

*Board of Trustees
Meeting*

May 6, 2019

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:00 p.m., Monday, May 6, 2019, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Follow-up on Benefit Cost Structure Plan for New Hires Effective on August 1, 2019**
- VI. Review Proposed Strategic Plan Documents**
- VII. Review of 2019 - 2020 Budget Assumptions for Revenues and Expenses**
- VIII. Update on High School Capture Rate**
- IX. Review Notification of Closure of Dietetics Program**
- X. Update on 86th Legislative Session**
- XI. Review of Calendar**
- XII. General Discussion of Meeting Items**
- XIII. 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, 2 hour and place given in this Notice or as soon after the commencement of the

meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, May 3, 2019, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, May 6, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**

Recognition of Phi Beta Lambda State Competition Winners	Provosts
Recognition of SkillsUSA State Winners	Provosts
Recognition of PVF Roundtable for Contributions to the Foundation	Ruth Keenan
Faculty Senate 2018-2019 Update	Cristina Cárdenas
- V. Student Success Presentations**

Lowering Costs of Course Materials Update	Niki Whiteside
KPI Dashboard Update – Headcount Spring 2019	Michelle Callaway
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

In accordance with the San Jacinto Community College District Board of Trustees Bylaws, located on the College's website, a citizen desiring to appear before the Board of Trustees shall complete the Application for Hearing before the Board of Trustees and file said application along with any supporting information concerning the citizen's concern, complaint or commendation, with the Executive Assistant to the Chancellor, ten (10) minutes prior to the start of the posted meeting time. The time allotted each citizen or organization for presentation shall be no more than five (5) minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a San Jacinto Community College District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statements
 - B. San Jacinto College Foundation Financial Statements
 - C. Capital Improvement Program
 - D. San Jacinto College Building Committee Minutes

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Policy III.3006.A, Use of Electronic Recording Devices by Employees and Students – Second Reading**
- XI. Consideration of Approval of Resolution to Authorize Early Additional Penalty for Collection Costs under Section 33.11 of the Texas Tax Code**
- XII. Consideration of Approval of Non-Credit Course Enrollment Charges**
- XIII. Consideration of Approval of the New Vision Statement, Mission Statement, Values, and 2019-2024 Strategic Plan and Restatement and Placement of the One College Vision for San Jacinto College**

PURCHASING REQUESTS

- XIV. Consideration of Purchasing Requests**

CONSENT AGENDA

XV. Consent Agenda

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

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

XVI. Items for Discussion/Possible Action

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

XVII. Adjournment

Closed Session Authority

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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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or
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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 127,381,567	\$ 107,867,008
Accounts receivable - taxes	3,606,911	6,342,967
Accounts receivable	10,417,815	8,592,945
Deferred charges	229,911	271,529
Inventories	359,413	363,167
Total current assets	<u>141,995,617</u>	<u>123,437,616</u>
Noncurrent assets:		
Restricted cash and cash equivalents	246,201,408	156,516,613
Capital assets, net	485,165,117	439,245,350
Total noncurrent assets	<u>731,366,525</u>	<u>595,761,963</u>
Total assets	<u>873,362,142</u>	<u>719,199,579</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	4,631,718	6,924,946
Deferred outflow related to OPEB	2,581,254	-
Deferred outflow related to defeased debt	9,585,289	10,853,641
Total deferred outflows of resources	<u>16,798,261</u>	<u>17,778,587</u>
Liabilities		
Current liabilities:		
Accounts payable	15,070,563	11,900,551
Accrued liabilities	2,237,476	2,247,294
Accrued compensable absences and deferred compensation	2,259,299	2,282,788
Deferred revenues	679,992	3,397,753
Total current liabilities	<u>20,247,330</u>	<u>19,828,386</u>
Noncurrent liabilities:		
Net pension liability	26,598,961	31,890,143
Net OPEB liability	91,125,036	-
Bonds and notes payable	601,374,896	465,821,494
Total noncurrent liabilities	<u>719,098,893</u>	<u>497,711,637</u>
Total liabilities	<u>739,346,223</u>	<u>517,540,023</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,007,220	3,795,258
Deferred inflows related to OPEB	20,148,183	-
Total deferred inflows of resources	<u>26,155,403</u>	<u>3,795,258</u>
Net assets		
Beginning of year	60,632,834	164,328,451
Current year addition	64,025,943	51,314,434
Total net position	<u>\$ 124,658,777</u>	<u>\$ 215,642,885</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

11 Unrestricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/18	% of 8/31/18 Actual
REVENUES:					
State Appropriations	\$ 38,785,179	\$ 20,368,715	52.52	\$ 20,369,540	52.50
Local Taxes - Maintenance & Operations	69,786,000	67,768,336	97.11	63,388,245	96.90
Credit Tuition	45,790,671	39,600,063	86.48	39,861,610	91.18
Credit Fees	16,750,900	15,325,762	91.49	14,090,627	88.95
Credit Exemptions & Waivers	(5,600,000)	(5,966,933)	106.55	(5,069,308)	90.82
Bad Debt	(1,900,000)	(1,108,331)	58.33	(1,119,419)	59.85
Continuing Professional Development	4,438,000	3,512,360	79.14	3,002,972	52.87
Sales & Services	1,778,000	8,526,099	479.53	2,138,995	56.86
Investment Income	1,000,000	1,395,796	139.58	515,503	42.31
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>170,828,750</u>	<u>149,421,867</u>	<u>87.47</u>	<u>137,777,365</u>	<u>82.22</u>
EXPENDITURES:					
Instruction	68,946,080	43,757,270	63.47	43,237,760	63.08
Public Service	4,890,246	3,396,708	69.46	3,218,554	50.13
Academic Support	15,116,399	7,718,178	51.06	7,482,273	58.78
Student Services	15,432,508	8,080,182	52.36	7,732,304	55.41
Institutional Support	43,900,583	21,092,015	48.04	21,440,948	56.35
Physical Plant	19,020,432	9,347,203	49.14	9,294,918	47.93
Hurricane Harvey	-	-	-	803,530	-
Total	<u>167,306,248</u>	<u>93,391,556</u>	<u>55.82</u>	<u>93,210,287</u>	<u>58.51</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(2,550)	-
Transfers Out	3,522,502	12,698,404	-	2,455,030	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 43,331,907</u>		<u>\$ 42,114,598</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

Federal Restricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/18	% of 8/31/18 Actual
REVENUES:					
Grants	\$ 54,748,957	\$ 34,837,598	63.63	\$ 35,550,457	74.26
Total	<u>54,748,957</u>	<u>34,837,598</u>	<u>63.63</u>	<u>35,550,457</u>	<u>74.25</u>
EXPENDITURES:					
Instruction	967,313	394,374	40.77	241,106	56.83
Public Service	274,788	101,150	36.81	103,377	53.73
Academic Support	5,083,653	2,185,896	43.00	2,673,146	59.16
Student Services	536,155	153,530	28.64	230,284	61.63
Institutional Support	1,077,469	466,808	43.32	473,855	50.05
Scholarships and Fellowships	46,809,579	31,535,840	67.37	31,828,689	76.85
Total	<u>54,748,957</u>	<u>34,837,598</u>	<u>63.63</u>	<u>35,550,457</u>	<u>74.25</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 Seven Months Ended March 31, 2019

State Restricted Funds

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/18	% of 8/31/18 Actual
REVENUES:					
State Paid Benefits	\$ 10,632,000	\$ 6,873,284	64.65	\$ 6,559,590	57.75
Grants	4,916,674	2,383,455	48.48	2,211,841	68.10
Total	<u>15,548,674</u>	<u>9,256,739</u>	<u>59.53</u>	<u>8,771,431</u>	<u>60.05</u>
EXPENDITURES:					
Instruction	5,738,690	3,370,042	58.72	3,156,217	57.88
Public Service	231,478	225,445	97.39	222,230	57.36
Academic Support	985,539	1,030,801	104.59	803,733	50.74
Student Services	955,525	1,007,080	105.40	928,242	55.25
Institutional Support	5,330,038	1,756,041	32.95	1,822,912	60.00
Scholarships and Fellowships	2,307,404	1,867,330	80.93	1,838,097	74.60
Total	<u>15,548,674</u>	<u>9,256,739</u>	<u>59.53</u>	<u>8,771,431</u>	<u>60.05</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Local Grants	\$ 2,640,996	\$ 1,774,133	67.18	\$ 1,509,311	78.76
Total	<u>2,640,996</u>	<u>1,774,133</u>	<u>67.18</u>	<u>1,509,311</u>	<u>78.76</u>
EXPENDITURES:					
Instruction	23,656	21,626	91.42	34,668	88.86
Public Service	218,084	97,326	44.63	96,900	57.36
Academic Support	719,417	112,196	15.60	60,175	64.56
Student Services	90,006	41,565	46.18	16,042	46.66
Institutional Support	95,585	44,732	46.80	3,209	11.89
Scholarships and Fellowships	<u>1,744,300</u>	<u>1,558,586</u>	<u>89.35</u>	<u>1,389,844</u>	<u>81.76</u>
Total	<u>2,891,048</u>	<u>1,876,031</u>	<u>64.89</u>	<u>1,600,838</u>	<u>77.62</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(250,052)	(101,898)	-	(97,474)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ 5,947</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 2,000,000</u>	<u>\$ 1,758,480</u>	<u>87.92</u>	<u>\$ 1,752,765</u>	<u>89.52</u>
Total	<u>2,000,000</u>	<u>1,758,480</u>	<u>87.92</u>	<u>1,752,765</u>	<u>89.52</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,000,000</u>	<u>1,386,218</u>	<u>69.31</u>	<u>1,535,405</u>	<u>88.10</u>
Total	<u>2,000,000</u>	<u>1,386,218</u>	<u>69.31</u>	<u>1,535,405</u>	<u>88.10</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>\$ 372,262</u>		<u>\$ 217,360</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 2,465	-	\$ 5,291	74.59
Total	<u>-</u>	<u>2,465</u>	<u>-</u>	<u>5,291</u>	<u>74.59</u>
EXPENDITURES:					
Instruction	-	19,949	-	11,985	41.17
Student Services	-	705	-	37,626	73.71
Total	<u>-</u>	<u>20,654</u>	<u>-</u>	<u>49,611</u>	<u>61.89</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (18,189)</u>		<u>\$ (44,320)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Auxiliary Services	3,281,000	2,262,893	68.97	2,226,249	76.51
Total	<u>3,281,000</u>	<u>2,262,893</u>	<u>68.97</u>	<u>2,226,249</u>	<u>76.51</u>
EXPENDITURES:					
Non-Instructional Labor	450,372	267,171	59.32	384,709	62.10
Benefits	77,175	234,440	303.78	246,776	59.54
Supplies	560,811	250,209	44.62	318,794	57.29
Travel	156,859	95,134	60.65	231,682	50.86
Contracted Services	503,103	157,913	31.39	177,681	60.16
Scholarships and Fellowships	647,480	678,718	104.82	1,266,819	80.98
Utilities	200	-	-	-	-
Total	<u>2,396,000</u>	<u>1,683,585</u>	<u>70.27</u>	<u>2,626,461</u>	<u>67.16</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(400,212)	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 885,000</u>	<u>\$ 579,308</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

95 Retirement of Indebtedness

	Adjusted Budget	Actual (58.33%)	% Actual to Adjusted Budget	3/31/18	% of 8/31/18 Actual
REVENUES					
Investment Income	\$ -	\$ 236,547	-	\$ 144,406	46.45
Local Taxes - Debt Service	<u>29,268,000</u>	<u>27,758,925</u>	<u>94.84</u>	<u>27,299,584</u>	<u>96.26</u>
Total	<u>29,268,000</u>	<u>27,995,472</u>	<u>-</u>	<u>27,443,990</u>	<u>95.72</u>
EXPENDITURES					
Institutional Support	<u>32,540,450</u>	<u>11,964,713</u>	<u>36.77</u>	<u>10,752,255</u>	<u>59.19</u>
Total	<u>32,540,450</u>	<u>11,964,713</u>	<u>36.77</u>	<u>10,752,255</u>	<u>59.19</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,272,450)	(3,752,950)	-	(1,954,794)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 19,783,709</u>		<u>\$ 18,646,529</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/18</u>	<u>% of 8/31/18 Actual</u>
EXPENDITURES					
Depreciation	\$ 17,500,000	\$ 9,478,528	54.16	\$ 10,092,966	60.28
Capital Purchases	-	(611,918)	-	(467,286)	28.76
Total	<u>17,500,000</u>	<u>8,866,610</u>	<u>-</u>	<u>9,625,680</u>	<u>63.67</u>
Net Increase (Decrease) in Net Position	<u>\$ (17,500,000)</u>	<u>\$ (8,866,610)</u>		<u>\$ (9,625,680)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>3/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
State Appropriations	\$ 49,417,179	\$ 27,241,999	55.13	\$ 26,929,130	53.69
Local Taxes - Maintenance & Operations	69,786,000	67,768,336	97.11	63,388,245	96.90
Local Taxes - Debt Service	29,268,000	27,758,925	94.84	27,299,584	96.26
Credit Tuition	47,790,671	41,358,543	86.54	41,614,375	91.11
Credit Fees	16,750,900	15,325,762	91.49	14,090,627	88.95
Credit Exemptions & Waivers	(5,600,000)	(5,966,933)	106.55	(5,069,308)	90.82
Bad Debt	(1,900,000)	(1,108,331)	58.33	(1,119,419)	59.85
Continuing Professional Development	4,438,000	3,512,360	79.14	3,002,972	52.87
Sales & Services	1,778,000	8,528,564	479.67	2,144,286	56.89
Investment Income	1,000,000	1,632,343	163.23	659,909	43.15
Auxiliary Services	3,281,000	2,262,893	68.97	2,226,249	76.51
Grants	59,665,631	37,221,053	62.38	37,762,298	73.86
Local Grants	2,640,996	1,774,133	67.18	1,509,311	78.76
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>278,316,377</u>	<u>227,309,647</u>	<u>81.67</u>	<u>215,036,859</u>	<u>80.98</u>
EXPENDITURES:					
Instruction	75,675,739	47,563,261	62.85	46,681,736	62.67
Public Service	5,614,596	3,820,629	68.05	3,641,061	50.79
Academic Support	21,905,008	11,047,071	50.43	11,019,327	58.22
Student Services	17,014,194	9,283,062	54.56	8,944,498	55.57
Institutional Support	82,944,125	35,324,309	42.59	34,493,179	57.27
Physical Plant	19,020,432	9,347,203	49.14	9,294,918	47.93
Scholarships and Fellowships	52,861,283	36,347,974	68.76	36,592,035	77.33
Auxiliary Enterprises	2,396,000	1,683,585	70.27	2,626,461	67.16
Depreciation	17,500,000	9,478,528	54.16	10,092,966	60.28
Hurricane Harvey	-	-	-	803,530	-
Capital Purchases	-	(611,918)	-	(467,286)	28.76
Total	<u>294,931,377</u>	<u>163,283,704</u>	<u>55.36</u>	<u>163,722,425</u>	<u>62.28</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,522,502)	(12,698,404)	-	(2,455,030)	-
Transfers Out	<u>3,522,502</u>	<u>12,698,404</u>	<u>-</u>	<u>2,455,030</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (16,615,000)</u>	<u>\$ 64,025,943</u>		<u>\$ 51,314,434</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Seven Months Ended March 31, 2019

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (58.33%)</u>	<u>3/31/18</u>
REVENUES:			
Investment Income	<u>\$ -</u>	<u>\$ 1,554,829</u>	<u>\$ 956,372</u>
Total	<u>-</u>	<u>1,554,829</u>	<u>956,372</u>
EXPENDITURES:			
Bond Programs	<u>-</u>	<u>35,891,700</u>	<u>17,946,854</u>
Total	<u>-</u>	<u>35,891,700</u>	<u>17,946,854</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (34,336,871)</u>	<u>\$ (16,990,482)</u>



Monthly Investment Report

March 31, 2019



Is it Downhill From Here?

Not necessarily. The debate on US growth however has shifted away from whether the US can hold out against global downward pressures to how long can it hold out absent Fed intervention. The Fed u-turn in December has spooked the markets and created a definite negative narrative.

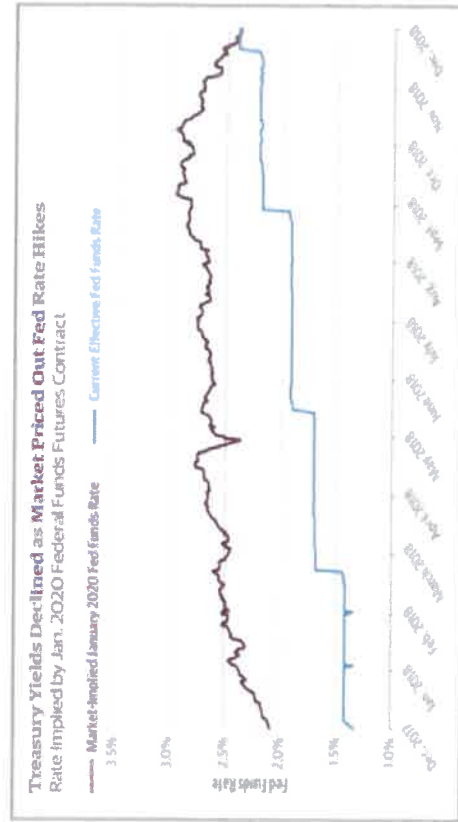
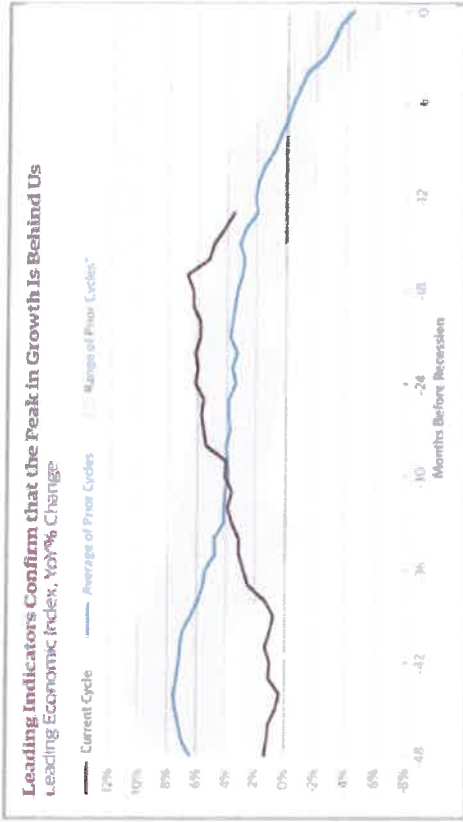
The current global soft-patch is without question. The question is how much it will impact the US. The US has become ground zero for the slowdown debate so every indicator has to be viewed carefully and trends identified as well as contradictions weighed.

The third estimate for Q4 GDP certainly declined pointing to the general southward direction (2.6% to 2.2%) on softer consumer spending, trade and business investment. A smaller trade deficit offset some of the negativity which is positive for net exports. Further, Q1 for 2019 estimates have slumped to 1.7%.

With LEI, the consumer, and housing slowing, clearly the economy is slowing. Housing reversed its previous strong trend which gave folks predicting a recession a pedestal but as rates have fallen purchase and refinance indexes have picked up. The impact of the unseasonably warm winter will have to be later factored in. The consumer meanwhile has slowed spending markedly. The GDP report showed consumers slowing from a 2.8% to 2.2% pace.

The lack of inflation will tend to keep the Fed on hold. Why fight inflation when inflation hasn't come to the fight? PCE inflation is down but CPI is slightly up MOM as owner equivalent rents offset lower energy prices. The core inflation is stable and deflation risks are low so inflation around the Fed's target 2% is a non-issue. A major factor in inflation will always be energy prices and OPEC cuts continue to increase prices as will sanctions in Venezuela and Iran. Although demand is down in Europe it remains strong in Asia and the US keeping the pressure on.

The payroll situation continues to counter the negatives also. Payrolls are still strong although signals are still hazy after the extended shut-down. Major industries like construction, education and retail trade are down but the participation rate is strong which will pressure the increasing wage pressure. Wage pressure in turn pressures the consumer to spend.



Macroeconomics and Geopolitics

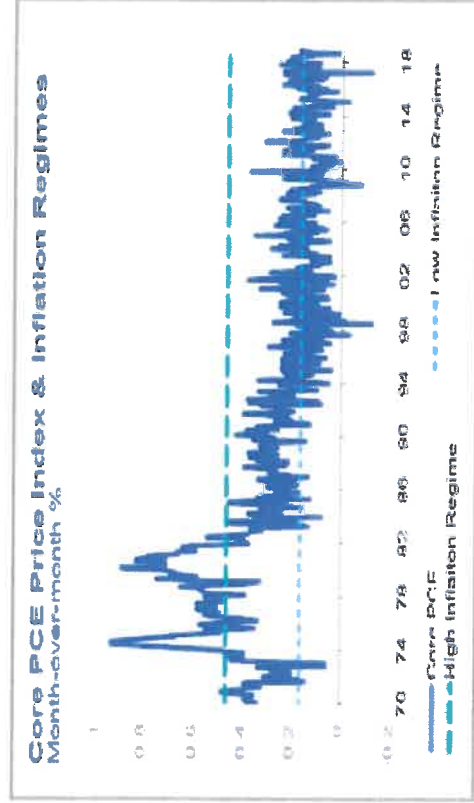
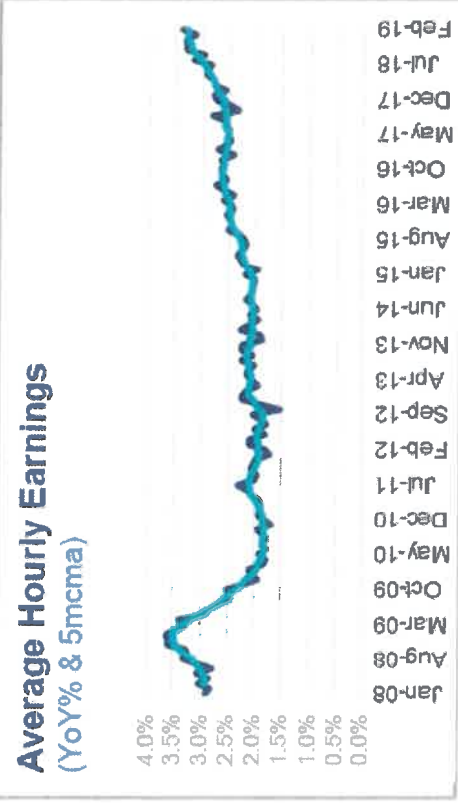
Macroeconomic and geopolitical events on trade, oil prices and concerns on slow global growth overshadowed everything in March and even contributed to a major equity sell-off. Global economics are weak with Europe leading the way down. The weakness paralleling the Brexit news may drive the ECB to introducing another targeted program to encourage bank lending.

In the UK Parliament delivered a third strike to the PM's plan so now either there will be a disastrous no-plan exit, an extension from the EU or a general election. None are good alternatives. The EU has emphatically declined to negotiate so an agreement goes nowhere. The EU cannot afford a Brexit at all and the uncertainty is causing a major risk-off trade but must prepare for a no-plan exit which will exacerbate their slowing economic grind.

In general the flat, patient, tone out of the Fed creates a concern among central bankers that their currencies may strengthen against the US dollar thereby weakening their domestic economies further as their goods become relatively more expensive on the global markets. This concern in turn makes central bankers more dovish than they may desire.

