

*Board of Trustees  
Meeting*

*May 1, 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 5:30 p.m., Monday, May 1, 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. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 of the Texas Open Meetings Act, for the following purposes:**
  - a. Personnel - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Update on Faculty Organization/Senate**
- VI. Update on Campus Carry Task Force Progress & Policy/Procedure Review**
- VII. Update on 85<sup>th</sup> Legislative Session**
- VIII. Review of Board of Trustees Bylaws**
- IX. Review of Calendar**
- X. General Discussion of Meeting Items**
- XI. 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, April 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, May 1, 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**
  - Recognition of the South Campus Webb Society Chapter                      Brenda Jones
  - Recognition of the 2017 Phi Theta Kappa    Brenda Jones  
Distinguished Honors    Bill Raffetto  
Van Wigginton
  - Recognition of the Process Technology Team for Winning                      Jeff Parks  
The North American Process Technology Alliance  
Troubleshooting Competition
- V. Student Success Presentations**
  - Spring Certified Headcount and FTIC Fall-to-Spring                      George González  
Persistence Rates
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

*In accordance with the San Jacinto Community College District Board of Trustees Bylaws, Item III, Article II, Sections 12 & 13, located on the College's website, a citizen desiring to appear before the Board of Trustees shall complete the Application for Hearing before the Board of Trustees and file said application along with any supporting information concerning the citizen's concern, complaint or commendation, with the secretary to the Chancellor, ten (10) minutes before the scheduled meeting is called to order. The time allotted each citizen or organization for presentation shall be no more than five (5) minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a San Jacinto College Community District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.*

**VIII. Informative Reports to the Board**

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

**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 Policy, Campus Carry – First Reading**

**PURCHASING REQUESTS**

- XI. Consideration of Purchasing Requests**

**CONSENT AGENDA**

**XII. Consent Agenda**

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

- A. Approval of the Minutes for the April 10, 2017 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**

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

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

**XIV. Adjournment**

**Closed Session Authority**

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Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

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Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

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

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 101,780,357	\$ 96,828,497
Accounts receivable - taxes	7,956,406	6,160,035
Accounts receivable	7,971,758	9,749,770
Deferred charges	272,001	271,441
Inventories	443,645	462,236
Total current assets	<u>118,424,167</u>	<u>113,471,979</u>
Noncurrent assets:		
Restricted cash and cash equivalents	186,043,641	71,291,127
Capital assets, net	428,599,174	406,426,111
Total noncurrent assets	<u>614,642,815</u>	<u>477,717,238</u>
Total assets	<u>733,066,982</u>	<u>591,189,217</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	5,502,111	4,542,533
Deferred outflow related to defeased debt	5,747,903	-
Total deferred outflows of resources	<u>11,250,014</u>	<u>4,542,533</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	12,990,631	11,261,455
Accrued liabilities	2,312,175	1,727,076
Accrued compensable absences and deferred compensation	2,612,623	2,592,077
Deferred revenues	4,936,350	4,478,374
Total current liabilities	<u>22,851,779</u>	<u>20,058,982</u>
Noncurrent liabilities:		
Net pension liability	29,942,125	24,842,147
Bonds and notes payable	474,756,255	327,685,079
Total noncurrent liabilities	<u>504,698,380</u>	<u>352,527,226</u>
Total liabilities	<u>527,550,159</u>	<u>372,586,208</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	45,799,751	39,343,079
Total net position	<u>\$ 212,644,471</u>	<u>\$ 215,546,255</u>

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/16	% of 8/31/16 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 46,488,413	\$ 25,050,835	53.89	\$ 24,713,064	54.49
Local Taxes - Maintenance & Operations	64,696,546	62,092,828	95.98	59,375,881	97.22
Local Taxes - Debt Service	27,502,805	25,962,948	94.40	21,766,620	96.61
Credit Tuition	45,355,983	41,108,599	90.64	37,668,301	91.43
Credit Fees	15,571,302	13,588,323	87.27	11,817,018	87.55
Credit Exemptions & Waivers	(4,129,096)	(4,391,116)	106.35	(3,519,940)	89.84
Bad Debt	(2,350,779)	(1,371,288)	58.33	(473,669)	57.73
Continuing Professional Development	5,573,314	3,214,110	57.67	3,894,249	53.58
Sales & Services	1,717,933	1,289,710	75.07	1,606,863	66.19
Investment Income	105,979	655,316	618.35	178,502	32.27
Auxiliary Services	3,373,075	2,347,406	69.59	2,435,676	71.82
Grants	62,845,567	40,844,718	64.99	40,003,409	82.19
Local Grants	2,158,261	1,727,606	80.05	1,535,189	64.26
Total	<u>268,909,303</u>	<u>212,119,995</u>	<u>78.88</u>	<u>201,001,163</u>	<u>82.51</u>
<b>EXPENDITURES:</b>					
Instruction	72,844,047	46,039,747	63.20	43,997,181	63.51
Public Service	5,234,075	3,107,283	59.37	3,607,109	52.65
Academic Support	25,417,660	10,488,418	41.26	9,293,865	57.97
Student Services	16,192,744	8,564,948	52.89	8,076,078	56.12
Institutional Support	75,507,212	35,722,747	47.31	34,858,037	60.35
Physical Plant	18,004,404	8,898,503	49.42	9,794,964	55.19
Scholarships and Fellowships	51,217,432	40,392,292	78.86	40,351,618	85.33
Auxiliary Enterprises	4,490,639	2,757,391	61.40	2,979,609	66.49
Depreciation	20,351,251	10,534,769	51.76	9,211,561	57.87
Capital Purchases	-	(185,854)	-	(511,938)	35.03
Total	<u>289,259,464</u>	<u>166,320,244</u>	<u>57.50</u>	<u>161,658,084</u>	<u>65.11</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(4,024,664)	(2,019,197)	-	(2,921,480)	-
Transfers Out	4,024,664	2,019,197	-	2,921,480	-
Net Increase (Decrease) in Net Position	<u>\$ (20,350,161)</u>	<u>\$ 45,799,751</u>		<u>\$ 39,343,079</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/16</u>	<u>% of 8/31/16 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 36,486,413	\$ 19,130,176	52.43	\$ 19,136,325	53.59
Local Taxes - Maintenance & Operations	64,696,546	62,092,828	95.98	59,375,881	97.22
Credit Tuition	43,628,601	39,359,159	90.21	36,067,993	91.53
Credit Fees	15,571,302	13,588,323	87.27	11,817,018	87.55
Credit Exemptions & Waivers	(4,129,096)	(4,391,116)	106.35	(3,519,940)	89.84
Bad Debt	(2,350,779)	(1,371,288)	58.33	(473,669)	57.73
Continuing Professional Development	5,573,314	3,214,110	57.67	3,894,249	53.58
Sales & Services	1,717,933	1,204,289	70.10	1,529,826	66.98
Investment Income	105,979	133,758	126.21	69,828	47.92
Total	<u>161,300,213</u>	<u>132,960,239</u>	<u>82.43</u>	<u>127,897,511</u>	<u>82.71</u>
<b>EXPENDITURES:</b>					
Instruction	67,955,789	42,898,285	63.13	41,160,579	63.80
Public Service	4,557,238	2,703,703	59.33	3,254,055	52.66
Academic Support	13,821,054	7,394,408	53.50	7,200,251	60.16
Student Services	15,022,486	7,556,829	50.30	7,235,264	56.07
Institutional Support	37,899,879	22,287,308	58.81	22,774,646	58.44
Physical Plant	18,004,404	8,898,503	49.42	9,794,964	55.19
Total	<u>157,260,850</u>	<u>91,739,036</u>	<u>58.34</u>	<u>91,419,759</u>	<u>60.03</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	(2,996)	-	(465,903)	-
Transfers Out	4,042,094	2,001,334	-	2,469,944	-
Net Increase (Decrease) in Net Position	<u>\$ (2,731)</u>	<u>\$ 39,222,865</u>		<u>\$ 34,473,711</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

Federal Restricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/16	% of 8/31/16 Actual
<b>REVENUES:</b>					
Grants	\$ 57,695,456	\$ 38,998,491	67.59	\$ 38,104,597	82.89
Total	<u>57,695,456</u>	<u>38,998,491</u>	<u>67.59</u>	<u>38,104,597</u>	<u>82.89</u>
<b>EXPENDITURES:</b>					
Instruction	565,609	206,399	36.49	373,121	70.70
Public Service	263,945	124,936	47.33	101,629	49.35
Academic Support	9,965,692	2,197,111	22.05	1,299,413	49.21
Student Services	285,476	174,668	61.18	216,933	73.61
Institutional Support	1,504,529	570,580	37.92	591,636	51.14
Scholarships and Fellowships	45,110,205	35,724,797	79.19	35,521,865	86.33
Total	<u>57,695,456</u>	<u>38,998,491</u>	<u>67.59</u>	<u>38,104,597</u>	<u>82.89</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

State Restricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/16	% of 8/31/16 Actual
REVENUES:					
State Paid Benefits	\$ 10,002,000	\$ 5,920,659	59.19	\$ 5,576,739	57.82
Grants	5,150,111	1,846,227	35.85	1,898,812	70.32
Total	<u>15,152,111</u>	<u>7,766,886</u>	<u>51.26</u>	<u>7,475,551</u>	<u>60.56</u>
EXPENDITURES:					
Instruction	4,290,776	2,891,719	67.39	2,383,308	57.59
Public Service	180,262	174,144	96.61	160,511	54.68
Academic Support	1,315,867	751,576	57.12	676,813	55.38
Student Services	840,336	811,863	96.61	590,662	51.90
Institutional Support	5,938,313	1,593,093	26.83	2,023,028	60.50
Scholarships and Fellowships	2,586,557	1,544,491	59.71	1,641,229	74.30
Total	<u>15,152,111</u>	<u>7,766,886</u>	<u>51.26</u>	<u>7,475,551</u>	<u>60.56</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

Local Restricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/16	% of 8/31/16 Actual
REVENUES:					
Local Grants	\$ 2,158,261	\$ 1,727,606	80.05	\$ 1,535,189	64.26
Total	<u>2,158,261</u>	<u>1,727,606</u>	<u>80.05</u>	<u>1,535,189</u>	<u>64.26</u>
EXPENDITURES:					
Instruction	31,873	30,906	96.97	61,086	74.77
Public Service	232,630	104,500	44.92	90,914	52.79
Academic Support	315,047	145,323	46.13	117,388	57.88
Student Services	44,446	21,588	48.57	33,219	63.21
Institutional Support	78,434	24,651	31.43	14,681	23.28
Scholarships and Fellowships	1,793,288	1,396,979	77.90	1,313,577	65.40
Total	<u>2,495,718</u>	<u>1,723,947</u>	<u>69.08</u>	<u>1,630,865</u>	<u>63.19</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(323,848)	(170,916)	-	(143,428)	-
Transfers Out	<u>(17,430)</u>	<u>17,863</u>	<u>-</u>	<u>89,804</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 3,821</u>	<u>\$ 156,712</u>		<u>\$ (42,052)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,727,382</u>	<u>\$ 1,749,440</u>	<u>101.28</u>	<u>\$ 1,600,308</u>	<u>89.26</u>
Total	<u>1,727,382</u>	<u>1,749,440</u>	<u>101.28</u>	<u>1,600,308</u>	<u>89.26</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,727,382</u>	<u>1,726,025</u>	<u>99.92</u>	<u>1,874,947</u>	<u>97.46</u>
Total	<u>1,727,382</u>	<u>1,726,025</u>	<u>99.92</u>	<u>1,874,947</u>	<u>97.46</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 23,415</u></u>		<u><u>\$ (274,639)</u></u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Sales & Service	<u>\$ -</u>	<u>\$ 85,421</u>	<u>-</u>	<u>\$ 77,037</u>	<u>53.62</u>
Total	<u>-</u>	<u>85,421</u>	<u>-</u>	<u>77,037</u>	<u>53.62</u>
EXPENDITURES:					
Instruction	<u>-</u>	<u>12,438</u>	<u>-</u>	<u>19,087</u>	<u>99.04</u>
Total	<u>-</u>	<u>12,438</u>	<u>-</u>	<u>19,087</u>	<u>99.04</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 72,983</u>		<u>\$ 57,950</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

