 - SC South Primary Electrical Upgrade	5,800,000	(2,720,399)	3,079,601	99,506	3,179,107	123,865	2,598,366	456,876	85.63%
733606 - SC South Access/ Security	599,000	105,558	704,558	22,765	727,324	6,788	204,581	515,955	29.06%
733607 - SC South HW/CW Relocation	10,266,000	(6,366,876)	3,899,124	125,986	4,025,109	302,497	3,163,510	559,102	86.11%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	1,655,581	2,815,581	90,975	2,906,556	33,947	172,009	2,700,601	7.09%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	6,885,577	20,688,577	668,476	21,357,053	1,145,883	496,579	19,714,591	7.69%
73610A - SC Jones Central Plant Relocation	-	8,636,172	8,636,172	279,046	8,915,218	575,000	-	8,340,218	6.45%
733611 - SC Bruce Student Center Reno	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	-	2,053,019	192,148	91.44%
733612 - SC HVAC Tech	312,000	2,429,828	2,741,828	88,592	2,830,420	31,527	2,726,606	72,287	97.45%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	118,190	365,920	298,504	81.86%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,355,716	5,355,716	173,050	5,528,766	458,591	4,254,834	815,341	85.25%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(6,614,996)</b>	<b>109,823,004</b>	<b>3,548,529</b>	<b>113,371,533</b>	<b>9,322,876</b>	<b>67,281,814</b>	<b>36,766,843</b>	<b>67.57%</b>
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	-	-	1,000,000	-
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	1,375,433	397,227	227,340	88.63%
<b>Sub-total</b>	<b>28,000,000</b>	<b>(25,115,300)</b>	<b>2,884,700</b>	<b>115,300</b>	<b>3,000,000</b>	<b>1,375,433</b>	<b>397,227</b>	<b>1,227,340</b>	<b>59.09%</b>
<b>Generation Park</b>									
726601 - Generation Park	-	6,169,133	6,169,133	199,333	6,368,466	3,227,386	545,065	2,596,015	59.24%
<b>Sub-total</b>	<b>-</b>	<b>6,169,133</b>	<b>6,169,133</b>	<b>199,333</b>	<b>6,368,466</b>	<b>3,227,386</b>	<b>545,065</b>	<b>2,596,015</b>	<b>59.24%</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	2,866	71,368	10,381,766	0.71%
736604 - Dist Construction Studies	283,820	174,028	457,848	-	457,848	37,358	319,596	100,895	77.96%
720100 - Program Management - AECOM	-	11,054,218	11,054,218	(10,097,018)	957,200	557,251	-	399,949	58.22%
720100 - Program Management - Other	-	2,986,589	2,986,589	(2,986,589)	-	-	-	-	-
736601 - Contingency	1,166,180	18,010,321	19,176,501	-	19,176,501	-	-	19,176,501	-
<b>Sub-total</b>	<b>31,450,000</b>	<b>12,681,156</b>	<b>44,131,156</b>	<b>(13,083,607)</b>	<b>31,047,549</b>	<b>597,475</b>	<b>390,964</b>	<b>30,059,110</b>	<b>3.18%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>47,926,328</b>	<b>203,848,408</b>	<b>173,225,264</b>	<b>59.24%</b>

## Generation Park

Report as of April 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park - 726601</b>									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	147,031	8,619,078	77,447	99.12%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	3,181,084	544,706	2,642,676	58.50%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	3,095,530	891,795	12,675	99.68%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	-	-	3,521,892	-
<b>TOTALS</b>	<b>29,521,892</b>	<b>-</b>	<b>29,521,892</b>	<b>-</b>	<b>29,521,892</b>	<b>6,423,645</b>	<b>16,843,556</b>	<b>6,254,691</b>	<b>78.81%</b>

## Repair and Renovation

Report as of April 30, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
F19067 - C11.1110 Surgical Sink Upgrade	-	40,000	40,000	-	40,000	6,735	26,789	6,476	83.81%
F20001 - CC Central Miscellaneous	-	50,000	50,000	-	50,000	16,339	19,502	14,158	71.68%
F20006 - C14.218 Pantry Market Relocation	-	23,500	23,500	-	23,500	-	13,226	10,274	56.28%
F20008 - CC Library Office Reconfiguration	-	20,000	20,000	-	20,000	-	13,648	6,352	68.24%
F20026 - CC Furniture Life Cycle Program	-	160,000	160,000	-	160,000	107,418	48,739	3,842	97.60%
F20033 - C11 Tier 1 Upgrade	-	20,000	20,000	-	20,000	15,715	-	4,285	78.57%
F20036 - C11.1081 Conference Room Upgrade	-	20,000	20,000	-	20,000	16,522	960	2,518	87.41%
F20043 - C20 Corridor Painting	-	20,000	20,000	-	20,000	4,102	15,640	258	98.71%
<b>Sub-total</b>	-	353,500	353,500	-	353,500	166,832	138,504	48,164	86.38%
<b>North</b>									
F20002 - NC North Miscellaneous	-	50,000	50,000	-	50,000	9,083	-	40,917	18.17%
F20011 - N12.203/206 Call Center Renovation	-	97,000	97,000	-	97,000	93,924	2,365	711	99.27%
F20014 - NC - N1 Audio Visual System Upgrade	-	15,700	15,700	-	15,700	12,357	3,289	55	99.65%
F20027 - NC - Furniture Life Cycle Program	-	120,403	120,403	-	120,403	50,010	32,509	37,884	68.54%
F20052 - N6 Exterior Weatherproofing	-	9,100	9,100	-	9,100	9,057	-	43	99.53%
<b>Sub-total</b>	-	292,203	292,203	-	292,203	174,430	38,163	79,610	72.76%
<b>South</b>									
F18040 - S8 Roof Replacement Design	-	40,643	40,643	-	40,643	22,809	17,834	-	100.00%
F19080 - S7 Roof Replacement Design	-	10,150	10,150	-	10,150	10,150	-	-	100.00%
F20003 - SC South Miscellaneous	-	50,000	50,000	-	50,000	-	3,160	46,840	6.32%
F20005 - S9 HVAC Pipe Supports Design	-	6,300	6,300	-	6,300	1,575	4,725	-	100.00%
F20029 - SC - Furniture Life Cycle Program	-	132,000	132,000	-	132,000	97,191	34,274	535	99.59%
F20031 - S9.252 Walls Painted	-	7,500	7,500	-	7,500	7,358	-	142	98.11%
F20032 - S11 2nd Floor Carpet Replacement	-	28,000	28,000	-	28,000	27,353	-	647	97.69%
F20038 - S11.231 Workspace with Furniture	-	7,500	7,500	-	7,500	7,473	-	27	99.65%
<b>Sub-total</b>	-	282,093	282,093	-	282,093	173,909	59,993	48,191	82.92%
<b>District</b>									
F20004 - Admin Campus Misc.	-	50,000	50,000	-	50,000	6,498	16,125	27,377	45.25%
F20047 - Replace Recycle Receptacles District Wide	-	82,060	82,060	-	82,060	5,458	43,507	33,095	59.67%
<b>Sub-total</b>	-	132,060	132,060	-	132,060	11,956	59,632	60,472	54.21%
<b>Contingency (720700)</b>									
<b>Sub-total</b>	1,070,684	(748,401)	322,283	-	322,283	-	-	322,283	-
<b>Projects Closed</b>									
F20025 - C45.1429 Mag Unit Electrical	-	8,920	8,920	-	8,920	-	8,920	-	100.00%
F20045 - C14 Chilled Water Line	-	-	-	-	-	-	-	-	-
F20013 - N7 ECHS Dining Hall Audio Visual Upgrade	-	10,953	10,953	-	10,953	-	10,953	-	100.00%
<b>Sub-total</b>	-	19,873	19,873	-	19,873	-	19,873	-	100.00%
<b>TOTALS</b>	<b>1,070,684</b>	<b>331,328</b>	<b>1,402,012</b>	<b>-</b>	<b>1,402,012</b>	<b>527,127</b>	<b>316,165</b>	<b>558,720</b>	<b>60.15%</b>

**Action Item “IX”**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval of Amendment to the 2019-2020 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 2019-2020 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 2020.

**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 \$5,944,150, 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-06-15-20

Attachment 2- Grant Detail-06-15-20

**RESOURCE PERSONNEL**

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SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
June 15, 2020

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education - Higher Education Emergency Relief Fund - Institutional Portion - CARES Act</u>					
<u>(New Grant)</u>					
Federal Grant Revenue	538445	56700	554100	110000	(4,475,231)
Instructional Labor - Adjunct	538445	56700	621100	160920	800,000
Benefits	538445	56700	650000	160920	100,000
Supplies	538445	56700	711000	460914	740,000
Computer Supplies	538445	56700	711320	460914	1,500,000
Contractual Services	538445	56700	731000	460914	<u>1,335,231</u>
					\$ -

<u>U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2020-2021</u>					
<u>(New Grant)</u>					
Federal Grant Revenue	538446	56700	554100	110000	(559,000)
Federal Grant Revenue	538447	56700	554100	110000	(91,000)
Non-Instructional Labor	538446	56700	610000	460961	289,000
Instructional Labor - Adjunct	538446	56700	621100	460961	44,800
Instructional Labor - Adjunct	538447	56700	621100	460961	60,100
Fringe Benefits	538446	56700	651000	460961	100,500
Fringe Benefits	538447	56700	651000	460961	3,005
Supplies	538446	56700	710000	460961	20,740
Travel	538446	56700	721000	460961	12,000
Contractual Svcs	538446	56700	731000	460961	14,500
Contractual Svcs - Indirect costs	538446	56700	731500	620909	41,300
Contractual Svcs - Indirect costs	538447	56700	731500	620909	6,895
Student Aid - Scholarships	538446	56700	751009	520235	36,160
Student Aid - Scholarships	538447	56700	751009	520235	<u>21,000</u>

<u>U.S. Small Business Administration/University of Houston - Small Business Development Centers CARES Act</u>					
<u>(Additional Funds)</u>					
Federal Grant Revenue	535913	56700	554100	110000	(149,000)
Contractual Service	535913	56700	731000	360932	<u>149,000</u>

<u>Texas Workforce Commission - Skills Development Fund COVID-19 Special Initiative (New Grant)</u>					
State Grant Revenue	551037	56700	554200	110000	(115,000)
Student Aid - Scholarships	551037	56700	751009	520233	<u>115,000</u>

<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY20-21</u>					
<u>Under 70 South (New Grant)</u>					
State Grant Revenue	555046	56700	554200	110000	(103,625)
Contractual Services	555046	56700	731000	460961	<u>103,625</u>

<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY20-21</u>					
<u>Over 70 Central &amp; North (New Grant)</u>					
State Grant Revenue	555047	56700	554200	110000	(21,520)
Contractual Services	555047	56700	731000	460961	<u>21,520</u>

Texas Higher Education Coordinating Board - 2020 College Readiness and Success Models (CRMS-2020)

(New Grant)

State Grant Revenue	555048	56700	554200	110000	(55,266)
Non-Instructional Labor	555048	56700	610000	460913	51,840
Benefits	555048	56700	650000	460913	1,426
Supplies	555048	56700	711000	460913	1,000
Contractual Services	555048	56700	731000	460913	<u>1,000</u>

Houston Airport System Development Corporation - Aerospace and Aviation Manufacturing Training Facility

(New Grant)

Local Grant Revenue	570030	56700	554300	110000	(350,000)
Contractual Services	570030	56700	731000	460961	<u>350,000</u>

Robert Wood Johnson Foundation/The University of Texas Health Science Center at Houston - Summer

Health Professions Education Program (SHPEP) FY20 (New Grant)

Local Grant Revenue	577011	56700	554300	110000	(24,508)
Non-Instructional Labor	577011	56700	610000	460913	20,132
Benefits	577011	56700	650000	460913	1,953
Supplies	577011	56700	710000	460913	750
Travel	577011	56700	721000	460913	731
Contractual Svcs - Indirect costs	577011	56700	731500	620909	<u>942</u>

Net Increase (Decrease)

\$ -

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 5,125,231
U.S. Small Business Administration	149,000
Texas Higher Education Coordinating Board	180,411
Texas Workforce Commission	115,000
Houston Airport System Development Corporation	350,000
Robert Wood Johnson Foundation	<u>24,508</u>
	\$ 5,944,150

June 15, 2020 Board Book – Grant Amendments Detail List

U.S. Department of Education - Higher Education Emergency Relief Fund - Institutional Portion - CARES Act (New Grant)

Coronavirus emergency funding provided through the CARES Act. These funds represent 50% of the maximum institutional portion of a formula grant offered through the federal legislation. The purpose of this half of funds is to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus. Further, funds will/can be used for reimbursement of costs related to refunds made to students for housing, food, or other services that could no longer be provided, or for hardware, software, or internet connectivity that may have been purchased on behalf of students or provided to students.