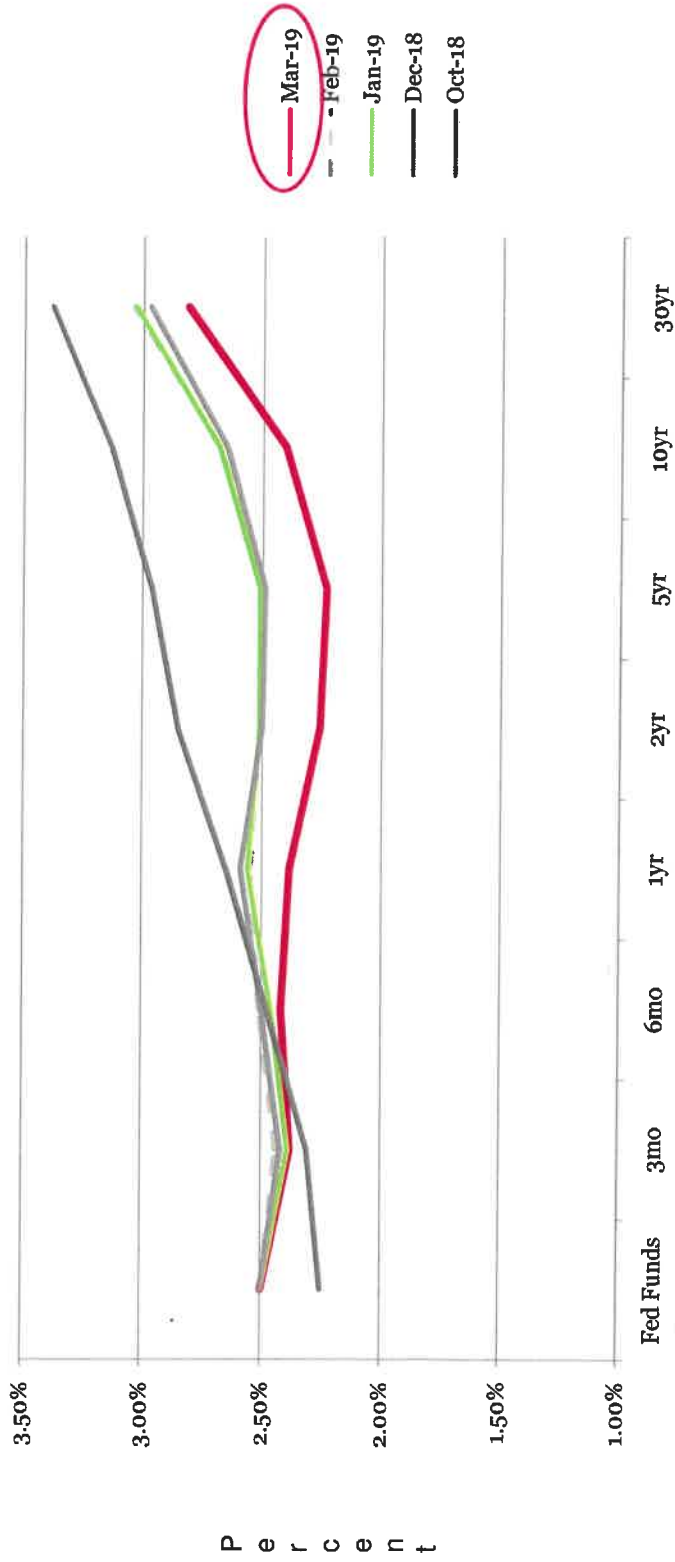
One bright spot is that growth comes from China in which massive multi-pronged stimulus packages initiated during the past year have begun to bear fruit and foster some recovery. The Chinese are being pressured not as much from the US as from their own economy to come to the trading table. This month the Chinese state media has cited *concrete progress* on the trade talks. Despite delays, as details are worked out, the tone remains optimistic that a deal can be reached. That will reduce a great deal of the uncertainty roiling the markets currently.

These are the *international cross-currents* and *unresolved government policy issues* the Fed referenced in February. A lack of domestic inflation and rising concerns regarding growth in the U.S. have compounded the FOMC's need for "patience," potentially sidelining the Fed indefinitely. Unless things materially improve at home and abroad, the Fed has little, if any, room for additional policy action. And until they have some clear indication of major slowing in growth or a jump in inflation, they have no need to move. The numerous, and conflicting, projections of *hikes* or *cuts* in rates for the first half of 2019 will remain only projections with no strong foundation. Along with the Fed we have to wait on the data.



The Flattening Curve

- The growing yield curve inversion intensified in March with a downward sloping curve out to the five year area. Much of the move was narrative driven on trade concerns and Brexit. With the US curve continuing to outperform all other major markets the situation is clearly not a result of weakness in the economy but a move to higher credit quality and comparative rates.
- Talk of rate cuts (especially from a potential Fed appointee) has accelerated the inversion.
- The inversion has so many external pressures that it still does not portend a recession anytime soon
- The key to interpreting the yield curve continues to come from the general slowing of the global economy and the fact that without inflation or stronger growth the Fed will not be able to continue raising rates and may cut rates.
- The (slim) possibility of a cut is the reason we are recommending a slight extension in maturities to lock in rates on a small portion of the portfolios. A cut will immediately reduce pool rates (probably by 0.25%).



General Portfolio

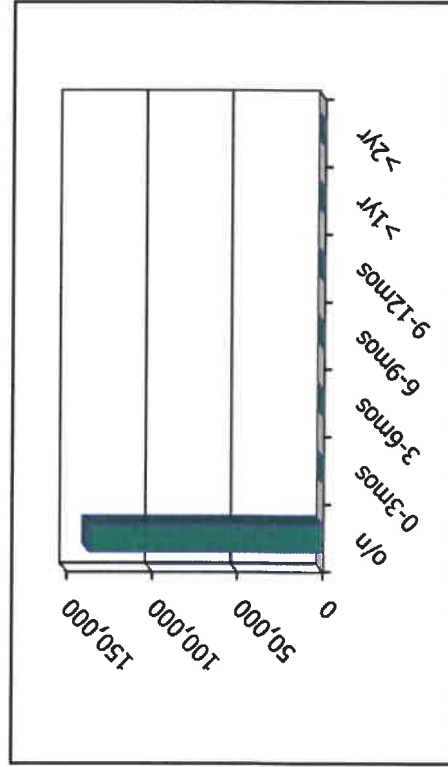
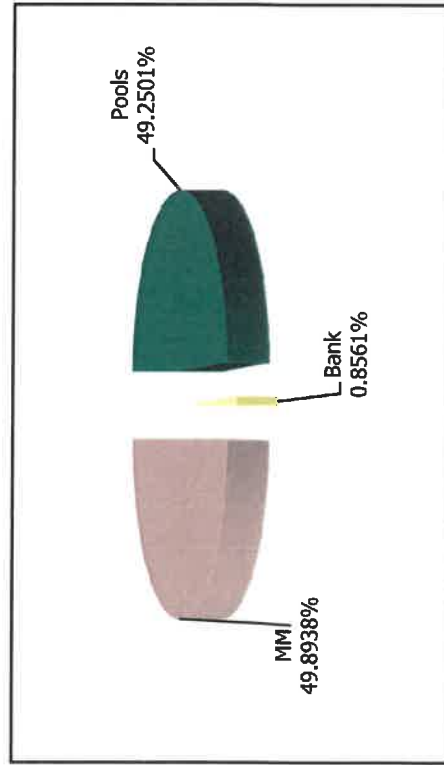
As of March 31, 2019

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



Bond Portfolio

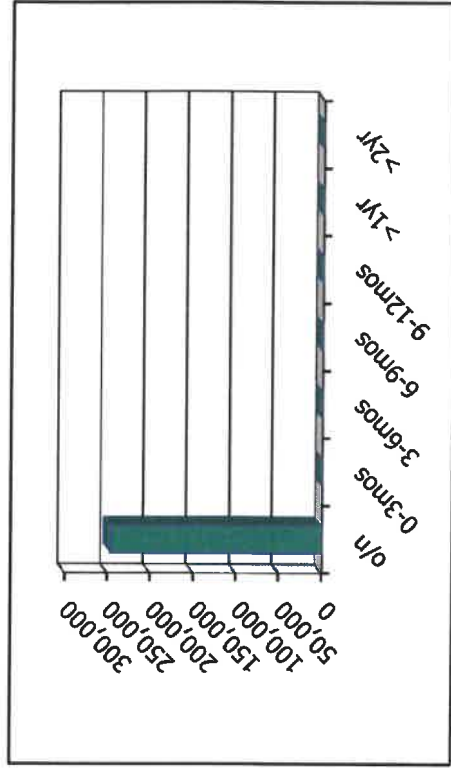
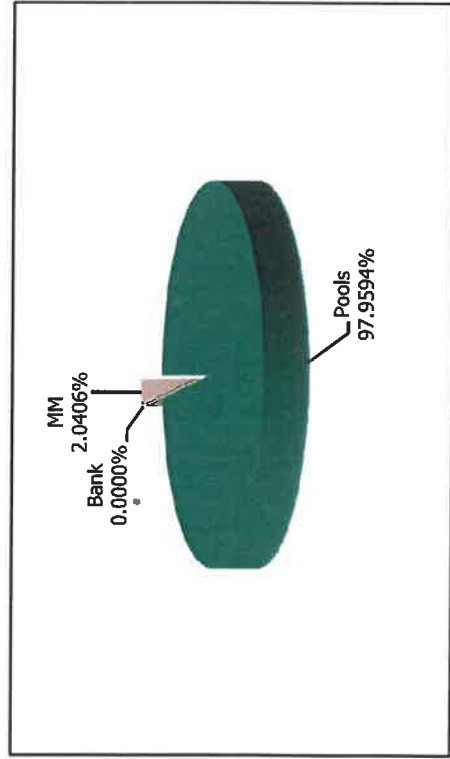
As of March 31, 2019

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PATRICK J. PATERSON, CFP®

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San Jacinto Community College Portfolio Management Portfolio Summary March 31, 2019

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	1,095,737.94	1,095,737.94	1,095,737.94	0.29	1	1	0.000
Investment Pools/Money Markets	372,487,237.01	372,487,237.01	372,487,237.01	99.71	1	1	2.549
Investments	373,582,974.95	373,582,974.95	373,582,974.95	100.00%	1	1	2.541

Total Earnings	March 31	Month Ending	Fiscal Year To Date
Current Year		813,468.02	3,187,172.30

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

Teri Zamora
 Teri Zamora, Vice Chancellor of Fiscal Affairs
 4/25/19



San Jacinto Community College
Summary by Type
March 31, 2019
Grouped by Fund

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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	9	245,566,820.88	245,566,820.88	65.73	2.526	1
Subtotal	9	245,566,820.88	245,566,820.88	65.73	2.526	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	1,095,737.94	1,095,737.94	0.29	0.000	1
Investment Pools/Money Markets	6	126,920,416.13	126,920,416.13	33.97	2.593	1
Subtotal	15	128,016,154.07	128,016,154.07	34.26	2.570	1
Total and Average	24	373,582,974.95	373,582,974.95	100.00	2.541	1



San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
March 31, 2019

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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM		Maturity Days To Date Maturity
								360	365	
Investment Pools/Money Markets										
708340211	10064	JPM - Debt Service	12/05/2007	0.00	0.00	0.00				1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00				1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,011,168.50	5,011,168.50	5,011,168.50	2.660	2.623	2.660	1
86-72000844	10232	East West MM Debt Service	09/09/2014	0.00	0.00	0.00				1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,221,771.04	3,221,771.04	3,221,771.04	2.410	2.376	2.410	1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,791,632.74	1,791,632.74	1,791,632.74	2.410	2.376	2.410	1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	69,318,045.54	69,318,045.54	69,318,045.54	2.410	2.376	2.410	1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	15,861,760.61	15,861,760.61	15,861,760.61	2.410	2.376	2.410	1
999999920	10237	TexPool Prime	02/26/2019	150,362,442.45	150,362,442.45	150,362,442.45	2.591	2.555	2.590	1
Subtotal and Average				245,566,820.88	245,566,820.88	245,566,820.88	2.491	2.491	2.526	1
Total Investments and Average				245,566,820.88	245,566,820.88	245,566,820.88	2.491	2.491	2.526	1

**Fund GEN - Consolidated Portfolio
Investments by Fund
March 31, 2019**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Passbook/Checking Accounts										
1390012195A	10164	Bank of America - Operating	09/01/2018	0.00	0.00	0.00				1
9999999914	10089	Credit Cards - In Transit	09/01/2018	50,645.91	50,645.91	50,645.91				1
708340062	10086	Disbursements	09/01/2018	-2,761,831.69	-2,761,831.69	-2,761,831.69				1
707759296	10069	JPM - Federal Programs	09/01/2018	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2018	3,842,303.90	3,842,303.90	3,842,303.90				1
707759346	10085	Payroll Fund	09/01/2018	-50,574.94	-50,574.94	-50,574.94				1
9999999913	10088	Petty Cash	09/01/2018	19,590.00	19,590.00	19,590.00				1
707759353	10181	Student Deferred Income	09/01/2018	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2018	-4,395.24	-4,395.24	-4,395.24				1
Subtotal and Average				1,095,737.94	1,095,737.94	1,095,737.94		0.000	0.000	1
Investment Pools/Money Markets										
86-7200810	10230	East West MM	09/09/2014	62,626,787.68	62,626,787.68	62,626,787.68	2.660	2.623	2.660	1
999999993	10034	LSIP GOF - Operating	09/01/2007	10,924,279.86	10,924,279.86	10,924,279.86	2.410	2.376	2.410	1
707759320	10035	JPM - Money Market	09/01/2007	1,000,976.50	1,000,976.50	1,000,976.50	1.150	1.134	1.150	1
999999996	10038	TCB - Money Market	09/26/2007	243,951.79	243,951.79	243,951.79	1.210	1.193	1.210	1
999999991	10032	TexPool	09/01/2007	2,014,360.66	2,014,360.66	2,014,360.66	2.416	2.383	2.416	1
9999999919	10236	TexPool Prime	11/01/2018	50,110,059.64	50,110,059.64	50,110,059.64	2.591	2.555	2.590	1
Subtotal and Average				126,920,416.13	126,920,416.13	126,920,416.13		2.557	2.593	1
Total Investments and Average				128,016,154.07	128,016,154.07	128,016,154.07		2.535	2.570	1



**San Jacinto Community College
Interest Earnings
Sorted by Fund - Fund
March 1, 2019 - March 31, 2019
Yield on Average Book Value**

Patterson & Associates
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Suite 195
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CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Interest Earned	Adjusted Interest Earnings	
											Amortization/Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
999999999	10084	BOND	RRP	3,221,771.04	3,370,723.63	3,350,492.60		2.410	2.406	6,847.58	0.00	6,847.58
9999999916	10106	BOND	RRP	15,861,760.61	15,011,351.63	15,432,405.80		2.410	2.407	31,546.29	0.00	31,546.29
86-72004242	10233	BOND	RRP	5,011,168.50	5,010,080.67	5,001,080.82		2.660	2.629	11,168.50	0.00	11,168.50
9999999917	10234	BOND	RRP	1,791,632.74	1,791,261.13	1,788,331.20		2.410	2.407	3,655.28	0.00	3,655.28
9999999918	10235	BOND	RRP	69,318,045.54	75,263,517.46	74,688,149.21		2.410	2.406	152,631.17	0.00	152,631.17
9999999920	10237	BOND	RRP	150,362,442.45	150,032,326.50	150,064,273.20		2.591	2.590	330,115.95	0.00	330,115.95
	Subtotal			245,566,820.86	250,479,268.02	250,324,732.84			2.521	535,964.77	0.00	535,964.77
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	2,014,360.66	10,019,117.46	7,018,236.66		2.416	2.409	14,360.66	0.00	14,360.66
999999996	10038	GEN	RRP	243,951.79	243,719.42	243,741.91		1.210	1.122	232.37	0.00	232.37
707759320	10035	GEN	RRP	1,000,976.50	1,000,882.00	1,000,094.50		1.150	1.150	976.50	0.00	976.50
707759338	10062	GEN	PA1	3,842,303.90	2,439,400.44	2,575,165.29				0.00	0.00	0.00
707759346	10085	GEN	PA1	-50,574.94	-25,382.72	-27,820.68				0.00	0.00	0.00
708340062	10086	GEN	PA1	-2,761,831.69	-830,216.77	-1,017,147.25				0.00	0.00	0.00
9999999913	10088	GEN	PA1	19,590.00	19,740.00	19,725.48				0.00	0.00	0.00
9999999914	10089	GEN	PA1	50,645.91	49,254.25	49,388.93				0.00	0.00	0.00
707759361	10103	GEN	PA1	-4,395.24	-2,272.53	-2,477.95				0.00	0.00	0.00
9999999993	10034	GEN	RRP	10,924,279.86	11,454,748.64	6,005,022.82		2.410	2.411	12,296.47	0.00	12,296.47
86-7200810	10230	GEN	RRP	62,626,787.68	62,477,122.40	62,500,717.58		2.660	2.629	139,577.61	0.00	139,577.61
9999999919	10236	GEN	RRP	50,110,059.64	50,090,267.18	50,031,033.84		2.591	2.590	110,059.64	0.00	110,059.64
	Subtotal			128,016,154.07	186,936,379.77	128,395,881.14			2.545	277,503.25	0.00	277,503.25
	Total			373,582,974.95	387,415,647.79	378,720,413.98			2.529	813,468.02	0.00	813,468.02

Portfolio SJCC
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Report Ver. 7.3.6.1

San Jacinto College Foundation
Statement of Financial Position
As of March 31, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,243,264	\$862,124	\$381,140
Other Funds	-	-	-
Total Checking/Savings	<u>1,243,264</u>	<u>862,124</u>	<u>381,140</u>
Accounts Receivable			
Other Receivables	7,500	9,000	(1,500)
Pledge Receivables	81,300	262,400	(181,100)
Scholarship Receivables	1,920	-	1,920
Special Events Receivables	7,647	8,655	(1,008)
Total Accounts Receivable	<u>98,367</u>	<u>280,055</u>	<u>(181,688)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,161,915	10,735,320	426,595
Capital Bank CD	206,249	204,477	1,773
Prosperity Bank	205,373	203,201	2,172
Total SJC Short Term Investments	<u>11,573,538</u>	<u>11,142,998</u>	<u>430,540</u>
Total Current Assets	<u>12,915,169</u>	<u>12,285,177</u>	<u>629,991</u>
TOTAL ASSETS	<u>\$12,915,169</u>	<u>\$12,285,177</u>	<u>\$629,991</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Event Payable	0	635	(635)
Grants Payable	54,978	42,966	12,013
Programs Payable	33,164	36,094	(2,930)
Endowments Payable	91,851	58,259	33,592
Scholarship Payables	162,434	171,668	(9,234)
Student Success Payables	89,795	5,719	84,077
Total Accounts Payable	<u>432,222</u>	<u>315,340</u>	<u>116,882</u>
Total Current Liabilities	<u>432,222</u>	<u>315,340</u>	<u>116,882</u>
Total Liabilities	432,222	315,340	116,882
NET ASSETS			
Net Assets Without Donor Restrictions	2,537,799	2,804,394	(266,595)
Net Assets With Donor Restrictions	9,438,259	8,672,388	765,871
Net Assets	<u>11,976,058</u>	<u>11,476,782</u>	<u>616,158</u>
Net Income	506,888	493,055	13,833
Total Net Assets	<u>12,482,946</u>	<u>11,969,837</u>	<u>513,110</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$12,915,169</u>	<u>\$12,285,177</u>	<u>\$629,991</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending March 31, 2019

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	68,112	195,534	(127,422)	95,500	27,388
Endowments	52,291	197,612	(145,321)	256,000	203,709
Program Sponsorship	382,870	369,393	13,476	250,000	(132,870)
Scholarships	300,872	409,995	(109,123)	602,000	301,128
Total Contributions	<u>804,145</u>	<u>1,172,534</u>	<u>(368,390)</u>	<u>1,203,500</u>	<u>399,355</u>
Other Income					
Special Events	113,559	116,780	(3,221)	160,000	46,441
Investment Income	266,725	202,365	64,360	141,823	(124,902)
Realized Gain / (Loss)	(13,172)	15,242	(28,414)	62,500	75,672
Unrealized Gain / (Loss)	110,974	(117,778)	228,752	62,500	(48,474)
Total Other Income	<u>478,086</u>	<u>216,608</u>	<u>261,478</u>	<u>426,823</u>	<u>(51,263)</u>
Total Income	1,282,231	1,389,143	(106,912)	1,630,323	348,092
Expense					
Programs					
Scholarships Awarded	352,494	654,159	301,665	710,000	357,506
Programs Sponsored	198,691	124,465	(74,226)	165,000	(33,691)
Student Success Initiatives	116,617	0	(116,617)	35,000	(81,617)
Total Programs	<u>667,801</u>	<u>778,624</u>	<u>110,823</u>	<u>910,000</u>	<u>242,199</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	2,000
Supporting Services					
Management and General	40,521	23,129	(17,392)	51,830	11,309
Fundraising Expense	61,980	84,606	22,626	80,000	18,020
Sponsorship Expense	5,040	9,728	4,688	10,000	4,960
Total Supporting Services	<u>107,541</u>	<u>117,464</u>	<u>9,922</u>	<u>141,830</u>	<u>34,289</u>
Total Expense	<u>775,343</u>	<u>896,088</u>	<u>120,745</u>	<u>1,053,830</u>	<u>278,487</u>
Net Ordinary Income	506,888	493,055	13,833	576,493	69,605
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$506,888</u>	<u>\$493,055</u>	<u>\$13,833</u>	<u>\$576,493</u>	<u>\$69,605</u>



Contributions Report
March 2019

Donors	Amount	Fund
Corporations	71,547	Anchor Watch Foundation, Flickinger Endowed Scholarship, Golf, Kroger, MindTrekkers, OXY-Occidental Petroleum Corp., South Campus Baseball Program, Tank Terminal Group
Foundations	114,041	College Petrochemical Initiatives, Food Pantry, John P. McGovern Foundation, Kinder Morgan Foundation, Veterans Center
Individuals	5,250	Central Language Skills, Foundation Memorial Fund, Golf, Joseph Cantalamessa Scholarship, Veterans Center

Total Donation 190,838

Employee Contributions	1,059	Brysch Garza Firefighter Memorial Fund, Food Pantry, Golf, John Locke Memorial, Promise for their Future, San Jac Star, Veterans Center
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Total Contributions 191,897

2008 Bond Program

Report as of March 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
Sub-total	-	-	-	-	-	-	-	-	-
North									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
Sub-total	-	400,000	400,000	-	400,000	-	-	400,000	-
South									
723914 - SC Softball Improvements	850,000	-	850,000	-	850,000	50,663	798,893	444	99.95%
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	38,500	-	361,500	9.63%
Sub-total	850,000	400,000	1,250,000	-	1,250,000	89,163	798,893	361,944	71.04%
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,405,240)	221,020	-	221,020	-	-	221,020	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	34,637	47,628	917,735	8.23%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	1,311,000	528,842	322,866	459,292	64.97%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
Sub-total	14,676,260	(2,059,217)	12,617,043	(9,595,023)	3,022,020	564,979	374,994	2,082,047	7.45%
2008 Contingency Supplemental Projects									
721915 - CC Police Vehicles	-	127,783	127,783	-	127,783	1,038	121,623	5,122	95.99%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	615,000	12,452	453,442	149,106	75.76%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	125,000	53,747	63,822	7,431	94.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	167,000	7,268	132,462	27,270	83.67%
726915 - Dist - Inv/Procure Ford Transit 250	-	64,000	64,000	-	64,000	-	63,600	400	99.38%
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	100,000	19,528	80,472	-	100.00%
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	250,000	124,570	75,430	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	7,500	564	4,680	2,256	69.92%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	57,083	191,871	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	81,567	81,567	-	81,567	-	-	81,567	-
Sub-total	-	1,986,804	1,986,804	-	1,986,804	276,250	1,187,402	523,152	73.67%
Supplemental Projects closed									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
721916 - CC FS Passenger Van	-	78,671	78,671	-	78,671	-	78,671	-	100.00%
721917 - CC FS Pick-Up/Mini Van	-	77,729	77,729	-	77,729	-	77,729	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC - Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
Sub-total	-	2,212,216	2,212,216	-	2,212,216	-	2,212,216	-	100.00%
Projects Closed									
Sub-total	279,473,740	(2,939,802)	276,533,938	9,595,023	286,128,961	-	286,128,961	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	930,392	290,702,466	3,367,143	100.00%

2015 Revenue Bond Program

Report as of March 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park									
726601 - Generation Park	-	6,787,978	6,787,978	-	6,787,978	19,932	7,318	6,760,728	0.40%
Contingency (726900)	2,408,355	(2,408,355)	-	-	-	-	-	-	-
Sub-total	2,408,355	4,379,623	6,787,978	-	6,787,978	19,932	7,318	6,760,728	0.40%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722916 - NC - CIT Graphics	-	40,779	40,779	-	40,779	-	40,779	-	100.00%
722917 - NC - CIT Supplemental	-	25,546	25,546	-	25,546	-	25,546	-	100.00%
722918 - NC - CIT Acoustics	-	90,855	90,855	-	90,855	-	90,855	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
Sub-total	47,591,645	(4,379,623)	43,212,022	-	43,212,022	-	43,212,022	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	19,932	43,219,340	6,760,728	86.48%