Auxiliary Enterprises

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/16	% of 8/31/16 Actual
REVENUES:					
Sales & Services	\$ 40,000	\$ 32,636	81.59	\$ 36,456	31.03
Auxiliary Services	3,333,075	2,314,770	69.45	2,399,220	73.28
Total	<u>3,373,075</u>	<u>2,347,406</u>	<u>69.59</u>	<u>2,435,676</u>	<u>71.82</u>
EXPENDITURES:					
Non-Instructional Labor	806,626	437,942	54.29	525,323	57.54
Benefits	252,475	252,475	100.00	248,501	56.37
Supplies	1,575,733	379,756	24.10	437,393	65.10
Travel	262,214	206,509	78.76	312,616	60.30
Contracted Services	396,615	181,837	45.85	211,747	62.85
Capital Outlay	-	-	-	2,650	-
Scholarships and Fellowships	1,181,426	1,289,663	109.16	1,226,242	78.16
Utilities	15,550	9,209	59.22	15,137	67.25
Total	<u>4,490,639</u>	<u>2,757,391</u>	<u>61.40</u>	<u>2,979,609</u>	<u>66.49</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(1,117,564)	(409,985)	-	(905,665)	-
Transfers Out	-	-	-	361,732	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/16</u>	<u>% of 8/31/16 Actual</u>
<b>REVENUES</b>					
Investment Income	\$ -	\$ 521,558	-	\$ 108,674	26.67
Local Taxes - Debt Service	<u>27,502,805</u>	<u>25,962,948</u>	<u>94.40</u>	<u>21,766,620</u>	<u>96.61</u>
Total	<u>27,502,805</u>	<u>26,484,506</u>	<u>-</u>	<u>21,875,294</u>	<u>95.37</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>30,086,057</u>	<u>11,247,115</u>	<u>37.38</u>	<u>9,454,046</u>	<u>66.45</u>
Total	<u>30,086,057</u>	<u>11,247,115</u>	<u>37.38</u>	<u>9,454,046</u>	<u>66.45</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(2,583,252)	(1,435,300)	-	(1,406,484)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 16,672,691</u>		<u>\$ 13,827,732</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/16</u>	<u>% of 8/31/16 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,351,251	\$ 10,534,769	51.76	\$ 9,211,561	57.87
Capital Purchases	-	(185,854)	-	(511,938)	35.03
Total	<u>20,351,251</u>	<u>10,348,915</u>	<u>-</u>	<u>8,699,623</u>	<u>60.17</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ (10,348,915)</u>		<u>\$ (8,699,623)</u>	

# Capital Improvement Program

For the Seven Months Ended March 31, 2017

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Seven Months Ended March 31, 2017

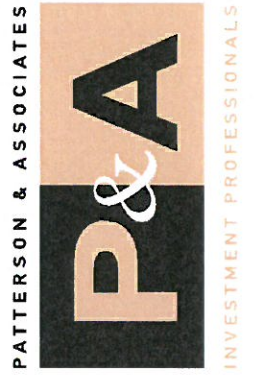
91 Capital Projects

	Adjusted Budget	Actual (58.33%)	3/31/16
REVENUES:			
Investment Income	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Bond Programs	-	22,854,961	17,244,218
Total	-	22,854,961	17,244,218
Net Increase (Decrease) in Net Position	\$ -	\$ (22,854,961)	\$ (17,244,218)



**Monthly Investment Report**

**March 31, 2017**



## A Rising Tide Raises All Boats

The Ides of March brought change (to the Roman Empire) awhile back and we repeated it in 2017. Major forces are at play in the economy.

The Fed hike took overnight rates to **0.75-1.00%** on an economy that "is doing well" according to Ms. Yellen. Three more hikes are anticipated on full employment and price stabilization. The announcement spoke of:

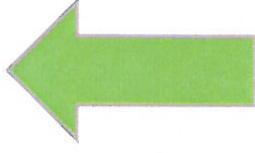
- *business appears to have firmed*
- *inflation is close to the 2% long term objectives*
- *will warrant gradual increases in rates*

Normally this would drive rates across the curve higher but news drove risk assets higher and bond rates lower unexpectedly on a (1) buy on rumor, sell on fact action, (2) relative global rates, (3) talk of four hikes not three, and (4) the US's ability to meet borrowing needs without international capital flows.

The hike was expected and needed. Growth is evident in several sectors. **Employment** continues to trend upward and claims are falling slightly giving consumers some money and confidence. Unemployment claims continue to drift lower as employers hang onto employees. This will translate to higher wages and job stability. Still, economic data doesn't show an economy that's heating up too rapidly. Retail sales in February grew at the slowest pace since August 2016 and the Atlanta Fed is still predicting a slow GDP growth in the 1Q, somewhat slower than earlier anticipated. And, **consumer spending** was up in January in everything from autos to housing.

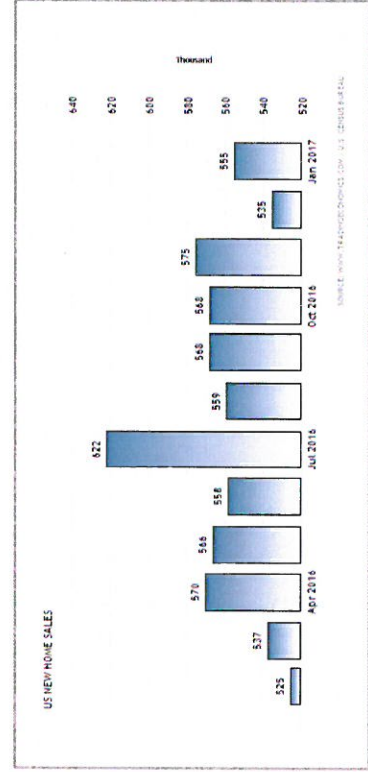
The housing market is over-heating despite the increase in prices and heavy competition for properties. **Home sales** hit a 10 year high this month. The foreclosure explosion is gone and entry level homes are scarce which drives up prices. Mortgage rates are still very low on a relative basis. Entry level home inventories are tight because the construction margins are lower and construction has focused on higher priced homes. Home-builders are blaming that on the lack of construction workers but margins make a better argument.

Employment  
Growth  
Inflation  
Manufacturing  
Housing



All the spending has also raised the key inflation factor. The **CPI** made its biggest leap in 4 years and brought the annualized rate to 2.5% well above the Fed's target.

The key as always is the net impact on the **consumer**. The **PCE** (Personal Consumption Expenditure) gauge favored by the Fed jumped to just under 2% - the largest jump since 2012. It is this measure that really indicates purchasing power to keep the run going. It is also reflected in GDP which increased to 2.1% and staying in the 2% range will likely calm FOMC fears and allow for continuing a gradual normalization.



# Leaving the Global Financial Crisis Behind

A Fed hike can always also be a trap because it usually generates strength in the **US dollar**. A surge there could be troubling to exporters. The purchasing managers remain optimistic on this front as shown in the ISM numbers which hit a 3-year high. The outlook was broadly based on orders, production (i.e. jobs), and even exports. The index also saw a slight drop in prices. The index was up in 17 of its 18 sectors.

But seen in a global perspective the rate increase on the longer end of the curve may be tempered by international money flows. Other **central banks** are behind the curve. Japan has inflation resurfacing making a 10 year at 0% unreasonable. ECB is behind with Europe inflation at 2%. Even though global sluggishness has abated slightly the global rates will still send funds to the US markets and hold rates down.

Germany, the strongest economy in Europe has seen a plunge in its bond yields to negative 2-yr yields which stimulates U.S. bond purchases. This seems to be driven somewhat by the feeling the **euro may not last** out the decade. European investors are concerned about a possible Brexit which probably would destroy the Euro Zone. Netherlands decided to stay with the EU. The British have started to withdraw. N Korea's sabre rattling is unsettling Japan.

**G-20** is a gathering of finance ministers and central bank governors. The event is expected to provide signals about current policy, deregulation and trade as many have raised questions regarding what the Trump administration's "America First" policies will mean for the world economy.



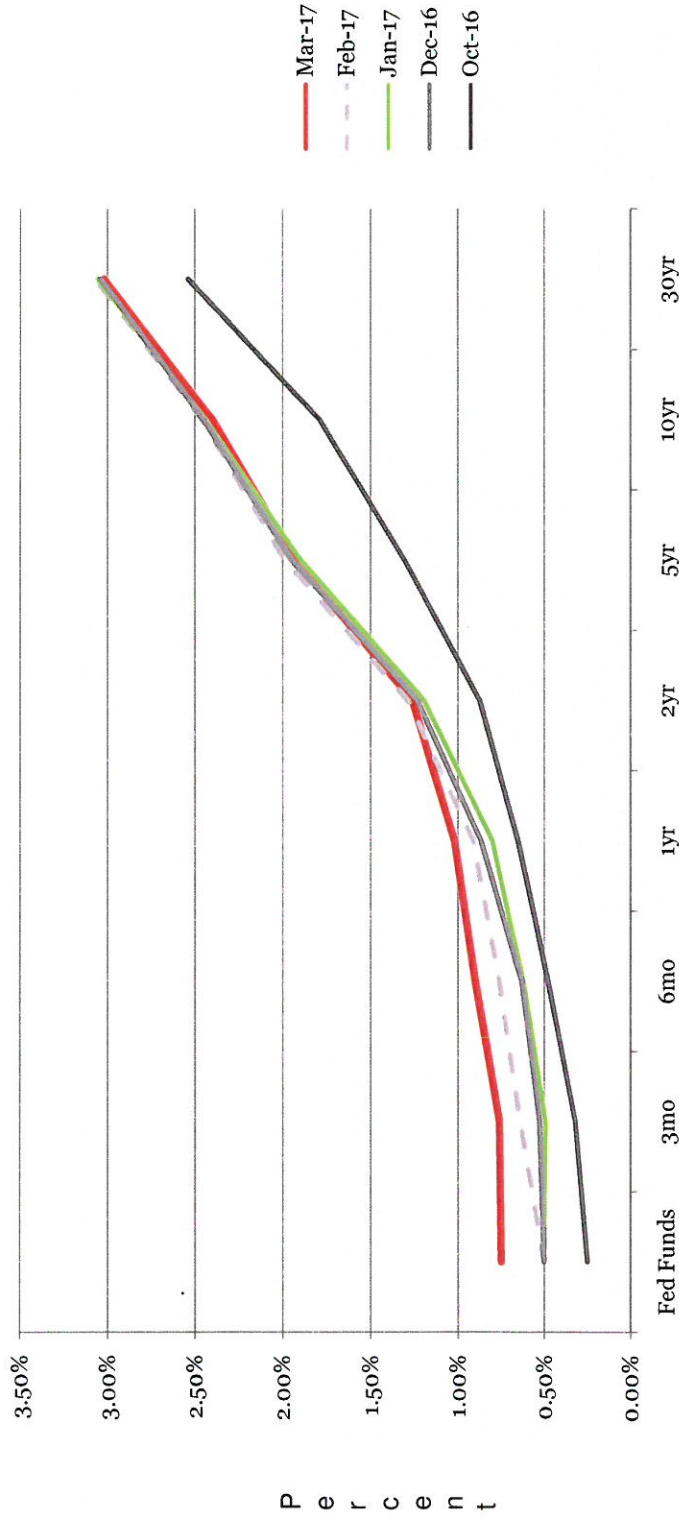
The French elections in late April (and a run-off in May) will be key to watch. Support for the spoiler Le Pen has reached a temporary plateau. May will also be another major test for Greece as debt comes due and the EU has been reluctant to assist.

Around the world, the deleveraging headwinds resulting from the 2009-2010 cycle are receding which should increase **domestic demand in many markets**. Import volume growth has already recovered in a synchronous fashion across the US, Europe and Japan. This slow recovery should encourage global growth and trade.

There are so many changes domestically and internationally it is hard to say what is or will be "normal".

# Rates on the Move

- Rates had already moved up in anticipation of a Fed move in March so they moved very little on the actual news.
- However, with the Administration's failure to move the health care bill through Congress raised widespread fears of other plans and programs and rates moved down markedly for the remainder of the month.
- Concentration on strong economic growth indicators may push rates up again but the bond market appears to be waiting for more Fed news of the number of hikes in 2017.
- Fed Governors are hedging their comments about additional hikes and appear to be moving back to a two hike position for 2017 from the original talk of four hikes back in December.

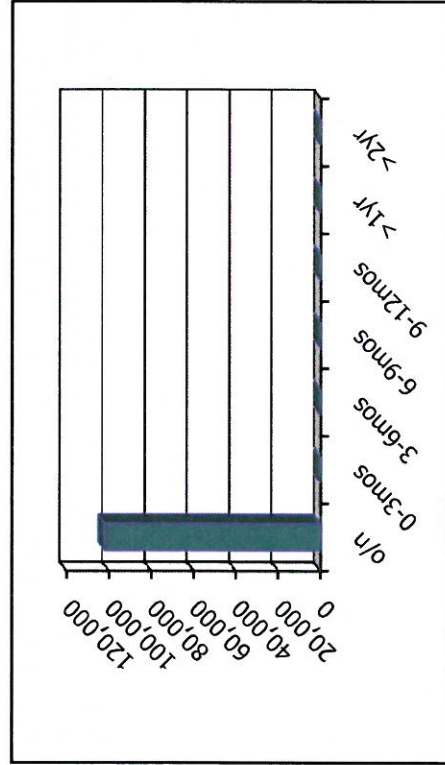
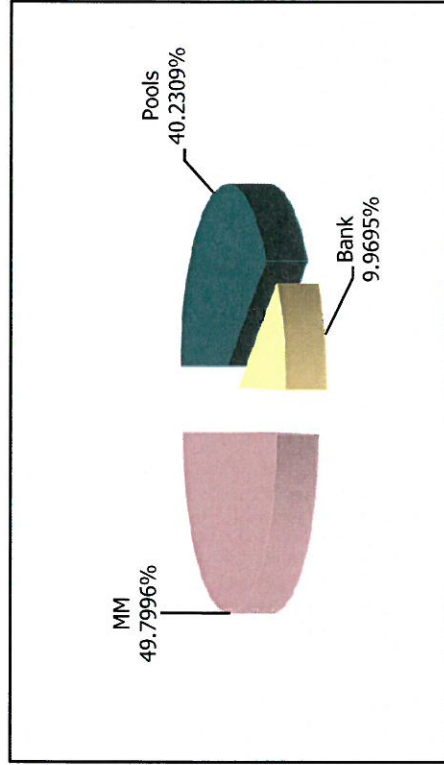


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

# General Portfolio

As of March 31, 2017

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will easily bet the pools.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive with decreased supply.
- It is time to reduce cash balances and stretch out longer and into the two year area if possible.