U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2020-2021 (New Grant)

A group of service providers, including San Jacinto College, Texas Workforce Commission, and the Houston-Galveston Area Council, share a successful history of providing effective adult education programs to individuals with low levels of literacy, disabilities, and other barriers to employment through this grant. Funding provides Adult Basic Education, Adult Secondary Education, English Literature, and Civics programs in our service area. All partners promote English as a Second Language and encourage General Educational Development testing preparation. The partners will work together to support literacy needs and increase job readiness, while recognizing the different hurdles faced by families and individuals.

U.S. Small Business Administration/University of Houston – Small Business Development Centers CARES Act (New Grant)

The San Jacinto College Small Business Development Center (SJC SBDC) provides business consulting, training and solutions to entrepreneurs of small and emerging companies. Start-up and growing businesses meet with professional consultants to evaluate financing alternatives, develop loan packages, review and update business plans and strategies, access financial check-ups and recommendations, and evaluate new market opportunities selling to the federal, state and local governments and to customers outside the United States. This new grant funded by the CARES Act will supplement the existing SBDC grant.

Texas Workforce Commission - Skills Development Fund COVID-19 Special Initiative (New Grant)

The grant provides training primarily for the Healthcare and Transportation/Logistics industries. Healthcare training supports health care providers and includes providing skills for virtual services, administration, medical coding, medical billing of tele-health and medical services. The Maritime campus will provide approved training to companies to maintain the supply chain via maritime transportation. Further, working with Logistics companies, the project will identify and request approval for shore side, warehousing and other training allowing companies to be responsive to the COVID 19 event.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY20-21 Under 70 South (New Grant)

This program provides dedicated funds to support the Registered Nurse licensure program on the South Campus. Funds will be used to increase the number of students who enroll and graduate from our nursing programs, helping to meet the increasing need for registered nurses in the state of Texas.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY20-21 Over 70 Central & North (New Grant)

This program provides dedicated funds to support the Registered Nurse licensure program on the Central and North campuses. Funds will be used to increase the number of students who enroll and graduate from our nursing programs, helping to meet the increasing need for registered nurses in the state of Texas.

Texas Higher Education Coordinating Board - 2020 College Readiness and Success Models (CRMS-2020) (New Grant)

This project supports the goals of 60x30TX, providing aid that gets students through their initial college work and providing them with a pathway that they understand with the support they need. The project will encompass three elements designed to achieve a focused strategy for increased college readiness and success. First, students that are eligible for co-requisite models will be placed in those models, by subject area, at 100% beginning in Fall 2020. The second strategy will use multiple measures to demonstrate college readiness. Thirdly, a supplemental instruction (SI) model will be implemented. SI models have demonstrated high rates of success in mathematics, chemistry, and biology coursework.

Houston Airport System Development Corporation - Aerospace and Aviation Manufacturing Training Facility (New Grant)

The Houston Airport System Development Corporation (HASDC) has awarded funds to San Jacinto College for a study of a future Aerospace and Aviation Manufacturing Training Facility that could be located at Ellington Airport Houston Aerospace Center. The study should contain a description of the potential facilities and programs for multiple institutions of higher education that might be included in such an Aerospace and Aviation Manufacturing Training Facility as well as the employment opportunities of graduates of the training programs it could provide. The funds will be used for a qualified project consultant to engage third-party experts or advisors and conduct the study.

Robert Wood Johnson Foundation (RWJF)/The University of Texas Health Science Center at Houston - Summer Health Professions Education Program (SHPEP) FY20 (New Grant)

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



**Action Item “X”**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval of Articulation Agreement Between**  
**San Jacinto College and Franklin University**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the a 3+1 and/or 2+2 articulation agreement between San Jacinto College and Franklin University

**BACKGROUND**

Franklin University and San Jacinto College (SJC) have had an articulation agreement since March of 2009. This agreement will provide a pathway for San Jacinto College students to obtain a Bachelor of Science Degree through an on-line learning medium including the transfer of 94 semester credits toward that degree. In addition, Franklin has identified pathway courses toward their degree that will prepare San Jacinto College students for success in their Franklin University program.

**IMPACT OF THIS ACTION**

Upon application, Franklin University will guarantee acceptance of all San Jacinto College graduates with an Associate degree. Transfer students from San Jacinto College, upon acceptance, will have a junior standing at Franklin University.

Students transferring from San Jacinto College may transfer additional credits (up to a maximum of 94 semester credit hours) toward their baccalaureate degree. Students must complete a minimum of 30 credit hours at Franklin University to be eligible for the Bachelor of Science Degree

San Jacinto College programs and courses will be identified that will effectively transfer to Franklin University and prepare San Jacinto College students for success in the Franklin University program.

Benefits for SJC students include:

- Community College Alliance Faculty/Staff Tuition Discount for undergraduate, graduate and doctorate programs for full/part-time permanent employees of San Jacinto College
- Co-branded marketing as opportunities are available
- Co-branded partner specific landing page to link to San Jacinto College

In exchange San Jacinto College agrees to provide:

- Presence on San Jacinto College website
- Graduation lists
- Presence/link on San Jacinto College’s online learning community
- Presence/link/literature within San Jacinto College’s employee benefits intranet page
- Franklin University will cover all production costs of promoting the 3+1 transfer partnership

**Action Item “X”**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval of Articulation Agreement Between**  
**San Jacinto College and Franklin University**

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

There is limited budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The agreements will commence once they have been signed by the appropriate parties of each institution. The agreements shall automatically renew for successive one-year periods from the signing date unless a party gives notice of non-renewal 3 months in advance of the expiration of the then-applicable term.

**ATTACHMENTS**

Attachment 1- Articulation Agreement

**RESOURCE PERSONNEL**

Laurel V. Williamson	281-998-6182	laurel.williamson@sjcd.edu
Rebecca Goosen	281-459-7667	rebecca.goosen@sjcd.edu

## **Articulation Agreement**

### **San Jacinto Community College District and Franklin University**

The purpose of this document is to establish a 3+1 and/or 2+2 articulation agreement between San Jacinto Community College District (“San Jacinto College”) and Franklin University. This agreement guarantees admission of students of San Jacinto College who graduate with an associate degree to Franklin University, transferability of credits, and a seamless transition for San Jacinto College graduates seeking a baccalaureate degree.

San Jacinto College and Franklin University enter into this articulation agreement in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution is dedicated to serving all students, regardless of race, national origin, religion, sex, disability, color, age, marital status, or other non-merit factors.

#### **TRANSFER**

Upon application, Franklin University will guarantee acceptance of all San Jacinto College graduates with an associate degree. Accepted students shall have junior standing at Franklin University.

Students transferring from San Jacinto College may transfer up to a maximum of 94 semester credit hours toward their baccalaureate degree. Students must complete a minimum of 30 credit hours at Franklin University to be eligible for the Bachelor of Science degree.

Franklin University will annually identify San Jacinto College programs and courses that will effectively transfer to Franklin University and the corresponding Franklin University courses for which students transferring from San Jacinto College will receive academic credit. The parties agree to provide timely notification to each other of any changes and additions to curriculum and curriculum standards.

#### **FINANCIAL AID CONSORTIUM**

Franklin University and San Jacinto College will enter into a Financial Aid Consortium, by complying with the necessary information sharing, to entitle students in these programs to the appropriate federal, state and institutional assistance. This process includes annual reporting of tuition fees and academic calendar dates.

#### **COOPERATIVE MARKETING**

San Jacinto College and Franklin University agree to cooperate in communicating transfer opportunity benefits about this partnership agreement through the following methods.

Franklin University agrees to provide:

- Franklin University’s Community College Alliance Faculty/Staff Tuition Discount for Franklin University

## Attachment 1

Undergraduate, Graduate, and Doctorate programs for full and part-time permanent employees of San Jacinto College.

- Benefit also includes first Undergraduate course for free and free faculty development courses for San Jacinto College faculty and staff.
- Co-branded marketing as opportunities are available, including digital and offline (dependent upon market).
- A co-branded partner specific landing page available to link from San Jacinto College's

website.

San Jacinto College agrees to provide:

- Presence / link for Franklin University on San Jacinto College's website transfer partner page
- Graduation List
- Presence/link for Franklin University on San Jacinto College's online learning community
- Presence/link/literature for Franklin University within San Jacinto College's employee benefits intranet page/packages to promote Franklin University's Community College Alliance Faculty/Staff Tuition Discount

All co-branded marketing promoting the 3+1/ 2+2 partnership will be approved in advance by San Jacinto College and Franklin University prior to distribution/production. Franklin University will cover all production costs promoting the 3+1/2+2 transfer partnership.

### **PRIVACY AND DATA SECURITY**

Both parties will comply with the Family Educational Rights and Privacy Act, Gramm-Leach-Bliley Act of 1999 and all associated regulations, taking necessary steps to ensure that confidential personal information is not disclosed or distributed, including the maintenance of a security plan consistent with industry standards to protect the confidentiality and integrity of personal information, and to protect against unauthorized access to such information. Information will be shared, in compliance with all applicable laws and regulations, as needed to allow transferring students to participate in the articulation program and to track student interest, persistence and success.

### **INDEMNIFICATION**

- A. To the extent permitted by law, San Jacinto College shall indemnify, defend, and hold harmless Franklin University, its agents and employees, from any claims, demands, or causes of action arising out of the negligent acts or omissions of San Jacinto College, its agents or employees, in the performance of San Jacinto College's obligations under this agreement.
- B. To the extent permitted by law, Franklin University shall indemnify, defend, and hold harmless San Jacinto College, its agents and employees, from any claims, demands, or causes of action arising out of the negligent acts or omissions of Franklin University, its agents or employees, in the performance of Franklin University's obligations under this agreement.

### **ACCREDITATION**

This agreement is effective only as long as both Franklin University and San Jacinto College maintain current accreditation by a regional accrediting association as recognized by the U.S. Department of Education. In the event that either party loses accreditation, this agreement shall terminate immediately.

### **JURISDICTION AND VENUE**

The parties to this agreement each specifically consent to jurisdiction in Harris County, Texas in connection with any dispute between the parties arising out of this agreement or pertaining to the subject matter hereof.

### **TERM**

This agreement is for a period of one year from the date that it is signed by the authorized representative of both institutions. The agreement shall automatically renew for two successive one-year periods from the signing date unless terminated pursuant to the provisions set forth herein.

### **VOLUNTARY TERMINATION**

This agreement may be terminated by either party by giving written notice of intent to terminate to the other party at least 90 days prior to the date of expiration of the then-applicable term. In the event this agreement is terminated, Franklin University will continue to provide services to all San Jacinto College Student transfers that are enrolled at Franklin University as of the date of termination through graduation or discontinued enrollment.

### **MODIFICATIONS**

Franklin University reserves the right to modify the terms and conditions of this at any time. Notice of modification shall be in writing from one President to the other at least nine months prior to the date on which any action would be taken.

### **NO AGENCY RELATIONSHIP**

In carrying out the responsibilities and obligations of this agreement, neither party shall be acting as the agent or principal of the other with regard to dealings with third parties, including students. Neither party shall have the authority to make any statements, representations, or commitments of any kind or to take any action binding on the other except as provided for herein or authorized in writing by the party to be bound.

