

*Board of Trustees
Meeting*

April 2, 2018

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:15 p.m., Monday, April 2, 2018, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.072 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - c. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Update on TACC Legislative Agenda**
- VI. Review Board of Trustees Institute Call to Action**
- VII. Review Draft of 2018 – 2019 Annual Priorities**
- VIII. Review of Calendar**
- IX. General Discussion of Meeting Items**
- X. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 *et seq.* of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all

purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

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

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

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification as to Posting or Giving of Notice

On this day, March 29, 2018, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

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, April 2, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
 - Recognition of the Women’s Basketball Team for Winning the 2018 Region XIV Tournament and Competing in the NJCAA National Tournament Allatia Harris
 - Recognition of San Jacinto College Monument Award - Financial Aid Team Laurel Williamson
 - Recognition of Hope Cory for her Appointment to the Texas Higher Education Coordinating Board Undergraduate Education Advisory Committee Laurel Williamson
 - Recognition of 2018 Adventures in STEM/Mindtrekkers Event Allatia Harris
- V. Student Success Presentations**
 - Board of Trustees Institute Report Erica Davis Rouse
John Moon, Jr.
 - Success Points Update George González
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

In accordance with the San Jacinto Community College District Board of Trustees Bylaws, located on the College’s website, a citizen desiring to appear before the Board of Trustees shall complete the Application for Hearing before the Board of Trustees and file said application along with any supporting information concerning the citizen's concern, complaint or commendation, with the Executive Assistant to the Chancellor, ten (10) minutes prior to the start of the posted meeting time. The time allotted each citizen or organization for presentation shall be no more than five (5) minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a San Jacinto Community College

District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.

VIII. Informative Reports to the Board

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

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval to Modify Incidental & Lab Fees**
- XI. Consideration of Approval of Policy VI.6001.A: Financial Aid – Second Reading**
- XII. Consideration of Approval of Policy VI.6002.A: Academic Suspension Appeal – Second Reading**
- XIII. Consideration of Approval of Policy VI.6002.B: Accessibility Services for Students – Second Reading**
- XIV. Consideration of Approval of Policy VI.6003.A: Evaluation of Transcripts for Transfer Students – Second Reading**
- XV. Consideration of Approval of Various Policy Rescissions – Second Reading**
- XVI. Consideration of Approval of Policy #: Library Collection Development – First Reading (Information only)**

PURCHASING REQUESTS

- XVII. Consideration of Purchasing Requests**

CONSENT AGENDA

XVIII. Consent Agenda

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

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

XIX. Items for Discussion/Possible Action

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

XX. Adjournment

Closed Session Authority

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.

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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.

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SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
February 28,

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Current assets:		
Cash and cash equivalents	\$ 109,257,720	\$ 106,005,948
Accounts receivable - taxes	8,607,749	7,956,406
Accounts receivable	9,740,970	8,569,832
Deferred charges	446,104	441,590
Inventories	363,167	443,645
Total current assets	<u>128,415,710</u>	<u>123,417,421</u>
Noncurrent assets:		
Restricted cash and cash equivalents	159,145,665	189,630,040
Capital assets, net	437,670,234	425,057,260
Total noncurrent assets	<u>596,815,899</u>	<u>614,687,300</u>
Total assets	<u>725,231,609</u>	<u>738,104,721</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	6,924,946	5,502,111
Deferred outflow related to defeased debt	10,987,200	5,824,300
Total deferred outflows of resources	<u>17,912,146</u>	<u>11,326,411</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	11,405,512	12,257,520
Accrued liabilities	749,098	770,725
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	5,584,357	4,917,468
Total current liabilities	<u>20,021,755</u>	<u>20,558,336</u>
Noncurrent liabilities:		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	465,987,269	474,846,364
Total noncurrent liabilities	<u>497,877,412</u>	<u>504,788,489</u>
Total liabilities	<u>517,899,167</u>	<u>525,346,825</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>3,795,258</u>	<u>4,122,366</u>
<u>Net assets</u>		
Beginning of year	164,328,451	166,844,720
Current year addition	57,120,879	53,117,221
Total net position	<u>\$ 221,449,330</u>	<u>\$ 219,961,941</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2018

11 Unrestricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/17	% of 8/31/17 Actual
REVENUES:					
State Appropriations	\$ 38,785,178	\$ 16,683,773	43.02	\$ 15,660,496	42.93
Local Taxes - Maintenance & Operations	66,740,000	61,825,162	92.64	60,828,211	93.80
Credit Tuition	44,569,109	37,932,210	85.11	37,370,118	85.17
Credit Fees	15,210,000	13,230,371	86.98	12,651,661	83.29
Credit Exemptions & Waivers	(5,670,000)	(4,945,501)	87.22	(4,263,280)	87.52
Bad Debt	(1,800,000)	(969,419)	53.86	(1,175,390)	87.20
Continuing Professional Development	5,041,723	2,641,925	52.40	2,748,921	49.86
Sales & Services	3,269,775	1,038,235	31.75	1,016,506	607.70
Investment Income	500,000	390,449	78.09	97,982	28.23
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>166,645,785</u>	<u>128,425,805</u>	<u>77.07</u>	<u>124,935,225</u>	<u>77.98</u>
EXPENDITURES:					
Instruction	67,723,941	37,265,319	55.03	36,505,694	52.15
Public Service	5,018,656	2,703,905	53.88	2,270,824	39.39
Academic Support	14,210,943	6,691,790	47.09	6,527,321	51.68
Student Services	15,197,805	6,698,068	44.07	6,494,901	45.67
Institutional Support	40,666,073	18,153,032	44.64	19,476,235	51.79
Physical Plant	19,751,746	8,608,791	43.58	7,529,581	45.14
Hurricane Harvey	30,000	292,842	976.14	-	-
Total	<u>162,599,164</u>	<u>80,413,747</u>	<u>49.46</u>	<u>78,804,556</u>	<u>50.22</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(1,700)	-	(2,395)	-
Transfers Out	4,046,621	2,330,032	-	1,897,305	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 45,683,726</u>		<u>\$ 44,235,759</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2018

Federal Restricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/17	% of 8/31/17 Actual
REVENUES:					
Grants	\$ 56,674,225	\$ 29,975,311	52.89	\$ 36,929,597	77.50
Total	<u>56,674,225</u>	<u>29,975,311</u>	<u>52.89</u>	<u>36,929,597</u>	<u>77.50</u>
EXPENDITURES:					
Instruction	612,034	207,508	33.90	176,683	45.52
Public Service	264,272	90,462	34.23	107,274	51.13
Academic Support	8,162,562	2,375,365	29.10	1,855,667	43.90
Student Services	339,891	199,901	58.81	150,731	50.64
Institutional Support	1,162,672	400,298	34.43	476,806	40.14
Scholarships and Fellowships	46,132,794	26,701,777	57.88	34,162,436	82.59
Total	<u>56,674,225</u>	<u>29,975,311</u>	<u>52.89</u>	<u>36,929,597</u>	<u>77.47</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2018

State Restricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/17	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 5,622,549	54.85	\$ 5,072,816	39.41
Grants	5,624,806	2,049,415	36.44	1,551,579	50.38
Total	<u>15,874,806</u>	<u>7,671,964</u>	<u>48.33</u>	<u>6,624,395</u>	<u>41.53</u>
EXPENDITURES:					
Instruction	5,110,696	2,641,085	51.68	2,502,198	39.11
Public Service	199,804	187,173	93.68	147,081	36.39
Academic Support	929,895	617,178	66.37	592,275	33.26
Student Services	803,818	772,322	96.08	697,654	39.41
Institutional Support	6,326,291	1,666,975	26.35	1,350,127	41.10
Scholarships and Fellowships	2,504,302	1,787,231	71.37	1,335,060	57.71
Total	<u>15,874,806</u>	<u>7,671,964</u>	<u>48.33</u>	<u>6,624,395</u>	<u>41.53</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 Six Months Ended February 28, 2018

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,677,568	\$ 1,446,081	54.01	\$ 1,649,305	81.96
Total	<u>2,677,568</u>	<u>1,446,081</u>	<u>54.01</u>	<u>1,649,305</u>	<u>81.96</u>
EXPENDITURES:					
Instruction	80,839	34,668	42.89	24,839	29.93
Public Service	243,225	82,699	34.00	88,923	48.69
Academic Support	717,757	52,323	7.29	134,209	73.91
Student Services	47,739	8,299	17.38	13,790	56.81
Institutional Support	23,722	2,898	12.22	13,459	18.70
Scholarships and Fellowships	<u>1,866,290</u>	<u>1,342,521</u>	<u>71.94</u>	<u>1,371,344</u>	<u>81.69</u>
Total	<u>2,979,572</u>	<u>1,523,408</u>	<u>51.13</u>	<u>1,646,564</u>	<u>74.10</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(302,004)	(83,695)		(167,350)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 6,368</u>		<u>\$ 152,228</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2018

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,815,000</u>	<u>\$ 1,665,447</u>	<u>91.76</u>	<u>\$ 1,654,122</u>	<u>97.33</u>
Total	<u>1,815,000</u>	<u>1,665,447</u>	<u>91.76</u>	<u>1,654,122</u>	<u>97.33</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,815,000</u>	<u>1,330,653</u>	<u>73.31</u>	<u>1,686,761</u>	<u>79.73</u>
Total	<u>1,815,000</u>	<u>1,330,653</u>	<u>73.31</u>	<u>1,686,761</u>	<u>79.73</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 334,794</u>		<u>\$ (32,639)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2018

28 Private Gifts and Donations

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/17	% of 8/31/17 Actual
REVENUES:					
Sales & Service	\$ -	\$ 3,200	-	\$ 72,108	24.24
Total	-	3,200	-	72,108	24.24
EXPENDITURES:					
Instruction	-	8,079	-	8,396	25.17
Student Services	-	31,579	-	-	-
Total	-	39,658	-	8,396	-
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (36,458)</u>		<u>\$ 63,712</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2018

Auxiliary Enterprises

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/17	% of 8/31/17 Actual
REVENUES:					
Sales & Services	\$ 45,000	\$ 28,865	64.14	\$ 28,054	25.97
Auxiliary Services	3,490,367	1,996,108	57.19	2,089,606	65.32
Total	<u>3,535,367</u>	<u>2,024,973</u>	<u>57.28</u>	<u>2,117,660</u>	<u>64.04</u>
EXPENDITURES:					
Non-Instructional Labor	808,850	331,355	40.97	373,062	51.46
Benefits	190,527	214,209	112.43	217,775	49.19
Supplies	1,397,422	289,937	20.75	341,296	59.46
Travel	255,283	163,780	64.16	145,510	27.35
Contracted Services	414,115	156,406	37.77	161,904	57.37
Scholarships and Fellowships	1,190,293	1,159,129	97.38	1,179,027	72.28
Utilities	550	-	-	9,209	-
Total	<u>4,257,040</u>	<u>2,314,816</u>	<u>54.38</u>	<u>2,427,783</u>	<u>57.86</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(721,673)	(289,843)	-	(310,123)	-
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 Six Months Ended February 28, 2018

95 Retirement of Indebtedness

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/17	% of 8/31/17 Actual
REVENUES					
Investment Income	\$ -	\$ 116,363	-	\$ 431,329	1306.78
Local Taxes - Debt Service	28,583,724	26,597,220	93.05	25,439,224	95.23
Total	28,583,724	26,713,583	-	25,870,553	96.72
EXPENDITURES					
Institutional Support	32,282,149	9,286,276	28.77	9,719,377	51.35
Total	32,282,149	9,286,276	28.77	9,719,377	51.35
TRANSFERS AMONG FUNDS:					
Transfers In	(3,022,944)	(1,954,794)	-	(1,435,300)	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (675,481)	\$ 19,382,101		\$ 17,586,476	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2018

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/17</u>	<u>% of 8/31/17 Actual</u>
EXPENDITURES					
Depreciation	\$ 22,000,000	\$ 8,730,752	39.69	\$ 9,039,068	49.02
Capital Purchases	-	(481,100)	-	(150,753)	-
Total	<u>22,000,000</u>	<u>8,249,652</u>	<u>-</u>	<u>8,888,315</u>	<u>59.54</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (8,249,652)</u>		<u>\$ (8,888,315)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2018

Consolidated - All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/17	% of 8/31/17 Actual
REVENUES:					
State Appropriations	\$ 49,035,178	\$ 22,306,322	45.49	\$ 20,733,312	42.01
Local Taxes - Maintenance & Operations	66,740,000	61,825,162	92.64	60,828,211	93.80
Local Taxes - Debt Service	28,583,724	26,597,220	93.05	25,439,224	95.23
Credit Tuition	46,384,109	39,597,657	85.37	39,024,240	85.62
Credit Fees	15,210,000	13,230,371	86.98	12,651,661	83.29
Credit Exemptions & Waivers	(5,670,000)	(4,945,501)	87.22	(4,263,280)	87.52
Bad Debt	(1,800,000)	(969,419)	53.86	(1,175,390)	87.20
Continuing Professional Development	5,041,723	2,641,925	52.40	2,748,921	49.86
Sales & Services	3,269,775	1,041,435	31.85	1,088,614	234.23
Investment Income	500,000	506,812	101.36	529,311	139.24
Auxiliary Services	3,535,367	2,024,973	57.28	2,117,660	64.04
Grants	62,299,031	32,024,726	51.40	38,481,176	75.85
Local Grants	2,677,568	1,446,081	54.01	1,649,305	81.96
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>275,806,475</u>	<u>197,926,364</u>	<u>71.76</u>	<u>199,852,965</u>	<u>77.50</u>
EXPENDITURES:					
Instruction	73,527,510	40,156,659	54.61	39,217,810	50.99
Public Service	5,725,957	3,064,239	53.51	2,614,102	39.84
Academic Support	24,021,157	9,736,656	40.53	9,109,472	48.41
Student Services	16,389,253	7,710,169	47.04	7,357,076	45.10
Institutional Support	80,460,907	29,509,479	36.68	31,036,004	50.81
Physical Plant	19,751,746	8,608,791	43.58	7,529,581	45.14
Scholarships and Fellowships	52,348,386	31,162,182	59.53	38,555,601	81.22
Auxiliary Enterprises	4,257,040	2,314,816	54.38	2,427,783	57.86
Depreciation	22,000,000	8,730,752	39.69	9,039,068	49.02
Hurricane Harvey	30,000	292,842	976.14	-	-
Capital Purchases	-	(481,100)	-	(150,753)	4.29
Total	<u>298,511,956</u>	<u>140,805,485</u>	<u>47.17</u>	<u>146,735,744</u>	<u>55.80</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(4,046,621)	(2,330,032)	-	(1,915,168)	-
Transfers Out	4,046,621	2,330,032	-	1,915,168	-
Net Increase (Decrease) in Net Position	<u>\$ (22,705,481)</u>	<u>\$ 57,120,879</u>		<u>\$ 53,117,221</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2018

91 Capital Projects

	Adjusted Budget	Actual (50%)	2/28/17
REVENUES:			
Investment Income	\$ -	\$ 790,167	\$ -
Total	-	790,167	-
EXPENDITURES:			
Bond Programs	-	14,820,624	17,851,123
Total	-	14,820,624	17,851,123
Net Increase (Decrease) in Net Position	\$ -	\$ (14,030,457)	\$ (17,851,123)



Monthly Investment Report

February 28, 2018



A Month of Market Turmoil

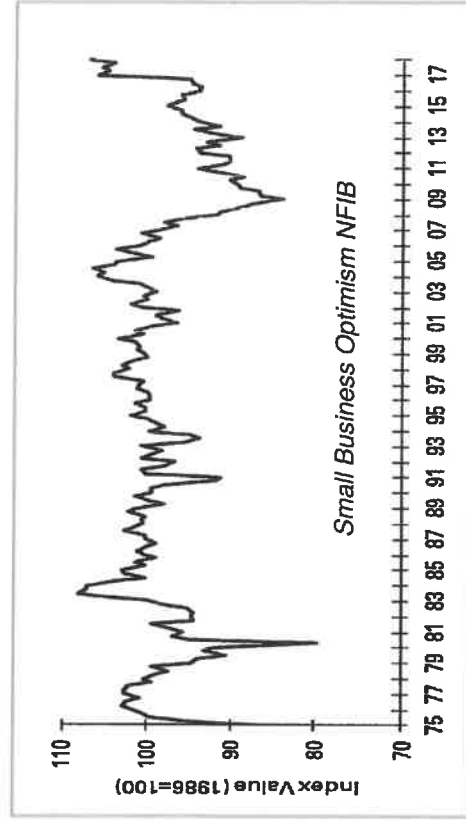
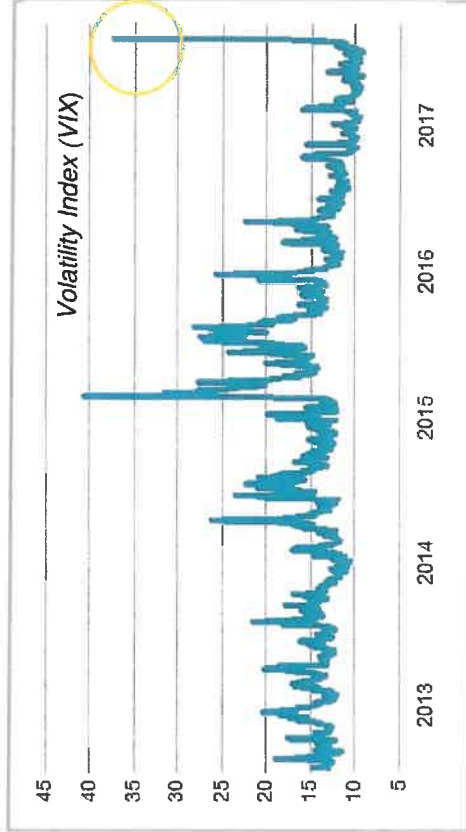
The long anticipated return of volatility arrived this month unnerving investors were used to a low-or-no drama scenario. Massive selling of low volatility positions forced selling to cover short positions. Technically, the market's leveraged volatility instruments were not large enough to provide portfolio insurance and were in fact hiding it. These leveraged instruments and ETFs accentuated volatility and destroyed the balance that markets crave. The result was tremendous volatility globally.

Fundamentally, the volatility was generated from the less accommodative rate environment that is returning markets to normalcy. The uncertainty on the speed of future rate hikes coupled to inflation along with rising global rates is generating turmoil. The ambiguity has even placed two powerhouse Wall Street firms into 180° positions on rates. But economic and earnings fundamentals are strong and the largest cause of the volatility remains simply **the return to normal market conditions**.

At the center of the market's indecision is **inflation**. CPI and PPI indicate higher inflation is coming. It rose for consumers and producers. Metal commodity prices are surging and the weaker dollar is pushing higher import prices. With the strong dollar in '16-'17 agricultural exports slowed but now the weaker USD helps exports and the demand from abroad is raising prices domestically. US factories are getting some pricing power back shown in robust business equipment orders, steady consumer spending and improving global economies. The trade deficit continues to grow however as exports fell and imports grew.

OPEC continues to hold to a higher price policy (at least until ARMACO sells its IPO) but it is balanced by building shale inventories which will test the artificial limits set by OPEC. In 2019 the US will overtake Russia as the world's largest oil producer with shale shaking up that market which will further change the profile.

Definitely small business is **very optimistic** on solid growth. The most recent reading was the highest since 1986 with 32% of respondents seeing expansion conditions and 41% expecting economic growth throughout 2018.

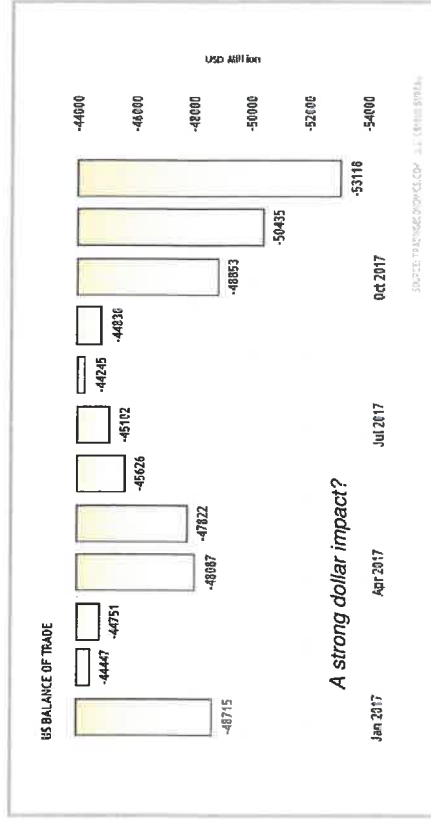
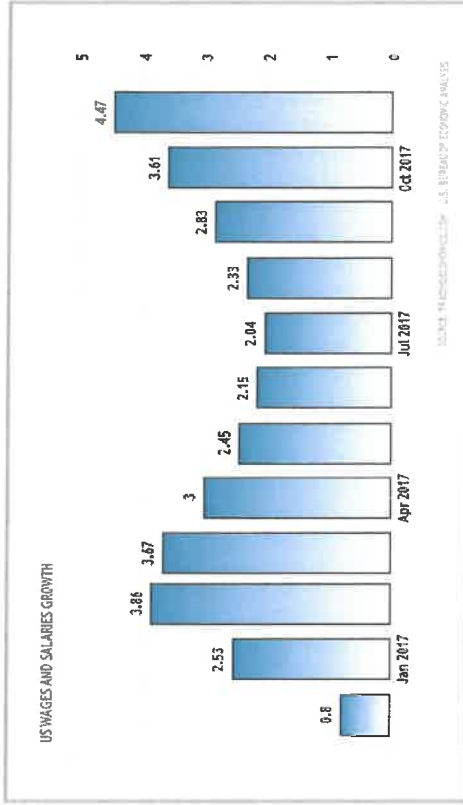


Tailwinds for New Fed Chair

Fed Chair Jerome Powell's first semi-annual "Humphrey Hawkins" testimony (2/27) to Congress did not surprise since most already expected him to follow Yellen's course. The somewhat more hawkish Powell is expecting wage growth to continue "at a faster pace" and said transitory factors that have been weighing inflation down should not "repeat." The testimony signals a continued rise in the Fed Funds rate. As inflation drifts higher so will rates. Powell view includes payroll growth and a steady overall improving economic outlook. Bond traders immediately reacted as if there will be four hikes – but may be better to wait on that judgment! The FOMC appears to recognize inflation but not run-away inflation and is continuing a **slow and steady** course.

