

*Board of Trustees  
Meeting*

*January 30, 2017*

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:00 p.m., Monday, January 30, 2017, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Calendar Review**
- IV. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072, 551.073, and 551.074 of the Texas Open Meetings Act, for the following purposes:**
  - a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
  - b. For the purpose of considering a negotiated contract for a prospective gift or donation.
  - c. Personnel Matters - For the deliberation of the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of specific employees.
- V. Reconvene in Open Meeting**
- VI. Campus Carry Task Force Progress Update**
- VII. Cyber Liability Policy Update**
- VIII. 85<sup>th</sup> Legislative Session Update**
- IX. May 2017 Board Election Update**
- X. Update on Select Instructional Programs**
  - **Change of Name for Associate of Arts Degree in Physical Education to Associate of Arts in Kinesiology**
  - **Notification of Closure of Dental Assisting Program**
- XI. Houston Chronicle Opportunity News Review**
- XII. Communication About Vehicle Donation and Auction**

### **XIII. General Discussion of Meeting Items**

### **XIV. 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, January 27, 2017, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College's website, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, January 30, 2017, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
  - East Harris County Manufacturer’s Association                      Allatia Harris  
Check Presentation
  
  - Perry Homes Endowed Scholarship Presentation                      Ruth Keenan
  
  - Recognition of the 2016-2017 Excellence Award and                      Laurel Williamson  
Minnie Piper Recipients
  
  - Recognition of the 2016-2017 Honorarium Recipients                      Kelly Simons
- V. Student Success Presentations**
  - Graduation Rates and Awards                      George González
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**
- VIII. Informative Reports to the Board**
  - A. San Jacinto College Financial Statement
  - B. San Jacinto College Foundation Financial Statement
  - C. Capital Improvement Program
  - D. San Jacinto College Building Committee Minutes

**ACTION ITEMS**

- IX. Consideration of Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Articulation Agreement with Grambling State University**

- XI. Consideration of Approval To Authorize Resolution to Order a General Election And Execution of Such Order To Hold Trustee Election**
- XII. Consideration of Approval to Modify Incidental & Lab Fees**
- XIII. Consideration of Approval of Houston Independent School District Partnership Agreement for Dual Credit**
- XIV. Consideration of Approval the Articulation Agreement with Southern New Hampshire University – College of Online and Continuing Education**

**PURCHASING REQUESTS**

- XV. Consideration of Purchasing Requests**

**CONSENT AGENDA**

- XVI. Consent Agenda**

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

- A. Approval of the Minutes for the December 12, 2016 Board Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

- XVII. Items for Discussion/Possible Action**

(Items removed from the Consent Agenda, will be considered at this time)

- XVIII. Adjournment**

**Closed Session Authority**

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 58,713,608	56,784,830
Investments	-	3,448,431
Accounts receivable - taxes	91,576,708	83,103,190
Accounts receivable	16,935,930	17,460,484
Deferred charges	950,358	1,031,347
Inventories	443,645	462,236
Total current assets	<u>168,620,249</u>	<u>162,290,518</u>
Noncurrent assets:		
Restricted cash and cash equivalents	194,356,323	80,115,904
Capital assets, net	418,580,162	399,554,985
Total noncurrent assets	<u>612,936,485</u>	<u>479,670,889</u>
Total assets	<u>781,556,734</u>	<u>641,961,407</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	<u>11,560,249</u>	<u>4,542,533</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	10,157,184	10,841,347
Accrued liabilities	5,546,676	5,045,759
Accrued compensable absences and deferred compensation	2,612,623	2,592,077
Deferred revenues	88,042,290	80,871,006
Total current liabilities	<u>106,358,773</u>	<u>99,350,189</u>
Noncurrent liabilities:		
Net pension liability	29,942,125	24,842,147
Bonds and notes payable	485,744,367	337,603,914
Total noncurrent liabilities	<u>515,686,492</u>	<u>362,446,061</u>
Total liabilities	<u>622,045,265</u>	<u>461,796,250</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>4,122,366</u>	<u>7,599,287</u>
<u>Net assets</u>		
Beginning of year	166,844,720	176,203,176
Current year addition	104,632	905,227
Total net position	<u>\$ 166,949,352</u>	<u>\$ 177,108,403</u>



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/15	% of 8/31/16 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 46,488,413	\$ 14,746,060	31.72	\$ 14,601,002	32.19
Local Taxes - Maintenance & Operations	63,146,546	137,817	0.22	60,499	0.10
Local Taxes - Debt Service	27,502,805	176,231	0.64	144,378	0.64
Credit Tuition	45,805,983	30,983,596	67.64	28,324,134	68.75
Credit Fees	15,571,302	9,896,004	63.55	8,349,175	61.86
Credit Exemptions & Waivers	(4,129,096)	(3,203,798)	77.59	(2,044,131)	52.17
Bad Debt	(2,350,779)	(587,695)	25.00	(203,001)	24.74
Continuing Professional Development	5,573,314	1,514,900	27.18	1,979,423	27.23
Sales & Services	1,717,933	629,129	36.62	763,844	31.46
Investment Income	105,979	235,955	222.64	64,618	11.68
Auxiliary Services	3,373,075	1,172,981	34.77	1,113,361	32.83
Grants	62,220,561	20,874,558	33.55	20,829,646	42.80
Local Grants	2,140,922	1,041,822	48.66	1,049,400	43.93
Total	<u>267,166,958</u>	<u>77,617,560</u>	<u>29.05</u>	<u>75,032,348</u>	<u>30.80</u>
<b>EXPENDITURES:</b>					
Instruction	70,172,883	20,037,283	28.55	19,314,437	27.88
Public Service	5,169,811	1,236,031	23.91	1,489,758	21.75
Academic Support	24,116,742	5,159,817	21.40	4,594,734	28.66
Student Services	15,812,229	3,493,159	22.09	3,237,280	22.50
Institutional Support	77,394,538	16,802,140	21.71	15,171,836	26.27
Physical Plant	18,004,404	3,617,454	20.09	3,700,922	20.85
Scholarships and Fellowships	51,967,667	21,355,400	41.09	21,480,143	45.42
Auxiliary Enterprises	4,490,639	1,363,675	30.37	1,406,270	31.38
Depreciation	20,351,251	4,544,047	22.33	4,041,432	25.39
Capital Purchases	-	(96,078)	-	(309,691)	21.19
Total	<u>287,480,164</u>	<u>77,512,928</u>	<u>26.96</u>	<u>74,127,121</u>	<u>29.86</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(4,024,664)	(270,187)	-	(422,602)	-
Transfers Out	4,024,664	270,187	-	422,602	-
Net Increase (Decrease) in Net Position	<u>\$ (20,313,206)</u>	<u>\$ 104,632</u>		<u>\$ 905,227</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/15</u>	<u>% of 8/31/16 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 36,486,413	\$ 12,200,619	33.44	\$ 12,222,951	34.23
Local Taxes - Maintenance & Operations	63,146,546	137,817	0.22	60,499	0.10
Credit Tuition	44,078,601	29,673,929	67.32	27,141,130	68.88
Credit Fees	15,571,302	9,896,004	63.55	8,349,175	61.86
Credit Exemptions & Waivers	(4,129,096)	(3,203,798)	77.59	(2,044,131)	52.17
Bad Debt	(2,350,779)	(587,695)	25.00	(203,001)	24.74
Continuing Professional Development	5,573,314	1,514,900	27.18	1,979,423	27.23
Sales & Services	1,717,933	591,503	34.43	741,252	32.46
Investment Income	105,979	35,352	33.36	25,227	17.31
Total	<u>160,200,213</u>	<u>50,258,631</u>	<u>31.37</u>	<u>48,272,525</u>	<u>31.22</u>
<b>EXPENDITURES:</b>					
Instruction	66,430,463	18,764,957	28.25	18,129,226	28.10
Public Service	4,567,511	1,071,705	23.46	1,339,354	21.67
Academic Support	14,025,248	3,966,379	28.28	3,775,775	31.55
Student Services	14,984,253	3,138,356	20.94	2,918,956	22.62
Institutional Support	38,148,971	10,536,701	27.62	9,778,472	25.09
Physical Plant	18,004,404	3,617,454	20.09	3,700,922	20.85
Total	<u>156,160,850</u>	<u>41,095,552</u>	<u>26.32</u>	<u>39,642,705</u>	<u>26.03</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	(850)	-	(47,350)	-
Transfers Out	4,001,318	252,324	-	329,839	-
Net Increase (Decrease) in Net Position	<u>\$ 38,045</u>	<u>\$ 8,911,605</u>		<u>\$ 8,347,331</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/15</u>	<u>% of 8/31/16 Actual</u>
<b>REVENUES:</b>					
Grants	\$ 57,190,439	\$ 20,026,556	35.02	\$ 19,824,774	43.12
Total	<u>57,190,439</u>	<u>20,026,556</u>	<u>35.02</u>	<u>19,824,774</u>	<u>43.12</u>
<b>EXPENDITURES:</b>					
Instruction	549,906	126,678	23.04	197,008	37.33
Public Service	263,945	56,512	21.41	48,562	23.58
Academic Support	8,833,355	849,068	9.61	487,638	18.47
Student Services	281,491	59,469	21.13	79,589	27.00
Institutional Support	1,401,302	229,314	16.36	238,249	20.59
Scholarships and Fellowships	45,860,440	18,705,515	40.79	18,773,728	45.63
Total	<u>57,190,439</u>	<u>20,026,556</u>	<u>35.02</u>	<u>19,824,774</u>	<u>43.12</u>
<b>TRANSFERS AMOUNG FUNDS:</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

State Restricted Funds

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/15	% of 8/31/16 Actual
<b>REVENUES:</b>					
State Paid Benefits	\$ 10,002,000	\$ 2,545,441	25.45	\$ 2,378,051	24.66
Grants	5,030,122	848,002	16.86	1,004,872	37.21
Total	<u>15,032,122</u>	<u>3,393,443</u>	<u>22.57</u>	<u>3,382,923</u>	<u>27.40</u>
<b>EXPENDITURES:</b>					
Instruction	3,160,641	1,129,975	35.75	960,549	23.21
Public Service	105,900	64,642	61.04	58,495	19.93
Academic Support	949,426	264,026	27.81	273,035	22.34
Student Services	506,039	290,286	57.36	217,609	19.12
Institutional Support	7,723,559	917,388	11.88	1,007,494	30.13
Scholarships and Fellowships	2,586,557	727,126	28.11	865,741	39.19
Total	<u>15,032,122</u>	<u>3,393,443</u>	<u>22.57</u>	<u>3,382,923</u>	<u>27.40</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/15</u>	<u>% of 8/31/16 Actual</u>
<b>REVENUES:</b>					
Local Grants	\$ 2,140,922	\$ 1,041,822	48.66	\$ 1,049,400	43.93
Total	<u>2,140,922</u>	<u>1,041,822</u>	<u>48.66</u>	<u>1,049,400</u>	<u>43.93</u>
<b>EXPENDITURES:</b>					
Instruction	31,873	13,977	43.85	25,234	30.89
Public Service	232,455	43,172	18.57	43,347	25.17
Academic Support	308,713	80,344	26.03	58,286	28.74
Student Services	40,446	5,048	12.48	21,126	40.20
Institutional Support	34,649	16,116	46.51	2,092	3.32
Scholarships and Fellowships	1,793,288	949,335	52.94	931,374	46.37
Total	<u>2,441,424</u>	<u>1,107,992</u>	<u>45.38</u>	<u>1,081,459</u>	<u>41.90</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(323,848)	(78,643)	-	(82,343)	-
Transfers Out	<u>23,346</u>	<u>17,863</u>	<u>-</u>	<u>92,763</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 30,336</u>		<u>\$ (42,479)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,727,382</u>	<u>\$ 1,309,667</u>	<u>75.82</u>	<u>\$ 1,183,004</u>	<u>65.99</u>
Total	<u>1,727,382</u>	<u>1,309,667</u>	<u>75.82</u>	<u>1,183,004</u>	<u>65.99</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,727,382</u>	<u>973,424</u>	<u>56.35</u>	<u>909,300</u>	<u>47.27</u>
Total	<u>1,727,382</u>	<u>973,424</u>	<u>56.35</u>	<u>909,300</u>	<u>47.27</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 336,243</u></u>		<u><u>\$ 273,704</u></u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Sales & Service	<u>\$ -</u>	<u>\$ 37,626</u>	<u>-</u>	<u>\$ 22,592</u>	<u>15.72</u>
Total	<u>-</u>	<u>37,626</u>	<u>-</u>	<u>22,592</u>	<u>15.72</u>
EXPENDITURES:					
Instruction	<u>-</u>	<u>1,696</u>	<u>-</u>	<u>2,420</u>	<u>12.56</u>
Total	<u>-</u>	<u>1,696</u>	<u>-</u>	<u>2,420</u>	<u>12.56</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 35,930</u>		<u>\$ 20,172</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

Auxiliary Enterprises

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/15	% of 8/31/16 Actual
<b>REVENUES:</b>					
Sales & Services	\$ 40,000	\$ 17,929	44.82	\$ 14,181	12.07
Auxiliary Services	3,333,075	1,155,052	34.65	1,099,180	33.57
Total	3,373,075	1,172,981	34.77	1,113,361	32.83
<b>EXPENDITURES:</b>					
Non-Instructional Labor	830,891	205,904	24.78	216,546	23.72
Benefits	143,552	112,705	78.51	117,590	26.67
Supplies	1,639,348	211,058	12.87	242,011	36.02
Travel	260,633	72,402	27.78	109,943	21.21
Contracted Services	419,239	89,036	21.24	111,657	33.14
Scholarships and Fellowships	1,181,426	666,064	56.38	594,553	37.90
Utilities	15,550	6,506	41.84	13,970	62.07
Total	4,490,639	1,363,675	30.37	1,406,270	31.38
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(1,117,564)	(190,694)	-	(292,909)	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/15</u>	<u>% of 8/31/16 Actual</u>
<b>REVENUES</b>					
Investment Income	\$ -	\$ 200,603	-	\$ 39,391	9.67
Local Taxes - Debt Service	<u>27,502,805</u>	<u>176,231</u>	<u>0.64</u>	<u>144,378</u>	<u>0.64</u>
Total	<u>27,502,805</u>	<u>376,834</u>	<u>-</u>	<u>183,769</u>	<u>0.80</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>30,086,057</u>	<u>5,102,621</u>	<u>16.96</u>	<u>4,145,529</u>	<u>29.14</u>
Total	<u>30,086,057</u>	<u>5,102,621</u>	<u>16.96</u>	<u>4,145,529</u>	<u>29.14</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(2,583,252)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (4,725,787)</u>		<u>\$ (3,961,760)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

97 Investment in Plant

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/15	% of 8/31/16 Actual
<b>EXPENDITURES</b>					
Depreciation	\$ 20,351,251	\$ 4,544,047	22.33	\$ 4,041,432	25.39
Capital Purchases	-	(96,078)	-	(309,691)	21.19
Total	<u>20,351,251</u>	<u>4,447,969</u>	<u>-</u>	<u>3,731,741</u>	<u>25.81</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ (4,447,969)</u>		<u>\$ (3,731,741)</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Three Months Ended November 30, 2016

91 Capital Projects	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>11/30/15</u>
REVENUES:			
Investment Income	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Bond Programs	<u>-</u>	<u>6,933,679</u>	<u>5,322,166</u>
Total	<u>-</u>	<u>6,933,679</u>	<u>5,322,166</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (6,933,679)</u>	<u>\$ (5,322,166)</u>



**Monthly Investment Report**  
**November 30, 2016**



# An Evolutionary/Revolutionary Month

There was excessive speculation early in November that a Trump win would delay a rate increase but the reaction has made it a near certainty. Trump's spending plans, along with Republican dual control of Congress, caused the market to quickly revise its outlook regarding the pace of Fed rate increases after seeing clear global reflation possibilities.

After one of the biggest price backups on record with the 10-year jumping 0.50%, the initial selloff in the U.S. bond and stock markets stabilized as investors calmed and began instead to look for investment opportunities – and higher rates. The negative reaction in the bond market, which boosted rates to the left of the decimal point, came from fear of a substantial fiscal expansion with pledges to lower taxes, spend more, restrict trade, inflation and higher interest rates. There is little consensus but projected actions foretell tax cuts (or possibly rewrites), a business friendly atmosphere, along with a review and substantial changes to both Dodd-Frank and ACA.

Several Fed Presidents like Jeffrey Lacker stated that the new projected fiscal policy may require higher interest rates. Chair Yellen's important testimony to the Congressional Joint Economic Committee echoed that sentiment and clearly signaled a December rate hike. She highlighted "recent improvements" and expects continuing growth. A new comment added to her standard speeches noted that "keeping rates on hold could spur excess risk-taking." At this time there is no fundamental reason for the Fed to disappoint. Of course the FOMC will want to see a modest continuation of growth.

In the meantime, the *Trumper Tantrum* dip in bond prices has caused pain for existing bondholders and future borrowers. The media did a notable job fueling the flames of fear and are not moderating appreciably, so the volatility will undoubtedly continue.

The constant led a bond selloff around the world initially then settled. The bigger picture is, if the Fed is able to "normalize" with higher interest rates, the benefits will include benefits of income to savers, reduction of pressures on pensions and could encourage banks to do more lending. For now, nothing has changed except we have a new President-elect. Bond yields remain near historic lows and the long-end of the curve is back to where it was at the beginning of the year.

The Constant Maturity 10-Year Track in 2016





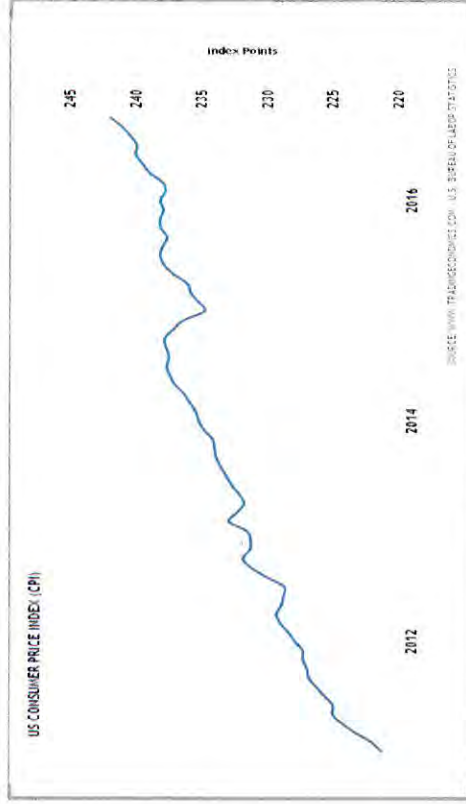
# An Reflationary Domestic Trend

Much of the rate hike talk focuses on inflation which is very much in play. Those applying for a mortgage or selling a house see the downside. But, if you are risk-shy and need higher rates in the portfolio this looks like the end of a long drought.

In general the bond market dreads inflation because it eats up the value of interest. So, up go interest rates in anticipation. Cutting taxes while building infrastructure would mean sending the federal deficit through the roof unless growth takes off. More borrowing by Uncle Sam would put more upward pressure on interest rates. There has to be balance and uncertainty will act to moderate the rates as investors stay short buying a set number of bonds. Another counter pressure will be those international investors who still face extremely low rates in their own sovereign debt.

Tax cuts provide a little boost to growth. Infrastructure building provides a bigger one, since it puts people directly to work, making steel, building roads, stringing wire and the like. That hiring would come while unemployment is low at 4.9 percent. Layoffs are at a 43-year nadir. Wages were up 2.8% in October, the biggest one-year increase since 2009.

Throughout the economy are signs of growing or potential inflation boosts. US CPI moved up to levels not seen since April 2015 taking the YOY to 1.6% and PPI increased 1.2% over 12 months which is the highest rate in 2 years. And the all important housing starts soared 25.5% bringing it to a nine year high.

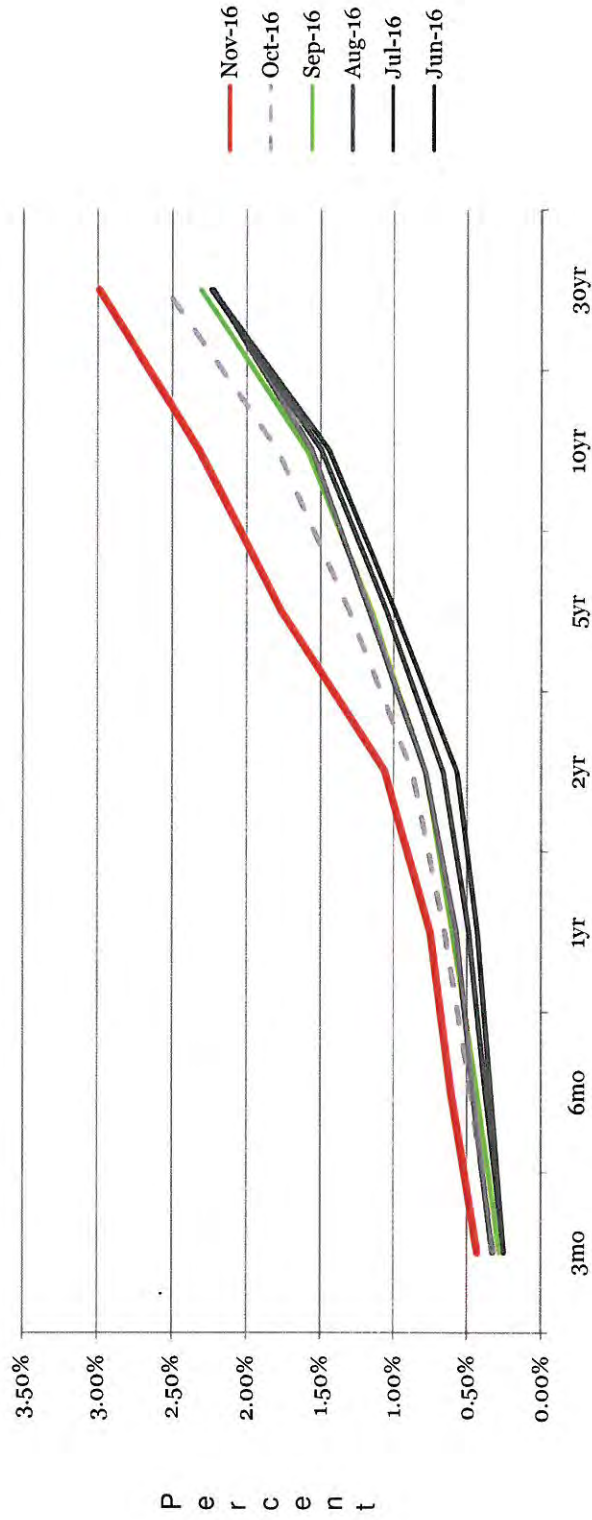


Retail sales showed a solid momentum up 0.8% with strength in both the core and underlying factors. A regional boost came from the business activity gauge in the Empire State (NY) manufacturing survey, the weakest of the recent main regional reports, which improved to +1.5 in November from -6.8 in October, support the inflationary outlook which the Fed has been searching for.

Overseas an inflationary pressure may be introduced if Iran's Oil Minister is correct in noting that it is "highly probable" members will reach an agreement to cut production at the early December OPEC meeting.

# Rates are Moving Without the Fed

- Treasury rates soared across the yield curve following the national elections on inflation fears bringing the curve back to beginning year highs when optimism was also bubbling.
- The Federal Reserve is set to raise short-term rates in December probably by a quarter point. The betting now is that rate hikes will be very gradual, but an inflation scare could put the Fed in faster rate hike mode. Then again, all this inflation worry may come to naught. Tea Party conservatives hate deficit spending, and they could oppose the infrastructure plan.

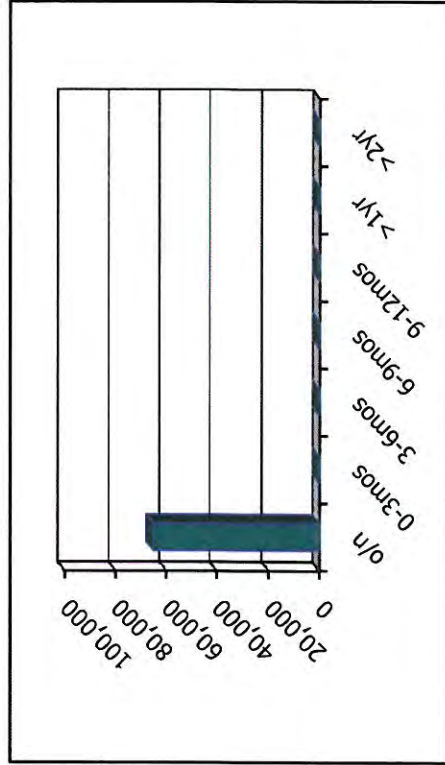
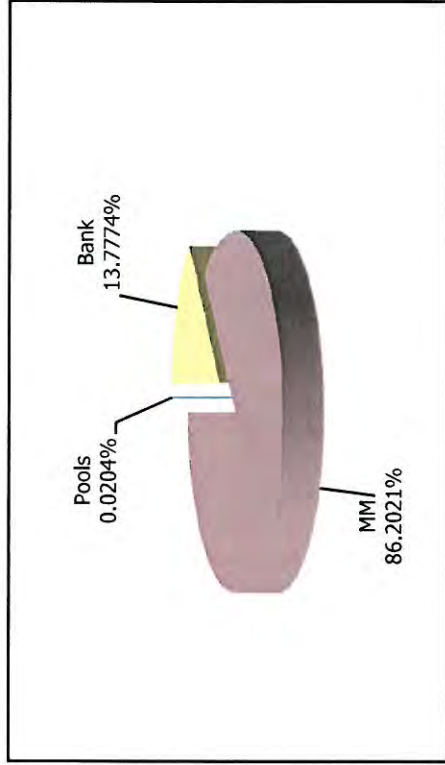




# General Portfolio

As of November 30, 2016

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates have moved up in the last quarter offering some opportunities for diversification – especially for those with access to commercial paper. Past one year there are many more alternatives as rates creep up.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.



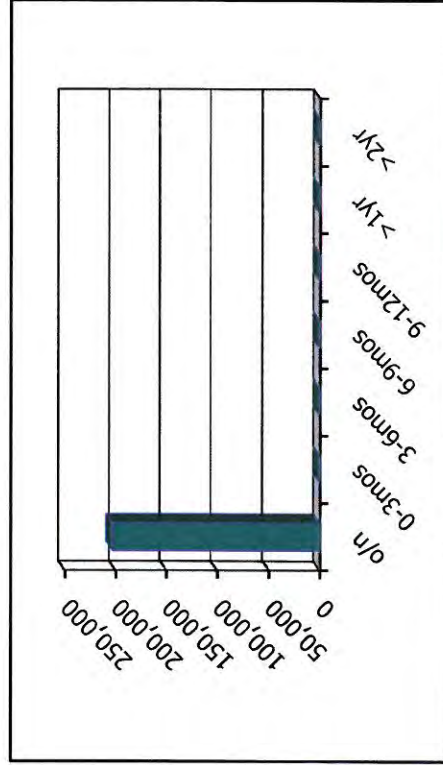
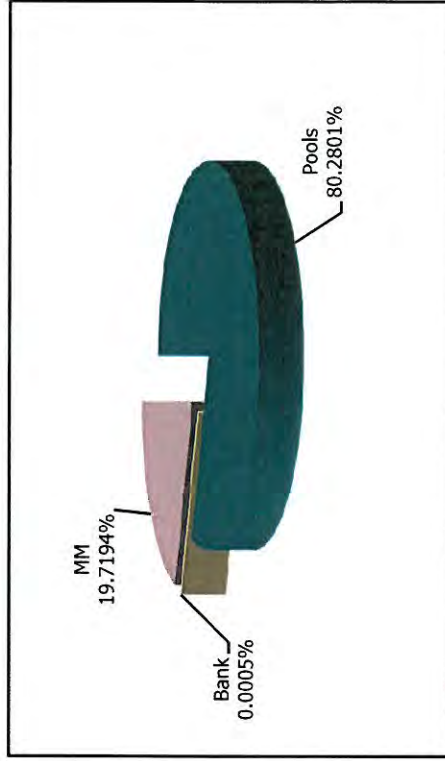
# Bond Portfolio

As of November 30, 2016

PATTERSON & ASSOCIATES



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- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.