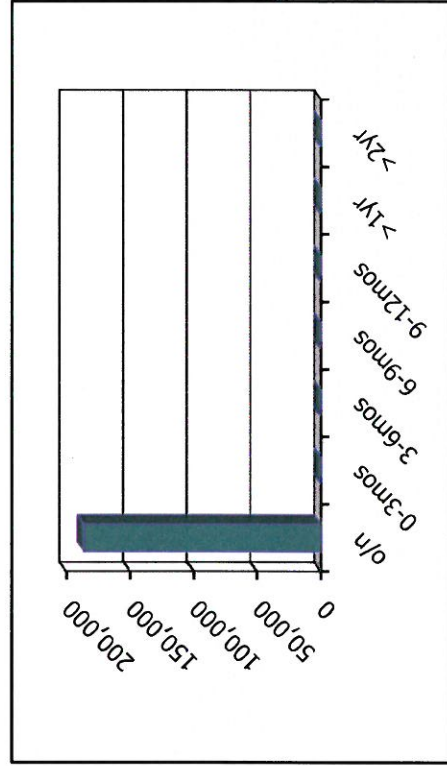
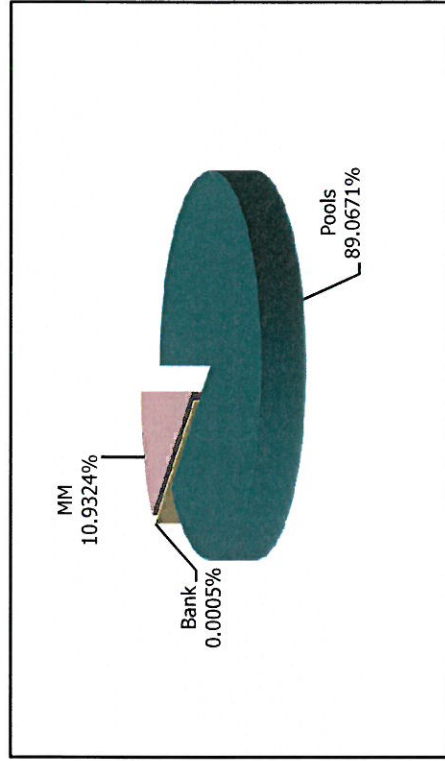




# Bond Portfolio

As of March 31, 2017

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will easily bet the pools.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive with decreased supply.
- It is time to reduce cash balances and stretch out longer and into the two year area if possible.





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**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 March 31, 2017**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	10,146,934.64	10,146,934.64	10,146,934.64	3.53	1	1	0.000
Investment Pools/Money Markets	277,677,062.86	277,677,062.86	277,677,062.86	96.47	1	1	0.545
<b>Investments</b>	<b>287,823,997.50</b>	<b>287,823,997.50</b>	<b>287,823,997.50</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.526</b>

Total Earnings	March 31	Month Ending	Fiscal Year To Date
Current Year	126,004.85		665,592.07

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

\_\_\_\_\_  
*Chris J. D.*  
 Vice Chancellor of Fiscal Affairs  
 4/20/17



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 Austin, TX 78746

**San Jacinto Community College**  
**Summary by Type**  
**March 31, 2017**  
**Grouped by Fund**

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	186,043,640.58	186,043,640.58	64.64	0.575	1
<b>Subtotal</b>	<b>10</b>	<b>186,043,640.58</b>	<b>186,043,640.58</b>	<b>64.64</b>	<b>0.575</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	10,146,934.64	10,146,934.64	3.53	0.000	1
Investment Pools/Money Markets	6	91,633,422.28	91,633,422.28	31.84	0.485	1
<b>Subtotal</b>	<b>15</b>	<b>101,780,356.92</b>	<b>101,780,356.92</b>	<b>35.37</b>	<b>0.437</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>287,823,997.50</b>	<b>287,823,997.50</b>	<b>100.00</b>	<b>0.526</b>	<b>1</b>

**San Jacinto Community College  
 Fund BOND - Bond Funds  
 Investments by Fund  
 March 31, 2017**

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	446.40	446.40	446.40	0.150	0.147	0.150		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	1,750,865.40	1,750,865.40	1,750,865.40	0.450	0.443	0.450		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,083,991.20	8,083,991.20	8,083,991.20	0.450	0.443	0.450		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,095.55	250,095.55	250,095.55	0.450	0.443	0.450		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	10,004,376.73	10,004,376.73	10,004,376.73	0.450	0.443	0.450		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,095.54	250,095.54	250,095.54	0.450	0.443	0.450		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	6,689,256.91	6,689,256.91	6,689,256.91	0.590	0.581	0.590		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	3,984,246.88	3,984,246.88	3,984,246.88	0.590	0.581	0.590		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	147,381,426.09	147,381,426.09	147,381,426.09	0.590	0.581	0.590		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	7,648,839.88	7,648,839.88	7,648,839.88	0.590	0.581	0.590		1
<b>Subtotal and Average</b>				<b>186,043,640.58</b>	<b>186,043,640.58</b>	<b>186,043,640.58</b>		<b>0.567</b>	<b>0.575</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>186,043,640.58</b>	<b>186,043,640.58</b>	<b>186,043,640.58</b>		<b>0.567</b>	<b>0.575</b>		<b>1</b>

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**March 31, 2017**

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	327.26	327.26	327.26					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	15,846.44	15,846.44	15,846.44					1
708340062	10086	Disbursements	09/01/2016	-543,595.21	-543,595.21	-543,595.21					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	10,708,598.76	10,708,598.76	10,708,598.76					1
707759346	10085	Payroll Fund	09/01/2016	-44,777.42	-44,777.42	-44,777.42					1
9999999913	10088	Petty Cash	09/01/2016	18,345.00	18,345.00	18,345.00					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	-7,810.19	-7,810.19	-7,810.19					1
<b>Subtotal and Average</b>				<b>10,146,934.64</b>	<b>10,146,934.64</b>	<b>10,146,934.64</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	40,192,854.53	40,192,854.53	40,192,854.53	0.450	0.443	0.450		1
86-7200810	10230	East West MM	09/09/2014	250,095.54	250,095.54	250,095.54	0.450	0.443	0.450		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	40,941,124.69	40,941,124.69	40,941,124.69	0.590	0.581	0.590		1
707759320	10035	JPM - Money Market	09/01/2007	10,003,227.56	10,003,227.56	10,003,227.56	0.200	0.197	0.200		1
9999999996	10038	TCB - Money Market	09/26/2007	240,150.52	240,150.52	240,150.52	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	5,969.44	5,969.44	5,969.44	0.622	0.613	0.622		1
<b>Subtotal and Average</b>				<b>91,633,422.28</b>	<b>91,633,422.28</b>	<b>91,633,422.28</b>		<b>0.478</b>	<b>0.485</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>101,780,356.92</b>	<b>101,780,356.92</b>	<b>101,780,356.92</b>		<b>0.431</b>	<b>0.437</b>		<b>1</b>



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**San Jacinto Community College**  
**Interest Earnings**  
 Sorted by Fund - Fund  
 March 1, 2017 - March 31, 2017  
 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	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	446.40	446.34	446.34		0.150	0.158	0.06	0.00	0.06
999999999	10084	BOND	RRP	6,689,256.91	3,687,937.30	5,815,443.72		0.590	0.595	2,940.30	0.00	2,940.30
9999999816	10106	BOND	RRP	7,648,839.88	7,119,880.47	7,249,043.51		0.590	0.587	3,614.16	0.00	3,614.16
XXX794	10228	BOND	RRP	1,750,865.40	4,751,275.30	2,620,995.66		0.450	0.389	865.40	0.00	865.40
XXX844	10229	BOND	RRP	8,083,991.20	8,080,140.95	8,081,666.35		0.450	0.350	2,402.34	0.00	2,402.34
86-72000794	10231	BOND	RRP	250,095.55	250,086.30	250,003.08		0.450	0.450	95.55	0.00	95.55
86-72000844	10232	BOND	RRP	250,095.54	250,086.31	250,003.08		0.450	0.450	95.54	0.00	95.54
86-72004242	10233	BOND	RRP	10,004,376.73	15,005,178.09	11,451,754.09		0.450	0.450	4,376.73	0.00	4,376.73
9999999917	10234	BOND	RRP	3,984,246.88	2,618,799.84	4,244,516.50		0.590	0.596	2,146.79	0.00	2,146.79
9999999918	10235	BOND	RRP	147,381,426.09	147,866,208.83	147,850,570.68		0.590	0.587	73,692.03	0.00	73,692.03
	<b>Subtotal</b>			<b>186,043,640.58</b>	<b>189,630,039.73</b>	<b>187,814,443.01</b>			<b>0.566</b>	<b>90,228.90</b>	<b>0.00</b>	<b>90,228.90</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	5,969.44	21,280.33	2,018,266.27		0.622	0.665	1,140.10	0.00	1,140.10
999999996	10038	GEN	RRP	240,150.52	240,079.15	240,081.45		0.350	0.350	71.37	0.00	71.37
707759320	10035	GEN	RRP	10,003,227.56	10,001,531.60	10,001,586.31		0.200	0.200	1,695.96	0.00	1,695.96
707759338	10062	GEN	PA1	10,708,598.76	10,581,960.06	10,586,045.18				0.01	0.00	0.01
999999993	10034	GEN	RRP	40,941,124.69	45,016,026.53	41,822,020.17		0.590	0.586	20,828.62	0.00	20,828.62
XXX810	10227	GEN	RRP	40,192,854.53	40,175,645.79	40,181,295.48		0.450	0.350	11,944.35	0.00	11,944.35
86-7200810	10230	GEN	RRP	250,095.54	250,086.30	250,003.08		0.450	0.450	95.54	0.00	95.54
	<b>Subtotal</b>			<b>102,342,021.04</b>	<b>106,286,609.76</b>	<b>105,099,297.94</b>			<b>0.401</b>	<b>35,775.95</b>	<b>0.00</b>	<b>35,775.95</b>
	<b>Total</b>			<b>288,385,661.62</b>	<b>295,916,649.49</b>	<b>292,913,740.95</b>			<b>0.506</b>	<b>126,004.85</b>	<b>0.00</b>	<b>126,004.85</b>

**San Jacinto College Foundation**  
Statement of Financial Position  
As of February 28, 2017

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
General Fund	\$1,426,373
Other Funds	-
Total Checking/Savings	1,426,373
Accounts Receivable	
Pledge Receivables	253,800
Special Events Receivables	27,695
Total Accounts Receivable	281,495
Other Current Assets	
Short Term Investments	
Goldman Sachs	9,577,024
Capital Bank CD	203,153
Prosperity Bank	201,986
Total SJC Short Term Investments	9,982,162
Total Current Assets	11,690,030
<b>TOTAL ASSETS</b>	<b>\$11,690,030</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Event Payable	635
Grants Payable	33,622
Programs Payable	33,164
Endowments Payable	44,102
Scholarship Payables	135,680
Student Success Payables	27,463
Total Accounts Payable	274,667
Total Current Liabilities	274,667
Total Liabilities	274,667
Equity	
Net Assets	10,665,964
Net Income	749,400
Total Equity	11,415,363
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$11,690,030</b>