Generation Park

Report as of March 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond	6,787,977	-	6,787,977	-	6,787,977	19,932	7,318	6,760,727	0.40%
929603 - Operational	8,843,556	-	8,843,556	-	8,843,556	793,606	332,425	7,717,525	12.73%
901609 - 2015 Bond	6,368,466	-	6,368,466	-	6,368,466	-	-	6,368,466	-
901610 - Generation Park Site Infrastructure	4,000,000	-	4,000,000	-	4,000,000	-	-	4,000,000	-
TOTALS	26,000,000	-	26,000,000	-	26,000,000	813,538	339,743	24,846,719	4.44%

Repair and Renovation

Report as of March 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expended
Central									
F18053 - CC C26.150 Acoustics Assessment	-	60,000	60,000	-	60,000	28,899	-	31,101	48.17%
F18071 - CC C6.105 AV System	-	7,569	7,569	-	7,569	7,569	-	-	100.00%
F19001 - CC Central Misc.	-	50,000	50,000	-	50,000	4,317	3,975	41,708	16.58%
F19024 - CC C11.1110 Installation of Surgical Lights	-	26,750	26,750	-	26,750	19,975	-	6,775	74.67%
F19035 - CC C1.208 Office of AA CPD	-	14,000	14,000	-	14,000	12,999	-	1,001	92.85%
F19023 - CC C11 EMT Tier 1 Classroom	-	30,033	30,033	-	30,033	7,487	-	22,546	24.93%
F19027 - CC C11 EAST & WES Stairwell Improvement	-	18,640	18,640	-	18,640	18,640	-	-	100.00%
Sub-total	-	206,992	206,992	-	206,992	99,886	3,975	103,131	50.18%
North									
F19002 - NC North Misc.	-	50,000	50,000	-	50,000	6,923	-	43,077	13.85%
F19032 - NC N12 Fire Alarm Wiring	-	22,708	22,708	-	22,708	-	-	22,708	-
F13034 - NC N12.210 New Carpeting	-	10,608	10,608	-	10,608	10,608	-	-	100.00%
F19037 - NC Underground Utility Tunnel	-	22,127	22,127	-	22,127	22,127	-	-	100.00%
Sub-total	-	105,443	105,443	-	105,443	39,658	-	65,785	37.61%
South									
F18040 - SC S8 Roof Replacement	-	58,000	58,000	-	58,000	10,275	47,725	-	100.00%
F19003 - SC South Misc.	-	50,000	50,000	-	50,000	18,856	686	30,458	39.08%
F19030 - SC S8.2117 & S8.2118 Tier 1	-	23,540	23,540	-	23,540	11,770	11,770	-	100.00%
F19033 - SC S1-13 Window Tint	-	7,765	7,765	-	7,765	7,765	-	-	100.00%
Sub-total	-	139,305	139,305	-	139,305	48,666	60,181	30,458	78.14%
District									
F18046 - DIST A1.200/202 Install Acoustics	-	20,000	20,000	-	20,000	-	-	20,000	-
F18051 - DIST M1 MTTC Repairs	-	35,000	35,000	-	35,000	-	-	35,000	-
F19004 - DIST College Admin Misc.	-	50,000	50,000	-	50,000	16,010	840	33,150	33.70%
F19016 - DIST Marketing Renovation DA2-205	-	18,500	18,500	-	18,500	1,615	15,713	1,172	93.66%
Sub-total	-	123,500	123,500	-	123,500	17,625	16,553	89,322	27.67%
Contingency (720700)									
Sub-total	1,484,168	(655,633)	828,535	-	828,535	-	-	828,535	-
Projects Closed									
F18059 - SC Softball Dugout Renovation	-	48,286	48,286	-	48,286	-	48,286	-	100.00%
F18058 - CC C34.132 Heat Units	-	-	-	-	-	-	-	-	-
F18070 - CC C26.100 Repair Hydraulic Lift	-	-	-	-	-	-	-	-	-
F18073 - NC N12 Structural Condition Assessment	-	10,000	10,000	-	10,000	-	10,000	-	100.00%
F19007 - SC S15.121 Power and Data Add	-	2,515	2,515	-	2,515	-	2,515	-	100.00%
F19008 - SC S7.266 Power Add	-	3,292	3,292	-	3,292	-	3,292	-	100.00%
F19009 - CC C14 Café Door	-	1,517	1,517	-	1,517	-	1,517	-	100.00%
F19012 - CC C6 Retaining Wall Repair	-	14,783	14,783	-	14,783	-	14,783	-	100.00%
Sub-total	-	80,393	80,393	-	80,393	-	80,393	-	100.00%
TOTALS	1,484,168	-	1,484,168	-	1,484,168	205,835	161,102	1,117,231	24.72%

SAN JACINTO COLLEGE DISTRICT
Building Committee Meeting
April 23, 2019

Members Present: Dan Mims & John Moon, Jr.

Members Absent: Marie Flickinger & Erica Davis Rouse

Others Trustees Present: None

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

- I. The meeting was called to order at 3:32 p.m. by Dan Mims.
- II. Roll Call of Committee Members by Dan Mims.
 - a. John Moon, Jr., present
 - b. Marie Flickinger, absent
 - c. Erica Davis Rouse, absent
- III. Approval of Minutes from March 26, 2019 Building Committee Meeting
 - A. Dan Mims presented the minutes of the March 26, 2019 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. Dan Mims seconded the motion. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - A. Bond Funds
 1. Consideration of Approval to Contract for South Campus S-8 Roof Replacement
 - a. This item requests consideration to contract with Gutier, LLC (Gutier). A request for Competitive Sealed Proposals (CSP) was issued to procure services for this project. Six (6) responses were received and evaluated. The two (2) highest ranked firms were interviewed, and due to the difference between price proposals, Gutier's proposal was determined to provide the best overall value to the College.
 - b. Questions were expressed in regards to Gutier as a new contractor and the fact that its bid came in lower than the other responders, thus causing concern that additional expenses might be incurred. It was acknowledged that this issue was a concern during the evaluation process and was addressed with the contractor. During this time, they were given an opportunity to assure that their bid was complete.
 2. Consideration of Approval to Contract for South Campus Electrical Upgrades
 - a. This item requests consideration of approval to utilize Brandt Companies, LLC (Brandt) for the South Campus electrical infrastructure project. This project will

replace the main electrical power feed into the campus. A Competitive Sealed Proposal (CSP) procurement method was used and four (4) responses were received and evaluated. It was determined that the proposal presented by Brandt would bring best value for the College.

- b. Brandt was the highest ranked contractor and presented a substantially lower price. The price was discussed. It was noted that Brandt has worked on several projects for the College and has been responsive in the past. It was also noted that they were given the opportunity to assure their bid was accurate.
3. Consideration of Approval of Method of Procurement for South Campus Jones Building Renovation
 - a. This item requests consideration of approval of the Construction Manager-at-Risk (CMR) method of procurement for the South Campus Jones Building renovation.
 - b. The CMR method has proven to be an effective procurement methodology that accommodates flexibility in scope development while maintaining control of risk and assures delivery of good value.
 4. Consideration of Approval of Method of Procurement for Access-Security Vehicle Gates
 - a. This item requests consideration of approval of the Competitive Sealed Proposal (CSP) methodology to procure access-security vehicle gates on all campuses. The CSP methodology has proven to be an effective procurement method for projects of this size and complexity.
 - b. The proposed security gates will be similar to the ones already installed on the North Campus.
 5. Consideration of Additional Funds for Architectural Services for Central Campus Davison Building Renovation.
 - a. This item requests consideration of approval of additional funds for acoustic and related technical consulting services prior to building the new recording studio in the Central Campus Davison Building. Kirksey Architects has a proven track record for acoustics design and was approved by the Board in March of 2019 as the architect for the renovation of the Davison Building at Central Campus.
 - b. The approval of this additional fee will ensure that acoustic analysis is performed, and any required acoustic design services will be added to the scope of work and existing contract for services.
 6. Consideration of Approval of Additional Funds for Architectural Services for 2015 Bond Projects
 - a. This item requests consideration of approval for additional funds, in the amount of \$138,461 for architectural services provided by Huitt-Zollars, Inc. (Huitt-Zollars) for 2015 Bond projects. Huitt-Zollars was awarded architect services for the following projects: North Campus Cosmetology-Culinary Center, South Campus Cosmetology Center, and South Campus Jones building renovation. Due to added services and reimbursable expenditures incurred on these projects, approval of

additional funds is needed to complete all of the required components of architectural services for these projects.

- b. Additionally, it is proposed that Huitt-Zollars provide architectural services for the design of a new parking lot adjacent to the new South Campus Cosmetology Center. These services were not previously anticipated, as the original plans were only to repair the existing parking lot, but construction of a new parking lot has been determined to be a better value for the College.
 - c. The additional funds requested are within the established project budget, and the components of architectural services are within the approved architectural rate schedule. This approval is required only for expenditure authorization.
7. Consideration of Approval for Additional Funds for Civil Engineering for South Campus Domestic Water Upgrades
- a. This item requests approval for additional funds for engineering services provided by IDCUS for the upgrade of the domestic water system at the South Campus. The original requested amount was estimated based on the size of the project. However, a detailed scope review revealed the complexity of the installation, as well as the need to phase the work for inspection purposes. These factors brought about the need for additional funding in order to execute the consultant's contract.
 - b. The request is for an additional \$71,000 bringing the project to a total of \$153,000. This expenditure will be funded by the 2015 Bond Program.
 - c. Discussion - Questions regarding the need for additional funds and potential impact on students and employees were raised. Discussion ensued concerning the complexity, sensitivity of the piping, and phasing of the work needed to complete this job. All phases of work will be fully compliant with environmental and safety protocols.

B. Operating Funds

1. Consideration of Approval for Job Order Contracting
 - a. This item requests consideration to approve the use of Job Order Contracting (JOC) services from Millennium Project Solutions, Inc. (Millennium) to provide repairs and minor construction services. Millennium has a contract through the Choice Partners cooperative contracts program to provide JOC construction services and complies with the competitive procurement requirement of the Texas Education Code.
 - b. Approval of this request will allow the College to engage Millennium for repairs and minor construction projects on an as needed basis. Anticipated upcoming projects include demobilizing from the Highway 225 Training Annex Building and the South Campus Softball punch list completion.
 - c. This request provides expenditure authorization in an amount not to exceed \$125,000. Currently, it is projected that two projects will be needed with each estimated to cost approximately \$35,000.

2. Consideration of Approval to Contract for College Accessibility Assessment Study
 - a. This item requests consideration to approve a contract with Collaborate Arch, LLC (Collaborate) to provide architectural design services to conduct a facilities accessibility study for all College buildings and campuses.
 - b. The last formal accessibility study performed at the College was in 2010. Since that time, the College has undergone significant renovations and other changes to buildings and campuses. These findings will be assessed and utilized in order to develop a compliance plan. The proposed fee will not exceed \$115,000.

V. Project Updates

A. Bond Funds

(Discussion led by Charles Smith)

1. Safety Metrics

- a. The personnel injury statistics were presented to the Committee, encompassing thirteen (13) projects for March 2019. We also incurred three (3) minor incidents requiring first aid. All of these events were due to worker's inattention. The first occurred at North Cosmetology in which a worker strained his back while moving a scaffold board. The second was an Austin employee at the Center for Petrochemical, Energy, and Technology (CPET) Glycol Unit who tripped over tools, and the third incident occurred when a worker at Engineering and Technology inadvertently cut his leg while opening a concrete form carton. All injured personnel have returned to work.

2. Schedule Updates

- a. The projects are on schedule.

3. Progress Updates

- a. Central Campus – Petrochemical Energy and Technology (CPET)
 - i. The project is underway as scheduled with interior finishes, windows, carpet and doors being installed. Specialty finishes are nearing completion. Furniture is anticipated to be moved into the building within sixty (60) days, barring unforeseen circumstances. A question was raised about the Fire Marshal approving the process simulation lab ("glass lab") in time for early occupancy. It is believed that this will be possible.
 - ii. The Hunter explosion proof building has been installed at the Glycol Unit (Process Plant for CPET). Work continues inside the building with installation of associated equipment and instrumentation.
- b. Central Campus – Welcome Center
 - i. This project is progressing rapidly, with foundation completed, wall frames installed, and exterior framing underway. The second floor slab has been poured and is being cured.

c. Central Campus – Frels Renovation

- i. Pasadena's Early College High School has moved to the third floor and

renovation is being carried out on the second floor. Completion of the second-floor work is expected early next month.

- d. North Campus – Cosmetology and Culinary Center
 - i. The structural steel is complete, interior masonry walls for the kitchen areas are complete, and interior utilities are progressing well.
 - ii. The use of directional drilling under the petroleum pipeline easement has saved the College approximately \$90,000. This project is moving forward with four of the intended six conduits already installed.
- e. North Campus – Underground Utility Tunnel
 - i. The tunnel project is nearing completion with all systems being tested and piping insulated. Crews are removing all debris associated with decommissioned systems. All new piping installed is polypropylene, which will not corrode and is easier to maintain. The insulation has also been upgraded to a foam glass. This type of insulation is essentially unaffected by moisture. Additional valves have been installed to allow individual buildings and sections of the piping system to be isolated for service.
- f. North Campus - Burleson Building
 - i. Second floor improvements were approved by the Fire Marshal. Upgrades to the ground floor will begin this week. It was discovered that the concrete piers for the new elevator tower are below specified strength and are being replaced. Corrective action is being carried out by the contractor at no cost to the College.
- g. South Campus – Engineering and Technology Building
 - i. Rapid progress has been made with pre-cast panels and erection of structural steel. A problem was encountered with the concrete flooring in this building. It was intended that the floor would be stained and polished. However, premature failure of the slab carton forms contributed to the occurrence of cracks in the surface of the foundation. Although the structural integrity of the slab is unimpaired, the floor will require cosmetic improvements. Alternative solutions are being considered.
- h. South Campus – Cosmetology Building
 - i. The Cosmetology Building project has been delayed due to delivery of embed angles and wet weather.
- i. South Campus – Longenecker Renovation
 - i. The construction permit for this project was issued recently. Revisions to the electrical and air conditioning systems are concluding, which will allow for walls to be re-installed.
- j. South Campus – Primary Electrical Upgrade
 - i. Primary electrical power system upgrades and the design of the replacement domestic water system have been submitted. These projects will move forward with Board permission.
- k. South Campus – Academic Building Renovation (S-7 & 9)

- i. This project is progressing with the walls for the new dining area in S-9 taking shape. The elevator shaft in S-7 is now structurally complete.
 - l. College Wide –
 - i. Access Gates - Thirteen (13) access gates will be installed at Central Campus and eight (8) gates will be placed at the South Campus. The addition of these gates will allow the College police to restrict access to the College as needed.
 - ii. Generation Park – This project is one (1) month behind schedule due to a delay in receiving a permit from Harris County and inclement weather. We are projecting all the work to be completed within the next three-hundred sixty four (364) days, which is consistent with the original target date. Bids were received last week for the 100% Design Development (DD) package and those fell within the range of our expectations. Due to continued moisture issues at this location, the parking lot will be installed before beginning the building. This will provide a parking and staging area while construction is underway.
4. Financial Updates
 - a. 2008 Bond
 - i. This report was presented with no comments.
 - b. 2015 Revenue Bond
 - i. This report was presented with no comments.
 - c. 2015 Bond
 - i. This report was presented with no comments.
 - d. Generation Park
 - i. This report was presented with no comments.
- B. Operating Funds
(Discussion led by Bryan Jones)
 1. Safety Metrics
 - a. This report was presented with no comments.
 2. Schedule Update
 - a. This report was presented with no comments.
 3. Progress Updates
 - a. Central Campus – Transportation Center
 - i. A project is underway in the multi-purpose room which will improve the acoustics of the space.
 - b. South Campus - Softball Dugouts
 - i. Dugouts have been completed.
 - c. College Administration – District
 - i. District Administration Building A-1 is under renovation with a projected completion date of August 2019.

4. Financial Reports
 - a. This report was presented with no comments.

- VI. Status of Delegated Authority
 - a. This report was presented with no comments.

- VII. Adjournment – The meeting was adjourned at 4:18 p.m.

Action Item “IX”
Regular Board Meeting May 6, 2019
Consideration of Approval of Amendment to the 2018-2019 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2018-2019 budget for restricted revenue and expenses related to grants.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$332,132, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-05-06-19
Attachment 2- Grant Detail-05-06-19

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
May 6, 2019

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>National Aeronautics and Space Administration / Pathways to the Science, Technology, Academic Readiness</u>					
<u>Seminars (STARS) (New Grant)</u>					
Federal Grant Revenue	534304	56700	554100	110000	(322,132)
Non-Instructional Labor	534304	56700	610000	460913	230,756
Fringe Benefits	534304	56700	651000	460913	41,776
Supplies	534304	56700	710000	460913	38,000
Travel	534304	56700	721000	460913	2,000
Contractual Services	534304	56700	731000	460913	<u>9,600</u>
					\$ -
Net Increase (Decrease)					<u>\$ -</u>

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

Grant Funding Summary by Agency:

National Aeronautics and Space Administration	<u>\$ 322,132</u>
	<u>\$ 322,132</u>

National Aeronautics and Space Administration / Pathways to the Science, Technology, Academic Readiness Seminars (STARS) (New Grant)

The focus of the Pathways to the Science, Technology, Academic Readiness Seminars (STARS) project is to reach underserved students with enriching STEM education activities which are designed to reduce the achievement gaps in STEM careers. The program will: (1) provide a pipeline of NASA-mission focused content and activities targeting low-income and under-represented participants from 4th to 10th grade from the Houston area; (2) promote a larger STEM ecosystem; and (3) engage parents of underserved students to access STEM activities that promote continued engagement. Recruitment of students will take place within the San Jacinto College service-area, building on the participation of Galena Park, LaPorte, Pasadena, and Sheldon school districts. Industry partners for STARS include Jacobs Engineering, Bastion, Barrios, Leidos, and the City of Houston's SpacePort. The expected outcomes for the STARS pathway project include serving over 2,700 local students through the many activities offered over the two years of the project.

Action Item “X”
Regular Board Meeting May 6, 2019
Consideration of Approval Policy III.3006.A, Use of Recording Devices by
Employees and Students – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Use of Recording Devices by Employees and Students (Policy III.3006.A).

BACKGROUND

The purpose of this policy is to describe restrictions on the use of recording devices on campus or in connection with College business.

The proposed new procedure will not be approved by the Board and is provided for informational purposes. The procedures outline the restrictions on the use of recording devices in College facilities and during College-related activities and working hours. College personnel worked closely with legal counsel on the development of both the policy and procedure.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on April 3, 2019 through April 17, 2019. Ten comments were received that resulted in changes to the policy and procedure (see track changes on attachments). Based on feedback from the College community, the scope of what may be considered a recording device was broadened which resulted in a change of the policy and procedure name. Additionally, clarifications and revisions were made to the procedures to address concerns with implementation. Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 - Policy III.3006.A, Use of Recording Devices by Employees and Students
(proposed policy – track changes version)

Attachment 3 – Policy III.3006.A - Use of Recording Devices by Employees and Students
(proposed policy – clean version)

Action Item “X”
Regular Board Meeting May 6, 2019
Consideration of Approval Policy III.3006.A, Use of Recording Devices by
Employees and Students – Second Reading

Informational Items Only:

Attachment 4 – Procedure III.3006.A.a, Use of Recording Devices by Employees and Students (proposed procedure – track changes)

Attachment 5 – Procedure III.3006.A.a, Use of Recording Devices by Employees and Students (proposed procedures – clean version)

RESOURCE PERSONNEL

Sandra Ramirez	281-998-2648	sandra.ramirez@sjcd.edu
Laurel Williamson	281-991-6184	laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **III.3006.A**

Proposed Policy Name: **Use of Recording Devices by Employees and Students**

Current Policy Number/Name: **N/A**

New Procedure Number: **III.3006.A.a**

Proposed Procedure Name(s): **Use of Recording Devices by Employees and Students**

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

Action Recommended for Policy: **New**

Action Recommended for Procedures: **New**

Primary Owners: Vice Chancellor, Human Resources / Deputy Chancellor & President

Secondary Owners: Vice President, Human Resources / Associate Vice Chancellor, Student Services

Summary of Changes:

- New policy to define the use of recording devices by employees and students.
- New procedure to describe restrictions on the use of recording devices in College facilities. It also describes the use and restrictions of recording devices during College activities and College related business.

Policy #III.3006.A, Use of ~~Electronic~~ Recording Devices by Employees and Students

Purpose

To describe restrictions on the use of recording devices on campus or in connection with College [business operations](#).

Policy

It is the policy of San Jacinto College to respect each individual’s reasonable expectation of privacy including any privacy rights granted by applicable federal and state law and San Jacinto College procedures. There may be times, however, when the use of ~~electronic~~ recording devices supports the educational mission or operations of San Jacinto College. This policy pertains to all types of electronic devices, including, but not limited to, cellular telephones, digital cameras, stand-alone video cameras, ~~i~~Internet accessible webcams, video recorders, audio recorders, electronic tablets, and software designed to monitor computer use by a specific user. This policy applies to all employees, students, and individuals acting on the behalf of a student or employee.

Definitions

Recording Device: A storage **device or system** on which information (sounds or images) can be recorded. This also includes any software, application, or service used in the recording of voice and/or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible mediums that can electronically affix sound, images, or video using electronic means.

Broadcast or ~~Live-Live-Stream~~: The transmission of programs, information (sounds or images) or live events by radio, television, ~~i~~Internet, app (application software), [web conferencing tools](#), or any other medium including postings to any social media platform.

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 #III.3006.A.a, Use of ~~Electronic~~ Recording Devices by Employees and Students

Date of Board Approval	Anticipated May 6, 2019
Effective Date	Anticipated August 15, 2019
Primary Owners	Vice Chancellor, Human Resources Deputy Chancellor & President
Secondary Owners	Vice President, Human Resources Associate Vice Chancellor, Student Services

Policy III.3006.A, Use of Recording Devices by Employees and Students

Purpose

To describe restrictions on the use of recording devices on campus or in connection with College operations.

Policy

It is the policy of San Jacinto College to respect each individual’s reasonable expectation of privacy including any privacy rights granted by applicable federal and state law and San Jacinto College procedures. There may be times, however, when the use of recording devices supports the educational mission or operations of San Jacinto College. This policy pertains to all types of electronic devices, including, but not limited to, cellular telephones, digital cameras, stand-alone video cameras, internet accessible webcams, video recorders, audio recorders, electronic tablets, and software designed to monitor computer use by a specific user. This policy applies to all employees, students, and individuals acting on the behalf of a student or employee.

Definitions

Recording Device: A storage **device or system** on which information (sounds or images) can be recorded. This also includes any software, application, or service used in the recording of voice and/or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible mediums that can electronically affix sound, images, or video using electronic means.

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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 III.3006.A.a, Use of Recording Devices by Employees and Students

Date of Board Approval	Anticipated May 6, 2019
Effective Date	August 15, 2019
Primary Owners	Vice Chancellor, Human Resources Deputy Chancellor & President
Secondary Owners	Vice President, Human Resources Associate Vice Chancellor, Student Services

Procedure ~~#III.3006.A.a~~, Use of ~~Electronic~~ Recording Devices by Employees and Students

Associated Policy

Policy ~~#III.3006.A~~, Use of ~~Electronic~~ Recording Devices by Employees and Students

Procedures

1. Introduction

The purpose of this procedure is to describe restrictions on the use of recording devices in College facilities and during College-related activities and working hours. Recording devices include any software, application, or service used in the recording of voice ~~and~~ ~~and~~/or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible ~~mediums~~ ~~media~~ that can electronically affix sound, images, or video using ~~electronic~~ ~~any~~ means. The inappropriate or unauthorized use of recording devices may impair harmonious working or academic relationships, constitute a violation of privacy or applicable statutes, and lead to copyright violations. The misuse of such devices also may violate criminal law. Because the recording of individuals without their knowledge promotes distrust and is incompatible with a collegial and harmonious campus environment, the College prohibits recordings by employees and students (including those acting on their behalf), except as set forth below. While the law permits recording telephone calls and in-person conversations with the consent of at least one of the parties, the College has the right to restrict the use of recording devices on College property. This procedure is intended to be interpreted with and subject to applicable federal and state laws.