**San Jacinto Community College  
Portfolio Management  
Portfolio Summary  
November 30, 2016**

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	8,089,352.76	8,089,352.76	8,089,352.76	3.20	1	1	0.000
Investment Pools/Money Markets	244,980,578.52	244,980,578.52	244,980,578.52	96.80	1	1	0.408
<b>Investments</b>	<b>253,069,931.28</b>	<b>253,069,931.28</b>	<b>253,069,931.28</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.395</b>
<b>Total Earnings</b>	<b>November 30</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year	78,314.31		246,230.35				

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

\_\_\_\_\_  
*Chris D...*  
 Vice Chancellor of Fiscal Affairs  
 1/4/17



**San Jacinto Community College**  
**Summary by Type**  
**November 30, 2016**  
**Grouped by Fund**

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	194,356,323.17	194,356,323.17	76.80	0.410	1
<b>Subtotal</b>	<b>10</b>	<b>194,356,323.17</b>	<b>194,356,323.17</b>	<b>76.80</b>	<b>0.410</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	8,089,352.76	8,089,352.76	3.20	0.000	1
Investment Pools/Money Markets	6	50,624,255.35	50,624,255.35	20.00	0.400	1
<b>Subtotal</b>	<b>15</b>	<b>58,713,608.11</b>	<b>58,713,608.11</b>	<b>23.20</b>	<b>0.345</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>253,069,931.28</b>	<b>253,069,931.28</b>	<b>100.00</b>	<b>0.395</b>	<b>1</b>





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**San Jacinto Community College**  
**Fund BOND - Bond Funds**  
**Investments by Fund**  
**November 30, 2016**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	446.17	446.17	446.17	0.150	0.147	0.150		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	9,752,804.80	9,752,804.80	9,752,804.80	0.450	0.443	0.450		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,065,251.63	8,065,251.63	8,065,251.63	0.450	0.443	0.450		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,092.47	250,092.47	250,092.47	0.450	0.443	0.450		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	20,007,397.28	20,007,397.28	20,007,397.28	0.450	0.443	0.450		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,092.47	250,092.47	250,092.47	0.450	0.443	0.450		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,821,833.09	3,821,833.09	3,821,833.09	0.400	0.394	0.400		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	2,574,630.12	2,574,630.12	2,574,630.12	0.400	0.394	0.400		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	149,240,587.87	149,240,587.87	149,240,587.87	0.400	0.394	0.400		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	393,187.27	393,187.27	393,187.27	0.400	0.394	0.400		1
<b>Subtotal and Average</b>				<b>194,356,323.17</b>	<b>194,356,323.17</b>	<b>194,356,323.17</b>		<b>0.404</b>	<b>0.410</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>194,356,323.17</b>	<b>194,356,323.17</b>	<b>194,356,323.17</b>		<b>0.404</b>	<b>0.410</b>		<b>1</b>

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**November 30, 2016**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2016	17,919.17	17,919.17	17,919.17					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	120,746.11	120,746.11	120,746.11					1
708340062	10086	Disbursements	09/01/2016	-521,674.93	-521,674.93	-521,674.93					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	8,573,269.06	8,573,269.06	8,573,269.06					1
707759346	10085	Payroll Fund	09/01/2016	-119,143.33	-119,143.33	-119,143.33					1
9999999913	10088	Petty Cash	09/01/2016	20,755.00	20,755.00	20,755.00					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-2,518.32	-2,518.32	-2,518.32					1
<b>Subtotal and Average</b>				<b>8,089,352.76</b>	<b>8,089,352.76</b>	<b>8,089,352.76</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	40,119,694.51	40,119,694.51	40,119,694.51	0.450	0.443	0.450		1
86-7200810	10230	East West MM	09/09/2014	250,092.47	250,092.47	250,092.47	0.450	0.443	0.450		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	12,297.32	12,297.32	12,297.32	0.400	0.394	0.400		1
707759320	10035	JPM - Money Market	09/01/2007	10,001,682.10	10,001,682.10	10,001,682.10	0.200	0.197	0.200		1
9999999996	10038	TCE - Money Market	09/26/2007	239,872.08	239,872.08	239,872.08	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	616.87	616.87	616.87	0.399	0.393	0.398		1
<b>Subtotal and Average</b>				<b>50,624,255.35</b>	<b>50,624,255.35</b>	<b>50,624,255.35</b>		<b>0.395</b>	<b>0.400</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>58,713,608.11</b>	<b>58,713,608.11</b>	<b>58,713,608.11</b>		<b>0.340</b>	<b>0.345</b>		<b>1</b>



Patterson & Associates  
 901 S. MoPac  
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 Austin, TX 78746

**San Jacinto Community College**  
**Interest Earnings**  
 Sorted by Fund - Fund  
 November 1, 2016 - November 30, 2016  
 Yield on Average Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Annualized Yield	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	446.17	446.12	446.12		0.150	0.136	0.05	0.00	0.05
999999999	10084	BOND	RRP	3,821,833.09	3,929,055.14	3,923,950.95		0.400	0.398	1,282.27	0.00	1,282.27
999999999	10106	BOND	RRP	393,187.27	391,475.94	393,063.10		0.400	0.398	128.45	0.00	128.45
XXX794	10228	BOND	RRP	9,752,804.80	9,752,898.51	9,750,093.49		0.450	0.350	2,804.80	0.00	2,804.80
XXX844	10229	BOND	RRP	8,065,251.63	8,059,842.59	8,063,009.51		0.450	0.350	2,319.43	0.00	2,319.43
86-72000794	10231	BOND	RRP	250,092.47	250,095.55	250,003.08		0.450	0.450	92.47	0.00	92.47
86-72000844	10232	BOND	RRP	250,092.47	250,095.55	250,003.08		0.450	0.450	92.47	0.00	92.47
86-72004242	10233	BOND	RRP	20,007,397.28	20,008,692.02	20,000,246.58		0.450	0.450	7,397.28	0.00	7,397.28
999999999	10234	BOND	RRP	2,574,630.12	4,797,951.93	4,722,115.94		0.400	0.397	1,542.37	0.00	1,542.37
999999999	10235	BOND	RRP	149,240,587.87	149,275,090.83	149,273,940.73		0.400	0.398	48,781.11	0.00	48,781.11
		<b>Subtotal</b>		<b>194,356,323.17</b>	<b>196,715,644.18</b>	<b>196,626,872.60</b>			<b>0.399</b>	<b>64,440.70</b>	<b>0.00</b>	<b>64,440.70</b>
<b>Fund: Consolidated Portfolio</b>												
999999999	10032	GEN	RRP	616.87	1,385,640.09	1,467,836.59		0.399	0.405	488.05	0.00	488.05
999999999	10038	GEN	RRP	239,872.08	239,803.10	239,805.40		0.350	0.350	68.98	0.00	68.98
707759320	10035	GEN	RRP	10,001,682.10	12,504,548.75	10,250,508.06		0.200	0.200	1,682.10	0.00	1,682.10
999999999	10034	GEN	RRP	12,297.32	10,508.55	12,293.43		0.400	0.398	4.02	0.00	4.02
XXX870	10227	GEN	RRP	40,119,694.51	40,099,366.95	40,108,541.12		0.450	0.350	11,537.99	0.00	11,537.99
86-7200810	10230	GEN	RRP	250,092.47	250,095.55	250,003.08		0.450	0.450	92.47	0.00	92.47
		<b>Subtotal</b>		<b>50,624,255.35</b>	<b>54,489,964.99</b>	<b>52,328,987.69</b>			<b>0.323</b>	<b>13,873.61</b>	<b>0.00</b>	<b>13,873.61</b>
		<b>Total</b>		<b>244,980,578.52</b>	<b>251,205,609.17</b>	<b>248,955,860.29</b>			<b>0.383</b>	<b>78,314.31</b>	<b>0.00</b>	<b>78,314.31</b>



**Quarterly Investment Report**  
**August 31, 2016 – November 30, 2016**





# An Evolutionary/Revolutionary Month

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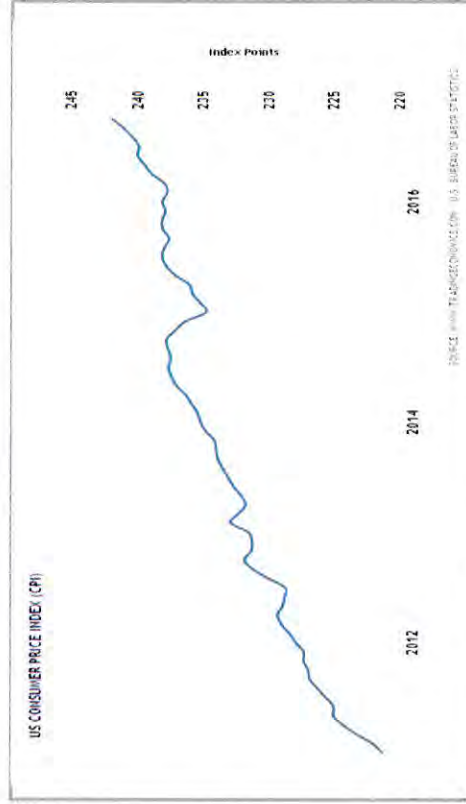
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In general the bond market dreads inflation because it eats up the value of interest. So, up go interest rates in anticipation. Cutting taxes while building infrastructure would mean sending the federal deficit through the roof unless growth takes off. More borrowing by Uncle Sam would put more upward pressure on interest rates. There has to be balance and uncertainty will act to moderate the rates as investors stay short buying a set number of bonds. Another counter pressure will be those international investors who still face extremely low rates in their own sovereign debt.

Tax cuts provide a little boost to growth. Infrastructure building provides a bigger one, since it puts people directly to work, making steel, building roads, stringing wire and the like. That hiring would come while unemployment is low at 4.9 percent. Layoffs are at a 43-year nadir. Wages were up 2.8% in October, the biggest one-year increase since 2009.

Throughout the economy are signs of growing or potential inflation boosts. US CPI moved up to levels not seen since April 2015 taking the YOY to 1.6% and PPI increased 1.2% over 12 months which is the highest rate in 2 years. And the all important housing starts soared 25.5% bringing it to a nine year high.



Retail sales showed a solid momentum up 0.8% with strength in both the core and underlying factors. A regional boost came from the business activity gauge in the Empire State (NY) manufacturing survey, the weakest of the recent main regional reports, which improved to +1.5 in November from -6.8 in October, support the inflationary outlook which the Fed has been searching for.

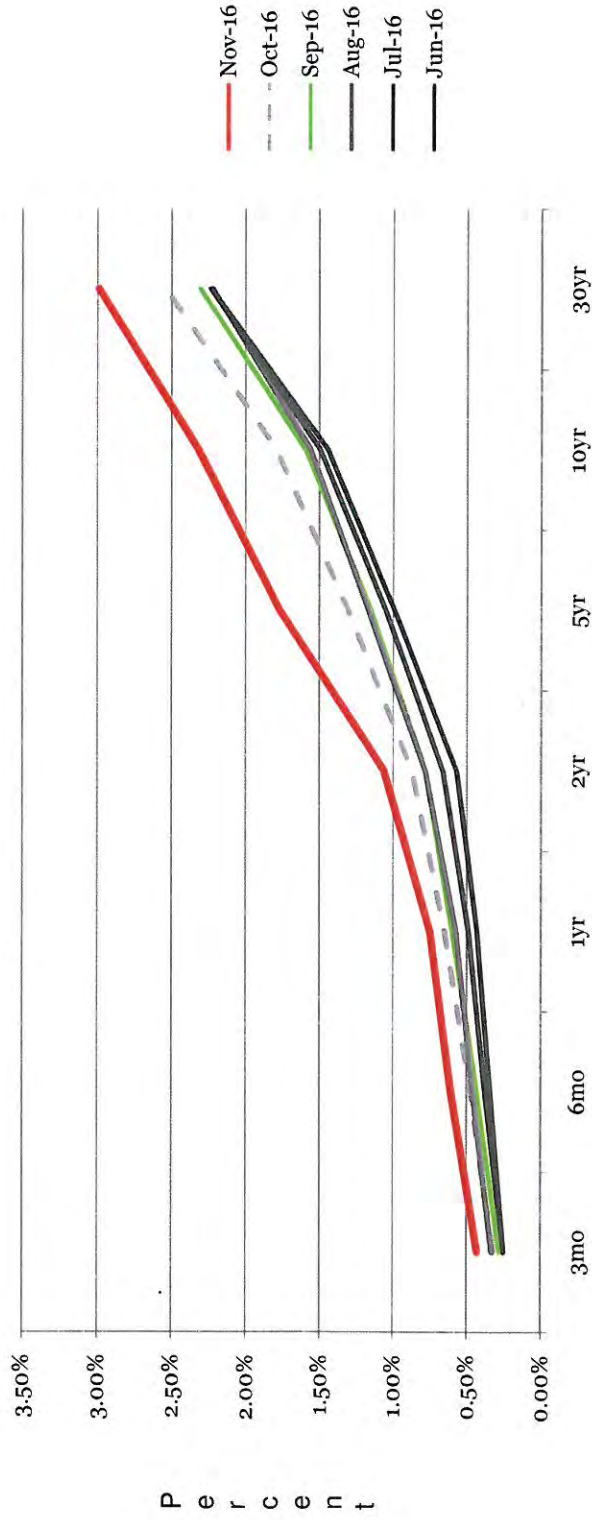
Overseas an inflationary pressure may be introduced if Iran's Oil Minister is correct in noting that it is "highly probable" members will reach an agreement to cut production at the early December OPEC meeting.





# Rates are Moving Without the Fed

- Treasury rates soared across the yield curve following the national elections on inflation fears bringing the curve back to beginning year highs when optimism was also bubbling.
- The Federal Reserve is set to raise short-term rates in December probably by a quarter point. The betting now is that rate hikes will be very gradual, but an inflation scare could put the Fed in faster rate hike mode. Then again, all this inflation worry may come to naught. Tea Party conservatives hate deficit spending, and they could oppose the infrastructure plan.




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


*San Jacinto College District*  
 Quarterly Investment Report  
 August 31, 2016 – November 30, 2016

**Portfolio Summary Management Report**

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

<p><b>Portfolio as of 08/31/16:</b>          Beginning Book Value           \$ 276,537,816          Beginning Market Value       \$ 276,537,816</p> <p>WAM at Beginning Period Date<sup>1</sup>   1 day</p> <p><i>(Decrease in market value is due to seasonal cash outflows)</i></p> <p style="text-align: right;">Average Yield to Maturity for period   0.391 %          Average Yield 180-Day Treasury Bill for period 0.510 %</p>	<p><b>Portfolio as of 11/30/16:</b>          Ending Book Value               \$ 253,069,931          Ending Market Value           \$ 253,069,931          Investment Income for the period   \$ 246,230          Unrealized Gain/Loss           \$ 0          WAM at Ending Period Date<sup>1</sup>   1 day</p> <p>Change in Market Value<sup>2</sup>       \$ (23,467,885)</p>
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 Chet Lewis, Vice Chancellor of Fiscal Affairs  
 San Jacinto College District

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

  
 Bill Dickerson, Accounting and Financial Services  
 San Jacinto College District

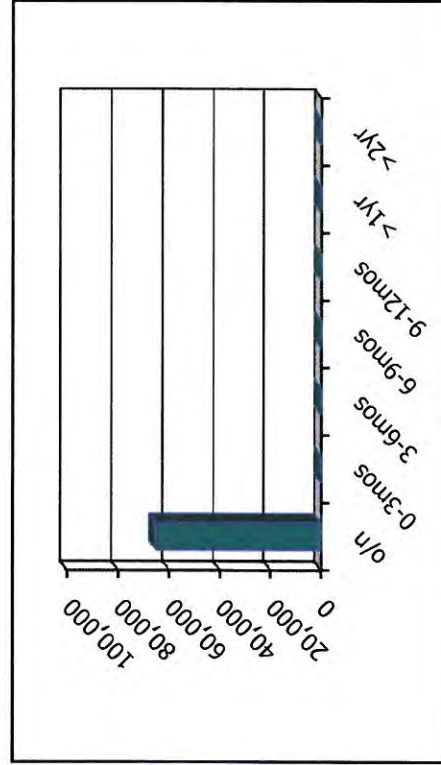
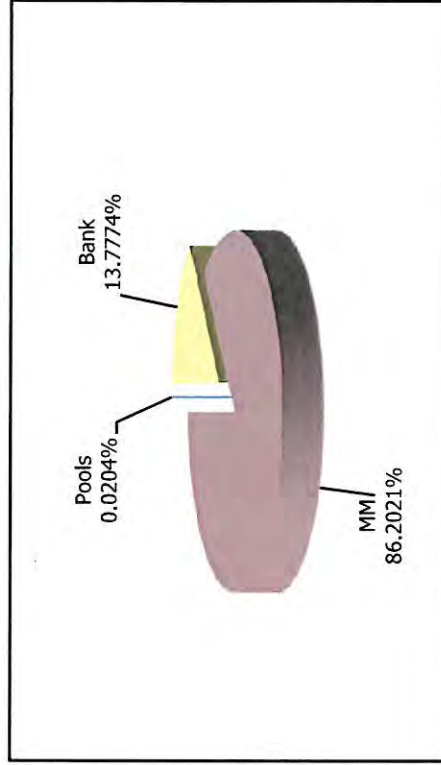
<sup>1</sup> WAM – weighted average maturity

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

# General Portfolio

As of November 30, 2016

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates have moved up in the last quarter offering some opportunities for diversification – especially for those with access to commercial paper. Past one year there are many more alternatives as rates creep up.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.

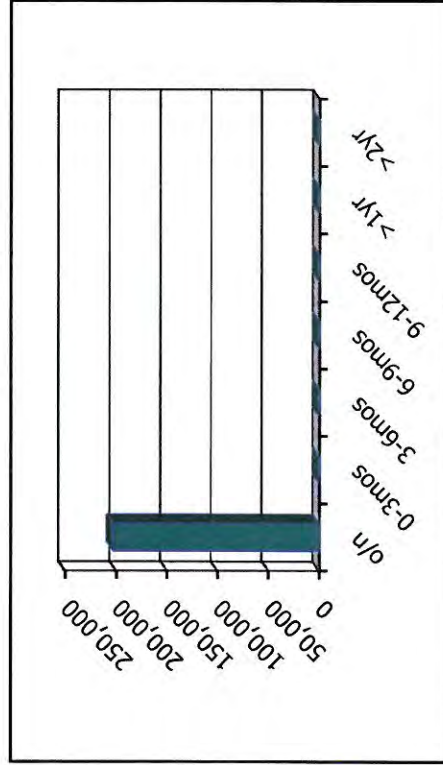
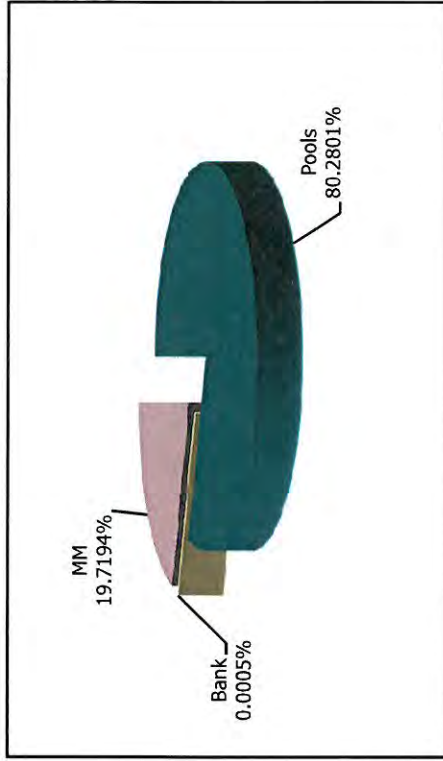




# Bond Portfolio

As of November 30, 2016

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates have moved up in the last quarter offering some opportunities for diversification – especially for those with access to commercial paper. Past one year there are many more alternatives as rates creep up.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.





**San Jacinto Community College  
Portfolio Management  
Portfolio Summary  
November 30, 2016**

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	8,089,352.76	8,089,352.76	8,089,352.76	3.20	1	1	0.000
Investment Pools/Money Markets	244,980,578.52	244,980,578.52	244,980,578.52	96.80	1	1	0.408
<b>Investments</b>	<b>253,069,931.28</b>	<b>253,069,931.28</b>	<b>253,069,931.28</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.395</b>
<b>Total Earnings</b>	<b>November 30</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year	78,314.31		246,230.35				

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

*[Signature]*  
\_\_\_\_\_  
Vice Chancellor of Fiscal Affairs



**San Jacinto Community College**  
**Summary by Type**  
**November 30, 2016**  
**Grouped by Fund**

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	194,356,323.17	194,356,323.17	76.80	0.410	1
<b>Subtotal</b>	<b>10</b>	<b>194,356,323.17</b>	<b>194,356,323.17</b>	<b>76.80</b>	<b>0.410</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	8,089,352.76	8,089,352.76	3.20	0.000	1
Investment Pools/Money Markets	6	50,624,255.35	50,624,255.35	20.00	0.400	1
<b>Subtotal</b>	<b>15</b>	<b>58,713,608.11</b>	<b>58,713,608.11</b>	<b>23.20</b>	<b>0.345</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>253,069,931.28</b>	<b>253,069,931.28</b>	<b>100.00</b>	<b>0.395</b>	<b>1</b>





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**San Jacinto Community College  
 Fund BOND - Bond Funds  
 Investments by Fund  
 November 30, 2016**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	446.17	446.17	446.17	0.150	0.147	0.150		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	9,752,804.80	9,752,804.80	9,752,804.80	0.450	0.443	0.450		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,065,251.63	8,065,251.63	8,065,251.63	0.450	0.443	0.450		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,092.47	250,092.47	250,092.47	0.450	0.443	0.450		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	20,007,397.28	20,007,397.28	20,007,397.28	0.450	0.443	0.450		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,092.47	250,092.47	250,092.47	0.450	0.443	0.450		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,821,833.09	3,821,833.09	3,821,833.09	0.400	0.394	0.400		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	2,574,630.12	2,574,630.12	2,574,630.12	0.400	0.394	0.400		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	149,240,587.87	149,240,587.87	149,240,587.87	0.400	0.394	0.400		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	393,187.27	393,187.27	393,187.27	0.400	0.394	0.400		1
<b>Subtotal and Average</b>				<b>194,356,323.17</b>	<b>194,356,323.17</b>	<b>194,356,323.17</b>		<b>0.404</b>	<b>0.410</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>194,356,323.17</b>	<b>194,356,323.17</b>	<b>194,356,323.17</b>		<b>0.404</b>	<b>0.410</b>		<b>1</b>

Portfolio SJCC  
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**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**November 30, 2016**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2016	17,919.17	17,919.17	17,919.17					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	120,746.11	120,746.11	120,746.11					1
708340062	10086	Disbursements	09/01/2016	-521,674.93	-521,674.93	-521,674.93					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	8,573,269.06	8,573,269.06	8,573,269.06					1
707759346	10085	Payroll Fund	09/01/2016	-119,143.33	-119,143.33	-119,143.33					1
9999999913	10088	Petty Cash	09/01/2016	20,755.00	20,755.00	20,755.00					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-2,518.32	-2,518.32	-2,518.32					1
				<b>Subtotal and Average</b>	<b>8,089,352.76</b>	<b>8,089,352.76</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	40,119,694.51	40,119,694.51	40,119,694.51	0.450	0.443	0.450		1
86-7200810	10230	East West MM	09/09/2014	250,092.47	250,092.47	250,092.47	0.450	0.443	0.450		1
999999993	10034	LSIP GOF - Operating	09/01/2007	12,297.32	12,297.32	12,297.32	0.400	0.394	0.400		1
707759320	10035	JPM - Money Market	09/01/2007	10,001,682.10	10,001,682.10	10,001,682.10	0.200	0.197	0.200		1
999999996	10038	TCB - Money Market	09/26/2007	239,872.08	239,872.08	239,872.08	0.350	0.345	0.350		1
999999991	10032	TexPool	09/01/2007	616.87	616.87	616.87	0.399	0.393	0.398		1
				<b>Subtotal and Average</b>	<b>50,624,255.35</b>	<b>50,624,255.35</b>		<b>0.395</b>	<b>0.400</b>		<b>1</b>
				<b>Total Investments and Average</b>	<b>58,713,608.11</b>	<b>58,713,608.11</b>		<b>0.340</b>	<b>0.345</b>		<b>1</b>



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**San Jacinto Community College**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**September 1, 2016 - November 30, 2016**  
**Yield on Average Book Value**

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	446.17	109.90	45,947.84		0.150	0.150	17.14	0.00	17.14
999999999	10084	BOND	RRP	3,821,833.09	5,434,490.12	4,666,681.73		0.400	0.401	4,666.17	0.00	4,666.17
999999999	10106	BOND	RRP	393,187.27	260,988.13	313,120.52		0.400	0.400	312.17	0.00	312.17
XXX794	10228	BOND	RRP	9,752,804.80	9,752,898.34	9,750,154.81		0.450	0.350	8,508.11	0.00	8,508.11
XXX844	10229	BOND	RRP	8,065,251.63	8,049,051.84	8,057,518.16		0.450	0.350	7,031.02	0.00	7,031.02
86-72000794	10231	BOND	RRP	250,092.47	250,095.55	250,007.42		0.450	0.450	280.48	0.00	280.48
86-72000844	10232	BOND	RRP	250,092.47	250,095.54	250,007.42		0.450	0.450	280.49	0.00	280.49
86-72004242	10233	BOND	RRP	20,007,397.28	25,011,342.62	22,582,899.22		0.450	0.450	25,335.90	0.00	25,335.90
999999999	10234	BOND	RRP	2,574,630.12	4,972,521.02	4,645,452.38		0.400	0.399	4,623.48	0.00	4,623.48
999999999	10235	BOND	RRP	149,240,587.87	150,197,471.93	149,808,011.08		0.400	0.400	149,547.56	0.00	149,547.56
			<b>Subtotal</b>	<b>194,356,323.17</b>	<b>204,179,064.99</b>	<b>200,369,800.58</b>			<b>0.402</b>	<b>200,602.52</b>	<b>0.00</b>	<b>200,602.52</b>
<b>Fund: Consolidated Portfolio</b>												
999999999	10032	GEN	RRP	616.87	9,461,899.31	4,095,473.52		0.399	0.383	3,915.68	0.00	3,915.68
999999996	10038	GEN	RRP	239,872.08	239,662.90	239,734.90		0.350	0.350	209.18	0.00	209.18
707759320	10035	GEN	RRP	10,001,682.10	22,000,674.53	12,517,580.25		0.200	0.200	6,230.85	0.00	6,230.85
999999993	10034	GEN	RRP	12,297.32	8,088.96	10,637.80		0.400	0.400	10.61	0.00	10.61
XXX810	10227	GEN	RRP	40,119,694.51	40,055,148.69	40,087,578.50		0.450	0.350	34,981.02	0.00	34,981.02
86-7200810	10230	GEN	RRP	250,092.47	250,095.54	250,007.42		0.450	0.450	280.49	0.00	280.49
			<b>Subtotal</b>	<b>50,624,255.35</b>	<b>72,015,569.93</b>	<b>57,201,012.39</b>			<b>0.320</b>	<b>45,627.83</b>	<b>0.00</b>	<b>45,627.83</b>
			<b>Total</b>	<b>244,980,578.52</b>	<b>276,194,634.92</b>	<b>257,570,812.97</b>			<b>0.383</b>	<b>246,230.35</b>	<b>0.00</b>	<b>246,230.35</b>