**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending February 28, 2017

	2017	2016	Favorable / (Unfavorable)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Grant Contributions	\$17,310	\$91,500	(\$74,190)
Permanently Restricted	243,240	221,525	21,715
Program Sponsorship	118,226	640,408	(522,182)
Unrestricted Foundation	0	6,975	(6,975)
Temporarily Restricted	448,694	118,911	329,783
<b>Total Contributions</b>	<u>827,470</u>	<u>1,079,319</u>	<u>(251,849)</u>
<b>Other Income</b>			
Special Events	109,012	158,302	(49,290)
Investment Income	108,767	262,332	(153,565)
Realized Gain / (Loss)	1,211,386	(51,663)	1,263,049
Unrealized Gain / (Loss)	(1,144,808)	(194,960)	(949,848)
<b>Total Other Income</b>	<u>284,357</u>	<u>174,011</u>	<u>110,345</u>
<b>Total Income</b>	1,111,826	1,253,330	(141,504)
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	153,120	308,004	154,884
Grants Awarded	(18,355)	175,797	194,152
Programs Sponsored	88,267	338,732	250,464
Student Success Initiatives	35,277	34,465	(811)
<b>Total Programs</b>	<u>258,309</u>	<u>856,998</u>	<u>598,689</u>
<b>Supporting Services</b>			
Management and General	24,371	7,770	(16,601)
Fundraising	78,996	119,810	40,814
Sponsorship Expense	750	1,670	920
<b>Total Supporting Services</b>	<u>104,118</u>	<u>129,250</u>	<u>25,133</u>
<b>Total Expense</b>	<u>362,426</u>	<u>986,248</u>	<u>623,821</u>
<b>Net Ordinary Income</b>	749,400	267,083	482,317
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$749,400</u>	<u>\$267,083</u>	<u>\$482,317</u>





**Contributions Report  
February 2017**

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<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	\$41,610	Central Language Skills, Children's Center North, Golf, Lady Gators Basketball, North Campus Baseball, Tank Terminal Group, East Harris County Manufacturer
Foundations	160,563	Association, Kinder Morgan Foundation
Individuals	425	Jennifer Puyear Scholarship
<b>Total Donation</b>	<b><u>202,598</u></b>	
<b>Employee Contributions</b>		
Various	1,955	Brysch Garza Firefighter, Catherine O'brien Emergency Fund, Dunseith Sr. Memorial, Golf, John Locke Memorial, Promise for their Future, Veteran's Center
<b>Total Employee Contributions</b>	<b><u>1,955</u></b>	
<b>Total Contributions</b>	<b><u>\$204,553</u></b>	

2008 Capital Improvement Program									
Report As of March 31, 2017									
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	(9,210,500)	1,187,974	-	-	109,723	1,078,251	9.24%	
<b>Sub-total</b>	<b>10,398,474</b>	<b>(9,210,500)</b>	<b>1,187,974</b>	<b>-</b>	<b>-</b>	<b>109,723</b>	<b>1,078,251</b>	<b>9.24%</b>	
<b>North</b>									
2202 - NC Nichols Gym	4,949,996	(4,381,454)	568,542	-	-	18,617	549,925	3.27%	
2612 - NC Plant Chiller	14,225	1,626,427	1,640,652	-	784,630	793,695	62,327	96.20%	
<b>Sub-total</b>	<b>4,964,221</b>	<b>(2,755,027)</b>	<b>2,209,194</b>	<b>-</b>	<b>784,630</b>	<b>812,312</b>	<b>612,252</b>	<b>72.29%</b>	
<b>South</b>									
3202 - SC Smallwood Gym	6,919,331	(6,350,774)	568,557	-	-	18,557	550,000	3.26%	
3601 - SC Softball Press Box	26,500	18,500	45,000	-	2,787	28,405	13,808	69.32%	
<b>Sub-total</b>	<b>6,945,831</b>	<b>(6,332,274)</b>	<b>613,557</b>	<b>-</b>	<b>2,787</b>	<b>46,962</b>	<b>563,808</b>	<b>8.11%</b>	
<b>District</b>									
6601 - Generation Park	200,000	14,233	214,233	-	-	212,577	1,656	99.23%	
720100 - Program Management	-	857,557	857,557	-	82,259	225,985	549,313	35.94%	
726800 - Contingency	15,526,260	(10,115,893)	5,410,368	-	-	-	5,410,368	-	
<b>Sub-total</b>	<b>15,726,260</b>	<b>(9,244,103)</b>	<b>6,482,158</b>	<b>-</b>	<b>82,259</b>	<b>438,562</b>	<b>5,961,337</b>	<b>8.03%</b>	
<b>Projects Substantially Complete</b>									
1102 - CC In-Fill	47,572	1,197,962	1,245,534	-	-	1,196,220	49,314	96.04%	
2102 - NC In-Fill	23,086	903,178	926,264	-	864	858,928	66,472	92.82%	
2601 - NC Baseball Batting and Pitching	475,965	114,992	590,957	-	11,572	542,246	37,139	93.72%	
3102 - SC In-Fill	23,086	1,324,393	1,347,479	-	625	970,467	376,387	72.07%	
6602 - District Board Room Renovation	144,951	-	144,951	-	8,494	130,940	5,517	96.19%	
6705 - Data Networking	3,100,000	-	3,100,000	-	14	3,074,985	25,001	99.19%	
6803 - Maritime Training Facility	18,000,000	9,086,621	27,086,621	248,293	167,603	26,860,102	58,916	99.78%	
<b>Sub-total</b>	<b>21,814,660</b>	<b>12,627,148</b>	<b>34,441,808</b>	<b>248,293</b>	<b>189,172</b>	<b>33,633,888</b>	<b>618,748</b>	<b>98.20%</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%	
2201 - NC Lehr Library	2,022,600	11,807,000	13,829,600	-	-	13,829,600	-	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	(6,251,380)	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>235,150,554</b>	<b>14,914,756</b>	<b>250,065,310</b>	<b>(477,212)</b>	<b>-</b>	<b>250,065,310</b>	<b>-</b>	<b>100.00%</b>	
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>(228,919)</b>	<b>1,058,848</b>	<b>285,106,757</b>	<b>8,834,395</b>	<b>97.01%</b>	

## 2015 Revenue Bond

As of March 31, 2017

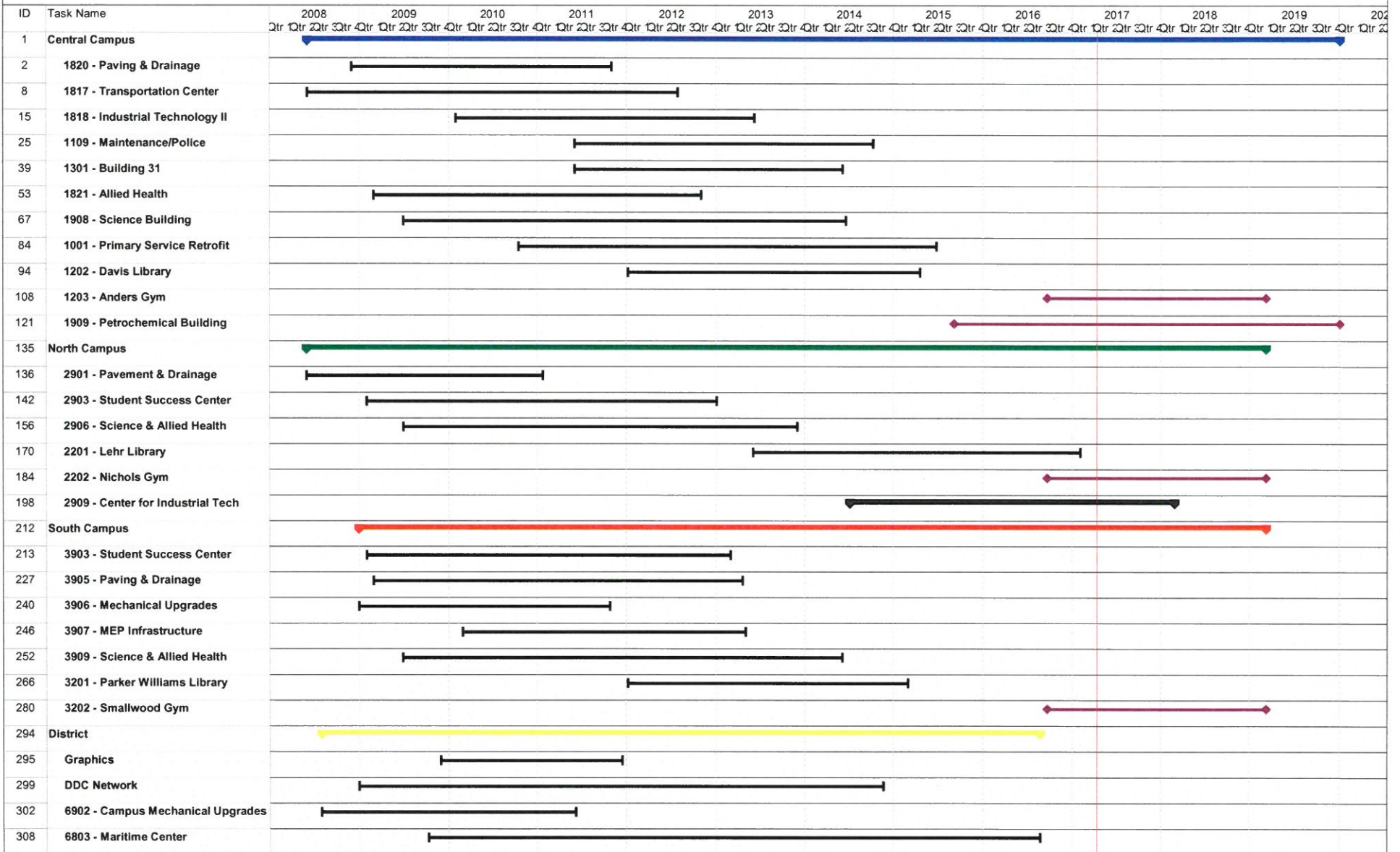
Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>North - CIT</b>								
North CIT - 904605-722909	47,591,645	-	47,591,645	-	3,964,360	37,667,164	5,960,121	87.48%
Contingency (726900)	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>3,964,360</b>	<b>37,667,164</b>	<b>8,368,476</b>	<b>83.26%</b>

## 2015 Bond - San Jac Tomorrow Capital Improvement Program

Report as of March 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
1601 - CC Petrochemical Center	52,450,000	-	52,450,000	-	1,930,248	1,864,407	48,655,345	7.23%
1601A - CC Petrochem Process Plant	-	-	-	-	-	-	-	-
1601B - CC Petrochem Extended Site Development	-	-	-	-	-	-	-	-
1602 - CC Welcome Center Extended Site Development	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	-	29,000	-	2,338,503	1.22%
1605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	-	-	191	1,793,841	0.01%
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)	23,912,359	-	-	-	23,912,359	-
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	-	5,555	2,381	1,115,756	0.71%
1614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
<b>Sub-total</b>	170,717,000	(3,611,676)	167,105,324	-	2,069,959	1,918,723	163,116,642	2.39%
<b>North</b>								
2601 - NC Cosmetology & Culinary Center	22,845,000	(715,048)	22,129,952	-	50,815	35,989	22,043,148	0.39%
2602 - NC North Data Closets	915,000	(28,640)	886,360	-	34,140	-	852,220	3.85%
2603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
2604 - NC Lehr Library Demo	650,000	(20,345)	629,655	-	98,540	-	531,115	15.65%
2605 - NC North Access/Security	877,000	(27,450)	849,550	-	-	190	849,360	0.02%
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	-	2,800	1,200	557,846	0.71%
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>	79,845,000	(3,321,583)	76,523,417	-	186,295	37,379	76,299,743	0.29%
<b>South</b>								
3601 - SC Engineering & Technology Center	28,400,000	(888,920)	27,511,080	-	95,750	14,628	27,400,702	0.40%
3602 - SC Cosmetology Center	16,213,000	(507,466)	15,705,534	-	37,000	29,622	15,638,912	0.42%
3603 - SC Longenecker Reno	22,555,000	(705,972)	21,849,028	-	50,660	11,172	21,787,196	0.28%
3604 - SC South Data Closets	765,000	(23,944)	741,056	-	20,140	-	720,916	2.72%
3605 - SC South Primary electrical Upgrade	5,800,000	(181,540)	5,618,460	-	-	-	5,618,460	-
3606 - SC South Access/ Security	599,000	(18,750)	580,250	-	-	191	580,059	0.03%
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	(174,810)	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	-	26,660	9,486	10,038,334	0.36%
3612 - SC Auto Body Demo	312,000	-	312,000	-	4,300	-	307,700	1.38%
3613 - SC South DDC Network	580,000	(18,154)	561,846	-	3,500	1,500	556,846	0.89%
<b>Sub-total</b>	116,438,000	(3,634,744)	112,803,256	-	238,010	66,599	112,498,647	0.27%
<b>Maritime</b>								
6603 - MC Maritime Expansion	28,000,000	-	28,000,000	-	-	-	28,000,000	-
<b>Sub-total</b>	28,000,000	-	28,000,000	-	-	-	28,000,000	-
<b>Admin</b>								
6602 - College Development	30,000,000	-	30,000,000	-	-	-	30,000,000	-
6604 - Dist Construction Studies	-	283,820	283,820	-	136,423	130,002	17,395	93.87%
720100 - Program Management	-	9,118,003	9,118,003	-	1,250,276	1,070,538	6,797,189	25.45%
736601 - Contingency	-	1,166,180	1,166,180	-	-	-	1,166,180	-
<b>Sub-total</b>	30,000,000	10,568,003	40,568,003	-	1,386,699	1,200,540	37,980,764	46.98%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>3,880,963</b>	<b>3,223,241</b>	<b>417,895,796</b>	<b>1.67%</b>