Although wage growth has lagged, it is growing and the impact of tax cuts will be seen by consumers as additional wages. The Dallas Fed has postulated that **employment** will go below 4% and maybe as low as 3.6% by 2019. The Labor Dept also sees wages growing by 2.73% in 2018. The consumer experiencing this wage growth is expected to raise spending in 2018 by 2.73% even after a slowdown in January. Growth in **construction** is lead by multifamily units even with the cold 1Q weather. And, if the infrastructure plan survives in any part the changes will add to construction jobs. The plan optimistically sets \$1.5 trillion in spending with the US contributing \$200 billion over 10 years. Of course the key here will be who pays for the remainder!

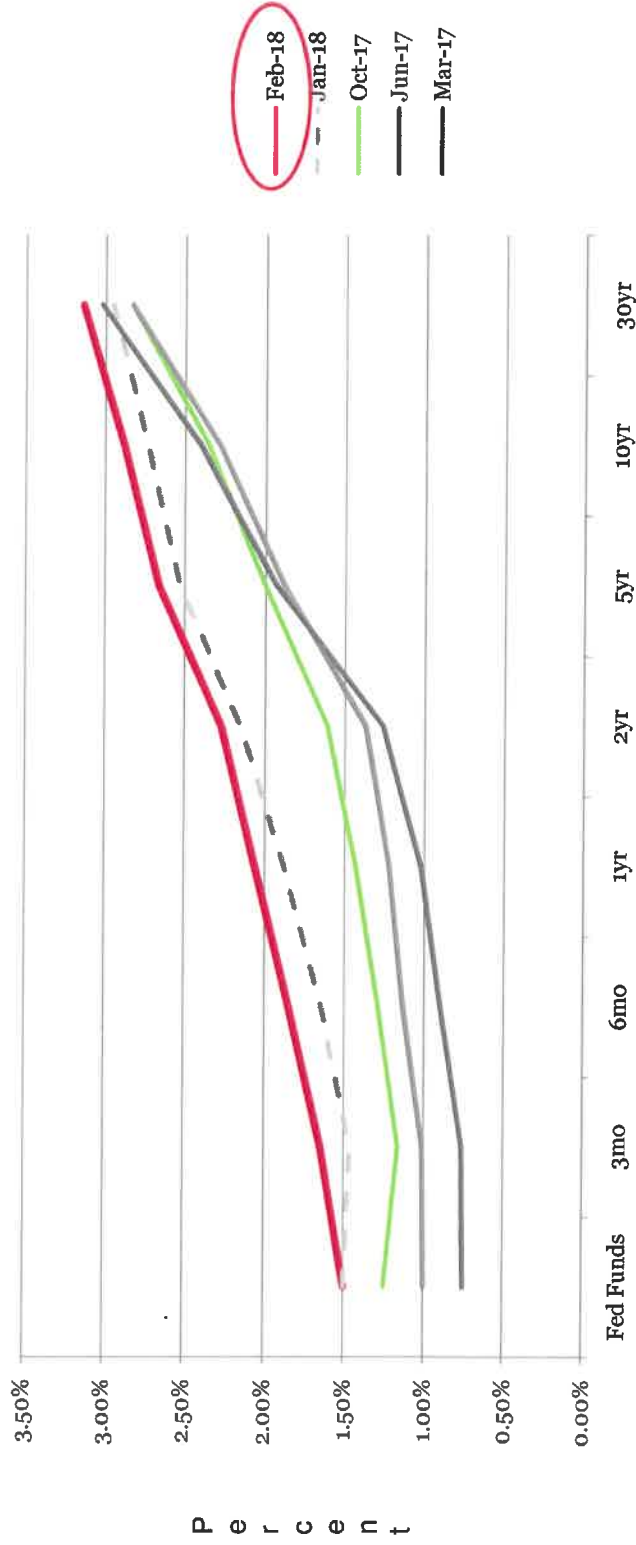
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Rates Struggle to Find Right Balance

- The concern for a flattening (less steep) curve has continued but the argument for it is weakening as the long end starts to move.
- The Federal Reserve minutes – as well as comments from Fed Presidents clearly indicate a belief that the economy continues to strengthen and that inflation is getting more probable. That will drive up yields once fully accepted by both the short and long end.
- The long end is not convinced that the Fed will be aggressive in raising rates so are betting on rates staying lower and inflation staying calm. After Powell's slightly more hawkish comments however there is more credence to faster moving rates.
- The ten-year, near its trend line high of 3.0-3.05% and the five-year near it trend line 2.74% are clearly indicating that a breakout could occur with a clearer picture on inflation. GDP growth will run a close second to the importance of inflation
- The dollar strength plays a crucial role in Treasuries attractiveness internationally. A weaker or fluctuating dollar makes the Treasuries less attractive even if yields are higher than other sovereigns especially in the 30 year area. It will be a force in the 30 year's direction.



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

General Portfolio

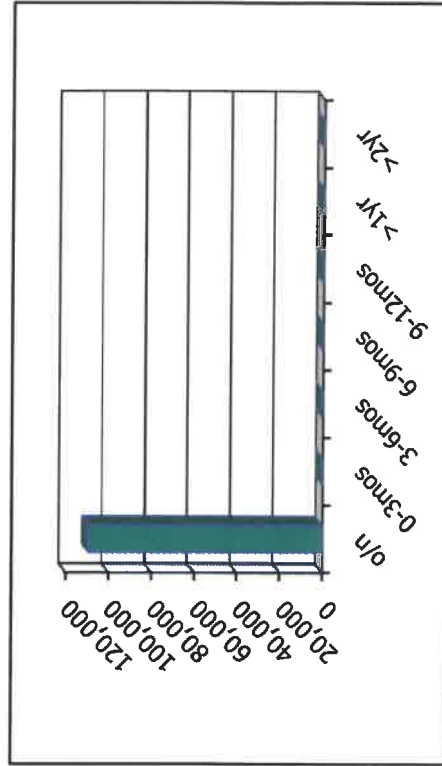
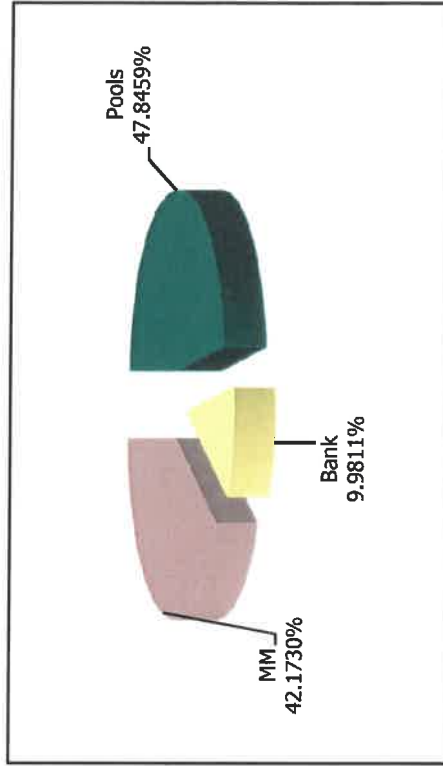
As of February 28, 2018

PATERSON & ASSOCIATES



415 FIFTH AVENUE, SUITE 2000
NEW YORK, NY 10017
212.850.6000

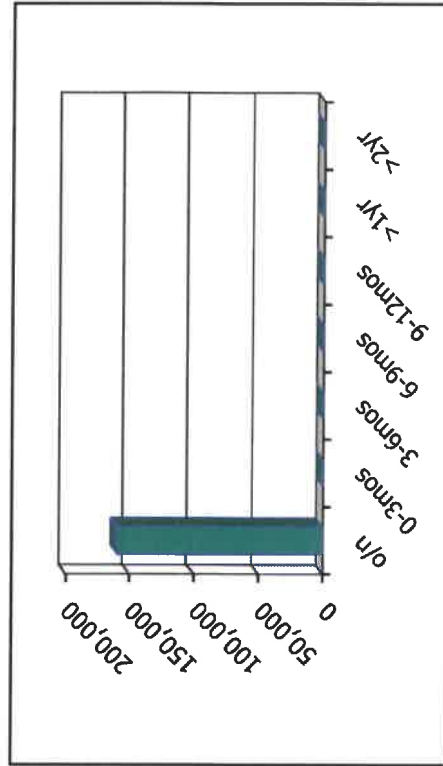
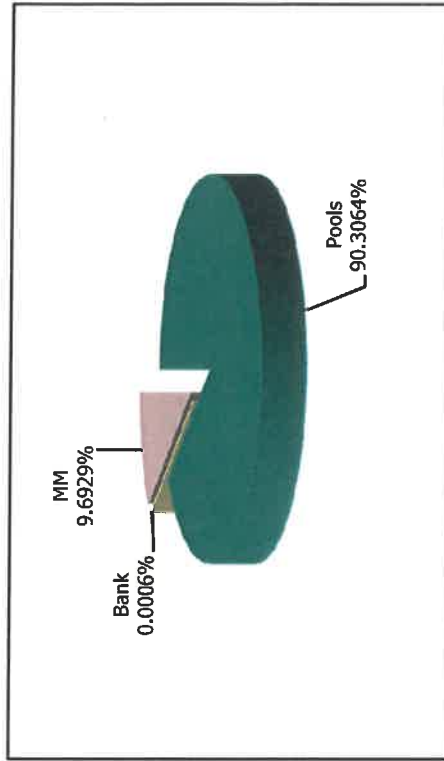
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will best the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.
- It is time to reduce cash balances and plan for the tax funds coming soon.



Bond Portfolio

As of February 28, 2018

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will best the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.
- It is time to reduce cash balances and plan for the tax funds coming soon.





**San Jacinto Community College
Portfolio Management
Portfolio Summary
February 28, 2018**

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
							365 Equiv.
Passbook/Checking Accounts	10,905,283.14	10,905,283.14	10,905,283.14	4.06	1	1	0.000
Investment Pools/Money Markets	257,498,101.22	257,498,101.22	257,498,101.22	95.94	1	1	1.329
Investments	268,403,384.36	268,403,384.36	268,403,384.36	100.00%	1	1	1.275
Total Earnings	February 28	Month Ending	Fiscal Year To Date				
Current Year	259,763.98		1,296,754.69				

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 Founder'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.



 Javi Aguirre 3/20/18
 Vice Chancellor of Fiscal Affairs



San Jacinto Community College
Summary by Type
February 28, 2018
Grouped by Fund

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	10	159,145,664.77	159,145,664.77	59.29	1.338	1
Subtotal	10	159,145,664.77	159,145,664.77	59.29	1.338	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	10,905,283.14	10,905,283.14	4.06	0.000	1
Investment Pools/Money Markets	6	98,352,436.45	98,352,436.45	36.64	1.316	1
Subtotal	15	109,257,719.59	109,257,719.59	40.70	1.184	1
Total and Average	25	268,403,384.36	268,403,384.36	100.00	1.275	1

San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
February 28, 2018

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date
Investment Pools/Money Markets										
708340211	10064	JPM - Debt Service	12/05/2007	0.01	0.01	0.01				1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00				1
XXX844	10229	East West ICS Debt Service	09/09/2014	0.00	0.00	0.00				1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,002,148.39	2,002,148.39	2,002,148.39	1.410	1.390	1.410	1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,005,370.96	5,005,370.96	5,005,370.96	1.410	1.390	1.410	1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,418,244.96	8,418,244.96	8,418,244.96	1.410	1.390	1.410	1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,627,189.52	3,627,189.52	3,627,189.52	1.330	1.311	1.330	1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	2,077,939.09	2,077,939.09	2,077,939.09	1.330	1.311	1.330	1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	131,739,981.43	131,739,981.43	131,739,981.43	1.330	1.311	1.330	1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	6,274,790.41	6,274,790.41	6,274,790.41	1.330	1.311	1.330	1
Subtotal and Average				159,145,664.77	159,145,664.77	159,145,664.77		1.319	1.338	1
Total Investments and Average				159,145,664.77	159,145,664.77	159,145,664.77		1.319	1.338	1

Fund GEN - Consolidated Portfolio
Investments by Fund
February 28, 2018

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Passbook/Checking Accounts										
1390012195A	10164	Bank of America - Operating	09/01/2017	1,920.84	1,920.84	1,920.84				1
9999999914	10089	Credit Cards - In Transit	09/01/2017	66,373.33	66,373.33	66,373.33				1
708340062	10086	Disbursements	09/01/2017	-194,932.55	-194,932.55	-194,932.55				1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2017	11,039,729.09	11,039,729.09	11,039,729.09				1
707759346	10085	Payroll Fund	09/01/2017	-23,605.37	-23,605.37	-23,605.37				1
9999999913	10088	Petty Cash	09/01/2017	20,025.00	20,025.00	20,025.00				1
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2017	-4,227.20	-4,227.20	-4,227.20				1
		Subtotal and Average		10,905,283.14	10,905,283.14	10,905,283.14		0.000	0.000	1
Investment Pools/Money Markets										
XXX810	10227	East West ICS	09/09/2014	0.00	0.00	0.00				1
86-7200810	10230	East West MM	09/09/2014	40,835,088.57	40,835,088.57	40,835,088.57	1.410	1.390	1.410	1
999999993	10034	LSIP GOF - Operating	09/01/2007	27,263,321.35	27,263,321.35	27,263,321.35	1.330	1.311	1.330	1
707759320	10035	JPM - Money Market	09/01/2007	5,001,418.20	5,001,418.20	5,001,418.20	0.370	0.364	0.370	1
999999996	10038	TCB - Money Market	09/26/2007	240,953.89	240,953.89	240,953.89	0.480	0.473	0.480	1
999999991	10032	TexPool	09/01/2007	25,011,654.44	25,011,654.44	25,011,654.44	1.344	1.325	1.343	1
		Subtotal and Average		98,352,436.45	98,352,436.45	98,352,436.45		1.298	1.316	1
		Total Investments and Average		109,257,719.59	109,257,719.59	109,257,719.59		1.168	1.184	1

San Jacinto Community College
Interest Earnings
 Sorted by Fund - Fund
 February 1, 2018 - February 28, 2018
 Yield on Average Book Value

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	0.01	0.01	0.01					0.00	0.00
999999999	10084	BOND	RRP	3,627,189.52	4,214,608.63	3,828,005.69		1.330	1.331		3,909.43	0.00
999999916	10106	BOND	RRP	6,274,790.41	9,147,603.55	7,275,705.81		1.330	1.310		7,312.06	0.00
86-72000794	10231	BOND	RRP	2,002,148.39	2,002,281.78	2,000,485.08		1.410	1.400		2,148.39	0.00
86-72000844	10232	BOND	RRP	8,418,244.96	8,406,882.35	8,409,121.16		1.410	1.400		9,030.83	0.00
86-72004242	10233	BOND	RRP	5,005,370.96	5,005,704.40	5,001,210.46		1.410	1.400		5,370.96	0.00
9999999917	10234	BOND	RRP	2,077,939.09	1,922,856.19	1,926,361.92		1.330	1.332		1,968.92	0.00
9999999918	10235	BOND	RRP	131,739,981.43	136,039,163.17	133,639,099.83		1.330	1.332		136,555.21	0.00
			Subtotal	159,145,664.77	166,739,100.08	162,079,989.96			1.337		166,295.80	0.00
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	25,011,654.44	15,215,887.91	17,881,112.86		1.344	1.348		18,486.68	0.00
999999996	10038	GEN	RRP	240,953.89	240,866.12	240,869.25		0.480	0.475		87.77	0.00
707759320	10035	GEN	RRP	5,001,418.20	5,004,546.45	5,000,050.65		0.370	0.370		1,418.20	0.00
707759338	10062	GEN	PA1	11,039,729.09	6,014,407.75	6,193,883.51					0.00	0.00
707759346	10085	GEN	PA1	-23,605.37	-16,554.01	-16,805.84					0.00	0.00
708340062	10086	GEN	PA1	-194,932.55	-336,724.72	-331,660.71					0.00	0.00
9999999913	10088	GEN	PA1	20,025.00	20,178.00	20,172.54					0.00	0.00
9999999914	10089	GEN	PA1	66,373.33	31,570.66	32,813.61					0.00	0.00
707759361	10103	GEN	PA1	-4,227.20	-2,221.04	-2,292.69					0.00	0.00
999999993	10034	GEN	RRP	27,263,321.35	23,379,576.77	28,880,328.41		1.330	1.339		29,667.87	0.00
1390012195A	10164	GEN	PA1	1,920.84	2,134.72	2,127.08					0.00	0.00
86-7200810	10230	GEN	RRP	40,835,088.57	40,785,551.51	40,791,823.26		1.410	1.400		43,807.66	0.00
			Subtotal	109,257,719.59	90,339,220.12	98,692,421.92			1.235		93,468.18	0.00
			Total	288,403,384.36	257,078,320.20	260,772,411.88			1.299		259,763.98	0.00



Quarterly Investment Report
November 30, 2017 – February 28, 2018



A Month of Market Turmoil

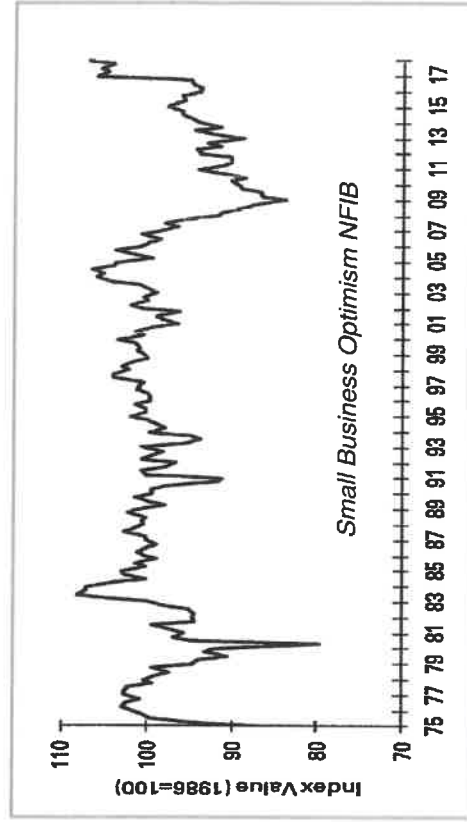
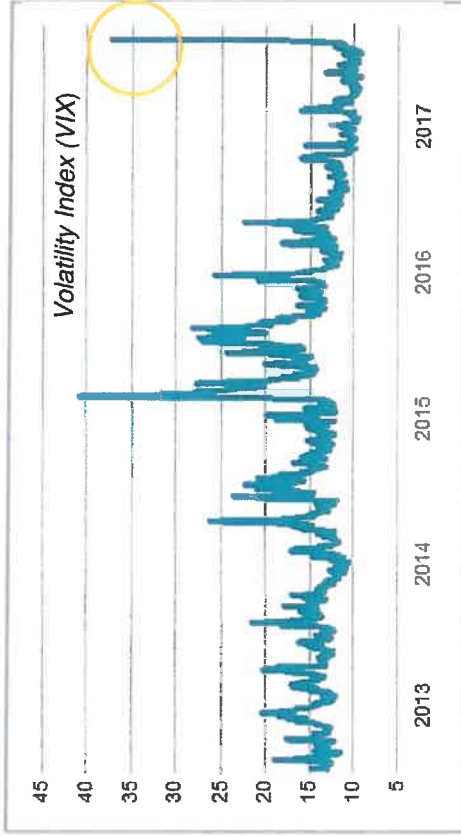
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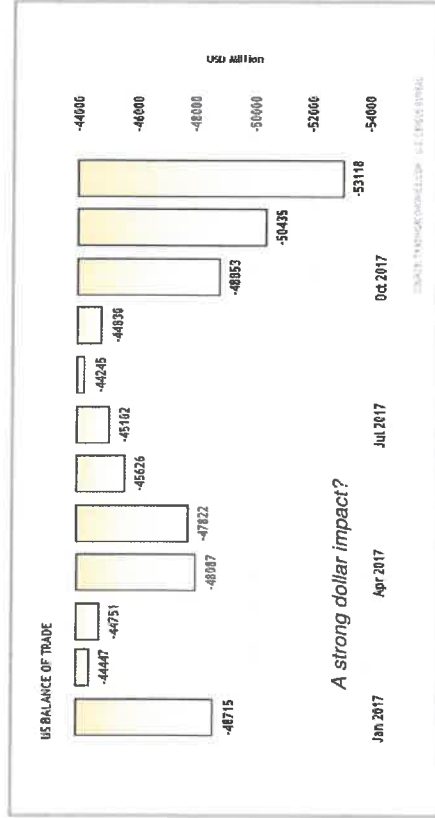
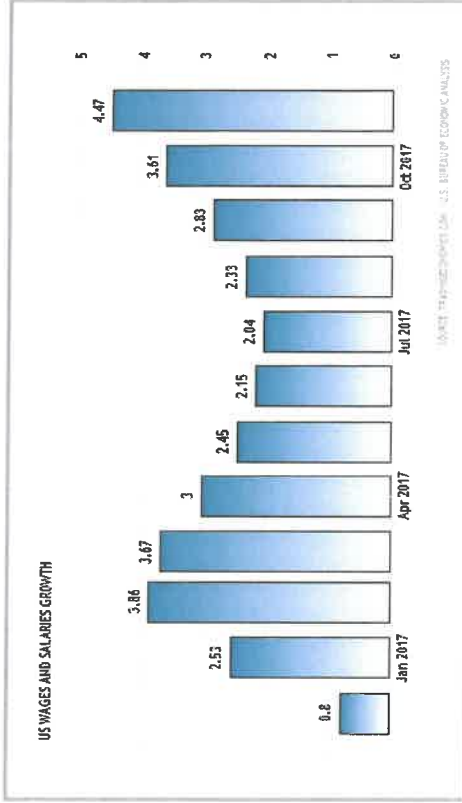