The following restrictions apply to cell phones, cameras, audio/tape recorders, video recorders, electronic tablets, and any other electronic or mechanical devices/systems that are capable of recording audio, human voices, images, or ~~video~~ any devices or systems capable of recording audio or video images.

Students and employees who are found to have violated these procedures are subject to discipline, up to and including termination, dismissal, or expulsion.

2. Restrictions - Protection of Confidential Information

Employees and students, including student workers, are prohibited from using recording devices to duplicate confidential information, including but not limited to student records, personnel records, and medical records. This section does not apply to the use of College-owned recording devices for purposes that are explicitly authorized by College policy or procedure (e.g., a ~~College~~ ~~College~~-owned photocopier that is used to make copies for a legitimate College purpose).

3. Restrictions on Use of Recording Devices – General Prohibitions

Except as permitted by this procedure, employees and students (including those acting on their behalf) are prohibited from using recording devices at any College facility or during the scope of one's employment or enrollment to record another person's voice or image. Recording, broadcasting, and live streaming are prohibited regardless of whether these are done secretly or openly. Additionally, employees and students should be aware that it is a crime under Texas law to record a conversation to which one is not a party. The College reserves the right to discipline or terminate/expel an employee or student found to violate this

procedure. Furthermore, employees understand that a work-related recording created by an employee may be subject to the Texas Public Information Act (TPIA) and/or other applicable federal and state laws or College policies on data retention. If the employee is unsure of the applicability of the TPIA or other law/policy, the employee should check with the office of the ~~vice~~Vice Chancellor-Chancellor of ~~marketing~~Marketing, ~~public~~Public relationsRelations, and ~~governmental~~Governmental ~~affairs~~Affairs.

When use of recording devices is permitted by these procedures, the act of recording must be conducted openly and in a manner that does not disturb or interfere with the academic programs or administrative or business activities of San Jacinto College or any program or activity that is conducted by or authorized by the College. Additionally, recordings shall not:

- interfere with the free entry to or exit from a building, structure, or facility
- interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities
- deny the use of offices or other facilities to the students, faculty, staff, or guests of the College
- threaten or endanger the safety of any person on a campus
- engage in conduct that is likely to result in damage to or destruction of College property or to cause disruption in utilities
- create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen
- attempt to prevent a College event or other lawful assembly by the threat or use of force or violence

4. Restrictions - Restrooms and Other Private Locations

Employees, students, and visitors are prohibited from using the recording components of devices in restrooms, locker rooms, dressing rooms, and other similar locations where individuals have a reasonable expectation of privacy. To prevent any misunderstanding, employees, students, and visitors are encouraged to store such devices in purses, backpacks, briefcases, or pockets while in these locations.

5. Restrictions - Classrooms and Other Instructional Locations

- (a) Student-Initiated Recording: With the exception of recordings permitted as a reasonable accommodation (see section 9-10 of these procedures), the use of technologies for audio or video recording of lectures and other instructional activities is allowed only with the express permission of the instructor. Instructors may impose reasonable, viewpoint-neutral restrictions on students regarding use of recording devices in classrooms, laboratories, faculty offices, or other locations where instruction or testing occurs. Instructors shall notify students in writing of any restrictions on the use of recording devices, such as on a syllabus. An instructor may choose to allow recording of one portion of a class while disallowing recording of other portions, such as portions in which other students discuss personal information or in which a guest speaker is speaking.

If ~~When~~ an instructor allows student-initiated recording in the classroom or other assigned teaching area without restrictions, the instructor will include this provision in the syllabus for the course. If allowed, ~~the~~ student may use the recording only for ~~his or her~~ personal

use, which is use for studying or completing course assignments. The recording (or transcript of the recording) may not be shared with other students, persons, organizations, or companies without the written consent of the instructor. The recording may not be reproduced, broadcast, live-streamed, uploaded, or distributed. This prohibition extends to posting the material or recording on any website or the ~~i~~Internet, and it expressly prohibits distribution for commercial purposes, compensation, or personal gain.

When an instructor grants permission for students to record a classroom lecture, any copyright in the material remains with the instructor and/or San Jacinto College. The copyright is not transferred to the student. A student's distribution of the material may constitute copyright infringement and may result in discipline.

A student who has made an authorized recording must destroy it at the end of the semester in which the recording was made.

When a student has been authorized to record a classroom lecture as a reasonable accommodation under Section 910 of these procedures, the faculty member shall not single out or identify the student who sought the accommodation.

- (b) Faculty-Initiated Recording: A faculty member who is responsible for a course may record ~~his or her own~~ the classroom lecture for professional development or curriculum development purposes. The syllabus for the course shall notify students that the faculty member reserves the right to record the class for professional development or curriculum development purposes. If the faculty member's recording records the voices or images of students, the faculty member may not distribute, publish, broadcast, or upload the recording to a website without the written consent of each student on the recording. The College shall have a non-exclusive, royalty-free right and license to obtain, archive, and use the faculty member's recordings for internal use.
- (c) College-Initiated Recording: The College administration may record a classroom lecture for curriculum development purposes, faculty development purposes, promotional purposes, or other College operation or service. The administration shall notify the faculty member at least two working days in advance of the recording.

6. Recordings or Photography Allowed Without Permission

- (a) Employees may audio record a grievance meeting as defined in Board Policy IV-I or a termination or nonrenewal hearing or meeting. Students may record a student disciplinary appellate hearing or grade appeal hearing. The employee or student must provide 24 hours' notice (one working day) of the intent to record to the individual in charge of the hearing or meeting. The recording must take place openly, where all parties are made aware of the recording. If an employee or student elects to record a hearing or meeting, the College administration may elect to make its own recording.
- (b) Recording and photography is permitted at official public functions such as award banquets and graduation ceremonies; the recording must take place openly. No prior notice is required.
- (c) Employees and other citizens may record the proceedings at a publicly held meeting of the Board of ~~Trustees, but~~ Trustees but must comply with any Board policies pertaining to the time, place, and manner of such recordings. The recording must take place openly. No prior notice is required.

- (d) Non-commercial photography and filming are allowed in common areas that are freely open for people to congregate, such as cafeterias, outdoor patios, athletic competition facilities, parking lots, and open lobby areas. The photography must take place openly from a lawful vantage point. No prior notice is required; however, the individual taking photos must refrain from engaging in photography that a reasonable person would view as disruptive, harassing, or intrusive under the circumstances.
- (e) As used in this procedure, “common areas that are freely open for people to congregate” does not include classrooms, lecture halls, conference rooms, libraries, or offices.

7. Restrictions – Student Clubs and Organizations

Except as permitted by this procedure, students are prohibited from using recording devices to record, broadcast, or ~~live-live~~ stream another person’s voice or image at a meeting sponsored by a student club or student organization. Recording is prohibited regardless of whether the recording is done secretly or openly. Such recordings may inhibit open and robust discussion and participation in the activity. The prohibition on recording does not apply to public events in common areas that are freely open for people to congregate.

The current members of a student club or student organization may choose to permit the use of recording devices at its meetings by voting to amend the club or organization’s bylaws or constitution. The club or organization shall follow its own procedures for amending its bylaws or constitution.

8. Obtaining Permission to Record

Recording a meeting: In some situations, employees and leaders may mutually agree that it would be beneficial to make an audio recording of a particular work-related meeting or presentation. Recording is permissible in such instances, but all participants must agree, and the recording must be done openly. If not agreed to by all parties, the conversation should not be recorded. Recordings of work-related meetings and presentations shall be retained for the length of time required by law as specified in the Records Management Policy VI-U and Procedure 4-13. Exceptions for official business are addressed in Section 10-11 of this procedure.

Taking a photo: Before taking a photograph of employees or students in common areas that are not freely open for people to congregate, such as an internal office area, the individual shall obtain permission of the people to be photographed.

Employee inquiries about the recording of meetings and events not specifically addressed in this procedure should be directed in writing to the Director of Employee Relations. Student inquiries about the recording of meetings and events not specifically addressed in this procedure should be directed in writing to the relevant Club Advisor, the Student Engagement and Activities Coordinator, or designee. Decisions regarding a request to record shall be made within three working days. The decision-maker shall consider whether the request is consistent with these procedures; whether granting the request is likely to be disruptive; whether the request impacts the intellectual property rights of others; whether the request impacts the privacy rights of others; whether recording will adversely impact, alter, or interfere with the intended purpose of the activity or event; and whether other means are available to document the event, such as note-taking or still photography in lieu of a request

for video recording. If the requester is dissatisfied with the decision, he or she may seek further review from the ~~vice-Vice president-President~~ of ~~human-Human resources-Resources~~ (if an employee) or the ~~dean-Dean~~ of ~~Sstudent Ddevelopment~~ (if a student) who shall render a written decision within three working days.

For additional information regarding audio or video recording, please consult the ~~student Student organization-Organization handbook-Handbook~~ and/or ~~Code of Sstudent eode-of eonductConduct~~.

The individual who is seeking approval to record must obtain the signed permissions. The permissions will be maintained by this individual in accordance with the Records Management Policy VI-U and Procedure 4-13.

9. Voyeurism

Camera phones and other recording devices shall not be used to take a photo or video of a person from a vantage point that a reasonable person would view as an invasion of personal privacy. (e.g., under a skirt, inside or down a blouse).

10. Exception under the Americans with Disabilities Act

In some situations, an employee or student with a disability may need to use a recording device as a reasonable accommodation in a location where recording is not typically allowed. Employees desiring such accommodations should contact the Human Resources Benefits Office. Students desiring such accommodations should contact the Accessibility Services Counselor at their respective campus.

The recipient of an accommodation will be required to sign a written agreement acknowledging the terms and conditions related to the permission to record.

11. Exception for Official Business

Nothing in this procedure is intended to restrict the College in the use of recording devices or other technology for conducting official business in investigations, surveillance, or archival purposes. Requests for recording for use in investigations or surveillance must be pre-approved by the respective Strategic Leadership Team member(s) and coordinated with the College Police Department.

Some employees performing official business on behalf of the College may be required to use recording devices for legitimate work-related purposes, including meeting minutes purposes, investigatory or law enforcement purposes, archival purposes, educational purposes, training or reference purposes (such as recording a presentation for future viewing by staff or students or for quality assurance in the Contact Center), ~~and~~ journalism purposes (such as photography for an official publication), and web conferencing tools for training or reference purposes. Legitimate work-related purposes would include duties in an employee's job description or an activity their leader has directed or authorized. Leaders shall appropriately monitor the use of recording devices to ensure that they are being used only for legitimate business. Employees with questions about recording devices should direct questions to their leader or to human resources.

A department that engages a commercial photographer, vendor, or other third-party to

photograph or record an event must ensure that the written agreement with the photographer, vendor, or third-party identifies all pertinent restrictions and terms of use. Additionally, the agreement shall specify that San Jacinto College owns the copyright in all works prepared for the College with College funds. For additional information, please consult the office of the ~~V~~ice ~~C~~ehancellor of ~~marketing~~Marketing, ~~public~~Public ~~relations~~Relations, and ~~governmental~~Governmental ~~affairs~~Affairs.—

Recordings made for ~~Official~~official ~~Business~~business shall be maintained for the period of time required by state or federal law as specified in the Records Management Policy VI-U and Procedure 4-13-

~~11. Voyeurism-~~

~~Camera phones and other recording devices shall not be used to take a photo or video of a person from a vantage point that a reasonable person would view as an invasion of personal privacy (e.g., under a skirt, inside or down a blouse).~~

~~12. Surveillance Equipment and Software, College Right to Monitor~~

~~Surveillance equipment and software may be placed on campus and monitored by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official college investigations into criminal activities or violations of campus policy. Such uses must be coordinated with and pre approved by the College Police Department and Human Resources. Surveillance equipment and software may also be used in other manners to protect and further the College’s mission, including as laid out in other College policies and procedures. As a condition of employment or attendance, employees and students understand that the College has the ultimate right to deploy surveillance equipment for public safety and/or to support the College’s mission.~~

For additional information regarding filming and photography on campus, refer to Policy VII.7001.A~~2~~: Public Relations.

Definitions

Recording Device: A storage **device** on which information (sounds or images) can be recorded. - This also includes any software, application, or service used in the recording of voice and or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible ~~mediums~~media that can electronically affix sound, images, or video using ~~electronic~~any means.

Broadcast or ~~Live~~Live-Stream: The transmission of programs, information (sounds or images) or live events by radio, television, iInternet, app (application software), web conferencing tools, or any other medium including postings to any social media platform.

Date of SLT Approval March 22, 2019

Effective Date ~~Anticipated~~ August 15, 2019

Attachment 4 – Proposed Procedure – Track Changes

Associated Policy	Policy #III.3006.A , Use of Electronic Recording Devices by Employees and Students
Primary Owners of Policy Associated with the Procedure	Vice Chancellor, Human Resources Deputy Chancellor & President
Secondary Owners of Policy Associated with the Procedure	Vice President, Human Resources Associate Vice Chancellor, Student Services

Procedure III.3006.A.a, Use of Recording Devices by Employees and Students

Associated Policy

Policy III.3006.A, Use of Recording Devices by Employees and Students

Procedures

1. Introduction

The purpose of this procedure is to describe restrictions on the use of recording devices in College facilities and during College-related activities and working hours. Recording devices include any software, application, or service used in the recording of voice and/or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible media that can electronically affix sound, images, or video using any means. The inappropriate or unauthorized use of recording devices may impair harmonious working or academic relationships, constitute a violation of privacy or applicable statutes, and lead to copyright violations. The misuse of such devices also may violate criminal law. Because the recording of individuals without their knowledge promotes distrust and is incompatible with a collegial and harmonious campus environment, the College prohibits recordings by employees and students (including those acting on their behalf), except as set forth below. While the law permits recording telephone calls and in-person conversations with the consent of at least one of the parties, the College has the right to restrict the use of recording devices on College property. This procedure is intended to be interpreted with and subject to applicable federal and state laws.

The following restrictions apply to cell phones, cameras, audio/tape recorders, video recorders, electronic tablets, and any other electronic or mechanical devices/systems that are capable of recording audio, human voices, images, or any devices or systems capable of recording audio or video images.

Students and employees who are found to have violated these procedures are subject to discipline, up to and including termination, dismissal, or expulsion.

2. Restrictions - Protection of Confidential Information

Employees and students, including student workers, are prohibited from using recording devices to duplicate confidential information, including but not limited to student records, personnel records, and medical records. This section does not apply to the use of College-owned recording devices for purposes that are explicitly authorized by College policy or procedure (e.g., a College-owned photocopier that is used to make copies for a legitimate College purpose).

3. Restrictions on Use of Recording Devices – General Prohibitions

Except as permitted by this procedure, employees and students (including those acting on their behalf) are prohibited from using recording devices at any College facility or during the scope of one's employment or enrollment to record another person's voice or image. Recording, broadcasting, and live streaming are prohibited regardless of whether these are done secretly or openly. Additionally, employees and students should be aware that it is a crime under Texas law to record a conversation to which one is not a party. The College reserves the right to discipline or terminate/expel an employee or student found to violate this

procedure. Furthermore, employees understand that a work-related recording created by an employee may be subject to the Texas Public Information Act (TPIA) and/or other applicable federal and state laws or College policies on data retention. If the employee is unsure of the applicability of the TPIA or other law/policy, the employee should check with the office of the Vice Chancellor of Marketing, Public Relations, and Governmental Affairs.

When use of recording devices is permitted by these procedures, the act of recording must be conducted openly and in a manner that does not disturb or interfere with the academic programs or administrative or business activities of San Jacinto College or any program or activity that is conducted by or authorized by the College. Additionally, recordings shall not:

- interfere with the free entry to or exit from a building, structure, or facility
- interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities
- deny the use of offices or other facilities to the students, faculty, staff, or guests of the College
- threaten or endanger the safety of any person on a campus
- engage in conduct that is likely to result in damage to or destruction of College property or to cause disruption in utilities
- create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen
- attempt to prevent a College event or other lawful assembly by the threat or use of force or violence

4. Restrictions - Restrooms and Other Private Locations

Employees, students, and visitors are prohibited from using the recording components of devices in restrooms, locker rooms, dressing rooms, and other similar locations where individuals have a reasonable expectation of privacy. To prevent any misunderstanding, employees, students, and visitors are encouraged to store such devices in purses, backpacks, briefcases, or pockets while in these locations.

5. Restrictions - Classrooms and Other Instructional Locations

- (a) Student-Initiated Recording: With the exception of recordings permitted as a reasonable accommodation (see section 10 of these procedures), the use of technologies for audio or video recording of lectures and other instructional activities is allowed only with the express permission of the instructor. Instructors may impose reasonable, viewpoint-neutral restrictions on students regarding use of recording devices in classrooms, laboratories, faculty offices, or other locations where instruction or testing occurs. Instructors shall notify students in writing of any restrictions on the use of recording devices, such as on a syllabus. An instructor may choose to allow recording of one portion of a class while disallowing recording of other portions, such as portions in which other students discuss personal information or in which a guest speaker is speaking.

If an instructor allows student-initiated recording in the classroom or other assigned teaching area without restrictions, the instructor will include this provision in the syllabus for the course. If allowed, the student may use the recording only for personal use, which is use for studying or completing course assignments. The recording (or transcript of the

recording) may not be shared with other students, persons, organizations, or companies without the written consent of the instructor. The recording may not be reproduced, broadcast, live-streamed, uploaded, or distributed. This prohibition extends to posting the material or recording on any website or the internet, and it expressly prohibits distribution for commercial purposes, compensation, or personal gain.

When an instructor grants permission for students to record a classroom lecture, any copyright in the material remains with the instructor and/or San Jacinto College. The copyright is not transferred to the student. A student's distribution of the material may constitute copyright infringement and may result in discipline.

A student who has made an authorized recording must destroy it at the end of the semester in which the recording was made.

When a student has been authorized to record a classroom lecture as a reasonable accommodation under Section 10 of these procedures, the faculty member shall not single out or identify the student who sought the accommodation.

- (b) **Faculty-Initiated Recording:** A faculty member who is responsible for a course may record the classroom lecture for professional development or curriculum development purposes. The syllabus for the course shall notify students that the faculty member reserves the right to record the class for professional development or curriculum development purposes. If the faculty member's recording records the voices or images of students, the faculty member may not distribute, publish, broadcast, or upload the recording to a website without the written consent of each student on the recording. The College shall have a non-exclusive, royalty-free right and license to obtain, archive, and use the faculty member's recordings for internal use.
- (c) **College-Initiated Recording:** The College administration may record a classroom lecture for curriculum development purposes, faculty development purposes, promotional purposes, or other College operation or service. The administration shall notify the faculty member at least two working days in advance of the recording.

6. Recordings or Photography Allowed Without Permission

- (a) Employees may audio record a grievance meeting as defined in Board Policy IV-I or a termination or nonrenewal hearing or meeting. Students may record a student disciplinary appellate hearing or grade appeal hearing. The employee or student must provide 24 hours' notice (one working day) of the intent to record to the individual in charge of the hearing or meeting. The recording must take place openly, where all parties are made aware of the recording. If an employee or student elects to record a hearing or meeting, the College administration may elect to make its own recording.
- (b) Recording and photography is permitted at official public functions such as award banquets and graduation ceremonies; the recording must take place openly. No prior notice is required.
- (c) Employees and other citizens may record the proceedings at a publicly held meeting of the Board of Trustees but must comply with any Board policies pertaining to the time, place, and manner of such recordings. The recording must take place openly. No prior notice is required.

- (d) Non-commercial photography and filming are allowed in common areas that are freely open for people to congregate, such as cafeterias, outdoor patios, athletic competition facilities, parking lots, and open lobby areas. The photography must take place openly from a lawful vantage point. No prior notice is required; however, the individual taking photos must refrain from engaging in photography that a reasonable person would view as disruptive, harassing, or intrusive under the circumstances.
- (e) As used in this procedure, “common areas that are freely open for people to congregate” does not include classrooms, lecture halls, conference rooms, libraries, or offices.

7. Restrictions – Student Clubs and Organizations

Except as permitted by this procedure, students are prohibited from using recording devices to record, broadcast, or live-stream another person’s voice or image at a meeting sponsored by a student club or student organization. Recording is prohibited regardless of whether the recording is done secretly or openly. Such recordings may inhibit open and robust discussion and participation in the activity. The prohibition on recording does not apply to public events in common areas that are freely open for people to congregate.

The current members of a student club or student organization may choose to permit the use of recording devices at its meetings by voting to amend the club or organization’s bylaws or constitution. The club or organization shall follow its own procedures for amending its bylaws or constitution.

8. Obtaining Permission to Record

Recording a meeting: In some situations, employees and leaders may mutually agree that it would be beneficial to make an audio recording of a particular work-related meeting or presentation. Recording is permissible in such instances, but all participants must agree, and the recording must be done openly. If not agreed to by all parties, the conversation should not be recorded. Recordings of work-related meetings and presentations shall be retained for the length of time required by law as specified in the Records Management Policy VI-U and Procedure 4-13. Exceptions for official business are addressed in Section 11 of this procedure.

Taking a photo: Before taking a photograph of employees or students in common areas that are not freely open for people to congregate, such as an internal office area, the individual shall obtain permission of the people to be photographed.

Employee inquiries about the recording of meetings and events not specifically addressed in this procedure should be directed in writing to the Director of Employee Relations. Student inquiries about the recording of meetings and events not specifically addressed in this procedure should be directed in writing to the relevant Club Advisor, the Student Engagement and Activities Coordinator, or designee. Decisions regarding a request to record shall be made within three working days. The decision-maker shall consider whether the request is consistent with these procedures; whether granting the request is likely to be disruptive; whether the request impacts the intellectual property rights of others; whether the request impacts the privacy rights of others; whether recording will adversely impact, alter, or interfere with the intended purpose of the activity or event; and whether other means are available to document the event, such as note-taking or still photography in lieu of a request for video recording. If the requester is dissatisfied with the decision, he or she may seek

further review from the Vice President of Human Resources (if an employee) or the Dean of Student Development (if a student) who shall render a written decision within three working days.

For additional information regarding audio or video recording, please consult the Student Organization Handbook and/or Code of Student Conduct.

The individual who is seeking approval to record must obtain the signed permissions. The permissions will be maintained by this individual in accordance with the Records Management Policy VI-U and Procedure 4-13.

9. Voyeurism

Camera phones and other recording devices shall not be used to take a photo or video of a person from a vantage point that a reasonable person would view as an invasion of personal privacy.

10. Exception under the Americans with Disabilities Act

In some situations, an employee or student with a disability may need to use a recording device as a reasonable accommodation in a location where recording is not typically allowed. Employees desiring such accommodations should contact the Human Resources Benefits Office. Students desiring such accommodations should contact the Accessibility Services Counselor at their respective campus.

The recipient of an accommodation will be required to sign a written agreement acknowledging the terms and conditions related to the permission to record.

11. Exception for Official Business

Nothing in this procedure is intended to restrict the College in the use of recording devices or other technology for conducting official business in investigations, surveillance, or archival purposes. Requests for recording for use in investigations or surveillance must be pre-approved by the respective Strategic Leadership Team member(s) and coordinated with the College Police Department.

Some employees performing official business on behalf of the College may be required to use recording devices for legitimate work-related purposes, including meeting minutes purposes, investigatory or law enforcement purposes, archival purposes, educational purposes, training or reference purposes (such as recording a presentation for future viewing by staff or students or for quality assurance in the Contact Center), journalism purposes (such as photography for an official publication), and web conferencing tools for training or reference purposes. Legitimate work-related purposes would include duties in an employee's job description or an activity their leader has directed or authorized. Leaders shall appropriately monitor the use of recording devices to ensure that they are being used only for legitimate business. Employees with questions about recording devices should direct questions to their leader or to human resources.

A department that engages a commercial photographer, vendor, or other third-party to photograph or record an event must ensure that the written agreement with the photographer, vendor, or third-party identifies all pertinent restrictions and terms of use. Additionally, the agreement shall specify that San Jacinto College owns the copyright in all works prepared for

the College with College funds. For additional information, please consult the office of the Vice Chancellor of Marketing, Public Relations, and Governmental Affairs.

Recordings made for official business shall be maintained for the period of time required by state or federal law as specified in the Records Management Policy VI-U and Procedure 4-13.

For additional information regarding filming and photography on campus, refer to Policy VII.7001.A, Public Relations.

Definitions

Recording Device: A storage **device** on which information (sounds or images) can be recorded. This also includes any software, application, or service used in the recording of voice and or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible media that can electronically affix sound, images, or video using any means.