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**San Jacinto Community College  
 Texas Compliance Change in Val Report  
 Sorted by Fund  
 September 1, 2016 - November 30, 2016**

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
<b>Fund: Bond Funds</b>									
10064	DS	BOND	12/05/2007	17.14	109.90	127,336.27	127,000.00	336.27	446.17
708340211	446.17	0.150	/ /	17.14	109.90	127,336.27	127,000.00	336.27	446.17
10084	LSIP08	BOND	10/03/2008	4,666.17	5,434,490.12	4,666.17	1,617,323.20	-1,612,657.03	3,821,833.09
999999999	3,821,833.09	0.400	/ /	4,666.17	5,434,490.12	4,666.17	1,617,323.20	-1,612,657.03	3,821,833.09
10106	LSIPDS	BOND	07/30/2009	312.17	260,988.13	132,199.14	0.00	132,199.14	393,187.27
999999916	393,187.27	0.400	/ /	312.17	260,988.13	132,199.14	0.00	132,199.14	393,187.27
10228	EWIC08	BOND	09/09/2014	8,508.11	9,752,898.34	8,523.11	8,616.65	-93.54	9,752,804.80
XXX794	9,752,804.80	0.450	/ /	8,508.11	9,752,898.34	8,523.11	8,616.65	-93.54	9,752,804.80
10229	EWICDS	BOND	09/09/2014	7,031.02	8,049,051.84	16,214.79	15.00	16,199.79	8,065,251.63
XXX844	8,065,251.63	0.450	/ /	7,031.02	8,049,051.84	16,214.79	15.00	16,199.79	8,065,251.63
10231	EWM08	BOND	09/09/2014	280.48	250,095.55	8,897.13	8,900.21	-3.08	250,092.47
86-72000794	250,092.47	0.450	/ /	280.48	250,095.55	8,897.13	8,900.21	-3.08	250,092.47
10232	EWMDS	BOND	09/09/2014	280.49	250,095.54	9,180.70	9,183.77	-3.07	250,092.47
86-72000844	250,092.47	0.450	/ /	280.49	250,095.54	9,180.70	9,183.77	-3.07	250,092.47
10233	EWM015	BOND	08/06/2015	25,335.90	25,011,342.62	25,335.96	5,029,281.30	-5,003,945.34	20,007,397.28
86-72004242	20,007,397.28	0.450	/ /	25,335.90	25,011,342.62	25,335.96	5,029,281.30	-5,003,945.34	20,007,397.28
10234	LSIP15	BOND	08/06/2015	4,623.48	4,972,521.02	5,004,623.48	7,402,514.38	-2,397,890.90	2,574,630.12
999999917	2,574,630.12	0.400	/ /	4,623.48	4,972,521.02	5,004,623.48	7,402,514.38	-2,397,890.90	2,574,630.12
10235	LSIP16	BOND	04/20/2016	149,547.56	150,197,471.93	149,547.56	1,106,431.62	-956,884.06	149,240,587.87
999999918	149,240,587.87	0.400	/ /	149,547.56	150,197,471.93	149,547.56	1,106,431.62	-956,884.06	149,240,587.87
<b>Sub Totals For: Fund: Bond Funds</b>				200,602.52	204,179,064.99	5,486,524.31	15,309,266.13	-9,822,741.82	194,356,323.17
				200,602.52	204,179,064.99	5,486,524.31	15,309,266.13	-9,822,741.82	194,356,323.17

San Jacinto Community College  
 Texas Compliance Change in Val Report  
 September 1, 2016 - November 30, 2016

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Beginning Market Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value	Ending Market Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value
<b>Fund: Consolidated Portfolio</b>											
10032	TXPOOL	GEN	09/01/2007	3,915.68	9,461,899.31	9,461,899.31	21,413,717.56	30,875,000.00	-9,461,282.44	616.87	616.87
999999991	616.87	0.398	/ /	3,915.68	9,461,899.31	9,461,899.31	21,413,717.56	30,875,000.00	-9,461,282.44	616.87	616.87
10034	LSIP	GEN	09/01/2007	10.61	8,088.96	8,088.96	4,208.36	0.00	4,208.36	12,297.32	12,297.32
999999993	12,297.32	0.400	/ /	10.61	8,088.96	8,088.96	4,208.36	0.00	4,208.36	12,297.32	12,297.32
10062	OPER	GEN	09/01/2016	0.00	2,015,205.59	2,015,205.59	10,176,466.05	3,618,402.58	6,558,063.47	8,573,269.06	8,573,269.06
707759338	8,573,269.06	0.000	/ /	0.00	2,015,205.59	2,015,205.59	10,176,466.05	3,618,402.58	6,558,063.47	8,573,269.06	8,573,269.06
10038	TXCIT	GEN	09/26/2007	209.18	239,662.90	239,662.90	209.18	0.00	209.18	239,872.08	239,872.08
999999996	239,872.08	0.350	/ /	209.18	239,662.90	239,662.90	209.18	0.00	209.18	239,872.08	239,872.08
10035	MM	GEN	09/01/2007	6,230.85	22,000,674.53	22,000,674.53	6,317.25	12,005,309.68	-11,998,992.43	10,001,682.10	10,001,682.10
707759320	10,001,682.10	0.200	/ /	6,230.85	22,000,674.53	22,000,674.53	6,317.25	12,005,309.68	-11,998,992.43	10,001,682.10	10,001,682.10
10227	EWBICS	GEN	09/09/2014	34,981.02	40,055,148.69	40,055,148.69	64,560.82	15.00	64,545.82	40,119,694.51	40,119,694.51
XXX810	40,119,694.51	0.450	/ /	34,981.02	40,055,148.69	40,055,148.69	64,560.82	15.00	64,545.82	40,119,694.51	40,119,694.51
10230	EWBMM	GEN	09/09/2014	280.49	250,095.54	250,095.54	29,576.79	29,579.86	-3.07	250,092.47	250,092.47
86-7200810	250,092.47	0.450	/ /	280.49	250,095.54	250,095.54	29,576.79	29,579.86	-3.07	250,092.47	250,092.47
10069	FPRO	GEN	09/01/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
707759296	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10085	PAY	GEN	09/01/2016	0.00	0.00	0.00	-101,365.59	73,547.78	-119,143.33	-119,143.33	-119,143.33
707759346	-119,143.33	0.000	/ /	0.00	0.00	0.00	-101,365.59	73,547.78	-119,143.33	-119,143.33	-119,143.33
10086	DIS	GEN	09/01/2016	0.00	0.00	0.00	-1,908,004.74	288,571.31	-521,674.93	-521,674.93	-521,674.93
708340062	-521,674.93	0.000	/ /	0.00	0.00	0.00	-1,908,004.74	288,571.31	-521,674.93	-521,674.93	-521,674.93
10088	PC	GEN	09/01/2016	0.00	0.00	0.00	48,969.00	4,032.00	20,755.00	20,755.00	20,755.00
999999913	20,755.00	0.000	/ /	0.00	0.00	0.00	48,969.00	4,032.00	20,755.00	20,755.00	20,755.00
10089	CC	GEN	09/01/2016	0.00	0.00	0.00	179,578.45	21,773.51	120,746.11	120,746.11	120,746.11
999999914	120,746.11	0.000	/ /	0.00	0.00	0.00	179,578.45	21,773.51	120,746.11	120,746.11	120,746.11

San Jacinto Community College  
 Texas Compliance Change in Val Report  
 September 1, 2016 - November 30, 2016

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Beginning Market Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value	Ending Market Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Book Value	Market Value	Market Value	Market Value	Market Value	Book Value	Market Value
10164	BAOP	GEN	09/01/2016	0.00	0.00	0.00	19,804.77	1,144.09	17,919.17	17,919.17	17,919.17
1390012195A	17,919.17	0.000	/ /	0.00	0.00	0.00	19,804.77	1,144.09	17,919.17	17,919.17	17,919.17
10181	SDI	GEN	09/01/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
707759353	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10103	WC	GEN	09/01/2016	0.00	0.00	0.00	619.50	6,473.62	-2,518.32	-2,518.32	-2,518.32
707759361	-2,518.32	0.000	/ /	0.00	0.00	0.00	619.50	6,473.62	-2,518.32	-2,518.32	-2,518.32
<b>Sub Totals For: Fund: Consolidated Portfol</b>											
				45,627.83	74,030,775.52	74,030,775.52	29,934,657.40	46,923,849.43	-15,317,167.41	58,713,608.11	58,713,608.11
				45,627.83	74,030,775.52	74,030,775.52	29,934,657.40	46,923,849.43	-15,317,167.41	58,713,608.11	58,713,608.11
<b>Report Grand Totals:</b>											
				246,230.35	278,209,840.51	278,209,840.51	35,421,181.71	62,233,115.56	-25,139,909.23	253,069,931.28	253,069,931.28
				246,230.35	278,209,840.51	278,209,840.51	35,421,181.71	62,233,115.56	-25,139,909.23	253,069,931.28	253,069,931.28

## San Jacinto College Foundation

### Statement of Financial Position

As of November 30, 2016

#### ASSETS

##### Current Assets

##### Checking/Savings

General Fund \$1,250,361

Other Funds 0

Total Checking/Savings 1,250,361

##### Accounts Receivable

Pledge Receivables 253,800

Special Events Receivables 27,695

Total Accounts Receivable 281,495

##### Other Current Assets

##### Short Term Investments

Goldman Sachs 9,379,716

Capital Bank CD 202,821

Prosperity Bank 201,707

Total SJC Short Term Investments 9,784,243

Total Current Assets 11,316,099

#### TOTAL ASSETS

\$11,316,099

#### LIABILITIES & EQUITY

##### Liabilities

##### Current Liabilities

##### Accounts Payable

Event Payable 635

Grants Payable 171,996

Programs Payable 33,164

Endowments Payable 67,867

Scholarship Payables 103,858

Student Success Payables 6,600

Total Accounts Payable 384,119

Total Current Liabilities 384,119

Total Liabilities 384,119

##### Equity

Net Assets 10,665,964

Net Income 266,017

Total Equity 10,931,980

#### TOTAL LIABILITIES & EQUITY

\$11,316,099

**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending November 30, 2016

	2016	2015	Favorable / (Unfavorable)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Grant Contributions	\$15,810	\$85,000	(\$69,190)
Permanently Restricted	152,040	6,860	145,180
Program Sponsorship	89,005	201,656	(112,650)
Unrestricted Foundation	0	0	0
Temporarily Restricted	122,713	189,408	(66,696)
<b>Total Contributions</b>	<u>379,568</u>	<u>482,924</u>	<u>(103,356)</u>
<b>Other Income</b>			
Special Events	106,607	224,684	(118,077)
Investment Income	44,364	40,564	3,800
Realized Gain / (Loss)	1,211,386	0	1,211,386
Unrealized Gain / (Loss)	(1,278,331)	(37,970)	(1,240,361)
<b>Total Other Income</b>	<u>84,025</u>	<u>227,278</u>	<u>(143,252)</u>
<b>Total Income</b>	463,593	710,202	(246,609)
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	49,933	193,036	143,102
Grants Awarded	0	30,297	30,297
Programs Sponsored	53,745	109,565	55,820
Student Success Initiatives	0	37,695	37,695
<b>Total Programs</b>	<u>103,678</u>	<u>370,593</u>	<u>266,915</u>
<b>Supporting Services</b>			
Management and General	8,339	4,610	(3,729)
Fundraising	84,809	83,193	(1,616)
Sponsorship Expense	750	1,570	820
<b>Total Supporting Services</b>	<u>93,898</u>	<u>89,372</u>	<u>(4,526)</u>
<b>Total Expense</b>	<u>197,576</u>	<u>459,965</u>	<u>262,389</u>
<b>Net Ordinary Income</b>	266,017	250,236	15,780
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$266,017</u>	<u>\$250,236</u>	<u>\$15,780</u>





**Contributions Report**  
November 2016

<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	\$11,065	Chevron Phillips, Golf, Lady Gators Basketball, Barbara Trncak Endowment, EHCMA, George Hamman Foundation, Golf, Houston Alliance Grant, North Campus
Foundations	25,375	Baseball
Individuals	870	General Fund, Golf, Jennifer Puryear Scholarship, Joseph Cantalamesa Scholarship, Veteran's Center
<b>Total Donation</b>	<u><u>37,310</u></u>	
 <b>Employee Contributions</b>		
Various	2,585	Catherine O'brien Emergency Fund, Golf, John Locke Memorial, Promise for their Future,
<b>Total Employee Contributions</b>	<u><u>2,585</u></u>	
<b>Total Contributions</b>	<u><u>\$39,895</u></u>	

2008 Capital Improvement Program								
Report As of December 31, 2016								
Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
1203 - CC Anders Gym	10,398,474	(9,210,501)	1,187,973	-	-	109,723	1,078,250	9.24%
1102 - CC In-Fill	47,572	1,197,962	1,245,534	-	-	1,196,220	49,314	96.04%
<b>Sub-total</b>	<b>10,446,046</b>	<b>(8,012,538)</b>	<b>2,433,508</b>	<b>-</b>	<b>-</b>	<b>1,305,943</b>	<b>1,127,565</b>	<b>53.67%</b>
<b>North</b>								
2202 - NC Nichols Gym	4,949,996	(4,381,454)	568,542	-	-	18,617	549,925	3.27%
2102 - NC In-Fill	23,086	903,178	926,264	-	864	858,928	66,472	92.82%
2612 - NC Plant Chiller	14,225	1,626,427	1,640,652	-	1,406,540	171,380	62,732	96.18%
2601 - NC Baseball Batting and Pitching	475,965	114,992	590,957	-	43,198	541,040	6,719	98.86%
<b>Sub-total</b>	<b>5,463,272</b>	<b>(1,736,857)</b>	<b>3,726,415</b>	<b>-</b>	<b>1,450,602</b>	<b>1,589,965</b>	<b>685,848</b>	<b>81.59%</b>
<b>South</b>								
3202 - SC Smallwood Gym	6,919,331	(6,350,774)	568,557	-	-	18,557	550,000	3.26%
3102 - SC In-Fill	23,086	1,324,393	1,347,479	-	625	970,467	376,387	72.07%
3601 - SC Softball Press Box	26,500	18,500	45,000	-	3,179	28,012	13,809	69.31%
<b>Sub-total</b>	<b>6,968,917</b>	<b>(5,007,880)</b>	<b>1,961,037</b>	<b>-</b>	<b>3,804</b>	<b>1,017,036</b>	<b>940,197</b>	<b>52.06%</b>
<b>District</b>								
6601 - Generation Park	200,000	14,233	214,233	-	-	212,577	1,656	99.23%
6602 - District Board Room Renovation	144,951	-	144,951	-	99,715	31,109	14,127	90.25%
6705 - Data Networking	3,100,000	-	3,100,000	-	2,652	3,072,348	25,000	99.19%
720100 - Program Management	-	857,557	857,557	-	85,045	81,814	690,698	19.46%
726800 - Contingency	15,526,261	(10,236,995)	5,289,266	-	-	-	5,289,266	-
<b>Sub-total</b>	<b>18,971,212</b>	<b>(9,365,205)</b>	<b>9,606,007</b>	<b>-</b>	<b>187,412</b>	<b>3,397,848</b>	<b>6,020,747</b>	<b>37.32%</b>
<b>Projects Substantially Complete</b>								
2201 - NC Lehr Library	2,022,600	12,026,576	14,049,176	-	66,929	13,829,600	152,647	98.91%
6803 - Maritime Training Facility	18,000,000	8,988,148	26,988,148	181,654	701,550	26,204,232	82,366	99.69%
<b>Sub-total</b>	<b>20,022,600</b>	<b>21,014,724</b>	<b>41,037,324</b>	<b>181,654</b>	<b>768,479</b>	<b>40,033,832</b>	<b>235,013</b>	<b>99.43%</b>
<b>Projects Closed</b>								
1001 - CC Primary Service Retrofit	2,774,950	1,695,228	4,470,178	-	-	4,470,178	-	100.00%
1109 - CC Maintenance & Police Bldg	3,560,360	2,702,048	6,262,408	-	-	6,262,408	-	100.00%
1202 - CC Davis Library	8,418,096	(155,756)	8,262,340	-	-	8,262,340	-	100.00%
1217 - CC Transportation Center Buildout	-	1,039,383	1,039,383	-	-	1,039,383	-	100.00%
1301 - CC Building 31 Renovation	-	497,887	497,887	-	-	497,887	-	100.00%
1817 - CC Transportation Center	17,333,267	2,998,752	20,332,019	(137,768)	-	20,332,019	-	100.00%
1818 - CC Industrial Tech Buildings	7,758,416	(3,727,679)	4,030,737	-	-	4,030,737	-	100.00%
1820 - CC Paving & Drainage	10,490,274	(913,895)	9,576,379	(207,575)	-	9,576,379	-	100.00%
1821 - CC Allied Health Addition	10,568,880	1,189,925	11,758,805	296,549	-	11,758,805	-	100.00%
1908 - CC Science Building	35,752,627	(148,641)	35,603,986	-	-	35,603,986	-	100.00%
1909 - CC Petrochem/Vo Tech Building	-	175,822	175,822	-	-	175,822	-	100.00%
2401 - NC Outdoor Lighting	13,472	785	14,257	-	-	14,257	-	100.00%
2402 - NC MET Infrastructure N Library	851,510	(792,067)	59,443	-	-	59,443	-	100.00%
2901 - NC Paving & Drainage	3,142,449	(435,395)	2,707,054	(15,714)	-	2,707,054	-	100.00%
2903 - NC Student Success Center	11,093,580	801,084	11,894,664	(499,063)	-	11,894,664	-	100.00%
2906 - NC Science & Allied Health	42,240,000	(6,014,982)	36,225,018	-	-	36,225,018	-	100.00%
3201 - SC Parker Williams Library	2,449,600	369,372	2,818,972	-	-	2,818,972	-	100.00%
3401 - SC Traffic Signal Relocation	75,988	(25,773)	50,215	-	-	50,215	-	100.00%
3402 - SC Water and Electrical Upgrade	29,305	(5,044)	24,261	-	-	24,261	-	100.00%
3903 - SC Student Success Center	8,220,000	2,074,228	10,294,228	109,650	-	10,294,228	-	100.00%
3905/3911 - SC Paving & Drainage	2,747,068	7,891,993	10,639,061	-	-	10,639,061	-	100.00%
3906 - SC Mechanical Upgrades	1,252,855	(558,604)	694,251	(19,524)	-	694,251	-	100.00%
3907 - SC MEP Infrastructure	4,381,500	283,388	4,664,888	-	-	4,664,888	-	100.00%
*3908 - SC Primary Service at New Site	809,625	(809,625)	-	-	-	-	-	-
3909 - SC Science & Allied Health	53,868,525	(6,251,379)	47,617,145	-	-	47,617,145	-	100.00%
1828/2814/3817 - D DDC Network	2,190,750	318,314	2,509,064	-	-	2,509,064	-	100.00%
6003 - D Graphics	900,000	724,824	1,624,824	-	-	1,624,824	-	100.00%
6902 - D Campus Mechanical Upgrades	1,869,857	518,564	2,388,421	(3,767)	-	2,388,421	-	100.00%
6007 - D Furniture Consultant	335,000	(335,000)	-	-	-	-	-	-
<b>Sub-total</b>	<b>233,127,954</b>	<b>3,107,756</b>	<b>236,235,709</b>	<b>(477,212)</b>	<b>-</b>	<b>236,235,709</b>	<b>-</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>(295,558)</b>	<b>2,410,297</b>	<b>283,580,333</b>	<b>9,009,369</b>	<b>96.95%</b>
*Funds reallocated to other projects.								
	Fiscal Year 2008 CIP Expenditure	136,403						
	Fiscal Year 2009 CIP Expenditure	3,442,083						
	Fiscal Year 2010 CIP Expenditure	24,831,811						
	Fiscal Year 2011 CIP Expenditure	64,513,921						
	Fiscal Year 2012 CIP Expenditure	89,492,069						
	Fiscal Year 2013 CIP Expenditure	41,378,480						
	Fiscal Year 2014 CIP Expenditure	17,693,910						
	Fiscal Year 2015 CIP Expenditure	26,723,926						
	Fiscal Year 2016 CIP Expenditure	11,729,185						
	Fiscal Year 2017 CIP Expenditure	3,638,545						
	Total CIP Expenditure	283,580,333						

**2015 Revenue Bond**

As of December 31, 2016

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>North - CIT</b>								
North CIT - 904605-722909	47,591,645	-	47,591,645	-	9,807,667	31,464,030	6,319,948	86.72%
Contingency (726900)	2,408,355	-	2,408,355	-	-	-	2,408,355	-
<b>Sub-total</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>-</b>	<b>9,807,667</b>	<b>31,464,030</b>	<b>8,728,303</b>	<b>82.54%</b>

Fiscal Year 2015 CIP Expenditure	843,435
Fiscal Year 2016 CIP Expenditure	21,702,061
Fiscal Year 2017 CIP Expenditure	8,918,534
Total CIP Expenditure	31,464,030

**2015 Bond - San Jac Tomorrow Capital Improvement Program**

Report as of December 31, 2016

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expended
<b>Central</b>								
1601 - CC Petro-Chemical Center	52,450,000	-	52,450,000	-	2,424,503	1,217,419	48,808,078	6.94%
1602 - CC Welcome Center	16,600,000	(519,580)	16,080,420	-	60,856	25,094	15,994,470	0.53%
1603 - CC Class Room Building	47,155,000	(1,475,952)	45,679,049	-	44,300	26,650	45,608,099	0.16%
1604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	-	-	-	2,367,503	-
1605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	-	-	-	1,794,032	-
1606 - CC Frels Demo	1,153,000	-	1,153,000	-	-	-	1,153,000	-
1607 - CC Davison Building Reno	14,970,000	(468,561)	14,501,439	-	-	-	14,501,439	-
1608 - CC McCollum Center Reno	24,685,000	(772,641)	23,912,360	-	-	-	23,912,360	-
1609 - CC McCollum North Reno	2,535,000	(79,346)	2,455,655	-	-	-	2,455,655	-
1610 - CC Ball Demo	1,725,000	-	1,725,000	-	-	-	1,725,000	-
1611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	-	-	-	2,570,930	-
1612 - CC Stadium and Track Demo	174,000	(5,446)	168,554	-	-	-	168,554	-
1613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
1614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
<b>Sub-total</b>	<b>170,717,000</b>	<b>(3,611,676)</b>	<b>167,105,324</b>	<b>-</b>	<b>2,529,659</b>	<b>1,269,163</b>	<b>163,306,502</b>	<b>2.27%</b>
<b>North</b>								
2601 - NC Cosmetology & Culinary Center	22,845,000	(715,049)	22,129,952	-	73,500	12,759	22,043,693	0.39%
2602 - NC North Data Closets	915,000	(28,640)	886,361	-	-	-	886,361	-
2603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
2604 - NC Lehr Library Demo	650,000	(20,345)	629,655	-	-	-	629,655	-
2605 - NC North Access/Security	877,000	(27,450)	849,550	-	-	-	849,550	-
2606 - NC Wheeler Reno	14,300,000	(447,590)	13,852,410	-	-	-	13,852,410	-
2607 - NC Brightwell Reno	6,628,000	(207,456)	6,420,544	-	-	-	6,420,544	-
2608 - NC Spencer Reno	13,000,000	(406,900)	12,593,100	-	-	-	12,593,100	-
2609 - NC North DDC Network	580,000	(18,154)	561,846	-	-	-	561,846	-
2610 - NC Underground Utility Tunnel	11,600,000	-	11,600,000	-	-	-	11,600,000	-
2611 - NC 24 Acres Wetlands Mitigation	2,000,000	-	2,000,000	-	-	-	2,000,000	-
2612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	-
<b>Sub-total</b>	<b>79,845,000</b>	<b>(3,321,584)</b>	<b>76,523,417</b>	<b>-</b>	<b>73,500</b>	<b>12,759</b>	<b>76,437,158</b>	<b>0.11%</b>
<b>South</b>								
3601 - SC Engineering & Technology Center	28,400,000	(888,920)	27,511,080	-	105,250	4,750	27,401,080	0.40%
3602 - SC Cosmetology Center	16,213,000	(507,467)	15,705,533	-	56,250	9,488	15,639,795	0.42%
3603 - SC Longenecker Reno	22,555,000	(705,972)	21,849,029	-	53,480	8,352	21,787,197	0.28%
3604 - SC South Data Closets	765,000	(23,945)	741,056	-	-	-	741,056	-
3605 - SC South Primary electrical Upgrade	5,800,000	(181,540)	5,618,460	-	-	-	5,618,460	-
3606 - SC South Access/ Security	599,000	(18,749)	580,251	-	-	-	580,251	-
3607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	-	-	-	9,944,674	-
3608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
3609 - SC Fire House Expansion	5,585,000	(174,811)	5,410,190	-	-	-	5,410,190	-
3610 - SC Jones Reno	13,803,000	(432,034)	13,370,966	-	-	-	13,370,966	-
3611 - SC Bruce Student Center Reno	10,400,000	(325,520)	10,074,480	-	18,660	-	10,055,820	0.19%
3612 - SC Auto Body Demo	312,000	-	312,000	-	-	-	312,000	-
3613 - SC South DDC Network	580,000	(18,154)	561,846	-	-	-	561,846	-
<b>Sub-total</b>	<b>116,438,000</b>	<b>(3,634,744)</b>	<b>112,803,256</b>	<b>-</b>	<b>233,640</b>	<b>22,590</b>	<b>112,547,026</b>	<b>0.23%</b>
<b>Maritime</b>								
6603 - MC Maritime Expansion	28,000,000	-	28,000,000	-	-	-	28,000,000	-
<b>Sub-total</b>	<b>28,000,000</b>	<b>-</b>	<b>28,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,000,000</b>	<b>-</b>
<b>Admin</b>								
6602 - College Development	30,000,000	-	30,000,000	-	-	-	30,000,000	-
6604 - Dist Construction Studies	-	283,820	283,820	-	222,584	37,351	23,885	91.58%
720100 - Program Management	-	9,118,003	9,118,003	-	1,713,104	544,191	6,860,708	24.76%
736601 - Contingency	-	1,166,180	1,166,180	-	-	-	1,166,180	-
<b>Sub-total</b>	<b>30,000,000</b>	<b>10,568,003</b>	<b>40,568,003</b>	<b>-</b>	<b>1,935,688</b>	<b>581,542</b>	<b>38,050,773</b>	<b>6.20%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>4,772,487</b>	<b>1,886,054</b>	<b>418,341,459</b>	<b>1.57%</b>

Fiscal Year 2016 CIP Expenditure	654,917
Fiscal Year 2017 CIP Expenditure	1,231,137
<b>Total CIP Expenditure</b>	<b>1,886,054</b>