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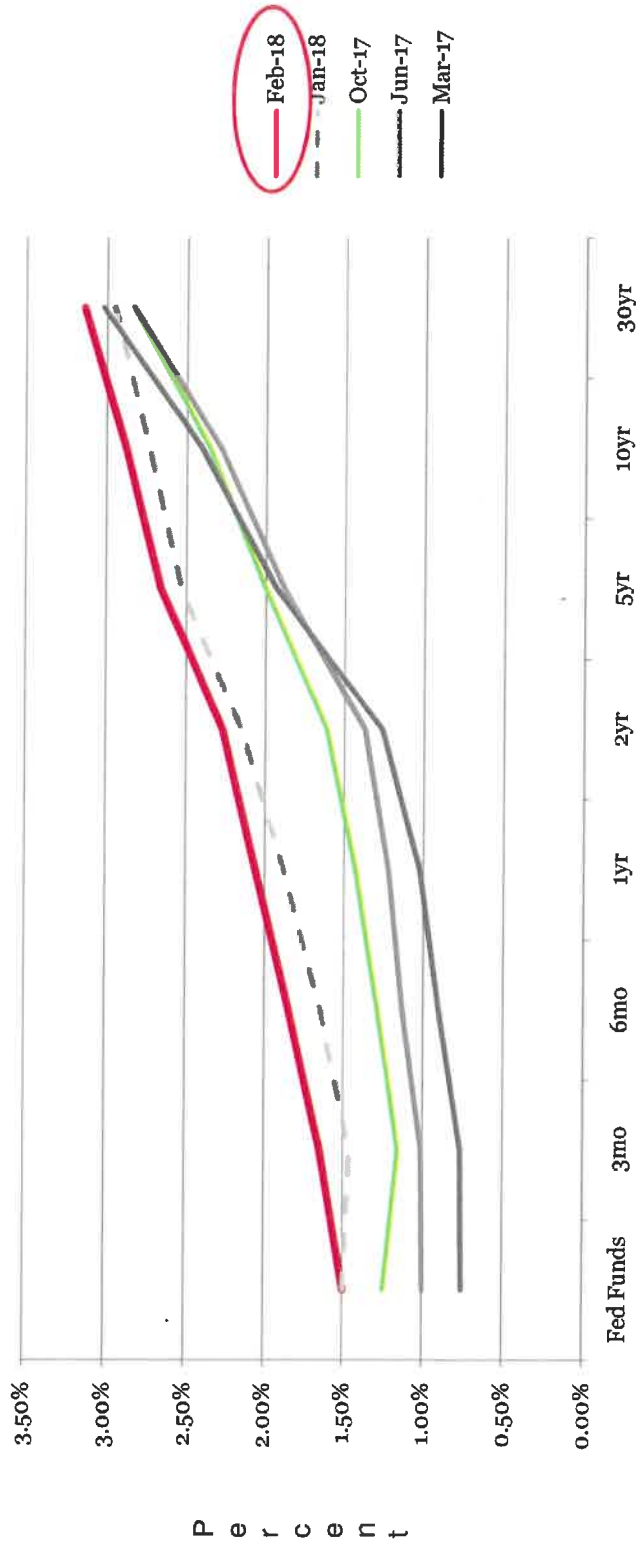


A strong dollar impact?



Rates Struggle to Find Right Balance

- The concern for a flattening (less steep) curve has continued but the argument for it is weakening as the long end starts to move.
- The Federal Reserve minutes – as well as comments from Fed Presidents clearly indicate a belief that the economy continues to strengthen and that inflation is getting more probable. That will drive up yields once fully accepted by both the short and long end.
- The long end is not convinced that the Fed will be aggressive in raising rates so are betting on rates staying lower and inflation staying calm. After Powell's slightly more hawkish comments however there is more credence to faster moving rates.
- The ten-year, near its trend line high of 3.0-3.05% and the five-year near it trend line 2.74% are clearly indicating that a breakout could occur with a clearer picture on inflation. GDP growth will run a close second to the importance of inflation
- The dollar strength plays a crucial role in Treasuries attractiveness internationally. A weaker or fluctuating dollar makes the Treasuries less attractive even if yields are higher than other sovereigns especially in the 30 year area. It will be a force in the 30 year's direction.



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

San Jacinto College District
 Quarterly Investment Report
 November 30, 2017 – February 28, 2018

Portfolio Summary Management Report

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

<p>Portfolio as of 11/30/17: Beginning Book Value \$ 226,886,100 Beginning Market Value \$ 226,886,100</p> <p>WAM at Beginning Period Date¹ 1 day</p> <p><i>(Increase in market value is due to seasonal cash inflows)</i></p> <p style="text-align: right;">Average Yield to Maturity for period 1.211% Average Yield 180-Day Treasury Bill for period 1.630%</p>	<p>Portfolio as of 02/28/18: Ending Book Value \$ 268,403,384 Ending Market Value \$ 268,403,384 Investment Income for the period \$ 725,307 Unrealized Gain/Loss \$ 0 WAM at Ending Period Date¹ 1 day</p> <p>Change in Market Value² \$ 41,517,284</p>
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 Teri Zamora, Vice Chancellor of Fiscal Affairs
 San Jacinto College District


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

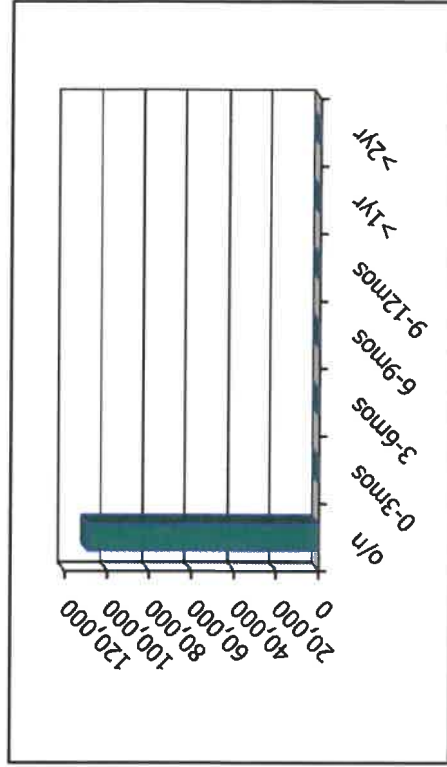
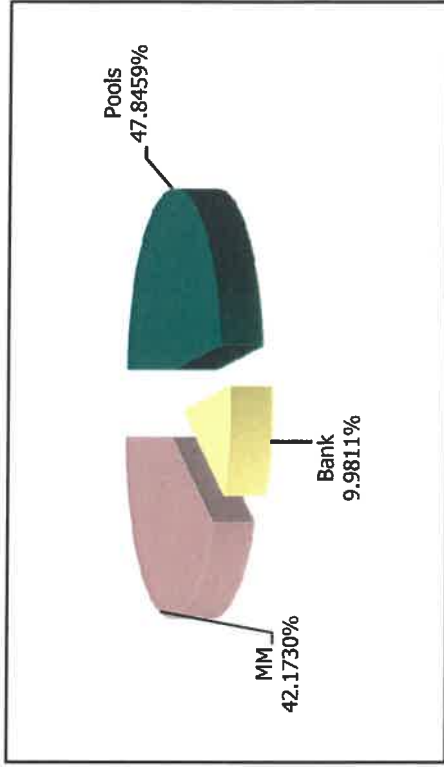
¹ WAM – weighted average maturity

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

General Portfolio

As of February 28, 2018

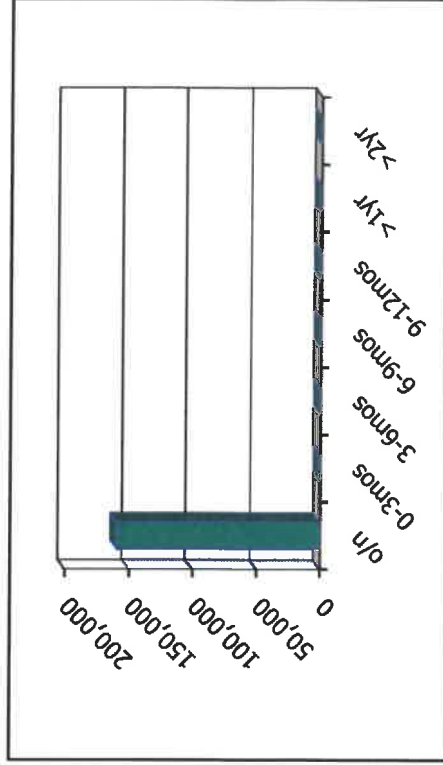
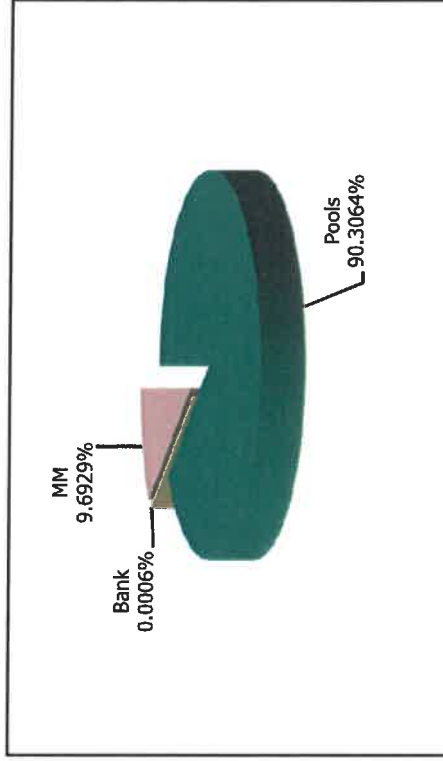
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will best the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.
- It is time to reduce cash balances and plan for the tax funds coming soon.



Bond Portfolio

As of February 28, 2018

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will best the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.
- It is time to reduce cash balances and plan for the tax funds coming soon.





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San Jacinto Community College
Portfolio Management
Portfolio Summary
February 28, 2018

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
							365 Equiv.
Passbook/Checking Accounts	10,905,283.14	10,905,283.14	10,905,283.14	4.06	1	1	0.000
Investment Pools/Money Markets	257,498,101.22	257,498,101.22	257,498,101.22	95.94	1	1	1.329
Investments	268,403,384.36	268,403,384.36	268,403,384.36	100.00%	1	1	1.275

Total Earnings	February 28 Month Ending	Fiscal Year To Date
Current Year	259,763.98	1,296,754.69

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.

Devi Zamora 3/2/18
 Vice Chancellor of Fiscal Affairs



San Jacinto Community College
Summary by Type
February 28, 2018
Grouped by Fund

Patterson & Associates
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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	10	159,145,664.77	159,145,664.77	59.29	1.338	1
Subtotal	10	159,145,664.77	159,145,664.77	59.29	1.338	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	10,905,283.14	10,905,283.14	4.06	0.000	1
Investment Pools/Money Markets	6	98,352,436.45	98,352,436.45	36.64	1.316	1
Subtotal	15	109,257,719.59	109,257,719.59	40.70	1.184	1
Total and Average	25	268,403,384.36	268,403,384.36	100.00	1.275	1



**San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
February 28, 2018**

Patterson & Associates
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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 380	YTM 365	Maturity Date	Days To Maturity
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	0.01	0.01	0.01					1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00					1
XXX844	10229	East West ICS Debt Service	09/09/2014	0.00	0.00	0.00					1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,002,148.39	2,002,148.39	2,002,148.39	1.410	1.390	1.410		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,005,370.96	5,005,370.96	5,005,370.96	1.410	1.390	1.410		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,418,244.96	8,418,244.96	8,418,244.96	1.410	1.390	1.410		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,627,189.52	3,627,189.52	3,627,189.52	1.330	1.311	1.330		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	2,077,939.09	2,077,939.09	2,077,939.09	1.330	1.311	1.330		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	131,739,981.43	131,739,981.43	131,739,981.43	1.330	1.311	1.330		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	6,274,790.41	6,274,790.41	6,274,790.41	1.330	1.311	1.330		1
Subtotal and Average				159,145,664.77	159,145,664.77	159,145,664.77		1.319	1.338		1
Total Investments and Average				159,145,664.77	159,145,664.77	159,145,664.77		1.319	1.338		1

Fund GEN - Consolidated Portfolio
Investments by Fund
February 28, 2018

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Passbook/Checking Accounts										
1390012195A	10164	Bank of America - Operating	09/01/2017	1,920.84	1,920.84	1,920.84				1
9999999914	10089	Credit Cards - In Transit	09/01/2017	66,373.33	66,373.33	66,373.33				1
708340062	10086	Disbursements	09/01/2017	-194,932.55	-194,932.55	-194,932.55				1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2017	11,039,729.09	11,039,729.09	11,039,729.09				1
707759346	10085	Payroll Fund	09/01/2017	-23,605.37	-23,605.37	-23,605.37				1
9999999913	10088	Petty Cash	09/01/2017	20,025.00	20,025.00	20,025.00				1
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2017	-4,227.20	-4,227.20	-4,227.20				1
Subtotal and Average				10,905,283.14	10,905,283.14	10,905,283.14		0.000	0.000	1
Investment Pools/Money Markets										
XXXB10	10227	East West ICS	09/09/2014	0.00	0.00	0.00				1
86-7200810	10230	East West MM	09/09/2014	40,835,088.57	40,835,088.57	40,835,088.57	1.410	1.390	1.410	1
999999993	10034	LSIP GOF - Operating	09/01/2007	27,263,321.35	27,263,321.35	27,263,321.35	1.330	1.311	1.330	1
707759320	10035	JPM - Money Market	09/01/2007	5,001,418.20	5,001,418.20	5,001,418.20	0.370	0.364	0.370	1
999999996	10038	TCB - Money Market	09/26/2007	240,953.89	240,953.89	240,953.89	0.480	0.473	0.480	1
999999991	10032	TexPool	09/01/2007	25,011,654.44	25,011,654.44	25,011,654.44	1.344	1.325	1.343	1
Subtotal and Average				98,352,436.45	98,352,436.45	98,352,436.45		1.298	1.316	1
Total Investments and Average				109,257,719.59	109,257,719.59	109,257,719.59		1.168	1.184	1



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San Jacinto Community College
Interest Earnings
Sorted by Fund - Fund
December 1, 2017 - February 28, 2018
Yield on Average Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Annualized Yield	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	0.01	0.01	0.01				0.00	0.00	0.00
999999999	10084	BOND	RRP	3,627,189.52	5,860,052.97	4,742,219.08		1.330	1.248	14,594.88	0.00	14,594.88
999999916	10106	BOND	RRP	6,274,790.41	306,330.14	3,573,658.16		1.330	1.297	11,429.62	0.00	11,429.62
86-72000794	10231	BOND	RRP	2,002,148.39	2,001,823.11	2,000,269.35		1.410	1.291	6,368.31	0.00	6,368.31
86-72000844	10232	BOND	RRP	8,416,244.96	8,385,463.22	8,397,892.68		1.410	1.291	26,738.71	0.00	26,738.71
86-72004242	10233	BOND	RRP	5,005,370.96	5,004,557.82	5,000,655.32		1.410	1.291	15,920.71	0.00	15,920.71
999999917	10234	BOND	RRP	2,077,939.09	1,960,894.88	1,932,726.19		1.330	1.260	6,004.85	0.00	6,004.85
999999918	10235	BOND	RRP	131,739,981.43	139,218,690.69	136,740,234.36		1.330	1.259	424,623.26	0.00	424,623.26
	Subtotal			159,145,664.77	162,737,812.84	162,387,655.15			1.263	505,680.34	0.00	505,680.34
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	25,011,654.44	5,010,696.51	13,529,438.63		1.344	1.301	43,397.03	0.00	43,397.03
999999996	10038	GEN	RRP	240,953.89	240,712.98	240,793.84		0.480	0.389	230.91	0.00	230.91
707759320	10035	GEN	RRP	5,001,418.20	5,002,254.25	5,002,014.34		0.370	0.301	3,710.40	0.00	3,710.40
707759338	10062	GEN	PA1	11,039,729.09	10,748,987.03	9,428,543.32				0.00	0.00	0.00
707759346	10085	GEN	PA1	-23,605.37	-67,231.14	-45,987.27				0.00	0.00	0.00
708340062	10086	GEN	PA1	-194,932.55	-923,912.05	-495,003.98				0.00	0.00	0.00
999999913	10088	GEN	PA1	20,025.00	20,233.00	20,299.74				0.00	0.00	0.00
999999914	10089	GEN	PA1	66,373.33	21,365.98	8,381.73				0.00	0.00	0.00
707759361	10103	GEN	PA1	-4,227.20	-2,309.95	-1,482.54				0.00	0.00	0.00
999999993	10034	GEN	RRP	27,263,321.35	3,404,663.11	13,312,784.43		1.330	1.297	42,567.50	0.00	42,567.50
1390012195A	10164	GEN	PA1	1,920.84	2,566.98	2,346.20				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	40,835,088.57	40,690,260.22	40,742,025.66		1.410	1.291	129,720.78	0.00	129,720.78
	Subtotal			109,257,719.59	64,148,286.92	81,744,154.10			1.090	219,626.62	0.00	219,626.62
	Total			268,403,384.36	226,886,099.76	244,131,809.26			1.205	725,306.96	0.00	725,306.96

Portfolio SJCC
AP
IE (PRF_IE) 7.2.0
Report Ver. 7.3.6.1



**San Jacinto Community College
Texas Compliance Change in Val Report
Sorted by Fund
December 1, 2017 - February 28, 2018**

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Inv #	Cusip	Issuer	Fund	YTM	Purch Date	Mat Date	Interest Received	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value	Ending Market Value
Fund: Bond Funds														
10064		DS	BOND		12/05/2007		0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.01
708340211		0.01	0.000	/ /			0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.01
10084		LSIP08	BOND		10/03/2008		14,594.88	14,594.88	5,860,052.97	14,594.88	2,247,458.33	-2,232,863.45	3,627,189.52	3,627,189.52
999999999		3,627,189.52	1.330	/ /			14,594.88	14,594.88	5,860,052.97	14,594.88	2,247,458.33	-2,232,863.45	3,627,189.52	3,627,189.52
10106		LSIPDS	BOND		07/30/2009		11,429.62	11,429.62	306,330.14	26,624,134.27	20,655,674.00	5,968,460.27	6,274,790.41	6,274,790.41
999999916		6,274,790.41	1.330	/ /			11,429.62	11,429.62	306,330.14	26,624,134.27	20,655,674.00	5,968,460.27	6,274,790.41	6,274,790.41
10228		EWIC08	BOND		09/09/2014		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
XXX794		0.00	0.000	/ /			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10229		EWICDS	BOND		09/09/2014		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
XXX844		0.00	0.000	/ /			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10231		EWMM08	BOND		09/09/2014		6,368.31	6,368.31	2,001,823.11	6,418.31	6,093.03	325.28	2,002,148.39	2,002,148.39
86-72000794		2,002,148.39	1.410	/ /			6,368.31	6,368.31	2,001,823.11	6,418.31	6,093.03	325.28	2,002,148.39	2,002,148.39
10232		EWMMDS	BOND		09/09/2014		26,738.71	26,738.71	8,385,463.22	32,831.74	50.00	32,781.74	8,418,244.96	8,418,244.96
86-72000844		8,418,244.96	1.410	/ /			26,738.71	26,738.71	8,385,463.22	32,831.74	50.00	32,781.74	8,418,244.96	8,418,244.96
10233		EWMMT5	BOND		08/06/2015		15,920.71	15,920.71	5,004,557.82	15,920.71	15,107.57	813.14	5,005,370.96	5,005,370.96
86-72004242		5,005,370.96	1.410	/ /			15,920.71	15,920.71	5,004,557.82	15,920.71	15,107.57	813.14	5,005,370.96	5,005,370.96
10234		LSIP15	BOND		08/06/2015		6,004.85	6,004.85	1,960,894.88	161,227.07	44,182.86	117,044.21	2,077,939.09	2,077,939.09
999999917		2,077,939.09	1.330	/ /			6,004.85	6,004.85	1,960,894.88	161,227.07	44,182.86	117,044.21	2,077,939.09	2,077,939.09
10235		LSIP16	BOND		04/20/2016		424,623.26	424,623.26	139,218,690.69	424,623.26	7,903,332.52	-7,478,709.26	131,739,981.43	131,739,981.43
999999918		131,739,981.43	1.330	/ /			424,623.26	424,623.26	139,218,690.69	424,623.26	7,903,332.52	-7,478,709.26	131,739,981.43	131,739,981.43
Sub Totals For: Fund: Bond Funds														
									162,737,812.84	27,279,750.24	30,871,898.31	-3,592,148.07	159,145,664.77	159,145,664.77
									162,737,812.84	27,279,750.24	30,871,898.31	-3,592,148.07	159,145,664.77	159,145,664.77