Broadcast or Live-Stream: The transmission of programs, information (sounds or images) or live events by radio, television, internet, app (application software), web conferencing tools, or any other medium including postings to any social media platform.

Date of SLT Approval	March 22, 2019
Effective Date	August 15, 2019
Associated Policy	Policy III.3006.A, Use of Recording Devices by Employees and Students
Primary Owners of Policy Associated with the Procedure	Vice Chancellor, Human Resources Deputy Chancellor & President
Secondary Owners of Policy Associated with the Procedure	Vice President, Human Resources Associate Vice Chancellor, Student Services

Action Item “XP”
Regular Board Meeting May 6, 2019

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt a resolution to authorize use of the Early Additional Penalty for Collection Costs for Taxes Imposed on Personal Property as outlined in Texas Tax Code Section 33.11.

BACKGROUND

Texas Tax Code (TTC) Section 6.30 grants the governing body of a taxing unit that imposes taxes the ability to contract with an attorney to collect delinquent taxes. Those taxing units contracting with a delinquent tax collection attorney may annually impose an early penalty beginning on the 60th day after the tax becomes delinquent on February 1, by authorizing the use of Texas Tax Code Section 33.11. Without the use of this provision, penalties may be imposed beginning on July 1 annually.

IMPACT OF THIS ACTION

Of the \$4.4 million delinquent ad valorem taxes that were due to the College as of June 30, 2018, forty-four percent were taxes on personal property. It is expected that the earlier penalty and collection activity will result in greater overall tax collections and will help to defray the costs of delinquent tax collections.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the resolution has no specific budget implications. It is anticipated that tax collection rates will improve.

MONITORING AND REPORTING TIMELINE

A tax collection summary will be presented annually.

ATTACHMENTS

Attachment 1- Delinquent Taxes as of June 30, 2018
Attachment 2- Resolution to Authorize Use of TTC 33.11

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

Attachment 1

TAX COLLECTOR REPORT - BALANCES BY ROLL TYPE
AS OF: 06/30/2018
TA245A FILE: TA245A.1036611
JURISDICTION: 0047 San Jacinto College District

YEAR	REAL	PERSONAL	TOTAL
2017	1,083,768.35	544,591.87	1,628,360.22
2016	342,802.54	424,774.02	767,576.56
2015	296,365.99	353,642.33	650,008.32
2014	120,789.21	121,197.80	241,987.01
2013	95,026.15	110,683.62	205,709.77
2012	82,266.33	83,935.69	166,202.02
2011	76,373.51	69,563.54	145,937.05
2010	56,558.46	68,474.37	125,032.83
2009	60,026.72	91,530.72	151,557.44
2008	38,353.52	87,940.26	126,293.78
2007	24,683.47	5,832.13	30,515.60
2006	23,764.86	3,909.31	27,674.17
2005	27,020.51	1,463.32	28,483.83
2004	26,699.31	998.03	27,697.34
2003	21,304.73	770.52	22,075.25
2002	18,429.52	282.33	18,711.85
2001	15,550.57	256.36	15,806.93
2000	7,644.82	120.87	7,765.69
1999	6,077.26	24.64	6,101.90
1998	5,578.73	0.00	5,578.73
1997	2,573.92	0.00	2,573.92
1996	14,148.42	31.83	14,180.25
****	2,445,806.90	1,970,023.56	4,415,830.46

**RESOLUTION OF THE SAN JACINTO COMMUNITY
COLLEGE DISTRICT AUTHORIZING USE OF TEXAS TAX CODE SECTION 33.11**
(Early Additional Penalty for Collection Costs for Taxes Imposed on Personal Property)

WHEREAS San Jacinto Community College District (the College) is a Texas community college duly authorized under Chapter 130 of the Texas Education Code (TEC); and,

WHEREAS the governing board of the College causes ad valorem taxes to be annually assessed and collected as outlined in TEC 130.121; and,

WHEREAS it is in the best interest of the College to maximize the amount of delinquent ad valorem taxes collected; and,

WHEREAS the College Board of Trustees believes that use of the early additional penalty for collection costs for taxes imposed on personal property, as outlined in Texas Tax Code 33.11, will help to maximize collections and defray the costs of collections; and,

WHEREAS the College has an existing contract with a delinquent tax collection attorney as required by Texas Tax Code Section 33.11;

THEREFORE BE IT RESOLVED that the San Jacinto Community College District Board of Trustees, located in Harris County, Texas hereby authorizes the use of the Early Additional Penalty for Collection Costs for Taxes Imposed on Personal Property, as outlined in Section 33.11 of the Texas Tax Code, and authorizes this Resolution to be presented to the Harris County Tax Office, to be effective for Tax Year 2019.

PASSED AND APPROVED on May 6, 2019.

ATTEST:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Chair, Board of Trustees

By: _____
Secretary, Board of Trustees

Action Item “XII”
Regular Board Meeting May 6, 2019
Consideration of Approval of Non-Credit Course Enrollment Charges

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the schedule of charges for existing non-credit courses and delegate authority to the Chancellor to establish new non-credit courses and corresponding course enrollment charges offered during Fiscal Years 2019 and 2020 based on market rates, in accordance with THECB Guidelines for Instructional Programs in Workforce Education.

BACKGROUND

To meet rapidly evolving demand for workforce courses and to meet employer needs, new courses are under development throughout the fiscal year. Tuition and fees are set by reviewing operating costs related to specific course offerings as well as reviewing competitor pricing.

IMPACT OF THIS ACTION

The full schedule of current course offerings and related charges will be brought to the Board for review and approval annually, affording the Board of Trustees the opportunity to reaffirm existing courses and ratify new courses added during the previous year, along with their rate structures.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This approval allows non-credit courses to move forward in a timely manner to support the annual budgeted revenues.

MONITORING AND REPORTING TIMELINE

Budget reports are presented monthly.

ATTACHMENTS

Attachment 1 – Listing of Non-Credit Courses and Corresponding Charges

RESOURCE PERSONNEL

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Allatia Harris	281-459-7140	allatia.harris@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

Attachment 1 - Listing of Non-Credit Courses and Corresponding Charges

Subject	Area	CRN	Total Charge	Course No.	Title	Contact Hrs
ACNT	Accounting	50436	\$630.00	55035	Acct Specialist Fast Track	56
ACNT	Accounting	50443	\$790.00	55030	CPP Mastery Exam Prep	32
ACNT	Accounting	90054	\$725.00	55027	FPC Exam Review	32
ACNT	Accounting	50441	\$950.00	55036	Payroll Specialist Fast Track	32
ACNT	Accounting	50470	\$375.00	55012	QuickBooks - Basic Skills	16
ACNT	Accounting	70554	\$720.00	55038	QuickBooks Complete w/Excel	24
BMGT	Leadership	50703	\$420.00	55189	HH Const Step-Up Supervisor	40
BMGT	Quality Lean Six Sigma	70607	\$2,500.00	55145	Lean Six Sigma Green Belt	80
BMGT	Project management	90068	\$725.00	55102	PM- Cert Program Fast Track	56
BMGT	Project management	95364	\$1,050.00	55156	PMP Exam Prep Plus Boot Camp	40
BNKG	Banking	50444	\$420.00	55000	Bank Teller Fundamentals	36
CDEC	Education	95328	\$280.00	55006	ParaEd Institute Training ISD	18
CDEC	Education	95327	\$295.00	55000	ParaEducator Institute Trainin	18
CETT	Electrical	50515	\$700.00	55009	NCCER Electrical Level 1	120
COMG	Languages	95301	\$275.00	55072	ESL-Advanced A	32
COMG	Languages	95302	\$275.00	55073	ESL-Advanced B	32
COMG	Languages	95193	\$275.00	55074	ESL-Beginning A	32
COMG	Languages	95194	\$275.00	55075	ESL-Beginning B	32
COMG	Languages	95265	\$275.00	55076	ESL-High Intermediate A	32
COMG	Languages	95266	\$275.00	55077	ESL-High Intermediate B	32
COMG	Languages	95229	\$275.00	55078	ESL-Intermediate A	32
COMG	Languages	95246	\$275.00	55079	ESL-Intermediate B	32
CPMT	Computer//IT	50462	\$770.00	55008	A+ Fast Track	64
CSME	Cosmetology	90535	\$645.00	55040	App of EyelashExtensions I	144
CSME	Cosmetology	90534	\$845.00	55041	Orientation Eyelash Exten	96
CSME	Cosmetology	90536	\$575.00	55042	Principle of Eyelash Exten	80
CVOP	Commercial Driving	50528	\$1,800.00	53000	Professional Truck Driver One	126
CVOP	Commercial Driving	50529	\$1,500.00	53001	Professional Truck Driver Two	120
ECRD	Health Occupations	70376	\$595.00	55000	EKG Technician	52
EDTC	Education	50804	\$210.00	55008	ST: CPD Student Success Course	16
ELPT	Programmable Logic	90416	\$755.00	55042	Intro to PLCs-Allen Bradley	40
ELPT	Programmable Logic	95479	\$755.00	55043	Introduction to PLCs- Siemens	40
ELPT	Electrical	50516	\$700.00	55033	NCCER Electrical Level 2	120
ELPT	Electrical	70277	\$714.00	55038	NCCER Electrical Level 3	120
ELPT	Electrical	90476	\$714.00	55039	NCCER Electrical Level 4	120
EMSP	Health Occupations	95400	\$95.00	55008	CPR for Healthcare Providers	8
EMSP	Health/Maritime	70259	\$100.00	55052	First Aid & CPR (BST Part 2)	8
EMSP	Health Occupations	70588	\$220.00	55035	First Aid CPR & AED	8
EMSP	Health/Maritime	95096	\$800.00	55019	Medical Care Provider	24
FIRS	Maritime	50810	\$500.00	55001	Basic Fire Fighting (BST Pt 1)	16
HART	HVAC	50797	\$393.00	55005	Residential Air Conditioning	96
HPRS	Education	50698	\$450.00	55008	CPD Healthcare Bridge	20
HPRS	Education	70551	\$115.00	55007	CPD HESI A2 Test Prep	8

Attachment 1 - Listing of Non-Credit Courses and Corresponding Charges

Subject	Area	CRN	Total Charge	Course No.	Title	Contact Hrs
HRPO	Human Resources	95362	\$725.00	55022	HR Fast Track Cert Program	80
HRPO	Human Resources	50438	\$575.00	55029	Online HR Fast Track Cert Prog	80
INTC	Industrial Maintenance	50519	\$700.00	55040	NCCER Instrumentation Level 1	120
INTC	Industrial Maintenance	50520	\$700.00	55041	NCCER Instrumentation Level 2	120
ITSC	Basic Business Applications	95370	\$355.00	55045	Basic Business Applications	16
ITSW	Computer/IT	95381	\$230.00	55011	Excel - Advanced Skills	7
ITSW	Computer/IT	95379	\$230.00	55010	Excel - Basic Skills	7
ITSW	Computer/IT	95380	\$230.00	55006	Excel - Intermediate Skills	7
ITSW	Computer/IT	95382	\$135.00	55002	Excel - One Day	7
ITSW	Computer/IT	90411	\$135.00	55026	Excel: One Day-Intermediate	7
ITSW	Computer/IT	95386	\$135.00	55026	Excel: One Day-Intermediate	7
ITSW	Computer/IT	90404	\$135.00	55003	PowerPoint-One Day	7
LMGT	Maritime	90253	\$900.00	55010	Cargo Handling (Op Level)	40
MARI	Maritime	50811	\$300.00	55004	Basic Training Revalidation	8
MARI	Maritime	95065	\$500.00	55008	Company Security Officer	16
MARI	Maritime	90259	\$4,000.00	55001	DDE Unlimited	160
MARI	Maritime	50382	\$4,000.00	55006	Elect Machine & Basic Elect	160
MARI	Maritime	90484	\$4,000.00	55005	Instrumentation	160
MARI	Maritime	70026	\$1,000.00	55000	MEECE	40
MARI	Maritime	95100	\$4,000.00	55007	OIC Engineering Watch-Disel En	160
MARI	Maritime	50330	\$500.00	55002	RFPEW	24
MARI	Maritime	95128	\$300.00	55003	Rose Point ECS Training	8
MARS	Maritime	90205	\$2,000.00	55000	Adv Handling & Stowage	80
MARS	Maritime	50340	\$3,200.00	55019	Advanced Shiphandling	80
MARS	Maritime	70644	\$1,000.00	55006	Advanced Stability	40
MARS	Maritime	90222	\$400.00	55003	App Mate Western Routes	8
MARS	Maritime	50409	\$700.00	55015	Automatic Radar Plotter Aid	40
MARS	Maritime	95036	\$700.00	55015	Automatic Radar Plotter Aid	40
MARS	Maritime	90243	\$2,000.00	55018	Basic Ship& Steer Control Sys	40
MARS	Maritime	95064	\$2,500.00	55008	Celestial Navigation (OP)	120
MARS	Maritime	70537	\$4,000.00	55010	DDE 1000/4000 HP	160
MARS	Maritime	95073	\$900.00	55011	Electronic Navigation	40
MARS	Maritime	70581	\$1,000.00	55020	Engine Room Resource Mgmt	40
MARS	Maritime	70260	\$1,500.00	55004	GMDSS	70
MARS	Maritime	95110	\$700.00	55029	Profic In Surv Craft Refresher	16
MARS	Maritime	50537	\$3,500.00	55017	QMED-Oiler	145
MARS	Maritime	95113	\$650.00	55030	Qualified Assessor	24
MARS	Maritime	90524	\$300.00	55014	RFPNW (Lookout only)	8
MARS	Maritime	95139	\$400.00	55023	Search & Rescue (Op Level)	16
MARS	Maritime	70066	\$500.00	55022	Search and Rescue (Mgmt Level)	16
MARS	Maritime	95143	\$800.00	55024	Ship Const & Basic Stab Op Lev	40
MARS	Maritime	95147	\$1,500.00	55025	Ship Management	40
MARS	Maritime	95154	\$2,500.00	55005	Terrestrial/Coastal Nav	120
MARS	Maritime	50813	\$600.00	55026	TOAR	24
MARS	Maritime	90541	\$100.00	55007	Visual Communications	8
MARS	Maritime	90359	\$1,100.00	55027	Voyage Plan & Elect Navigation	40
MARS	Maritime	95166	\$2,700.00	55028	Watchkeeping Op Level	80
MART	Maritime	50339	\$800.00	55004	Able Bodied Seaman	40
MART	Maritime	50426	\$1,600.00	55019	Apprentice Mate	120
MART	Maritime	70242	\$750.00	55020	Basic Safety Refresher	24
MART	Maritime	95059	\$600.00	55006	Bridge Resource Mgmt	24
MART	Maritime	50826	\$1,000.00	55005	Electronic Chart ECDIS	40
MART	Maritime	70264	\$1,250.00	55021	Leadership & Managerial Skills	36

Attachment 1 - Listing of Non-Credit Courses and Corresponding Charges

Subject	Area	CRN	Total Charge	Course No.	Title	Contact Hrs
MART	Maritimer	90278	\$300.00	55022	Leadership and Teamwork	8
MART	Maritime	50431	\$1,200.00	55001	Master 100 Tons/Mate 200 Tons	80
MART	Maritime	90301	\$300.00	55014	Pers Survival Tech (BST Pt 3)	12
MART	Maritime	50410	\$700.00	55009	Proficiency in Survival Craft	32
MART	Maritime	95118	\$225.00	55025	Radar Obs (Inland/GIWW)Recert	8
MART	Maritime	90315	\$225.00	55010	Radar Observer Unlmted Renew	8
MART	Maritime	95122	\$400.00	55007	Radar Observer-Inland	32
MART	Maritime	95125	\$600.00	55008	Radar Observer-Unlimited	40
MART	Maritime	90335	\$100.00	55016	Safety & Social Res (BST Pt 4)	4
MART	Maritime	50411	\$900.00	55011	Tank Barge Dangerous Liquids	40
MART	Maritime	50412	\$900.00	55023	Tankerman PIC-Tankship	40
MART	Maritime	90355	\$400.00	55002	Upgrade Master 100 to 200 GRT	24
MART	Maritime	90227	\$400.00	55003	Upgrade to Apprentice Mate	16
MART	Maritime	70331	\$500.00	55000	Vessel Security Officer	16
MART	Maritime	70602	\$250.00	55018	VPDSD	8
MCHN	Industrial Mechanic / Mainte	95369	\$785.00	55012	Introduction to CNC	72
MCHN	Industrial Mechanic / Mainte	50521	\$700.00	55024	NCCER Millwright Level 1	120
MCHN	Industrial Mechanic / Mainte	70282	\$714.00	55025	NCCER Millwright Level 2	120
MCHN	Industrial Mechanic / Mainte	90481	\$714.00	55026	NCCER Millwright Level 3	120
MCHN	Sheet Metal	70364	\$624.00	55004	NCCER Sheetmetal 2A	72
MCHN	Sheet Metal	70365	\$624.00	55001	NCCER Sheetmetal 3A	72
MCHN	Sheet Metal	70366	\$624.00	55002	NCCER Sheetmetal 4A	72
MDCA	Health Occupations	50494	\$1,399.00	55001	Medical Office Professional	90
NFND	Maritime	50668	\$125.00	59631	Assistance Towing	4
NFND	Lifelong Learning	90369	\$90.00	59439	Basic Home Centerpieces	3
NFND	Lifelong Learning	90395	\$40.00	59630	Beginning Tai Chi	4
NFND	Lifelong Learning	90370	\$70.00	59435	Bow Making	3
NFND	Lifelong Learning	90372	\$55.00	59467	Chinese Meditation Techniques	6
NFND	Lifelong Learning	90371	\$70.00	59436	Corsages and Boutonnieres	3
NFND	Maritime	90552	\$500.00	59633	Deck Self Study Test Prep	12
NFND	Health Occupations	70571	\$75.00	59471	Fire Extinguisher Training	2
NFND	Education	95182	\$300.00	59005	GED Prep: Language Arts	36
NFND	Education	70095	\$205.00	59004	GED Prep: Soc Stud/Sci	24
NFND	Education	90465	\$555.00	59002	GED Preparation Tutorial	96
NFND	Education	90468	\$300.00	59003	GED Preparation: Math	36
NFND	Lifelong Learning	95349	\$40.00	59612	Gentle Yoga	4
NFND	Maritime	70269	\$200.00	59623	Management of Medical Care	4
NFND	Lifelong Learning	90379	\$230.00	59032	Motorcycle-Basic Rider Course	19
NFND	Education	95329	\$70.00	59077	ParaEducator Cert Re-take	6
NFND	Computer/IT	70647	\$150.00	59553	Pearson Vue Test Voucher	4
NFND	Lifelong Learning	90402	\$70.00	59609	Pilates	4
NFND	Lifelong Learning	50620	\$80.00	59058	Retirement Planning Today	9
NFND	Lifelong Learning	95354	\$40.00	59076	Tai Chi	4
NFND	Lifelong Learning	95337	\$70.00	59242	Wilton 1: Building Buttercream	8
NFND	Lifelong Learning	95338	\$70.00	59298	Wilton 2 Flowers & Cake Design	8
NFND	Lifelong Learning	95339	\$70.00	59299	Wilton 3: Gum Paste & Fondant	8
NFON	Life Long Learning	70639	\$109.00	57107	A to Z Grant Writing-ONLINE	ED2GO
NFON	Computer/IT	70568	\$110.00	57067	A+ Certification, Basic-ONLINE	ED2GO
NFON	Accounting	90540	\$115.00	57094	Accounting Fund II-ONLINE	24
NFON	Accounting	70715	\$199.00	57407	Accounting Fund Series-ONLINE	48
NFON	Accounting	90538	\$109.00	57000	Accounting Fundamentals-ONLINE	24
NFON	Computer IT	70725	\$395.00	57479	Acct with Excel Suite-ONLINE	ED2GO
NFON	Business	70623	\$109.00	57004	Admin Assistant Apps-ONLINE	24
NFON	BUssiness	70736	\$115.00	57005	Admin Assistant Fund-ONLINE	24
NFON	BUssiness	70576	\$299.00	57458	Admin Assistant Suite-ONLINE	72
NFON	Health Occupations	70645	\$115.00	57471	Become PhysTherapy Aide-ONLINE	24
NFON	Health Occupations	70692	\$115.00	57222	C# Prog, Inter-ONLINE	ED2GO

Attachment 1 - Listing of Non-Credit Courses and Corresponding Charges

Subject	Area	CRN	Total Charge	Course No.	Title	Contact Hrs
NFON	Health Occupations	70699	\$199.00	57451	C# Programming Series-ONLINE	ED2GO
NFON	Health Occupations	50712	\$60.00	57466	Cert Energy Medicine-ONLINE	ED2GO
NFON	Health Occupations	70720	\$68.00	57478	Cert in Meditation-ONLINE	ED2GO
NFON	Health Occupations	70691	\$115.00	57071	Comp Skills Workplace-ONLINE	ED2GO
NFON	Health Occupations	70717	\$115.00	57365	Create WordPress Web-ONLINE	ED2GO
NFON	Human Resources	70625	\$115.00	57009	Diff People, Success wi-ONLINE	24
NFON	BUssiness	70577	\$109.00	57117	Effective Bus Writing-ONLINE	24
NFON	Business	50650	\$299.00	57463	Entrepreneurship Suite-ONLINE	72
NFON	Computer/IT	50819	\$324.00	57423	Excel 2016 Series-ONLINE	ED2GO
NFON	Computer/IT	50731	\$129.00	57411	Excel 2016, Advanced-ONLINE	ED2GO
NFON	Computer/IT	70631	\$129.00	57396	Excel 2016, Intro-ONLINE	ED2GO
NFON	Computer/IT	90537	\$129.00	57398	Excel 2016,Intermediate-ONLINE	ED2GO
NFON	Health Occupations	50732	\$115.00	57295	Explore Medical Coding-ONLINE	24
NFON	Health Occupations	50787	\$109.00	57315	Explore Pharmacy Tech-Online	24
NFON	Computer/IT	70710	\$299.00	57473	Front End Develop Suite-ONLINE	ED2GO
NFON	Education	90500	\$109.00	57025	GED Preparation-ONLINE	24
NFON	Education	70700	\$199.00	57428	GRE Preparation Series-ONLINE	48
NFON	Lifelong Learning	50714	\$299.00	57467	Healthy Living Suite-ONLINE	72
NFON	Human Resources	90512	\$299.00	57472	HR Mgmt Suite-ONLINE	72
NFON	Health Occupations	50755	\$109.00	57143	Human Anat/Physiology-ONLINE	Ed2Go
NFON	Business	70694	\$115.00	57292	Inter PHP & MySQL-ONLINE	ED2GO
NFON	Computer/IT	50827	\$109.00	57397	Intro to Lightroom CC-ONLINE	ED2GO
NFON	Computer/IT	70679	\$109.00	57424	Intro to QuickBooks-ONLINE	ED2GO
NFON	Computer/IT	70708	\$109.00	57474	Introduction to XML-ONLINE	ED2GO
NFON	Computer/IT	70709	\$299.00	57475	Java Developer Suite-ONLINE	ED2GO
NFON	Computer/IT	70698	\$199.00	57445	Java Programming Series-ONLINE	ED2GO
NFON	Health Occupations	50718	\$220.00	57422	Medical Term Series-ONLINE	48
NFON	Health Occupations	50788	\$109.00	57058	Medical Terminology-ONLINE	24
NFON	Computer/IT	70697	\$115.00	57366	Moblie Apps w/ HTML5-ONLINE	ED2GO
NFON	Computer/IT	70718	\$324.00	57403	MS Office 2016 Suite-ONLINE	ED2GO
NFON	Computer/IT	50833	\$109.00	57393	Photoshop CC, Intro-ONLINE	ED2GO
NFON	Computer/IT	70707	\$199.00	57476	PHP and MySQL Series-ONLINE	ED2GO
NFON	Computer/IT	70719	\$199.00	57450	QuickBooks 2017 Series-ONLINE	ED2GO
NFON	Lifelong Learning	50794	\$109.00	57446	Romance Writing-Online	24
NFON	Education	70626	\$299.00	57454	Speed Spanish Series-ONLINE	72
NFON	Computer/IT	90531	\$199.00	57441	SQL Series - ONLINE	ED2GO
NFON	Computer/IT	50707	\$119.00	57332	SQL, Intermediate - ONLINE	ED2GO
NFON	BUssiness	50715	\$299.00	57447	Stock Trading Suite-ONLINE	72
NFON	Logistics/Supply Chain	70635	\$299.00	57470	Supply Chain Suite - ONLINE	72
NFON	Health Occupations	70617	\$299.00	57437	Vet Assistant Series-ONLINE	72
NFON	Health Occupations	70704	\$109.00	57123	Vet Assistant, Become-ONLINE	24
NFON	Health Occupations	70705	\$109.00	57184	Vet Asst III: Skills-ONLINE	24
NFON	Health Occupations	50720	\$109.00	57125	VetAsst II:Canine-ONLINE	24
NFON	Computer/IT	70706	\$199.00	57477	Visual Basic Series-ONLINE	ED2GO
NFON	Computer/IT	50753	\$199.00	57468	WordPress Web Series-ONLINE	ED2GO
NFON	Lifelong Learning	90539	\$109.00	57308	Writing Essentials-Online	24
NURA	Health Occupations	90545	\$995.00	55000	Certified Medication Aide	144
NURA	Health Occupations	95478	\$895.00	55006	Certified Nurse Aide Training	108
OSHT	Health Occupations	90002	\$1,799.00	55016	Cert Occ Safety-COSS	40
OSHT	Health Occupations	90004	\$1,999.00	55027	Cert Occup Safety Manager	40
OSHT	NCCER	70363	\$575.00	55010	CORE Curric:Intro Craft Skills	64
OSHT	Health Occupations	50546	\$125.00	55026	OSHA 10-Construction	10
OSHT	Health Occupations	90003	\$525.00	55024	Safe Supervisor	20
PFPB	Pipefitting	70262	\$714.00	55000	NCCER Pipefitting Level 1	120
PFPB	Pipefitting	90470	\$714.00	55007	NCCER Pipefitting Level 2	120
PLAB	Phlebotomy	50145	\$533.00	55001	Phlebotomy Tech Practicum	112

Attachment 1 - Listing of Non-Credit Courses and Corresponding Charges

Subject	Area	CRN	Total Charge	Course No.	Title	Contact Hrs
PLAB	Phlebotomy	70068	\$407.00	55000	Phlebotomy Technician Basic	48
POFI	Computer/IT	50471	\$1,230.00	55021	Digital Literacy-IC3	96
POFI	Computer/IT	95374	\$135.00	55009	Word: One Day-Intermediate	7
POFI	Computer/IT	95372	\$135.00	55002	Word-One Day	7
POFT	Computer/IT	95377	\$230.00	55004	Keyboarding on the PC	96
POFT	Human Resources	95155	\$1,000.00	55058	Train the Trainer	21
PTAC	Industrial Maintenance	70677	\$490.00	55025	Refresher Trbleshtng Operators	8
QCTC	Quality Lean Six Sigma	70670	\$3,000.00	55061	Lean Six Sigma Black Belt	112
SCIT	Maritime	70226	\$950.00	55000	Advanced Meteorology	40
SCIT	Maritime	90293	\$850.00	55001	Meteorology (Operational)	40
VFFT	Firefighting	70216	\$500.00	55001	Adv Fire Fighting Refresher	16
VFFT	Firefighting	90488	\$375.00	55003	Adv Fire Fighting Revalidation	8
VFFT	Firefighting	95018	\$800.00	55000	Advanced Fire Fighting	32
WLDG	Welding	90483	\$406.00	55008	Adv Shielded Metal Arc Welding	128
WLDG	Welding	90482	\$406.00	55000	Intro Shielded Metal Arc-SMAW	128

Action Item “XIII”
Regular Board Meeting May 6, 2019

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the new Vision Statement, Mission Statement, Values, and 2019-2024 Strategic Plan, and a reinstatement and placement of the One-College Vision in the underlying assumptions of the strategic plan.