**2008 Bond Program  
Master Schedule**



## Repair and Renovation

Report As of March 31, 2017

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	15,000	-	-	2,255	-	-	-	-	17,745	11.28%
F17016 - CC C1.129 Redesign	11,646	404	12,050	-	9,969	-	2,081	2,081	-	-	100.00%
F17018 - CC Vet Center Window Film	813	-	813	-	-	-	813	813	-	-	100.00%
F17021 - CC C3.150/152 Renovation	35,845	950	36,795	-	-	-	36,788	36,788	-	7	99.98%
F17022 - CC Projection Upgrades	6,783	-	6,783	-	-	-	-	-	-	6,783	-
F17028 - CC C17 Anderson Bldg Humidity	14,420	18,540	32,960	-	18,540	-	-	-	-	14,420	56.25%
<b>Sub-total</b>	<b>127,662</b>	<b>34,894</b>	<b>162,556</b>	<b>-</b>	<b>30,764</b>	<b>-</b>	<b>39,682</b>	<b>39,682</b>	<b>-</b>	<b>43,340</b>	<b>43.34%</b>
<b>North</b>											
F17002 - NC Misc. R&R at North Campus	5,000	15,000	20,000	-	1,348	-	-	-	-	18,652	6.74%
F17006 - NC N1.122 & 147 Lighting	2,578	-	2,578	-	2,578	-	-	-	-	-	100.00%
F17023 - NC N9 FMG Window Film	1,100	405	1,505	-	-	-	1,505	1,505	-	-	100.00%
F17035 - NC N12 Fire alarm	55,448	-	55,448	-	55,448	-	-	-	-	-	100.00%
<b>Sub-total</b>	<b>64,126</b>	<b>15,405</b>	<b>79,531</b>	<b>-</b>	<b>59,374</b>	<b>-</b>	<b>1,505</b>	<b>1,505</b>	<b>-</b>	<b>18,652</b>	<b>76.55%</b>
<b>South</b>											
F16098 - S8.2014 Tier 1 Upgrade	22,593	-	22,593	-	22,593	-	-	-	-	-	100.00%
F16099 - SC S8.1062 Tier 1 Upgrade	12,872	-	12,872	-	12,872	-	-	-	-	-	100.00%
F17003 - SC Misc. R&R at South Campus	5,000	15,000	20,000	-	-	-	2,325	2,325	-	17,675	11.63%
F17011 - SC AECOM Build-out	20,000	17,949	37,949	-	26,134	-	5,532	5,532	-	6,283	83.44%
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	-	2,470	-	28,561	28,561	-	-	100.00%
F17046 - SC S1 Occupational Therapy Prog	48,676	-	48,676	-	48,676	-	-	-	-	-	100.00%
<b>Sub-total</b>	<b>142,893</b>	<b>32,949</b>	<b>175,842</b>	<b>-</b>	<b>112,745</b>	<b>-</b>	<b>36,862</b>	<b>36,862</b>	<b>-</b>	<b>26,235</b>	<b>85.08%</b>
<b>District</b>											
F17004 - Dist Misc. at the College Admin Bldg.	5,000	1,704	6,704	-	4,363	-	2,081	2,081	-	260	96.12%
F17007 - DIST A1.105 Power Whips	2,140	-	2,140	-	2,140	-	-	-	-	-	100.00%
F17008 - Dist A1. ADA Design Services	20,360	-	20,360	-	15,650	-	4,710	4,710	-	-	100.00%
F17027 - Dist Maritime Family RR	20,110	-	20,110	-	-	-	20,110	20,110	-	-	100.00%
F17029 - Dist - A1 Landscaping	30,891	-	30,891	-	-	-	-	-	-	30,891	-
F17031 - Dist A.1 RR Noise Abatement	9,623	-	9,623	-	-	-	9,623	9,623	-	-	100.00%
F17040 - A2.208 Purchasing	7,299	-	7,299	-	5,409	-	1,890	1,890	-	-	100.00%
<b>Sub-total</b>	<b>95,423</b>	<b>1,704</b>	<b>97,127</b>	<b>-</b>	<b>27,562</b>	<b>-</b>	<b>38,414</b>	<b>38,414</b>	<b>-</b>	<b>31,151</b>	<b>67.93%</b>
<b>Contingency (720700)</b>	1,070,684	(513,492)	557,192	-	-	-	-	-	-	557,192	-
<b>Sub-total</b>	<b>1,070,684</b>	<b>(513,492)</b>	<b>557,192</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>557,192</b>	<b>-</b>
<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%
F16089 - NC N10.149 Renovation	7,179	-	7,179	-	-	-	7,179	7,179	-	-	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%
F17005 - Dist Misc. Furniture Storage All Campuses	5,000	(4,294)	706	-	-	-	706	706	-	-	100.00%
F17009 - Dist FI Furniture moves	5,000	(2,095)	2,905	-	-	-	2,905	2,905	-	-	100.00%
<b>Sub-total</b>	<b>229,183</b>	<b>(11,303)</b>	<b>217,880</b>	<b>-</b>	<b>-</b>	<b>186,251</b>	<b>31,629</b>	<b>217,880</b>	<b>84,811</b>	<b>-</b>	<b>100.00%</b>
<b>Projects Closed</b>											
F17026 - CC C3.116 Family Restroom	2,961	-	2,961	-	-	-	2,961	2,961	-	-	100.00%
<b>Sub-total</b>	<b>2,961</b>	<b>-</b>	<b>2,961</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,961</b>	<b>2,961</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>1,732,932</b>	<b>(439,843)</b>	<b>1,293,089</b>	<b>-</b>	<b>230,445</b>	<b>186,251</b>	<b>151,053</b>	<b>337,304</b>	<b>84,811</b>	<b>725,340</b>	<b>43.91%</b>

**Action Item “IX”  
Regular Board Meeting May 01, 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 April, 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 decreased by \$733,987, so the net impact on the College budget is zero.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1- Budget Amendments-05-01-17  
Attachment 2- Grant Detail-05-01-17

**RESOURCE PERSONNEL**

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SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
May 1, 2017

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Health and Human Services - Health Career Pathways Partnership (Reduction in Funding)</u>					
Federal Grant Revenue	539324	56700	554100	110000	710,442
Contractual Svs - Consultant	539324	56700	731260	460962	(410,000)
S/A - Departmental Scholarships	539324	56700	751009	520235	(300,442)
					\$ -
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl D. Perkins - State Leadership WECM Transition Project Grant Fiscal Year 2017 (Reduction in Funding)</u>					
Federal Grant Revenue	538430	56700	554100	110000	23,545
Operating Supplies - Consumable	538430	56700	711410	460115	(560)
SJCD Employee Travel	538430	56700	720000	460112	(4,278)
Non-Employee Travel Reimbursement	538430	56700	721140	460114	(8,613)
Contractual Services - Consultant	538430	56700	731260	460114	(5,100)
Contractual Services - Catering / Meals	538430	56700	731270	460115	(2,720)
Contractual Services - Temp. Services	538430	56700	731305	460114	(1,152)
Indirect Costs	538430	56700	731500	620909	(1,122)
					-
Net Increase (Decrease)					\$ -

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

New Grant and Additional Funding Summary by Agency:

U.S. Department of Health and Human Services	(710,442)
U.S. Department of Education	(23,545)
	(733,987)



U.S. Department of Health and Human Services - Health Career Pathways Partnership  
(Reduction in Funding)

The program, Health Careers Pathways Partnership, is a joint venture between San Jacinto Community College District, the Neighborhood Centers, Inc., and Harris Health Systems. The goals are 1) to train 1,250 individuals on government assistance and other low-income recipients in basic skills in various healthcare careers and workplace readiness, 2) to provide services to support participants to reach their educational goals and find jobs, and 3) to provide healthcare professions pathways that offer nuanced educational methods to provide the skills that employers value, and credit or non-credit alternatives to meet participants' educational goals. This action is to reduce funding in the first year of the grant. The proposal stated that a partner would provide internships, assistance with recruiting, and training. The partner has not fulfilled these promises.

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins  
Career and Technical Education – Workforce Education Course Manual (WECM) Project  
(Reduction in Funding)

The Workforce Education Course Manual (WECM) Project will continue maintenance of the web-based collection of courses approved for offering by Texas community and technical colleges. Additionally, the project will provide the training associated with WECM structure and use and will collaborate with the Texas Higher Education Coordinating Board (THECB) to assure a viable database to all stakeholders. Funds will be used to provide three to five course review workshops organized according to Texas Career Clusters and State Programs of Study (POS); support WECM database revisions; respond to online questions and comments via “WECM Comments”; and support state curriculum projects resulting in new career and technical education courses and initiatives for high-skill, high-wage, and high-demand occupations. The reduction in funding occurred due to lower travel expenses than expected.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the new Policy, Campus Carry. This is the first reading of the policy. **The Board of Trustees will not vote on this item, but is creating awareness that the policy is being considered and input is being gathered.**

### **BACKGROUND**

On June 13, 2015, Texas Senate Bill No. 11 (S.B.11) was signed into law, which is generally referred to as the “campus carry” law, to allow the concealed carrying of handguns by license holders on the campuses of certain institutions. This law will become effective for San Jacinto College on August 1, 2017. The law requires that the College develop reasonable rules, regulations, and other provisions based on the consultation with faculty, staff, students, and stakeholders. The College has conducted surveys which sought input from faculty, staff, and students regarding the implementation of the new campus carry law. In addition, a Campus Carry Taskforce was created with 34 members, comprised of faculty, staff, and students of the College, who developed policy recommendations.

The current draft of the campus carry policy includes recommendations from the campus carry committee and the College Strategic Leadership Team (SLT). The policy draft was reviewed during the Board of Trustee’s Workshop held on March 6, 2017, and was adjusted to include the general comments received during the workshop. The updated draft of the policy was circulated to the campus community on March 22, 2017, with a deadline to receive comments by March 31, 2017. Eight comments were received from the College community. The majority of these comments and suggestions were related to clarifications which will greatly assist in the development of clear communications and training regarding the implementation of this policy. Some of the other comments and suggestions resulted in changes to the Campus Carry Policy. On April 6<sup>th</sup>, the Campus Carry Taskforce met to review comments and made recommended changes which included the removal of the sole occupant “private” office area as a potential exclusion zone. The updated policy recommendation was reviewed at the April 10, 2017, Board of Trustees Workshop. The revised draft policy was sent to the College community a second time for comments which were received through April 26, 2017. Ten responses were received from the College community. The Campus Carry Taskforce met on April 27, 2017 (which is subsequent to the compilation of the Board items included in this document) to review the comments and provide recommended changes, if necessary. Any changes will be incorporated in the second reading of the policy.

Although there are differing opinions on guns and the campus carry law, the College must comply with the requirements of S.B. 11 and allow for the general permission of concealed carry on our public campuses. Additional information about the campus carry law and the related requirements can be found on the College’s campus carry website at [www.sanjac.edu/campus-carry](http://www.sanjac.edu/campus-carry).

## **IMPACT OF THIS ACTION**

The purpose of this policy is to comply with the requirements of S.B. 11, which is generally referred to as the “campus carry” law, to allow the concealed carrying of handguns by license holders on the campuses of certain institutions. The policy grants permission for a valid Texas License to Carry a Handgun (LTC) license holder to generally carry a handgun on campus. The policy also identifies certain campus locations and activities that a valid LTC holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College.

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

The expenses to purchase and install signs to identify exclusion zones will be funded using existing approved budgeted expenses in the fiscal year 2016-2017 budget.

## **MONITORING AND REPORTING TIMELINE**

The policy has been circulated to the College community for comments and concerns according to the current policy workflow process. The policy, including potential modifications that arise from the College community review process, will be presented to the Board of Trustees with the second reading of the policy which is anticipated on June 5, 2017. Associated procedures related to the policy will be developed over the next couple of months. The prior comments received from the College community will be addressed as appropriate in the procedures. These procedures will not be formally approved by the Board of Trustees. Because of the sensitivity of this topic, the procedures will be reviewed in detail with the Board of Trustees as they are developed.

## **ATTACHMENTS**

Attachment 1 – Campus Carry Policy Draft – Clean Version

Attachment 2 – Campus Carry Policy Draft - Track Changes with Revisions

## **RESOURCE PERSONNEL**

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## **San Jacinto Community College District Campus Carry Policy**

### **POLICY – CAMPUS CARRY**

The San Jacinto Community College District will be in compliance with Senate Bill 11 to address the health, safety, and welfare of the college community. The policy was written after sufficient consideration of input from campus constituencies regarding a number of factors, including the nature of the student population, specific safety considerations, and the uniqueness of the campus environment.