Portfolio SJCC
TC (PRF_TC) 7.0
Report Ver. 7.3.6.1

San Jacinto Community College
Texas Compliance Change in Val Report
December 1, 2017 - February 28, 2018

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Beginning Market Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value	Ending Market Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Book Value	Market Value				Book Value	Market Value
Fund: Consolidated Portfol											
10032	TXPOOL	GEN	09/01/2007	43,397.03	5,010,696.51	5,010,696.51	21,011,654.44	1,010,696.51	20,000,957.93	25,011,654.44	25,011,654.44
999999991	25,011,654.44	1.343	/ /	43,397.03	5,010,696.51	5,010,696.51	21,011,654.44	1,010,696.51	20,000,957.93	25,011,654.44	25,011,654.44
10034	LSIP	GEN	09/01/2007	42,567.50	3,404,663.11	3,404,663.11	74,359,665.36	50,501,007.12	23,858,658.24	27,263,321.35	27,263,321.35
999999993	27,263,321.35	1.330	/ /	42,567.50	3,404,663.11	3,404,663.11	74,359,665.36	50,501,007.12	23,858,658.24	27,263,321.35	27,263,321.35
10035	MM	GEN	09/01/2007	3,710.40	5,002,254.25	5,002,254.25	3,710.40	4,546.45	-836.05	5,001,418.20	5,001,418.20
707759320	5,001,418.20	0.370	/ /	3,710.40	5,002,254.25	5,002,254.25	3,710.40	4,546.45	-836.05	5,001,418.20	5,001,418.20
10038	TXCIT	GEN	09/26/2007	230.91	240,712.98	240,712.98	240.91	0.00	240.91	240,953.89	240,953.89
999999996	240,953.89	0.480	/ /	230.91	240,712.98	240,712.98	240.91	0.00	240.91	240,953.89	240,953.89
10062	OPER	GEN	09/01/2017	0.00	10,748,987.03	10,748,987.03	5,432,519.63	5,141,777.57	290,742.06	11,039,729.09	11,039,729.09
707759338	11,039,729.09	0.000	/ /	0.00	10,748,987.03	10,748,987.03	5,432,519.63	5,141,777.57	290,742.06	11,039,729.09	11,039,729.09
10069	FPRO	GEN	09/01/2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
707759296	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10085	PAY	GEN	09/01/2017	0.00	-67,231.14	-67,231.14	50,677.13	7,051.36	43,625.77	-23,605.37	-23,605.37
707759346	-23,605.37	0.000	/ /	0.00	-67,231.14	-67,231.14	50,677.13	7,051.36	43,625.77	-23,605.37	-23,605.37
10086	DIS	GEN	09/01/2017	0.00	-923,912.05	-923,912.05	791,231.61	62,252.11	728,979.50	-194,932.55	-194,932.55
708340062	-194,932.55	0.000	/ /	0.00	-923,912.05	-923,912.05	791,231.61	62,252.11	728,979.50	-194,932.55	-194,932.55
10088	PC	GEN	09/01/2017	0.00	20,233.00	20,233.00	235.00	443.00	-208.00	20,025.00	20,025.00
999999913	20,025.00	0.000	/ /	0.00	20,233.00	20,233.00	235.00	443.00	-208.00	20,025.00	20,025.00
10089	CC	GEN	09/01/2017	0.00	21,365.98	21,365.98	90,441.33	45,433.98	45,007.35	66,373.33	66,373.33
999999914	66,373.33	0.000	/ /	0.00	21,365.98	21,365.98	90,441.33	45,433.98	45,007.35	66,373.33	66,373.33
10103	WC	GEN	09/01/2017	0.00	-2,309.95	-2,309.95	2,239.22	4,156.47	-1,917.25	-4,227.20	-4,227.20
707759361	-4,227.20	0.000	/ /	0.00	-2,309.95	-2,309.95	2,239.22	4,156.47	-1,917.25	-4,227.20	-4,227.20
10164	BAOP	GEN	09/01/2017	0.00	2,566.98	2,566.98	0.00	646.14	-646.14	1,920.84	1,920.84
1390012195A	1,920.84	0.000	/ /	0.00	2,566.98	2,566.98	0.00	646.14	-646.14	1,920.84	1,920.84

Portfolio SJCC

San Jacinto Community College
Texas Compliance Change in Val Report
December 1, 2017 - February 28, 2018

Inv #	Issuer	Fund	Purch Date	Interest Received	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Interest Accrued	Beginning Market Value	Purchases/ Additions	Redemptions	Change in Value	Ending Market Value
10181	SDI	GEN	09/01/2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
707759353	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10227	EWBICS	GEN	09/09/2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
XXX810	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10230	EWBMM	GEN	09/09/2014	129,720.78	129,720.78	40,690,260.22	144,878.35	50.00	144,828.35	40,835,088.57
86-7200810	40,835,088.57	1.410	/ /	129,720.78	129,720.78	40,690,260.22	144,878.35	50.00	144,828.35	40,835,088.57
Sub Totals For: Fund: Consolidated Portfolio										
				219,626.62	219,626.62	64,148,286.92	101,887,493.38	56,778,060.71	45,109,432.67	109,257,719.59
				219,626.62	219,626.62	64,148,286.92	101,887,493.38	56,778,060.71	45,109,432.67	109,257,719.59
Report Grand Totals:										
				725,306.96	725,306.96	226,886,099.76	129,167,243.62	87,649,959.02	41,517,284.60	268,403,384.36
				725,306.96	725,306.96	226,886,099.76	129,167,243.62	87,649,959.02	41,517,284.60	268,403,384.36

San Jacinto College Foundation
Statement of Financial Position
As of February 28, 2018

ASSETS

Current Assets

Checking/Savings

General Fund \$705,249

Other Funds -

Total Checking/Savings 705,249

Accounts Receivable

Other Receivables 1,000

Pledge Receivables 262,500

Special Events Receivables 13,955

Total Accounts Receivable 277,455

Other Current Assets

Short Term Investments

Goldman Sachs 10,773,990

Capital Bank CD 204,142

Prosperity Bank 203,201

Total SJC Short Term Investments 11,181,333

Total Current Assets 12,164,037

TOTAL ASSETS \$12,164,037

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Event Payable 635

Grants Payable 42,966

Programs Payable 35,908

Endowments Payable 58,259

Scholarship Payables 158,568

Student Success Payables 5,719

Total Accounts Payable 302,054

Total Current Liabilities 302,054

Total Liabilities 302,054

Equity

Net Assets 11,476,782

Net Income 385,201

Total Equity 11,861,983

TOTAL LIABILITIES & EQUITY \$12,164,037

San Jacinto College Foundation
Statement of Activities
For the Period Ending February 28, 2018

	Current Year	Last Year	Effect on Net Income
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	9,280	17,310	(8,030)
Permanently Restricted	187,745	231,040	(43,295)
Program Sponsorship	391,583	78,226	313,358
Temporarily Restricted	435,602	400,694	34,908
Total Contributions	<u>1,024,210</u>	<u>727,270</u>	<u>296,940</u>
Other Income			
Special Events	100,030	105,372	(5,342)
Investment Income	164,961	108,767	56,194
Realized Gain / (Loss)	15,242	1,210,957	(1,195,716)
Unrealized Gain / (Loss)	(42,105)	(1,144,379)	1,102,274
Total Other Income	<u>238,127</u>	<u>280,717</u>	<u>(42,589)</u>
Total Income	1,262,337	1,007,986	254,351
Expense			
Programs			
Scholarships Awarded	632,223	153,120	(479,104)
Grants Awarded	16,957	41,645	24,688
Programs Sponsored	119,551	88,267	(31,283)
Student Success Initiatives	0	35,277	35,277
Total Programs	<u>768,731</u>	<u>318,309</u>	<u>(450,422)</u>
Supporting Services			
Management and General	18,286	24,371	6,086
Fundraising Expenses	80,391	78,996	(1,395)
Sponsorship Expense	9,728	750	(8,978)
Total Supporting Services	<u>108,405</u>	<u>104,118</u>	<u>(4,287)</u>
Total Expense	<u>877,136</u>	<u>422,426</u>	<u>(454,710)</u>
Net Ordinary Income	385,201	585,560	(200,359)
Other Income / Expenses			
Net Other Income	<u>\$385,201</u>	<u>\$585,560</u>	<u>(\$200,359)</u>



Contributions Report
February 2018

Donors	Amount	Fund
Corporations	\$69,094	Captain Bobby Kersey Scholarship, Gala, Golf 2018, Kroger Scholarship, Lady Gators Basketball Program, MindTrekkers Scholarship, North Campus Baseball Program
Foundations	1,500	Kinder Morgan Foundation Scholarship
Individuals	1,445	BJW Westbrook Fund, Foundation Memorial Fund, Gala, Jennifer Puryear Scholarship

Total Donation 72,039

Employee Contributions	5,935	BJW Westbrook Fund, Brysch Garza Firefighter Scholarship, Disaster Relief Fund, Dunseith Sr. Memorial Fund, Foundation Memorial Fund, Gala, Golf, John Locke Memorial Fund, Promise for their Future, Veteran's Center
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Total Contributions \$77,974

2008 Bond Program

Report As of February 28, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
North								
722612 - NC Plant Chiller	14,225	1,721,732	1,735,957	-	103,584	1,627,676	4,697	99.73%
Sub-total	14,225	1,721,732	1,735,957	-	103,584	1,627,676	4,697	99.73%
South								
723914 - SC Softball Improvements	850,000	-	850,000	-	714,667	82,636	52,697	93.80%
Sub-total	850,000	-	850,000	-	714,667	82,636	52,697	93.80%
District								
720100 - Program Management	-	552,501	552,501	-	18,504	-	533,997	3.35%
726800 - Contingency	14,626,260	(11,525,610)	3,100,650	-	-	-	3,100,650	-
726907 - Graphics Phase II	50,000	-	50,000	-	-	42,728	7,272	85.46%
Sub-total	14,676,260	(10,973,109)	3,703,151	-	18,504	42,728	3,641,919	1.65%
2008 Contingency Supplemental Projects								
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	-	100.00%
721915 - CC Police Vehicles	-	127,783	127,783	-	34,008	65,664	28,111	78.00%
721916 - CC FS Passenger Van	-	85,000	85,000	-	78,671	-	6,329	92.55%
721917 - CC FS Pick-Up/Mini Van	-	80,000	80,000	-	77,729	-	2,271	97.16%
722912 - NC Cardiac Monitor	-	20,312	20,312	-	-	8,995	11,317	44.28%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	-	20,818	-	100.00%
726909 - Dist Network/Wireless Equipment	-	784,920	784,920	-	116,739	664,132	4,049	99.48%
726911 - Dist Enterprise Applications: ILP	-	81,034	81,034	-	-	79,965	1,069	98.68%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	-	301,232	313,768	48.98%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	63,822	-	61,178	51.06%
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	185,250	14,750	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	2,356	144	5,000	33.33%
726810- 2008 Contingency Supplemental Projects	-	942,663	942,663	-	-	-	942,663	-
Sub-total	-	3,163,766	3,163,766	-	582,311	1,155,700	1,425,755	54.93%
Supplemental Projects closed								
721914 - CC Engine Driver Welder	-	18,288	18,288	-	-	18,288	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	-	24,385	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	-	90,568	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	-	902,012	-	100.00%
Sub-total	-	1,035,253	1,035,253	-	-	1,035,253	-	100.00%
Projects Closed								
Sub-total	279,459,515	5,052,357	284,511,872	(245,084)	-	284,511,872	-	100.00%
TOTALS	295,000,000	-	295,000,000	(245,084)	1,419,066	288,455,865	5,125,069	98.26%

2015 Revenue Bond Program

As of February 28, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
North - CIT								
722909 - North CIT	47,591,645	-	47,591,645	182,215	226,020	42,175,080.00	5,190,545	89.09%
Contingency (726900)	2,408,355	(748,950)	1,659,405	-	-	-	1,659,405	-
Projects Closed								
726908 - Dist Campus Purchases	-	748,950	748,950	-	-	748,950.00	-	100.00%
Sub-total	50,000,000	-	50,000,000	182,215	226,020	42,924,030.00	6,849,950	86.30%

2015 Bond Program

Report as of February 28, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expended
Central								
731601 - CC Petrochemical Center	52,450,000	337,630	52,787,630	-	37,762,751	6,158,781	8,866,098	83.20%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	46,498	672,922	6,910,969	9.43%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	9	6,315,232	1,630,768	79.48%
731602 - CC Welcome Center	16,600,000	2,938,463	19,538,463	-	845,922	306,995	18,385,546	5.90%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	69,718	4,307	2,925,975	2.47%
731603 - CC Class Room Building	47,155,000	(1,113,647)	46,041,353	-	11,400	428,484	45,601,469	0.96%
731604 - CC Central Data Closets	2,444,000	(57,718)	2,386,282	-	212,283	39,351	2,134,648	10.55%
731605 - CC Central Access Security	1,852,000	(564,532)	1,287,468	-	-	44,402	1,243,066	3.45%
731606 - CC Frels Demo	1,153,000	-	1,153,000	-	16,824	32,500	1,103,676	4.28%
731607 - CC Davison Building Reno	14,970,000	(353,542)	14,616,458	-	84,750	115,088	14,416,620	1.37%
731608 - CC McCollum Center Reno	24,685,000	(582,987)	24,102,013	-	12,578	222,154	23,867,281	0.97%
731609 - CC McCollum North Reno	2,535,000	(59,868)	2,475,132	-	-	19,477	2,455,655	0.79%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	-	248	1,724,752	0.01%
731611 - CC Anderson Demo	2,654,000	(62,680)	2,591,320	-	-	20,763	2,570,557	0.80%
731612 - CC Stadium and Track Demo	174,000	(4,109)	169,891	-	3,238	49,821	116,832	31.23%
731613 - CC Central DDC Network	1,160,000	(27,393)	1,132,607	-	5,259	244,937	882,411	22.09%
731614 - CC Central Plant Upgrades	1,160,000	(27,393)	1,132,607	-	60,368	27,978	1,044,261	7.80%
Sub-total	170,717,000	18,998,622	189,715,622	-	39,131,598	14,703,440	135,880,584	28.38%
North								
732601 - NC Cosmetology & Culinary Center	22,845,000	(539,529)	22,305,471	-	931,562	351,444	21,022,465	5.75%
732602 - NC North Data Closets	915,000	(21,616)	893,384	-	221,865	35,480	636,039	28.81%
732604 - NC Lehr Library Demo	650,000	(15,356)	634,644	-	13,971	204,848	415,825	34.48%
732605 - NC North Access/Security	877,000	100,687	977,687	-	37	29,373	948,277	3.01%
732606 - NC Wheeler Reno	14,300,000	(337,719)	13,962,281	-	91,742	110,371	13,760,168	1.45%
732607 - NC Brightwell Reno	6,628,000	(156,525)	6,471,475	-	39,044	50,931	6,381,500	1.39%
732608 - NC Spencer Reno	13,000,000	(307,023)	12,692,977	-	73,734	99,877	12,519,366	1.37%
732609 - NC North DDC Network	580,000	(13,696)	566,304	-	9,924	107,902	448,478	20.81%
732610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	127,949	333,178	5,038,873	8.38%
732612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	-
Sub-total	76,395,000	(7,390,777)	69,004,223	-	1,509,828	1,323,404	66,170,991	4.11%
South								
733601 - SC Engineering & Technology Center	28,400,000	(670,716)	27,729,284	-	1,164,574	370,455	26,194,255	5.54%
733602 - SC Cosmetology Center	16,213,000	(382,892)	15,830,108	-	712,554	286,188	14,831,366	6.31%
733603 - SC Longenecker Reno	22,555,000	(532,682)	22,022,318	-	1,087,236	247,953	20,687,129	6.06%
733604 - SC South Data Closets	765,000	(18,070)	746,930	-	185,551	22,258	539,121	27.82%
733605 - SC South Primary Electrical Upgrade	5,800,000	(136,979)	5,663,021	-	-	44,561	5,618,460	0.79%
733606 - SC South Access/ Security	599,000	218,859	817,859	-	10	23,524	794,325	2.88%
733607 - SC South HW/CW Relocation	10,266,000	(242,456)	10,023,544	-	-	78,869	9,944,675	0.79%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(27,393)	1,132,607	-	-	8,915	1,123,692	0.79%
733610 - SC Jones Reno	13,803,000	(325,980)	13,477,020	-	-	106,054	13,370,966	0.79%
733611 - SC Bruce Student Center Reno	10,400,000	(245,615)	10,154,385	227,250	9,569	2,039,241	8,105,575	20.18%
733612 - SC HVAC Tech	312,000	2,042,899	2,354,899	-	53,193	93,743	2,207,963	6.24%
733613 - SC South DDC Network	580,000	(13,697)	566,303	-	5,236	150,065	411,002	27.42%
Sub-total	110,853,000	(334,722)	110,518,278	227,250	3,217,923	3,471,826	103,828,529	6.05%
Maritime								
6603 - MC Maritime Expansion	28,000,000	(13,000,000)	15,000,000	-	-	-	15,000,000	-
Sub-total	28,000,000	(13,000,000)	15,000,000	-	-	-	15,000,000	-
Admin								
736602 - College Development	30,000,000	-	30,000,000	-	35,500	-	29,964,500	0.12%
736604 - Dist Construction Studies	-	366,510	366,510	-	41,630	316,218	8,662	97.64%
736605 - Dist Access/Security	-	166,400	166,400	-	-	3,747	162,653	2.25%
720100 - Program Management	-	7,032,123	7,032,123	-	1,602,708	831,559	4,597,856	34.62%
736601 - Contingency	-	3,196,844	3,196,844	-	-	-	3,196,844	-
Sub-total	30,000,000	10,761,877	40,761,877	-	1,679,838	1,151,524	37,930,515	6.95%
Projects Closed								
732603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-
Sub-total	9,035,000	(9,035,000)	-	-	-	-	-	-
TOTALS	425,000,000	-	425,000,000	227,250	45,539,187	20,650,194	358,810,619	15.57%

Energy Conservation and Air Monitoring Project

Report As of February 28, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
E17001 - Energy Project	-	1,400,000	1,400,000	-	352,526	1,044,104	3,370	99.76%
Contingency	1,400,000	(1,400,000)	-	-	-	-	-	-
Sub-total	1,400,000	-	1,400,000	-	352,526	1,044,104	3,370	99.76%

Repair and Renovation

Report As of February 28, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY18 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central										
F18001 CC - Central Misc.	-	23,027	23,027	-	9,224	2,864	2,864	-	10,939	52.50%
F18005 CC - Central Lifecycle Furniture	-	100,000	100,000	-	99,857	-	-	-	143	99.86%
F18013 CC - C14.200 Conference Room Renova	-	5,220	5,220	-	5,168	-	-	-	52	99.00%
Sub-total	-	128,247	128,247	-	114,249	2,864	2,864	-	11,134	91.32%
North										
F18002 NC - North Misc.	-	20,000	20,000	-	149	3,340	3,340	-	16,511	17.44%
F18006 NC - North Lifecycle Furniture	-	50,000	50,000	-	33,350	-	-	-	16,650	66.70%
F18039 NC - NCIT Acoustics	-	8,600	8,600	-	-	-	-	-	8,600	-
Sub-total	-	78,600	78,600	-	33,499	3,340	3,340	-	41,761	46.87%
South										
F18003 SC - South Misc.	-	20,000	20,000	-	4,480	1,847	1,847	-	13,673	31.64%
F18007 - SC - South Lifecycle Furniture	-	50,000	50,000	-	-	-	-	-	50,000	-
Sub-total	-	70,000	70,000	-	4,480	1,847	1,847	-	63,673	9.04%
District										
F18004 Dist - College Administration Misc.	-	10,000	10,000	-	4,062	680	680	-	5,258	47.42%
F18008 Dist - A..1 Restroom ADA Renovation	-	49,700	49,700	-	16,400	-	-	-	33,300	33.00%
F18017 Dist - A1.101b	-	7,905	7,905	-	7,905	-	-	-	-	100.00%
Sub-total	-	67,605	67,605	-	28,367	680	680	-	38,558	42.97%
Contingency (720700)	1,469,127	(344,452)	1,124,675	-	-	-	-	-	1,124,675	-
Sub-total	1,469,127	(344,452)	1,124,675	-	-	-	-	-	1,124,675	-
TOTALS	1,469,127	-	1,469,127	-	180,595	8,731	8,731	-	1,279,801	12.89%

Action Item “IX”
Regular Board Meeting April 2, 2018
Consideration of Approval of Amendment to the 2017-2018 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2017-2018 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of March 2018.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$348,980, 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-04-02-18

Attachment 2- Grant Detail-04-02-18

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
April 2, 2018

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Health and Human Services (HHS)/Texas Workforce Commission - Governor's Summer</u>					
<u>Merit Program (New Grant)</u>					
Federal Grant Revenue	539341	56700	554100	110000	(44,879)
Non-Instr Labor - Administrative	539341	56700	611000	160925	14,382
Fringe Benefits	539341	56700	651000	160925	4,602
Operating Supplies - Consumable	539341	56700	711410	160925	21,895
Contractual Svcs-Catering/Meals	539341	56700	731270	160925	<u>4,000</u>
					\$ -
<u>U.S. National Science Foundation/Tidewater Community College - THE SMART Center</u>					
<u>2015-2018 Grant (Additional Funds)</u>					
Federal Grant Revenue	534710	56700	554100	110000	(20,000)
Contr Svcs - Instr Outside Provider	534710	56700	731110	460911	6,000
Non-Employee Travel Reimbursement	534710	56700	721140	460911	2,200
Conference-Travel - Lodging	534710	56700	721210	465850	2,000
Conference-Travel - Meals	534710	56700	721230	465850	2,000
Travel - Airline	534710	56700	721410	465850	2,000
Travel - Parking	534710	56700	721430	465850	800
Contractual Svcs - Temp Services	534710	56700	731305	460911	<u>5,000</u>
					-
<u>Texas Workforce Commission - San Jacinto Community College District in Partnership with a</u>					
<u>Manufacturing Consortium II FY18 (New Grant)</u>					
State Grant Revenue	551031	56700	554200	110000	(275,402)
Non-Instr Labor - Staff	551031	56700	612000	460961	20,484
Fringe Benefits	551031	56700	651000	460961	15,438
S/A Departmental Scholarships T&F	551031	56700	751009	520235	<u>239,480</u>
					-
<u>San Jacinto College Foundation / Student Success Initiatives Spring 2018 - Semiannual Awards (New Grant)</u>					
Local Revenue	571051	56700	554300	110000	(8,699)
Operating Supplies - Consumable	571051	56700	711410	561401	5,199
Contractual Svcs - Printing	571051	56700	731330	561401	<u>3,500</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

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

New Grant and Additional Funding Summary by Agency:

U.S. Dept. of Health and Human Services	44,879
U.S. National Science Foundation	20,000
Texas Workforce Commission	275,402
San Jacinto College Foundation	<u>8,699</u>
	348,980

April 2, 2018 Board Book – Grant Amendments Detail List

U.S. Department of Health and Human Services (HHS)/Texas Workforce Commission - Governor's Summer Merit Program (New Grant)

The Texas Workforce Commission awards grants funded by HHS to Texas universities and community colleges for summer youth camps that focus on science, technology, engineering and math (STEM). The Governor's Summer Merit Program aims to inspire Texas youth to pursue STEM-related careers. The camps introduce campers to one or more of six industry clusters: advanced technologies and manufacturing, aerospace and defense, biotechnology and life sciences, information and computer technology, petroleum refining and chemical products, and energy. The San Jacinto Community College District Aerospace Academy will run the camp, which focuses on robotics, including building kits for drones.