BACKGROUND

The Board of Trustees approved the College’s Values on June 2, 2008 and the One-College Vision on November 2, 2009. The Board of Trustees approved the College’s Vision and Mission Statements on June 7, 2010 and the College’s Strategic Plan for 2010 through 2013 on September 13, 2010.

The 2010-2013 Strategic Plan was extended through 2015 on August 5, 2013. Revisions were made to the plan and it was updated to cover 2015 – 2018 on June 1, 2015. Additional revisions were approved on August 15, 2016 to cover the period from 2016-2018.

The Strategic Plan has been an evolving and working document. Over the past years, the strategic goals and strategies have been modified to reflect emphasis and alignment with critical areas such as Science, Technology, Engineering, and Mathematics (STEM) and Workforce and Economic Development. The most significant recent modifications occurred with the evolution of the College’s Student Success goal to focus on comprehensive pathways work and eliminating barriers for students.

As part of the College’s focus on continuous improvement, a strategic planning and feedback process was developed to update the College’s current Values, Vision, Mission, and Strategic Plan. These proposed items were developed based on significant feedback from the College community, student feedback, data reviews, and several Board and Strategic Leadership Team (SLT) planning retreats. Revisions have been made to the Strategic Plan to better align with the changing educational and legislative landscape impacting the work of the College. The Strategic Plan will guide the Annual Priorities and budget allocation processes. The focus will continue to be on advancing the strategies required to achieve the College’s Strategic Goals. The proposed goals are: Student Success, Workforce and Economic Development, Our People, Operational Excellence, and Outreach and Partnership.

The Strategic Plan also includes four underlying assumptions that relate to Equity, Collaborative Communication, Continuous Improvement, and Continuing One-College Alignment. These assumptions should be considered as all decisions related to the Strategic Plan and Annual Priorities are considered.

Action Item “XIII”
Regular Board Meeting May 6, 2019

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

IMPACT OF THIS ACTION

This action will approve the new Vision Statement, Mission Statement, Values, and 2019-2024 Strategic Plan. These foundational items will continue to be shared with the San Jacinto College community. The Board’s formal approval of these items will allow the SLT, Strategic Leadership Communication Council (SLCC), and employees to develop the College’s 2019-2020 Annual Priorities. The Annual Priorities will align the work of the employees with the College’s Vision, Mission, and Strategic Plan and will guide the development of individual performance plans for all full-time employees.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The 2019-2020 budget will be developed to allocate resources to advance the Strategic Plan and Annual Priorities of the College. The SLT is critically aware that some areas will require additional resources and is committed to repurposing the budget for the current and future years to accomplish these outcomes. The Strategic Plan and future budgets should be aligned.

MONITORING AND REPORTING TIMELINE

Regular monitoring will occur with the Strategic Leadership Team and periodic updates will be presented to the Board of Trustees.

ATTACHMENTS

- Attachment 1 – Values
- Attachment 2 – Vision and Mission Statements
- Attachment 3 – 2019-2024 Strategic Plan Underlying Assumptions
- Attachment 4 – 2019-2024 Strategic Plan Strategic Goals
- Attachment 5 – 2019-2024 Strategic Goal Strategies

RESOURCE PERSONNEL

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

Values

Integrity: We Act Honorably and Ethically

“We conduct ourselves in ways that are professional, instill confidence, and promote trust.”

Inclusivity: We Grow through Understanding

“We respect and learn from the diversity of our cultures, experiences, and perspectives.”

Collaboration: We Are Stronger Together

“We believe in the power of working together.”

Innovation: We Embrace New Possibilities

“We anticipate change, explore opportunities, and create continuously evolving solutions.”

Accountability: We Are Responsible Individually and Collectively

“We take ownership for our commitments and outcomes.”

Sense of Community: We Care for Those We Serve

“We demonstrate concern for the well-being and success of our students, our communities, and our people.”

Excellence: We Strive for Outstanding Results

“We take risks, we assess our work, and we aspire to improve the quality of everything we do.”

Vision

San Jacinto College will advance the social and economic mobility of all members of our community. We will be known for our excellence in teaching and learning, our intentional student-centered support, and our commitment to every student. We will be the preferred workforce and economic development partner in the region and a champion for lifelong learning. San Jacinto College will inspire students to explore opportunities, define their educational and career paths, and achieve their goals and dreams.

Mission

San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

San Jacinto College
2019-2024 Strategic Plan
Underlying Assumptions

Underlying the College’s Strategic Plan are four assumptions.

Equity: The College strives to achieve equity for our students and community. Equity calls for just and fair inclusion in a learning culture in which all can participate, prosper, and reach their full potential. We serve the diverse populations in our community by providing access to quality education that advances our students from all socioeconomic and cultural backgrounds. In our decisions, we ask the question: “How does this affect equity and opportunity for our students and our community?”

Collaborative Communication: The College will foster open, transparent, and collaborative communication across the College that will support the mission, vision, and strategic initiatives of the College. Effective and active communication is the responsibility of each employee.

Continuous Improvement: The College will ensure that students have the opportunity to complete their educational goals through continuously improving processes, systems, and programs. The College will constantly adapt to remove barriers and create efficiencies to manage opportunities and challenges.

Continue One-College Alignment: The College operates as a single entity. As such, the College’s campuses, centers, programs, and services demonstrate unity of purpose, standards, and beliefs. All areas and departments of the College are expected to work in a collaborative rather than a competitive manner. We will focus on providing students with a consistent, quality experience across the entire College. Common policies, procedures, and practices will guide the College as it implements the Strategic Plan.

San Jacinto College
2019-2024 Strategic Plan
The College Strategic Goals

- 1. Student Success**
- 2. Workforce and Economic Development**
- 3. Our People**
- 4. Operational Excellence**
- 5. Outreach and Partnerships**

Student Success: San Jacinto College holds student success as its foundational goal that informs and guides all aspects of the institution. Our credit and non-credit instructional programs maintain high standards and ensure currency in career and transfer programs that allow students to explore, define, and achieve their goals. We are dedicated to creating a learning environment that provides intentional and comprehensive support services and resources, innovative teaching strategies and delivery methods, and affordable course materials. Our faculty, staff, and administrators are dedicated to the goal of student success: serving every student in a culture of equity and achievement.

Workforce and Economic Development: San Jacinto College will advance area economic prosperity by serving as the hub for local and regional workforce development initiatives. By collaborating with business and industry, we will anticipate, create, and deliver superior experiential training that upskills and equips our region with an agile and adaptable workforce. It is our goal to ensure that each student enters the workforce with the competencies, knowledge, and experience needed for career advancement that supports continuous industry innovation.

Our People: San Jacinto College is committed to acquiring, developing, and retaining quality and diverse employees who are passionate about our educational mission. To serve the needs of our communities, the College requires highly effective performance, achievement, and teamwork. Our commitment to professional development and learning is supported by a partnership with employees to advance knowledge, creativity, and capabilities. All employees are responsible for their commitment to excellence, through a system that clearly defines expectations, responsibilities, accomplishments, and rewards.

Operational Excellence: San Jacinto College consistently pursues transparent, efficient, and effective operational practices and maintains standards that promote and encourage excellence throughout the College's operations. Evaluation of current practices is encouraged, new ideas are heard and considered, and all decisions are made in the best interests of our students. Continuous improvement is required to address the College's current and future challenges and to facilitate ongoing initiatives.

Outreach and Partnerships: San Jacinto College engages in partnerships with educational institutions, community groups, nonprofit organizations, governmental entities, businesses, and industries. By leveraging these partnerships, the College will reach all segments of our communities to provide educational opportunities. Through collaboration, we expand our capacity to meet the needs of our students and partners.

**San Jacinto College
2019-2024 Strategic Plan
Strategies**

Goal 1: Student Success

Strategy 1: Establish clearly defined pathways to the credentials needed for high-paying, entry-level careers.

Strategy 2: Establish associate degree transfer pathways that ensure courses apply toward completion of bachelor's degrees.

Strategy 3: Provide a rigorous teaching and learning environment that supports students from entry to completion through an effective array of services and personalized academic and career planning.

Strategy 4: Continue development of programs and strategies that reduce time to completion and lower the costs of course materials.

Strategy 5: Eliminate barriers, both internal and external, that prevent students from entering college and achieving their educational goals.

Goal 2: Workforce and Economic Development

Strategy 1: Ensure workforce certification and training are leading edge, meet the current and future needs of local and regional business and industry, and support students in achieving gainful employment and career advancement.

Strategy 2: Optimize the membership and expand the charge of Advisory Committees.

Strategy 3: Collaborate with industry to create nationally recognized Centers of Innovation and Training that support specific industry development and workforce needs.

Strategy 4: Work with regional economic development organizations to advance workforce training, programs, and initiatives.

Strategy 5: Develop stackable industry certification courses that can be configured to complement a variety of professional and workforce needs. Enhance credit pathways by offering students industry certification.

Strategy 6: Expand internship and apprenticeship programs that deliver the experiential learning students need to gain employment and career advancement. Develop innovative internships in which part-time credit and non-credit students can participate.

Goal 3: Our People

- Strategy 1: Advance the organizational culture through a change management strategic model, readiness, high team and individual performance, and improved effectiveness.
- Strategy 2: Cultivate organizational agility to ensure innovation and differentiation in higher education.
- Strategy 3: Create a robust learning and development environment that expands knowledge, skills, and abilities for long-term strategic alignment, continuity planning, and opportunities for succession.
- Strategy 4: Leverage meaningful recognition, benefit, and development programs that positively impact team member satisfaction and retention.
- Strategy 5: Build effective teams that deliver innovative solutions through diverse experiences and contributions.
- Strategy 6: Identify and develop high potential employees to grow and sustain the talent pipeline in key technical, professional, leadership, and executive positions.

Goal 4: Operational Excellence

- Strategy 1: Optimize the use of College resources to fund and facilitate strategic initiatives while maintaining fiscal viability and sustainability.
- Strategy 2: Base daily decision-making on those items that encourage and advance the student success agenda.
- Strategy 3: Remove barriers that hinder forward movement for students, employees, and external partnerships.
- Strategy 4: Operate the College in a manner that bolsters the image and maintains the public trust.
- Strategy 5: Prioritize and address current needs while envisioning and coordinating requirements for the future.

Goal 5: Outreach and Partnerships

- Strategy 1: Lead and strengthen work with school districts, other community colleges, and universities to expedite successful completion, transfer, and entry into the workforce.
- Strategy 2: Create strategies that reach new student populations.
- Strategy 3: Develop partnerships that help the College provide services that promote equitable outcomes.
- Strategy 4: Advance partnerships that further economic development efforts in the region.
- Strategy 5: Identify external funding opportunities that support initiatives that benefit the College, the community, and the regional economy.
- Strategy 6: Expose students to activities, events, and opportunities that further their education and personal development through new experiences.

SAN JACINTO COMMUNITY COLLEGE DISTRICT

PURCHASE RECAP

May 6, 2019

I. EQUIPMENT, SUPPLIES & SERVICES BIDS		
CSP 19-14		
Contract for South Campus S-8 Roof Replacement (pgs. 3-4)		\$1,278,374
CSP 19-17		
Contract for South Campus Electrical Infrastructure Upgrades (pgs. 5-7)		<u>\$2,191,287</u>
TOTAL OF ALL BIDS		3,469,661

**PURCHASE REQUESTS,
SOLE SOURCE VENDORS,
COOPERATIVES, AND CONTRACT RENEWALS**

II. Purchase Request #1		
Method of Procurement for South Campus Jones Building Renovation (pgs. 8-9)		-
Purchase Request #2		
Method of Procurement for Access-Security Vehicle Gates (pgs. 10)		-
Purchase Request #3		
Additional Funds for Architectural Services for Central Campus Davison Building Renovation (pg. 11)		37,400
Purchase Request #4		
Additional Funds for Architectural Services for 2015 Bond Projects (pg. 12-13)		138,461
Purchase Request #5		
Additional Funds for Civil Engineering for South Campus Domestic Water Upgrades (pgs. 14-15)		71,000
Purchase Request #6		
Funding for Job Order Contracting (pg. 16)		125,000
Purchase Request #7		
Contract for Architectural Design Services for College Accessibility Assessment (pgs. 17-18)		115,000
Purchase Request #8		
Renew Contract for NCLEX Review Course Services (pgs.19-20)		250,000
Purchase Request #9		
Renew Contract for Electrical Maintenance Services (pg. 21)		200,000
Purchase Request #10		
Additional Funds for Computer Equipment Maintenance and Technology Support (pgs. 22-23)		200,000
Purchase Request #11		
Renew Contract for Online Registration Software (pg. 24)		136,200
Purchase Request #12		
Additional Funds for Course and Curriculum Catalog Software (pgs. 25-26)		116,000
Purchase Request #13		
Purchase Graduation Event License (pg. 27)		110,075
Purchase Request #14		
Additional Funds and Contract Renewal for Landscaping Services (pgs. 28-29)		669,000

Purchase Request #15	
Purchase Scholarship Management and Donor Software (pgs. 30-31)	80,000
Purchase Request #16	
Additional Funds for IT Equipment, Software and Services (pg. 32)	30,000
Purchase Request #17	
Additional Funds for Media Buying and Placement Services (pg. 33)	16,500
Purchase Request #18	
Amend Contract for Collection of Ad Valorem Taxes (pgs. 34-36)	-
Purchase Request #19	
Method of Procurement for Houston Aerospace Support Center (pgs. 37-38)	-
Purchase Request #20	
Additional Funds for Casualty Insurance Coverage (pg. 39)	<u>31,078</u>
TOTAL OF PURCHASE REQUESTS	2,325,714
GRAND TOTAL:	<u>\$ 5,795,375</u>

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Gutier LLC for the roof replacement project at the South Campus Longenecker Building (S-8).

BACKGROUND

Detailed project plans and specifications were developed by Collaborate Arch, LLC and were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method. This process was conducted in accordance with the Texas Government Code, Section 2269.151.

A request for Competitive Sealed Proposals, Project Number 19-14, was issued to procure services for this project. Six (6) responses were received and evaluated by a team comprised of representatives from Facilities Services and AECOM. The two (2) highest ranked firms were interviewed, and due to the difference between the price proposals, Gutier LLC it was determined would provide the best overall value to the College.

IMPACT OF THIS ACTION

Approval of this request will allow the College to move forward with the replacement of the roofing system at the Longenecker Building (S-8).

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The amount proposed by the vendor for completion of the Longenecker Building (S-8) roof replacement is \$1,278,374, which includes contingency funds. These expenditures will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Construction of this project will require approximately four (4) months following approval to proceed and will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

Project South Campus S-8 Roof Replacement
Project# CSP 19-14
Evaluator# 5

Criteria	Explanation of Criteria	Total Points Available	Globus Management Group	Gutier LLC	Jamail & Smith Construction LP	Royal American Services, Inc.	Tellepsen Builders, L.P.	Roof Connect*
Proposed Amount	Base Price	150	127.85	150.00	101.73	114.25	117.17	n/a
Section 1	General: Staffing Approach, Management Plan, Schedule, Current Workload, etc.	100	78.86	78.33	79.55	86.41	93.42	n/a
Section 2	History	50	36.75	39.00	37.00	38.25	47.00	n/a
Section 3	Safety	50	29.25	36.50	40.50	25.00	45.00	n/a
Section 4	Financial	50	42.25	44.00	43.00	45.50	49.00	n/a
Section 5	Audited Financial Statements	50	0.00	45.00	0.00	0.00	45.00	n/a
Section 6	References	50	40.50	43.50	46.00	50.00	41.40	n/a
<i>100 Points Each x 5 Evaluators</i>								
Total		500	355.46	436.33	347.78	359.41	437.99	n/a

Total Points Received

Final Ranking		
Vendor Name	Total Score	Price
Tellepsen Builders, L.P.	437.99	\$1,636,540
Gutier LLC	436.33	\$1,278,374
Royal American Services,	359.41	\$1,678,435
Globus Management Group	355.46	\$1,499,904
Jamail & Smith	347.78	\$1,885,000

* Roof Connect did not provide required criteria and could not be evaluated.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with The Brandt Companies, LLC for the South Campus Electrical Infrastructure Upgrades project.

BACKGROUND

Detailed project plans and specifications were developed by ACR Engineering, Inc. and were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method. This process was conducted in accordance with the Texas Government Code, Section 2269.151.

A request for Competitive Sealed Proposals, Project Number 19-17, was issued to procure services for this project. Four (4) responses were received and evaluated by a team comprised of representatives from Facilities Services, ACR and AECOM. The evaluation team determined the proposal submitted by The Brandt Companies, LLC would provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this request will allow the College to contract for necessary electrical upgrades to be performed in two phases. The first phase will provide new electrical equipment for Building S-8. The second phase will provide a new temporary power generator and transformer as well as underground primary power for the east side of the campus to replace the existing overhead power along El Franco Lee Boulevard. It will also ensure that permanent power and underground fiber telecommunications is available to the South Campus Cosmetology Center when required and adequate service is delivered to the renovated Longenecker Buildings (S-7, S-8 & S-9).

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The amount proposed by the supplier for completion of the Electrical Infrastructure Upgrades project is \$2,191,287, which includes contingency funds. These expenditures will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Construction of this project will require approximately sixteen (16) months following approval to proceed and will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

CSP 19-17
Regular Board Meeting May 6, 2019
Consideration of Approval to Contract for South Campus
Electrical Infrastructure Upgrades

RESOURCE PERSONNEL

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

Project South Campus Electrical Infrastructure Upgrades
Project# CSP 19-17
Evaluator# 4

Criteria	Explanation of Criteria	Total Points Available	Emerald Standard Services, Inc.	Pfeiffer & Son, LTD	The Brandt Companies, LLC	Total Team Electrical Contractors
Proposed Amount	Base Price	120	82.38	82.59	120.00	73.78
Section 1	General: Staffing Approach, Management Plan, Schedule, Current Workload, etc.	80	49.00	74.50	69.00	47.25
Section 2	History	40	35.50	36.00	36.00	18.75
Section 3	Safety	40	37.00	28.50	34.00	22.00
Section 4	Financial	40	38.00	39.00	36.50	25.25
Section 5	Audited Financial Statements	40	32.00	40.00	32.00	0.00
Section 6	References	40	31.00	37.00	30.00	27.00
<i>100 Points Each x 5 Evaluators</i>						
Total		400	304.88	337.59	357.50	214.03

Total Points Received

Final Ranking		
Vendor Name	Total Score	Price
The Brandt Companies, LLC	357.50	\$2,191,287
Pfeiffer & Son, LTD	337.59	\$3,183,691
Emerald Standard Services, Inc.	304.88	\$3,192,000
Total Team Electrical Contractors	214.03	\$3,564,000

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Construction Manager-at-Risk (CMR) method of procurement for the South Campus Jones Building renovation.

BACKGROUND

Plans are underway to renovate the South Campus Jones Building as part of the 2015 Bond Program. A feasibility condition assessment of the building is underway by Huitt-Zollars as of April 1, 2019.

The Construction Manager-at-Risk is recommended as the method of procurement for this project as it has proven effective in order to accommodate flexibility in scope development while maintaining control of risk and assures delivery of good value. The project specifications and selection criteria will be used as the documentation included for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.251.

IMPACT OF THIS ACTION

The CMR method is designed to include early involvement of the general contractor with the architect and the College to provide a smooth transition to the construction phase. Additionally, the CMR method allows for correction of potential mistakes or unnecessary expenses with early discovery and resolution.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction work for the South Campus Jones Building renovation is \$11,461,252. This project will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design and renovation of the Bond project will require approximately twenty-six (26) months. Following selection of the Construction Manager at Risk and receipt of subcontractor bids, a Guaranteed Maximum Price will be brought to the Board for consideration and approval.

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

ATTACHMENTS

None

**Purchase Request #1
Regular Board Meeting May 6, 2019
Consideration of Approval of Method of Procurement for
South Campus Jones Building Renovation**

RESOURCE PERSONNEL

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Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Competitive Sealed Proposal (CSP) methodology to procure access-security vehicle gates.

BACKGROUND

Plans are underway to provide access-security vehicle gates at designated entry roadways into each campus in order to reduce or eliminate unauthorized entry to campuses during non-instructional time periods and emergency events.

The Competitive Sealed Proposal methodology is recommended for this project as it has proven to be an effective procurement methodology for projects of this size and complexity. The package of project plans and specifications will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.151.

IMPACT OF THIS ACTION

This action will provide the mechanism to allow the College to select and procure construction services to complete the required security access improvements deemed necessary by the San Jacinto Police and Emergency Management department leaders.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of work for the access-security vehicle gates is \$110,000. These expenditures will be funded by the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design and construction of the project requires approximately four (4) months following approval to proceed. Design and construction will be monitored by the College's Facilities Services personnel, and program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
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Purchase Request #3
Regular Board Meeting May 6, 2019

**Consideration of Approval of Additional Funds for Architectural Services for
Central Campus Davison Building Renovation**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for architectural services provided by Kirksey Architects (Kirksey) for the Central Campus Davison Building Renovation.