## Repair and Renovation

Report As of December 31, 2016

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY15-16 Expenditures	FY17 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>											
F16035 - CC C32 Concrete pad	10,898	-	10,898	-	-	-	-	-	-	10,898	-
F16097 - CC - C11 Tier 1 Upgrades	42,257	-	42,257	-	-	-	-	-	-	42,257	-
F17001 - CC Misc. R&R at Central Campus	5,000	-	5,000	-	-	-	-	-	-	5,000	-
F17016 - CC C1.129 Redesign	11,646	-	11,646	-	-	-	-	-	-	11,646	-
F17018 - CC Vet Center Window Film	813	-	813	-	813	-	-	-	-	-	100.00%
F17021 - CC C3.150/152 Renovation	35,845	950	36,795	-	7,331	-	29,364	29,364	-	100	99.73%
F17022 - CC Projection Upgrades	6,783	-	6,783	-	-	-	-	-	-	6,783	-
F17026 - CC C3.116 Family Restroom	2,961	-	2,961	-	2,961	-	-	-	-	-	100.00%
F17028 - CC C17 Anderson Dehumidification	14,420	-	14,420	-	-	-	-	-	-	14,420	-
<b>Sub-total</b>	130,623	950	131,573	-	11,105	-	29,364	29,364	-	91,104	30.76%
<b>North</b>											
F16089 - NC N10.149 Renovation	7,179	-	7,179	-	3,456	-	3,723	3,723	-	-	100.00%
F17002 - NC Misc. R&R at North Campus	5,000	-	5,000	-	-	-	-	-	-	5,000	-
F17006 - NC N1.122 & 144 Lighting	2,578	-	2,578	-	-	-	-	-	-	2,578	-
F17023 - NC N9 FMG Window Film	1,100	230	1,330	-	230	-	1,100	1,100	-	-	100.00%
<b>Sub-total</b>	15,857	230	16,087	-	3,686	-	4,823	4,823	-	7,578	52.89%
<b>South</b>											
F17003 - SC Misc. R&R at South Campus	5,000	1,072	6,072	-	1,072	-	2,325	2,325	-	2,675	55.95%
F17011 - SC AECOM Build-out	20,000	-	20,000	-	-	-	-	-	-	20,000	-
F17015 - SC S6.160 Demountable door	2,721	-	2,721	-	-	-	444	444	-	2,277	16.32%
F17025 - SC S.1 Emergency Power Rev	31,031	-	31,031	-	24,506	-	6,525	6,525	-	-	100.00%
<b>Sub-total</b>	58,752	1,072	59,824	-	25,578	-	9,294	9,294	-	24,952	58.29%
<b>District</b>											
F17004 - Dist Misc. at the College Admin Bldg.	5,000	1,200	6,200	-	559	-	2,081	2,081	-	3,560	42.58%
F17005 - Dist Misc. Furniture Storage All Campuses	5,000	-	5,000	-	4,294	-	706	706	-	-	100.00%
F17007 - DIST A1.105 Power Whips	2,140	-	2,140	-	2,140	-	-	-	-	-	100.00%
F17008 - Dist A1. ADA Design Services	20,360	-	20,360	-	19,040	-	1,320	1,320	-	-	100.00%
F17009 - Dist FI Furniture moves	5,000	-	5,000	-	3,128	-	1,872	1,872	-	-	100.00%
F17027 - Dist Maritime Family RR	20,110	-	20,110	-	20,110	-	-	-	-	-	100.00%
F17031 - Dist A.1 RRR Noise Abatement	9,623	-	9,623	-	9,623	-	-	-	-	-	100.00%
<b>Sub-total</b>	67,233	1,200	68,433	-	58,894	-	5,979	5,979	-	3,560	94.80%
<b>Contingency (720700)</b>	1,070,684	(278,679)	792,005	-	-	-	-	-	-	792,005	-
<b>Sub-total</b>	1,070,684	(278,679)	792,005	-	-	-	-	-	-	792,005	-
<b>Projects Substantially Complete</b>											
F16067 - CC Tank Storage Roof	4,638	-	4,638	-	-	-	4,638	4,638	-	-	100.00%
F17014 - CC C30.110 Drill Press	4,137	-	4,137	-	-	-	4,137	4,137	-	-	100.00%
F17012 - NC N10.252 Electrical and AV/Data	1,903	-	1,903	-	-	-	1,903	1,903	-	-	100.00%
F17013 - NC N10.230 Electrical and AV/Data	5,616	-	5,616	-	-	-	5,616	5,616	-	-	100.00%
F16081 - Dist A1.114 Renovation for OGM	195,710	(4,914)	190,796	-	-	186,251	4,545	190,796	84,811	-	100.00%
<b>Sub-total</b>	212,004	(4,914)	207,090	-	-	186,251	20,839	207,090	84,811	-	100.00%
<b>TOTALS</b>	<b>1,555,153</b>	<b>(280,141)</b>	<b>1,275,012</b>	<b>-</b>	<b>99,263</b>	<b>186,251</b>	<b>70,299</b>	<b>256,550</b>	<b>84,811</b>	<b>919,199</b>	<b>27.91%</b>



**2008 Bond Program  
Master Schedule**

ID	Task Name	Start	2008				2009				2010				2011				2012				2013				2014				2015				2016				2017				2018				2019			
			Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1								
1	<b>Central Campus</b>	Wed 6/4/08	[Blue bar spanning all quarters from 2008 to 2019]																																															
2	1820 - Paving & Drainage	Mon 12/1/08	[Black bar from Q1 2009 to Q4 2011]																																															
8	1817 - Transportation Center	Wed 6/4/08	[Black bar from Q1 2009 to Q4 2012]																																															
15	1818 - Industrial Technology II	Mon 2/1/10	[Black bar from Q1 2010 to Q4 2013]																																															
25	1109 - Maintenance/Police	Mon 6/6/11	[Black bar from Q1 2011 to Q4 2014]																																															
39	1301 - Building 31	Mon 6/6/11	[Black bar from Q1 2011 to Q4 2014]																																															
53	1821 - Allied Health	Sun 3/1/09	[Black bar from Q1 2009 to Q4 2012]																																															
67	1908 - Science Building	Wed 7/1/09	[Black bar from Q1 2009 to Q4 2014]																																															
84	1001 - Primary Service Retrofit	Mon 10/18/10	[Black bar from Q1 2010 to Q4 2015]																																															
94	1202 - Davis Library	Mon 1/9/12	[Black bar from Q1 2012 to Q4 2015]																																															
108	1203 - Anders Gym	Wed 9/21/16	[Purple bar from Q1 2016 to Q4 2018]																																															
121	1909 - Petrochemical Building	Mon 9/7/15	[Purple bar from Q1 2015 to Q4 2019]																																															
135	<b>North Campus</b>	Sun 6/1/08	[Green bar spanning all quarters from 2008 to 2019]																																															
136	2901 - Pavement & Drainage	Sun 6/1/08	[Black bar from Q1 2009 to Q4 2011]																																															
142	2903 - Student Success Center	Mon 2/2/09	[Black bar from Q1 2009 to Q4 2012]																																															
156	2906 - Science & Allied Health	Wed 7/1/09	[Black bar from Q1 2009 to Q4 2013]																																															
170	2201 - Lehr Library	Mon 6/3/13	[Black bar from Q1 2013 to Q4 2017]																																															
184	2202 - Nichols Gym	Wed 9/21/16	[Purple bar from Q1 2016 to Q4 2018]																																															
198	2909 - Center for Industrial Tech	Mon 7/7/14	[Black bar from Q1 2014 to Q4 2017]																																															
212	<b>South Campus</b>	Thu 1/1/09	[Red bar spanning all quarters from 2009 to 2019]																																															
213	3903 - Student Success Center	Mon 2/2/09	[Black bar from Q1 2009 to Q4 2012]																																															
227	3905 - Paving & Drainage	Sun 3/1/09	[Black bar from Q1 2009 to Q4 2013]																																															
240	3906 - Mechanical Upgrades	Thu 1/1/09	[Black bar from Q1 2009 to Q4 2011]																																															
246	3907 - MEP Infrastructure	Mon 3/1/10	[Black bar from Q1 2010 to Q4 2013]																																															
252	3909 - Science & Allied Health	Mon 6/29/09	[Black bar from Q1 2009 to Q4 2014]																																															
266	3201 - Parker Williams Library	Mon 1/9/12	[Black bar from Q1 2012 to Q4 2015]																																															
280	3202 - Smallwood Gym	Wed 9/21/16	[Purple bar from Q1 2016 to Q4 2018]																																															
294	<b>District</b>	Fri 8/1/08	[Yellow bar spanning all quarters from 2008 to 2016]																																															
295	Graphics	Mon 11/30/09	[Black bar from Q1 2010 to Q4 2011]																																															
299	DDC Network	Thu 1/1/09	[Black bar from Q1 2009 to Q4 2014]																																															
302	6902 - Campus Mechanical Upgrades	Fri 8/1/08	[Black bar from Q1 2009 to Q4 2011]																																															
308	6803 - Maritime Center	Mon 10/12/09	[Black bar from Q1 2009 to Q4 2016]																																															

**SAN JACINTO COLLEGE DISTRICT**  
**Building Committee Meeting**  
**January 17, 2017**

Members Present: Marie Flickinger, Dan Mims, Brad Hance, Keith Sinor

Members Absent: None

Others Trustees Present: None

Others Present: James Braswell, Bill Dowell, Ken English (AECOM), Allatia Harris, Mike Harris, Brenda Hellyer, Bryan Jones, Angela Klaus, Ann Kokx-Templet, Ginger Lambert, Chet Lewis, Frank Rizzo (Rizzo and Associates), Ron Rucker (Rizzo and Associates), Janet Slocum, and Jerrel Wade

- I. The meeting was called to order at 4:02 p.m. by committee chair, Marie Flickinger.
- II. Roll Call of Committee Members by Marie Flickinger
  - a. Dan Mims, present.
  - b. Brad Hance, present.
  - c. Keith Sinor, present.
  - d. Other Trustees present: None
- III. Approval of Minutes from the November 29, 2016 Building Committee Meeting
  - a. Marie Flickinger presented the minutes of the November 29, 2016, Building Committee meeting. A motion was made by Keith Sinor to accept the minutes as presented, seconded by Brad Hance. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College
  - a. Consideration of Approval to Award Contract for Construction Manager-at-Risk for North Campus Cosmetology-Culinary Center
    - i. This request provides approval for Tellepsen Builders as the Construction Manager-at-Risk.
  - b. Consideration of Approval to Award Contract for Construction Manager-at-Risk for South Campus Cosmetology Center
    - i. This request provides approval for Brookstone for the Construction Manager-at-Risk. Brookstone is ranked as second in the overall rankings but had the lowest price for services. The first ranking was Tellepsen but there was concern over the number of projects they currently have underway with the College in light of the recommendation above. Tellepsen has performed well on each project so that was not the concern.
    - ii. Discussion of why the College would go with a contractor not used before. Using the second ranking contractor allows for diversity of suppliers, and reduces the risk of using one contractor for all or most of the awarded projects. Additionally, Brenda explained that she reviewed the documentation on the reference checks and all were positive including one was received from IBI Architects which has a long history with the College. Brenda also had a call into the President of Brazosport College to confirm how Brookstone delivered on that

- project.
- iii. The committee members would like more information on a proposed process that considers distribution of work among qualified companies including past work with the College. Mr. Lewis will bring this information to the February meeting.
- c. Consideration of Approval of Change Order to Architecture Contract for Central Campus Center for Petrochemical, Energy, and Technology
  - i. A request was made for consideration of approval to amend the Architect Contract with IBI to provide technical support and design necessary for development of the larger Petrochem construction site, which was not originally included with the building project.
- d. Consideration of Approval to Purchase Architectural Services for South Campus Bruce Student Center Renovation Phase I
  - i. This request provides for architectural services necessary to renovate the building. This renovation will be conducted in phases since the building will remain occupied.
- e. Ratification of North Campus Baseball Training Facility Substantial Completion
  - i. The building has received fire alarm system approval and final occupancy certification. The ribbon cutting ceremony was conducted last week.
- f. Consideration of Approval to Purchase Testing & Air Balancing (TAB) Services for the North CIT Building Project
  - i. This request is for services of testing & air balancing of the building's HVAC system. Selection of the vendor occurred last fall with a selection of Testing and Balance Services Company.
  - ii. Discussion was held regarding typical process for performing and contracting TAB services. This service is performed for all new and heavily renovated buildings. In the past, this has been done through the GMP (Guaranteed Maximum Price) with the construction contractor. Due to the State changing the law in recent years, the College must procure this service differently than was allowable in the last Bond Program. Committee members asked questions about TAB services being a separate contract and how this changes relates to the contract with Durotech for the North CIT building. Mr. Rizzo and College staff noted that the TAB services was improperly included in the Durotech contract, however, it was noted that the College would receive a credit for this expense in the current contract, and the cost would not be incurred twice. College staff will follow up and provide the Board an update on this item.
- g. Consideration of Approval to Purchase Geotechnical and Material Testing Services for Central Campus Center for Petrochemical, Energy, and Technology
  - i. This request provides for approval to perform geo-technical testing of the soils at the Petrochem building site. This request provides for funding and approval of a consultant for this service.

V. Reports (Reviewed and in the packet)

- a. Bond project financial reports were reviewed during Project Updates. Construction

projects report documents were provided to attendees for individual review.

VI. Project Updates

- a. Project 1601 – Center for Petrochemical, Energy, & Technology
  - i. Design Development phase for the building is nearly completed. The architect, IBI, will present the Design Development package to the Board at a later meeting. Work with the control room design consultant, UCDS (User Centered Design Service), has been started and the results are good. Design is scheduled to be complete in April with the GMP ready for review in May. Construction will then begin in June.
  - ii. Further details provided about the building, working with our industry partners has proved beneficial as they are very impressed. There are vendors indicating they want to donate items or provide at significantly reduced costs. Reconciliation of the square footage and budget must be worked out.
- b. Project 2601 - North Baseball Training Facility
  - i. The North Campus Baseball Training Facility received final occupancy certification from the Fire Marshall today.
- c. Project 2909 - North Campus Center for Industrial Technology
  - i. The North Campus CIT building will be ready for use beginning after Spring Break, in March.
- d. Project 6803 - Maritime Technology and Training Center
  - i. The spray-on insulation under first floor was completed. However, it began to chip and come loose from the concrete floor structure. The contractor is not sure why. They will remove all insulation completely and determine the cause for failure. A plan will be developed and presented to the College for replacement of the insulation. The revised (HVAC) heating coils and VAV (variable air volume) boxes were installed during the winter break and are now operating properly.
- e. Project 2612 – North Plant Chiller
  - i. Replacement of chillers is progressing and the temporary chillers are performing adequately while work continues on the main chillers. It is anticipated that the temporary chillers will be used for another two weeks. (A verbal updated was provided to the Board, however no written report was provided on this project.)
- f. 2015 Bond Program Schedule
  - i. North Campus site planning with Facility Programming has gone well with the new site for the Cosmetology-Culinary building is tentatively scheduled to be located on the same site as currently used by the old library. Concerns were expressed by Marie Flickinger and Brad Hance regarding the implications of building on a site that may have subsurface conditions with potential soil or stability issues. The concerns focused on the foundation issues the College experienced at the old library. A hazardous materials study for the old library is being conducted to identify the cause of the foundation failure in the old library and evaluate the viability of the site for any future buildings. The College will

have the findings presented to the committee before any final decisions are made to use the old library site for any new buildings. The demolition of the old library is scheduled to occur in June 2017. South Campus planning is also progressing with the location of the Cosmetology building planned for the northwest end of the Campus, and the Engineering & Technology building to be on the southwest side; east of the Science/Allied Health building. This is a different site plan from that originally conceived for the 2015 Bond Program. Architectural programming for the Cosmetology-Culinary building is planned to complete in February. There are still issues that require work which will be brought to the Building Committee at the next opportunity.

- ii. South Campus Student Center Renovation encompasses two areas. The second floor includes the Registrar and related offices. On the first floor, behind the food services area, Student Services will have additional recreation and student life space included in the design. Kirksey Architects completed the space planning and is moving ahead with design. The goal is to have occupancy by late June.
- iii. Central Campus Welcome Center has gone through the initial architectural programming. The square footage is higher than that in the original 2015 Bond document. This is being reviewed and should be complete in a couple of weeks. The chilled water storage tank is in a location that is close to that projected for the Central Welcome Center. A study is being carried out to determine what should be done with the existing tank.

VII. Adjournment – The meeting was adjourned at 5:08 p.m.



**Action Item “IX”**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval of Amendment to the 2016-2017 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 2016-2017 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 December 2016 and January 2017.

**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 \$550,719, so there is not any net impact to the College’s budgeted restricted net position.

**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-01-30-17  
Attachment 2- Grant Detail-01-30-17

**RESOURCE PERSONNEL**

Chet Lewis	281-998-6306	chet.lewis@sjcd.edu
Michael Lee Moore	281-998-6162	michael.moore@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
January 30, 2017

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education -Basic Grant 2017 (Reallocated Funds)</u>					
Federal Grant Revenue	528424	56700	554100	110000	(29,884)
Salaries and Benefits	528424	56700	612000	460121	9,640
Operating Supplies - Consumable	528424	56700	711410	460911	11,569
Travel	528424	56700	721000	160912	7,251
Indirect Costs	528424	56700	731500	620909	1,424
					\$ -
<u>Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium (New Grant)</u>					
State Grant Revenue	551027	56700	554200	110000	(478,918)
Non-Instr Labor - Staff	551027	56700	612000	460961	44,584
Benefits	551027	56700	651000	460961	12,484
Capital Equipment	551027	56700	741130	460961	41,400
S/A - Departmental Scholarships T&E	551027	56700	751009	520235	380,450
					-
<u>Texas Workforce Commission - Apprenticeship Training Program (Additional Funds)</u>					
State Grant Revenue	551025	56700	554200	110000	(36,917)
Contractual Svcs-Consultant	551025	56700	731260	460961	5,537
Contractual Svcs-Inst Outside Provider	551025	56700	731110	460961	31,380
					-
<u>Bill and Helen Crowder Foundation - San Jacinto College Concert Series 2016 (New Grant)</u>					
Local Grant Revenue	571045	56700	554300	110000	(5,000)
Contracted Svcs-Outside Performance	571045	56700	731380	160925	5,000
					-
Net Increase (Decrease)					\$ -

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

New Grant and Additional Funding Summary by Agency:

Department of Education	\$ 29,884
Texas Workforce Commission	515,835
Bill and Helen Crowder Foundation	5,000
	\$ 550,719

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2017 (Reallocated Funds)

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

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

The project will provide training to new and current workers of participating businesses during industry downtime. Upon completion of training, the business partners expect their participant employees to have updated workforce skills that meet U.S. Coast Guard standards, regulations, and certification requirements. Tangible goals for the business partner's relationship with employees are increased employee loyalty, retention, performance, and productivity. Ultimately this project will provide promotion opportunities for employees. Project participants must be full-time employees from one of the business partners and the partner businesses must be current contributors of Texas Unemployment Insurance Taxes.

Texas Workforce Commission - Apprenticeship Training Program (Additional Funds)

The purpose of the Apprenticeship Training Program grant is to fund a portion of the costs associated with job-related classroom instruction in a registered apprenticeship. Registered apprenticeships are structured systems of job training to prepare individuals for occupations in skilled trades and other occupations. A registered apprenticeship combines on-the-job training under the supervision of experienced journey workers with job related classroom instruction.

Bill and Helen Crowder Foundation - San Jacinto College Concert Series 2016 (New Grant)

The Central Campus Concert Series fills an unmet need in the Gulf Coast, East Houston region. It provides a season of diverse, high-quality, professional music presentations that primarily serve the local area. Concerts are free or at a minimal cost and are open to the public. Workshops held in tandem with the performance include intense master classes for San Jacinto College students. Participants have responded with enthusiasm, interest, and renewed inspiration.

**Action Item “X”**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Articulation Agreement with Grambling State University**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the articulation agreement with Grambling State University.

**BACKGROUND**

Grambling State University combines the academic strengths of a major university with the benefits of a small college. They offer more than 800 courses and 47 degree programs in five colleges, including an honors college, two professional schools, and a graduate school. National and local employers recruit graduates from Grambling’s excellent nursing, computer science, teacher education, and other programs. It is one of the country’s top producers of African American graduates and the top producer of Computer Information Science grads in Louisiana. Their motto is “Where Everybody is Somebody.”

**IMPACT OF THIS ACTION**

Grambling State University offers San Jacinto College graduates who have earned an associate degree and maintained a GPA of 2.0 or higher guaranteed admission. Once students have been admitted, all transfer credits will be evaluated for acceptance into the University by the designated academic department. Each student must be in good academic standing to gain admittance. The institutions shall develop transfer plans for business, computer information systems, computer science, and criminal justice.

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

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

N/A

**MONITORING AND REPORTING TIMELINE**

This agreement is for a period of five years. Either party may independently terminate this agreement by giving written notification the other party no less than 90 days prior to the date on which action would be taken.

**ATTACHMENTS**

Attachment 1- Articulation Agreement between San Jacinto Community College District and Grambling State University

**Action Item "X"**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Articulation Agreement with Grambling State University**

**RESOURCE PERSONNEL**

Laurel V. Williamson	281-998-6182	laurel.williamson@sjcd.edu
Catherine O'Brien	281-998-6318	catherine.obrien@sjcd.edu

# **Articulation Agreement between San Jacinto Community College District and Grambling State University**

The San Jacinto Community College District (SJCD) and Grambling State University (Grambling) have developed this agreement to support student achievement of educational and career goals. The agreement represents an active educational partnership committed to student success and degree completion.

This agreement provides for the seamless transfer of credit from SJCD to Grambling (articulation) and from Grambling to SJCD (reverse articulation). This agreement also defines parameters by which SJCD and Grambling may mutually consent to program or degree specific articulation plans to be covered and enforced by the scope of this agreement.

SJCD is authorized to offer instructional programs leading to various associate degrees and to confer the appropriate associate degree on students successfully completing such programs. All such programs are registered with the Texas Higher Education Coordinating Board. SJCD is regionally accredited by and is a member of the Southern Association of Colleges and Schools (SACS). The SJCD has its principle place of business at 4624 Fairmont Parkway, Pasadena, Texas 77504.

Grambling is authorized to offer instructional programs leading to various baccalaureate degrees and to confer the appropriate baccalaureate degree on students successfully completing such programs. All such programs are registered with the Louisiana Board of Regents. Grambling is regionally accredited by the Southern Association of Colleges and Schools (SACS). Grambling has its principle place of business at 403 Main Street, Grambling, Louisiana 71245.

## **Articulation of Credit**

Students may apply for admission to Grambling at any time during their enrollment at SJCD; the Grambling application and admission fee will be waived for students transferring under this agreement.

SJCD students must meet all Grambling requirements and deadlines pertaining to application for admission, orientation and registration, and payments of tuition and fees, other than application and admission fees. SJCD students seeking transfer to Grambling shall abide by the policies and procedures in effect at the time of their application to Grambling, that apply to all students of and/or applicants to Grambling.

SJCD students earning an Associate of Arts, an Associate of Arts in Teaching, an Associate of Science, or an Associate of Science in Engineering Science with a cumulative GPA of 2.5 or greater and transferring under this agreement will be guaranteed admission to Grambling under this agreement. A maximum of 66 semester credit hours earned at SJCD with a grade of C or better will be accepted and applied to a designated/appropriate Grambling degree plan.



SJCD students earning an Associate of Applied Science degree and who have completed all requirements of the SJCD core curriculum with a cumulative GPA of 2.5 or greater will be guaranteed admission to Grambling under this agreement. A maximum of 89 semester credit hours earned at SJCD with a grade of C or better will be accepted and credited toward a designated/appropriate applied bachelor's degree plan at Grambling. Of the maximum 89 semester credit hours to be accepted by Grambling, 42 semester credit hours must satisfy SJCD core curriculum requirements; the remaining 47 semester credit hours may include courses identified by the Texas Higher Education Coordinating Board's Lower Division Academic Course Guide Manual (ACGM) and/or Workforce Education Course Manual (WECM).

All successfully completed, with a grade of C or better, lower-division academic courses offered by SJCD, identified by the Texas Common Course Numbering System (TCCNS), and published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferable to Grambling and be substituted for the equivalent course at Grambling.

Unless otherwise specified by an articulation plan approved under this agreement, SJCD students may be required to apply and be admitted separately to specific colleges or programs within Grambling and be subject to all requirements and limitations of admission procedures to said programs including higher GPA requirement and/or additional specific courses as stated in the course catalog in effect at the time of enrollment at Grambling. Grambling shall not place requirements on SJCD students transferring under this agreement that are not required of its native students.

SJCD and Grambling will work together to provide students with accurate and timely transfer information and academic advising relative to a designated/appropriate Grambling degree program. Grambling will provide appropriate brochures and informational material to SJCD and its students. Grambling shall provide support services appropriate to meet the needs of SJCD transfer students, including an orientation program similar to that which is provided to Grambling native students and shall finalize an approved degree plan prior to completion of the SJCD student's second semester of study at Grambling.

## **Reverse Articulation of Credit**

The purpose of Reverse Articulation of Credit is to serve SJCD students who transfer to Grambling prior to earning an associate's degree from SJCD. Reverse articulation of credit permits eligible and interested students to transfer certain course work from Grambling to SJCD to complete requirements for an associate's degree.

For students who transfer from SJCD to Grambling prior to earning an associate's degree, all successfully completed lower-division academic courses offered by SJCD, identified by the Texas Common Course Numbering System (TCCNS), and published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferable to Grambling and be substituted for an equivalent course.

At the time of student application to Grambling, Grambling will notify students of the purpose of this agreement and the reverse articulation of credit, will ask students to indicate their interest in the reverse articulation of credit to SJCD, and will notify students of the likelihood that Grambling will share transcript information with SJCD.

Each September or at other appropriate intervals agreed upon by the parties, Grambling will review its student records and determine which students are eligible for the reverse articulation of credit by applying the following criteria: (i) the Grambling student previously transferred coursework from SJCD, (ii) the student has indicated an interest in reverse articulation of credit and (iii) the student completed at least 24 semester credit hours at SJCD. Grambling will securely transmit official paper or electronic copies of these students' transcripts to SJCD.

Upon receipt of Grambling transcript information, SJCD will conduct a degree audit of each eligible student and evaluate all coursework that may apply to the completion of the student's associate degree at SJCD. Students who meet all SJCD degree requirements are eligible to receive an SJCD degree at no additional cost to the student. SJCD will notify each student that he or she is eligible to receive an associate's degree and eligible to participate in SJCD's graduation ceremony.

Separate academic records for students will be maintained at each institution. Authorized employees of SJCD and Grambling will have access to personally identifiable information about the students who receive or who are eligible for reverse articulation of credit. SJCD and Grambling will ensure their institutional compliance with FERPA regulations.

## **Articulation Plans**

This agreement establishes general articulation and reverse articulation of credit. Successful transfer and degree completion requires the mapping of credits from specific SJCD associate's degree programs to specific Grambling bachelor's degree programs. Educational planners and advisers at SJCD and Grambling rely on two types of documents to facilitate and support transfer and articulation of credit from SJCD to Grambling: transfer plans and articulation plans

Transfer plans are documents that describe the articulation of credit granted to any student from any institution when transferring to Grambling. The transfer plans between SJCD and Grambling clarify how SJCD credits transfer to Grambling based on existing program and degree requirements and state regulations. Transfer plans are developed as a matter of supporting student advising; they do not require formal recognition under this agreement.

Articulation plans are also transfer plans, but they are more formal and may identify specific admission conditions to be accepted into a program or degree plan at Grambling and may describe articulation of credit not guaranteed by transfer plans or state regulations. Articulation plans are developed specifically and uniquely to articulate credit from SJCD to Grambling; articulation plans developed in accordance with this agreement are guaranteed by this mutual agreement between the two institutions.

Pursuant to and in support of this agreement, individual articulation plans may be established that specify which requirements of specific Grambling degree plans are satisfied by specific SJCD courses and credits.