U.S. National Science Foundation/Tidewater Community College - THE SMART Center 2015-2018 Grant (Additional Funds)

The SMART Center's Summer Maritime Teacher Institute (SMTI) was created to engage frontline educators, guidance counselors, career coaches, and community college faculty. The purpose of the SMTI is to: a) increase participant knowledge of maritime and transportation careers and the career pathways that exist for students to enter this industry; b) identify, develop, and expand industry career pathways; and c) expand the SMART Center repository of information, industry data, and professional resources. The additional funding was contingent upon the success of last year's partnership with Tidewater Community College in Virginia.

Texas Workforce Commission - San Jacinto Community College District in Partnership with a Manufacturing Consortium II FY18 (New Grant)

The grant project will provide manufacturing and industrial maintenance training to meet the skillsets required for technology advances and production requirements of the E.I. DuPont de Nemours Company and Kaneka North America LLC. Upon completion of training, the business partners anticipate increased production uptime; improved troubleshooting and equipment skills; increased equipment reliability; and improved ability to keep pace with growing production needs.

San Jacinto College Foundation / Student Success Initiatives Spring 2018 - Semiannual Awards (New Grant)

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve modifications to the College's incidental and lab fee schedule to be effective for the Fall 2018 semester.

BACKGROUND

The proposed fee changes have been recommended and approved through the curriculum process. All curriculum revisions including incidental and laboratory fees are reviewed and approved by the College's Curriculum Steering Committee, Deans Council, and Provosts.

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

IMPACT OF THIS ACTION

Adoption of the fee recommendations will establish new course fees, modify existing fees, or delete existing fees. The fees will become effective in the Fall 2018 semester.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The recommended fee changes do not impact the current 2017-2018 budget. Revenue for net impact of fees changes will be included in the 2018-2019 budget. There are no staffing implications to this recommendation.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Proposed Revisions to Lab Fees
Attachment 2 - Proposed Incidental Fees

RESOURCE PERSONNEL

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Attachment 1 - Proposed Revisions to Lab Fees

Subject	Course Number	Course Title	Department	Current Lab Fee Amount	Proposed Lab Fee Amount (per course)	Rationale
ARCE	1415	Structural Steel Detailing	Engineering Drafting		24.00	New Course
ASTR	1103	Stars and Galaxies (lab)	Physics		10.00	New Course
ASTR	1104	The Solar System (lec)	Physics		10.00	New Course
CDEC	2471	The Hospitalized Child	Child Development Tech	15.00	0.00	Decactivated course - lecture and lab
CHEF	1310	Garde Manger	Culinary Arts		24.00	New Course
CHEF	1345	International Cuisine	Culinary Arts	48.00	0.00	Decactivated course - lecture and lab
CHEF	1445	International Cuisine	Culinary Arts		48.00	New Course
DFTG	1433	Mechanical Drafting	Engineering Drafting		24.00	New Course
DFTG	2430	Civil Drafting	Engineering Drafting		24.00	New Course
DFTG	2450	Geometric Dimensioning and Tolerance	Engineering Drafting		24.00	New Course
DNTA	1113	Emergency Management	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
DNTA	1245	Preventive Dentistry	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
DNTA	1301	Dental Materials	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
DNTA	1305	Dental Radiology	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
DNTA	1341	Dental Laboratory Procedures	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
DNTA	1349	Dental Radiology in the Clinic	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
DNTA	1415	Chairside Assisting	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
DNTA	1453	Dental Assisting Applications	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
DNTA	2250	Advanced Dental Assisting Appl.	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
DNTA	2252	Advanced Dental Radiology	Dental Assisting	24.00	0.00	Decactivated course - lecture and lab
ELMT	2453	Power Generation Troubleshooting	Diesel Technology		24.00	New Course
ELPT	1341	Motor Control	Diesel Technology		10.00	New Course
EMSP	2205	EMS Operations	Emergency Medical Tech		24.00	New Course
EMSP	2237	Emergency Procedures	Emergency Medical Tech		24.00	New Course
GEOL	1147	Meteorology	Geology	10.00	0.00	Decactivated course - lecture and lab
HART	2358	Testing, Adjusting, and Bal. HVAC	Air Conditioning Comm	20.00	0.00	Decactivated course - lecture and lab

Subject	Course Number	Course Title	Department	Current Lab Fee Amount	Proposed Lab Fee Amount (per course)	Rationale
IFWA	1319	Meat Identifying and Processing	Culinary Arts		24.00	New Course
INMT	1455	Industrial Power Plant	Diesel Technology		24.00	New Course
MDCA	1321	Administrative Procedures	Medical Assisting	10.00	0.00	Decactivated course - lecture and lab
MDCA	1348	Pharmacology & Admin of Medications	Medical Assisting	20.00	0.00	Decactivated course - lecture and lab
MDCA	1421	Administrative Procedures	Medical Assisting		10.00	New Course
MDCA	1448	Pharmacology and Admin of Medications	Medical Assisting		20.00	New Course
MUSI	1159	Music Theater Production	Music	4.00	0.00	Decactivated course lab
PHYS	1103	Stars and Galaxies (lab)	Physics	10.00	0.00	Decactivated course - lecture and lab
PHYS	1104	The Solar System (lab)	Physics	10.00	0.00	Decactivated course - lecture and lab
PSTR	1343	Bakery Operations and Management	Culinary Arts		24.00	New Course
PSTR	2331	Advanced Pastry Shop	Culinary Arts	24.00	0.00	Decactivated course - lecture and lab
PTHA	1305	Basic Patient Care Skills	Physical Therapy Asst	7.00	8.00	Cost increases in operating supplies
PTHA	1313	Functional Anatomy	Physical Therapy Asst	7.00	8.00	Cost increases in operating supplies
PTHA	1431	Physical Agents	Physical Therapy Asst	20.00	24.00	Cost increases in operating supplies
PTHA	2409	Therapeutic Exercise	Physical Therapy Asst	7.00	8.00	Cost increases in operating supplies
PTHA	2531	Management of Neurological Disorders	Physical Therapy Asst	6.00	0.00	Decactivated course - lecture and lab
RADR	1202	Radiographic Image Eval I	Medical Imaging	8.00	0.00	Fee no longer needed
RADR	1203	Patient Care	Medical Imaging	8.00	15.00	Increase in lab consumables
RADR	1250	Radiographic Image Eval II	Medical Imaging	8.00	0.00	Fee no longer needed
RADR	1313	Principles of Radiographic Imaging I	Medical Imaging	8.00	5.00	Decrease in lab consumables
RADR	1411	Basic Radiographic Procedures	Medical Imaging	20.00	10.00	Decrease in lab consumables
RADR	2236	Special Patient Applications	Medical Imaging	10.00	15.00	Increase in lab consumables
RADR	2305	Principles of Radiographic Imaging II	Medical Imaging	16.00	0.00	Fee no longer needed
RADR	2331	Advanced Radiographic Procedures	Medical Imaging	8.00	15.00	Increase in lab consumables
RADR	2335	Radiographic Technical Seminar	Medical Imaging	8.00	5.00	Decrease in lab consumables
RADR	2401	Intermediate Radiographic Procedures	Medical Imaging	20.00	15.00	Decrease in lab consumables
RNSG	1115	Health Assessment	Nursing Assoc Degree	12.00	24.00	Increased use of simulation

Subject	Course Number	Course Title	Department	Current Lab Fee Amount	Proposed Lab Fee Amount (per course)	Rationale
RNSG	1227	Transition to Professional Nursing	Nursing Assoc Degree	6.00	24.00	Increased use of simulation
VNSG	1162	Clinical III - Practical Nurse	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	1230	Maternal - Neonatal Nursing	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	1234	Pediatrics	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	1260	Clinical I	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	1261	Clinical II - Licensed Practical	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	1327	Essentials of Medication Admin	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	1331	Pharmacology	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	1332	Medical - Surgical Nursing II	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	1420	Anatomy & Physiology	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	1429	Medical - Surgical Nursing I	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	2160	Clinical IV - Licensed	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs
VNSG	2161	Clinical V - Licensed Practical	Vocational Nursing		24.00	Cost of supplies in skills and simulation labs

Attachment 2 - Proposed Incidental Fees

Subject	Course Number	Course Title	Department	Current Incidental/ Course Fee Amount	Proposed Incidental/ Course Fee Amount	Rationale
AIRP	1215	Private Flight	Aeronautical Technology	10,092.00	12,425.00	Increased cost from provider
AIRP	2236	Certified Flight Instructor-A/P	Aeronautical Technology	7,055.00	10,725.00	Increased cost from provider
AIRP	2239	Commercial Flight	Aeronautical Technology	6,980.00	27,050.00	Increased cost from provider
AIRP	2242	Flight Instructor-Instrument A/P	Aeronautical Technology	4,088.00	6,780.00	Increased cost from provider
AIRP	2243	Flight Instructor-Multiengine A/P	Aeronautical Technology	8,930.00	12,727.50	Increased cost from provider
AIRP	2250	Instrument Flight	Aeronautical Technology	10,319.00	13,850.00	Increased cost from provider
AIRP	2251	Multi-Engine Flight	Aeronautical Technology	5,246.00	6,550.00	Increased cost from provider
ARCE	1415	Structural Steel Detailing	Engineering Related		2.00	Maintain Program Quality - new course
ASTR	1103	Stars and Galaxies (lab)	Physics		2.00	Maintain Program Quality - new course
ASTR	1104	The Solar System (lab)	Physics		2.00	Maintain Program Quality - new course
ASTR	1303	Stars and Galaxies (lec)	Physics		2.00	Maintain Program Quality - new course
ASTR	1304	The Solar System (lec)	Physics		2.00	Maintain Program Quality - new course
AUMT	2289	Internship Automotive Technology	Mech/Repairers Auto		3.00	Maintain Program Quality - new course
BMGT	1305	Communications in Management	Business Management		2.00	Maintain Program Quality - new course
BMGT	1325	Office Management	Business Management		2.00	Maintain Program Quality - new course
BMGT	1344	Negotiations & Conflict Management	Business Management		2.00	Maintain Program Quality - new course
BMGT	2303	Problem Solving & Decision Making	Business Management		2.00	Maintain Program Quality - new course
BMGT	2382	Cooperative Ed-Bus Adm & Mgt, Gen	Business Management		2.00	Maintain Program Quality - new course
CDEC	2471	The Hospitalized Child	Child Development Tech	2.00	0.00	Deactivated course
CHEF	1310	Garde Manger	Culinary Arts		2.00	Maintain Program Quality - new course
CHEF	1345	International Cuisine	Culinary Arts	2.00	0.00	Deactivated course
CHEF	1445	International Cuisine	Culinary Arts		2.00	Maintain Program Quality - new course
CTMT	2360	Clinical I - Computed Tomography	Medical Imaging	15.00	20.00	To provide dosimeters
CTMT	2361	Clinical 2 - Computed Tomography	Medical Imaging	15.00	20.00	To provide dosimeters
DAAC	1317	Basic Counseling Skills	Health Occupations Other		5.00	Maintain Program Quality - new course
DANC	1101	Dance Composition I	Visual/Performing Arts	3.00	0.00	Deactivated course
DANC	1306	World Dance II	Visual/Performing Arts	3.00	0.00	Deactivated course
DANC	2325	Anatomy & Kinesology for Dance	Visual/Performing Arts	3.00	0.00	Deactivated course
DFTG	1433	Mechanical Drafting	Engineering Related		2.00	Maintain Program Quality - new course
DFTG	2430	Civil Drafting	Engineering Related		2.00	Maintain Program Quality - new course
DFTG	2450	Geometric Dimensioning & Tolerancing	Engineering Related		2.00	Maintain Program Quality - new course

Attachment 2 - Proposed Incidental Fees

Subject	Course Number	Course Title	Department	Current Incidental/ Course Fee Amount	Proposed Incidental/ Course Fee Amount	Rationale
DNTA	1102	Communication & Behavior-Dental Off	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1113	Emergency Management	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1167	Practicum-Dental Assisting/Assistant	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1245	Preventive Dentistry	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1251	Dental Office Management	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1301	Dental Materials	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1305	Dental Radiology	Dental Assisting	12.00	0.00	Deactivated course
DNTA	1311	Dental Science	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1341	Dental Laboratory Procedures	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1347	Advanced Dental Science	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1349	Dental Radiology in the Clinic	Dental Assisting	18.00	0.00	Deactivated course
DNTA	1415	Chairside Assisting	Dental Assisting	5.00	0.00	Deactivated course
DNTA	1453	Dental Assisting Applications	Dental Assisting	5.00	0.00	Deactivated course
DNTA	2130	Advanced Dental Science	Dental Assisting	470.00	0.00	Deactivated course
DNTA	2250	Advanced Dental Science Applications	Dental Assisting	5.00	0.00	Deactivated course
DNTA	2252	Advanced Dental Radiology	Dental Assisting	5.00	0.00	Deactivated course
DNTA	2267	Practicum-Dental Assisting/Assistant	Dental Assisting	5.00	0.00	Deactivated course
EDUC	1200	Pathways to Learning	Psyc, Social Scs, History		0.00	Update/Correction
EDUC	1301	Introduction to Teaching Profession	Psyc, Social Scs, History		0.00	Update/Correction
EDUC	2301	Introduction to Special Populations	Psyc, Social Scs, History		0.00	Update/Correction
ELMT	2453	Power Generation Troubleshooting	Engineering Related		2.00	Maintain Program Quality - new course
ELPT	1341	Motor Control	Construction Trades		3.00	Maintain Program Quality - new course
EMSP	1191	Special Topics in EMT	Emergency Medical Tech	5.00	0.00	Deactivated course
EMSP	2205	EMS Operations	Emergency Medical Tech		5.00	Maintain Program Quality - new course
EMSP	2237	Emergency Procedures	Emergency Medical Tech		5.00	Maintain Program Quality - new course
EMSP	2348	Emergency Pharmacology	Emergency Medical Tech	5.00	0.00	Deactivated course
GEOL	1147	Meteorology	Geology	2.00	0.00	Deactivated course
GEOL	1347	Meteorology	Geology	2.00	0.00	Deactivated course
HART	2358	Testing, Adjusting, Balancing HVAC	Air Conditioning Technology	2.00	0.00	Deactivated course
HITT	1249	Pharmacology	Health Information Mgt	5.00	0.00	Deactivated course
HITT	1301	Health Data Content & Structure	Health Information Mgt		2.00	Maintain Program Quality
HITT	1305	Medical Terminology I	Health Information Mgt		2.00	Maintain Program Quality
HITT	1341	Coding & Classification Systems	Health Information Mgt		2.00	Maintain Program Quality
HITT	1342	Ambulatory Coding	Health Information Mgt		2.00	Maintain Program Quality - new course

Attachment 2 - Proposed Incidental Fees

Subject	Course Number	Course Title	Department	Current Incidental/ Course Fee Amount	Proposed Incidental/ Course Fee Amount	Rationale
HITT	1353	Legal & Ethical Aspects of Health Info	Health Information Mgt		2.00	Maintain Program Quality
HITT	1360	Clinical-Health Infor/Medical Records	Health Information Mgt		2.00	Maintain Program Quality
HITT	1361	Clinical-Cancer Data Management	Health Information Mgt		2.00	Maintain Program Quality
HITT	1374	Anatomy & Physiology	Health Information Mgt		2.00	Maintain Program Quality
HITT	1378	Medical Insurance	Health Information Mgt		2.00	Maintain Program Quality
HITT	2145	Billing Certification Exam Review	Health Information Mgt		2.00	Maintain Program Quality - new course
HITT	2249	RHIT Competency Review	Health Information Mgt		2.00	Maintain Program Quality
HITT	2335	Coding & Reimbursement Methodology	Health Information Mgt		2.00	Maintain Program Quality
HITT	2343	Quality Assessment & Perform Improv	Health Information Mgt		2.00	Maintain Program Quality
HITT	2346	Advanced Medical Coding	Health Information Mgt		2.00	Maintain Program Quality
HITT	2360	Clinical Health Information/Med Rec	Health Information Mgt	5.00	0.00	Deactivated course
HITT	2361	Clinical-Health Information/Med Rec	Health Information Mgt		2.00	Maintain Program Quality
HITT	2371	Pathophysiology & Pharmacology	Health Information Mgt		2.00	Maintain Program Quality - new course
HPRS	1271	Medical Terminology	Medical Assisting	5.00	0.00	Deactivated course - lecture and lab
HPRS	1304	Basic Health Professional Skills	Medical Assisting	5.00	0.00	Deactivated course - lecture and lab
HRPO	2303	Employment Practices	Bus Mgmt/Mrkt/Adm Srvs		2.00	Maintain Program Quality - new course
IBUS	1302	Principles of Imports	International Business		2.00	Maintain Program Quality - new course
IBUS	2345	Import Customs Regulations	International Business	2.00	0.00	Deactivated course
IFWA	1319	Meat Identifying and Processing	Consumer/Homemaking Ed		2.00	Maintain Program Quality - new course
INMT	1455	Industrial Power Plant Systems	Instrumentation		2.00	Maintain Program Quality - new course
LGLA	1301	Legal Research and Writing	Paralegal		2.00	Maintain Program Quality - new course
LGLA	1311	Introduction to Law	Paralegal		2.00	Maintain Program Quality - new course
LGLA	1313	Introduction to Paralegal Studies	Paralegal		2.00	Maintain Program Quality - new course
LGLA	2331	Advanced Legal Research & Writing	Paralegal	2.00	0.00	Deactivated course
LMGT	1319	Introduction to Business Logistics	Logistics		2.00	Maintain Program Quality - new course
LMGT	1323	Domestic & International Transp Mgmt	Logistics		2.00	Maintain Program Quality - new course
LMGT	2330	International Logistics Management	Logistics		2.00	Maintain Program Quality - new course
MAMIT	2363	Clinical - Mammography Tehnology	Medical Imaging	15.00	20.00	To provide dosimeters
MATH	105	NCBO for Introductory Algebra	Mathematics	2.00	0.00	Deactivated course
MATH	305	Introductory Algebra	Mathematics	2.00	0.00	Deactivated course
MATH	306	Intermediate Algebra	Mathematics	2.00	0.00	Deactivated course

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (VI.6001.A) on Financial Aid.