BACKGROUND

In June 2016, the Board approved a pool of architects to provide services for 2015 Bond projects. Architectural services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are exempt from competitive bidding per Section 44.031(f) of the Texas Education Code.

In March 2019, the Board approved a contract with Kirksey to provide architectural services for the renovation of the Davison Building on Central Campus. Additional scope for acoustical and technical consulting services have been determined to be necessary, requiring additional funding to the contract.

IMPACT OF THIS ACTION

The approval of this additional fee will ensure that acoustical analysis is performed and any required acoustical design services will be added to the scope of work and existing contract for services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure requested for these additional services is \$37,400. This expenditure will be funded by the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This project will be monitored by the College's Capital Projects personnel and program management will be provided by AECOM personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #4
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds for
Architectural Services for 2015 Bond Projects

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for architectural services provided by Huitt-Zollars, Inc. (Huitt-Zollars) for 2015 Bond Program projects.

BACKGROUND

In June 2016, the Board approved a pool of architects for 2015 Bond Program projects. Architectural services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are awarded based on the firm’s qualifications relative to each project. Huitt-Zollars was one of the seven architectural firms who were approved to be utilized for the 2015 Bond Program and are working on current projects.

The Board has previously approved contract awards with Huitt-Zollars for architect services for the following projects: North Campus Cosmetology-Culinary Center, South Campus Cosmetology Center, and South Campus Jones Building Renovation. Due to added services and reimbursable expenditures incurred on these projects, approval of the expenditure of additional funds is needed to complete all of the required components of architectural services for these projects.

Additionally, it is proposed that Huitt-Zollars provide architectural services for the design of a new parking lot adjacent to the new South Campus Cosmetology Center. These services were not previously anticipated, as the original plans were only to repair the existing parking lot rather than replace it. However, due to the current condition of the existing parking lot, construction of a new parking lot has been determined to be a better value for the College.

IMPACT OF THIS ACTION

This action authorizes the increase of expenditures with Huitt-Zollars for architect services for the following projects: North Campus Cosmetology-Culinary Center, South Campus Cosmetology Center, South Campus Jones Building Renovation. Additionally, this action authorizes a contact with Huitt-Zollars to provide architectural services for the South Campus Cosmetology Center Parking Lot.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Project	Current Approval	Requested Increase	Revised Total
North Campus Cosmetology-Culinary Center	\$1,316,638	\$65,832	\$1,382,470
South Campus Cosmetology Center	\$805,277	\$40,264	\$845,541
South Campus Jones Building Renovation	\$80,000	\$12,985	\$92,985
South Campus Cosmetology Center Parking Lot	\$0	\$19,380	\$19,380
Total	\$2,201,915	\$138,461	\$2,340,376

**Purchase Request #4
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds for
Architectural Services for 2015 Bond Projects**

MONITORING AND REPORTING TIMELINE

These projects will be monitored by the College's Capital Projects personnel and program management will be provided by AECOM personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
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Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #5
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds for Civil Engineering for
South Campus Domestic Water Upgrades

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for engineering services provided by IDCUS for the upgrade of the domestic water system at the South Campus.

BACKGROUND

In March 2019, the Board approved a contract with IDCUS to provide civil engineering services for the upgrade to the domestic water system at the South Campus. The requested amount was estimated based on the size of the project. However, a detailed scope review illuminated the complexity of the installation, as well as the need to phase the work for inspection purposes, thus requiring additional funding approval in order to execute the supplier's contract and successfully complete the project.

IDCUS was included in the pool of recommended technical professional consultants that were screened, pre-qualified and approved by the Board on November 7, 2016 for use on projects on an as needed basis. Engineering services are classified as professional services pursuant to Section 2254 of the Texas Government Code.

IMPACT OF THIS ACTION

The use of a civil engineering firm experienced in 6-inch to 16-inch waterline replacement in an operating campus environment will streamline the expeditious development of plans and specifications for the upgrades, allowing these projects to be integrated into the ongoing new construction and renovation projects at the South Campus, thereby reducing the College's overall expenditure for the capital improvement program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In March 2019, the Board approved \$82,000 for these services. The additional expenditure of this request is \$71,000, for a total contract value of \$153,000. This expenditure will be funded by the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

These projects will be monitored by San Jacinto College Capital Projects personnel and program management will be provided by AECOM personnel.

ATTACHMENTS

None

Purchase Request #5
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds for Civil Engineering for
South Campus Domestic Water Upgrades

RESOURCE PERSONNEL

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Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the use of Job Order Contracting (JOC) services from Millennium Project Solutions, Inc. (Millennium) to provide repairs and minor construction services.

BACKGROUND

JOC is a method of procurement that enables commonly encountered repairs and minor construction projects to be done quickly by reducing procurement time. JOC contracts are competitively procured based on overall best-value, including the contractor’s coefficient (a multiplier) which is applied as a discount to preset regional unit prices, such as RSMMeans.

Millennium has a contract through the Choice Partners cooperative contracts program to provide JOC construction services, Contract Number 15/041JN-10, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and Section 2269.401 of the Texas Government Code and is permitted through Section 791.001 of the Texas Government Code.

IMPACT OF THIS ACTION

Approval of this request will allow the College to engage Millennium for repairs and minor construction projects on an as needed basis. Anticipated upcoming projects include demobilizing from the Highway 225 Training Annex building, and the South Campus Softball punchlist completion.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request provides expenditure authorization in an amount not to exceed \$125,000. Individual purchases greater than \$50,000 will require the Board to approve the method of procurement and approval before engaging the firm on the project. This expenditure will be funded from the Facilities Services 2018-2019 operational budget.

MONITORING AND REPORTING TIMELINE

Services from Millennium will be used on an as needed basis during the 2018-2019 fiscal year. The work will be managed by Capital Projects personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchasing Request #7
Regular Board Meeting May 6, 2019
Consideration of Approval of Architectural Design Services for
College Accessibility Assessment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Collaborate Arch, LLC (Collaborate) to provide architectural design services to conduct a facilities accessibility study for all College buildings and campuses.

BACKGROUND

The last formal accessibility study performed at the College was performed in 2010 by the Texas Higher Education Coordinating Board. All deficiencies identified at that time have been addressed. Since that time, the College has undergone a significant volume of renovation activities and other changes to buildings and the campuses. As such, it is recommended that another study be conducted to identify any potential concerns. These findings will be assessed and utilized in order to develop a compliance plan.

An architectural services consultant would be appropriate to study the configurations of the College campuses and buildings and then develop a list of concerns and suggested corrections. This task is complimentary to the design process associated with the renovation and new building construction projects. This study fits within the abilities of a smaller architect firm, and Collaborate is well suited to the task.

A request for qualifications, Project Number 18-15, was issued to establish a pool of qualified architectural firms for minor projects, which the Board approved in December 2017. Collaborate is one of the architectural firms approved for minor projects and has been selected as the qualified architect for this project.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The architect's proposed fee will not exceed \$115,000. This expenditure will be funded from the Facility Services 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

The estimated completion date for this project is approximately three (3) months after receiving approval to proceed. The project will be monitored by the College's Facilities Services personnel.

ATTACHMENTS

None

Purchasing Request #7
Regular Board Meeting May 6, 2019
Consideration of Approval of Architectural Design Services for
College Accessibility Assessment

RESOURCE PERSONNEL

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Ann Kokx-Temple	281-998-6103	ann.kokx-temple@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Consideration of Approval to Renew the Contract for NCLEX Review Course Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew the contracts for National Council Licensure Examination (NCLEX) review course services with Assessment Technologies Institute LLC, Elsevier Inc., and Kaplan Inc. for all College Nursing departments.

BACKGROUND

A request for proposals, Project Number 17-12, was issued in March 2017 to procure NCLEX review course services for the Nursing departments. The Board approved the original contracts with Assessment Technologies Institute LLC, Elsevier Inc., and Kaplan Inc. in June 2017.

The North and South campuses offer both National Council Licensure Examination – Registered Nurse (NCLEX-RN®) and Practical Nurse/Vocational Nurse (NCLEX-PN/VN®) reviews for students who are in their last semester of their corresponding nursing program. Comprehensive review is utilized to further prepare students for the licensure exam they will take after graduation with the goal of passing on their first attempt. The first attempt passing is important, as the Texas Board of Nursing has set a standard of 80% as the minimum acceptable pass rate for first time testers.

The Central Campus Associate Degree Nursing Program engaged one of the awarded firms to provide an alternate delivery methodology of the NCLEX RN review course. They utilized them to provide a face-to-face three-day review course to the March 2019 cohort of students.

IMPACT OF THIS ACTION

Nursing departments from the three campuses have the flexibility to meet their different styles of teaching within their respective programs by having multiple firms under contract. Different providers and delivery methodologies provide options for more flexible clinical hours, diagnostic assessment, evaluation of students' weaknesses, and engagement in their learning environment, therefore, promoting better resources for student success.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$250,000. This expenditure will be funded from the Nursing Shortage Reduction Program grant and the Nursing departments' 2018-2019 operating budgets and subsequent year's budgets. Without the grant, students historically purchased various products with similar content/concepts reviews with their own funds.

Consideration of Approval to Renew the Contract for NCLEX Review Course Services

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of four one-year renewal options available. The new contract term will be June 2, 2019 through June 1, 2020.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Alexander Okwonna	281-922-3466	alexander.okwonna@sjcd.edu
Rhonda Bell	281-459-7618	rhonda.bell@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Consideration of Approval to Renew the Contract for Electrical Maintenance Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew the contract for electrical services with Alpha Electric Company for the Facilities Services department.

BACKGROUND

A request for proposal, Project Number 15-11, was issued in April 2015 to procure electrical services for the Facilities Services department. The Board approved the original contract with Alpha Electric Company in June 2015.

The Facilities Services department is responsible for maintaining the College's electrical and lighting systems. Services from an outside electrical maintenance firm is required for larger repair and renovation projects, as well as, on an as needed basis to assist with the need for emergency repairs that arise throughout the year.

IMPACT OF THIS ACTION

Alpha Electric provides electrical services when the College does not have the capability or capacity to perform these services, due to the complexity of the project or time constraints required to complete the work. The licensed electrical contractor is responsible for supplying staff and equipment specific to each project request.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$200,000. This expenditure will be funded from the Facilities Services department's 2018-2019 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the final of four one-year renewal options available. The new contract term will be June 2, 2019 through June 1, 2020.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Ron Andell	281-929-4659	ron.andell@sjcd.edu
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Purchase Request #10
Regular Board Meeting May 6, 2019

**Consideration of Approval of Additional Funds for Computer Equipment
Maintenance and Technology Support**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of computer equipment maintenance and technology support from Dell Marketing L.P. for the Information Technology Services (ITS) department.

BACKGROUND

The College utilizes Dell Marketing to purchase computers, software, and other technology products and services. The ITS department has identified new requirements and anticipates additional demand for services this fiscal year to provide and enhance maintenance and support to the technology supporting college operations. As a result, additional board expenditure approval is being sought to meet those needs.

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

IMPACT OF THIS ACTION

Approval of this request will fund technology, equipment maintenance, and a dedicated support contract that better coordinates incident management and troubleshooting of increasingly complex and integrated services provided through our Microsoft campus agreement.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In July 2018, the Board approved \$670,000 for professional services and miscellaneous IT software. This request would increase the total amount approved by \$200,000 for a total of \$870,000. This expenditure will be funded from the ITS department's 2018-2019 operating budget. This approval will not require an adjustment to the original ITS budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #10
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds for Computer Equipment
Maintenance and Technology Support

RESOURCE PERSONNEL

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Consideration of Approval to Renew the Contract for Online Registration Software

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew the contract for online registration software with Destiny Solutions for the Continuing and Professional Development (CPD) department.

BACKGROUND

A request for proposals, Project Number 18-08, was issued in August 2017 to procure an online registration software system for the CPD department to replace a module in Banner that was being phased out. The Board approved the original contract with Destiny Solutions in May 2018.

CPD, in conjunction with the Information Technology Services department, has been working with Destiny Solutions since June 1, 2018 to implement the Destiny One system. The online registration system will be used as the means to register students enrolling in CPD courses online. It integrates with Banner and provides features that are user friendly and efficient.

IMPACT OF THIS ACTION

Per the Texas Higher Education Coordinating Board, CPD is required to report registration and other data on a quarterly basis, thus necessitating the need for a separate system for registration and data collection. The new Destiny Solutions product has provided a seamless integration with Banner for the transfer of financial data as well as course information. Based on the ease of use and the efficiency of information available about classes, CPD continues to expect an increase in enrollment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$130,000, plus \$6,200 for a testing environment, totaling \$136,200 for this request. This expenditure will be funded from the CPD department's 2018-2019 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of two renewal options available. The new contract term will be June 1, 2019 through August 31, 2022.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Purchase Request #12
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds for
Course and Curriculum Catalog Software

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the annual cost of three software modules for curriculum management, catalog management, and personalized class registration and additional training sessions from Leepfrog Technologies, Inc., for the Student Services and the Teaching and Learning departments.

BACKGROUND

Through the implementation of the Leepfrog Technologies' CourseLeaf software, the College has been able to successfully streamline the process of course and program curriculum approval, ensuring that critical public-facing catalog content is synchronized with the College's Banner data. In addition, these services have streamlined the workflow approval processes creating transparency across departments, which will in turn significantly increase efficiency of the catalog publication and curriculum management processes.

Leepfrog Technologies, Inc. is a sole source provider of curriculum management, catalog management, and personalized class registration software and is exempt from competitive bidding per Section 44.031(j) of the Texas Education Code and Section 791.001(g) of the Government Code. Sole source number 1501 has been assigned.

IMPACT OF THIS ACTION

The ongoing purchase of the course and curriculum catalog software will have significant college wide impact, by saving time, streamlining processes for efficiency and providing a better student experience. Furthermore, timesavings are estimated up to 50 percent in some departments and it will eliminate redundancies in the Student Services and Marketing departments where data is entered in multiple locations

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In July 2018, the Board approved an estimated expenditure of \$486,460 for course and curriculum catalog software. This request would increase the total amount approved by \$116,000 for a total of \$602,460. This expenditure will be funded from the Assistant Vice Chancellor, Teaching and Learning department's 2018-2019 operating budget and subsequent year budgets. The initial contract term is from July 10, 2018 through July 9, 2020, with optional one-year renewals until either party terminates the contract.

MONITORING AND REPORTING TIMELINE

None

**Purchase Request #12
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds for
Course and Curriculum Catalog Software**

ATTACHMENTS

None

RESOURCE PERSONNEL

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Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve an event license contract with the Houston Astros as the venue for the December 2019 graduation ceremony.

BACKGROUND

This is a licensing agreement with the Houston Astros to host the College's fall commencement ceremony at Minute Maid Park on Sunday, December 15, 2019 at 2:00 PM. This is the fifth San Jacinto College commencement event held at Minute Maid Park and will serve graduating students from Summer and Fall 2019 semesters. The venue will easily accommodate guest seating of 10,000. The attendance at previous commencement events was estimated at 8,700 guests, 819 graduation participants, and 300 faculty.

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

IMPACT OF THIS ACTION

The Fall 2019 commencement ceremony will host an estimated 9,500 student participants and their guests. If this agreement is not approved it will be necessary to locate another venue that will accommodate graduates, faculty and guests for the fall ceremony.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$110,075. This expenditure will be funded from the Student Services department's 2018-2019 and 2019-2020 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #14
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds and
to Renew the Contract for Landscaping Services

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

A request for proposal, Project Number 18-19, was issued in March 2, 2018 to procure landscaping services for the Facilities Services department. The Board approved the original contract with Yellowstone Landscape in June 2018.

Yellowstone Landscape provides general landscaping services, which includes labor and equipment for all three campuses, the District Administration grounds and the Maritime training facility, as well as field and lot mowing. The amount approved by the Board in June 2018 included the monthly scheduled and planned recurring landscaping services such as mowing and trimming but did not include any larger one-time projects such as mulching and tree trimming that are also occasionally required. Additional funding is requested to accommodate the non-scheduled landscaping projects that have been slated for completion before the end of the current contract term.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In June 2018, the Board approved \$360,000 for landscaping services. This request would increase the total amount approved by \$119,000 to a total of \$479,000 through June 3, 2019 and does not require an adjustment to the original departmental budget. The estimated annual expenditure for these services for the next contract term is \$550,000 due to planned special projects and the expansion of area that will need to be maintained as new buildings and the new campus currently under construction are completed. The expenditures will be funded from Facilities Services department's 2018-2019 and 2019-2020 operating budgets, upon subsequent approval.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of four one-year renewal options available. The new contract term will be June 5, 2019 through June 4, 2020.

**Purchase Request #14
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds and
to Renew the Contract for Landscaping Services**

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Consideration of Approval to Purchase Scholarship Management and Donor Software

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of scholarship management and donor software from Blackbaud for use by the Offices of Grants Management, Marketing, and Resource Development.

BACKGROUND

The Offices of Grants Management, Marketing, and Resource Development currently utilize Blackbaud Academic Works for scholarship management and Raiser's Edge NXT for donor management and stewardship. This request is to upgrade the current Academic Works platform to Academic Works Engage.

Blackbaud is a sole source provider of scholarship management and donor management software for educational institutions and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1388 has been assigned.

IMPACT OF THIS ACTION

With the purchase of Academic Works Engage, the Foundation, Grants and Marketing departments will be able to:

- import scholarship/award recipient, donor contact, and fund performance information into a single relational database;
- generate and print/email donor reports branded to SJC Foundation;
- invite donors to log into a secure donor portal to view fund information;
- collect thank-you letters, bios, and photos from scholarship recipients in order to share selected information with donors;
- manage and report on non-scholarship accounts;
- leverage online communication to improve donor engagement between reporting cycles;
- automatically export recipient/award information back into Raiser's Edge NXT donor software; and
- provide a cloud-based relationship management system to track constituents, create mail and email lists and event management capabilities.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this software is \$80,000. This expenditure will be funded from the Offices of Grants Management, Marketing, and Resource Development's 2018-2019 operating budgets and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The three license agreements have individual annual terms and will be renewed as their current expires.

Purchase Request #15
Regular Board Meeting May 6, 2019

Consideration of Approval to Purchase Scholarship Management and Donor Software

ATTACHMENTS

None

RESOURCE PERSONNEL

Ruth Keenan	281-998-6104	ruth.keenan@sjcd.edu
Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Consideration of Approval of Additional Funds for IT Equipment, Software and Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of IT equipment, software and services from Carahsoft Technology Corporation for the Information Technology Services (ITS) department.

BACKGROUND

Carahsoft is a general purpose reseller of technology and services. The College leverages their knowledge and expertise as a multi-vendor aggregator, rather than bargaining individually with a myriad of vendors. The ITS department has contracted various new services through Carahsoft, beyond what was known at the time of the original board approval. As a result, additional board expenditure approval is being sought.

Carahsoft has a contract through the General Services Administration cooperative contracts program to provide equipment, software and services, Contract Number #GS-35F-0119Y, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code.

IMPACT OF THIS ACTION

Approval of this request will fund the purchase of software maintenance and various security related technology services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In July 2018, the Board approved the expenditure of \$125,000 for professional services and miscellaneous IT software. This request would increase the total amount approved by \$30,000 for a total of \$155,000. This expenditure will be funded from the ITS department's 2018-2019 operating budget. This approval will not require an adjustment to the original ITS budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of media buying and placement services from Gilbreath Communications for the Marketing, Public Relations and Government Affairs department.

BACKGROUND

As a finalist for the prestigious Aspen Award for Community College Excellence, additional promotion for the award is needed. Targeted digital advertising through mobile advertising and online streaming will be used for the additional promotion, and will include messaging specific to the result of the Aspen award announcement.

A request for proposals, Project Number 18-30, was issued in May 2018 to procure media buying and placement services for the Marketing, Public Relations and Government Affairs department. The Board approved a contract with Gilbreath Communications in August 2018.

IMPACT OF THIS ACTION

The College will procure additional targeted advertising that promotes San Jacinto College as an Aspen award finalist for 2019. The advertising will be delivered through mobile advertising and online streaming, and will direct the audience to visit the College website to learn more about the Aspen award and why the College is a finalist.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2018, the Board approved the expenditure of \$1,000,000 for media buying and placement services. This request would increase the total amount approved by \$16,500 for a total of \$1,016,500. This expenditure will be funded from the Marketing, Public Relations and Government Affairs' 2018-2019 operating budget and will not require an adjustment to the original departmental budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #18
Regular Board Meeting May 6, 2019
Consideration of Approval to Amend the Contract
For Collection of Delinquent Ad Valorem Taxes

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to 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, 2021.

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 2007. 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 amended and extended pursuant to the terms of the contract approved by the Board in April 2007. 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 term of the contract.

ATTACHMENTS

Attachment 1 – Contract Amendment

RESOURCE PERSONNEL

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 between SJCCD and the Law Office of Daniel J. Snooks, Daniel J. Snooks, Attorney at Law, associates and assigns, of Houston, Texas (the “Law Firm”) and extended by agreed amendment through June 30, 2019 (the “Delinquent Tax Collection Contract”). The Parties agree to amend the Delinquent Tax Collection Contract according to the following:

I.

Subject to the Amendments below, the Parties agree to renew and extend the term of the Delinquent Tax Collection Contract with the Law Firm for an additional two years. Unless otherwise amended or extended, the Delinquent Tax Collection Contract shall terminate June 30, 2021.

II.

During the term, SJCCD shall have the right to terminate this Delinquent Tax Collection Contract for any of the following reasons:

- A. SJCCD, in its sole discretion, determines the Law Firm’s performance is unacceptable, and upon written notice of the performance deficiencies and 30 calendar days to cure, performance remains unacceptable;
- B. Daniel J. Snooks assigns the services to another attorney, or ceases or is unable to personally perform the obligations of the Delinquent Tax Collection Contract;
- C. The merger of the Law Firm with another; or
- D. The dissolution of the Law Firm.

In the case of such termination, the Law Firm shall be entitled to receive and retain all compensation due up to the date of termination.

III.

After this contract expires at the end of its term or is otherwise terminated, the Law Firm shall have six months to bring to judgment or otherwise resolve or nonsuit all suits the Law Firm filed on behalf of SJCCD before the expiration or termination of the Delinquent Tax Collection Contract. During such six-month period, the Law Firm will be entitled to compensation in accordance with part III of Delinquent Tax Collection Contract for delinquent taxes, penalty and interest actually collected and paid to SJCCD’s Collector of

Taxes for which the Law Firm filed suit prior to the expiration of this Delinquent Tax Collection Contract.

IV.

In accordance with Texas Government Code Chapter 2252, Subchapter F, Contractor certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, the Government of Iran, the Government of Sudan, or a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Contractor further certifies and verifies that, pursuant to Texas Government Code Chapter 2270, neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies"), boycotts Israel, and Contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Agreement.

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

Vice Chancellor, Fiscal Affairs

Title/Position

By: _____
Signature

By: _____
Signature

Date

Date

Purchase Request #19
Regular Board Meeting May 6, 2019
Consideration of Approval of Method of Procurement for
Houston Aerospace Support Center Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Job Order Contracting (JOC) method of procurement for the activities necessary to renovate the licensed space within Ellington Airport's ("EFD") Houston Aerospace Support Center ("HASC"), located at 13150 Space Center Blvd., Houston TX 77059.

BACKGROUND

The facility encompasses for the College's exclusive use approximately 24,875 square feet comprised of 14,523 square feet of space on the second floor of the HASC, and 10,352 square feet of space on the first floor. The license agreement also includes access to the common areas within the facility and ample surface parking in two surface lots adjacent to the building, all shared with the other tenant(s) in the building.

Most areas of the licensed space appear to be generally ready for use. The work planned includes cleaning and minor repairs, as well as some painting, carpeting, lighting repair and ceiling tile replacement to make it ready for use. There will also be the need to include Tier I or comparable audio visual systems to be installed in the classrooms and conference spaces along with the addition of some surveillance cameras. Three modular classrooms will also be constructed on the west side overlooking the large bay area below.

The JOC method of procurement is recommended to be used for this project in accordance with Section 2269.401 of the Texas Government Code and Section 44.031 of the Texas Education Code.