**NO THIRD-PARTY BENEFICIARIES**

Nothing in this agreement gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

**EXECUTION AND COUNTERPARTS**

This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

**SAN JACINTO COMMUNITY COLLEGE  
DISTRICT**

8060 Spencer Hwy, Pasadena, TX 77504

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**FRANKLIN UNIVERSITY**

201 South Grant Avenue, Columbus OH 43215

Name: Bill Chan \_\_\_\_\_

Title: Vice President, Strategic Alliances

Date: May 15<sup>th</sup>, 2020 \_\_\_\_\_

Signature  \_\_\_\_\_

**Action Item “XI”**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval of Policy IV.4000.B, Americans with Disabilities Act - First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Americans with Disabilities Act. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input was gathered.

**BACKGROUND**

The purpose of this policy is to inform employees about how to request an accommodation under the Americans with Disabilities Act (ADA).

The College provides employees the opportunity to submit a request for reasonable accommodation under the Americans with Disabilities Act, so they may perform the essential job duties of the position; however, the process for requesting the accommodation was not formalized in a policy and procedure.

As employees return to on-site operations in the various phases, some employees are requesting a review of accommodations due to underlying health issues that may be affecting their ability to return to on-site operations. The Human Resources Benefits team is working closely with these employees who are exercising their rights under the ADA, and the College is obligated to follow these legislative mandates.

Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. Under that authority, the proposed Policy IV.4000.B, Americans with Disabilities Act is temporarily effective as of June 4, 2020. Per Policy II.2001.A, to become permanent, these changes will follow the standard policy review process at the next regularly scheduled meeting of the Board.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on June 1, 2020. No comments were received. Procedures are provided for informational purposes.

**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.

**Action Item “XI”**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval of Policy IV.4000.B, Americans with Disabilities Act - First  
Reading (Informational Item)**

**ATTACHMENTS**

Attachment 1 - Policy IV.4000.B, Americans with Disabilities Act

Informational Items Only:

Attachment 2 – Procedure IV.4000.B.a, Americans with Disabilities Act

**RESOURCE PERSONNEL**

Sandra Ramirez	281-991-2648	Sandra.Ramirez@sjcd.edu
Vickie Del Bello	281-998-6357	Vickie.DelBello@sjcd.edu



**Policy IV.4000.B, Americans with Disabilities Act**

**Purpose**

The purpose of this policy is to inform employees about how to request an accommodation under the Americans with Disabilities Act (ADA).

**Policy**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that protect applicants and employees with disabilities from discrimination. The laws require that employers, when needed, provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position, unless doing so causes harm to the individual or others in the workplace or if the accommodation causes undue hardship to the College.

It is the policy of San Jacinto College to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). It is also the College’s policy not to discriminate against qualified individuals with disabilities with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms and conditions of employment.

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 IV.4000.B.a, Americans with Disabilities Act

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Date of Board Approval	This policy is effective on a temporary basis as of June 4, 2020 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meeting of the Board. Anticipated August 3, 2020 (First reading occurred June 15, 2020)
Effective Date	June 4, 2020
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

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## **Procedure IV.4000.B.a, Americans with Disabilities Act**

### **Associated Policy**

Policy IV.4000.B, Americans with Disabilities Act

### **Procedure**

San Jacinto College will provide a reasonable accommodation to qualified individuals with a disability so they can perform the essential functions of their jobs, unless doing so causes a direct threat to these individuals or others in the workplace or if the accommodation creates an undue hardship to the College.

Individuals with questions about accommodations under the Americans with Disabilities Act (ADA) may contact HR Benefits.

Any employee requesting an accommodation must submit the request in writing to [HRBenefits@sjcd.edu](mailto:HRBenefits@sjcd.edu). Upon receiving the accommodation request, HR Benefits will provide the appropriate documentation for the physician or other medical provider to complete. The physician or medical provider will describe what accommodation(s) are needed and the reason for the accommodation(s).

A member of the HR Benefits team will also communicate with the employee to:

1. Conduct an informal, interactive discussion about the essential functions of the job and how the employee's disability limits the ability to perform those functions. The interactive discussion may also include written and/or electronic correspondence.
2. Identify the type(s) of accommodations needed. The employee's preference of accommodation will be considered during the process; however, the College has the right to select an alternative.

The documentation from the physician or other medical professional must be returned within 15 days. Once the documentation has been reviewed, HR Benefits will determine if the employee has an ADA-defined disability requiring reasonable accommodation. Once the College determines an accommodation is required, HR Benefits will select and implement the effective reasonable accommodation(s) as soon as possible. HR Benefits will continue to communicate with the employee to discuss timelines for establishing the accommodation and any possible delays.

HR Benefits will work closely with the employee, the employee's leader, and, when applicable, the Safety department to ensure that the reasonable accommodation has been provided and is effective.

Attachment 2

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Date of SLT Approval	May 27, 2020
Effective Date	June 4, 2020
Associated Policy	Policy IV.4000.B, Americans with Disabilities Act
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

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**Action Item “XII”**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work**  
**Arrangements - First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Remote and Alternate Work Arrangements. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input was gathered.

**BACKGROUND**

The purpose of the Remote and Alternate Work Schedule Arrangements Policy is to authorize eligible full-time employees to work a remote or alternate work schedule under unrestricted or altered operations, when the appropriate approvals have been obtained.

Due to altered operations, most employees are working remotely. As employees return to on-site operations in the various phases, employees are reviewing their options and seeking opportunities to continue to work remotely. Some positions are conducive to remote work while others require face-to-face interactions with students, employees, and community members.

Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. Under that authority, the proposed Policy IV.4005.A, Remote and Alternate Work Arrangements is temporarily effective as of June 11, 2020. Per Policy II.2001.A, to become permanent, these changes will follow the standard policy review process at the next regularly scheduled meeting of the Board.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on June 8, 2020. Comments were reviewed, and any necessary changes were reviewed and incorporated. Procedures are provided for informational purposes.

**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

**Action Item "XII"**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval of Policy IV.4005.A, Remote and Alternate Work**  
**Arrangements - First Reading (Informational Item)**

Attachment 2 - Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements  
(proposed policy)

**Informational Items Only:**

Attachment 3 – Procedure 4-19: Telecommuting (current procedure)

Attachment 4 - Procedure IV.4005.A.a, Remote Work (proposed procedure)

Attachment 5 – Procedure 4-29: Alternate Work Schedule (current procedure)

Attachment 6 - Procedure IV.4005.A.b, Alternate Work Schedule (proposed procedure)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: *IV.4005.A*

Proposed Policy Name: **Remote and Alternate Work Schedule Arrangements**

Current Policy Number/Name: N/A

New Procedure Number: *IV.4005.A.a and IV.4005.A.b*

Proposed Procedure Name(s):

Procedure IV.4005.A.a, Remote Work

Procedure IV.4005.A.b, Alternate Work Schedule

Current Procedure Number(s)/Name(s): 4-19 Telecommuting, 4-29 Alternate Work Schedule

Action Recommended for Policy: New

Action Recommended for Procedures: Revised (Telecommuting and Alternate Work Schedule)

Web Links:

<https://www.sanjac.edu/procedure-4-19-telecommuting>

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-29-alternate-work-schedule>

Primary Owner: Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner: Vice President, Human Resources

### Summary of Changes:

#### Policy

- Proposed new policy regarding Remote and Alternate Work Schedule Arrangements.

#### Procedure Changes

##### **Telecommuting Procedure**

- Proposed title change from “Telecommuting” to “Remote Work.”
- Updated the language in the procedure, but the updates did not change the original intent. For example, “telecommuting,” “telecommute,” or “telecommuter” were changed to “remote working,” “working remote,” or “remote work” throughout the procedure.
- Updated the long term remote work arrangement from three to twelve months to three to five months. The short term remote work arrangement remained the same at up to three months.
- New requests for remote work require approval from the respective Strategic Leadership Team (SLT) member. The approval no longer solely remains with the direct leader of the employee.

## Attachment 1

- Various statements were revised or repositioned in the procedure to provide better clarity on the intent of remote work requests or unforeseeable compliance work situations.

### **Alternate Work Schedule Procedure**

- No substantive changes; minor grammar and mechanical edits.
- Added “Schedule” after “Alternate Work” in several sections.
- Added links to procedures referenced in Leave Usage section VII

### **As a result of college community feedback, the following was added to the Remote Work Procedure:**

- Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.
- Definitions of On-site Work Location and Dependent





## **Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements**

### **Purpose**

The purpose of the Remote and Alternate Work Schedule Arrangements Policy is to authorize eligible full-time employees to work a remote or alternate work schedule under unrestricted or altered operations, when the appropriate approvals have been obtained.

### **Policy**

It is the policy of San Jacinto College to permit remote and alternate work schedule arrangements as a best practice to meet operational needs, comply with local, state, and federal government requirements, ensure uninterrupted services, and safeguard work continuity. At times, non-standard ways to work may be required due to foreseeable or unexpected circumstances. This may include, but is not limited to, changes in business requirements, disaster recovery efforts, temporary emergency evacuations, pandemics, or other catastrophes. As these types of events occur, this policy outlines the College's position regarding remote and alternate work schedule arrangements. The procedures that support this policy outline specific actions that must be taken to implement and to conform to this policy and set the expectations, framework, and approval process of remote and alternate work schedule requests.

Leaders have discretion to review each request on a case-by-case basis to determine whether or not the remote and alternate work schedule request conforms to the criteria outlined in applicable procedures. Remote work is not a substitute for dependent care. Employees may not request to work remotely as a substitute for dependent care. All leaders should review the procedures related to remote and alternate work schedule arrangements prior to approval of any request.

This policy applies to all full-time San Jacinto College staff and administrators. Teaching faculty will utilize and abide by the teaching schedule established each academic semester.

### **Definitions**

**Remote Work Arrangement** - An authorized work agreement that allows eligible full-time employees to work remotely a maximum of two days per week of the regularly assigned on-site work location. The work arrangement can be short term (up to three months) or long term (three to five months).

**Alternate Work Schedule Arrangement** - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

Attachment 2 - Proposed Policy

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

**Associated Procedures**

- Procedure IV.4005.A.a, Remote Work
- Procedure IV.4005.A.b, Alternate Work Schedule

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Date of Board Approval	This policy is effective on a temporary basis as of June 11, 2020 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process at the next regularly scheduled meeting of the Board. Anticipated August 3, 2020 (First reading occurred June 15, 2020)
Effective Date	June 11, 2020
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

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# Procedure 4-19: Telecommuting

## INTRODUCTION

Telecommuting is a cooperative arrangement between the College and the employee. The telecommuting arrangement is based on the needs of the position, work group or department and the employee's present levels of performance. Positions best suited for telecommuting generally involve the following characteristics:

- The position has tasks or phases of work in which the employee spends most of the time working by themselves;
- The position requires independent work. Face-to-face interaction with coworkers, leaders, and/or students is not required on a daily basis;
- The presence of a leader at the work site is not required;
- A majority of the work product is quantifiable and/or results can be measured by work product or output or by compliance with a deadline;
- The employee will benefit from quiet and uninterrupted time;
- Security measures and computers firewalls used to protect information are sufficient to protect confidential information at the remote site.

Work activities should be portable and should involve tasks that can effectively be performed outside the office. Any technology and equipment needed to perform the job off-site must be readily available.

## ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. Teaching faculty utilize the teaching schedule established each semester.

## CONSIDERATIONS

Employees who have an established record of high performance and self-motivation are strong candidates for a telecommuting program. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge. In addition, the individual must have exhibited valuable or above on their evaluations with no documented performance or behavioral concerns within the six month period preceding the request to telecommute.

Setting performance expectations and evaluating work output are critical to a successful telecommuting arrangement. Work schedule, expectations, and a plan for evaluation should be in writing. A written agreement will address how output will be tracked or measured.

The leader shall determine that the employee's home or other designated location provides a suitable working environment and that the employee has specialized knowledge and expertise to work unsupervised.

## REQUIREMENTS

All requests and approvals pertaining to telecommuting must be in writing. Documentation should include:

- The telecommuting schedule

## Attachment 3 - CURRENT PROCEDURE

- Conditions and duration of arrangement

Any changes to the schedule or workspace should be reviewed and approved by the leader in advance. The leader must provide written notice to the employee that the telecommuting arrangement is being terminated or modified.