BACKGROUND

This policy explains the overall function of the Financial Aid division. The new policy is recommended to establish the new policy format and to reflect the strengthened College practices for financial aid. Additionally, the revised and new associated procedures have been included to support implementation of the policy. Attachment 3 includes the procedures that are being recommended for rescission. The remaining attachments are an update to a current procedure and the new procedures to be associated with this policy. These procedures are attached for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on March 2, 2018 and no comments were received.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6001.A, Financial Aid (proposed policy)

Informational items only:

Attachment 3 – Recommendation to Rescind: Procedure 8-2-e Changes (Rescission);

Procedure 8-2-c Financial Aid Department (Rescission);

Procedure 8-1-b Class Breaks (Rescission);

Procedure 8-2-d Department (Rescission);

Procedure 8-2 Federal Work Study (Rescission);

Procedure 8-2-b Job Placement Office (Rescission);

Procedure 8-2-a Student (Rescission);

Procedure 8-1-d Summer Employment (Rescission);

Procedure 8-1-a Work Study Student Employees (Rescission)

Attachment 4 – Procedure 8-1: Student Employees (current procedures)

Action Item “XI”
Regular Board Meeting April 2, 2018

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

Attachment 5 – Procedure VI.6001.A.a, Student Employees (proposed procedures)

Attachment 6 – Procedure VI.6001.A.b, Federal and Texas Work Study Student Employees
(proposed procedures)

Attachment 7 - Procedure VI.6001.A.c, Return of Title IV Funds (proposed procedures)

Attachment 8 - Procedure VI.6001.A.d, Types of Funds Awarded by Financial Aid (proposed
procedures)

Attachment 9 - Procedure VI.6001.A.e, Satisfactory Academic Progress (proposed
procedures)

Attachment 10 - Procedure VI.6001.A.f, Financial Aid Appeals (proposed procedures)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: VI.6001.A

Proposed Policy Name: **Financial Aid**

Current Policy Number/Name: N/A

New Procedure Number: *See below*

Proposed Procedure Name(s):

VI.6001.A.a, Student Employees (revision)

VI.6001.A.b, Federal and Texas Work Study Student Employees (new);

VI.6001.A.c, Return of Title IV Funds (new);

VI.6001.A.d, Types of Funds Awarded by Financial Aid (new);

VI.6001.A.e, Satisfactory Academic Progress (new);

VI.6001.A.f, Financial Aid Appeals (new);

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

Procedure 8-2-e Changes;

Procedure 8-2-c Financial Aid Department;

Procedure 8-1 Student Employees;

Procedure 8-1-b Class Breaks;

Procedure 8-2-d Department;

Procedure 8-2 Federal Work Study;

Procedure 8-2-b Job Placement Office;

Procedure 8-2-a Student;

Procedure 8-1-d Summer Employment;

Procedure 8-1-a Work Study Student Employees;

Action Recommended for Policy: New

Action Recommended for Procedures:

Procedure 8-2-e Changes (Rescission);

Procedure 8-2-c Financial Aid Department (Rescission);

Procedure 8-1-b Class Breaks (Rescission);

Procedure 8-2-d Department (Rescission);

Procedure 8-2 Federal Work Study (Rescission);

Procedure 8-2-b Job Placement Office (Rescission);

Procedure 8-2-a Student (Rescission);

Procedure 8-1-d Summer Employment (Rescission);

Procedure 8-1-a Work Study Student Employees (Rescission)

Procedure 8-1 Student Employees (Revision);

Procedure, Federal and Texas Work Study Student Employees (New);

Procedure, Return of Title IV Funds (New);

Procedure, Types of Funds Awarded by Financial Aid (New);

Procedure, Satisfactory Academic Progress (New);

Procedure, Financial Aid Appeals (New)

Web Links:

<http://www.sanjac.edu/procedure-8-2-e-changes>;
<http://www.sanjac.edu/procedure-8-2-financial-aid-department>;
<http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-8-1-student-employees>;
<http://www.sanjac.edu/guideline-8-2-d-department>;
<http://www.sanjac.edu/procedure-8-1-b-class-breaks>;
<http://www.sanjac.edu/procedure-8-2-federal-work-study>;
<http://www.sanjac.edu/procedure-8-2-b-job-placement-office>;
<http://www.sanjac.edu/procedure-8-2-student> (misnamed – should be 8-2-a);
<http://www.sanjac.edu/procedure-8-1-d-summer-employment>;
<http://www.sanjac.edu/procedure-8-1-work-study-student-employees> (misnamed - should be 8-1-a);

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes:

- A policy is being proposed as there is currently no Financial Aid policy.
- This is major overhaul of the Financial Aid sections of the formal Policy and Procedure Manual.
- These proposed policy and procedures also cover information required by the Higher Education Act.
- Grammatical changes and language updates were made to Procedure 8-1 Student Employees.
- Multiple new procedures are being proposed.
- Multiple procedure rescissions (see next section below) were made as they contained outdated information or were better represented as part of a new procedure.
- The policy states the function of the Financial Aid Division as it relates to federal and state regulations.
- Procedure 8-1 Student Employees is being proposed for revision to correct misspellings and to associate it with the new proposed Financial Aid policy (# TBD).
- Multiple new procedures are being proposed to repackage the Financial Aid information with correct wording choice consistent with current practices and that makes more sense to any reader:
 - Procedure, Federal and Texas Work Study Student Employees (New);
 - Procedure, Return of Title IV Funds (New);
 - Procedure, Types of Funds Awarded by Financial Aid (New);
 - Procedure, Satisfactory Academic Progress (New);
 - Procedure, Financial Aid Appeals (New)
- The following procedures are proposed for rescission for multiple reasons: the information was outdated, departments references were no longer in existence, procedure titles did not represent the content, some located under the wrong header (or misnamed in the weblink) in the formal Policy and Procedure Manual (online) and themes from the procedure were better represented in separate, specific procedures being proposed.
 - Procedure 8-2-e Changes

Attachment 1

- Procedure 8-2-c Financial Aid Department
- Procedure 8-1-b Class Breaks
- Procedure 8-2-d Department
- Procedure 8-2 Federal Work Study
- Procedure 8-2-b Job Placement Office
- Procedure 8-2-a Student
- Procedure 8-1-d Summer Employment
- Procedure 8-1-a Work Study Student Employees

Policy VI.6001.A, Financial Aid

Purpose

This policy explains the overall function of the Financial Aid division.

Policy

It is the policy of San Jacinto College to administer financial aid programs as required by federal and state regulations, and institutional guidelines and procedures.

Federal regulations can be found at the Federal Register which are then interpreted in the Federal Student Aid Handbook. Refer to the Federal Register and Federal Student Aid Handbook website for more information.

State regulations can be found at the Texas High Education Coordinating Board website.

Institutional Financial Aid guidelines and procedures can be found in the College catalog or the Financial Aid section of the College website.

Definitions

Federal Register: refers to an annually updated journal that contains government agency rules, proposed rules, and public notices.

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

Associated Procedures

Procedure VI.6001.A.a, Student Employees

Procedure VI.6001.A.b, Federal and Texas Work Study Student Employees

Procedure VI.6001.A.c, Return of Title IV Funds

Procedure VI.6001.A.d, Types of Funds Awarded by Financial Aid

Procedure VI.6001.A.e, Satisfactory Academic Progress

Procedure VI.6001.A.f, Financial Aid Appeals

Date of Board Approval	Anticipated April 2, 2018
Effective Date	Anticipated April 3, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure 8-2-e: Changes

All Federal Work-Study funding will be centralized in the Financial Aid Office. There will not be a line item in the department budget. Such funding is collapsed into one department on each campus for the following reasons:

- Allows one fund manager on each campus.
- All participating departments would draw from one funds.
- Eliminate the transfer of funds to departments during the spring semester.
- Decrease paperwork during the year and semester.
- Historical data on expenditure patterns could be established and available.
- Allows students to remain employed in your department for both full semesters.
- Expend our annual federal allocation.

Procedure #:	8-2-e
Procedure Name:	Changes
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 8-2: Financial Aid Department

The student can work a maximum of 19.5 hours per week. The maximum weeks in a semester that a student can work is limited to their award letter. A student can only work between the fall and spring semesters if approved by the Financial Aid Office. Students must be enrolled for at least 6 hours in the fall and spring semesters.

Procedure #:	8-2
Procedure Name:	Financial Aid Department
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 8-1-b: Class Breaks

Students who work during extended periods of more than five weeks when they are not "regularly attending" classes are not exempt from the part-time retirement program and Medicare tax. Employment that continues during normal school breaks (Spring Break, Winter Break, etc.) is exempt if the student is eligible to enroll in classes following the break.

Procedure #:	8-1-b
Procedure Name:	Class Breaks
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 8-2-d: Department

Current FWS students must re-apply for funding each and every year. All paperwork must be current in the Financial Aid Office, Job Placement Human Resources, and Payroll. Send your request for FWS assistance to Job Placement. Students may work from the first day of class to the last day of class of each semester. The department will enter payroll each month on the FWS student. A copy of the timesheet would be sent to the Financial Aid Office. FWS payroll checks will be forwarded to your department.

Procedure #:	8-2-d
Procedure Name:	Department
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 8-2: Federal Work Study

When hiring federal work-study students, be aware of the following rules, regulations, procedures and responsibilities:

- Student
- Job Placement Office
- Financial Aid Department
- Department
- Changes

Procedure #:	8-2
Procedure Name:	Federal Work Study
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 8-2-b: Job Placement Office

A request for Federal Work Study students must be sent to Job Placement. FWS paperwork will be processed by Job Placement on Monday through Friday, 1:00 p.m. to 4:00 p.m. If your FWS student resigned, transfers, or is terminated, a Personnel Action Request form must be completed and sent to Job Placement. Job Placement must complete all paperwork prior to a student working in your department.

Procedure #:	8-2-b
Procedure Name:	Job Placement Office
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 8-2-a: Student

A student (current and new) must re-apply for Federal Work Study funds each and every academic year. A student must be eligible for such funding and meet the academic requirements each and every year.

Procedure #:	8-2-a
Procedure Name:	Student
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 8-1-d: Summer Employment

Unless a student is enrolled and regularly attending classes in the summer, the exemptions do not apply. A substantial course load in the summer is three (3) credit hours or more each six (6) weeks (or comparable hours in a clock hour program).

Procedure #:	8-1-d
Procedure Name:	Summer Employment
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 8-1-a: Work Study Student Employees

The same definitions and other rules apply to students employed through the Federal Work Study program.

Procedure #:	8-1
Procedure Name:	Work Study Student Employees
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 8-1: Student Employees

The IRS has released guidelines (Revenue Procedure 98-16, IRB 1998-5, 19, January 16, 1998) to assist schools to determine what wages are FICA taxable and clarifying the definition of “student employee”. Effective the pay period beginning May 11, 1998, San Jacinto College will use the following definitions and treatment concerning student employees:

The student employee must be enrolled and regularly attending classes at San Jacinto College. During the fall and spring semesters, the student employee must be taking a course load of at least six (6) credits or the comparable hours in a clock hour program. The determination of student status will be made at the end of the add-drop period. The student employee should work less than half-time during any pay period, generally no more than 19.5 hours per week. Student employees may work more than half-time, and retain all exemptions, if it is a condition of their employment that they be enrolled as a student. A student employee is exempt from participating in the part-time employee retirement plan and payment of the Medicare tax.

- Work Study Student Employees
- Class Breaks
- Summer Employment
- Retirement Plan
- Student Records and FERP

Procedure #:	8-1
Procedure Name:	Student Employees
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure VI.6001.A.a, Student Employees

Associated Policy

Policy VI.6001.A, Financial Aid

Procedures

The Internal Revenue Services (IRS) released guidelines (Revenue Procedure 98-16, IRB 1998-5, 19, January 16, 1998) to assist schools in determining what wages are Federal Insurance Contributions Act (FICA) taxable and clarifying the definition of “student employee.” The student employee must be enrolled and regularly attending classes at San Jacinto College. During the fall and spring semesters, the student employee must be taking a course load of at least six (6) credits or the comparable hours in a clock-hour program. The determination of student status will be made at the day after the census date. The student employee should work less than half-time during any pay period, generally no more than 19.5 hours per week. Student employees may work more than half-time and retain all exemptions, if it is a condition of their employment that they be enrolled as a student. A student employee is exempt from participating in the part-time employee retirement plan and payment of the Medicare tax.

Definitions

Student Employees: can earn up to an additional \$5,000 by working part-time on campus through the Federal Work-Study or Texas Work-Study programs. Students access job listings by visiting any Career Services office or online at the SJC Career Connections site.

Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy VI.6001.A, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Procedure VI.6001.A.b, Federal and Texas Work Study Student Employees

Associated Policy

Policy VI.6001.A, Financial Aid

Procedures

To qualify for employment under Federal or Texas Work Study, students must have Federal or Texas Work Study eligibility and be enrolled and regularly attending classes at San Jacinto College. During the fall and spring semesters, Federal and Texas Work Study student employees must be taking a course load of at least six (6) credits or the comparable hours in a clock-hour program.

Student who do not qualify for Federal and Texas Work Study employment may qualify for budgeted part- time employment (see the Career Services website).

If students qualify for employment under Federal and Texas Work Study, students may be affected by class breaks, summer employment, and other changes that may have an impact on student eligibility. Students are encouraged to visit their campus Financial Aid Office for more information.

Definitions

Federal Work Study (FWS): refers to a college providing part-time jobs for undergraduate students with financial need, allowing them to earn federally-funded money to pay for educational expenses.

Texas Work Study: also refers to a college providing part-time jobs to eligible students with financial need. Eligibility requirements include, but are not limited to: having Texas residency, enrolling in courses at least half-time, and not receiving an athletic scholarship.

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Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Procedure VI.6001.A.c, Return of Title IV Funds

Associated Policy

Policy VI.6001.A, Financial Aid

Procedures

If a student withdraws from San Jacinto College, the College, the student, or both may be required to return some or all of the federal funds awarded to the student for that semester. The federal government requires a return of Title IV federal aid that was received if the student withdrew on or before completing 60% of the semester. Federal funds, for the purposes of this federal regulation, include Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, and Parent PLUS Loans. The formula used in this federal "return of funds" calculation divides the aid received into earned aid and unearned aid.

Definitions

Pell Grants: use a standard formula set by Congress to determine a student's level of need. The formula produces an Expected Family Contribution (EFC), the amount a family should pay toward the cost of the education. The amount of aid received is based on the EFC and the number of college hours attempted by a student.

Federal Supplemental Educational Opportunity Grants (FSEOG): are given based on the availability of funds and are only awarded to undergraduate students with exceptional financial need. Priority is given to students who receive Federal Pell Grants. Students must be enrolled in at least 6 semester credit hours to receive a disbursement from the award.

Federal Direct Unsubsidized Loans: are available to students who need additional assistance, and students do not have to demonstrate financial need to get an unsubsidized loan. These loans charge interest immediately until they are paid off.

Federal Direct Subsidized Loans: are low interest, long-term loans funded by the federal government for students who demonstrate financial need. Students are not charged interest before repayment begins or during authorized deferment periods. The government "subsidizes" the interest while students are enrolled at least half-time, which is six credit hours.

Parent PLUS Loans (Parent Loans to Undergraduate Students): are a credit-based loan available to parents to help their children pay for college. These loans are not to exceed the cost of attendance, minus any other financial aid awarded to the students. These loans are only available to parents of dependent students.

Earned Aid: refers to the amount of financial aid based on the number of days a student has attended classes with a term.

Unearned Aid: refers to the amount of financial aid based on the remainder of days a student has not attended classes within a term.

Attachment 7 – New Procedure

Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy VI.6001.A, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Procedure VI.6001.A.d, Types of Funds Awarded by Financial Aid

Associated Policy

Policy VI.6001.A, Financial Aid

Procedures

GRANTS

Federal Pell Grants are awarded only to undergraduate students who haven't already earned a bachelor's or professional degree. If qualified, this would be the primary part of a student's financial aid package. If students enroll in less than 12 hours either during the Fall and Spring terms, students may have Pell eligibility for the summer term.

Other grants typically awarded by San Jacinto College are:

- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Texas Public Education Grants (TPEG)
- TEXAS Grants (Toward Excellence, Access and Success)
- Texas Educational Opportunity Grants (TEOG)

LOANS

Loans typically awarded by San Jacinto College are:

- Federal Student Loans (from the William D. Ford Federal Direct Loan (DL) Program)
- Alternative Loans

WORK STUDY – Federal & Texas

Federal and Texas Work Study provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the student's course of study.

For more information on grants, loans, and work study, visit the Financial Aid Office or the College website.

Definitions

Federal Supplemental Educational Opportunity Grants (FSEOG): are given based on the availability of funds and are only awarded to undergraduate students with exceptional financial need. Priority is given to students who receive Federal Pell Grants. Students must be enrolled in at least 6 semester credit hours to receive a disbursement from the award.

Texas Public Education Grants (TPEG): are funded from tuition revenues generated by San Jacinto College and awarded to students who demonstrate financial need. The amount given depends on a student's residency, the number of hours attempted, a student's classification, and the availability of funds. TPEG is also available to the following students: SB 1528 Undocumented, Dual Credit, International, and Continuing Education.

Texas Educational Opportunity Grants (TEOG): are need-based grants for students who are not eligible for a Texas Grant. To qualify, students must (1) be a Texas resident; (2) be enrolled in a certificate or associate degree plan at a two-year institution; (3) have an Estimated Family Contribution no greater than \$5,430 for the Initial Year or demonstrate financial need for the Renewal Year (as determined by a standard need-analysis process); (4) not have been convicted of felonies or crimes involving controlled substances; and (5) not have an associate degree or baccalaureate degree.

TEXAS Grants (Toward Excellence, Access and Success): are a need-based grant authorized by the state of Texas. Since San Jacinto College is a two-year college, the state only authorizes the college to offer Renewal Year awards. To receive consideration, students must (1) have financial need; (2) be a resident of Texas; (3) have graduated from a Texas high school since May 1998 and supply a transcript indicating recommended or advanced high school curriculum; (4) be enrolled as an undergraduate and received an Initial Year award prior to Fall 2014; (5) be registered with Selective Services or be exempt; (6) have not been convicted of a felony or crime involving a controlled substance; and (7) maintain satisfactory academic progress which consists of a 2.5 GPA and successful completion of 24 semester credit hours for the year.

Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy VI.6001.A, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Procedure VI.6001.A.e, Satisfactory Academic Progress

Associated Policy

Policy VI.6001.A, Financial Aid

Procedures

The government sets official standards of satisfactory academic progress (SAP) for students to receive financial aid, which are reviewed at the end of every semester. San Jacinto College requires a student to maintain a minimum 2.0 GPA, pass 75% of all attempted hours, and not to exceed 150% of hours needed to complete an Associate’s degree.

Definitions

Satisfactory Academic Progress: refers to a set of standards required to continue receiving financial aid including. San Jacinto College requires students to maintain at least a 2.0 GPA, pass at least 75% of all classes attempted (including transfer work), and earn a degree or certificate within 90 attempted hours.

Date of SLT Approval	February 21, 2018
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Associated Policy	Policy VI.6001.A, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Procedure VI.6001.A.f, Financial Aid Appeals

Associated Policy

Policy VI.6001.A, Financial Aid

Procedures

Students who have been suspended from receiving financial aid due to a low GPA and/or Pass Rate Component may regain eligibility by:

- Enrolling at his/her own expense and bringing himself/herself into compliance with the requirements, or
- Filing an appeal with the Campus Financial Aid Services Office prior to the middle of the semester.

A student who has exceeded the maximum time frame component must file an appeal to be able to receive consideration for financial aid.

The appeal for all Satisfactory Academic Progress (SAP) components must be in writing and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as injury, illness and death in the immediate family or undue hardship. If an appeal is approved, the student is placed on Financial Aid Probation for the term listed in the appeal. If an appeal is denied, the student may file a written request to meet with the Appeal Committee, which responds to all appeals in writing. For more detailed information about the appeal process, refer to the Financial Aid sections found in the College Catalog or the College website.

Date of SLT Approval	February 21, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy VI.6001.A, Financial Aid
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (VI.6002.A) on Academic Suspension Appeal.

BACKGROUND

This policy will inform both San Jacinto College students and transfer students about the right to appeal the status of academic suspension. The procedures are attached for informational purposes.

IMPACT OF THIS ACTION

The policy and associated procedures were sent to the College community on March 2, 2018 and no comments were received.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6002.A, Academic Suspension Appeal (proposed policy)

Informational items only:

Attachment 3 - Procedure VI.6002.A.a, Academic Suspension Appeal (proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson

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Policies and Procedures Summary of Changes

New Policy Number: ***VI.6002.A***

Proposed Policy Name: **Academic Suspension Appeal Policy**

Current Policy Number/Name: N/A

New Procedure Number: ***VI.6002.A.a***

Proposed Procedure Name(s): **Academic Suspension Appeal**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: N/A

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes:

- The proposed policy and procedure addresses the process for appealing the status of academic suspension for both currently enrolled students and students transferring from another institution.
- The policy addresses that truly extenuating circumstances will be considered in a student's request for an appeal.
- In the policy, both currently enrolled students and transfer students should visit with the Educational Planning, Counseling, and Completion office to complete the required form.
- The procedure specifies that an appeals committee reviews, approves, or denies appeal requests and may assign conditions for enrollment to students.
- The procedure also addresses consequences should a student not complete the conditions of reenrollment.

Policy VI.6002.A, Academic Suspension Appeal

Purpose

This policy will inform both San Jacinto College students and transfer students about the right to appeal the academic status of academic suspension.

Policy

San Jacinto College students on academic suspension who have not completed their term of suspension may request an appeal for immediate reinstatement when extenuating circumstances exist. Transfer students, who are on academic suspension at a previous institution where the student’s suspension period has not passed, will use the same appeal process as San Jacinto College students on suspension.

San Jacinto College students and transfer students interested in requesting an appeal of the academic status of academic suspension should complete the Appeal of Suspension form available in the Educational Planning, Counseling & Completion office on each campus. Refer to associated procedures for more specific information related to this policy.

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

Associated Procedures

Procedure VI.6002.A.a, Academic Suspension Appeal

Date of Board Approval	Anticipated April 2, 2018
Effective Date	Anticipated April 3, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure VI.6002.A.a, Academic Suspension Appeal

Associated Policy

Policy VI.6002.A, Academic Suspension Appeal Policy

Procedures

San Jacinto College students on academic suspension who have not completed their term of suspension may request an appeal for immediate reinstatement when truly extenuating circumstances exist. Transfer students, who are on academic suspension at a previous institution where the student's suspension period has not passed, will use the same appeal process as San Jacinto College students on suspension.