To establish an articulation plan under the legal scope of this agreement, SJCD and Grambling shall:

- Describe, where appropriate, any application and admission requirements specific to the Grambling degree plan to which the SJCD student plans to transfer.

## Attachment 1

- Indicate an effective start date and end date for the articulation plan.
- List all course requirements for the Grambling degree plan and indicate which SJCD courses shall satisfy each requirement. Individual courses required as part of the Grambling and SJCD core curriculum shall not be listed; that group of courses shall be noted by a single heading of Core Curriculum. It is understood by both parties to this agreement that those institutions of higher education, as defined by Section 61.003 of the Texas Education Code, which are subject to the jurisdiction of the Texas Higher Education Coordinating Board are required to accept for transfer all courses within the approved core curriculum of any fellow institution of higher education. Pursuant to the terms of this agreement, SJCD and Grambling further agree that, in the event that Grambling is not an institution of higher education subject to the jurisdiction of the Texas Higher Education Coordinating Board, SJCD and Grambling shall also accept for transfer the core curriculum adopted by the parties to this agreement.
- Conduct a review of all aforementioned details. Reviewers shall include: an instructional administrator with responsibility for the relevant degree program; an educational planner or advisor or enrollment management administrator; and an administrator responsible for managing this articulation agreement.
- Reviewers shall indicate by paper or electronic signature their approval of the articulation plan.

Individual articulation plans may be independently terminated according to the terms of this agreement. Termination of individual articulation plans does not affect the status of the agreement or other individual articulation plans established under this agreement.

If an articulation plan expires or is terminated for any reason while SJCD students are enrolled at Grambling and pursuing a degree under that articulation plan, Grambling must allow students to pursue the degree under the agreed upon articulation plan as long as the student is enrolled continuously at least part-time through Fall and Spring semesters.

## General

Term. This agreement is for a period of five (5) years from the date that it is signed by the authorized representatives of both institutions. This agreement shall automatically renew for one (1) year terms unless terminated pursuant to the provisions set forth herein.

Voluntary Termination. This agreement may be terminated by either party by giving written notice of said party's intentions to the SJCD Office of the Vice Chancellor for Learning and/or to the Grambling <relevant academic official> at least 90 days prior to the date on which action would be taken. Such a notice will specify the nature of the action contemplated and the rationale for such action.

Accreditation. This agreement is effective only as long as both SJCD and Grambling 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.

Phase-Out. In the event this agreement is terminated, SJCD and Grambling will continue to provide support and services to students transferring under this agreement as long as students are enrolled continuously at least part-time through Fall and Spring Semesters.

Agreement Status & Review. The respective designees at both SJCD and Grambling will monitor and report on the status and impact of this agreement. As long as this agreement is in effect, the agreement and any subsequent articulation plans should be reviewed annually or bi-annually and revised or amended as necessary.

FERPA Regulations. SJCD and Grambling agree to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C §1232g; 34 CFR Part 99) and its associated regulations, taking steps to ensure that confidential information is not disclosed or distributed in a manner inconsistent therewith. This provision shall survive termination or expiration of this Agreement.

Entire Agreement. This Agreement embodies the entire agreement and understanding between the parties and supersedes all prior agreements, whether oral or written between the parties relating to the subject matter hereof.

Modifications or Amendments. This Agreement may not be amended or modified except by a written instrument executed by both parties. SJCD and Grambling agree to mutual notification of changes and additions to the curriculum and curriculum standards, so that articulation plans may be revised as necessary. Proposed changes in policies or curriculum by either party must be communicated in writing to the other party and agreed upon in consultation with officials of each institution. Any changes agreed upon must be signed by both parties, dated, and attached to this agreement.

Notices and Requests. All notices given pursuant to this Agreement shall be in writing and shall be validly given on (1) the date of delivery if delivered by email, facsimile transmission, registered or certified mail, or hand delivered, or (2) three (3) business days after being mailed via United States Postal Service addressed as follows:

San Jacinto Community College District  
Dr. Brenda Hellyer  
4624 Fairmont Parkway  
Pasadena, Texas 77504  
281-998-6100

Grambling State University  
Dr. Damon Wade  
403 Main Street  
Grambling, Louisiana 71245  
318-274-7701

Force Majeure. Neither party shall be liable for any delays resulting from acts of nature, strikes, and riots, acts of war, epidemics, or governmental regulations.

Publicity. Neither party hereto shall, without securing written or electronic consent of the other party, publicly announce the existence of this Agreement or advertise or release any publicity in regard thereto, except that SJCD and Grambling may disclose the terms of this Agreement to the extent required by law or regulation.

Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of Grambling and shall be binding upon and inure to the benefit of San Jacinto Community College District's legal representatives, successors, and assigns.

Severability. If any of the provisions or portions of this Agreement are invalid under any applicable statute or rule of law, they are to that extent to be deemed omitted.

Attachment 1

Assignment. Except as otherwise provided in this Agreement, neither party shall assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party hereto, which assignment shall not be unreasonably withheld, and any such attempted assignment without such consent shall be void.

No Financial Implication. No financial implications concerning the transfer or exchange of cash, equipment, or real estate is intended or implied by this agreement. SJCD and Grambling are separate and independent institutions of higher education and intend to remain so. The administrators of Grambling and SJCD are authorized to prepare and implement plans of action and procedures necessary to effect this agreement.

Independent Contractor. Each party acknowledges and agrees that the relationship with each other is that of an independent contractor and nothing in this Agreement shall be construed to create a partnership, joint venture or agency relationship between the parties. Each party is solely responsible for any and all liabilities of its employees for their performance under this Agreement and further is responsible any and all taxes imposed upon each party, including FICA, FUTA, unemployment taxes, worker's compensation coverage, and other liabilities incurred as the employer providing products and/or services pursuant to this Agreement as an independent contractor.

**IN WITNESS WHEREOF**, each of the parties hereto has caused this Agreement to be executed on its behalf by its duly authorized representative.

**San Jacinto Community College District**  
4624 Fairmont Parkway  
Pasadena, TX 77504

---

Brenda Hellyer, Chancellor

Date

**Grambling State University**  
403 Main Street  
Grambling, LA 71245

---

Richard J. Gallot, Jr., President

Date

**Action Item “XI”**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval To Authorize Resolution to Order a**  
**General Election And Execution of Such Order To Hold Trustee Election**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize a resolution to order a general election and to execute such Order to hold an election for a six-year term for San Jacinto Community College District Trustee Position One (1) and Trustee Position Two (2) on May 6, 2017, being the first Saturday in May 2017.

**BACKGROUND**

Texas Election Code Section 3.004(b) and Section 3.005(c) provides authority for the governing body of a Texas political subdivision to order an election for the general election of its members. Such election must be ordered no later than the 78<sup>th</sup> day prior to the election for elections that are to be held on the general election date for state and county officers. The election order requirements are that the order must state the date of the election and the offices or measures to be voted on at the election.

The attached Election Order has been drafted by legal counsel and conforms to the requirements of the Texas Election Code.

**IMPACT OF THIS ACTION**

Adoption of the Election Order will allow the College to conduct an election on May 6, 2017, to fill the vacant trustee positions.

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

Adoption of the Election Order has no budget impact. The related costs of an election is included in the fiscal year 2017 budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

Attachment 1 - Resolution to Order Trustee Election  
Attachment 2 - Election Order

**RESOURCE PERSONNEL**

Chet Lewis	281-998-6306	chet.lewis@sjcd.edu
Ginger Lambert	281-998-6183	ginger.lambert@sjcd.edu



**RESOLUTION TO ORDER TRUSTEE ELECTION**

**RESOLUTION AUTHORIZING BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT TO:**

- 1. ORDER A GENERAL ELECTION WITHIN THE SAN JACINTO COMMUNITY COLLEGE DISTRICT FOR SAN JACINTO COMMUNITY COLLEGE DISTRICT TRUSTEES FOR THE REGULAR SIX (6) YEAR TERM FOR POSITIONS ONE (1) AND TWO (2) TO BE HELD ON THE 1st SATURDAY OF THE MONTH OF MAY, 2017, BEING MAY 6, 2017 AND ANY RUNOFF ELECTION; AND**
  
- 2. AUTHORIZE SAN JACINTO COMMUNITY COLLEGE DISTRICT TO CONDUCT ELECTIONS AND ENTER INTO INTERLOCAL AGREEMENTS WITH EACH GOVERNMENTAL ENTITY ON MAY 6, 2017; INCLUDING CHANNELVIEW INDEPENDENT SCHOOL DISTRICT, DEER PARK INDEPENDENT SCHOOL DISTRICT, GALENA PARK INDEPENDENT SCHOOL DISTRICT, LA PORTE INDEPENDENT SCHOOL DISTRICT, PASADENA INDEPENDENT SCHOOL DISTRICT, SHELDON INDEPENDENT SCHOOL DISTRICT, THE CITIES OF MORGAN’S POINT, SHOREACRES, DEER PARK, AND LA PORTE, TEXAS FOR JOINT ELECTIONS, USE OF FACILITIES, EQUIPMENT AND PERSONNEL.**

**NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT OF HARRIS COUNTY, TEXAS:**

**That the Board of Trustees by and through its Chairman and Secretary of San Jacinto Community College District, and/or Chancellor and/or Vice Chancellor of San Jacinto Community College District shall execute an Order calling for general elections for Trustees on May 6, 2017, and enter into Election and Interlocal Agreements to conduct said election or joint elections and any runoff, if necessary.**

**PASSED AND APPROVED on January 30, 2017.**

**ATTEST:**

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

\_\_\_\_\_  
**Secretary, Board of Trustees**

By: \_\_\_\_\_  
**Chairperson, Board of Trustees**

ORDER FOR ELECTIONS OF TRUSTEES  
FOR THE SAN JACINTO COMMUNITY COLLEGE DISTRICT

THE STATE OF TEXAS       §  
  §  
COUNTY OF HARRIS       §  
AND CHAMBERS           §

WHEREAS, the term of office of Position No. One (1) and the term of office of Position No. Two (2), of the Board of Trustees of this College District will expire and therefore on said May 6, 2017, being the first Saturday in May, 2017, elections of Trustees will be held in said San Jacinto Community College District for said positions, with runoff elections, if necessary, with the term of office after said election to be as follows:

Position One (1) - Regular six (6) year term

Position Two (2) - Regular six (6) year term

WHEREAS, it is necessary for this Board to pass an Order establishing the procedure for filing and conducting said elections of Trustees; and

WHEREAS, the Board of Trustees, finds that it is necessary and convenient to hold the elections on May 6, 2017, per the provisions of Section 271.002 of the Texas Election Code for San Jacinto Community College District residents within the Boundaries of San Jacinto Community College District, with voting for said Trustee positions from 7:00 a.m. until 7:00 p.m. on May 6, 2017, including early voting days as designated by the Texas Election Code;

WHEREAS, San Jacinto Community College District will implement the provisions of the Voting Rights Act regarding language of minority groups, pursuant to the provisions of Section 55.1 through 55.24 of U.S.C.A., when required, and

WHEREAS, it is necessary that SAN JACINTO COMMUNITY COLLEGE DISTRICT prepare and arrange for the electronic voting systems, voting machines, and voting equipment, printing the ballots and acquisition of voting supplies, determining the voting places and the placing of the names of the candidates on the ballots.

THEREFORE, BE IT ORDERED by the Board of Trustees of SAN JACINTO COMMUNITY COLLEGE DISTRICT:

1. That a general election shall be held in said San Jacinto Community College District on May 6, 2017, for the purpose of electing Two (2) trustees/members to positions on the Board of Trustees, with the term of office being six (6) years each for Positions One (1), and Two (2).
  
2. That all requests by candidates to have their names placed upon the ballot for the above mentioned elections shall be in writing and filed with the Secretary of the Board of Trustees in Room 200, of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas 77504, beginning January 18th, 2017 until February 17, 2017, during normal business hours Monday through Friday, from 8:00 a.m. until noon and from 1:00 p.m. until 5:00 p.m. The last day for said requests by candidates to have their names placed upon the ballot shall be 5:00 p.m. on February 17th, 2017, when filing for all positions shall be closed.

Drawing by lot for a place on the ballot by the candidates or their representatives will be at 5:15 p.m. February 21st, 2017 in Room 104, of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas 77504.

3. The Secretary of the Board of Trustees of the San Jacinto Community College District, per the provisions of Section 31.123 of the Texas Election Code, hereby appoints and designates Mrs. Ginger Lambert as his agent/chief election official and Mr. Chet Lewis, as alternate agent to perform those duties provided by said section of the Texas Election Code.

4. That said election shall be held within the San Jacinto Community College District's voting precincts as designated by the Texas Election Code. The Election Judges, Alternate Election Judges and Voting Clerks shall be designated and appointed by the agent for the Secretary of the Board of Trustees prior to May 6, 2017.

5. That it is hereby determined by this Board that voting in said elections shall be by the use of electronic voting systems, voting machines, and voting equipment, and the ballot forms and ballot cards of said elections shall conform to the provisions of the Texas Election Code.

6. The manager/presiding judge for the Central Counting Station for the tabulation and counting of ballots shall be Mrs. Ginger Lambert. The Tabulation Supervisor shall be Mini Izaguirre and Assistant Tabulation Supervisor is Susana Gonzalez.

7. Early voting shall be conducted by personal appearance and by mail, or other lawful means. Applications for early voting by mail ballots shall be mailed or delivered to the San Jacinto Community College District, Attn. Mrs. Lori Barbay, Early Voting Clerk, 4624 Fairmont Parkway, Room 202, Pasadena, Texas 77504 or emailed to [lori.barbay@sjcd.edu](mailto:lori.barbay@sjcd.edu). Application for Ballot by Mail may be filed with the early voting clerk, beginning January 1, 2017.

The Early Voting In Person shall begin on Monday, April 24th, 2017 and end on Tuesday May 2nd, 2017 at the designated early voting locations established within the San Jacinto Community College District jointly established and designated by the entities which San Jacinto Community College District has a Joint Interlocal Election Agreement: Galena Park Independent School District, Deer Park Independent School District, City of Deer Park, La Porte Independent School District/City of La Porte, Pasadena Independent School District, City of Pasadena, City of Shoreacres, City of Morgan's Point. Hours for the joint polling locations will be established by the Joint Interlocal Election Agreement. San Jacinto Community College District will also establish early voting polling locations within the entities of Channelview ISD and Sheldon ISD, as well as, San Jacinto College North Campus for portions of Humble ISD and San Jacinto College South Campus for portions of Clear Creek ISD and Pearland ISD. Hours for these polling locations will be 8:00 a.m. until 4:00 p.m., Monday through Friday, April 24, 2017 through May 1, 2017 and 8:00 a.m. until 7:00 p.m. Tuesday, May 2, 2017. The last day to receive ballots by mail, shall be on Saturday, May 6th, 2017 at 7:00pm.

8. The presiding judge for Early Voting Ballot Board shall be Mr. Linden Goehring.

9. The manner of holding said elections, shall be governed by the Texas Election Code and the Texas Education Code. The Chancellor, Vice Chancellor of Fiscal Affairs or other duly designated San Jacinto Community College District officer may enter into Interlocal Agreements and/or Joint Election Orders/Agreements, with Independent School Districts and Municipalities within the boundaries of San Jacinto Community College District, as required or necessary for reduction of costs for the District and the convenience of the voters.

10. Immediately after said elections have been held, the officers holding the same shall make returns of the results thereof to the Secretary of the Board of Trustees of San Jacinto Community College District, Board Room, Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas 77504, or his designated agent, and shall return the ballots, ballot boxes, poll lists, tally sheets, records of voting machines and voting numbers to the Custodian of Records, Mrs. Ginger Lambert.

11. The Secretary of the Board of Trustees shall forthwith issue a notice of said elections by publishing an appropriate notice in a newspaper of general circulation in the district no more than 30 days prior to the date of said election and not less than ten (10) days prior to the date of said elections.

The above Order being read, it was moved and seconded and the same does pass.

THEREUPON, the question being call for, the following members of the Board voted as indicated:

Marie Flickinger	_____
Brad Hance	_____
Dan Mims	_____
John Moon, Jr.	_____
Keith Sinor	_____
Dr. Ruede Wheeler	_____
Larry Wilson	_____

PASSED AND APPROVED on January 30, 2017.

ATTEST:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_  
Secretary, Board of Trustees

By: \_\_\_\_\_  
Chairperson, Board of Trustees

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve modifications to the College’s incidental and lab fee schedule to be effective for the Fall 2017 semester.

### **BACKGROUND**

The proposed fee changes have been recommended and approved through the Fall 2016 curriculum process. All curriculum revisions including incidental and laboratory fees are reviewed and approved by the College’s Curriculum Steering Committee, Instruction and Student Services Council, and Provosts.

New fees are either due to new course offerings or additional course requirements that necessitated establishment of new fees. Fees modifications result from either increased or reduced lab requirements, changes in accreditation requirements, or increases in certification fees charged on a headcount basis. In some cases, previously charged fees are no longer required and a recommendation is being made to remove them.

### **IMPACT OF THIS ACTION**

Adoption of the fee recommendations will establish new course fees, modify existing fees, or delete existing fees. The majority of the fees will become effective in the Fall 2017 semester, with the exception of those that are specifically noted.

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

The recommended fee changes do not impact the current 2016-2017 budget. Revenue for net impact of fees changes will be included in the 2017-2018 budget. There are no staffing implications to this recommendation.

### **MONITORING AND REPORTING TIMELINE**

Review of incidental and lab fees occurs on an annual basis.

### **ATTACHMENTS**

- Attachment 1 – Added Incidental and Lab Fees on Active Courses
- Attachment 2 – Revised or Deactivated Incidental and Lab Fees on Active Courses
- Attachment 3 – Course Fees for New Courses

### **RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Catherine O’Brien	281-998-6318	catherine.obrien@sjcd.edu
Chet Lewis	281-998-6306	chet.lewis@sjcd.edu

Proposed Course Fees @ Fall 2016 Curriculum Process							
ADDED INCIDENTAL AND LAB FEES Effective Fall 2017 (201810)							
Proposed New Course Fees							
SUBJECT	COURSE NUMBER	COURSE TITLE	DEPARTMENT	PROPOSED LAB AMOUNT	PROPOSED INCIDENTAL AMOUNT	EFFECTIVE TERM	RATIONALE (Ex. Correction)
<b>ADD</b>							
DEMIR	1413	Fuel Systems	Diesel Technology	24.00		201810	Replaces DEMR 1313
INDS	1315	Materials, Methods, and Estimating	Interior Design	12.00		201810	Replaces INDS 1415
INDS	1349	Fundamentals of Space Planning	Interior Design	12.00		201810	Replaces INDS 1449
INDS	2307	Textiles for Interior Design	Interior Design	12.00		201810	Replaces INDS 2407
INDS	1351	History of Interiors	Interior Design	12.00		201810	Replaces INDS 1451
INDS	1352	History of Interiors	Interior Design	12.00		201810	Replaces INDS 1452
INDS	1319	Technical Drawing for Interior Designers	Interior Design	12.00		201810	New course
ITCC	1314	Introduction to Networks	Information Technology	20.00		201810	New course, replaces ITCC 1301
ITCC	1440	Routing and Switching Essentials	Information Technology	20.00		201810	New course, replaces ITCC 1404
ITCC	2412	Scaling Networks	Information Technology	20.00		201810	New course, replaces ITCC 2408
ITCC	2413	Connecting Networks	Information Technology	20.00		201810	New course, replaces ITCC 2410
ITSE	1333	Mobile Applications Development	Information Technology	20.00		201810	New course, replaces ITSE 1371
NDTE	1454	Intermediate Ultrasonic: Flaw Detection	NonDestructive Testing	24.00		201810	New course
NDTE	2401	Adv. Ultrasonics: Phase Array & AUT	NonDestructive Testing	24.00		201810	New course
NDTE	2470	Pressure Vessel Inspection	NonDestructive Testing	24.00		201810	Add lab fee to existing course
PHRA	1243	Pharmacy Tech Cert. Review	Pharmacy Technician		129.00	201810	Removed from PHRA 2360
QCTC	1446	Testing and Inspection Systems	NonDestructive Testing	24.00		201810	New course
QCTC	1448	Metrology and Prints	NonDestructive Testing	24.00		201810	New course
VNSG	1429	Medical-Surgical Nursing I	Vocational Nursing		124.00	201810	Split incidental fee between VNSG 1429 & 2431
WLDG	1337	Introduction to Welding Metallurgy	Welding Technology	24.00		201810	New course, replaced METL 1305
WLDG	1437	Introduction to Welding Metallurgy	NonDestructive Testing	24.00		201810	New course, replaced METL 1305
WLDG	2455	Adv. Metallurgy	NonDestructive Testing	24.00		201810	New course



Proposed Course Fees @ Fall 2016 Curriculum Process									
OTHER ACTIONS ON INCIDENTAL AND LAB FEES Effective Fall 2017 (201810) unless otherwise noted									
Proposed Fees on Active Courses									
SUBJECT	COURSE NUMBER	COURSE TITLE	DISCIPLINE/PROGRAM	PROPOSED LAB AMOUNT	PROPOSED INCIDENTAL AMOUNT	EFFECTIVE TERM	RATIONALE (Ex. Correction)		
<b>REVISED 201720 and 201730</b>									
CHIN	1411	Beginning Chinese I	Modern Languages	0.00		201720	Removed lab fee		
CHIN	1412	Beginning Chinese II	Modern Languages	0.00		201720	Removed lab fee		
EMSP	2238	Adv. Topic in Medical Laboratory	Medical Laboratory Tech.		215.00	201730	Decrease from \$250. Request to lower fee. Course to be offered Summer 2017.		
<b>REVISED 201810</b>									
EMSP	1356	Patient Assessment & Airway Management	Emergency Medical Tech.		214.75	201810	Increased from \$100		
EMSP	1501	Emergency Medical Tech	Emergency Medical Tech.		116.50	201810	Increased from \$115		
EMPS	2243	Assessment Based Management	Emergency Medical Tech.		125.00	201810	Increase from \$110		
FIRS	1301	Firefighter Certification I	Fire Protection		480.00	201810	Increase from \$100. To purchase equipment; Rationale: more cost effective for students & equipment arrives when needed for students.		
RADR	2209	Radiographic Imaging Equipment	Medical Imaging: Radiology	0.00		201810	Removed 1 Lab Hour; Lab fee was \$8		
RADR	2236	Special Patient Applications	Medical Imaging: Radiology	10.00		201810	Required consumables for venipuncture competency & sterile technique competency		
RADR	1203	Patient Care	Medical Imaging: Radiology	8.00		201810	Required consumables supplies (gloves, sterile trays)		
PHRA	1313	Community Pharmacy Pract. I	Pharmacy Technician		50.00	201810	Add for Uniform fee. Removed fee from PHRA 1301		
VNSG	1423	Basic Nursing Skills	Vocational Nursing	24.00		201810	Increased from \$4		
VNSG	2431	Advanced Nursing Skills	Vocational Nursing		124.00	201810	Decreased from \$237.		
VNSG	2432	Advanced Nursing Skills	Vocational Nursing	24.00		201810	Increased from \$16		

OTHER ACTIONS ON INCIDENTAL AND LAB FEES Effective Fall 2017 (201810) unless otherwise noted										
Proposed Fees on Active Courses										
SUBJECT	COURSE NUMBER	COURSE TITLE	DISCIPLINE/PROGRAM	PROPOSED LAB AMOUNT	PROPOSED INCIDENTAL AMOUNT	EFFECTIVE TERM	RATIONALE (Ex. Correction)	ATTACHED LAB AMOUNT	ATTACHED INCIDENTAL AMOUNT	RATIONALE (Ex. Correction)
<b>DEACTIVATED Courses</b>										
SUBJECT	COURSE NUMBER	COURSE TITLE	Discipline/Program	ATTACHED LAB AMOUNT	ATTACHED INCIDENTAL AMOUNT	EFFECTIVE TERM	RATIONALE (Ex. Correction)	ATTACHED LAB AMOUNT	ATTACHED INCIDENTAL AMOUNT	RATIONALE (Ex. Correction)
ARTC	1321	Illustration	Art and Design	10.00		201810	Deactivated course lecture and lab			
ARTC	1350	Illustration Techniques	Art and Design	20.00		201810	Deactivated course lecture and lab			
ARTC	1353	Computer Illustration	Art and Design	20.00		201810	Deactivated course lecture and lab			
ARTC	2331	Illustration Concepts	Art and Design	20.00		201810	Deactivated course lecture and lab			
ARTV	2301	2-D Animation I	Art and Design	20.00		201810	Deactivated course lecture and lab			
ARTV	2341	Advanced Digital Video	Art and Design	20.00		201810	Deactivated course lecture and lab			
GRPH	2370	Electretronic Pre-Press II	Art and Design	20.00		201810	Deactivated course lecture and lab			
IMED	2345	Interactive Digital Media II	Art and Design	20.00		201810	Deactivated course lecture and lab			
PHTC	2301	Intermediate Photography	Art and Design	20.00		201810	Deactivated course lecture and lab			
AUMT	1305	Intro to Automotive Technology	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	1307	Auto Electretrical Systems Lab	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	1310	Auto Brake Systems Lab	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	2307	Hybrid Systems Diagnostics	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	2311	Automotive Electretronic Controls	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	2317	Auto Engine Perf Analysis I Lab	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	2321	Autot Electretronic Diagnostic and Repair	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	2325	Auto Trans and Transaxles Lab	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	2334	Auto Engine Perf Analysis II Lab	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	2357	Auto Alternative Fuels	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
AUMT	2371	Auto Hybrid Systems	Automotive Technology	24.00		201810	Deactivated course lecture and lab			
CHEM	1107	Introductory Chemistry II (lab)	Welding	24.00		201810	Deactivated course lecture and lab			
DEMUR	1313	Fuel Systems	Diesel Technology	18.00		201810	Replaced with DEMR 1413			
DEMUR	1449	Diesel Engine II	Diesel Technology	24.00		201810	Deactivated course lecture and lab			
DEMUR	2388	Diesel Engine Mechanic/Repair	Diesel Technology	18.00		201810	Deactivated course lecture and lab			
DFTG	1410	Specialized Basic Computer Aid	Engineering Design Graph	24.00		201810	Deactivated course lecture and lab			
DFTG	2419	Intermediate Computer-Aided	Engineering Design Graph	24.00		201810	Deactivated course lecture and lab			