Modification or termination of a telecommuting arrangement may include but not limited to the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e. an unexpected staff shortage develops).
2. Job requirements change.
3. Employee performance falls below an acceptable level.

The telecommuter's conditions of employment with the College remain the same as for non-telecommuting College employees. The employee is subject to all Board of Trustees' policies and procedures, including policies relating to the confidentiality of records and restrictions on outside employment, as are other employees. Employee salary and benefits will not change for a telecommuter. However, any non-exempt employee who is approved for a telecommuting arrangement may not accrue overtime/compensatory time without leadership approval. In the event a non-exempt employee needs to work more than 40 hours in a work week, the approval of overtime will be documented before commencement of the work.

To ensure that a safe and secure work environment exists, the College may inspect the telecommuter's off-site work space, including his or her home office, at mutually agreed upon times.

Employees must also follow the standard break and lunch schedule established by the department.

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for telecommuting and only approved websites and college systems may be accessed.

Unless otherwise agreed to in writing prior to any loss, damage, or wear, the College does not assume liability for loss, damage, or wear of employee-owned equipment.

Reasonable office supplies will be provided by the College and should be obtained during the telecommuter's in-office work period. Out-of-pocket expenses for supplies normally available in the office should not be reimbursed, except by prior arrangement and with the leader's approval. The College will not provide office furniture.

Telecommuting is not a substitute for dependent care. Telecommuters with dependents must make arrangements for dependent care during the agreed upon work hours, just as the employee would do if they were working in a College facility. If the College determines that an employee has responsibility for the care of a dependent during work hours, then the telecommuting arrangement is subject to immediate termination.

Offering the opportunity to telecommute is a leadership decision; telecommuting is not a standard employee benefit.

While telecommuting, the employee must be accessible via telephone or e-mail during agreed-upon work hours. The employee must be available for emergency situations and may be asked to return to a College facility on short notice.

**Please refer to links below for information regarding ITS Technology.**

Support: <http://sjcblogs.sanjac.edu/its/support/>

Attachment 3 - CURRENT PROCEDURE

Login remotely from anywhere (home, for example) via the VPN: <http://sjcblogs.sanjac.edu/its/virtual-private-network-vpn/>

Use technology to communicate via Audio/Web Conferencing: <http://sjcblogs.sanjac.edu/its/san-jac-its-audioweb-conferencing-options/>

<b>Procedure #:</b>	<b>4-19</b>
<b>Procedure Name:</b>	<b>Telecommuting</b>
<b>Pages:</b>	<b>3</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	<b>November 1, 2016</b>
<b>Effective Date:</b>	<b>November 1, 2016</b>
<b>Associated Policy:</b>	<b>N/A</b>





## **Procedure IV.4005.A.a, Remote Work**

### **Associated Policy**

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

### **Procedures**

#### **INTRODUCTION**

Remote Work is a cooperative arrangement between the College and the employee. The remote work arrangement is based on the needs of the position, work group or department, and the employee's overall performance. The remote work arrangement can be short term (up to three months) or long term (three to five months) and allows eligible full-time employees to work remotely a maximum of two days per week. Positions best suited for remote work include the following descriptors:

- The position has tasks or phases of work in which the employee spends most of the time working independently;
- The position requires independent work. Face-to-face interaction with coworkers, leaders, and/or students is not required on a daily basis;
- The presence of a leader at the work site is not required on a daily basis;
- A majority of the work product is quantifiable and/or results can be measured by work product or output or by compliance with a deadline; and/or
- The employee will benefit from quiet and uninterrupted work time.

Work activities should be portable and should involve tasks that can effectively be performed away from the on-site work location. Any technology and equipment needed to perform the job off-site must be readily available.

#### **ELIGIBILITY**

This procedure applies to all full-time San Jacinto College staff and administrators. Teaching faculty will utilize the teaching schedule and delivery methods established each academic semester.

Positions requiring specific skills, as designated by the respective Strategic Leadership Team (SLT) member, may allow for additional flexibility in scheduling. The productivity of employees in these positions is tracked by available technology that is inherent in the work performed.

#### **CONSIDERATIONS**

Staff and administrators who have an established record of high performance and self-motivation are strong candidates for remote work. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge. In addition, the individual must have exhibited valuable or above on performance evaluations with

no documented performance or behavioral concerns within the six-month period preceding the request to work remote.

Setting performance expectations and evaluating work output are critical to a successful remote work arrangement. Work schedule, expectations, and a plan for evaluation should be in writing. A written agreement will address how output will be tracked or measured.

The employee's home or other designated location must provide a suitable working environment. The employee must demonstrate specialized knowledge and expertise to work unsupervised.

## **REQUIREMENTS**

All requests and approvals pertaining to remote work must be in writing. Offering the opportunity to remote work is a decision among the employee's successive levels of leadership, including the SLT member. The SLT member must be informed of and approve all remote work requests. Documentation should include the following:

- The remote work schedule and
- Conditions and duration of arrangement.

Any changes to the schedule or workspace should be reviewed and approved by the leader in advance.

The leader must provide written notice to the employee that the remote work arrangement is being terminated or modified.

Modification or termination of a remote work arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e. an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below an acceptable level.

The conditions of employment for employees who are doing remote work with the College remain the same as for College employees who work on site. The employee is subject to all Board of Trustees' policies and procedures, including policies relating to the confidentiality of records and restrictions on outside employment, as are other employees. Employee salary and benefits will not change for an employee who works remotely. However, any non-exempt employee who is approved for a remote work arrangement may not accrue overtime/compensatory time without leadership approval. In the event a non-exempt employee needs to work more than 40 hours in a work week, the approval of overtime will be documented before commencement of the work.

To ensure that a safe and secure work environment exists, the College may inspect the employee's off-site work space, including the home office, at mutually agreed-upon times.

Employees must also follow the standard break and lunch schedule established by the department.

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for remote work and only approved websites and College systems may be accessed. All employees working remotely should adhere to security measures and computer firewalls used to protect confidential information at the remote site.

Unless otherwise agreed to in writing prior to any loss, damage, or wear, the College does not assume liability for loss, damage, or wear of employee-owned equipment.

Reasonable office supplies will be provided by the College and should be obtained during the employee's on-site work schedule. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed, except by prior arrangement and with the leader's approval. The College will not provide office furniture.

Remote work is not a substitute for dependent care. Employees who work remotely with dependents must plan for dependent care during the agreed-upon work hours, just as the employee would do if were working at a College facility. If the College determines that an employee has responsibility for the care of a dependent during work hours, then the remote work arrangement is subject to immediate termination. Employees should contact HR Benefits for available leave options when needing to provide care for a dependent.

Offering the opportunity to work remotely is a leadership decision; working remotely is not a standard employee benefit.

While working remotely, the employee must be accessible via phone, e-mail, or through other communication methods including technology provided by the institution and during agreed-upon work hours. The employee must be available for emergency situations and may be asked to return to a College facility on short notice. Employees must respond to the request within one hour of notification.

Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.

## **DEFINITIONS**

**Remote Work Arrangement** - An authorized work agreement that allows eligible full-time employees to work remotely a maximum of two days per week of the regularly assigned on-site work location. The work arrangement can be short term (up to three months) or long term (three to five months).

**On-site Work Location** - A designated work location either on College Property or other location authorized by leadership where normal work, meetings, or related business activities are performed on behalf of the College.

**Dependent** - A parent or spouse who is incapable of self-care because of a mental or physical disability. A biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

**Please refer to links below for information regarding ITS Technology.**

Support: <http://sjcblogs.sanjac.edu/its/support/>

Login remotely from anywhere (home, for example) via the  
VPN: <http://sjcblogs.sanjac.edu/its/virtual-private-network-vpn/>

Use technology to communicate via Audio/Web Conferencing: <http://sjcblogs.sanjac.edu/its/san-jac-its-audioweb-conferencing-options/>

Remote Work Form can be accessed at: <https://www.sanjac.edu/about-san-jac/college-operations/human-resources/resources/alternate-work-and-telecommuting>

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Date of SLT Approval	June 5, 2020
Effective Date	June 11, 2020
Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

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# Procedure 4-29: Alternate Work Schedule

## I. INTRODUCTION

The purpose of this procedure is to promote alternate work schedule arrangements that 1) support operational efficiency and where possible improve service, 2) ensure high quality, uninterrupted service, 3) create cost savings or are cost neutral, and 4) ensures that departments are staffed and operate in a manner that assures work continuity. All alternate work schedule arrangements must accomplish the mission, goals, and objectives of any SJC department. Decisions made about the feasibility of an alternate work schedule arrangement will be based on the work being performed and departmental operations before any other factor is considered. Certain positions may not be eligible for an alternate work schedule due to program needs or the job duties assigned to the position.

## II. ELIGIBILITY

This procedure applies to all full-time San Jacinto College staff and administrators. Teaching faculty utilize the teaching schedule established each semester. Department Chairs may request a flexible work schedule (as defined in *Section III* of this procedure) to meet the needs of the department and cycles of activities within the semesters.

## III. DEFINITIONS

- **Alternate Work Schedule (AWS)** - A longer term scheduling arrangement that permits a variation of the employee's starting and departure times, but does not alter the total number of hours worked in a week.
- **Flexible Work Schedule** - A temporary scheduling arrangement within a single work week that permits a variation of the employee's starting and departure times, but does not alter the total number of hours worked in a week.
- **Operating Hours and Core Business Hours** - Operating hours for San Jacinto College are generally 7:00 AM – 7:00 PM. Core hours, typically 9:00 a.m. – 3:00 p.m., where all employees must be in the office to ensure there is adequate coverage during the work day. The college's work week begins 12:01 am Monday and extends through midnight the following Sunday.
- **Compressed Work Schedules** - A compressed work schedule allows an employee to work a traditional 40 hour workweek in less than the traditional number of workdays.
- **Exempt** - Employees who are paid a monthly salary (such as faculty, administrators, counselors and other professionals) are "exempt" from the overtime/comp time provisions of the Fair Labor Standards Act. Exempt employees are expected to work a forty-hour week and must use paid leave time (sick, vacation, or personal leave) to account for a 40 hour week. Exempt employees do not "bank" comp time or overtime to be used or paid at a later time as do non-exempt employees.
- **Non-Exempt** - Employees who are covered by the Fair Labor Standards Act generally include administrative assistants, student workers, police officers, technical support, maintenance, etc. These employees must be compensated for hours worked over 40 during the work week.

Clear and accurate records must be kept for each workday and the total hours worked for the week for each non-exempt employee must be submitted to payroll on a bi-weekly basis. Records kept only "in the department" for comp time or overtime are expressly prohibited.

## IV. ROLES AND RESPONSIBILITIES

- **Human Resources and Payroll Departments**

Human Resources is responsible for the interpretation of the Alternate Work Schedule Procedure.

The payroll department must be informed when a non-exempt employee is on an alternate work schedule so they can ensure payroll is processed accordingly.

- **Employee Responsibilities**

1. Employees may submit a written request to his or her leader for review. If approved, the leader and employee will establish a work schedule agreement and submit the online form. Employees who are assigned to multiple leaders as a shared resource must collaborate with each leader to review the AWS request.
2. Employees must maintain acceptable performance and values expectations.

- **Leader Responsibilities**

1. The leader should consider each request on its own merit and administer consistently in a fair and equitable manner.
2. The leader ensures that appropriate staffing is always available to meet the operational needs of the department.
3. The leader can change or revoke alternate work schedule arrangement at any time should business or performance concerns arise. (See *Section VII. Termination or Modification of Alternate Work Schedules*).
4. If a leader determines that alternate work scheduling options are not feasible for their work group, they should inform their senior leadership in their department/division to ensure consistency.

## V. CONSIDERATIONS

Employees who have established a record of high performance and self-motivation are strong candidates for an alternate work schedule. The individual should have excellent time-management skills and a demonstrated history of independent work performance.

The employee must have a track record of using good judgment and must have exhibited Valuable rating on the College's performance evaluations with no documented performance or conduct issues within the six-month period preceding the request for an alternate work schedule.

Exceptions may be reviewed on a case by case basis between the employee and their respective leadership chain of command.