This policy applies to all students, faculty, staff, and visitors of the College, except for officers of the San Jacinto College Police Department and other State law enforcement agencies in their official capacities.

#### **NO. 1**

Individuals who hold a valid Texas License to Carry a Handgun (LTC), including a valid Texas Concealed Handgun License, ("license holders") may (1) carry a handgun on campus so long as the handgun is not in plain view, on or about their person at all times, and under their control (e.g., purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies.

All other weapons are strictly prohibited for students, faculty, staff, and visitors; their possession on campus is grounds for immediate action by law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

A license holder's handgun must be concealed at all times. In compliance with Texas Penal Code §46.035(a-1), a license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Anyone intentionally or knowingly displaying a handgun in plain view for others to see is in violation of Texas law.

A license holder must display his or her License to Carry when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder in order to participate in any program or service offered by the College, except as required by law.

A license holder may not carry a handgun if he/she is intoxicated under Texas Penal Code 46.035(d).

## **San Jacinto Community College District Campus Carry Policy**

### **NO. 2**

It is the responsibility of license holders to carry their handguns on or about their person at all times. "About" the person means that a license holder may carry a holstered handgun in a backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

The College does not provide storage for handguns.

The open carry of handguns is not permitted on college premises.

### **NO. 3**

The College is often the site of Pre-K-12 school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. A sign shall be posted reading "Pre-K-12 school-sponsored activity in progress" during these activities. "School-sponsored activities" for purposes of this policy are defined as: tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a K-12 school district or individual school(s) as a curricular, co-curricular, or interscholastic activity and are managed or supervised in part by the district or school, or district or school employee.

Upon a survey of the College campuses, areas identified as routinely hosting such school-sponsored activities shall be posted on the College's rules and regulations regarding campus carry.

### **NO. 4**

Texas Penal Code §46.03(a)(2) excludes license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in progress according to Policy 2-19. A sign shall be posted at any polling place located on campus from the commencement of early voting through Election Day that reads either "Polling Place" or "Vote Here." (See Electioneering Procedure \_\_\_\_\_)

## **San Jacinto Community College District Campus Carry Policy**

### **NO. 5**

Texas Penal Code §46.035(b)(6) excludes license holders of handguns from carrying a handgun on the premises of a church, synagogue, or other established place of religious worship. A sign shall be posted that conforms to Section 30.06 of the Texas Penal Code.

### **NO. 6**

Texas Penal Code §46.035(b)(2) excludes license holders of handguns from carrying a handgun where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event. Notice shall be given for all collegiate sporting events. If possible, for ticketed sporting events this notice should be given by means of a written communication on the back of, or appended to, the ticket. Vendors and others who are permitted to enter the premises without a ticket shall be provided written notice through other means. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

### **NO. 7**

The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements, or contracts require exclusion at the exclusive discretion of the state or federal government, or are required by a campus accrediting authority. Where appropriate, signage must conform to the overriding federal or state law requirements. Otherwise, notice conforming to Texas Penal Code §30.06 must be provided.

### **NO. 8**

The concealed carry of handguns shall be prohibited in patient-care areas, including those in which professional mental health and counseling services are provided. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

### **NO. 9**

The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to Code of Student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

## **San Jacinto Community College District Campus Carry Policy**

### **NO. 10**

The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure, and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

### **NO. 11**

Counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. "Campus program for minors" is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League ("UIL") event sponsored by the College. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

This policy does not apply to College course-based academic service learning or research approved by the Institutional Review Board ("IRB").

### **NO. 12**

The College shall amend the Code of Student Conduct, Faculty Handbook, and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.

### **NO. 13**

Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all parts are designated as exclusion zones.

## **San Jacinto Community College District Campus Carry Policy**

### Governing factors:

- The percentage of assignable space or rooms in a building that are designated as exclusion zones.
- The extent to which the area (or areas) designated as exclusion zones are segregated from other areas of the building.
- The extent to which use of the building, and hence its status as an exclusion zone, varies from day-to- day or week-to-week.

### Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
- If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion, or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.
- Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.

### **NO. 14**

The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training, and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.

### **NO. 15**

The College shall develop and post in a prominent place a detailed Campus Carry FAQ.

### **NO. 16**

The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.

### **NO. 17**

To the extent possible, areas within gun-exclusion zones should be made available on a scheduled basis to faculty and staff. These spaces can be used for conferences that faculty or staff would prefer to conduct in a gun-exclusion zone.



## San Jacinto Community College District Campus Carry Policy

### NO. 18

The following factors and principles shall govern the implementation of exclusions or allowances for Graduation ceremonies.

Governing factors:

- Off-campus location shall follow the venue's rules and regulations in regards to the permitted carrying of firearms.
- On-campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.

### NO. 19

The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities:

- (1) Support the consistent implementation of these policies;
- (2) Provide a review process for recommendations to the Chancellor; and
- (3) Compile, maintain, and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student, or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the Campus Safety and Security Council for consideration. A further appeal of the decision of the Campus Safety and Security Council may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject, or modify the decision in question, or may submit the issue to the Campus Safety and Security Council for reconsideration. The decision of the Chancellor to approve, reject, or modify a decision is final.

Additional policies or exclusion areas not provided for in this policy will not be the subject of or considered as a matter of appeal. In accordance with Texas Government Code, Section [411.2031](#), the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

## **San Jacinto Community College District Campus Carry Policy**

### **NO. 20**

Not later than September 1 of each even-numbered year, the College shall submit a report to the Texas Legislature and to the standing committees of the Legislature with jurisdiction over the implementation of these policies that:

- (1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses; and
- (2) Outlines the reasons the College established the provisions adopted.

## San Jacinto Community College District **Campus** **Campus Carry Policy and Procedures**

### **POLICY – CAMPUS CARRY**

The San Jacinto Community College District will be in compliance with Senate Bill 11 to address the health, safety, and welfare of the college community. The policy was written after sufficient consideration of input from campus constituencies regarding a number of factors, including the nature of the student population, specific safety considerations, and the uniqueness of the campus environment.

This policy applies to all students, faculty, staff, and visitors of the College, except for officers of the San Jacinto College Police Department and other State law enforcement agencies in their official capacities.

#### **NO. 1**

Individuals who hold a valid Texas License to Carry a Handgun (LTC), including a valid Texas Concealed Handgun License, ("license holders") may (1) carry a handgun on campus so long as the handgun is not in plain view, on or about their person at all times, and under their control (e.g., purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies.

All other weapons are strictly prohibited for students, faculty, staff, and visitors; their possession on campus is grounds for immediate action by law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

A license holder's handgun must be concealed at all times. In compliance with Texas Penal Code §46.035(a-1), a license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Anyone intentionally or knowingly displaying a handgun in plain view for others to see is in violation of Texas law.

A license holder must display his or her License to Carry when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder in order to participate in any program or service offered by the College, except as required by law.

A license holder may not carry a handgun if he/she is intoxicated under ~~(Texas~~ Penal Code ~~Ref \_\_\_\_\_)~~ 46.035(d).

## San Jacinto Community College District **Campus** **Campus Carry Policy and Procedures**

### **NO. 2**

It is the responsibility of license holders to carry their handguns on or about their person at all times. "About" the person means that a license holder may carry a holstered handgun in a backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

The College does not provide storage for handguns.

The open carry of handguns is not permitted on college premises.

### **NO. 3**

The College is often the site of Pre-K-12 school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. A sign shall be posted reading "Pre-K-12 school-sponsored activity in progress" ~~will be posted~~ during these activities. "School-sponsored activities" for purposes of this policy are defined as: tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a K-12 school district or individual school(s) as a curricular, co-curricular, or interscholastic activity and are managed or supervised in part by the district or school, or district or school employee.

Upon a survey of the College campuses, areas identified as routinely hosting such school-sponsored activities shall be posted on the College's rules and regulations regarding campus carry.

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Texas Penal Code §46.03(a)(2) excludes license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in progress according to Policy 2-19. A sign shall be posted at any polling place located on campus from the commencement of early voting through Election Day that reads either "Polling Place" or "Vote Here." (See Electioneering Procedure \_\_\_\_\_)

## San Jacinto Community College District **Campus** **Campus Carry Policy and Procedures**

### **NO. 5**

Texas Penal Code §46.035(b)(6) excludes license holders of handguns from carrying a handgun on the premises of a church, synagogue, or other established place of religious worship. A sign shall be posted that conforms to Section 30.06 of the Texas Penal Code.

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### **NO. 8**

The concealed carry of handguns shall be prohibited in patient-care areas, including those in which professional mental health and counseling services are provided. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

### **NO. 9**

The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to Code of Student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

## San Jacinto Community College District **Campus** **Campus Carry Policy and Procedures**

### **NO. 10**

The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure, and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

### **NO. 11**

Counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. "Campus program for minors" is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League ("UIL") event sponsored by the College. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

This policy does not apply to College course-based academic service learning or research approved by the Institutional Review Board ("IRB").

### ~~NO. 12~~

~~The occupant of an office to which the occupant has been solely assigned and that is not generally open to the public may apply to prohibit the concealed carry of a handgun in that office. Upon approval, a sign shall be posted that conforms to Texas Penal Code, Section 30.06. In addition, if the occupant's duties ordinarily entail meeting people who may be license holders, the occupant must make reasonable arrangements to meet them in another location at a reasonable time.~~

### **NO. ~~13~~12**

The College shall amend the Code of Student Conduct, Faculty Handbook, and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.

### **NO. ~~14~~13**

## San Jacinto Community College District **Campus** **Campus Carry Policy and Procedures**

Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all parts are designated as exclusion zones.

### Governing factors:

- The percentage of assignable space or rooms in a building that are designated as exclusion zones.
- The extent to which the area (or areas) designated as exclusion zones are segregated from other areas of the building.
- The extent to which use of the building, and hence its status as an exclusion zone, varies from day-to- day or week-to-week.

### Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
- If ~~90~~**85**% or more of the total building in terms of number of rooms or assignable space is subject to exclusion, or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building ~~should~~**may** be excluded.
- Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.

### **NO. ~~15~~**14****

The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training, and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.

### **NO. ~~16~~**15****

The College shall develop and post in a prominent place a detailed Campus Carry FAQ.

### **NO. ~~17~~**16****

The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.

## San Jacinto Community College District **Campus** **Campus Carry Policy and Procedures**

### **NO. ~~18~~17**

To the extent possible, areas within gun-exclusion zones should be made available on a scheduled basis to faculty and staff ~~who do not have offices to which they are solely assigned~~. These spaces can be used for conferences that faculty or staff would prefer to conduct in a gun-exclusion zone.

### **NO. ~~19~~18**

The following factors and principles shall govern the implementation of exclusions or allowances for Graduation ceremonies.

Governing factors:

- Off-campus location shall follow the venue's rules and regulations in regards to the permitted carrying of firearms.
- On-campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.

### **NO. ~~20~~19**

The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities:

- (1) Support the consistent implementation of these policies;
- (2) Provide a review process for recommendations to the Chancellor; and
- (3) Compile, maintain, and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student, or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the Campus Safety and Security Council for consideration. A further appeal of the decision of the Campus Safety and Security Council may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject, or modify the decision in question, or may submit the issue to the Campus Safety and Security Council for reconsideration. The decision of the Chancellor to approve, reject, or modify a decision is final.



## San Jacinto Community College District **Campus** **Campus Carry Policy and Procedures**

Additional policies or exclusion areas not provided for in this policy will not be the subject of or considered as a matter of appeal. In accordance with Texas Government Code, Section [411.2031](#), the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

### **NO. ~~21~~20**

Not later than September 1 of each even-numbered year, the College shall submit a report to the Texas Legislature and to the standing committees of the Legislature with jurisdiction over the implementation of these policies that:

- (1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses; and
- (2) Outlines the reasons the College established the provisions adopted.

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
MAY 1, 2017**

<b>I.</b>	<b>EQUIPMENT, SUPPLIES &amp; SERVICES BIDS</b>	
	CSP 17-16	
	Renovation of the South Campus Bruce Student Center - Phase 1 (pgs. 2-4)	\$ 1,218,481
	<b>TOTAL OF ALL BIDS</b>	<b>1,218,481</b>
<b>II.</b>	<b>PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS</b>	
	Purchase Request #1	
	Renew Contract for Electrical Maintenance Services (pg. 5 )	\$ 200,000
	Purchase Request #2	
	Graduation Event License (pg. 6)	100,000
	Purchase Request #3	
	Renew Contract for Consumable Welding Products (pg. 7 )	55,000
	Purchase Request #4	
	Ratification of North Campus Center for Industrial Technology Substantial Completion (pgs. 8-10)	-
	Purchase Request #5	
	Audio Visual, Security and Cabling Supplies and Service (pgs. 11-12)	140,000
	<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$495,000</b>
	<b>GRAND TOTAL:</b>	<b>\$1,713,481</b>

**CSP #17-16**  
**Regular Board Meeting May 1, 2017**  
**Consideration of Approval to Contract for Renovation of the**  
**South Campus Bruce Student Center – Phase I**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract with Structure Tone Southwest, LLC (Structure Tone) for the South Campus Bruce Student Center Renovation Project – Phase I.