Students interested in appealing this academic status should complete an Appeal of Suspension form available in the Educational Planning, Counseling, and Completion office. An academic appeals committee will review all appeal requests. If the appeals committee approves the request, the committee will prescribe specific conditions for enrollment. These conditions may include limits on classes or the number of hours which may be taken, specific grades which must be attained (e.g., C or above; student may not withdraw), requirements for periodic progress reports from the teacher(s) involved, or mandatory follow-up counseling. The appeals committee may also decide to deny a student's request based on a student's extenuating circumstances that prevent the student from being successful with coursework.

Students who agree to the conditions of enrollment as defined by the committee will be allowed to re-enroll on a suspension override status. Failure to meet the conditions of enrollment will result in a return of the suspension status with no refund of tuition and fees, and the student will not have the option of any further appeal. If the committee on one campus denies the suspension appeal, the denial is effective on all three San Jacinto College campuses.

Students have a right to appeal the decision of the appeals committee with the Director of Educational Planning, Counseling, and Completion on a campus.

For more detailed information about this procedure, refer to the College Catalog sections on academic suspension or visit the Educational Planning, Counseling, and Completions offices.

Date of SLT Approval	February 26, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy #, Academic Suspension Appeal
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President

Attachment 3

Secondary Owner of Associate Vice Chancellor, Student Services
Policy Associated
with the Procedure

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (VI.6002.B) on Accessibility Services for Students.

BACKGROUND

This policy reflects accessibility services offered to students requesting accommodations such as, but not limited to, additional testing time or interpreting services. The procedures are attached for informational purposes. The current procedures 6-10-C Special Services for Students is recommended for rescission and new procedures on accessibility services for students is proposed which encompasses compliance with specific legislation.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on March 2, 2018 and no comments were received.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6002.B, Accessibility Services for Students (proposed policy)

Informational items only:

Attachment 3 - Procedure VI.6002.B.a, Accessibility Services for Students (proposed procedures)

Attachment 4 – Procedure 6-10-c: Special Services for Students (rescission)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **VI.6002.B**

Proposed Policy Name: **Accessibility Services for Students**

Current Policy Number/Name: N/A

New Procedure Number: **VI.6002.B.a**

Proposed Procedure Name(s): **Accessibility Services for Students**

Current Procedure Number(s)/Name(s): Procedure 6-10-C Special Services for Students (proposed for rescission)

Action Recommended for Policy: New

Action Recommended for Procedures: New and Rescission (Procedure 6-10-C)

Web Links: <http://www.sanjac.edu/procedure-6-10-c-special-services-students>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes:

- Updates were made to better reflect the correct department name and other contact information.
- Procedure 6-10-C is outdated and did not have an associated policy. It is being proposed for rescission and being replaced by a new proposed policy and procedure.
- The new policy addresses compliance with specific legislation.
- The new policy informs prospective and current students about the availability of accommodations and refers students to the Accessibility Services office.
- The new procedure directs prospective and current students to the college's Accessibility Services office, which is located within the Educational Planning, Counseling, and Completion offices.

Policy VI.6002.B, Accessibility Services for Students

Purpose

This policy reflects accessibility services offered to students requesting accommodations such as, but not limited to, additional testing time or interpreting services.

Policy

San Jacinto College (College) does not discriminate on the basis of disabilities in admission or access to its educational programs. The College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities may be eligible for certain accommodations such as additional testing time, registration assistance, or interpreting services. For more information, refer to procedures for Accessibility Services for Students.

Definitions

Section 504 of the Rehabilitation Act of 1973: refers to legislation that assures certain rights to people with disabilities related to any program or activity receiving federal financial assistance.

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

Associated Procedures

Procedure VI.6002.B.a, Accessibility Services for Students

Date of Board Approval	Anticipated April 2, 2018
Effective Date	Anticipated April 3, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure VI.6002.B.a, Accessibility Services for Students

Associated Policy

Policy VI.6002.B, Accessibility Services for Students

Procedures

Students with disabilities may be eligible for certain accommodations such as additional testing time, registration assistance, or interpreting services. The San Jacinto College Accessibility Services Office assists students who may need accommodations. Inquiries about these services may be addressed to accessibility.services@sjcd.edu or by visiting the Educational Planning, Counseling, and Completion office on a respective campus. Additional information about processes and campus contact information can be found in either the Student Handbook, the College Catalog, or the College website.

Date of SLT Approval	February 26, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy VI.6002.B, Accessibility Services for Students
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Procedure 6-10-c: Special Services for Students

San Jacinto College offers many special services to encourage student success. These services include computer-assisted learning laboratories, workshops and seminars addressing issues of study skills and academic success, services that address the needs of students who are identified as being part of a "special population", tutorial programs, and testing and counseling. All employees of the college should familiarize themselves with the services offered students so that each may contribute to the success of the student body. Information about these services may be found in the Vice President for Student Services Office.

Procedure #:	6-10-c
Procedure Name:	Special Services for Students
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

**Action Item “XIV”
Regular Board Meeting April 2, 2018
Consideration of Approval of Policy VI.6003.A: Evaluation of Transcripts for
Transfer Students – Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revision and update to the College’s policy (VI.6003.A) on Evaluation of Transcripts for Transfer Students formerly designated as Policy VI-Z.

BACKGROUND

This policy defines the types of transfer student transcripts that the College evaluates. Typically, the transcripts described would be evaluated with or without a request for the purpose of milestone completion. The procedures are attached for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on March 2, 2018 and no comments were received.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI-Z: Policy on the Evaluation of Transcripts for Transfer Students
(current policy)

Attachment 3 – Policy VI.6003.A, Evaluation of Transcripts for Transfer Students (proposed
policy)

Informational items only:

Attachment 4 - Procedure VI.6003.A.a, Evaluation of Transcripts for Transfer Students
(proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **VI.6003.A**

Proposed Policy Name: **Evaluation of Transcripts for Transfer Students**

Current Policy Number/Name: Policy VI-Z Policy on the Evaluation of Transcripts for Transfer Students

New Procedure Number: **VI.6003.A.a**

Proposed Procedure Name(s): **Evaluation of Transcripts for Transfer Students**

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

Action Recommended for Policy: Revision

Action Recommended for Procedures: New

Web Links: <http://www.sanjac.edu/policy-vi-z-policy-evaluation-transcripts-transfer-students>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes:

- Updates were made to the current policy.
- The proposed new procedure will be associated with the current policy.
- For the policy revision, the reference to “non-degree seeking students” was removed because all students are now placed into active degree/certificate program codes when applying for admissions, and we track for milestone completion. State law now requires students to be placed into degree plans.
- The proposed procedure describes the process and directs students to the appropriate office to inquire about the evaluation process.

Policy VI-Z: Policy on the Evaluation of Transcripts for Transfer Students

It is the policy of the San Jacinto College District to evaluate all college and university transcripts for all transfer students enrolling Fall 2001 and thereafter who declare their intent to seek a degree or certificate. A transfer student is defined as a student whose declared intent is to seek a degree or certificate. Transcripts for students who have previous college or university work and who are enrolling as non-degree seeking students will not be considered as transfer students. Transcripts will be evaluated for non-degree seeking students upon request or when these students change their declared intent to degree or certificate seeking.

Policy #:	VI-Z
Policy Name:	Policy on the Evaluation of Transcripts for Transfer Students
Pages:	1
Adopted Date:	May 14, 2001
Revision/Reviewed Date:	
Effective Date:	May 14, 2001
Associated Procedure:	

Policy VI.6003.A, Evaluation of Transcripts for Transfer Students

Purpose

This policy defines the types of transfer student transcripts that San Jacinto College (College) evaluates. Typically, the transcripts described would be evaluated with or without a request for the purpose of milestone completion.

Policy

It is the policy of the San Jacinto College District to evaluate official college and university transcripts for students with prior college coursework or the equivalent as follows: all requests from college and university transfer students, all military transcripts for veterans benefits, all transcripts for financial aid applicants, all transcripts for reverse articulation graduation review, all transcripts for core curriculum completion graduation review, and all other transcripts without student requests as time permits.

Definitions

Transcript: a digital or printed copy of a student’s academic record, including courses, attendance dates, and course grades.

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

Associated Procedures

Procedure VI.6003.A.a, Evaluation of Transcripts for Transfer Students

Date of Board Approval	Anticipated April 2, 2018
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Effective Date	Anticipated April 3, 2018
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Primary Owner	Deputy Chancellor & President
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Secondary Owner	Associate Vice Chancellor, Student Services
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Procedure VI.6003.A.a, Evaluation of Transcripts for Transfer Students

Associated Policy

Policy VI.6003.A, Evaluation of Transcripts for Transfer Students

Procedures

Students may request San Jacinto College (College) to conduct a course-by-course evaluation of official transcripts from regionally accredited colleges and universities or a college or university that has been approved by committee review. To request an evaluation, students are encouraged to contact a campus Admissions office or Educational Planning, Counseling, and Completion Office.

Transcripts must be received and on file by the College before the Transcript Evaluation Form is submitted. Detailed information is available in the College Catalog or College website.

Definitions

Transcript: a digital or printed copy of a student’s academic record, including courses, attendance dates, and course grades.

Date of SLT Approval	February 26, 2018
Effective Date	Anticipated April 3, 2018
Associated Policy	Policy VI.6003.A, Evaluation of Transcripts for Transfer Students
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, of Student Service

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve to rescind the following policies and procedures.

BACKGROUND

As part of the College’s focus on continuous improvement, the Strategic Leadership Team (SLT) looked for gaps in the current policy and procedure process and manual and for areas to improve transparency, input, timeliness of review, and user friendliness. As part of this updated process and the undertaking of a full review of the policy manual, the SLT and appropriate direct reports are reviewing the entire policy and procedure manual to make recommendations on revisions, new policies and procedures, and recommendations for rescission.

IMPACT OF THIS ACTION

The purpose of this recommendation is to eliminate policies and procedures that are no longer needed based on various reasons. The recommendations for rescission are noted on each attachment. The Board will be approving the rescission of the policies attached and the rescission of the procedures are attached as an informational item. The SLT approved these recommendations to rescind on February 26, 2018. These recommendations were sent to the College community for review on March 2, 2018 and no comments were received. The policy rescissions will be effective immediately after Board approval which occurs on the second reading. The procedure rescissions will be effective following the comment period unless areas of concern are determined.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes, VI-I Policy on Student Activities (current policy)
- Attachment 2 – Summary of Changes, VI-F Policy on Registration (current policy)
- Attachment 3 – Summary of Changes, Procedure 6-3-c Administrative Withdrawal for TSI (current procedure)
- Attachment 4 – Summary of Changes, 6-3-b Student Initiated Withdrawal (current procedure)
- Attachment 5 – Summary of Changes, 2-2 Counseling and Testing Centers (current procedure)

Action Item “XV”
Regular Board Meeting April 2, 2018
Consideration of Approval of Various Policy Rescissions – Second Reading

RESOURCE PERSONNEL

Laurel Williamson 281-998-6184 laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: *n/a*
Proposed Policy Name: N/A
Current Policy Number/Name: VI-I Policy on Student Activities

New Procedure Number: *n/a*
Proposed Procedure Name(s): N/A
Current Procedure Number(s)/Name(s): N/A

Action Recommended for Policy: Rescind
Action Recommended for Procedures: NA

Web Links: <http://www.sanjac.edu/policy-vi-i-policy-student-activities>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes:

- This policy is proposed for rescission as the practices mentioned in the policy are no longer precisely required but rather are among many opportunities available to faculty.
- Furthermore, the Vice President of Student Services position no longer exists.
- There are no procedures associated with this policy.

Policy VI-I: Policy on Student Activities

Involvement in student activities greatly enriches a student's college experience. Faculty members are expected to contribute to this process. Therefore, all faculty members are required to participate in sponsorship of extracurricular activities.

A list of faculty assignments for the current college year will be published by the Vice President of Student Services. An attempt will be made to give faculty members an assignment most applicable to his or her educational background and interests.

Policy #:	VI-I
Policy Name:	Policy on Student Activities
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	May 2, 1994
Effective Date:	March 2, 1981, May 2, 1994
Associated Procedure:	

Policies and Procedures Summary of Changes

New Policy Number: *n/a*
Proposed Policy Name: **n/a**
Current Policy Number/Name: Policy VI-F Policy on Registration

New Procedure Number: *n/a*
Proposed Procedure Name(s): N/A
Current Procedure Number(s)/Name(s): N/A

Action Recommended for Policy: Rescission
Action Recommended for Procedures: *n/a*

Web Links: <http://www.sanjac.edu/policy-vi-f-policy-registration>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes:

- The policy is being proposed for rescission.
- The policy is outdated and no longer represents the practices surrounding class registration.
- There are no procedures associated with this policy.

Policy VI-F: Policy on Registration

All faculty and staff are required to assist with registration. Registration is under the supervision of the Registrar. Registration procedures will be discussed at the faculty meeting prior to registration.

Policy #:	VI-F
Policy Name:	Policy on Registration
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	
Effective Date:	March 2, 1981
Associated Procedure:	

Policies and Procedures Summary of Changes

New Policy Number: *n/a*

Proposed Policy Name: N/A

Current Policy Number/Name: N/A

New Procedure Number: *n/a*

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): Procedure 6-3-c Administrative Withdrawal for TSI

Action Recommended for Policy: *n/a*

Action Recommended for Procedures: Rescission

Web Links: <http://www.sanjac.edu/procedure-6-3-c-administrative-withdrawal-tsi>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes:

- Request to rescind this procedure as it contains wording no longer used in practice at the College.
- The procedure also contains a position “TSI Coordinator” that is no longer a position at the College.
- Request to rescind the entire procedure.
- No policy associated with these procedures.

Procedure 6-3-c: Administrative Withdrawal for TSI

One of the provisions of the legislation establishing the Texas Success Initiative (TSI) is the requirement that students lacking appropriate academic skills enroll and participate in remedial programs. To comply with this mandate, faculty who are teaching remedial courses report the absences of TSI-required students to the college TSI coordinator. When appropriate, the TSI coordinator may initiate an administrative withdrawal of a TSI-required student from all of his or her classes.

Procedure #:	6-3-c
Procedure Name:	Administrative Withdrawal for TSI
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Policies and Procedures Summary of Changes

New Policy Number: *n/a*

Proposed Policy Name: N/A

Current Policy Number/Name: N/A

New Procedure Number: *n/a*

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): Procedure 6-3-b Student Initiated Withdrawal

Action Recommended for Policy: N/A

Action Recommended for Procedures: Rescission

Web Links: <http://www.sanjac.edu/procedure-6-3-b-student-initiated-withdrawal>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes:

- Request to rescind this procedure as it represents practices, forms, and offices no longer used or no longer in existence at the College.
- Request to rescind the entire procedure.
- No policy associates with these procedures.

Procedure 6-3-b: Student Initiated

Withdrawal

At any time before the withdrawal deadline, as defined in the official college calendar for that semester, a student may elect to withdraw officially from a class. Until the twelfth class day, this is completely handled by the Registrar's Office. The student's name is not printed on the official class roll, and the instructor receives no further notification. After the twelfth class day, the process is as follows:

The student goes to the Registrar's Office to obtain and complete a Withdrawal Request form. If the course being dropped is a remedial class, the student is sent to the Counseling Office to have his or her TSI status reviewed; if the TSI guidelines allow the withdrawal, the counselors make appropriate notations on the form, and the student continues with the process. Instructors are informed of withdrawal routinely by the Registrar's Office.

Procedure #:	6-3-b
Procedure Name:	Student Initiated Withdrawal
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Policies and Procedures Summary of Changes

New Policy Number: *n/a*

Proposed Policy Name: N/A

Current Policy Number/Name: N/A

New Procedure Number: *n/a*

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): 2-2 Counseling and Testing Centers

Action Recommended for Policy: Rescission

Action Recommended for Procedures: Rescission

Web Links: <http://www.sanjac.edu/procedure-2-2-counseling-and-testing-centers>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

Summary of Changes:

- The current procedure is proposed for rescission as it includes language, department names, and processes that are outdated.
- There is no associated policy for this current procedure.
- The current procedure identified on this form is being proposed for rescission as the majority of it does not related back to current practices and department names at the College.
- For example, testing terms like the ASSET and TASP tests are no longer used.

Procedure 2-2: Counseling and Testing

Centers

Each campus has a professional counseling staff to assist students in selecting courses, following TASP procedures, and in developing career goals. The Central and South Campus Counseling Centers offer a battery of career and interest/aptitude tests that help students assess their basic skills and assist in their career decision-making. All three campuses administer the GED and ASSET tests, and all three campuses administer the TASP test on the annually scheduled test dates. The test centers also provide information and referral for students and community residents regarding registration for the ACT, CLEP, GMAT, GRE, SAT and TOEFL examination. Information regarding testing procedures and schedules is available from the campus counseling or testing centers.

The counseling centers for each campus offer a variety of workshops and help-sessions for students to assist them in understanding time-management, study habits, child care, career-planning, and other coping skills. Career resource centers on the Central and South Campuses provide a wide assortment of career and personal development books, videos and periodicals.

Counseling and Testing Center Telephone Numbers

Campus Center	Testing Center	Counseling Center
North	281-459-7147	281-459-7117
Central	281-476-1825	281-476-1813
South	281-922-3445	281-922-3408

Procedure #:	2-2
Procedure Name:	Counseling and Testing Centers
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

**Action Item “XVI”
Regular Board Meeting April 2, 2018**

**Consideration of Approval of Policy #: Library Collection Development – First Reading
(Information Only)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Library Collection Development. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

This policy explains that the libraries will build and maintain a quality collection of both up-to-date and relevant print and on-line resources to support the mission of San Jacinto College. Additionally, the new associated procedures have been included to support implementation of the policy. These procedures are attached for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on March 29, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on May 7, 2018.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy ##, Library Collection Development (proposed policy)

Informational items only:

Attachment 3 – Procedure ##, Library Collection Development (proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Library Collection Development**

Current Policy Number/Name: n/a

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

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

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: n/a

Primary Owner: Deputy Chancellor and President

Secondary Owner: Provosts

Summary of Changes:

- New policy, new procedures

Policy #, Library Collection Development

Purpose

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

Policy

The library collection includes:

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

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

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

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

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

Associated Procedures

Procedures #, Library Collection Development

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

Attachment 2

Secondary Owner	Provosts
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Procedure #, Library Collection Development

Associated Policy

Policy #, Library Collection Development

Procedures

The Library Mission

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

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

Collection Goal

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

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

General Considerations

Currency

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

Completeness

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

Duplication

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

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

Cooperative Development

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

Preservation

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

Language

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

Censorship

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

Gifts

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

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

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

Types of Materials

Textbooks

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

Editions

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

Rare Books

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

Periodicals

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

Electronic Resources

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

Public Challenges of Library Materials

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

Attachment 3

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

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
April 2, 2018**

I.	PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS	
	Purchase Request #1	
	Renew the Contract for Casualty Insurance (pg. 2-3)	\$ 184,717
	Purchase Request #2	
	Renew the Contract for Annual Financial Audit Services (pgs. 4-5)	98,000
	Purchase Request #3	
	Purchase Non-destructive Testing Equipment (pgs. 6-7)	111,000
	Purchase Request #4	
	Method of Procurement for Early College High Schools (pgs. 8-9)	-
	Purchase Request #5	
	Extend Contract for Collection of Ad Valorem Taxes (pgs. 10-12)	-
	TOTAL OF PURCHASE REQUESTS	<u>393,717</u>
	GRAND TOTAL:	<u><u>\$ 393,717</u></u>

Purchase Request # 1
Regular Board Meeting April 2, 2018

Consideration of Approval to Renew the Contract for Casualty Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the renewal of the contract for casualty insurance with USI Southwest Services Insurance (USI) for the Safety, Health, Environmental and Risk Management (SHERM) department.

BACKGROUND

A request for proposals, Project Number 17-11, was issued in January 2017 to procure casualty insurance for the SHERM department. The Board approved the original contract with USI in April 2017.

The College retains USI to provide liability and casualty coverage utilizing Argonaut, National Union Fire and ACE American Insurance to complete the insurance coverage.

IMPACT OF THIS ACTION

Approval of the policy renewal will continue the existing liability and casualty insurance coverage for the College for the period May 1, 2018 through April 30, 2019. The renewal includes coverage in the areas of General Liability, Automobile Liability including Physical Damage, Law Enforcement Liability, Umbrella Liability, Directors & Officers/Employment Legal Liability/Crime, Cyber Liability and an International Package. The renewing premium of \$184,717 is higher than the expiring premium of \$150,464. The main factors influencing cost were growth in total full time equivalent enrollment (16,217 to 17,728), increases in law enforcement personnel (37 to 44), increase in number of vehicle counts (119 to 123) with new vehicles purchased at a higher value, and the historical claims activity since 2010 on the Employment Legal Liability. In addition, the Employers Legal Liability deductible is increased from \$50,000 to \$75,000 per claim; a lower deductible is not available.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$184,717. This expenditure will be funded from SHERM department's 2017-2018 operating budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of four (4) one-year renewal options available. The new contract term will be May 1, 2018 through April 30, 2019.

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora 281-998-6306 teri.zamora@sjcd.edu

Purchase Request # 1
Regular Board Meeting April 2, 2018

Consideration of Approval to Renew the Contract for Casualty Insurance

Ginger Lambert	281-998-6183	ginger.lambert@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Consideration of Approval to Renew the Contract for Annual Financial Audit Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the renewal of the contract for annual financial audit services with Doeren Mayhew, P.C. for the Accounting and Financial Services department.

BACKGROUND

A request for proposals, Project Number 15-08, was issued in February 2015 to procure audit services for the Accounting and Financial Services department. The Board approved the original contract with Doeren Mayhew, P.C. in May 2015.