OTHER ACTIONS ON INCIDENTAL AND LAB FEES Effective Fall 2017 (201810) unless otherwise noted							
Proposed Fees on Active Courses							
SUBJECT	COURSE NUMBER	COURSE TITLE	DISCIPLINE/PROGRAM	PROPOSED LAB AMOUNT	PROPOSED INCIDENTAL AMOUNT	EFFECTIVE TERM	RATIONALE (Ex. Correction)
GAME	2344	DirectX Programming	Computer Information Tec	20.00		201810	Deleted in WECM
ITCC	1301	Cisco Exploration I-NW Fundls	Computer Information Tec	20.00		201810	Replaced with ITCC 1314
ITCC	1404	Cisco Exploration 2-Router	Computer Information Tec	20.00		201810	Replaced with ITCC 1440
ITCC	2408	Cisco Exploration 3-LAN Switch	Computer Information Tec	20.00		201810	Replaced with ITCC 2412
ITCC	2410	Cisco Exploration 4-Accessing	Computer Information Tec	20.00		201810	Replaced with ITCC 2413
ITMC	2355	Deploy & Manage MS ISA Server	Computer Information Tec	20.00		201810	Course created, never offered.
ITSE	1371	Mobile Apps Development	Computer Information Tec	20.00		201810	Replaced local need ITSE 1371
ITSW	1306	UNIX Operating System I	Computer Information Tec	16.00		201810	Deleted in WECM
METL	1305	Welding Metallurgy I	NonDestructive Testing	24.00		201810	Deactivated course lecture and lab
METL	2335	Welding Metallurgy II	NonDestructive Testing	24.00		201810	Deactivated course lecture and lab
NDTE	1354	Intermediate Ultrasonics Flaw	NonDestructive Testing	24.00		201810	Deactivated course lecture and lab
NDTE	1450	Radiog for Welders/Inspectors	NonDestructive Testing	24.00		201810	Deactivated course lecture and lab
NDTE	2301	Adv. Ultrasonics. Phased Array	NonDestructive Testing	24.00		201810	Deactivated course lecture and lab
NDTE	2311	Preparation for Certified Welding	NonDestructive Testing	24.00		201810	Deactivated course lecture and lab
QCTC	1376	Testing and Inspection Systems	NonDestructive Testing	24.00		201810	Deactivated course lecture and lab
QCTC	1378	Metrology	NonDestructive Testing	24.00		201810	Deactivated course lecture and lab
RNSG	1251	Care of the Childbearing Family	Associate Degree Nursing		130.00	201810	Deactivated course
RNSG	1417	Concepts of Prof Nursing Pract.	Associate Degree Nursing		130.00	201810	Deactivated course
SPCH	1145	Forensic Activities	Speech	4.00		201810	Deactivated course lecture and lab
VNSG	1116	Nutrition	Vocational Nursing	4.00		201810	Deactivated course lab only
VNSG	1160	Clinical Prep	Vocational Nursing	4.00		201810	Deactivated clinical course
VNSG	1205	NCLEX-PN Review	Vocational Nursing	4.00		201810	Deactivated course lecture and lab
VNSG	1320	Anatomy & Physiology for A. H.	Vocational Nursing	4.00		201810	Deactivated course lecture and lab

Subject Course Title		201810 Effective Term	Credit Hours (CrHr)	CIP Code	Funding Code	Funding desc	Fee Amt per Cr Hr
<b>New Courses in BANNER</b>							
ACNT	2302 Accounting Capstone	201810	3	520301	04F	Bus Mgmt/Mrkt	2.00
ACNT	2345 Technical Writing for Accounting	201810	3	520301	04F	Bus Mgmt/Mrkt	2.00
DAAC	2306 Substance Abuse Prevention I	201810	3	511501	16F	Health Occupation Other	5.00
DAAC	2353 Substance Abuse Prevention II	201810	3	511501	16F	Health Occupation Other	5.00
DAAC	1264 Practicum-Substance Abuse/Addiction	201810	2	511501	16F	Health Occupation Other	5.00
DAAC	1319 Substance-Related and Addictive	201810	3	511501	16F	Health Occupation Other	5.00
SCWK	1313 Introduction to Social Work	201810	3	440701	24F	Prot Servs-Public Adm.	2.00
DEMR	1413 Fuel Systems	201810	4	470605	21F	Mech/Repairers Auto	3.00
DMSO	1166 Practicum I Diagnostic Med Sonography	201810	1	510910	16F	Health Occupation Other	5.00
INDS	1315 Materials, Methods, and Estimating	201810	3	500408	26F	Visual/Performing Arts	3.00
INDS	1349 Fundamentals of Space Planning	201810	3	500408	26F	Visual/Performing Arts	3.00
INDS	2307 Textiles for Interior Design	201810	3	500408	26F	Visual/Performing Arts	3.00
INDS	1351 History of Interiors	201810	3	500408	26F	Visual/Performing Arts	3.00
INDS	1352 History of Interiors	201810	3	500408	26F	Visual/Performing Arts	3.00
INDS	1319 Technical Drawing for Interior Designers	201810	3	500408	26F	Visual/Performing Arts	3.00
ITCC	1314 Introduction to Networks	201810	3	111002	07F	Computer/Information Sci	3.00
ITCC	1440 Routing and Switching Essentials	201810	4	111002	07F	Computer/Information Sci	3.00
ITCC	2412 Scaling Networks	201810	4	111002	07F	Computer/Information Sci	3.00
ITCC	2413 Connecting Networks	201810	4	111002	07F	Computer/Information Sci	3.00
ITSE	1333 Mobile Applications Development	201810	3	110801	07F	Computer/Information Sci	3.00
MATH	0324 Foundations in Business and Social Sciences	201720	3	3201045119	19F	Mathematics	2.00
MRKG	1302 Principles of Retailing	201810	3	521401	04F	Bus Mgmt/Mrkt	2.00
NDTE	1454 Intermediate Ultrasonics: Flaw Detection	201810	4	480508	02F	Arch/Prec Proc Trades	2.00
NDTE	2401 Adv. Ultrasonics: Phased Array & AUT	201810	4	480508	02F	Arch/Prec Proc Trades	2.00
PHRA	1202 Pharmacy Law	201810	2	510805	16F	Health Occupation Other	5.00
PHRA	1261 Clinical-Pharmacy Technician I	201810	2	510805	16F	Health Occupation Other	5.00
PHRA	2261 Clinical-Pharmacy Technician II	201810	2	510805	16F	Health Occupation Other	5.00

Subject Course Title		201810 Effective Term	Credit Hours (CrHr)	CIP Code	Funding Code	Funding desc	Fee Amt per Cr Hr
PTHA	2217 Issues in Health Care	201810	2	510806	16F	Health Occupation Other	5.00
PTHA	2205 Neurology	201810	2	510806	16F	Health Occupation Other	5.00
QCTC	1446 Testing and Inspection Systems	201810	4	150702	11F	Engineering Related	2.00
QCTC	1448 Metrology and Prints	201810	4	150702	11F	Engineering Related	2.00
VNSG	1332 Medical-Surgical Nursing II	201810	3	513901	18F	Vocational Nursing	5.00
VNSG	1420 Anatomy & Physiology for Allied Health	201810	4	513901	18F	Vocational Nursing	5.00
WLDG	1337 Introduction to Welding Metallurgy	201810	3	480508	02F	Arch/Prec Prod Trades	2.00
WLDG	1437 Introduction to Welding Metallurgy	201810	4	480508	02F	Arch/Prec Prod Trades	2.00
WLDG	2455 Adv. Metallurgy	201810	4	450508	02F	Arch/Prec Prod Trades	2.00
<b>Corrected Funding Code</b>							
DEM	1301 Shop Safety and Procedures	201810	3	470605	21F	Mech/Repairers Auto	3.00
DEM	1317 Basic Brake Systems	201810	3	470605	21F	Mech/Repairers Auto	3.00
DEM	1405 Basic Electric Systems	201810	4	470605	21F	Mech/Repairers Auto	3.00
DEM	1410 Diesel Engine Testing and Repair I	201810	4	470605	21F	Mech/Repairers Auto	3.00
DEM	1421 Power Train I	201810	4	470605	21F	Mech/Repairers Auto	3.00
DEM	2266 Field Experience-Diesel Mechanics	201810	2	470605	21F	Mech/Repairers Auto	3.00
DEM	2334 Advanced Diesel Tune-up and Troubleshooting	201810	3	470605	21F	Mech/Repairers Auto	3.00
DEM	2432 Electronic Controls	201810	4	470605	21F	Mech/Repairers Auto	3.00
MLAB	1101 Introduction to Clinical Lab Science	201810	1	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	1227 Coagulation	201810	2	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	1231 Parasitology/Mycology	201810	2	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	1235 Immunology/Serology	201810	2	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	1311 Urinalysis and Body Fluids	201810	3	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	1415 Hematology	201810	4	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	2166 Practicum I-Medical Lab Technician	201810	1	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	2238 Advanced Topic in Medical Laboratory	201810	2	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	2266 Practicum II-Medical Lab Technician	201810	2	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	2267 Practicum III-Medical Lab Technician	201810	2	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	2401 Clinical Chemistry	201810	4	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	2431 Immunohematology	201810	4	511004	14F	Dental/Med Lab/ADN	5.00
MLAB	2434 Clinical Microbiology	201810	4	511004	14F	Dental/Med Lab/ADN	5.00

**Action Item “XIII”  
Regular Board Meeting, January 30, 2017  
Consideration of Approval of Houston Independent  
School District Partnership Agreement for Dual Credit**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the Partnership Agreement between San Jacinto College and Houston Independent School District (HISD) for the delivery of college courses for dual credit students and confidential student data sharing.

**BACKGROUND**

Houston Independent School District (HISD) approached the College with interest in allowing high school students to participate in technical programs where the students could earn dual credit and a Certificate of Technology and/or an Associate of Applied Science prior to high school graduation. HISD administrators have met with the Associate Vice Chancellor for Student Success Partnerships, the Central Campus Technical Dean, and the Process Technology Department Chair to create these opportunities for students in specific HISD high schools.

**IMPACT OF THIS ACTION**

This agreement includes the dual credit tuition and fee waiver (75%) and additional language required for the confidential sharing of student level data. This action will allow Chavez High School students to enroll in a plan of study allowing them to complete a Level II Certificate of Technology in Process Technology beginning in the spring semester of 2017. The first class of students is anticipated to be a cohort of about 20 students. Additional technical programs may be added with other high schools in the future.

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

None anticipated at this time.

**MONITORING AND REPORTING TIMELINE**

Progress of the students in this program will be reported to the HISD Career and Technical Education office each semester and to the Board of Trustees of the College as appropriate.

**ATTACHMENTS**

Attachment 1 – Partnership Agreement with Houston Independent School District for the provision of College Courses for Dual Credit

**RESOURCE PERSONNEL**

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**PARTNERSHIP AGREEMENT  
BETWEEN  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
AND  
HOUSTON INDEPENDENT SCHOOL DISTRICT  
FOR  
OFFERING COLLEGE CREDIT COURSES TO HIGH SCHOOL STUDENTS  
FOR  
THE AWARDING OF SIMULTANEOUS COLLEGE AND HIGH SCHOOL CREDIT  
AND  
CONFIDENTIAL STUDENT DATA SHARING**

This PARTNERSHIP AGREEMENT for college courses for simultaneous college and high school credit and confidential student data sharing is made by and between SAN JACINTO COMMUNITY COLLEGE DISTRICT (SJCCD) and the HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD).

**PREAMBLE**

**WHEREAS**, SJCCD and HISD desire to enter into the following described Partnership Agreement, to wit: “Partnership Agreement between SJCCD and HISD for Offering College Credit Courses to High School Students for the Awarding of Simultaneous College and High School Credit and Confidential Data Sharing (Partnership Agreement)”;

**WHEREAS**, the purpose of this Partnership Agreement is to develop and expand a partnership between SJCCD and HISD to develop programs, projects, and activities that will address college persistence challenges for students from low-income families who are also often first-generation college students.

**WHEREAS**, the primary objectives of the partnership are to:

- Establish a program whereby students in HISD can enroll in college coursework face-to-face or online with SJCCD for the simultaneous awarding of college and high school credit (also known as DUAL CREDIT);
- Achieve a 50% 3-year graduation or transfer rate for HISD alumni who enroll at SJCCD;
- Attract more HISD students to SJCCD where they will have the opportunity to excel academically and contribute as leaders on campus and in the larger community;
- Provide opportunities for the leadership and staff of both HISD and SJCCD to meet and create new strategies to address the challenges of college faced by students from low-income families who are also often first-generation college students;

**WHEREAS**, student data is being requested pursuant to the Partnership Agreement to be shared with both and between HISD and SJCCD;

**NOW THEREFORE**, SJCCD and HISD agree as follows:



## I. COLLEGE COURSES OFFERED FOR DUAL CREDIT

Pertinent rules for administration of partnerships for simultaneous awarding of college credit to fulfill high school graduation requirements are contained in the Texas Administration Code (TAC), TITLE 19, PART 1, CHAPTER 4, SUBCHAPTER D, RULE §4.85.

### A) Eligible Courses

- 1) Courses offered for dual credit by public two-year associate degree granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Texas Higher Education Coordinating Board (THECB) or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the THECB.
- 2) SJCCD may not offer remedial or developmental courses for dual credit.
- 3) SJCCD shall coordinate enrollment of HISD students in Technical or Workforce Development courses at the college through the Career and Technical Education (CTE) Office of HISD.

### B) Student Eligibility

- 1) A high school student in HISD is eligible to enroll in **academic** college courses for dual credit, if the student:
  - a) demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in TAC 19, §4.57 (relating to College Ready and Adult Basic Education (ABE) Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in TAC 19, §4.56 (relating to Assessment Instrument); or
  - b) demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in TAC 19, §4.54 of this title (relating to Exemptions, Exceptions, and Waivers).
- 2) A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:
  - a) Courses that require demonstration of TSI college readiness in reading and/or writing:
    - (i) if the student achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA), on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
    - (ii) *if the student achieves an allowable score on the new PSAT – yet to be determined*
    - (iii) *if the student achieves an allowable score on the ACT Aspire – yet to be determined*
  - b) Courses that require demonstration of TSI college readiness in mathematics:
    - (i) if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC, and a passing grade in the Algebra II course; or

- (ii) if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or
  - (iii) *if the student achieves an allowable score on the new PSAT – yet to be determined*
  - (iv) *if the student achieves an allowable score on the ACT Aspire – yet to be determined*
- 3) A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.
- 4) A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program under the following conditions:
- a) Courses that require demonstration of TSI college readiness and/or writing:
    - (i) if the student achieves a Level 2 final recommended score, as defined by TEA, on the English II STAAR EOC; or
    - (ii) *if the student achieves an allowable score on the new PSAT – yet to be determined*
    - (iii) *if the student achieves an allowable score on the ACT Aspire – yet to be determined*
  - b) Courses that require demonstration of TSI college readiness in mathematics:
    - (i) if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
    - (ii) if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or
    - (iii) *if the student achieves an allowable score on the new PSAT – yet to be determined*
    - (iv) *if the student achieves an allowable score on the ACT Aspire – yet to be determined*
  - c) A student who is exempt from taking TAKS or STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.
- 5) To be eligible to enroll in a college course offered by a public college, students must meet all of the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified prerequisite course, etc.).
- 6) To remain eligible for continued dual credit enrollment, students must pass all courses with a grade of C or better in order to enroll for subsequent coursework. Students who do not meet this criteria are subject to the rules regarding Academic Warning, Probation, and Suspension, found in the SJCCD Catalog accessible at

<http://www.sanjac.edu/sites/default/files/2015-2016-Catalog-March-25-2016.pdf> on pp. 65-66.

- 7) An institution may impose additional requirements for enrollment in college courses offered for dual credit that do not conflict with this section referenced above, including but not limited to pre-requisite requirements for certain programs and courses.

**C) Location of Class**

College courses for dual credit may be taught on the college campus or on the high school campus. For college courses taught exclusively to high school students on the high school campus and for college courses taught electronically, SJCCD will comply with applicable THECB rules and procedures for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically.

**D) Student Composition of Class**

College courses taught for dual credit may be composed of dual credit students only or of dual and college credit only students.

**E) Faculty Selection, Supervision, and Evaluation**

- 1) SJCCD shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of the SJCCD or must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools) and approval procedures used by the college to select faculty responsible for teaching the same courses on the SJCCD campuses.
- 2) The college shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the SJCCD campuses.

**F) Course Curriculum, Instruction, and Grading**

The college shall ensure that a college course taught for dual credit at a site other than one of the SJCCD campuses and the same course offered on one of the campuses of SJCCD are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class.

**G) Academic Policies and Student Support Services**

- 1) Regular academic policies applicable to courses taught at one of SJCCD's campuses must also apply to college courses taught for dual credit in any other location. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.
- 2) Students enrolled in college courses offered for dual credit must be eligible to utilize the same or comparable support services that are afforded to college students on the SJCCD campuses. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the students may be eligible.

**H) Transcripting of Credit**

For college courses taught for dual credit, high school as well as college credit will be transcripted immediately upon a student's successful completion of the performance required in the course.

**I) Tuition, Materials, and Transportation Services**

- 1) HISD students enrolled in college courses at SJCCD campuses or at an HISD high school will be charged the appropriate tuition and/or fee rate based on the residency requirements of the State of Texas.
- 2) SJCCD will waive 75% of the appropriate tuition and fees for college courses taken for dual credit by each HISD student. The remaining 25% of the tuition and fees will be paid by HISD.
- 3) HISD shall provide transportation to and from SJCCD campuses for students enrolled in college courses for dual credit.
- 4) HISD will cover the expense of all learning materials for HISD students enrolled in SJCCD courses offered for dual credit.

**J) Funding**

- 1) The state funding for college courses taught for dual credit will be available to both public school districts and colleges based on the current funding rules of the State Board of Education and the THECB.
- 2) SJCCD may only claim funding for college courses taken by dual credit students when those courses are in the SJCCD Core Curriculum, are Workforce and Technical Education courses, and foreign language courses, for which the students will receive both high school and college credit.

**K) Term**

The term of this Agreement shall be from the Effective Date through August 31, 2019, unless renewed or earlier terminated as set forth herein.

**L) Termination**

This Agreement may be terminated with or without cause upon thirty (30) days prior written notice to the other Party. However, any cohort of HISD students taking SJCCD college courses for dual credit at the time the Agreement is effectively terminated by either party will be allowed to complete those courses notwithstanding the terminate of the Agreement.

**II. SHARED CONFIDENTIAL STUDENT DATA**

**A) Nature of Shared Data**

- 1) SJCCD agrees that the data transferred from HISD to the College is and shall remain the sole and exclusive property of HISD. HISD agrees that the data transferred from SJCCD to the HISD shall remain the sole and exclusive property of SJCCD.
- 2) This Partnership Agreement establishes that data that deals with confidentiality provisions of the Patient Safety Rule shall not be released by either party. Data that are released must be used consistent with the Family Education Rights and Privacy Act ("FERPA"), and HISD and SJCCD policies and procedures for managing student education records and other confidential information.



- 3) HISD grants SJCCD, and SJCCD grants HISD, permission to use such data only for the following purpose and for no other purpose: to track current HISD students who earned credit in a college course offered for dual credit, or have graduated or completed a sequence of courses leading to certification, licensure, or an Associate Degree from SJCCD while maintaining dual enrollment at HISD.

**B) Scope of Shared Data**

The scope of the data sharing between HISD and SJCCD addressed in this MOU is limited to the following:

- 1) Student Identifier
  - a) First Name, Last Name, Middle Initial
  - b) Public Education Information Management System (“PEIMS”) Identifier or HISD student identifier
  - c) Date of Birth (DOB)
- 2) Semester End Date
- 3) College Courses Offered for Dual Credit Enrollment Information
  - a) SJCCD Student Identification Number (G#)
  - b) Course Name
  - c) Course Rubric and Course Number
  - d) Semester Grade
- 4) Associate Degree Earned (Y/N)
- 5) License Awarded (Y/N)
- 6) Certificate Awarded (Y/N)
- 7) If “yes” to 4, 5, 6, provide Type or Program Name

**C) Format of Data Sharing**

A portion of the relevant student data shall be provided by HISD to SJCCD and a portion of the data shall be provided by SJCCD to HISD. The data shall be provided in the following format: either Microsoft Excel or Access. Any data received by either party pursuant to the Partnership Agreement shall be destroyed when it is no longer needed for the designated purpose.

**D) Ensuring Confidentiality of Data**

HISD and SJCCD shall maintain the confidentiality of any and all student data exchanged pursuant to the Partnership Agreement. The confidentiality requirements under this paragraph shall survive the termination or expiration of the Partnership Agreement or any subsequent agreement intended to supersede the Partnership Agreement. To ensure the continued confidentiality and security of the student and staff data processed, stored, or transmitted under the Agreement, HISD and SJCCD shall establish a system of safeguards that shall at a minimum include doing the following:

- a) HISD and SJCCD shall develop, implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all data, including electronically-maintained or transmitted data received from, or on behalf of each other. These

- measures shall be extended by contract to all subcontractors used by HISD and SJCCD.
- b) HISD and SJCCD employees, subcontractors, and agents involved in the handling, transmittal, and/or process of data provided under the Agreement shall be required to maintain the confidentiality of all student and staff-related personally identifiable information.
  - c) HISD and SJCCD shall develop and implement procedures and systems that require the use of secured passwords to access computer databases used to process, store, or transmit data provided under the Agreement.
  - d) HISD and SJCCD shall develop and implement procedures and systems, such as good practices for assigning passwords, to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided under the Agreement.
  - e) HISD and SJCCD shall develop and implement procedures and systems that ensure that all confidential student and staff data processed, stored, and/or transmitted under the provisions of the Agreement shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.
  - f) HISD and SJCCD shall develop and implement procedures and systems to process, store, or transmit data provided under the Agreement that ensure that any and all disclosures of confidential student and staff data comply with all provisions of federal laws (FERPA, Government, etc.) and Texas state laws relating to the privacy rights of students and staff as such laws are applicable to the parties of the agreement.
  - g) SJCCD shall return to HISD all data or any portions thereof requested by HISD, or, at HISD's election, SJCCD shall destroy all or any part of HISD's data that is within the possession or control of SJCCD and shall, upon request by HISD, provide certification of such destruction. HISD shall return to SJCCD all data or any portions thereof requested by SJCCD, or, at SJCCD's election, HISD shall destroy all or any part of SJCCD's data that is within the possession or control of HISD and shall, upon request by SJCCD, provide certification of such destruction.
  - h) SJCCD shall obtain permission from HISD prior to publications or disclosure of relevant data, or other uses not outlined in the Agreement, by SJCCD. HISD shall obtain permission from SJCCD prior to publications or disclosure of relevant data, or other uses not outlined in the Agreement, by HISD.

### **III. MISCELLANEOUS PROVISIONS**

#### **A) Relationship of Parties**

It is understood and agreed that SJCCD is a separate legal entity from HISD and neither it, nor any of its employees, volunteers, or agents contracted by it, shall be deemed for any purposes to be employees or agents of HISD. SJCCD and its contractors assume full responsibility for the actions of their personnel and volunteers

while performing any services incident to this Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers' compensation, disability benefits and like requirements and obligations. Nothing in this Agreement shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against any party to this Agreement.

**B) No Waiver of Immunity**

Neither HISD nor SJCCD waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions or obligations described herein.

**C) Authorization of Agreement**

Each party represents and warrants to the other that the execution of this Agreement has been duly authorized, and that this Agreement constitutes a valid and enforceable obligation of such party according to its terms.

**D) No Waiver**

No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

**E) Notice**

Any notice required to be given under the provisions of this Agreement, shall be in writing and shall be duly served when it shall be hand-delivered to the addressees set out below, or shall have been deposited, duly registered or certified, return receipt requested, in a United States Post Office addressed to the other part at the following addresses:

To: San Jacinto Community College District  
Attn: Dr. Brenda Hellyer, Chancellor  
4624 Fairmont Parkway  
Suite 200  
Pasadena, TX 77504

To: Houston Independent School District  
Attn: Ken Huewitt, Interim Superintendent of Schools  
4400 West 18<sup>th</sup> Street  
Houston, TX 77092

Either party may designate a different address by giving the other party ten (10) days prior written notice in the manner provided above.

**F) No Assignment**

No assignment of this Agreement or of any duty or obligation or performance hereunder, shall be made in whole or in part by either party without the prior written consent of the other party.



**G) Section Headings**

The headings of sections contained in this Agreement are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the sections of this Agreement.

**H) Governing Law**

This Agreement is made in Texas and shall be construed, interpreted, and governed by the laws of such state. The parties irrevocably consent to the sole and exclusive jurisdiction and venue of the courts of Harris County, Texas, for any action under this Agreement.

**I) Originals**

This Agreement may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument.

**J) No Personal Liability**

Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee, or agent of SJCCD or HISD, and the parties expressly agree that the execution of this agreement does not create any personal liability on the part of any officer, director, employee, or agent of SJCCD or HISD. The parties shall be responsible for their own acts of negligence.

These provisions are solely for the benefit of the parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.

**K) Criminal History Background Check Requirements**

Pursuant to Sections 22.0834 and 22.085 of the Texas Education Code, the SJCCD hereby certifies that all employees, contractors, and volunteers of SJCCD who are hired by SJCCD on or after January 1, 2008, and who have continuing duties related to the Agreement; and have or will have direct contact with students, have passed a national criminal history background record information review as required by those sections.

SJCCD shall send or ensure that its employees, contractors, and volunteers send to the Texas Department of Public Safety (“DPS”) information that is required by the DPS for obtaining national criminal history record information, which may include fingerprints and photographs. DPS shall obtain the person’s national criminal history record information and report the results through the criminal history clearinghouse as provided by Section 411.0845, Government Code.

SJCCD must also obtain certifications from all contractors that their employees to whom Section 22.0834 applies have also passed a national criminal history background record information review.

SJCCD must also provide assurances that all of its employees, contractors, and volunteers, including those hired before January 1, 2008, who have contact with students have passed a criminal history background check current within the last year. If an employee, contractor, or volunteer of SJCCD has a criminal conviction or has received deferred adjudication for a felony offense or a misdemeanor involving moral turpitude, the District may elect not to enter into this Contract, or cancel the Contract.

WARNING: Section 44.034 of the Texas Education Code requires that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. The District may terminate this Contract if the district determines that the person or business entity failed to give notice as required by Section 44.034(a) or misrepresented the conduct resulting in the conviction.

**L) Records Retention and Audits**

Both HISD and SJCCD are subject to the requirements of the record retention laws of the State of Texas.

**M) Student Records**

To the extent that SJCCD will come into possession of student records and information, and to the extent that SJCCD will be involved in the survey, analysis, or evaluation of students, incidental to this Agreement, SJCCD agrees to comply with all applicable requirements of the Family Educational Rights and Privacy Act (FERPA). The parties contemplate entering into a Memorandum of Understanding preserving the confidentiality of any and all student data exchanged as part of this Agreement.

**N) Texas Public Information Act**

Both HISD and SJCCD are subject to the requirements of the Texas Public Information Act.

**O) Business Ethics**

During the course of pursuing Agreements, and the course of Agreement performance, SJCCD will maintain business ethics standards aimed at avoiding real or apparent impropriety or conflicts of interest. No substantial gifts, entertainment, payments, loans, or other considerations beyond that which would be collectively categorized as incidental shall be made to any employees or officials of HISD, its authorized agents and representatives, or to family members of any of them. At any time SJCCD believes there may have been a violation of this obligation, SJCCD shall notify HISD of the possible violation. HISD is entitled to request a representation letter from SJCCD, its subcontractors or Contractors at any time to disclose all things of value passing from the SJCCD, its subcontractors or contractors to HISD's personnel or its authorized agents and representatives.

**P) Confidential and Proprietary Information**

The parties may provide technical information, documentation, and expertise to each other that is either (1) marked as being confidential, or (2) if delivered in oral form, is

summarized in writing within 10 working days and identified as being confidential (“Confidential Information”). The receiving party shall for a period of five (5) years from the date of disclosure (i) hold the disclosing party’s Confidential Information in strict confidence, and (ii), except as previously authorized in writing by the disclosing party, not publish or disclose the disclosing party’s Confidential Information to anyone other than the receiving party’s employees on a need-to-know basis, and (iii) use the disclosing party’s Confidential Information solely for performance of this Agreement. The foregoing requirement shall not apply to any portion of a party’s Confidential Information which (a) becomes publicly known through no wrongful act or omission on the part of the receiving party; (b) is already known to the receiving party at the time of the disclosure without similar nondisclosure obligations; (c) is rightfully received by the receiving party from a third party without similar nondisclosure obligations (d) is approved for release by written authorization of the disclosing party; (e) is clearly demonstrated by the receiving party to have been independently developed by the receiving party without access to the disclosing party’s Confidential Information; or (f) is required to be disclosed by order of a court or governmental body or by applicable law, provided that the party intending to make such required disclosure shall promptly notify the other part of such intended disclosure in order to allow such party to seek a protective order or other remedy.