## VI. REQUEST AND APPROVALS

- Alternate work schedule arrangements must be approved in writing. Employee and leader should use the appropriate form to document the work schedule agreement.

## Attachment 5 - CURRENT PROCEDURE

- A new request for an alternate work schedule must be submitted for approval any time the work schedule changes, including a request to return to regular work hours. At the beginning of each semester, leaders should review alternate work schedule agreement. Approved requests will be routed to Human Resources and Payroll.
- In reviewing requests for alternate work schedules, leaders need to consider the operational needs of the college and student success.

## VII. TERMINATION OR MODIFICATION OF ALTERNATE WORK SCHEDULES

- Alternate work schedule arrangements can be modified or terminated when business needs and job requirements dictate. The alternate work schedule arrangement should be clear up front between the leader and employee. Modification or termination of an alternate work schedule arrangement may include but not limited to the following:
  1. Business needs are no longer being met; current coverage or staffing needs changed (i.e. an unexpected staff shortage develops).
  2. Job requirements change.
  3. Employee performance falls below an acceptable level.
- The leader and employee must be responsive to work environment changes and should monitor the alternate work schedule arrangement to ensure that it continues to meet the needs of the department and the college.
- The leader must provide written notice to the employee that his/her alternate work schedule is being terminated or modified. Notification may be immediate depending on terms and conditions referenced above.
- The employee may request a modification of his/her alternate work schedule by submitting a new AWS Form to his/her direct leader. The leader and employee must agree upon the modification request.
- The employee may request to terminate their alternate work schedule by providing written notice to their direct leader. When applicable, a two week notice must be given to allow the leader time to assess operational needs and make scheduling decisions appropriate for the department.

## VIII. LEAVE USAGE

- Any vacation or sick leave taken during an AWS will reflect the actual number of work hours scheduled for the workday(s). For example, if an employee is scheduled to work nine (9) hours and requests leave for that day, nine (9) hours of leave should be recorded for the leave.



Attachment 5 - CURRENT PROCEDURE

- Sick Leave: Employees who work under an alternate work schedule agreement must utilize sick leave when sick and unable to work their work schedule.
- Holiday Pay schedule – refer to procedure
- Emergency School Closing and compressed work schedule – refer to procedure
- Jury Duty and compressed work schedule – refer to procedure

<b>Procedure #:</b>	<b>4-29</b>
<b>Procedure Name:</b>	<b>Alternate Work Schedule</b>
<b>Pages:</b>	<b>4</b>
<b>Adopted Date:</b>	<b>November 1, 2016</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>November 1, 2016</b>
<b>Associated Policy:</b>	<b>N/A</b>



## **Procedure IV.4005.A.b, Alternate Work Schedule**

### **Associated Policy**

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

### **Procedures**

#### **I. INTRODUCTION**

The purpose of this procedure is to promote alternate work schedule arrangements that 1) support operational efficiency and where possible improve service, 2) ensure high quality, uninterrupted service, 3) create cost savings or are cost neutral, and 4) ensure that departments are staffed and operate in a manner that assures work continuity. All alternate work schedule arrangements must accomplish the mission, goals, and objectives of any San Jacinto College department. Decisions made about the feasibility of an alternate work schedule arrangement will be based on the work being performed and departmental operations before any other factor is considered. Certain positions may not be eligible for an alternate work schedule due to program needs or the job duties assigned to the position.

#### **II. ELIGIBILITY**

This procedure applies to all full-time San Jacinto College staff and administrators. Teaching faculty utilize the teaching schedule established each semester. Department Chairs may request a flexible work schedule (as defined in *Section III* of this procedure) to meet the needs of the department and cycles of activities within the semesters.

#### **III. ROLES AND RESPONSIBILITIES**

##### **Human Resources and Payroll Departments**

Human Resources is responsible for the interpretation of the Alternate Work Schedule (AWS) Procedure.

The Payroll department must be informed when a non-exempt employee is on an alternate work schedule, so they can ensure payroll is processed accordingly.

Clear and accurate records must be kept for each workday, and the total hours worked for the week for each non-exempt employee must be submitted to payroll on a bi-weekly basis. Records kept only "in the department" for comp time or overtime are expressly prohibited.

##### **Employee Responsibilities**

1. Employees may submit a written request to their direct leaders for review. If approved, the leader and employee will establish a work schedule agreement and submit the online

form. Employees who are assigned to multiple leaders as a shared resource must collaborate with each leader to review the AWS request.

2. Employees must maintain acceptable performance and values expectations.

### **Leader Responsibilities**

1. The leader should consider each request on its own merit and administer consistently in a fair and equitable manner.
2. The leader ensures that appropriate staffing is always available to meet the operational needs of the department.
3. The leader can change or revoke alternate work schedule arrangement at any time should business or performance concerns arise (see *Section VII. Termination or Modification of Alternate Work Schedules*).
4. If leaders determine that alternate work scheduling options are not feasible for their work groups, they should inform their senior leadership in their departments/divisions to ensure consistency.

### **IV. CONSIDERATIONS**

Employees who have established a record of high performance and self-motivation are strong candidates for an alternate work schedule. The individual should have excellent time-management skills and a demonstrated history of independent work performance.

The employee must have a track record of using good judgment and must have exhibited Valuable rating on the College's performance evaluations with no documented performance or conduct issues within the six-month period preceding the request for an alternate work schedule.

Exceptions may be reviewed on a case-by-case basis between the employee and their respective leadership chain of command.

### **V. REQUEST AND APPROVALS**

Alternate work schedule arrangements must be approved in writing. Employee and leader should use the appropriate form to document the work schedule agreement. The form can be located at the following link: <https://www.sanjac.edu/about-san-jac/college-operations/human-resources/resources/alternate-work-and-telecommuting>.

A new request for an alternate work schedule must be submitted for approval any time the work schedule changes, including a request to return to regular work hours. At the beginning of each semester, leaders should review alternate work schedule agreements. Approved requests will be routed to Human Resources and Payroll.

In reviewing requests for alternate work schedules, leaders need to consider the operational needs of the college and student success.

## **VI. TERMINATION OR MODIFICATION OF ALTERNATE WORK SCHEDULES**

Alternate work schedule arrangements can be modified or terminated when business needs and job requirements dictate. The alternate work schedule arrangement should be clear to both the leader and the employee before the alternate work schedule begins. Modification or termination of an alternate work schedule arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e. an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below an acceptable level.

The leader and employee must be responsive to work environment changes and should monitor the alternate work schedule arrangement to ensure that it continues to meet the needs of the department and the College.

The leader must provide written notice to the employee that their alternate work schedule is being terminated or modified. Notification may be immediate depending on terms and conditions referenced above.

The employee may request a modification of their alternate work schedule by submitting a new AWS Form to the direct leader. The leader and employee must agree upon the modification request.

The employee may request to terminate the alternate work schedule by providing written notice to the direct leader. When applicable, a two-week notice must be given to allow the leader time to assess operational needs and make scheduling decisions appropriate for the department.

## **VII. LEAVE USAGE**

Any vacation or sick leave taken during an AWS will reflect the actual number of work hours scheduled for the workday(s). For example, if an employee is scheduled to work nine hours and requests leave for that day, nine hours of leave should be recorded for the leave.

- Sick Leave: Employees who work under an alternate work schedule agreement must utilize sick leave when sick and unable to work their work schedules.
- Holiday Pay schedule: – refer to procedure.
- Compensation During an Unscheduled Closure: – refer to procedure.
- Jury Duty and compressed work schedule: – refer to procedure.

**DEFINITIONS**

**Alternate Work Schedule Arrangement** - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

**Flexible Work Schedule** - A temporary scheduling arrangement within a single work week that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

**Operating Hours and Core Business Hours** - Operating hours for San Jacinto College are generally 7:00 AM – 7:00 PM. Core hours, typically 9:00 a.m. – 3:00 p.m., are when employees must be in the office to ensure there is adequate coverage during the work day. The College's work week begins 12:01 am Monday and extends through midnight the following Sunday.

**Compressed Work Schedules** - A compressed work schedule allows an employee to work a traditional 40-hour workweek in less than the traditional number of workdays.

**Exempt** - Employees who are paid a monthly salary (such as faculty, administrators, counselors and other professionals) are "exempt" from the overtime/comp time provisions of the Fair Labor Standards Act. Exempt employees are expected to work at least a forty-hour week and must use paid leave time (sick, vacation, or personal leave) to account for a 40-hour week. Exempt employees do not "bank" compensatory (comp) time or overtime to be used or paid at a later time as do non-exempt employees.

**Non-Exempt** - An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Date of SLT Approval	June 5, 2020
Effective Date	June 11, 2020
Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

**PURCHASE RECAP**

**June 15, 2020**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

Purchase Request #1	
Method of Procurement for Generation Park Surface Parking (pg.2)	\$ -
Purchase Request #2	
Contract for Construction Manager at Risk for Central Campus McCullum Renovations (pgs. 3-5)	29,500
Purchase Request #3	
Increase Contract Amount for Generation Park Academic Building (pg. 6)	195,685
Purchase Request #4	
Additional Funds for Architectural Services for South Campus Longenecker Building Renovation (pg. 7-8)	118,000
Purchase Request #5	
Method of Procurement and Contract for South Campus Circulated Hot Water Piping Replacement (pgs. 9-10)	193,100
Purchase Request #6	
Renew the Contract for Disaster Recovery Services (pgs. 11-12)	750,000
Purchase Request #7	
Renew the Contract for Landscaping Services (pg. 13)	550,000
Purchase Request #8	
Additional Funds for Technology Purchases (pgs. 14-15)	550,000
Purchase Request #9	
Purchase Medical Simulation Integrated Software & Audiovisual Systems (pgs. 16-18)	292,453
Purchase Request #10	
Contract for Flood Insurance (pgs. 19-20)	218,469
Purchase Request #11	
Additional Funds for Legal Services (pg. 21)	198,000
Purchase Request #12	
Additional Funds for Media Buying and Placement Services (pgs. 22-23)	205,000
Purchase Request #13	
Additional Funds for Software Maintenance Services (pg. 24)	<u>50,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b><u>\$ 3,350,207</u></b>

**Consideration of Approval of Method of Procurement for Generation Park Surface Parking**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the competitive sealed proposals (CSP) procurement method for additional Generation Park surface parking.

**BACKGROUND**

As the student population at Generation Park increases, additional surface parking will be required to support operations. The CSP procurement method has proven to be effective for projects of this size and complexity and is therefore recommended as the means to select a contractor to construct the parking lot. Page Southerland Page, Inc. has prepared the specifications and plans to be included in the documentation required for public solicitation of proposals in accordance with Texas Government Code §2269.151.

**IMPACT OF THIS ACTION**

This action will allow the College to prepare solicitation documents for release when the need for additional parking is conclusively demonstrated.

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

The estimated construction expenditure for this project is \$3,000,000. This amount is currently allocated to this project in the 2015 Bond.

**MONITORING AND REPORTING TIMELINE**

Current plans are for this project to be monitored by capital projects personnel with program management services provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu



**Purchase Request #2**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval to Contract for Construction Manager at Risk  
For Central Campus McCollum Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for Construction Manager-at-Risk (CMR) with Brookstone, LP for the renovation of the Central Campus McCollum Building.

**BACKGROUND**

In March 2020, the Board approved the CMR delivery method for the renovation of the Central Campus McCollum Building. Project Number 20-26 utilized a two-step solicitation process to procure services for this project in accordance with the Texas Government Code, Section 2269.251. Fifteen (15) firms responded to the Request for Qualifications (RFQ), the first phase of the two-step process, and evaluations of their submittals were based on criteria published in the RFQ.

The top scoring five (5) firms were invited to participate in the second phase of the two-step process. This included a request for price proposals along with interviews conducted by the evaluation committee. Each phase was scored and ranked using a numerical assessment, with Brookstone, LP receiving the highest overall score.

**IMPACT OF THIS ACTION**

This action will approve the award of a contract to renovate the Central Campus McCollum Building. The building is a two-story, 91,000 square foot building constructed in 1964 with additions and renovations in subsequent years. The renovation will include the demolition of all existing interior improvements, replacement of electrical and mechanical infrastructure, upgrades to the interior improvements to meet current code; new fire protection sprinkler system and fire alarm, and new or refurbished elevators to meet current code requirements.