**BACKGROUND**

The South Campus Student Center has been designated for renovation with the 2015 Bond Program. The proposed renovation will be carried out incrementally in phases, with the east half of the second floor and the west section of the first floor renovated in the first phase.

The groups identified to occupy the space renovated by Phase I are the Learning and Assessment, Student Services, and Registrar and Enrollment Management departments. The scope of work will provide for the renovation and installation of College standard furniture and office systems within approximately 14,400 square feet of the building's total 57,325 square feet.

A request for competitive sealed proposals, Project Number 17-16, was issued to procure renovation services for this project. Four responses were received and evaluated by a team comprised of representatives from Facility Services, the campus, the department, and AECOM personnel. The evaluation team determined the proposal submitted by Structure Tone would provide the best value to the College and could complete the project within the desired schedule completion date.

**IMPACT OF THIS ACTION**

This action will result in improvement of South Campus Student Center workspaces and support areas for thirty-one (31) people within the Learning & Assessment, Student Services, and Registrar and Enrollment Management departments.

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

The estimated construction expenditure will not exceed \$1,218,481 pending final contract negotiations. This expenditure is funded from the 2015 Bond Program and includes a ten percent contingency factor.

**MONITORING AND REPORTING TIMELINE**

All work is scheduled to be completed in sixty (60) calendar days from issuance of Notice to Proceed. Facilities Services personnel will oversee the project. Program management will be provided by AECOM.

**CSP #17-16**  
**Regular Board Meeting May 1, 2017**  
**Consideration of Approval to Contract for Renovation of the**  
**South Campus Bruce Student Center – Phase I**

**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

**Project Name** South Campus Bruce Student Center Renovation Phase I  
**Project Number** CSP 17-16  
**Number of Evaluators** 6

Stated Criteria	Criteria Explanation	Total Points Available	Anslow Bryant	Houston KACO	Structure Tone	Tellepsen
Proposed amount of the base proposal	Proposed Construction Contract Amount (Base Proposal). Lower amount equates to higher score.	20	15.66	15.54	20.00	18.99
Schedule	Ability to complete construction by June 23, 2017	20	0.00	0.00	20.00	20.00
Contractor References	References from project Owners and Architect/Engineers. Positive comments equate to a higher score.	10	9.33	7.83	9.45	9.00
Contractor's experience and quality of performance on previous projects	Contractor's relevant and recent successful experience as a Prime Contractor with projects of similar size, scope, complexity and value. Document the ability to manage Sub-Contractor's and sequence work. Positive experiences equate to a higher score.	10	9.00	6.67	8.83	9.50
Contractor ability to provide Quality Assurance and Sub-Contractor's previous performance with Primary Contractor	Subcontractors' relevant and recent successful experience with the Primary Contractor on projects of similar size, scope, complexity and value. Include a written narrative of the Primary Contractor's ability to provide Quality Assurance.	10	8.33	4.50	8.42	8.50
Safety record	Quality of Contractor's written Safety and Drug/Alcohol Policy. Contractor's current workmen's Compensation Modifier. Number of Lost Time Incidents during the past five years and the associated total number of lost days. Number of Occupational Safety and Health Administration citations received during the past five years. Positive policies, lower modifier, lower numbers of incidents and lost days, and lower number of citations equate to higher score.	5	3.75	4.33	4.42	4.33
Work plan	Quality of the written narrative and clarity of the Contractors Work Plan showing organization and coordination of staff, sequencing of activities, and management of the Work. Include office, staging, and lay-down areas and provide a demonstration of Contractors sensitivity to ongoing college operations and ability to accommodate the Campus schedules. Demonstrated quality, clarity, and sensitivity to equate to a higher score.	15	12.00	6.50	12.75	13.00
Project personnel	Qualifications of the proposed project personnel to be assigned to the project. Greater qualifications and level of commitment equate to a higher score.	5	4.58	3.17	4.25	4.42
Financial stability	Demonstrate evidence of the firm's ability to provide payment and performance bonds for this project. More favorable financial records equate to a higher score.	5	3.92	0.71	4.00	0.96
		<b>100</b>	<b>66.58</b>	<b>49.24</b>	<b>92.12</b>	<b>88.70</b>
			<b>Total Points Received</b>			

### Final Ranking

Vendor Name	Total Score
Structure Tone	92.12
Tellepsen	88.70
Anslow Bryant	66.58
Houston KACO	49.24

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

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a renewal of the contract for electrical services with Alpha Electric Company for the Maintenance department.

**BACKGROUND**

A request for proposal, Project Number 15-11, was issued in April 2015 to procure electrical services for the Maintenance department. The Board approved the original contract with Alpha Electric Company in June 2015. The Maintenance department is responsible for maintaining the College's electrical and lighting systems. Services from an outside electrical maintenance firm is required for larger projects and on an as needed basis to assist with emergency repairs that arise throughout the year.

**IMPACT OF THIS ACTION**

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

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

The estimated annual expenditure for this request is \$200,000. This expenditure will be funded from the Maintenance department's 2016-2017 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of four (4) one-year renewal options available. The new contract term will be June 2, 2017 through June 1, 2018.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve an event license contract with the Houston Astros as the venue for the December 2017 graduation ceremony.

**BACKGROUND**

This is a licensing agreement with the Houston Astros to host the College's fall commencement ceremony at Minute Maid Park on Sunday, December 10, 2017 at 2:00 PM. This is the fourth San Jacinto College commencement event held at Minute Maid Park and will serve graduating students from summer and fall 2017 semesters. The venue will accommodate guest seating of 10,000. The attendance at previous commencement events was estimated at 8,700 guests, 819 graduation participants, and 300 faculty.

Leasing of an event venue is precluded from the competitive bidding requirements mandated by Chapter 44 of the Texas Education Code.

**IMPACT OF THIS ACTION**

The fall 2017 commencement ceremony will host an estimated 950 student participants and their guests. If this agreement is not approved it will be necessary to locate another venue that will accommodate graduates, faculty and guests for the fall ceremony.

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

The estimated expenditure for this request is \$100,000. This expenditure will be funded from the Student Services department's 2016-2017 and 2017-2018 operating budgets.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Joanna Zimmermann	281-476-1873	joanna.zimmermann@sjcd.edu
Tami Kelly	281-476-1843	tami.kelly@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**Consideration of Approval to Renew the Contract for Consumable Welding Products**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a renewal of the contract for consumable welding products with Lincoln Electric for the North and Central Campus Welding departments.

**BACKGROUND**

An invitation for bids, Project Number 15-10, was issued in April 2015 to procure consumable welding products for Central and North Welding Technology courses. The Board approved the original contract with Lincoln Electric in June 2015.

Welding Technology courses have been offered at Central Campus since 1972 and at North Campus since 1976. The programs offer an Associate Degree in Applied Science in Welding Technology; two (2) Certificates of Technology: Combination Welder and Gas Shielded Welding; and two (2) Occupational Certificates: Art-Welding and Stick Pipe Welder.

**IMPACT OF THIS ACTION**

Consumable welding products such as welding rods, wires, and tools are needed on a daily basis to teach welding students. Procuring these products directly from the manufacturer utilizing their special educational rate. These savings offset other recurring program expenses such as replacement of aging equipment.

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

The estimated annual expenditure is \$55,000 and will be funded from the North and Central Welding departments' 2016 - 2017 operating budgets and subsequent year budgets, subject to approval by the Board.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of three one-year contract renewal options available. The new contract term will be June 2, 2017 through June 1, 2018.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Leslie Crnkovic	281-478-2799	leslie.crnkovic@sjcd.edu
Jeff Parks	281-476-1806	jeffrey.parks@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu



**Ratification of North Campus Center for Industrial Technology Substantial Completion**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the Vice Chancellor of Fiscal Affairs to approve the Certificate of Substantial Completion for the North Campus Center for Industrial Technology (CIT).

**BACKGROUND**

Durotech was awarded the Construction Manager-at-Risk contract, Project 14-16, in October 2014 to construct the new North Campus CIT. Construction has been successfully completed and the new building began serving students in March 2017.

The Certificate of Substantial Completion is significant in that the Architect and Construction Manager-at-Risk (CMR) certify the constructed facility is materially complete except for punch list corrections that need to be completed. Substantial completion allows the CMR 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 the 2015 Revenue Bond Program general contingency.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

Attachment 1 – Substantial Completion

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@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

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

## Certificate of Substantial Completion

**PROJECT:**

*(Name and address)*

San Jacinto College North Campus  
Center for Industrial Technology  
5801 Uvalde Rd  
Houston, Texas 77049

**PROJECT NUMBER:**

MA R303292.01/SJC ID: 2909  
CONTRACT FOR: General Construction  
CONTRACT DATE: September 8, 2015

OWNER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

**TO OWNER:**

*(Name and address)*

San Jacinto College  
7624 Fairmont Parkway  
Pasadena, Texas 77504

**TO CONTRACTOR:**

*(Name and address)*

Durotech Construction  
11931 Wickchester Lane, Suite 205  
Houston, Texas 77043

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

Entire Scope of work minus the items listed incomplete on the attached punch list.

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 Commencement

**Date of Commencement**

March 10, 2017

Morris Architects Inc.

ARCHITECT

BY

March 14, 2017

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: \$0.00**

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.

Durotech Construction

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 5:00 pm (time) on March 10, 2017 (date).

San Jacinto College District

OWNER

BY

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.)*

Owner hereby assumes care, custody and control for the above designated area. Owner's responsibility hereafter shall include, but not limited to, the maintenance of equipment, payment of utility costs, provision of permanent property and liability insurance, and payment of premiums therefore.

See attached list of items to be completed or corrected:

- Exhibit A - Architectural Punch List
- Exhibit B - Contractor's Punch List
- Exhibit C - Civil Punch list
- Exhibit D - MEP Punch List

An additional list of landscape items to be completed or corrected will be developed for contractor completion.

**Purchase Request #5**  
**Regular Board Meeting May 1, 2017**  
**Consideration of Approval to Purchase Audio Visual, Security and**  
**Cabling Supplies and Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve the purchase of audio visual equipment, cabling supplies and services from Network Cabling Services (NCS).

**BACKGROUND**

As part of planned and budgeted technology equipment replacements and data cabling for the current fiscal year, primarily the audio/video (AV) products which includes the design of turn-key AV solutions, expansion and additions to existing systems and ongoing maintenance and support throughout the lifecycle of the AV system, the ITS department needs a firm that can provide audio visual products and services for classroom, conference, and instructional spaces. The items and services procured include cable drops, supplies, equipment, repair and maintenance related to installations and replacements for classrooms and conference spaces at all three campuses.

Network Cabling Services has contracts through multiple cooperative program enabling them to offer AV and cabling supplies and services, Contract Numbers TCPN R5168 and Buy Board 482-15. Use of these cooperative contracts comply with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

Network Cabling Services offers products and components that are used to maintain and replace the presentation and audio visual system equipment in classroom and conference rooms college-wide, as well as the network cabling drops required college-wide.

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

In August and October 2016, the Board approved a total expenditure of \$300,000 for the purchase of audio visual and cabling equipment and services. This request would increase the total amount approved by \$140,000 for a total of \$440,000 to address all anticipated projects through the remainder of the fiscal year. This expenditure will be funded from the 2016-2017 operating budgets of various departments.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**Purchase Request #5**  
**Regular Board Meeting May 1, 2017**  
**Consideration of Approval to Purchase Audio Visual, Security and**  
**Cabling Supplies and Services**

**RESOURCE PERSONNEL**

Jeff Tambrella	281-998-6306	jeff.tambrella@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Item "A"**  
**Regular Board Meeting May 1, 2017**  
**Approval of the Minutes for the April 10, 2017**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the April 10, 2017, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
April 10, 2017  
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> Chet Lewis, Mandi Reiland, Steve Trncak
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	<b>Workshop began at 5:17 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 and 551.074 of the Texas Open Meetings Act, for the following purposes: Real Estate</b>	Adjourned to closed session at 5:19 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. -Easement related to College property owned in Generation Park  b. Personnel - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 5:44 p.m.
<b>V.</b>	<b>Update on Campus Carry Task Force Progress &amp; Policy/Procedure Review</b>	Chet Lewis gave an overview of the process since the Board last reviewed this item. He reviewed the changes on the track changes version of the Campus Carry Policy and Procedures document. These changes incorporate the items that the Board of Trustees asked to be addressed when the draft policy and procedures was reviewed with the Board at the March 6, 2017 Board workshop. He noted that all items are in the policy and there are no procedures currently developed.