As required by state and federal laws and College policy, financial records of the College are independently audited on an annual basis. Independent auditors examine financial statements prepared by the College and express an opinion on fair presentation of financial statements and whether or not they are prepared in accordance with generally accepted accounting principles.

IMPACT OF THIS ACTION

The firm will be engaged to perform an audit in accordance with standards prescribed in the Statements on Auditing Standards promulgated by the American Institute of Certified Public Accountants. In addition, the audit will meet the requirements established by the Texas Higher Education Coordinating Board – Annual Financial Reporting Requirements, in accordance with auditing standards generally accepted in the United States of America, standards applicable to financial audits contained in *Government Auditing Standards* issued by Comptroller General of the United States, Federal awards as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and State awards as required by the *State of Texas Single Audit Circular*.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$98,000. This expenditure will be funded from the Vice Chancellor of Fiscal Affairs department's 2018-2019 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be May 5, 2018 through May 4, 2019.

Consideration of Approval to Renew the Contract for Annual Financial Audit Services

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Bill Dickerson	281-998-6142	bill.dickerson@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #3
Regular Board Meeting April 2, 2018

Consideration of Approval to Purchase Non-destructive Testing Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of non-destructive testing equipment from Snap-On Industrial for the Non-Destructive Testing Technology (NDT) department.

BACKGROUND

The NDT Advisory Committee identified that many new employees lack sufficient skills to properly measure and document measurements, which is defined as “Metrology”. Most students who complete the NDT program acquire a Certificate of Technology. Until Fall 2017, the Metrology course was only offered in the Associates of Applied Science degree plan, but the course has now be added to the Certificate of Technology. All NDT program students are now required to take the Metrology course, increasing the number of sections offered from one to approximately five each academic calendar year. The current metrology hand tools owned by the College are on average 20 years old, and in varying stages of disrepair due to age, wear, and tear. This leaves the classroom with an incomplete set and requires revisions to the planned curriculum.

Snap-On Industrial has a contract through the TXMAS cooperative contracts program to provide tools and educational materials, Contract Number TXMAS-17-51V02, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code. Competitive bidding is also utilized to procure Snap-On tools for items not included in the TXMAS contract.

IMPACT OF THIS ACTION

The purchase of the new NDT equipment will give instructors the resources needed to teach the Metrology course, and will provide students with an expanded curriculum including access to the physical tools needed to succeed in the course and in the industry. The new equipment will also eliminate the need to purchase certain textbooks which removes a potential financial barrier to the students. The College regularly purchases other training equipment and tools from Snap-On tools throughout the year to support the instructional needs of other programs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure with Snap-On Industrial is \$111,000. This expenditure is funded from the Perkins Grant funds and departmental 2017-2018 operational budgets.

MONITORING AND REPORTING TIMELINE

None

Purchase Request #3
Regular Board Meeting April 2, 2018

Consideration of Approval to Purchase Non-destructive Testing Equipment

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #4
Regular Board Meeting April 2, 2018
Consideration of Approval of Method of Procurement for
Early College High School Renovations at Central, North, and South Campuses

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the Construction Manager-at-Risk (CMR) method of procurement for Early College High School (ECHS) Renovations at Central, North, and South Campuses.

BACKGROUND

Plans are under development to renovate the Frels Building at Central Campus, the Burleson Building at North Campus, and Buildings S-7 and S-9 at the South Campus to support the needs of the San Jacinto College affiliated ECHS programs.

Construction Manager-at-Risk (CMR) is recommended as the method of procurement for these projects. CMR has proven to be an effective procurement methodology to accommodate fast-tracked scope development with controlled risk and good value. Each project will have a defined package of construction plans and specifications developed by an architectural firm as required for public solicitation in accordance with the Texas Government Code, Section 2269.151.

IMPACT OF THIS ACTION

The CMR method is designed to allow early involvement of the general contractor with the architect and owner. This collaboration provides guidance on constructability, evaluation of less costly alternatives, and avoidance of potential mistakes or unnecessary expense.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of work for all planned ECHS renovations is approximately \$8.3 million dollars. These expenditures will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design and execution of these ECHS renovations will require approximately sixteen (16) months. Following selection of Construction Managers and receipt of subcontractor bids, a Guaranteed Maximum Price (GMP) for each project will be brought to the Board for consideration and approval.

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

ATTACHMENTS

None

Purchase Request #4
Regular Board Meeting April 2, 2018
Consideration of Approval of Method of Procurement for
Early College High School Renovations at Central, North, and South Campuses

RESOURCE PERSONNEL

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

**Purchase Request #5
Regular Board Meeting April 2, 2018
Consideration of Approval to Extend the Contract
For Collection of Delinquent Ad Valorem Taxes**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees extend the contract with Danny J. Snooks, Attorney at Law, to collect delinquent ad valorem taxes, penalties and interest on behalf of the College. The term of the contract shall be extended through June 30, 2019.

BACKGROUND

In accordance with Section 6.30 of the Texas Property Tax Code, San Jacinto Community College District has contracted with Danny Snooks, Attorney at Law, to collect its delinquent taxes since 1997. In accordance with the Texas Property Tax Code, Mr. Snooks' services are compensated by the delinquent taxpayer based on an additional penalty of twenty percent (20%) of the taxes, penalty and interest paid. Mr. Snooks is responsible for all collection and processing expenses. Additionally, he has invested resources in technology, staff and other systems in order to perform these collection efforts.

IMPACT OF THIS ACTION

It is recommended that the contract for collection of delinquent taxes be renewed and extended pursuant to the terms of the contract approved by the Board in April 2007 and last extended on June 1, 2015 for three years through June 30, 2018. Continuation of these services will result in the recovery of additional delinquent ad valorem taxes and the related penalty and interest.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Continuation of these services will result in the recovery of additional delinquent ad valorem taxes and the related penalty and interest which are general revenue of the College.

MONITORING AND REPORTING TIMELINE

Performance under this contract will continue to be monitored throughout the year. It is anticipated that a format request for proposals will be completed during the year for future services.

ATTACHMENTS

Attachment 1 – Contract Renewal

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Amendment to Contract for the Collection of Delinquent Taxes

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

San Jacinto Community College District (“SJCCD”), a political subdivision of the State of Texas, acting by and through its Board of Trustees, desires to renew and continue “The Contract for the Collection of Delinquent Taxes”, initially executed April 2, 2007, made between SJCCD and the **Law Office of Daniel J. Snooks**, Daniel J. Snooks, Attorney at Law, associates and assigns, of Houston, Texas (hereinafter “Law Firm”).

I.

SJCCD agrees to employ and does hereby employ Law Firm to enforce by suit or otherwise, the collection of all delinquent taxes, penalty and interest, owing to SJCCD which SJCCD refers to Law Firm.

II.

Law Firm is to call to the attention of the Tax Assessor/Collector of the SJCCD, any errors, double assessments or other discrepancies coming under its observance during the progress of the work and is to intervene on behalf of the District in all suits for taxes hereafter filed by any taxing unit on property located within its taxing jurisdiction. Law Firm, may instigate the filing of lawsuits necessary on behalf of SJCCD for the collection of delinquent ad valorem taxes for property located within SJCCD taxing jurisdiction.

III.

SJCCD and Law Firm shall abide by the terms and conditions set forth in the original Contract, attached as Contract for the Collection of Delinquent Taxes, incorporating any and all changes in the laws of The State of Texas which have occurred subsequent to the April 2, 2007 original contract execution.

Attachment 1

IV.

SJCCD hereby renews and extends the term of the delinquent tax collection contract with The Law Office of Daniel J. Snooks, Attorney at Law, for an additional year for the collection of delinquent ad valorem taxes, penalties and interest for and on behalf of SJCCD until June 30, 2019.

San Jacinto Community College District
4624 Fairmont Parkway, Suite 202
Pasadena, Texas 77504
(281) 998-6150

Daniel J. Snooks
Attorney at Law
11550 Fuqua, Suite 490
Houston, Texas 77034

Teri Zamora
Printed Name

Daniel J. Snooks
Printed Name

Vice Chancellor, Fiscal Affairs
Title/Position

Attorney at Law
Title/Position

By: _____
Signature

By: _____
Signature

Date: April ____, 2018

Date: April ____, 2018

Item "A"
Regular Board Meeting April 2, 2018
Approval of the Minutes for the March 5, 2018
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the March 5, 2018, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
March 5, 2018
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer College Personnel: Ann Kokx-Templet, Mandi Reiland, Steve Trncak, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:16 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072 and 551.074 of the Texas Open Meetings Act, for the following purposes: Personnel Matters & Prospective Donation	Adjourned to closed session at 5:18 p.m. a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Ann Kokx-Templet, Mandi Reiland, Steve Trncak, and Teri Zamora were present for this discussion. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. Mandi Reiland, Steve Trncak, and Teri Zamora were present for this discussion.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:08 p.m.
V.	SACSCOC Reaffirmation Update	Brenda Hellyer informed the Board that Laurel Williamson and Chris Duke were at the workshop to provide an update on the SACSCOC Reaffirmation. She thanked all of the employees that have contributed to the College's report.

		<p>Laurel Williamson introduced Chris Duke to the Board and explained the process and steps that were taken to get the SACSCOC reaffirmation report completed.</p> <p>Laurel informed the Board that we were caught in the middle of SACSCOC moving from one set of standards to a new set of standards. She explained the new standards went into effect in January, and the College had the choice of writing our report against the old standards or the new standards. We chose to write against the old standards. She explained that this will require us to write to several new standards in preparation for the on-site committee.</p> <p>Chris Duke thanked Ann Pearson for all of her help with the process and report. He presented on the Reaffirmation of Accreditation of San Jacinto College and explained the accreditation process, who is on a peer review team, and why the College needs accreditation. He covered the Quality Enhancement Plan (QEP) and QEP Steering Committee and presented the timeline for the SACSCOC accreditation. He stated the College will receive a report back explaining what standards are in compliance and which ones are non-compliant. At that point, we have four months to provide a response.</p> <p>Marie Flickinger asked if SACSCOC can have recommendations. Chris responded the off-site committee will tell us if we are compliant or not, and we can provide additional evidence to meet the gaps that they have identified. The final recommendations will come from the on-site committee in October.</p> <p>Brenda informed the Board members that the committee members will want to do an interview with some of them. The SACSCOC On-Site Review Committee visit is on the Board's calendar.</p> <p>Chris covered the Off-Site Review Committee and explained the three types of feedback.</p> <p>Chris stated that the consultant hired by the College commented that the College's mission statement does not appear to be specific to the institution. No changes are proposed at this point pending comments from the review committee.</p>
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		<p>He informed the Board that with the new standards, six of the 2012 principles are being deprecated and there are two that are new standards. One new principle that is effective as of January of this year is a requirement for the Board to conduct a self-evaluation of its effectiveness.</p> <p>Brenda stated she and Marie are considering having the Board complete their evaluation at the Board Retreat in April.</p> <p>Based on review of the submitted report, Chris recommends improvements to College practices regarding Student Debt, Institutional Effectiveness Educational Programs, Academic Program Coordination, Faculty Competence, and Faculty Evaluation.</p> <p>Brenda explained when we get the report at the end of April, she will let the Board know of any big concerns.</p> <p>Laurel stated that in the off-site review, she expects a non-compliance on Faculty credentials and using improvements in the instructional programs. We will address any issues for the response report and the on-site committee visit. She added the most important thing from SACSCOC is that you document what you found and that you used it to make improvements.</p> <p>Marie asked if we will be able to see the difference between the old and new standards.</p> <p>Chris stated the part that is going to be gray is how the new standards get interpreted.</p>
<p>VI.</p>	<p>Review of Board Bylaws and Proposed Changes</p>	<p>Brenda covered final recommended changes to the Board Bylaws. Keith Sinor and Dan Mims helped review these changes. Brenda informed the Board members about the changes that were noted in track changes.</p> <p>Brenda left the time requirement for application of citizens to be heard at ten minutes prior to the Board meeting. This met the expectation by the Board to best accommodate requests from citizens and provides an adequate time for staff to manage the sign-in.</p> <p>The Board did not have any concerns with the changes.</p>

		<p>Brenda informed the Board there is an action item on these changes, and they will be effective after approval at the Board meeting.</p>
VII.	Review Budget Development Timeline	<p>Teri Zamora reviewed the Budget Development Timeline handout with the Board members.</p> <p>Teri explained that in April and May, she will be developing the estimate revenue scenarios for 2018-2019.</p> <p>She stated that she met with personnel from Harris County Tax Office, and we are probably looking at a flat tax base. She will know more by April 30.</p> <p>Teri provided an overview of the timeline for budgeting expenses. In February and March, the lowest level budget manager reviews and revises, working within existing level of budget for both employee positions and operating funds. Managers will be provided with three year history of budget vs actual for the accounts under their budget authority. Managers may also articulate formal requests for personnel and for operating funds in excess of their current level of funding.</p> <p>In April, revised budgets, along with budget request for new personnel and operating funds, will be reviewed by various levels of leadership, resulting in a formal budget recommendation and increased needs requests coming from each Strategic Leadership Team member. She added that the SLT members will have a retreat on May 16 to review and prioritize all of these requests.</p> <p>Teri explained on June 7 the SLT will conclude their final review and approval on what should be recommended to the Finance Committee meeting in June and the full Board in July.</p> <p>Brenda suggested merging the June Building and Finance committee meetings and holding a workshop to cover the budget with all of the Board members prior to approval, which is anticipated at the July Board meeting.</p>
VIII.	Review of Calendar	<p>Brenda reviewed the calendar with the Board.</p>

IX.	General Discussion of Meeting Items	Brenda asked the members if there were any additional items for discussion. Larry had a question regarding the Policy on Use of College Owned or Leased Vehicles. Larry will email question to Brenda.
X.	Adjournment	Workshop adjourned at 6:55 p.m.

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

March 5, 2018

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, March 5, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.

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

Absent: Erica Davis Rouse, Assistant Secretary

Chancellor: Brenda Hellyer

Others Present:

Jen Arndt	Carla Garrett	Bill Raffetto
Timothy Banks	Roberto Gorena	Heather Rhodes
Joshua Banks	Allatia Harris	Ina Richarte
Rhonda Bell	Joseph Hebert	Bruce Rideaux
Allen Bourque	Mini Izaguirre	Blake Roberts
Cristina Cárdenas	Sallie Kay Janes	Martha Robertson
Debra Clarke	Brenda Jones	Barbara Schumacher
Laura Cole	Bryan Jones	Shawn Silman
Janet Cowey	Ruth Keenan	Kelly Simons
Teri Crawford	Tami Kelly	Debbie Smith
John Crumrine	Ann Kokx-Templet	Danny Snooks
Paul Davis	Kevin McKisson	Rob Stanicic
Anita Dewease	Robert Merino	Patricia Steinke
Bill Dickerson	Kevin Morris	Janice Sullivan
Chris Duke	Alexander Okwonna	Steve Trncak
Debbie Eason	Jeff Parks	Van Wigginton
Bob Eason	Dianne Phillips	Laurel Williamson
Amanda Fenwick	Brian Piana	Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:06 p.m.

Roll Call of Board Members:	Erica Davis Rouse – Absent Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
Invocation and Pledges to the Flags:	The invocation was given by Dr. Laurel Williamson. The pledges to the American flag and the Texas flag were led by Larry Wilson.
Special Announcements, Recognitions, and Presentations:	<ol style="list-style-type: none"> 1. Dr. Kelly Simons recognized the 2017-2018 Honoraria Recipients. Those recognized were: Tim Banks, Susan Eason, Carla Garrett, Brian Piana, Ina Richarte, Barbara Schumacher, Patricia Steinke, and John Thornburg 2. Chair Marie Flickinger, recognized San Jacinto College as the Pasadena Chamber of Commerce 2018 Business of the Year.
Student Success Presentations:	<ol style="list-style-type: none"> 1. Van Wigginton gave an update on See to Succeed and showed a video. Van also recognized Debra Clarke and Laura Cole, for their work on this project.
Communications to the Board:	<ol style="list-style-type: none"> 1. A thank you was sent to the Board from Eddie Weller, for the plant sent in memory of his wife. 2. A copy of the most recent Opportunity News from the Houston Chronicle was presented to the Board.
Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:	<p>There were no citizens desiring to be heard before the Board.</p> <p>Dan Mims introduced Reed Clark from Constable Chris Diaz’s office and Brenda Hellyer introduced Paul Davis who were both in attendance.</p>
Informative Reports:	<p>Chair Marie Flickinger indicated such reports were in the Board documents and online.</p> <ol style="list-style-type: none"> A. San Jacinto College Financial Statements B. San Jacinto College Foundation Financial Statements <ol style="list-style-type: none"> 1. January 2018 2. Financial Audit – June 30, 2017 C. Capital Improvement Program D. San Jacinto College Building Committee Minutes E. San Jacinto College Finance Committee Minutes

**Motion 9843
Consideration of
Approval of
Amendment to
the 2017-2018
Budget for
Restricted
Revenue and
Expenses Relating
to Federal and
State Grants**

Motion was made by Dan Mims, seconded by Larry Wilson, for approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

Nays: None

**Motion 9844
Consideration of
Approval of
Addition of
Technology Fee**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for approval of Addition of Technology Fee.

Motion Carried.

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

Nays: None

**Motion 9845
Consideration of
Approval of
Policy III.3008.A:
Use of College
Owned or Leased
Vehicles – Second
Reading**

Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler, for approval of Policy III.3008.A: Use of College Owned or Leased Vehicles – Second Reading

Motion Carried.

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

Nays: None

**Motion 9846
Consideration of
Approval of
Policy Rescissions
– Second Reading**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Policy Rescissions – Second Reading.

Motion Carried.

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

Nays: None

Motion 9847
Consideration of
Approval of
Policy IV.4003.A:
Filing Vacancies –
Second Reading

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, for approval of Policy IV.4003.A: Filing Vacancies – Second Reading.

Motion Carried.

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

Motion 9848
Consideration of
Approval of the
Board of Trustees
Bylaws

Motion was made by Keith Sinor, seconded by Dan Mims, for approval of Board of Trustees Bylaws.

Motion Carried.

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

Consideration of
Approval of
Policy #:
Financial Aid –
First Reading
(Information
only)

Informational item on Approval of Policy #: Financial Aid – First Reading (Information only).

No vote needed.

Consideration of
Approval of
Policy #:
Academic
Suspension
Appeal – First
Reading
(Information
Only)

Informational item on Approval of Policy #: Academic Suspension Appeal – First Reading (Information Only)

No vote needed.

Consideration of
Approval of
Policy #:
Accessibility
Services for
Students – First
Reading
(Information
Only)

Informational item on Approval of Policy #: Accessibility Services for Students – First Reading (Information Only).

No vote needed.

Consideration of Approval of Policy #: Evaluation of Transcripts for Transfer Students – First Reading (Information Only) Informational item on Approval of Policy #: Evaluation of Transcripts for Transfer Students – First Reading (Information Only).
No vote needed.

Consideration of Approval of Various Policy Rescissions – First Reading (Information Only) Informational item on Approval of Various Policy Rescissions – First Reading (Information Only).
No vote needed.

Motion 9849 Consideration of Purchasing Requests Motion was made by Larry Wilson, seconded by Dan Mims for approval of the purchasing requests.

RFP #18-01 Contract for Financial Advisor Services	\$150,000
RFP #18-16 Construction Audit Services	206,000
RFP #18-18 Replacement of Theater Curtains	60,545
Purchase Request #1 Additional Funds for Cabling Services	552,000
Purchase Request #2 Renew the Contract for Asphalt and Concrete Paving Services	225,000
Purchase Request #3 Renew the Contract for Lean Six Sigma and Project Management Training Services	100,000
Purchase Request #4 Renew the Contract for Plumbing Services	100,000

Purchase Request #5
Renew the Contract for a Cloud Based IT Help Desk 63,000

Purchase Request #6
Renew the Contract for Compliance and Professional Development Training Software 57,066

TOTAL OF PURCHASE REQUESTS \$1,513,611

Motion Carried.

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

Nays: None

Teri Zamora introduced representatives John Crumrine, Blake Roberts, Jen Arndt, and Bruce Rideaux from PFM.

**Motion 9850
Consent Agenda**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., to approve the consent agenda.

- A. Approval of the Minutes for the February 5, 2018 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements, and Honorarium Award Recipients, 2017-2018 Part-Time Hourly Rate Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on April 2, 2018

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Meeting Adjourned at 7:35 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for 2017-2018 which have been made in accordance with State accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The April 2, 2018 Board Meeting
 Fiscal Year 2017 - 2018

ELEMENT OF COST	DEBIT	CREDIT
DISTRICT		
INSTRUCTION	-	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	4,939	-
PHYSICAL PLANT	-	20,796
AUXILIARY ENTERPRISES	-	-
CENTRAL		
INSTRUCTION	5,927	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	2,379	3,500
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
NORTH		
INSTRUCTION	5,812	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	5,000
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
SOUTH		
INSTRUCTION	6,672	5,000
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	8,566	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	34,296	34,296

RECOMMENDATION

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

Central Campus

Department

Medical Imaging Program
(Central, South and North Campus)

Affiliation Entity

Memorial Hermann Southeast Hospital/
Memorial Hermann Pearland Hospital

Respiratory Care Program

Harris Health

Respiratory Care Program

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

South Campus

Department

Physical Therapist Assistant Program

Affiliation Entity

Encore Rehabilitation Services

Occupational Therapy Assistant Program

Encore Rehabilitation Services

North Campus

Department

Medical Assisting Program

Affiliation Entity

Vu Doan Theriot, MD PA

Medical Assisting Program

Unique S Medical Services

Medical Assisting Program

Southeast Dermatology, P.A.

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting April 2, 2018
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, May 7, 2018.