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

Pending successful contract negotiations, the Construction Manager will provide pre-construction services for a lump sum fee of \$29,500. The construction management fee of 1.95 percent will be applied to the final Cost of Work, which will be confirmed with the Guaranteed Maximum Price. The current estimated Cost of Work is \$19,427,172.

This project will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Design activities began in March 2020 and are expected to be completed by September 2020. Design assistance and pre-construction efforts by the CMR will begin immediately upon award in June 2020, and construction is anticipated to take place from October 2020 through November 2021.

**Purchase Request #2**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval to Contract for Construction Manager at Risk**  
**For Central Campus McCollum Renovation**

Design and construction will be monitored by the College's capital projects personnel and reported to the Building Committee. Program management will be conducted by AECOM.

**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

**CMR 20-26 Construction Manager-at-Risk  
Central Campus McCollum Renovation**

**Attachment No. 1 – Tabulation**

**QUALIFICATIONS SUMMARY**

<b>Contractor</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Weight</b>	<b>Final Score</b>
Brookstone, LP	441.95	88.39	40%	35.36
DPR Construction	431.20	86.24	40%	34.50
Tellepsen Builders, L.P.	460.00	92.00	40%	36.80
The Whiting-Turner Contracting Company	458.25	91.65	40%	36.66
White Construction Company	432.75	86.55	40%	34.62

**INTERVIEW SUMMARY**

<b>Contractor</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Weight</b>	<b>Final Score</b>
Brookstone, LP	500.00	100.00	30%	30.00
DPR Construction	264.32	52.86	30%	15.86
Tellepsen Builders, L.P.	452.93	90.59	30%	27.18
The Whiting-Turner Contracting Company	365.37	73.07	30%	21.92
White Construction Company	336.04	67.21	30%	20.16

**PRICING SUMMARY**

<b>Contractor</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Weight</b>	<b>Final Score</b>
Brookstone, LP	500.00	100.00	30%	30.00
DPR Construction	264.32	52.86	30%	15.86
Tellepsen Builders, L.P.	452.93	90.59	30%	27.18
The Whiting-Turner Contracting Company	365.37	73.07	30%	21.92
White Construction Company	336.04	67.21	30%	20.16

*Average Score = Total Score Divided by 5 Evaluators*

**FINAL SCORES - RANKED**

<b>Contractor</b>	<b>Score</b>
Brookstone, LP	95.36
Tellepsen Builders, L.P.	91.15
The Whiting-Turner Contracting Company	80.50
White Construction Company	74.95
DPR Construction	66.21

**Purchase Request #3**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval to Increase Contract Amount for**  
**Generation Park Academic Building**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize an increase in the construction contract amount with Tellepsen Builders, LP (Tellepsen) for the Generation Park Academic Building.

**BACKGROUND**

In December 2018, the Board approved a construction manager-at-risk (CMR) contract and pre-construction fee with Tellepsen for the construction of the Generation Park Academic Building procured by CMR #19-08. Since that date, the Board has approved, and the College has executed a phased Guaranteed Maximum Price (GMP) of \$19,568,332 for the anticipated scope of work, which was below the College's internal estimate. As the project has developed, it has been necessary to expend slightly more than originally anticipated to accommodate jurisdictional requirements, locate and provide electrical service, and continue construction during the COVID-19 pandemic. In accordance with Texas Education Code §44.0411, an increase in the total contract value is allowable if the funds are appropriated for that purpose, approved by the governing board, and the increase is less than 25 percent of the original contract value.

**IMPACT OF THIS ACTION**

Approval of this action will increase the GMP of the construction contract and allow the completion the project to meet the instructional needs of the College and within the scheduled delivery timeframe.

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

The original GMP will be increased by \$195,685 to a revised GMP of \$19,764,017 and will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

The building is scheduled to be completed by August 2020. The project is being monitored by capital projects personnel and program management is provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

**Purchase Request #4**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval of Additional Funds for Architectural Services for  
South Campus Longenecker Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve additional funds for architectural services provided by Page Southerland Page Architects (Page) for the South Campus Longenecker Building Renovation.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects selected through request for qualifications #16-15. Architectural services are classified as professional services pursuant to Texas Government Code §2254 and are awarded based on a firm's qualifications relative to each project.

In February 2018, the Board approved a contract with Page to provide architectural services for the renovation of the Longenecker Building on Central Campus. This project has been conducted in tandem with the renovation of the two wings located on each end of the building along with other infrastructure upgrades on the campus. During the construction phase, the need arose for additional architectural services to provide design linkages between some of these projects, which was provided by Page. Additionally, due to a difference in interpretation of code, the City of Houston Fire Marshall required modifications to the electrical infrastructure plans, resulting in the need for additional architectural services to incorporate those changes.

**IMPACT OF THIS ACTION**

The approval of this additional fee will ensure that the architect is paid for services rendered based on actual hours required and ensure the Longenecker project can be completed as planned.

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

The expenditure is \$118,000 for the additional services and includes the estimated reimbursable expenses for the project. Funds for this increase are available within the amount currently allocated to this project in the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

This project will be monitored by capital projects personnel and program management will be provided by AECOM.

**ATTACHMENTS**

None

**Purchase Request #4**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval of Additional Funds for Architectural Services for  
South Campus Longenecker Building Renovation**

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

**Purchase Request #5**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval of Method of Procurement and Contract for  
South Campus Circulated Hot Water Piping Replacement**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the job order contracting (JOC) procurement method for the replacement of circulated hot water piping at the South Campus. The administration also recommends that the Board of Trustees delegate its authority to the Chancellor or her designee to contract with the selected firm.

**BACKGROUND**

The existing hot water copper piping connecting the South Campus Bruce Student Center has reached its end of life and requires replacement due to multiple leaks. The piping carries heated water from a centralized boiler to the building which is then used to heat circulated air as part of the normal air conditioning process. The new system will be constructed using a polypropylene material suitable for heated water service in a buried piping application. New valves will also be installed to allow for operational flexibility.

The JOC construction delivery method will allow flexibility for the correction of observed defects in order to complete the ongoing hydronic line revisions and major electrical upgrades currently underway on South Campus. JOC contracts are competitively procured based upon overall best value including the contractor's discount coefficient which is applied to preset regional unit prices, such as RS Means. The JOC procurement method is recommended for this project in accordance with Texas Government Code §2269.401 and Texas Education Code §44.031. Multiple quotes utilizing cooperative purchasing programs' JOC contracts will be reviewed to ensure best value is obtained.

**IMPACT OF THIS ACTION**

Heated water is essential for proper air conditioning and serves to raise air temperature as part of the moisture removal process. In times of cold weather, it keeps temperatures warm for occupants. The existing piping system has begun to leak and has caused collateral flooding damage in the campus courtyard area as well as interruption to the air conditioning operations within the Student Center.

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

The estimated expenditure for this project is \$193,100 and will be funded from the facilities services department's 2019-2020 operating budget.

**MONITORING AND REPORTING TIMELINE**

Completion of this project will require approximately six weeks after notice to proceed is issued. This project will be monitored by capital projects and program management will be provided by AECOM. Status of the delegation of authority will be reviewed with the Board's Building Committee at a future meeting.

**Purchase Request #5  
Regular Board Meeting June 15, 2020  
Consideration of Approval of Method of Procurement and Contract for  
South Campus Circulated Hot Water Piping Replacement**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu



**Consideration of Approval to Renew the Contract for Disaster Recovery Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew a contract with Mooring USA for disaster recovery services for the safety, health, environment, and risk management (SHERM) department.

**BACKGROUND**

It is 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 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 College's recovery from Hurricane Harvey. Request for proposals #17-18 was issued in April 2017 to procure disaster recovery services. The Board approved the original contract with Mooring USA in September 2017.

**IMPACT OF THIS ACTION**

Disaster recovery operations are necessary to efficiently restore the campuses to operational levels. Recovery services occur in a stressful, fast-paced environment and requires specific and detailed documentation for federal, state, and local reimbursement plans as well as insurance claims. This contract will allow the College to secure services from specialized teams for disaster recovery to ensure the work meets the College's standards, is completed in a timely fashion, and is documented in a manner that allows the College maximum leverage when seeking reimbursement. Mooring will 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 reimbursement from the Federal Emergency Management Agency, a Board approved expenditure must be in place. The SHERM department requests a not to exceed expenditure of \$750,000 be approved in case an emergency should occur and restoration services are required. The scope of work required in any event will be paid 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 second of three one-year renewal options available. The new contract term will be July 1, 2020 through June 30, 2021.

**Purchase Request #6**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval to Renew the Contract for Disaster Recovery Services**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ali Shah	281-998-6311	ali.shah@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #7**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval to Renew the Contract for Landscaping Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew a contract with Yellowstone Landscape for general landscaping services for the facilities services department.

**BACKGROUND**

Yellowstone Landscape provides general landscaping services which includes labor and equipment to service all three campuses, the District Administration grounds, and the Maritime training facility, as well as field and lot mowing. Yellowstone also performs larger projects that are not included in the scheduled recurring services such as mulching, tree trimming, and creek and shoreline cleanup when needed. Request for proposals #18-19 was issued in March 2018 to procure landscaping services. The Board approved the original contract with Yellowstone Landscape in June 2018.

**IMPACT OF THIS ACTION**

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

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

The estimated annual expenditure for this request is \$550,000 and will be funded from the facilities services department's 2019-2020 operating budget and subsequent year budget.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of four one-year renewal options available. The new contract term will be June 5, 2020 through June 4, 2021.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of computers, software, and services from Dell Marketing L.P. (Dell) for the information technology services (ITS) department and the Health Profession Opportunity Grant (HPOG).

## **BACKGROUND**

The College purchases computers, software, and other technology products and services from Dell. The ITS department identified the need for new software to support an enterprise platform in order to provide consolidated information from multiple systems. The Boomi Enterprise platform will help leverage the ability to access data from different database systems providing a holistic view of student information and a move to case management methodology. The department also encountered additional demand for mobile technology and services for the COVID-19 response. HPOG has requested to purchase additional hardware and services to continue to serve its incoming participants in order to complete the grant obligations.

Dell has a contract through the Texas Department of Information Resources cooperative contracts program, contract #DIR-TSO-3763, to provide computers, laptops, tablets, servers, printers, peripherals and other technology products and services that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

## **IMPACT OF THIS ACTION**

Approval of this request will support the project goals to create integration between departments and data stored in various areas. It will also enable continued instruction and operations by enhancing mobile technology resources for the College. The acquisition of additional computers will provide for the continuity of services to incoming participants as outlined in the HPOG grant.

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

In August 2019, the Board approved an expenditure of \$1,063,000 for computers, software, and services and \$200,000 in April 2020 to purchase laptops for HPOG. This request will increase the total amount approved by \$550,000 to a total of \$1,813,000, of which \$400,000 will be split between the ITS department's 2019-2020 operating budget and the CARES Act Institutional funding, and \$150,000 will be funded from the HPOG grant.

## **MONITORING AND REPORTING TIMELINE**

None

**Purchase Request #8**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval of Additional Funds for Technology Purchases**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Suzanne DeBlanc	281-998-6360	suzanne.deblanc@sjcd.edu
Lydia Chavez-Garcia	281-542-2059	lydia.chavezgarcia@sjcd.edu
Genevieve Freeman-Scholes	281-998-6328	genevieve.scholes@sjcd.edu

**Purchase Request #9**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval to Purchase Medical Simulation**  
**Integrated Software and Audiovisual Systems**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of medical integrated simulation software and audiovisual (AV) systems from KbPort LLC for the associate degree nursing (ADN) programs at North and Central Campuses.

**BACKGROUND**

The ADN programs are seeking medical simulation software and AV systems for the nursing simulation labs. The software and AV systems provide hands-on training and allows students the opportunity to work in a safe, simulated environment in emergency nursing and health care training scenarios and AV debriefing of the simulation learning experience. The current systems only allow for AV debriefing on Laerdal products; however, the College owns various brands of simulation manikins. The College's ADN nursing programs continue to review quality clinical experiences and incorporate simulation activities according to regulatory guidelines in order to ensure student learning outcomes are met and to prepare graduates for the workforce.