**Q) Debarment and Suspensions**

SJCCD certifies, to the best of its knowledge and belief, that it is not presently debarred, suspended for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

**R) Complete Understanding**

This Agreement shall constitute the complete understanding of SJCCD and HISD, and may not be modified in any manner without the express written consent of both parties and supersedes any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties to this Agreement.

By signing the Agreement, SJCCD affirms that there is no personal or financial conflict of interest between SJCCD employees and contractors or their families and the District.

This Agreement is executed in counterparts, each of which shall have the full force and effect of an original Agreement, and each of which shall constitute but one and the same instrument.

# SIGNATURE PAGE

**SAN JACINTO COMMUNITY  
COLLEGE DISTRICT**

**HOUSTON INDEPENDENT  
SCHOOL DISTRICT**

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


By: \_\_\_\_\_  
Ken Huewitt                              Date  
Interim Superintendent of Schools

\_\_\_\_\_  
Dan Mims                                  Date  
Board of Trustees Chairman

**APPROVED AS TO  
FUNDING/BUSINESS TERMS**

\_\_\_\_\_  
Sherrie Robinson                      Date  
Chief Financial Officer

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Miles J. LeBlanc                      Date  
Assistant General Counsel

**Action Item “XIV”**  
**Regular Board Meeting January 30, 2017**

**Consideration of Approval the Articulation Agreement with Southern New Hampshire  
University – College of Online and Continuing Education**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the articulation agreement with Southern New Hampshire University—College of Online and Continuing Education (SNHU-COCE).

**BACKGROUND**

Southern New Hampshire University (SNHU) is a private, nonprofit, accredited institution with more than 3,000 on-campus students and over 60,000 online students, making us one of the fastest-growing universities in the country. SNHU was founded in 1932. They provide affordable, accessible education that students can pursue on their 300-acre campus in Manchester, NH, or at their regional centers in Manchester, Portsmouth and Brunswick, ME. They are seeking an articulation agreement for students interested in their innovative online platform. SNHU offers more than 200 career-focused online college degrees and certificates, including but not limited to accounting, business, criminal justice, education, healthcare, information technology, liberal arts, and nursing.

**IMPACT OF THIS ACTION**

This agreement provides for the seamless transfer of credit from SJCD to SNHU-COCE (articulation) and from SNHU-COCE to SJCD (reverse articulation). This agreement also defines parameters by which SJCD and SNHU-COCE may mutually consent to program or degree specific articulation plans to be covered and enforced by the scope of this agreement. SNHU-COCE is authorized to offer instructional programs leading to various baccalaureate degrees and to confer the appropriate baccalaureate degree on students successfully completing such programs. SNHU-COCE is regionally accredited by and is a member of the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education (CIHE).

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

N/A

**MONITORING AND REPORTING TIMELINE**

This agreement shall have a term of five (5) years from the date that it is signed by the authorized representatives of both institutions. This agreement shall automatically renew for one (1) year terms unless terminated pursuant to the provisions set forth herein. Either party may terminate this agreement with at least 90 days prior to the date on which action would be taken. Such a notice will specify the nature of the action contemplated and the rationale for such action.

**Action Item “XIV”**  
**Regular Board Meeting January 30, 2017**

**Consideration of Approval the Articulation Agreement with Southern New Hampshire  
University – College of Online and Continuing Education**

**ATTACHMENTS**

Attachment 1—Articulation Agreement between San Jacinto Community College and Southern New Hampshire University—College of Online and Continuing Education

**RESOURCE PERSONNEL**

Laurel V. Williamson	281-998-6182	laurel.williamson@sjcd.edu
Catherine O’Brien	281-998-6318	catherine.obrien@sjcd.edu
Chris Duke	281-998-6203	chris.duke@sjcd.edu



# **Articulation Agreement between**

## **San Jacinto Community College District**

**and**

## **Southern New Hampshire University-College of Online and Continuing Education**

The San Jacinto Community College District (SJCD) and *Southern New Hampshire University-College of Online and Continuing Education (SNHU-COCE)*, have developed this agreement to support student achievement of educational and career goals. The agreement represents an active educational partnership committed to student success and degree completion.

This agreement provides for the seamless transfer of credit from SJCD to *SNHU-COCE* (articulation) and from *SNHU-COCE* to SJCD (reverse articulation). This agreement also defines parameters by which SJCD and *SNHU-COCE* may mutually consent to program or degree specific articulation plans to be covered and enforced by the scope of this agreement.

SJCD is authorized to offer instructional programs leading to various associate degrees and to confer the appropriate associate degree on students successfully completing such programs. All such programs are registered with the Texas Higher Education Coordinating Board. SJCD is regionally accredited by and is a member of the Southern Association of Colleges and Schools (SACS). The SJCD has its principle place of business at 4624 Fairmont Parkway, Pasadena, Texas 77504.

*SNHU-COCE* is authorized to offer instructional programs leading to various baccalaureate degrees and to confer the appropriate baccalaureate degree on students successfully completing such programs. *SNHU-COCE* is regionally accredited by and is a member of the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education (CIHE). The *SNHU-COCE* has its principle place of business at 33 South Commercial Street, Manchester, NH 03101.

### **Articulation of Credit**

Students may apply for admission to *SNHU-COCE* at any time during their enrollment at SJCD; the *SNHU-COCE* application and admission fee will be waived for students transferring under this agreement.

SJCD students must meet all *SNHU-COCE* requirements and deadlines pertaining to application for admission, orientation and registration, and payments of tuition and fees, other than application and admission fees. SJCD students seeking transfer to *SNHU-COCE* shall abide by the policies and procedures in effect at the time of their application to *SNHU-COCE* that apply to all students of and/or applicants to *SNHU-COCE*.

SJCD students earning an Associate of Arts, or an Associate of Science, or an Associate of Applied Science with a cumulative GPA of 2.5 or greater and transferring under this agreement will be guaranteed admission to *SNHU-COCE* under this agreement. A



## Attachment 1

maximum of 90 semester credit hours earned at SJCD with a grade of C- or better will be accepted and applied to a designated/appropriate *SNHU-COCE* degree plan if the coursework aligns with the bachelor's degree program.

Of the maximum 90 semester credits to be accepted by SNHU-COCE, SNHU-COCE will identify the remaining courses beyond the associate degree (AA, AS, AAS) for the aligned bachelor's degree program.

All successfully completed, with a grade of C- or better, lower-division academic courses offered by SJCD, identified by the Texas Common Course Numbering System (TCCNS), and published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferable to *SNHU-COCE* and be substituted for the equivalent course at *SNHU-COCE*.

Unless otherwise specified by an articulation plan approved under this agreement, SJCD students may be required to apply and be admitted separately to specific colleges or programs within *SNHU-COCE* and be subject to all requirements and limitations of admission procedures to said programs including higher GPA requirement and/or additional specific courses as stated in the course catalog in effect at the time of enrollment at *SNHU-COCE*. *SNHU-COCE* shall not place requirements on SJCD students transferring under this agreement that are not required of its native students.

SJCD and *SNHU-COCE* will work together to provide students with accurate and timely transfer information and academic advising relative to a designated/appropriate *SNHU-COCE* degree program. *SNHU-COCE* will provide appropriate brochures and informational material to SJCD and its students. *SNHU-COCE* shall provide support services appropriate to meet the needs of SJCD transfer students, including an orientation program similar to that which is provided to *SNHU-COCE* native students and shall finalize an approved degree plan prior to completion of the SJCD student's second semester of study at *SNHU-COCE*.

## Reverse Articulation of Credit

The purpose of Reverse Articulation of Credit is to serve SJCD students who transfer to *Southern New Hampshire University-College of Online and Continuing Education* prior to earning an associate's degree from SJCD. Reverse articulation of credit permits eligible and interested students to transfer certain course work from *SNHU-COCE* to SJCD to complete requirements for an associate's degree.

For students who from SJCD to *SNHU-COCE* prior to earning an associate's degree, all successfully completed lower-division academic courses offered by SJCD, identified by the Texas Common Course Numbering System (TCCNS), and published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferable to *SNHU-COCE* and be substituted for an equivalent course if the course fits into the appropriate bachelor's degree program at SNHU-COCE.

Southern New Hampshire University will allow SJCD students to transfer their credits earned at SNHU-COCE back to SJCD, as part of this articulation agreement, and provide them the opportunity to complete their community college (associate) degree. SNHU students will automatically be notified of this Agreement, when they have met the following criteria:

## Attachment 1

- Have earned at least 30 semester college credit hours from SJCD
- Have earned at least 36 semester college credit hours from SNHU.
- Transferred to SNHU with SJCD being the last school attended.
- Be in “good standing” at both SJCD and SNHU.
- Attended SJCD within the last 5 years.
- Student Completion of the Reverse Transfer Credit Agreement release form
- SNHU-COCE will securely transmit official paper or electronic copies of these students’ transcripts to SJCD.

Upon receipt of *SNHU-COCE* transcript information, SJCD will conduct a degree audit of each eligible student and evaluate all coursework that may apply to the completion of the student’s associate degree at SJCD. Students who meet all SJCD degree requirements are eligible to receive an SJCD degree at no additional cost to the student. SJCD will notify each student that he or she is eligible to receive an associate’s degree and eligible to participate in SJCD’s graduation ceremony.

Separate academic records for students will be maintained at each institution. Authorized employees of SJCD and *SNHU-COCE* will have access to personally identifiable information about the students who receive or who are eligible for reverse articulation of credit. SJCD and *SNHU-COCE* will ensure their institutional compliance with FERPA regulations.

## Articulation Plans

This agreement establishes general articulation and reverse articulation of credit. Successful transfer and degree completion requires the mapping of credits from specific SJCD associate’s degree programs to specific *SNHU-COCE* bachelor’s degree programs. Educational planners and advisers at SJCD and *Southern New Hampshire University-College of Online and Continuing Education* rely on two types of documents to facilitate and support transfer and articulation of credit from SJCD to *SNHU-COCE*: transfer plans and articulation plans

Transfer plans are documents that describe the articulation of credit granted to any student from any institution when transferring to *Southern New Hampshire University-College of Online and Continuing Education*. The transfer plans between SJCD and *Southern New Hampshire University-College of Online and Continuing Education* clarify how SJCD credits transfer to *Southern New Hampshire University-College of Online and Continuing Education* based on existing program and degree requirements and state regulations. Transfer plans are developed as a matter of supporting student advising; they do not require formal recognition under this agreement.

Articulation plans are also transfer plans, but they are more formal and may identify specific admission conditions to be accepted into a program or degree plan at *Southern New Hampshire University-College of Online and Continuing Education* and may describe articulation of credit not guaranteed by transfer plans or state regulations. Articulation plans are developed specifically and uniquely to articulate credit from SJCD to *Southern New Hampshire University-College of Online and Continuing Education*; articulation plans developed in accordance with this agreement are guaranteed by this mutual agreement between the two institutions.

## Attachment 1

Pursuant to and in support of this agreement, individual articulation plans may be established that specify which requirements of specific *SNHU-COCE* degree plans are satisfied by specific SJCD courses and credits.

To establish an articulation plan under the legal scope of this agreement, SJCD and *SNHU-COCE* shall:

- Describe, where appropriate, any application and admission requirements specific to the *SNHU-COCE* degree plan to which the SJCD student plans to transfer.
- Indicate an effective start date and end date for the articulation plan.
- List all course requirements for the *SNHU-COCE* degree plan and indicate which SJCD courses shall satisfy each requirement. Individual courses required as part of the *SNHU-COCE* and SJCD core curriculum shall not be listed; that group of courses shall be noted by a single heading of *Core Curriculum*. It is understood by both parties to this agreement that those institutions of higher education, as defined by Section 61.003 of the Texas Education Code, which are subject to the jurisdiction of the Texas Higher Education Coordinating Board are required to accept for transfer all courses within the approved core curriculum of any fellow institution of higher education. Pursuant to the terms of this agreement, SJCD and *SNHU-COCE* further agree that, in the event that *SNHU-COCE* is not an institution of higher education subject to the jurisdiction of the Texas Higher Education Coordinating Board, SJCD and *SNHU-COCE* shall also accept for transfer the core curriculum adopted by the parties to this agreement.
- Conduct a review of all aforementioned details. Reviewers shall include: an instructional administrator with responsibility for the relevant degree program; an educational planner or advisor or enrollment management administrator; and an administrator responsible for managing this articulation agreement.
- Reviewers shall indicate by paper or electronic signature their approval of the articulation plan.

Individual articulation plans may be independently terminated according to the terms of this agreement. Termination of individual articulation plans does not affect the status of the agreement or other individual articulation plans established under this agreement.

If an articulation plan expires or is terminated for any reason while SJCD students are enrolled at *SNHU-COCE* and pursuing a degree under that articulation plan, *SNHU-COCE* must allow students to pursue the degree under the agreed upon articulation plan as long as the student is enrolled continuously at least part-time through Fall and Spring semesters.

## General

Term. This agreement is for a period of five (5) years from the date that it is signed by the authorized representatives of both institutions. This agreement shall automatically renew for one (1) year terms unless terminated pursuant to the provisions set forth herein.

Voluntary Termination. This agreement may be terminated by either party by giving written notice of said party's intentions to the SJCD Office of the Associate Vice Chancellor for Learning and/or to the *SNHU-COCE Assistant Director of Academic Alliances* at least 90 days prior to the date on which action would be taken. Such a notice will specify the nature of the action contemplated and the rationale for such action.

## Attachment 1

Accreditation. This agreement is effective only as long as both SJCD and *SNHU-COCE* 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.

Phase-Out. In the event this agreement is terminated, SJCD and *SNHU-COCE* will continue to provide support and services to students transferring under this agreement as long as students are enrolled continuously at least part-time through Fall and Spring Semesters.

Agreement Status & Review. The respective designees at both SJCD and *SNHU-COCE* will monitor and report on the status and impact of this agreement. As long as this agreement is in effect, the agreement and any subsequent articulation plans should be reviewed annually or bi-annually and revised or amended as necessary.

FERPA Regulations. SJCD and *SNHU-COCE* agree to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C §1232g; 34 CFR Part 99) and its associated regulations, taking steps to ensure that confidential information is not disclosed or distributed in a manner inconsistent therewith. This provision shall survive termination or expiration of this Agreement.

Entire Agreement. This Agreement embodies the entire agreement and understanding between the parties and supersedes all prior agreements, whether oral or written between the parties relating to the subject matter hereof.

Modifications or Amendments. This Agreement may not be amended or modified except by a written instrument executed by both parties. SJCD and *SNHU-COCE* agree to mutual notification of changes and additions to the curriculum and curriculum standards, so that articulation plans may be revised as necessary. Proposed changes in policies or curriculum by either party must be communicated in writing to the other party and agreed upon in consultation with officials of each institution. Any changes agreed upon must be signed by both parties, dated, and attached to this agreement.

Notices and Requests. All notices given pursuant to this Agreement shall be in writing and shall be validly given on (1) the date of delivery if delivered by email, facsimile transmission, registered or certified mail, or hand delivered, or (2) three (3) business days after being mailed via United States Postal Service addressed as follows:

San Jacinto Community College District  
Dr. Brenda Hellyer  
4624 Fairmont Parkway  
Pasadena, Texas 77504  
281-998-6100

Southern New Hampshire University-  
College of Online and Continuing  
Education  
Gina Fedell  
33 South Commercial Street  
Manchester, New Hampshire 03101  
603-657-4186

Force Majeure. Neither party shall be liable for any delays resulting from acts of nature, strikes, and riots, acts of war, epidemics, or governmental regulations.

Publicity. Neither party hereto shall, without securing written or electronic consent of the other party, publicly announce the existence of this Agreement or advertise or release any

Attachment 1

publicity in regard thereto, except that SJCD and SNHU-COCE may disclose the terms of this Agreement to the extent required by law or regulation.

Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of SNHU-COCE and shall be binding upon and inure to the benefit of San Jacinto Community College District’s legal representatives, successors, and assigns.

Governing Law. Harris County, Texas shall be the proper place of venue for suit on or in respect of the Agreement. The Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.

Severability. If any of the provisions or portions of this Agreement are invalid under any applicable statute or rule of law, they are to that extent to be deemed omitted.

Assignment. Except as otherwise provided in this Agreement, neither party shall assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party hereto, which assignment shall not be unreasonably withheld, and any such attempted assignment without such consent shall be void.

No Financial Implication. No financial implications concerning the transfer or exchange of cash, equipment, or real estate is intended or implied by this agreement. SJCD and SNHU-COCE are separate and independent institutions of higher education and intend to remain so. The administrators of SNHU-COCE and SJCD are authorized to prepare and implement plans of action and procedures necessary to effect this agreement.

Independent Contractor. Each party acknowledges and agrees that the relationship with each other is that of an independent contractor and nothing in this Agreement shall be construed to create a partnership, joint venture or agency relationship between the parties. Each party is solely responsible for any and all liabilities of its employees for their performance under this Agreement and further is responsible any and all taxes imposed upon each party, including FICA, FUTA, unemployment taxes, worker's compensation coverage, and other liabilities incurred as the employer providing products and/or services pursuant to this Agreement as an independent contractor.

***IN WITNESS WHEREOF***, each of the parties hereto has caused this Agreement to be executed on its behalf by its duly authorized representative.

**San Jacinto Community College District**  
4624 Fairmont Parkway  
Pasadena, TX 77504

---

Brenda Hellyer, Chancellor Date

**Southern New Hampshire University-College of Online and Continuing Education**  
33 South Commercial Street  
Manchester, NH 03101

---

Paul LeBlanc, President Date

**Articulation Guide - Appendix 1**  
**San Jacinto College Associate Degree General Education Core Curriculum**  
**to**  
**Southern New Hampshire University-COCE General Education Core**  
**Course Equivalency Table**

San Jacinto College		Southern New Hampshire University	
General Education Core Curriculum	Cr.	General Education Core Curriculum	Cr.
ENGL 1301 Composition I	3	ENG 122 College Composition I	3
ENGL 1302 Composition II	3	ENG 123 College Composition II	3
Mathematical Concepts/Quantitative Reasoning Course	3	MAT 130, 135, 140, 210, 211, 299, 230, 240**	3
GOVT 2306 Texas Government	3	POL-ELE (Free Elective for SNHU 107)	3
Choose from Language, Philosophy, and Culture (Humanities) General Education Core Curriculum	3	Fine Arts and Humanities Elective (EFAH)	3
Choose from Creative Arts (Fine Arts) General Education Core Curriculum	3	Fine Arts and Humanities Elective (EFAH)	3
Choose from Social and Behavioral Sciences General Education Core Curriculum	3	Social and Behavioral Science Elective (ESBS)	3
GOVT 2305 Federal Government	3	POL-210 American Politics (ESBS)	3
Choose from Life & Physical Sciences General Education Core Curriculum	3*	Science, Technology, and Mathematics Elective (ESTM)	3
Choose from Life & Physical Sciences General Education Core Curriculum	3*	Science, Technology, and Mathematics Elective (ESTM)	3
HIST 1301 United States History I	3	HIS 113 United States History I: 1607-1865 (EGED)	3
HIST 1302 United States History II	3	HIS 114 United States History II: 1865-Present (EGED)	3
SPCH 1311, 1315, 1318, 1321	3	COM-212 Public Speaking or COM-ELE (IGED)	3
SPAN 1411, SPAN 1412, SGNL 1401 or Choose one course from the General Education Core Curriculum	3	Integration General Education Elective (IGED)	3
Free Elective	Cr.	Free Elective	Cr.
*Excess General Education Electives	2*	*General Education Free Electives	2*
<b>Total Credits Transferred to SNHU*</b>		<b>Total Transferable Credits*</b>	
<b>Remaining SNHU Required General Education Courses</b>			
IDS 400   IDS 401   IDS 402   IDS 403			3
<b>Total General Education Requirements Required by SNHU</b>			<b>45</b>

- \*Excess General Education credits are transferrable as Free Elective Credit, if available.
- Students may transfer up to 90 credits from San Jacinto College.
- Students must earn a Grade of "C-" or better for course transfer.
- Some programs may have dictated courses in these general education areas. Please consult an your SNHU liaison for specific course information.

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
JANUARY 30, 2017**

<b>I.</b>	<b>EQUIPMENT, SUPPLIES &amp; SERVICES BIDS</b>	
	CMR 17-06 Construction Manager-at-Risk for North Campus Cosmetology and Culinary Center (pgs. 2-4)	\$ 1,188,750
	CMR 17-08 Construction Manager-at-Risk for South Campus Cosmetology Center (pgs. 5-7)	976,527
	IFB 17-09 Ophthalmic Diagnostic Equipment (pgs. 8-10)	<u>79,478</u>
	<b>TOTAL OF ALL BIDS</b>	<b>2,244,755</b>

<b>II.</b>	<b>PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS</b>	
	Purchase Request #1 - Change Order to Architecture Contract for Central Campus Center for Petrochemical, Energy, and Technology (pgs. 11-12)	\$ 157,300
	Purchase Request #2 - Architectural Services for South Campus Bruce Student Center Renovation Phase I (pgs. 13-14)	78,380
	Purchase Request #3 - Ratification of North Campus Baseball Training Facility Substantial Completion (pgs. 15-16)	-
	Purchase Request #4 Testing and Balancing Services for North Campus Center for Industrial Technology (pg. 17)	65,000
	Purchase Request #5 Geotechnical and Material Testing Services for Central Campus Center for Petrochemical, Energy, and Technology (pgs. 18-19)	85,000
	Purchase Request #6 Renew Contract for Plumbing Services (pg. 20)	100,000
	Purchase Request #7 Renew Contract for Steel Supplies (pg. 21)	90,000
	Purchase Request #8 - Renew Contract for Commercial Truck Repair Services (pg. 22)	<u>50,000</u>
	<b>TOTAL OF PURCHASE REQUESTS</b>	<b>625,680</b>

**GRAND TOTAL:** \$2,870,435



**CMR #17-06**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval to Award Contract for Construction Manager-at-Risk**  
**for North Campus Cosmetology-Culinary Center**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a Construction Manager-at-Risk (CMR) contract with Tellepsen Builders, L.P. (Tellepsen) to construct the new North Campus Cosmetology-Culinary Center.

**BACKGROUND**

In October 2016, the Board granted approval to use the Construction Manager-at-Risk delivery method for the North Campus Cosmetology-Culinary Center.

A two-step solicitation process, Project Number 17-06, was utilized to procure these services in accordance with the Texas Government Code, Section 2269.251. A request for qualifications (RFQ), the first phase of the two-step process, was issued on November 14, 2016 and submittals were received from thirteen (13) firms. Evaluation and ranking of the submittals was based on criteria published in the RFQ. On December 6, 2016, the five highest-ranked firms were asked to submit a response to a Request for Proposals (RFP), the second phase of the two-step process. In addition, each firm made a presentation to the evaluation committee on December 14, 2016. The five finalists were ranked using numerical assessments from each segment and Tellepsen earned the highest overall score.

**IMPACT OF THIS ACTION**

Approval of this request will authorize a contact with Tellepsen to construct the new North Campus Cosmetology-Culinary Center. The scope of work for the project will include a mix of classroom, conference, lab, public interface and administrative space for the Cosmetology and Culinary programs. Additionally, the new facility will provide appropriate air ventilation and conditioning as necessary to conduct safe and effective cosmetology activities, as well as culinary teaching and serving activities.

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

The total estimated project cost is \$22,845,000. The price for the duration of the project are, pending successful contract negotiations, not to exceed the preconstruction fee of \$20,000, estimated general conditions of \$880,595, and the construction management fee of 1.75%, for a total estimated contractor contract value of \$1,188,750.

The project's guaranteed maximum price (GMP) for construction will be developed as design and construction plans progress.

**MONITORING AND REPORTING TIMELINE**

Design and construction of the new building will require approximately twenty-one (21) months. Following detailed design and bidding, a GMP will be brought to the Board for

**CMR #17-06**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval to Award Contract for Construction Manager-at-Risk**  
**for North Campus Cosmetology-Culinary Center**

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

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**CMR 17-06 Construction Manager-at-Risk for North Campus  
Cosmetology-Culinary Center**

**EVALUATION RESULTS**

**QUALIFICATIONS SUMMARY**

<b>Contractors</b>		<b>Score</b>	<b>Weight</b>	<b>Final Score</b>
1	Tellepsen	93.92	40%	37.77
2	Durotech	92.33	40%	36.93
3	Spawglass	91.57	40%	36.63
4	Austin Commercial	90.92	40%	36.37
5	Bartlett Cocke	87.22	40%	34.89

**PRICING SUMMARY**

<b>Contractors</b>		<b>Score</b>	<b>Weight</b>	<b>Final Score</b>
1	Tellepsen	100.00	30%	30.00
2	Durotech	91.40	30%	27.42
3	Bartlett Cocke	76.84	30%	23.05
4	Spawglass	69.55	30%	20.87
5	Austin Commercial	58.41	30%	17.52

**PRESENTATION SUMMARY**

<b>Contractors</b>		<b>Score</b>	<b>Weight</b>	<b>Final Score</b>
1	Tellepsen	81.50	30%	24.45
2	Spawglass	81.13	30%	24.34
3	Durotech	79.75	30%	23.93
4	Bartlett Cocke	75.88	30%	22.76
5	Austin Commercial	70.13	30%	21.04

**FINAL SCORES**

<b>Contractors</b>		<b>Score</b>
1	Tellepsen	92.02
2	Durotech	88.28
3	Spawglass	81.83
4	Bartlett Cocke	80.70
5	Austin Commercial	74.93

**CMR #17-08**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval to Award Contract for Construction Manager-at-Risk**  
**for South Campus Cosmetology Center**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a Construction Manager-at-Risk (CMR) contract with Brookstone Construction (Brookstone) to construct the new South Campus Cosmetology Center.

**BACKGROUND**

In October 2016, the Board granted approval to use the Construction Manager-at-Risk delivery method for the South Campus Cosmetology Center.

A two-step solicitation process, Project Number 17-08, was utilized to procure these services in accordance with the Texas Government Code, Section 2269.251. A request for qualifications (RFQ), the first phase of the two-step process, was issued on November 14, 2016 and submittals were received from eleven (11) firms. Evaluation and ranking of the submittals was based on criteria published in the RFQ. On December 7, 2016, the five highest-ranked firms were asked to submit a response to a Request for Proposals (RFP), the second phase of the two-step process. In addition, each firm made a presentation to the evaluation committee on December 14, 2016. The five finalists were ranked using numerical assessments from each segment. Brookstone offered the lowest overall price for the project resulting in an estimated cost savings of \$65,822 over the next lowest price proposal. Brookstone was determined to offer the most favorable proposal of all pre-qualified firms to reach the best value for the College.

**IMPACT OF THIS ACTION**

Approval of this request will authorize a contract with Brookstone to construct the new South Campus Cosmetology Center. The scope of work for the project will include a mix of classroom, conference, lab, public interface and administrative space for the Cosmetology program. Additionally, the new facility will provide appropriate air ventilation and conditioning as necessary to conduct safe and effective cosmetology activities.

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

The total estimated project cost is \$16,213,000. The price for the duration of the project are, pending successful contract negotiations, not to exceed the preconstruction fee of \$58,650, estimated general conditions of \$690,000, and the construction management fee of 1.95%, for an estimated total contract value of \$976,527.

The project's guaranteed maximum price (GMP) for construction will be developed as design and construction plans progress.