		<p>This draft policy was distributed to all College employees on March 22, 2017, for comments. We received feedback from less than 10 employees. This feedback included many comments and suggestions which were discussed with the Campus Carry Taskforce last week. The majority of these comments and suggestions were related to clarifications which will greatly assist in the development of clear communications and training regarding the implementation of this policy. Some of the other comments and suggestions resulted in changes to the Campus Carry Policy.</p> <p>The Campus Carry Taskforce researched the current practices and discovered that language existed in some university policies that allows for an application process for gun exclusion zones in private, sole occupant offices. However, in practice, the Taskforce learned that applications for private office gun exclusion zones were not being approved solely based on an office occupant’s discretionary request. Therefore, the Taskforce recommended to remove this section from the policy if the application of that policy section was to generally deny requests that didn’t identify another section of the policy to justify the gun exclusion zone request.</p> <p>The Taskforce members in attendance at the meeting voted 100% in support of these changes. While the original intent was to take the policy for first reading on April 10, 2017, to the Board of Trustees, it was decided to postpone this reading in order to provide an opportunity for additional feedback from the College community.</p> <p>Brenda Hellyer stated that she met with the Faculty Organization officers on Friday, and they were comfortable with the changes.</p> <p>Keith Sinor noted that number 3 in the policy, needs to be reviewed. There is an extra word in the sentence.</p> <p>Chet explained that the next steps are to send an updated version out to the College community again for feedback for employees to have an opportunity to comment on the changes. The first reading will be presented to the Board on May 1, 2017. The second reading is anticipated for June 5, 2017.</p>
<p><b>VI.</b></p>	<p><b>Review Chancellor’s Job Description</b></p>	<p>Brenda Hellyer gave an overview of the updated Chancellor job description. For SACSCOC compliance, a review of the job description with the Board is required. No action is needed.</p>



		The Board members were comfortable with the document that was reviewed.
<b>VII.</b>	<b>Discuss Aspen Rising Star Award</b>	<p>Brenda distributed the brochures that were received at the Aspen awards luncheon in March. She wanted to make sure that all of the Board members received a copy.</p> <p>Brenda explained that a celebration event will be held on May 5th for all employees as a thank you for all their continued work and support towards student success.</p> <p>An invitation will be sent to the Board of Trustees. Brenda gave an overview of the details of the event.</p> <p>Brenda stated that press releases have gone out regarding the Aspen award. Also, the Aspen Institute has submitted an editorial, and we are beginning to receive resolutions from elected officials. Senator Garcia is working on a recognition from the Governor.</p> <p>Marketing and Student Services are currently planning something special to do at commencement to acknowledge the Aspen award.</p>
<b>VIII.</b>	<b>Update on 85<sup>th</sup> Legislative Session</b>	<p>Brenda explained that the current budget appropriations bill approved by the Senate added \$50 million for community colleges for student success points. The appropriations bill approved by the House of Representatives added \$20 million for community colleges for student success points. The budget will go to the conference committee next, and community colleges are in a good position currently.</p> <p>Keith Sinor asked about the regular contact hour funding. Brenda explained that the contact hour funding was kept whole expect for four tenths of a percent for enrollment declines. San Jac is up in enrollment and were up 4.5 percent while the average across the State is down.</p> <p>Brenda stated that an article recently came out that there is a tuition freeze for universities and colleges. Brenda explained that based on what we know, community colleges are not included in this. Teri Crawford received a response from the Lt. Governor that agrees with that.</p> <p>Brenda said there is a special item for grant funding that would affect the College's small business development centers which</p>

		<p>are state and federally funded as well as a match with College dollars. We are monitoring this.</p> <p>Another item that is in the current session that we are monitoring is on community colleges offering bachelor's degrees. Brenda stated that she will keep the Board updated on this item.</p> <p>Brenda briefly discussed Senate bill 2 on property taxes which Chet will go over in detail on the next item on the agenda.</p>
<b>IX.</b>	<b>Report on Property Tax Rates</b>	<p>Chet explained the chart was previously reviewed with the Finance Committee.</p> <p>Chet shared that the State legislature is currently looking at reducing the tax rollback rate from eight percent to four percent. A graph was shared showing the College's tax rate history and the impact of the proposed four percent rollback rate for the past 15 years. The graph indicates that a four percent rollback rate would have had a negative impact to the College's ability to implement the adopted rate. This has occurred five times in the past 15 years. Brenda said leaders of community colleges are working to have community colleges excluded from this rate change, but there is concern of that happening.</p> <p>Brenda mentioned that she met with Senator Taylor to discuss the impact that this bill would have on community colleges. She also discussed the costs of elections with the Senator. He was not aware of the high cost that colleges incur when holding an election. The Texas Association of Community Colleges is currently working on an analysis of such costs.</p>
<b>X.</b>	<b>Review Of Board of Trustees Bylaws</b>	<p>Brenda Hellyer asked if one or two of the Board members would like to work with her on updating the Board bylaws. Dan and Keith volunteered to help with the bylaws.</p> <p>These will be brought back to Board for a first reading within the next few months.</p> <p>Brenda pointed out the section added to the meeting agenda to address the current process for hearing of citizens.</p>
<b>XI.</b>	<b>Review of Calendar</b>	<p>Brenda Hellyer reviewed the calendar with the Board.</p>

<b>XII.</b>	<b>General Discussion of Meeting Items</b>	<p>Marie Flickinger asked that the assistant to the Board open all of the mail received for the Board prior to each meeting. She asked that the assistant send or notify any pertinent or time sensitive items to the Board prior to the meeting. All Board members agreed on this process.</p> <p>Marie stated that the College came a long way with the Commissioner and Texas Higher Education Coordinating Board (THECB). She suggests sending a letter from the Board to the Commissioner and his Board thanking them for the support. All members agreed with this recommendation.</p> <p>Brenda mentioned that George González and Michelle Callaway will be presenting at the THECB meeting next week with an overview on our predictive analytics.</p>
<b>XIII.</b>	<b>Adjournment</b>	Workshop adjourned at 6:31 p.m.

**San Jacinto College District  
Board Meeting Minutes**

**April 10, 2017**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, April 10, 2017, 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:**

Daejour Adderley	Jay James	Shelley Rinehart
Tom Arrington	Sallie Kay Janes	Kelly Saenz
Amy Austin	Mark Johnson	John Stauffer
Joshua Banks	Alexus Jones	Eryka Sidney
Freddy Bitondo	Brenda Jones	Kelly Simons
Alexis Bryant	Eriel Jordan	Debbie Smith
Monique Calliste	Mamadou Kamara	Janice Sullivan
Pam Campbell	Tami Kelly	Albert Talley Jr.
Princess Clemons	Ruth Keenan	Chris Tran
Teri Crawford	Michael Kane	Steve Trncak
Corey Davis	James Kirksey	Kayla Weaver
Jorden Duffy	Ann Kokx-Templet	Van Wigginton
Elton Dyes	Konstantin Kulikov	Laurel Williamson
Kenneth English	David LeMaster	Craig Zimmerman
Amanda Fenwick	Chet Lewis	Joanna Zimmermann
Ariona Gill	Michael Madrid	
George González	Tanya Madrigal	
Britt Grant	Kevin McKisson	
Allatia Harris	Kabir Mohammed	
Sean Ham	Kevin Morris	
Lamar Hamrick	Sharon Nelson	
Tinvonte Hardy	Alexander Okwonna	
Chris Harris	Jeff Parks	
Clare Iannelli	Bill Raffetto	
Mimi Jackson	Kay Richardson	

**Call the Meeting to order:** Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:00 p.m.

**Roll Call of Board Members:** Marie Flickinger  
Brad Hance  
John Moon, Jr.  
Keith Sinor  
Dr. Ruede Wheeler  
Larry Wilson

**Invocation and Pledges to the Flags:** The invocation was given by Bill Raffetto. The pledges to the American flag and the Texas flag were led by Brad Hance.

**Special Announcements, Recognitions, and Presentations:**

1. Dr. Allatia Harris recognized the Women’s Basketball team for competing at Nationals. She recognized the Men’s basketball team for competing at Nationals. Kelly Saenz was recognized for achieving her 500<sup>th</sup> win. Tom Arrington was recognized for achieving his 700<sup>th</sup> win.
2. Jeff Parks presented the College’s achievement of the Toyota T-Ten Chassis, Electrical, Engine, Drivetrain (CEED) Certification Level. Jeff Parks recognized the faculty members that were present: Chris Tran, Sean Ham, and Kay Richardson.
3. Dan Mims recognized San Jacinto College for receiving the Aspen Institute Rising Star Award. He thanked all employees for their hard work and dedication that contributed to this achievement. Brenda Hellyer mentioned the upcoming May 5, Aspen Celebration Event.

**Student Success Presentations:**

1. Dr. Laurel Williamson presented an update on open educational resources.
2. George González presented a report on success points.
3. Dan Mims and Larry Wilson gave an overview of the Board of Trustees Institute. Dan read the call to action.

**Communications to the Board:**

1. A thank you was sent to the Board from Inez Sims, for the plant sent in memory of her father.
2. A thank you was sent to the Board from Rosie Helms, for the plant sent in memory of her step-father.
3. A thank you was sent to the Board from Rosemary Hodge, for the plant sent in memory of her husband.
4. A thank you was sent to the Board from Lori Barbay, for the plant sent in memory of her father.

**Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:** There were no citizens desiring to be heard before the Board.

**Informative Reports:**

Dan Mims indicated such reports were in the Board documents.

**Motion 9772  
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 John Moon, Jr., 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 9773  
Consideration of Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission – Second Reading**

Motion was made by Keith Sinor, seconded by Marie Flickinger, for approval of Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission – Second Reading.

**Motion Carried.**

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

**Motion 9774  
Consideration of Purchasing Requests**

Motion was made by Dr. Ruede Wheeler, seconded by Brad Hance, for approval of the purchasing requests.

RFP 17-05 Catering Services	\$113,000
RFP 17-07 Security Consulting Services	75,125
RFP 17-11 Casualty Insurance	150,464
RFP 17-11 Property Insurance	1,535,697
RFP 17-14 Federal Government Relation Services	69,000
Purchase Request #1 - Architectural Services for North Campus Cosmetology-Culinary Center and South Campus Cosmetology Center	1,525,000
Purchase Request #2 -	

Architectural Services for Central Campus Welcome Center	900,000
Purchase Request #3 - Engineering Services for Data Closets Package 1	83,000
Purchase Request #4 Method of Procurement for 2015 Bond Projects	-
Purchase Request #5 Maintenance Millwright Training Equipment	320,575
Purchase Request #6 Renew Contract for Beverage Vending and Pouring Rights	100,000
Purchase Request #7 Renew Contract for Annual Financial Audit Services	98,000
Purchase Request #8 Communication White Boards	<u>86,043</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$5,055,904</b>

**Motion Carried.**

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

**Nays:** None

**Motion 9775  
Consent Agenda**

Motion was made by Larry Wilson, seconded by John Moon, Jr., to approve the consent agenda.

**Motion Carried.**

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

**Nays:** None

**Motion 9776  
(Items for  
Discussion/Possible  
Action)**

Motion was made by Marie Flickinger, seconded by Dr. Ruede Wheeler, to authorize the Chancellor to negotiate, finalize, and execute an easement agreement for a 10 foot utility easement along portions of the South and West borders of the Generation Park property owned by the College.

**Motion Carried.**

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

**Nays:** None

**Adjournment:**

Meeting Adjourned at 7:58 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 May 1, 2017 Board Meeting  
 Budget Transfers Related to Fiscal Year 2016 - 2017

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	-	9,775
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	10,553	-
STUDENT SERVICES	2,232	1,773
INSTITUTIONAL SUPPORT	30,170	41,527
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	8,519	2,830
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	671	2,759
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	534	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	24	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	10,604	1,100
PUBLIC SERVICE	458	5,100
ACADEMIC SUPPORT	1,100	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>64,865</b>	<b>64,865</b>

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

**RECOMMENDATION**

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

**Central Campus**

Department

Associate Degree Nursing Program

Affiliation Entity

Kindred Rehabilitation Hospital Clear Lake

Associate Degree Nursing Program

University of Texas Medical Branch of Galveston

Surgical Technology Program

University of Texas Medical Branch of Galveston

**South Campus**

Department

Occupational Therapy Assistant Program

Affiliation Entity

Texas Orthopedic Hospital

Physical Therapist Assistant Program

South County Physical Therapy

Occupational Therapy Assistant Program  
And Physical Therapist Assistant Program

Michael E DeBakey Veterans Affairs  
Medical Center

**North Campus**

Department

Medical Assisting

Affiliation Entity

Clear Lake Dermatology

Health Information Management

Texas Health Resources University

Health Information Management

Patients ER

Health Information Management

Hospitality Health ER

Emergency Medical Technician

Houston Fire Department

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**Item “D”  
Regular Board Meeting May 1, 2017  
Approval of the Affiliation Agreements**

**CONTACT PERSONNEL**

Daniel J. Snooks, Attorney  
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

**Item “E”**  
**Regular Board Meeting May 1, 2017**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, June 5, 2017.