Request for proposals #20-22 was issued for this equipment. Five responses were received and evaluated by a team comprised of representatives from the ADN nursing programs and information technology services, who determined the proposal submitted by KbPort LLC would provide the best value to the College.

**IMPACT OF THIS ACTION**

The upgraded simulation software and AV systems will be utilized in the simulation and nursing skill labs. The new systems will provide AV debriefing of the simulation learning experiences across multiple brands of simulators, maximizing the experiences in simulation-learning and assist in evaluating the students using best practices.

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

The expenditure is \$292,453 and will be funded from the Nursing Shortage Reduction Program grant.

**MONITORING AND REPORTING TIMELINE**

The software and AV systems are expected to be delivered and installed by August 31, 2020, following issuance of a purchase order. Product specification and commissioning will be carried out by the College's ADN personnel.

**ATTACHMENTS**

Attachment 1 - Tabulation

**Purchase Request #9**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval to Purchase Medical Simulation**  
**Integrated Software and Audiovisual Systems**

**RESOURCE PERSONNEL**

Rhonda Bell	281-476-1858	rhonda.bell@sjcd.edu
Teddy Farias	281-998-6150 x7618	teddy.farias@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**ATTACHMENT NO. 1**

**RFP 20-22 Medical Simulation Lab Integrated Software and AV Systems  
Evaluation Summary**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>CAE Healthcare, Inc</b>	<b>Education Management Solutions, LLC</b>	<b>Ford Audio-Video, LLC</b>	<b>KbPort LLC</b>	<b>Laerdal Medical Corporation</b>
Project Understanding, Approach, and Management	<b>100</b>	84	77	69	93	90
Product Meets Desired Specifications (Features, Compatibility, Warranties, etc.)	<b>200</b>	122	134	94	187	153
Qualifications and Experience of Firm	<b>40</b>	31	35	28	36	37
Price Proposal	<b>60</b>	43	42	37	55	47
<b>Total (100 x 4 Evaluators)</b>	<b>400</b>	<b>280</b>	<b>288</b>	<b>228</b>	<b>371</b>	<b>327</b>

**Final Ranking**

	<b>Vendor Name</b>	<b>Total Score</b>
1	KbPort LLC	371
2	Laerdal Medical Corporation	327
3	Education Management Solutions, LLC	288
4	CAE Healthcare, Inc	280
5	Ford Audio-Video, LLC	228



**Purchase Request #10**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval to Contract for Flood Insurance**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Rick Tinker Insurance Agency to provide flood insurance policies for all campus buildings.

**BACKGROUND**

All flood insurance policies are issued through the National Flood Insurance Program (NFIP) which standardizes the premium charged by agents for flood insurance coverage. The College has historically purchased insurance through NFIP to supplement the flood insurance coverage included in the College's property insurance policy to offset the higher deductibles associated with the property insurance policy. The additional insurance is also designed to offset the escalating repair costs to buildings and provide coverage for contents damaged by rising water.

Request for proposals #20-27 was issued to procure flood insurance. Five responses were received and evaluated by a team comprised of representatives from safety, health, environment and risk management and the office of emergency management who determined the proposal submitted by Rick Tinker Insurance Agency will provide the highest level of service to the College.

**IMPACT OF THIS ACTION**

Approval of this request will authorize Rick Tinker Insurance Agency to assess the risk in the case of a flood for each of the College's buildings and present recommendations for appropriate coverage levels. Unlike other types of property insurance policies, flood insurance policies are issued on an individual building basis which provides greater flexibility in maximizing cost avoidance relative to the assessed risk for each building.

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

The estimated annual premium is \$218,469 and will be funded from the safety, health, environment and risk management department's 2019-2020 operating budget and subsequent year budget.

**MONITORING AND REPORTING TIMELINE**

The initial two-year award term will commence on August 19, 2020, with renewal options of three one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**ATTACHMENT NO. 1**

**RFP 20-27 Flood Insurance  
Evaluation Summary**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>Coastal Group &amp; Associates</b>	<b>Iscential Inc.</b>	<b>McGriff, Seibels &amp; Williams</b>	<b>Rick Tinker Insurance</b>	<b>U-Save Insurance Services</b>
Project Understanding, Approach, and Management	<b>60</b>	49	39	49	56	26
Qualifications and Experience of Firm	<b>60</b>	39	42	54	56	12
Qualifications and Experience of Personnel	<b>50</b>	35	38	45	47	11
General Business Questions	<b>30</b>	24	22	24	25	7
<b>Total (100 x 2 Evaluators)</b>	<b>200</b>	<b>147</b>	<b>141</b>	<b>172</b>	<b>184</b>	<b>56</b>

<b>Final Ranking</b>		
	<b>Vendor Name</b>	<b>Total Score</b>
1	Rick Tinker Insurance	184
2	McGriff, Seibels & Williams	172
3	Coastal Group & Associates	147
4	Iscential Inc.	141
5	U-Save Insurance Services	56

**Purchase Request #11**  
**Regular Board Meeting June 15, 2020**  
**Consideration of Approval of Additional Funds for Legal Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for legal services from Thompson & Horton LLP.

**BACKGROUND**

The College has engaged Thompson & Horton LLP to provide legal services since December 12, 2008. In August 2019, the Board of Trustees approved the expenditure of funds with Thompson & Horton LLP for legal services through 2019-2020. Multiple departments across the College utilize legal services including human resources, procurement, fiscal affairs, and student services. The College utilizes outside counsel to provide services related to an array of matters including real estate, employment, and contract review, as well as general counsel.

Legal services are classified as professional services and are exempt from the competitive bidding requirement pursuant to §44.031(f) of the Texas Education Code.

**IMPACT OF THIS ACTION**

Approval of this action will allow the College to continue utilizing Thompson & Horton LLP for legal services needed to be in compliance with new and changing legal requirements and continued positive positioning for the College's future.

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

In August 2019, the Board approved an expenditure of \$275,000 for legal services. This request will increase the total amount approved by \$198,000 to a total of \$473,000 and will be funded from the Vice Chancellor of Fiscal Affairs non-departmental 2019-2020 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**Consideration of Approval of Additional Funds for Media Buying and Placement Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of digital and television media placement services from Gilbreath Communications for the marketing, public relations, and government affairs department.

**BACKGROUND**

To support summer and fall enrollment, the College has allocated additional funds for marketing and advertising purposes. These funds will be spent on digital media and television placement. The digital media tactics include additional reach and frequency with online advertising; expanding social media advertising from Facebook only to also include Twitter, Instagram and Snapchat; mobile advertising; and Connected TV streaming services such as Hulu advertising. Television placement will be in English and Spanish on major television networks during the morning and evening news.

Request for proposals #18-30 was issued in May 2018 to procure media buying and placement services for the marketing, public relations, and government affairs department. The Board approved a contract with Gilbreath Communications in August 2018.

**IMPACT OF THIS ACTION**

Additional advertising inventory will be procured to enhance the College's fourth quarter media plan. This will allow the College to increase the reach and frequency of digital ads and expand social media advertising to reach more current and potential students. Currently, data is showing that social media use has increased by 40 percent. Additional funding will allow the College to advertise via streaming services to be hyper-targeted to our target audience. These digital tactics will be measured, as they are throughout the year, by the number of clicks received on the "Apply Now" button on the College's website. Television media buys will also increase through additional 15- and 30-second spots.

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

In August 2019, the Board approved an expenditure of \$1,000,000 for media buying and placement services. This request will increase the total amount approved by \$205,000 to a total of \$1,190,000 and will be funded from the marketing, public relations, and government affairs department's 2019-2020 operating budget. A contract amendment will be incorporated to reflect the changes in the annual contract spend for these services.

**MONITORING AND REPORTING TIMELINE**

None

**Purchase Request #12**  
**Regular Board Meeting June 15, 2020**

**Consideration of Approval of Additional Funds for Media Buying and Placement Services**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Crawford	281-998-6152	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Consideration of Approval of Additional Funds for Software Maintenance Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of software maintenance, peripherals and supplies from SHI Government Solutions, Inc. for the information technology services (ITS) department.

**BACKGROUND**

The College utilizes SHI Government Solutions, Inc. to purchase technology hardware and software services. ITS identified and installed a new security package to update the existing anti-virus protection to better identify and remove malicious malware, adware and spyware attempts. The Banner team required a new software and development support tool for web application development to support the Banner 9 web applications. Lastly, the financial aid department procured a tool to create dynamic forms to ease the submission process for students.

SHI Government Solutions, Inc. holds contracts through cooperative contract programs to provide technology hardware and software services – BuyBoard contract #579-19, Choice Partners contract #18/056KD-57, and National IPA contract #2018011-02. These contracts comply with competitive procurement requirements in Texas Education Code §44.031 and are permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

This expenditure request will support the additional software purchases and maintenance in order to continue optimum systems monitoring and support of computer programs to serve the needs of our students, employees, and administrative staff.

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

In August 2019, the Board approved an expenditure of \$125,000 for software maintenance services. This request will increase the total amount approved by \$50,000 to a total of \$175,000. This expenditure will be funded from the ITS department’s 2019-2020 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Genevieve Freeman-Scholes	281-998-6328	genevieve.scholes@sjcd.edu

**Item "A"**  
**Regular Board Meeting June 15, 2020**  
**Approval of the Minutes for the May 11, 2020**  
**Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the May 11, 2020, Workshop and Regular Board Meeting.

## San Jacinto College District Board Workshop May 11, 2020

The Board of Trustees of the San Jacinto Community College District met at 5:30 p.m., Monday, May 11, 2020, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop was made available to the public via a live-stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, John Moon, Jr., Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Paul Lamp (attorney via conference call), Sandra Ramirez, Mandi Reiland, and Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:37 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters</b>	Chair Flickinger adjourned to closed session at 5:38 p.m.  Attorney Paul Lamp, with Karczewski Bradshaw Spalding, attended portion of closed session via conference call for the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.  Mandi Reiland and Sandra Ramirez were present for the closed session.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	The meeting reconvened to the open meeting at 6:03 p.m.