**CMR #17-08**  
**Regular Board Meeting January 30, 2017**

**Consideration of Approval to Award Contract for Construction Manager-at-Risk  
for South Campus Cosmetology Center**

**MONITORING AND REPORTING TIMELINE**

Design and construction of the new building will require approximately twenty-one (21) months. Following detailed design and bidding, a Guaranteed Maximum Price will be brought to the Board for consideration. Design and construction will be monitored by the College's Facilities Services personnel. Program management will be conducted by AECOM.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**CMR 17-08 Construction Manager-at-Risk for South Campus  
Cosmetology Center**

**EVALUATION RESULTS**

**QUALIFICATIONS SUMMARY**

<b>Contractors</b>		<b>Score</b>	<b>Weight</b>	<b>Final Score</b>
1	Tellepsen	91.30	40%	36.52
2	Durotech	89.50	40%	35.80
3	Spawglass	86.55	40%	34.62
4	Brookstone	79.80	40%	31.92
5	Vaughn Construction	79.00	40%	31.84

**PRICING SUMMARY**

<b>Contractors</b>		<b>Score</b>	<b>Weight</b>	<b>Final Score</b>
1	Brookstone	100.00	30%	30.00
2	Tellepsen	93.69	30%	28.11
3	Durotech	84.53	30%	25.36
4	Spawglass	72.84	30%	21.85
5	Vaughn Construction	61.97	30%	18.59

**PRESENTATION SUMMARY**

<b>Contractors</b>		<b>Score</b>	<b>Weight</b>	<b>Final Score</b>
1	Tellepsen	88.30	30%	26.49
2	Spawglass	82.70	30%	24.81
3	Brookstone	79.50	30%	23.85
4	Durotech	76.20	30%	22.86
5	Vaughn Construction	61.50	30%	18.45

**FINAL SCORES**

<b>Contractors</b>		<b>Score</b>
1	Tellepsen	91.12
2	Brookstone	85.77
3	Durotech	84.02
4	Spawglass	81.28
5	Vaughn Construction	68.64

**IFB #17-09**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval to Purchase for Ophthalmic Diagnostic Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract to purchase ophthalmic diagnostic equipment from Carl Zeiss Meditec, Inc. (Zeiss) for the Central Campus Eye Care Technology department.

**BACKGROUND**

An invitation for bids, Project Number 17-09, was issued to procure ophthalmic diagnostic equipment. Two responses were received and the bid submitted by Carl Zeiss Meditec, Inc. was determined to be both responsible and responsive to all solicitation requirements. Zeiss was the only vendor who could provide both units included in the solicitation request. The two machines to be purchased include an automated perimeter with liquid lens technology and the spectral domain optical coherence tomography (OCT) machine.

The automated perimeter with liquid lens technology is the industry standard for the future of perimetry testing. The purchase of the Zeiss perimeter will allow for replacement of the current perimeter machine, located in the Eye Care Technology department, which is 28 years old, has outdated software, a printer that is no longer operational and is beyond repair. College faculty will be able to use the new equipment to train students on the latest technology using the industry standard equipment they will encounter upon graduating and entering their field of study. The College has not previously had an OCT machine in the department for students to train on. Faculty had to rely on students gaining useable knowledge of this equipment as part of their clinical experience. Access to Zeiss OCT in the classroom will add to the performance of the program due to more enhanced training opportunities available through use of the in-house equipment.

**IMPACT OF THIS ACTION**

The Commission on Accreditation of Ophthalmic Medical Programs require accredited programs include in their curriculum and performance objectives that include to test and record using an automated perimeter and perform and record scanning computer ophthalmic diagnostic imaging using an OCT machine. Along with the Eye Care Technology program meeting the accreditation standards, this purchase will allow students more hands-on training and experience in proper eye imaging techniques.

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

The expenditure is \$79,478 and will be funded by Perkins grant funds.

**MONITORING AND REPORTING TIMELINE**

The award is a one-time purchase and will be delivered and operational by March 10, 2017.



**IFB #17-09**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval to Purchase for Ophthalmic Diagnostic Equipment**

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Jeffrey Parks	281-476-1806	jeffrey.parks@sjcd.edu
Debra Clarke	281-478-3606	debra.clarke@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Project Name**  
**Project Number**

Ophthalmic Diagnostic Equipment  
IFB 17-09

### Final Ranking

Vendor Name	Total Bid Price	Notes
Carl Zeiss Meditec Inc.	\$79,478	Amount includes both units, perimeter and OCT, and a one-year extended warranty for each piece of equipment.
Heidelberg ENgineering Inc.	\$67,500	Amount includes <b>only</b> the OCT unit with a one-year warranty. Bidder did not quote the perimeter unit.

**Purchase Request #1**  
**Regular Board Meeting January 30, 2017**

**Consideration of Approval of Change Order to Architecture Contract for  
Central Campus Center for Petrochemical, Energy, & Technology**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a change order to the contract with IBI Group, Inc. (IBI) for additional design services in connection with the Center for Petrochemical, Energy, and Technology at the Central Campus (Petrochem).

**BACKGROUND**

In July 2015, the Board approved a contract with IBI to provide architectural design services for the Petrochem center. The original agreement was executed effective December 2015.

In July of 2016, a Central Campus site master plan was completed and presented to the Board that described the future placement of buildings and traffic flows associated with the Central Campus. Within this plan, the proposed Petrochem building was placed at the southwest corner of the Central Campus. This placement provided an opportunity for a signature visual presence along the Fairmont Parkway roadway and from the Pasadena Convention Center.

The proposed change order will provide authorization for additional design services necessary to develop the unimproved building site, allowing for construction of the Petrochem building complex at the southwest corner of the Central Campus. This location does not have utilities and related services readily available and the design services will address incoming and outgoing utilities, and vehicle traffic entrances and exits.

Architectural services are classified as professional services pursuant to Section 2254 of the Texas Government Code.

**IMPACT OF THIS ACTION**

Approval of this expense will provide the related professional design services needed for the associated utilities and traffic infrastructure of the Petrochem building. In order to secure building permits, provisions must be made to supply the site with storm water containment, electrical power substation, domestic water connections, natural gas supply, College data connections and traffic thoroughfares and connections to existing roadways. The design services are necessary because the current site does not have existing the utility infrastructure required to support this building.

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

This request will increase the contract amount by an amount not to exceed \$157,300. This expenditure will be funded by the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Design of the petrochemical center will be monitored by the College's Facilities Services

**Purchase Request #1**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval of Change Order to Architecture Contract for**  
**Central Campus Center for Petrochemical, Energy, & Technology**

personnel. Program management will be conducted by Rizzo & Associates.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Purchase Request #2**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval to Purchase Architectural Services for**  
**South Campus Bruce Student Center Renovation Phase I**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract with Kirksey Architects, Inc. (Kirksey) to provide architectural services necessary for the first phase of renovation of the South Campus Bruce Student Center.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm would best suit the respective projects. Kirksey Architects, Inc. was deemed best suited for design services of the South Campus Bruce Student Center renovation project. The proposed renovation will be carried out in the east half of second floor and portions of the west half of the first floor. Subsequent renovation phases will be developed and sequenced through the duration of the South Campus 2015 Bond Program.

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

**IMPACT OF THIS ACTION**

This requested action provides for design of the first phase of the South Campus Bruce Student Center renovation. This renovation project is part of the 2015 Bond Program and includes interior space reconfiguration and renovation as necessary to meet current College business needs, and to renew the systems and interiors of the Bruce Student Center in order to continue operations.

The renovation work will be conducted in phases as the building will remain in use during the entire 2015 Bond Program. Extensive planning and communications will be carried out with occupants and campus leadership to assure a safe environment and minimal impact to College operations.

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

The total project budget for renovation of the Bruce Student Center is \$10,400,000. The estimated amount of this Phase I project is \$1,660,000. The fee proposed by Kirksey for this project is \$78,380 and is within the Board approved architect fees schedule. This expenditure will be funded by the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Planning and construction of the first phase of renovation will be carried out over the next seven (7) months.

**Purchase Request #2**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval to Purchase Architectural Services for**  
**South Campus Bruce Student Center Renovation Phase I**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees ratify the Vice Chancellor of Fiscal Affairs to approve the Certificate of Substantial Completion for the North Campus Baseball Training Facility.

## **BACKGROUND**

At the February 2016, the Board approved a contract with Construction Masters of Houston (CM-Hou) for construction of a baseball training facility at North Campus. Construction has been successfully completed, and the new building began serving students in October 2016.

The Certificate of Substantial Completion is significant in that the Architect and Contractor certify the constructed facility is materially complete, except for “punch list” corrections that need to be remedied. Substantial completion allows the Contractor to reduce the site staffing levels and transfer responsibility for insuring the structure to the Owner. Acceptance by the Owner at the earliest date possible reduces construction costs.

## **IMPACT OF THIS ACTION**

The Certificate of Substantial Completion will confirm acceptance of the building by the College, subject to addressing agreed upon punch list items. Acceptance of the Certificate of Substantial Completion will also commence the associated warranty periods.

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

Following final financial review and closure of project documentation, any remaining funds from this project will be transferred to College operating funds.

## **MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

Attachment 1 – Substantial Completion

## **RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu



# AIA<sup>®</sup> Document G704<sup>™</sup> – 2000

## Certificate of Substantial Completion

**PROJECT:**  
*(Name and address)*  
SICCD North Campus New  
Baseball Training Facility  
(SICCD North Campus)

**PROJECT NUMBER:** 201530/  
**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** March 9, 2016

**OWNER:**   
**ARCHITECT:**   
**CONTRACTOR:**

**TO OWNER:**  
*(Name and address)*  
San Jacinto Community College District  
4624 Fairmont Parkway  
Pasadena, TX 77504

**TO CONTRACTOR:**  
*(Name and address)*  
Construction Masters of Houston, Inc.  
3908 Third Street  
Pearland, TX 77581

**FIELD:**   
**OTHER:**

**PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:**

The entire project

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

**Warranty**

One year from date of Substantial Completion

**Date of Commencement**

October 26, 2016

Texas-IBI Group, Inc.

ARCHITECT

*[Signature]*  
BY

*11/14/2016*  
DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

**Cost estimate of Work that is incomplete or defective: \$ N/A**

The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Construction Masters of Houston Inc.

CONTRACTOR

*[Signature]*  
BY

*1/5/17*  
DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 5:00 p.m. (time) on October 26, 2016 (date).

San Jacinto Community  
College District

OWNER

*[Signature]*  
BY

*12/12/16*  
DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)*

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User Notes:

(963998544)

**Purchase Request #4**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval to Purchase Testing and Balancing Services for**  
**North Campus Center for Industrial Technology**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees authorize the Chancellor to enter into a contract for Testing and Balancing Services for the North Campus Center for Industrial Technology (CIT).

**BACKGROUND**

Testing and balancing services for the North Campus CIT building are required to achieve proper operation of heating, ventilation, and air conditioning systems. These services are required for new construction projects, and in accordance with Section 2269.058 of the Texas Government Code and must be performed by an independent third party.

The selection of professional services firms is conducted in accordance with Section 2254 of the Texas Government Code, which governs the selection process for professional services and is awarded based on a firm's qualifications.

**IMPACT OF THIS ACTION**

By employing the independent professional services firm, the College is assured that these systems are fully operational, balanced and perform to the College's engineered design standards. This action is an element of the San Jacinto College commissioning process.

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

The estimated expenditure for this request is \$65,000. This expenditure will be funded by the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Testing and balances services will be monitored by the College's Facilities Services personnel and will be completed prior to the building's occupancies.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Mike Harris	281-998-6134	mike.harris@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Purchase Request #5**  
**Regular Board Meeting January 30, 2017**

**Consideration of Approval to Purchase Geotechnical and Material Testing Services for  
Central Campus Center for Petrochemical, Energy, and Technology**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve the purchase of geotechnical investigation and material testing services from HTS, Inc. Consultants (HTS) for the Central Campus Center for Petrochemical, Energy, and Technology (Petrochem).

**BACKGROUND**

A request for qualifications (RFQ 16-10) was issued to establish a pool of qualified technical professional services firms consisting of eight separate disciplines. In November 2016, the Board approved two firms to provide geotechnical investigation services for construction projects and HTS was one of the prequalified vendors in this discipline. Geotechnical investigation and material testing services are required for new construction projects, and in accordance with Section 2269.058 of the Texas Government Code, must be performed by an independent third party.

The selection of Professional Services firms was conducted in accordance with Section 2254 of the Texas Government Code, which governs the selection process for professional services.

**IMPACT OF THIS ACTION**

This approval will ensure geotechnical investigation and material testing services will be provided by a highly qualified firm and completed independently as required by statute for the Central Campus Petrochem Center. These independent tests validate the quality, standards and installation of raw and fabricated construction materials. These services will commence prior to the foundation design and be performed throughout the building process.

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

The estimated expenditure for this request is \$85,000. This expenditure will be funded by the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Geotechnical and material testing services will be monitored by the College's Facilities Services personnel and the program manager.

**ATTACHMENTS**

None

**Purchase Request #5**  
**Regular Board Meeting January 30, 2017**

**Consideration of Approval to Purchase Geotechnical and Material Testing Services for  
Central Campus Center for Petrochemical, Energy, and Technology**

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Mike Harris	281-998-6134	mike.harris@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Purchase Request #6**  
**Regular Board Meeting January 30, 2017**  
**Consideration of Approval to Renew Contract for Plumbing Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

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

The Maintenance department is responsible for the College's plumbing equipment and performs the majority of repairs in-house. However, for larger projects or emergency repairs, services are required from an outside firm. This vendor provides quality service and responsive when called for service.

**IMPACT OF THIS ACTION**

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

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

The estimated annual expenditure for this request is \$100,000 and will be funded by the Maintenance departments' 2016-2017 operating budget and subsequent year budgets, subject to approval by the Board.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the first of four one-year renewal options available in the contract. The new term will be March 8, 2017 through March 7, 2018.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-929-4659	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6327	genevieve.scholes@sjcd.edu

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a renewal of the contract for steel supplies with North Shore Supply Company, Inc.

**BACKGROUND**

An invitation to bid, Project Number 15-02, was issued in December 2014 to select a supplier to furnish steel supplies on an as-needed basis for instructional purposes by the Welding Technology, Continuing and Professional Development (CPD) Applied Technology, and Automotive Body programs. The Board approved the original contract with North Shore Supply Company, Inc. in February 2015.

**IMPACT OF THIS ACTION**

Approval of this renewal will continue a valuable business relationship with a local firm and provide the College with a supplier who will continue to serve as a reliable source for steel supplies with contract terms that accommodate the fluctuations inherent to the steel market with regard to availability and pricing. The company supplies a broad range of products which include structural steel and steel pipe for the programs noted above.

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

The estimated annual expenditure for this request is \$90,000. This expenditure will be funded by the Welding Technology, CPD Applied Technology, and Automotive Body departments' 2016-2017 operating budgets and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of three one-year renewal options available. The new term will be January 26, 2017 through January 25, 2018.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Jeffrey Parks	281-476-1806	jeffrey.parks@sjcd.edu
Mark Johnson	281-998-6150-7106	mark.johnson@sjcd.edu
J.D. Taliaferro	281-478-3687	jd.taliaferro@sjcd.edu
Gwen Henderson	281-998-6420	gwen.henderson@sjcd.edu

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a renewal of the contract for commercial truck repair services with Crosby Mechanical Services, Inc. for the Commercial Truck Driving department at Central Campus.

**BACKGROUND**

An invitation to bid, Project Number 15-03, was issued in December 2014 to procure commercial truck repair services for the Commercial Truck Driving department. The Board approved the original contract with Crosby Mechanical Services, Inc. January 26, 2015.

**IMPACT OF THIS ACTION**

Approval of this renewal will provide repair services on an as needed basis for the tractor trailers used by the Commercial Truck Driving department. Due to the age of the commercial truck driving fleet, equipment maintenance and repair is often needed on the College's fleet of trucks by certified personnel. This vendor has been providing quality repair and commercial towing services to the College at reasonable rates for over ten years.

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

The estimated annual expenditure for this request is \$50,000 and will be funded by the Commercial Truck Driving departments' 2016-2017 operating budget and subsequent year budgets, subject to approval by the Board.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of four one-year renewal options available in the contract. The new term will be January 28, 2017 through January 27, 2018.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

J.D. Taliaferro	281-478-3687	jd.taliaferro@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu



**Item "A"**  
**Regular Board Meeting January 30, 2017**  
**Approval of the Minutes for the December 12, 2016**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the December 12, 2016, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
December 12, 2016  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Others:</b> Anita Dewease, Bill Dickerson, Mini Izaguirre, Chet Lewis, Elissa Posway, Mandi Reiland, Danny Snooks, Steve Trncak
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	<b>Workshop began at 5:03 p.m.</b>
<b>II.</b>	<b>Roll Call of Board Members</b>	<b>Board Members:</b> Dan Mims, Marie Flickinger, Brad Hance, 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 551.072, 551.073, and 551.074 of the Texas Open Meetings Act, for the following purposes: Real Estate, For the purpose of considering a negotiated contract for a prospective gift or donation, and Personnel Matters</b>	Adjourned to closed session at 5:04 p.m.  Chet Lewis, Mandi Reiland, and Steve Trncak were present for the executive session.  a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. b. For the purpose of considering a negotiated contract for a prospective gift or donation. c. Personnel Matters - For the deliberation of the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of specific employees.

		Reconvened in open meeting at 5:51 p.m.
IV.	<b>2015-2016 Comprehensive Annual Financial Report (CAFR)</b>	<p>Chet Lewis, Elissa Posway, Mini Izaquirre, Bill Dickerson, and Anita Dewease were present for this item.</p> <p>Chet Lewis introduced Elissa Posway with Doeren Mayhew. Elissa distributed the Audit Results document. She gave an overview of the audit process and findings.</p> <p>Elissa stated that with respect to the audit, Doeren Mayhew was required to report the following items:</p> <ul style="list-style-type: none"> <li>• Significant Accounting Policies – The College adopted GASB Statement no. 72, during fiscal year 2016, which had no impact on financial statement amounts and minimal impact on disclosures.</li> <li>• Significant audit adjustments – None</li> <li>• Major disagreements with management – None</li> <li>• Material errors, fraud, and illegal acts – None</li> <li>• Required material written communications will be completed after Board approval of audit</li> <li>• Single audit results can be reviewed beginning on page 77 of the draft CAFR or on page five of the audit results handout</li> </ul> <p>Elissa summarized that there were no findings to be reported.</p> <p>Marie Flickinger asked about page 28 of the audit. She asked if the estimate that we will not recoup is approximately a third of the student receivables of \$23,530,298.</p> <p>Chet explained that there is aging that goes into the calculations and estimates. The total amount of student receivables is accumulated for up to four years in the report. Chet’s team explained that the College continues to collect on student balances and holds are placed on student accounts as long as a student owes the College money.</p> <p>Dr. Ruede Wheeler asked who the audits go to. Elissa explained that these go into the data collection center to become official open documents.</p> <p>Chet explained that the reports are also submitted to the Texas Higher Education Coordinating Board, bond rating agencies and related entities, grants agencies, and The State receive audit by January 1. Additionally, it is used in the SACSCOC reaffirmation, and it is uploaded on the College website.</p>

		Chet reviewed significant points from the draft audit report. He thanked the auditors and the fiscal affairs team for their contributions on a clean audit.
<b>V.</b>	<b>Part-time Faculty and Staff Rate Increases</b>	The action item was distributed to the Board for review and questions. Dr. Hellyer asked if the Board had any questions. They had no questions.
<b>VI.</b>	<b>Performance Management Distribution Curves</b>	<p>A presentation of the 2015-2016 performance rating distribution curves were distributed to the Board for review.</p> <p>Steve Trncak gave an overview of the key points of the presentation.</p> <p>Keith asked how many non-renewals we have because of this. Steve did not have that exact number but it was less than five this year.</p> <p>Dr. Wheeler asked if employees disagree with their evaluations and is there a process to review these complaints. Steve explained that there is a secondary review process in place.</p> <p>Brenda said we are also doing leadership development in order to hold all accountable. There is a two way conversation constantly between leaders and direct reports throughout the process.</p>
<b>VII.</b>	<b>85<sup>th</sup> Legislative Session</b>	<p>Teri Crawford was present for this item.</p> <p>Brenda briefly explained the handouts and the potential impacts to San Jacinto College of the proposed legislature.</p> <p>Brenda explained that she and Teri Crawford have been and will continue to meet with our elected officials. Updates will be provided to the Board throughout the legislative session.</p>
<b>VIII.</b>	<b>Election Calendar</b>	<p>Danny Snooks was present for this item.</p> <p>Brenda explained that the calendar is included in the Board's folder. The first day to file for a place on the ballot is January 18 and the last date is February 17 at 5:00 p.m. The election order will be on the agenda for the Board meeting on January 30.</p>

		<p>Danny Snooks explained that Position 1 and 2 are up for election in May 2017. He explained that if there is any desire for an incumbent to seek office for another elected position, there is not a requirement to resign from the San Jacinto College Board. If the incumbent is elected to the other office, he/she then would be required to vacate the trustee position.</p> <p>Dr. Wheeler asked that if a position is vacated during a Board members term, if the Board has the option to appoint. Danny explained that the Board can appoint in the event of a vacated position.</p>
<b>IX.</b>	<b>General Discussion of Meeting Items</b>	There were no additional items discussed.
<b>X.</b>	<b>Calendar</b>	Brenda reviewed the Board calendar.
<b>XI.</b>	<b>Adjournment</b>	Workshop adjourned at 6:57 p.m.

**San Jacinto College District  
Board Meeting Minutes**

**December 12, 2016**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, December 12, 2016, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Cindy Adams	Thomas Keenan
Joshua Banks	Tami Kelly
Dean Barnes	Chet Lewis
Regan Boudra	Ryan Martinets
Michelle Callaway	Kevin McKisson
Pam Campbell	Kevin Morris
Teri Crawford	Wanda Munson
Suzanne DeBlanc	Catherine O'Brien
Anita Dewease	Alexander Okwonna
Bill Dickerson	Jeff Parks
Bill Dowell	Elissa Posway
Chris Duke	Bill Raffetto
Kenneth English	Shelley Rinehart
Amanda Fenwick	Debbie Smith
George González	Danny Snooks
Rebecca Goosen	Rob Stanicic
Allatia Harris	John Stauffer
Rod Herrick	Gina Thomas
Sallie Kay Janes	Steve Trncak
Brenda Jones	Danielle Webb
Bryan Jones	Van Wigginton
Gordie Keenan	Qeturah Williams
Jessica Keenan	Laurel Williamson
Ruth Keenan	Craig Zimmerman

<b>Call the Meeting to order:</b>	Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:05 p.m.
<b>Roll Call of Board Members:</b>	Marie Flickinger Brad Hance John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Brenda Jones. The pledges to the American flag and the Texas flag were led by Keith Sinor.
<b>Special Announcements, Recognitions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Ruth Keenan introduced a check presentation from Covestro LLC Industrial Park. Rob Herrick, Vice President and Site Manager of Covestro Baytown presented the check.</li> <li>2. The recognition of the San Jacinto College Police Department was tabled.</li> <li>3. Laurel Williamson recognized Carla Garrett for receiving the Phi Lambda 2016 Legacy Educator Award.</li> <li>4. Laurel Williamson recognized the San Jacinto College Math Faculty and Leadership for Receiving the Texas Success Center 2016 Math Pathways Exemplar Awards for Principles 1 and 4. Those recognized were: Cindy Adams, Regan Boudra, Rebecca Goosen, Ryan Martinets, Ann Tate, and Danielle Webb.</li> <li>5. Brenda Hellyer and Rear Admiral Bob Greene recognized Ruth Keenan for being named Honorary Admiral of the Texas Navy by Governor Greg Abbott.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. Rebecca Goosen presented an update on the math program.</li> <li>2. George González presented a report on the high school capture rate.</li> <li>3. Michelle Callaway presented the fall 2016 certified headcount and fall 2015 first time in college fall-to-fall persistence rates.</li> </ol>
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A thank you card was sent to the Board from the family of Dr. Gwendolyn Tilley.</li> <li>2. A thank you card was sent to the Board from Dana Kostecka, for the plant send in memory of her mother.</li> </ol>
<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	There were no citizens desiring to be heard before the Board.



**Informative Reports:**

Dan Mims indicated such reports were in the board documents.

**Motion 9753  
Consideration of Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

**Motion Carried.**

**Yeas:** Flickinger, Hance, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

**Motion 9754  
Consideration of Approval of the 2015-2016 Comprehensive Annual Financial Report**

Motion was made by John Moon, Jr., seconded by Keith Sinor, for Approval of the 2015-2016 Comprehensive Annual Financial Report.

**Motion Carried.**

**Yeas:** Flickinger, Hance, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

**Motion 9755  
Consideration of Approval of 2017-2018 Academic Calendar**

Motion was made by Marie Flickinger, seconded by Brad Hance, for Approval of 2017-2018 Academic Calendar.

**Motion Carried.**

**Yeas:** Flickinger, Hance, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

**Motion 9756  
Consideration of Approval to Adjust the 2016-2017 Salary Rate Table for Part-time Faculty and Staff Hourly Rates**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for Approval to adjust the 2016-2017 salary rate table for part-time faculty and staff hourly rates.

**Motion Carried.**

**Yeas:** Flickinger, Hance, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

**Motion 9757  
Consideration of Purchasing Requests**

Motion was made by Keith Sinor, seconded by Larry Wilson, for approval of the purchasing requests.

RFP 17-04

Aviation Program Consulting Services \$102,000

Purchase Request #1 -

Method of Procurement for the South Campus Engineering and Technology Building	-
Purchase Request #2 - Method of Procurement for the North Campus Wheeler, Brightwell, and Spencer Classroom Building Renovation Project	-
Purchase Request #3 - 2015 Bond Program Technical Professional Services	4,950,000
Purchase Request #4 2015 Bond Program Architects	13,950,000
Purchase Request #5 Process Training Unit Documentation	100,000
Purchase Request #6 Dell Computers for North Campus CIT Project	125,000
Purchase Request #7 Blackboard Licensing and Hosting Services	939,447
Purchase Request #8 Technical Professional Service Fees	450,000
Purchase Request #9 Renew Promotional Items Contracts	400,000
Purchase Request #10 - Hampden HVAC Training Equipment	<u>86,653</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$21,103,100</b>

**Motion Carried.**

**Yeas:** Flickinger, Hance, Moon, Jr., Sinor, Wheeler, Wilson

**Nays:** None

**Motion 9758  
Consent Agenda**

Motion was made by John Moon, Jr., seconded by Marie Flickinger, to approve the consent agenda.

**Motion Carried.**

**Yeas:** Flickinger, Hance, Moon, Jr., Sinor, Wheeler, Wilson

**Nays:** None

**Adjournment:**

Meeting Adjourned at 8:03 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for 2016-2017 which have been made in accordance with State accounting procedures.

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

Chet Lewis	281-998-6306	chet.lewis@sjcd.edu
Mini Izaguirre	281-998-6347	mini.izaguirre@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The January 30, 2017 Board Meeting  
 Budget Transfers Related to Fiscal Year 2016 - 2017

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	-	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	463	-
STUDENT SERVICES	3,400	-
INSTITUTIONAL SUPPORT	4,000	22,350
PHYSICAL PLANT	10,898	-
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	5,440	10,898
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	13	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	4,330	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	12,631	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	130	8,058
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>41,306</b>	<b>41,306</b>

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

**RECOMMENDATION**

Recommend Board approval of the following Affiliation Agreements:

**Central Campus**

Department

Medical Imaging Program (First Amendment)

Associate Degree Nursing Program

Affiliation Entity

Clear Lake Regional Medical Center  
for the Ultrasound Program

The University of Texas Arlington

**North Campus**

Department

Mental Health Program

Mental Health Program

Health Information Management  
Program

Health Information Management  
Program

Affiliation Entity

Into Action Recovery Center

Phoenix House

Westpark Springs Hospital

The Menninger Clinic

**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 January 30, 2017**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, March 6, 2017.