<p>V.</p>	<p><b>Review COVID-19 Responses</b></p>	<p>Dr. Brenda Hellyer provided an overview of the items that would be covered in this update.</p> <p>Brenda explained the instructional modifications that took place for Spring 2020. The classroom instruction was moved online on March 20. All academic courses have been completed. Lab instruction was paused on March 20 and beginning on May 4, May 18, and June 1, this instruction has been scheduled for completion. All spring courses are scheduled to be completed by no later than July 5th. The list of programs for each of these dates was provided to the Board. Faculty who are off contract will be paid for this timeframe. She stated that group size, social distancing, and PPE are all being considered and implemented.</p> <p>She explained that summer terms were modified by offering May Mini and Summer 1 sessions fully online. The technical courses were front loaded online with intent to be face to face July 6. The decision for Summer 2 offerings is still pending at this time. Offerings for fall are still under review. A Learning Enhancement Taskforce has been formed and is reviewing plans, feedback, and options for the fall. This is being led by Dean JR Ragaisis and Faculty Senate President Robb Flynn. The SLT and this task force are considering many options and are considering what was learned during the spring semester to help make decisions and also to consider options in case there is a resurgence in the fall.</p> <p>The group discussed what other Texas colleges are doing.</p> <p>Brenda stated that all student support services are currently offered online with the exception of drop boxes and food markets. Drop boxes are being used for paper documents that students need to drop off that were not sent directly to student services.</p> <p>Brenda explained that an initiative called San Jac Cares was also created to reach out to students in a caring manner, to say hello, and to offer direction as needed. The calling team is composed of 159 San Jac employees and is being led by Dr. Allatia Harris and her team. The focus was first time in college, first time with online, and then other students. More than 12,000 students were called through this program.</p>
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		<p>She reviewed the status of technology. The following areas were in place prior to COVID-19: technologies to support remote instruction and campus operations (i.e. Zoom, Microsoft Teams, Blackboard, virtual desktops, desk phone software), contact center and IT help desk, Artificial Intelligence chatbot, and student technology access survey. There were many technological achievements during the transition to remote work for the entire college. A new IT support website, new computer and software standards for instructional software and, a new support database system were also created. Remote proctoring testing system and support were added. Student technology access issues were identified and addressed.</p> <p>Brenda reviewed the challenges with technology. Some issues were limited supply of computers, limited capability with students' personal computers, process for distributing computers to students, software licenses are different for home verses on-campus use, and digital fluency and the learning ramp up for students and employees.</p> <p>The ITS department is currently focusing on summer and fall while supporting onsite labs for spring. They have also ordered 250 additional student laptops which are being received in batches of 50. Technology access questions are being added to the registration process. They are also working through the issues with software licenses to allow for remote student access and issues with Chromebooks which are provided by the school districts to their students.</p> <p>Brenda provided an overview of the costs and lost revenues estimated to date. Approximately \$236,000 was spent on the software, licenses, supplies, and other items that were just reviewed in the technology status update. It is estimated to cost an additional \$800,000 to complete spring semester during May/June. Transfers of items to hospitals and Harris County amounted in costs of \$54,000 and approximately \$30,000 for face shields produced by 3-D printers. There were lost revenues in the children's centers and summer camps of \$70,000; non-credit in CPD, CPET, and Maritime of \$171,600; and late fees reversed of \$116,000. Teri Zamora submits a monthly amount of our losses to the Legislative Budget Board.</p>
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		<p>Brenda stated that withdrawals were less for the semester than the prior semester. We followed withdrawal process (most no refunds), but the process allowed appeal for 100% refund via tuition credit for a future semester. There is a concern over increases in students who quit attending. We will review data as it is available. A survey was sent out to students to collect feedback on the processes that were developed for the spring. We want to know what worked and what didn't. Surveys were sent to students through Texas Association of Community Colleges (TACC) and through the College for technology needs and for satisfaction on response and needs.</p> <p>Brenda reviewed the Promise program adjustments. The deadline for Free Application for Federal Student Aid (FAFSA) applications was extended until May 31. College and high school personnel have begun targeted calls, outreach, and webinars.</p> <p>Brenda provided an update on the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding from the Department of Education. Emergency funds for students in the amount of \$4.5 million was awarded to College to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus. Applications opened to students May 5 and initial payments to students begin May 12. Institutional funds in the amount of \$4.5 million were awarded to College to cover any costs associated with significant changes to the delivery of instruction due to coronavirus. The plan is to reimburse unrestricted funds for COVID-related expenses. Hispanic Serving Institutions funds in the amount of \$583,000 were allocated to the College and may be used for grants to students for cost of attendance, tuition, materials and technology. These funds may be used to defray institutional expenses, including lost revenue.</p> <p>Keith Sinor asked how the amount per college was determined. Brenda explained that it was based 75% on Pell participation and 25% on full-time student equivalent (FTSE). We have a large part-time student base so the FTSE portion for us was lower. Brenda is making it clear to legislators that this funding does not make our College whole especially as we move into the next year.</p>
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		<p>Brenda provided an overview of the recruiting outreach changes due to COVID-19. A list is available in the handout for the Board to review in detail.</p> <p>Brenda explained that marketing and advertising creative and tactics have changed. New commercials, updated digital ads and billboards, direct mailers, and geofencing are taking place. Digital advertising has increased and is targeting streaming services. Traditional advertising including television, radio, and Houston Chronical are still taking place. Generation Park and Bachelor of Science in Nursing (BSN) campaigns are separate.</p> <p>Brenda reviewed the phased opening approach diagram and stated that it is still evolving. We are in phase 1 and will be moving into phase 2 next week. The Strategic Leadership Team are still monitoring and revising phases as needed and are identifying return to onsite timelines and plans for each area.</p> <p>The group briefly discussed enrollment and other areas that were covered above. The members agree that it is important to collect and utilize feedback and what has been learned from altered operations so far.</p>
<p><b>VI.</b></p>	<p><b>Discuss Budget Development</b></p>	<p>Brenda introduced the discussion of budget development by saying that the goals were long term viability of the College to serve students and the community and facilitating the retention of employees. The realities are that there is some uncertainty in all revenue streams, we must spend conservatively, and we must think creatively in all areas. In this budget development process, we will be making some decisions that will affect short-term only and some decisions will need to be effective long-term.</p> <p>Three budget scenarios for Fiscal Year (FY) 2021 were prepared and additional input will be asked for from budget managers. The plan is to determine the most likely revenue scenario in July as we get additional information. The SLT is prioritizing funding requests. The Board will review the preliminary budget at the Budget workshop proposed for July 21. On August 3, there will be a budget hearing and the Board will be asked to vote on the budget for FY 2021.</p>

		<p>Brenda asked the Board to review the working budget scenarios. The best, medium, and worse case scenarios are -5%, -10%, and -15%. Property tax valuations have not been received and there is concern that this year’s collections may be low. The group discussed concerns about property tax revenue.</p> <p>Brenda explained that contact hours are currently down 4.9% for summer and 11.6% for fall, but we are improving on average just under 1% per working day.</p> <p>Brenda explained that for Generation Park we are currently utilizing virtual admissions and enrollment services. We are planning to place a trailer onsite for enrollment in June through August. Hiring is being done modestly while keeping an eye on enrollment and sharing services with North campus as needed. An enhanced marketing campaign is planned for the summer. Brenda provided a brief overview of the marketing and advertising campaign. Additional details are included in the handout for the Board members to review.</p> <p>Brenda added that hiring across the College is on hold and being analyzed very closely and on a case by case basis.</p> <p>Brenda reviewed the following current strategies leading into 2021:</p> <ul style="list-style-type: none"> <li>• Performance Management process suspended for 2020</li> <li>• Hiring Pause on most open positions</li> <li>• All travel on hold</li> <li>• Conservative spending limited to essentials only</li> <li>• Faculty hiring to be re-evaluated in June, dependent on enrollment</li> <li>• Technology spend remains a priority</li> <li>• Targeted marketing campaign emphasizes care for students – “We’re Here for You” - and encourages enrollment</li> </ul>
<p><b>VII.</b></p>	<p><b>Review CIP Update and Recommended Changes to 2008 Bond</b></p>	<p>Brenda provided an update on the progress of Generation Park construction. The facility should be ready for move-in on August 1.</p>

		<p>Brenda explained that additional updates on construction projects are available in the handout for the Board to review.</p> <p>Brenda reviewed the proposed 2008 Bond Funds reallocation. The recommendation is to utilize the remaining funds available on specific projects to better align with urgent needs and to relieve pressure on the operating budget. The list is in the handout for the Board but each of these items from a purchasing standpoint will come forward for Board approval at future meeting dates.</p> <p>The members were supportive of the proposed changes. Brenda stated the 2008 Bond budget will be revised.</p>
<b>VIII.</b>	<b>Review of Calendar</b>	<p>Brenda reviewed the calendar with the Board. The Board agreed to move the next regularly schedule Board meeting from June 1 to June 15. Will approve this in tonight’s consent agenda. The Building and Finance Committee meeting’s scheduled for July 21 will be changed to a Board Budget Workshop.</p>
<b>IX.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>There were no additional items to address.</p>
<b>X.</b>	<b>Adjournment</b>	<p>Workshop adjourned at 6:59 p.m.</p>

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

**May 11, 2020**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, May 11, 2020 in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this meeting was available to the public via a live stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.**

- Board of Trustees:** Erica Davis Rouse, Assistant Secretary  
Marie Flickinger, Chair  
Dan Mims  
John Moon, Jr., Vice Chair  
Keith Sinor, Secretary  
Dr. Ruede Wheeler  
Larry Wilson
- Chancellor:** Brenda Hellyer
- Others Present:** Bo Hopper  
Joseph Pena  
Sandra Ramirez  
Mandi Reiland  
Teri Zamora
- Call the Meeting to order:** Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:08 p.m.
- Roll Call of Board Members:** Chair Marie Flickinger conducted a roll call of the Board members:  
Erica Davis Rouse  
Dan Mims  
John Moon, Jr.  
Keith Sinor  
Dr. Ruede Wheeler  
Larry Wilson
- Special Announcements, Recognitions:**
1. Mandi Reiland read an announcement regarding the meeting process.
  2. A video from Lee Benjamins of the Faculty Senate 2019-2020 Update was shown.
- Hearing of Such Citizens or Groups of** There were no citizens desiring to be before the Board of Trustees.

**Citizens  
Desiring to be  
Heard Before  
the Board:**

**Informative  
Reports:**

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

- A. San Jacinto College Financial Statements
  - a. San Jacinto College Financial Statements March 2020
  - b. San Jacinto College Monthly Investment Report March 2020
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program

**Motion 10029  
Consideration of  
Approval of  
Amendment to  
the 2019-2020  
Budget for  
Restricted  
Revenue and  
Expenses  
Relating to  
Federal and  
State Grants**

Motion was made by Keith Sinor, seconded by Dan Mims, for approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

**Motion 10030  
Consideration of  
Purchasing  
Requests**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of the purchasing requests.

Purchase Request #1	
Contract for South Campus Domestic Water Line Upgrades	\$819,568
Purchase Request #2	
Additional Funds for Science Lab Supplies and Equipment	750,000
Purchase Request #3	
Additional Funds for Cabling Services	340,000
Purchase Request #4	
Guaranteed Maximum Price for Central Campus Classroom Building	23,313,756
Purchase Request #5	
Contract for Financial Audit Services	144,000
Purchase Request #6	
Purchase Medical Simulation Equipment	367,200



Purchase Request #7  
Additional Funds for Maintenance, Repair and Operational  
Equipment and Supplies 625,000

TOTAL OF PURCHASE REQUESTS \$26,359,524

Motion Carried.

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

**Motion 10031** Motion was made by Larry Wilson, seconded by Keith Sinor, to approve the  
**Consent Agenda** consent agenda.

- A. Approval of the Minutes for the April 6, 2020 Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2020-2021 Faculty Contracts
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

**Motion Carried.**

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

**Items for Discussion/  
Possible Action** There were no additional items discussed.

**Adjournment:** Meeting Adjourned at 7:20 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for 2019-2020 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 15, 2020 Board Meeting  
 Budget Transfers Related to Fiscal Year 2019-2020

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 2,752	\$ -
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 2,256	\$ 400
STUDENT SERVICES	\$ -	\$ -
INSTITUTIONAL SUPPORT	\$ 1,250	\$ 5,858
PHYSICAL PLANT	\$ -	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	<u>\$ 6,257.84</u>	<u>\$ 6,257.84</u>

These transfers reflect adjustments of budgetary allocations between campuses and departments.

**RECOMMENDATION**

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

**Central Campus**

Department

Surgical Technology Program  
(First Amendment)

Affiliation Entity

Houston Methodist Baytown Hospital

Surgical Technology Program  
(First Amendment)

Houston Methodist Clear Lake Hospital

Nursing and Health Innovation  
(Practicum)

University of Texas-Arlington

**South Campus**

Department

Physical Therapist Assistant Program

Affiliation Entity

Houston Physicians Hospital

Physical Therapist Assistant Program

Agility Physical Therapy & Sports  
Rehabilitation

Physical Therapist Assistant Program

Senior Care Excellence

Physical Therapist Assistant Program

Sugar Land Rehab Hospital

Vocational Nursing Program

Regency Village

**North Campus**

Department

Nursing Program

Affiliation Entity

CHI St. Luke’s Patient Medical Center

Nursing Program

Pasadena ISD

Nursing Program

Nexus Children’s Hospital

Nursing Program

Bridgecrest

Nursing Program

Encompass Rehab The Woodlands

Medical Assisting Program

VIP Health Services, LLC.

EMS (Emergency Medical Services) Program  
(6th Amendment)

Baylor College of Medicine

**Item “D”  
Regular Board Meeting June 15, 2020  
Approval of the Affiliation Agreements**

EMS Program	La Porte EMS
EMS Program	North Channel EMS
EMS Program	Southlake EMS
EMS Program	Walker County EMS
EMS Program	St Joseph’s EMS
EMS Program	La Marque Fire Department

**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 15, 2020**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 3, 2020.