IMPACT OF THIS ACTION

Approval of this request will result in procuring a JOC Contractor to carry out the tasks necessary to lightly renovate the premises to immediately accommodate several employees from the Continuing and Professional Development department while they define and develop the training that will be conducted at this facility.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction work for this project is \$500,000. It is anticipated that grant funding will be available to cover the costs. If grant funding is not obtained, the project will be reconsidered.

MONITORING AND REPORTING TIMELINE

The construction phase of this project will require approximately sixty (60) calendar days to complete. The project will be managed by Facilities Services personnel.

ATTACHMENTS

Purchase Request #19
Regular Board Meeting May 6, 2019
Consideration of Approval of Method of Procurement for
Houston Aerospace Support Center Renovation

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #20
Regular Board Meeting May 6, 2019
Consideration of Approval of Additional Funds for Casualty Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for casualty insurance with USI Southwest Services Insurance for the College.

BACKGROUND

At the April 8, 2019 regular board meeting, the Board approved the renewal of the College's casualty insurance policy through USI Southwest Services Insurance. These services were procured as a result of the request for proposals, Project Number 17-11. Due to new coverage exclusions included by the incumbent underwriter AIG related to the employer's liability insurance portion of policy, the College's Safety, Health, Environmental and Risk Management (SHERM) department requested our insurance consultant and insurance agent conduct a thorough review and analysis of coverage options available to the College.

IMPACT OF THIS ACTION

It was determined that procuring employer's liability coverage underwritten by United Educators would be more advantageous to the College than what had originally been proposed by AIG. It was also decided to reconsider and include procuring international travel coverage. Approval of these changes provides more comprehensive coverage for the College with a significantly lower deductible, but at a slightly higher annual premium. All other proposed coverages will remain the same as originally proposed.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual premium expenditure for all of the liability and international travel insurance coverages will be \$235,537, which is \$31,078 more than originally requested. This expenditure will be funded from the SHERM department's 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

The contract term will be May 1, 2019 through April 30, 2020.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Item "A"
Regular Board Meeting May 6, 2019
Approval of the Minutes for the April 8, 2019
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the April 8, 2019, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
April 8, 2019
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Kacie Allen, Micki Morris via conference call (Rogers, Morris, and Grover), Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:17 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 of the Texas Open Meetings Act, for the following purposes: Real Estate	Adjourned to closed session at 5:19 p.m. Kacie Allen and Teri Zamora were present for the closed session. a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. It was determined that a consultation with an attorney was needed so Micki Morris (Rogers, Morris, and Grover) contacted via conference call to discuss a legal matter (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).
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:21 p.m.
V.	Discuss Creation of Second Benefit Plan for Hires After July 31, 2019	Teri Zamora reviewed the second benefit plan that will apply to employees beginning work after July 31, 2019. The plan will be entitled “Optional Plan Effective 8/1/2019” (Later determined to be called Benefit Cost Structure for New Hires Effective August 1, 2019).

		<p>She explained the current employee optional benefit plan. Full time employees receive health insurance at no cost to the employee. Full time employees also have the opportunity to purchase optional coverages primarily:</p> <ol style="list-style-type: none"> 1) health coverage for spouse and/or children; 2) dental coverage for employee, spouse and/or children; 3) long term disability coverage for employee; and 4) optional life insurance for employee. <p>Optional coverages are paid partially by the employee and partially by the employer. The primary Optional Coverages are provided through the Texas Employee Retirement System (ERS). ERS publishes the premiums that are designed to be paid by the employee for Optional Coverages. On some coverages, San Jacinto College has historically paid, voluntarily, all or a portion of the employee’s portion of the premium. Over time the State funding levels have changed putting more of the cost burden on the College.</p> <p>Teri reviewed the current costs of the voluntary portions of the payments made annually by the College. Currently, these costs total \$3,283,000 annually. Teri explained that she is currently conducting another survey of area colleges to confirm how each provides the optional benefits to employees. This will help with additional modifications to the benefit plan. For now, the proposed second benefit plan for employees hired after July 31, 2019 is employees will pay the full amount of the premiums that are designed for the employee to pay on optional coverages.</p> <p>The benefit package that San Jacinto College offers is very attractive to employees, even without the current additional incentive. It is expected that the College will continue to attract top candidates. No current employees will be affected. Teri stated that the estimated savings in the Fiscal Year 2020 budget is estimated at \$260,000 based on current hiring levels. Each year thereafter, a similar amount of savings will be added to this amount.</p> <p>Erica Davis Rouse asked if we can or plan to change the benefits for current employees. Teri explained that we recommended that current employees be “grandfathered” and the current cost structure continue. With the changes to the plan and estimated new hires each year, the yearly savings to the College will continue to increase. We are building a more sustainable model for the future and</p>
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		<p>would like to maintain current benefit model for current employees.</p> <p>Brenda Hellyer explained that she would like to move forward with this proposed plan. She will have Teri research area colleges for dental, long-term disability, and life insurance to make sure we are in line with other institutions. The Board will be updated on the final plan next month.</p>
<p>VI.</p>	<p>Update on Property Insurance Renewal</p>	<p>Teri Zamora provided an update on property insurance renewal. She explained that the College conducted a thorough review of its property insurance coverage, ensuring that its policies reflected current, not as-built, values of buildings. Major actions taken were:</p> <ul style="list-style-type: none"> • Revalued all buildings at replacement cost which insured values to the level that would actually be rebuilt following a loss. Additionally, buildings slated for demolition were valued at clean-up cost. • Revalued building contents at replacement cost which insured for one-half of replacement cost. • The Per Occurrence Limit was redefined which removed the exclusion that limited the College’s recovery to the value of specific building and contents. Any reasonable combination of losses up to the policy limit can now be claimed. <p>Brenda explained the importance of this revaluation. If the College were to suffer from more significant damages related to a natural disaster or other incident, the current valuation of building and contents would not reflect replacement costs. The intent is to limit the College’s exposure but not to over insure.</p> <p>Teri explained that what resulted from this review was an increase in the College’s total insured value or Statement of Values (SOV), which went from \$681,648,470 to \$848,003,848. This is approximately a 24.4 percent increase. While the increase is significant, the College and the carrier are both in agreement that the updated values more closely reflect the true replacement cost of the College’s buildings and their contents. The addition of the new softball training facility at South Campus was also added to the SOV this year.</p>

		<p>Teri clarified that the College’s current agent for property insurance coverage and sole proposer, has presented a renewal package comprised of various underwriters to provide the proposed coverage at 25 cents per hundred dollars of insured value. The coverage conditions increase our insurance coverage to \$100 million per occurrence for fire, wind, hail, tornado, and vandalism and \$25 million aggregate for flood. The new annual premium will be \$2,161,272 for the next renewal year which is an increase of approximately \$600,000. We are also engaging an insurance consultant to review in detail future valuations.</p> <p>Teri reviewed the future actions regarding property insurance. The plan is to continue to validate replacement cost of buildings using 2015 Bond Program actuals, update replacement cost of contents values based on fixed asset listings by building and improve estimate of potential flood losses. Additionally, we will continue to consider facility changes to limit risk.</p>
<p>VII.</p>	<p>Review of Tuition Exemptions and Waivers</p>	<p>Brenda Hellyer explained that the action item for consideration is to approve the list of tuition exemptions and waivers to be offered to students for Fiscal Year 2020. Brenda clarified that a revised mandatory and optional rate sheet is being presented in the meeting for approval than was distributed with the Board books.</p> <p>Teri Zamora stated that exemptions are relief from tuition/fees offered to some Texas residents and waivers are relief from tuition/fees offered to some out-of-state residents. She also clarified that Texas Education Code codifies exemptions and waivers in Chapters 54 & 130, and the purpose is to encourage success among subsets of students. She explained that mandatory exemptions and waivers say ‘shall’ and optional items say ‘may.’</p> <p>Teri reviewed best practices that are used and will be used going forward regarding exemptions and waivers. The Board will review and approve the lists annually. Student services will post these items more prominently on the website to ensure student awareness. The business offices will manage application and ensure compliance.</p> <p>The net amount of revenues exempted and waived for Fiscal Year 2018 was \$6.0 million. The anticipated amount of exemptions and waivers for Fiscal Year 2019 is</p>

		<p>approximately \$6.5 million. The best estimate at this time of exemptions and waivers for 2020 is \$6.7 million, which includes an expected decrease in the use of the Competitive Scholarship waiver, and an expected increase in the use of the Dual Credit exemption.</p> <p>Brenda explained that the Dual Credit exemptions will be discussed in more detail at future Board strategic planning retreats.</p> <p>Marie Flickinger asked why there was a decrease from 2018 to 2019 for the Hazelwood exemption/waiver. Teri responded that 2019 is an estimation and not an actual number. It changes based on enrollment.</p> <p>Teri reviewed the mandatory and optional lists. Brenda stated that Teri has a committee working on the requirements and processes for the Competitive Scholarship piece.</p> <p>Brenda asked if there were any questions. Members did not have any additional questions.</p>
<p>VIII.</p>	<p>Update on 86th Legislative Session</p>	<p>Brenda provided an overview of the 86th legislative session. She explained that a handout was distributed that shows the Texas community colleges funding priorities for this session. House Bill 1 (HB1) passed which increases formula funding by \$75.2 million over fiscal year's (FY) 2018-2019 biennium. She reviewed the funding increases as follows:</p> <ul style="list-style-type: none"> • \$3.8 million for Core Operations • \$17.1 million for contact hours • \$53.8 million for student success points <p>Brenda stated that the House budget was recently approved and will now go to the Senate. Senate Bill 1 (SB1) increase over FY 18-19 is \$59.9 million. The Senate has made some changes to the student success point allocation. They are making recommendation in how they would like some of those points weighted. For example, they want to increase the transfer points to 2 to 2.75. They want to change the critical fields weight from 2 to 2.5 a point. They want to decrease degrees and credentials in non-critical fields from 2 to 1.2. Brenda explained that she does not agree with that decrease because completion is so important especially in light of the State's 60x30 TX Plan.</p>

		<p>She continues to have conversations on this allocation change.</p> <p>Brenda reviewed other issues at the State. The property tax bill has moved forward in the House with an exemption for community colleges. The Senate is still working through its version of the bill which does not propose exemptions. Brenda stated that she is hoping the Senate will adopt the House bill so there will be exemptions for community colleges. Conversations with legislators continue.</p> <p>Brenda summarized a new bill by Senator West that was proposed on transfers. This is relating to measures to facilitate the transfer, academic progress, and timely graduation of students in public higher education.</p> <p>Dr. Ruede Wheeler asked what discussions are occurring regarding sustainability of small community colleges. Brenda stated that there is conversation about a study during the interim session regarding sustainability, taxing areas, and service areas. The Board discussed the issues that rural populations and community colleges face.</p>
IX.	Review of Calendar	Brenda reviewed the calendar with the Board.
X.	General Discussion of Meeting Items	Brenda asked if there were any items from the meeting agenda that the members would like to review. There were no additional discussion items or questions from the Board members.
XI.	Adjournment	Workshop adjourned at 6:56 p.m.

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

April 8, 2019

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, April 8, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.

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

Chancellor: Brenda Hellyer

Others Present:

Rhonda Bell	Bryan Jones
Lee Benjamins	Tami Kelly
Michelle Callaway	Kevin Morris
Pam Campbell	Alexander Okwonna
Cristina Cárdenas	Rosalyn Parker
Teri Crawford	Bill Raffetto
Teddy Farias	JR Ragaisis
Amanda Fenwick	Sandra Ramirez
Scott Gernander	Heather Rhodes
George González	Martha Robertson
Rebecca Goosen	Shawn Silman
Allatia Harris	Danny Snooks
Mini Izaguirre	Van Wigginton
Sallie Kay Janes	Laurel Williamson
Brenda Jones	Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:03 p.m.

Roll Call of Board Members: Erica Davis Rouse
Dan Mims
John Moon, Jr.
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Invocation and Pledges to the Flags: The invocation was given by Dr. Sallie Kay Janes. The pledges to the American flag and the Texas flag were led by Dr. Ruede Wheeler.

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

1. Dr. Brenda Hellyer presented the Aspen Prize.

**Student Success
Presentations:**

1. Michelle Callaway presented an update on the KPI Dashboard – Awards AY 2017-2018.
2. Dr. Laurel Williamson and George González presented an update on the Fall 2018 SmartStart 2.0 Outcomes Analysis. Several Board members expressed thanks and appreciation for the data provided and analyzed by the Office of Institutional Research.

**Communications
to the Board:**

1. A thank you was sent to the Board from Karen Duston for the plant sent in memory of her mother.
2. A thank you was sent to the Board from Melissa Peters for the plant sent in memory of her grandfather.
3. A copy of the April Opportunity News was distributed.

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

There were no citizens requesting to be heard before the Board.

**Informative
Reports:**

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

- A. San Jacinto College Financial Statements
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes

**Motion 9949
Consideration of
Approval of
Amendment to
the 2018-2019
Budget for
Restricted
Revenue and
Expenses
Relating to
Federal and
State Grants**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

- Motion 9950**
Consideration of
Approval of
Policy
III.3004.A,
Remodeling and
Renovation of
College Facilities
– Second
Reading
- Motion was made by Keith Sinor, seconded by Dan Mims, for of Approval of Policy III.3004.A, Remodeling and Renovation of College Facilities – Second Reading.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 9951**
Consideration of
Approval of
Disposition of
Fire Boat
- Motion was made by Larry Wilson, seconded by John Moon, Jr., for Approval of Disposition of Fire Boat.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 9952**
Consideration of
Approval of
Tuition
Exemptions and
Waivers for
Fiscal Year 2020
- Motion was made Erica Davis Rouse, seconded by Keith Sinor, for Approval Tuition Exemptions and Waivers for Fiscal Year 2020.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Consideration of**
Approval of
Policy #, Use of
Electronic
Recording
Devices by
Employees and
Students – First
Reading
(Informational
Only)
- Informational Item on Policy #, Use of Electronic Recording Devices by Employees and Students – First Reading (Informational Only).
- No vote required.**

Motion 9953 Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler for
Consideration of Approval of Licensing Agreement at Ellington Field.
Approval of
Licensing
Agreement at **Motion Carried.**
Ellington Field

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

Motion 9954 Motion was made by Larry Wilson, seconded by Dan Mims for Approval of
Consideration of Creation of Second Benefit Plan.
Approval of
Creation of
Second Benefit **Motion Carried.**
Plan

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

Motion 9955 Motion was made by Dan Mims, seconded by Erica Davis Rouse, for approval
Consideration of of the purchasing requests.
Purchasing
Requests

RFP 19-11	
Contract for Snack Vending Services	\$0
RFP 19-13	
Contract for Asphalt and Concrete Paving and Parking Lot Striping Services	250,000
Purchase Request #1	
Additional Funds for Moving Services	200,000
Purchase Request #2	
Contract for Commissioning Services for South Longenecker Building	58,700
Purchase Request #3	
Method of Procurement for Central Campus Davison Building Renovations	-
Purchase Request #4	
Method of Procurement for College Monument Signs	-
Purchase Request #5	
Purchase Lab Casework for Central Campus Center for Petrochemical, Energy, and Technology	604,000
Purchase Request #6	
Purchase Electrical Training Equipment	91,758

Purchase Request #7 Additional Funds for Architect Services for Roof Replacement for South Campus Longenecker Building	55,104
Purchase Request #8 Method of Procurement for Demobilizing from Highway 225 Training Annex	-
Purchase Request #9 Contract for Replacement of Fire Alarm System in Building C-14	145,000
Purchase Request #10 Renew Contract for Property Insurance	2,161,272
Purchase Request #11 Renew Contract for Casualty Insurance	205,000
Purchase Request #12 Additional Funds for Temporary Staffing Services	587,000
Purchase Request #13 Renew Contracts for Catering Services	153,000
Purchase Request #14 Renew Contract for Annual Financial Audit Services	93,000
Purchase Request #15 Purchase Survey Participation Membership Services	<u>57,000</u>
TOTAL OF PURCHASE REQUESTS	\$4,660,834

Motion Carried.

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

Nays: None

**Motion 9956
Consent Agenda**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, to approve the consent agenda.

- A. Approval of the Minutes for the March 4, 2019 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements, 2018-2019 Part-Time Hourly Rate Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment: Meeting Adjourned at 7:54 p.m.

Item "B"
Regular Board Meeting May 6, 2019
Approval of the Minutes for the April 12, 2019
Board Strategic Planning Retreat

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the April 12, 2019, Board Strategic Planning Retreat.

SAN JACINTO COLLEGE DISTRICT
Board of Trustees Strategic Planning Retreat Minutes
April 12, 2019

The Board of Trustees of the San Jacinto Community College District met at 8:30 a.m., Friday, April 12, 2019, in room A-2.203 of the San Jacinto College District Annex Administration Building, 4620 Fairmont Pkwy., Pasadena, TX 77504, for a Board Strategic Planning Retreat.

Members Present: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

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

I. The meeting was called to order at 8:32 a.m. by Chair Marie Flickinger.

II. Roll Call of Board Members

Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

III. Review Strategic Planning Next Steps (Data Review; Values, Vision, and Mission; Underlying Assumptions; Strategic Goals and Strategies)

A. Brenda provided background on the development of the proposed strategic plan items. Feedback from the College community and students was collected and used. Brenda also met with the leadership of the Student Government Association. The proposed items were reviewed with the Diversity Council. She incorporated the feedback provided by the Board. The strategic plan components including the values, vision, and mission were then modified by the Strategic Leadership Team (SLT) as a group and sub-group.

B. The group reviewed current and proposed Values.

a. Discussion –

i. John Moon, Jr. asked why the Student Success value was removed. Brenda explained that student success is our overarching purpose and not a behavior. We focus on student success in everything we do. She said it was strengthened in the mission and vision, and we will continue with the student success strategic goal.

ii. Erica Davis Rouse suggested a minor wording change for the Inclusivity value. All were comfortable with the suggested change.

C. The group reviewed the mission and vision.

a. Discussion –

i. Erica asked where we include equity or closing the gap. Brenda explained it is in the underlying assumptions. The SLT also felt it was addressed with the social and economic mobility reference in the vision.

- D. The group reviewed the underlying assumptions. Brenda explained that she may change the order of these.
 - a. Discussion –
 - i. Keith Sinor thinks that equity should be moved up higher. Brenda said she will likely move this item to be first.
- E. Brenda explained that the One-College Vision statement was eliminated and incorporated in the underlying assumptions. Members agreed that although there was a bigger problem with division in the past, we do not need that statement anymore. There are still areas to improve, but overall, we have achieved this vision.
- F. Brenda asked the group for their preference on the range of years the plan should cover. All were comfortable with 2019-2024.
- G. The group reviewed the strategic goals. Brenda stated that she may change the order of these but at this time she just wanted to present the proposed goals.
 - a. Discussion –
 - i. Brenda reviewed enrollment gaps while the group discussed the proposed outreach and partnerships strategic goal.
 - ii. Dr. Ruede Wheeler asked what the average age of our students is. Brenda answered that 23 is the average age.
 - iii. John asked to remove dual credit students and then look at average. Brenda stated that she will have the research team collect this information and provide it for the Board.
 - iv. Erica asked about social and economic accessibility and upward mobility. She explained that through the College a lot of our students have been exposed to communities and activities outside of our region. This is such an important experience for students. Brenda explained that it is partly addressed in goal two, strategy six, but we can add this in another goal to make it clearer.
- H. All members were comfortable with the proposed item after including the changes discussed today. Brenda explained that the next steps are to send a draft to employees and present this to the Board in May for approval. Then we will begin annual priority development.
- I. Sandra Ramirez reviewed a presentation on employee diversity progress data as of February 2019. She explained that Wayne Wauters, Manager of Talent Acquisition conducted a work environment climate survey. Data from his research was presented. She reviewed and discussed training opportunities for hiring managers including unconscious bias. Sandra reviewed the next steps which are to expand training and diversity recruitment. She explained that Dr. Allatia Harris, Vice Chancellor of Strategic Initiatives, is launching a task force to review this data and to look for opportunities for continuous improvement.
 - a. Discussion –
 - i. Erica Davis Rouse asked if we track how candidates come to us. Sandra said we track this if the candidates provide the information.
- J. Sandra provided an update on employee diversity initiatives.
 - a. Discussion –
 - i. Erica expressed concern regarding the number of Hispanic faculty

at the College. She felt it was important for our students to feel a connection, and studies show that if students look and have similar backgrounds as their teachers, they will be more successful.

- ii. Dan Mims pointed out that we have longevity of employment and we can continue to work on this as people leave.
 - iii. Members discussed this topic.
 - iv. Brenda explained that we are changing our recruiting areas and trying to have a more diverse pool of candidates. We are moving the numbers, but it is a slow process.
 - v. Erica inquired about opportunities that the College provides for the development of part-time faculty. Brenda replied that we have training for part-time faculty and are looking on how to expand. Part-time faculty are paid hourly, so we are trying to achieve the proper balance.
 - vi. Brenda asked the Board members how often they would like to review this data. The group agreed that every two years would be beneficial.
- K. Brenda reviewed graduation rates data.
- a. Discussion –
 - i. The group discussed the percentage of graduates and enrollment headcount 4-years prior by race/ethnicity.
- L. Brenda presented the Fall 2018 College-wide unduplicated headcount by low income and/or first generation
- a. Discussion –
 - i. Dr. Ruede Wheeler asked what constitutes completion. Brenda explained that we consider associates degrees, certificates, and transfers as favorable outcomes. Credential completion is certificate and degrees.
- M. Brenda reviewed course retention and success data by Pell Award for Fall 2014 through Fall 2018.
- a. Discussion –
 - i. The group discussed outreach for applications for Pell grants and the proposed College Promise Program.
 - ii. There were questions around the role of the shared ed planners that are in the high schools. Brenda provided an overview and explained that we are continuing to evaluate the effectiveness of these positions and appropriate performance measures.
- N. Brenda presented the income and demographic data for the San Jacinto College service area.
- O. Teri Zamora reviewed the ad valorem tax data
- a. Discussion –
 - i. The group discussed the ad valorem tax data and delinquent tax collection efforts and process. All agreed that the delinquent tax collecting efforts and results were in line with similar governmental entities. One area in which the College is different from many of the other governmental entities is in the

implementation of the Texas Tax Code (TTC) 3-11 penalty which would change the delinquent collection period for personal property to April 1st versus July 1st. The group discussed moving forward in May 2019 with an action to extend the delinquent tax collection contract for two years. The contract will be clear that the College's tax work may not be sold to another collection agency. Additionally, an action will be processed to move forward with the TTC 3-11 penalty for 2020 and future collections.

- ii. John Moon, Jr. would like to know how much we are dealing with in delinquent taxes on personal property. He is interested to know if the change will impact the College significantly.

IV. Future Board Reporting and Training Considerations

A. Brenda reviewed the presentations to the Board for Annual Year (AY) 2016-2017, AY 2017-2018, and AY 2018-2019. She also reviewed the proposed Board reports for 2019-2020.

a. Discussion –

- i. The group discussed additional presentations of interest.
- ii. Members would like to review information on:
 - 1. Distance learning offerings and successes (100% and hybrid),
 - 2. Success and progress of transfer students and related programs, and
 - 3. Comparison of success and persistence and completion of students by income and financial need levels.

B. Brenda asked the Board to consider any future training they would like to participate in.

- a. Members will provide feedback on training needs.

V. Update on 86th Legislative Session

A. Brenda Hellyer provided an overview of the 86th Legislative Session.

B. Letters from Lee College were distributed for the Board to review. She provided the Board time to review the items. She explained the letters and her legislative meetings on Senate Bill 2344 and House Bill 3835. She also explained that the Texas Association of Community Colleges has not taken a position on these bills.

a. Discussion –

- i. The group discussed their concerns with these bills.
- ii. The group called attorney, Micki Morris with Rogers, Morris & Grover, L.L.P. to verify if action needed to be taken for the Board to write a letter to be sent to legislators in opposition of these bills. Micki confirmed that action needed to be taken.
- iii. The members asked for a special meeting to be held on Tuesday, April 16, 2019 at 5:00 p.m. in order to take an official action on this item.

VI. Wrap-up with Summary for Follow-up

VII. Adjournment

A. Chair Marie Flickinger adjourned the meeting at 11:40 a.m.

Item "C"
Regular Board Meeting May 6, 2019
Approval of the Minutes for the April 16, 2019
Special Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the April 16, 2019, Special Board Meeting.

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

April 16, 2019

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m., Tuesday, April 16, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for a Special Board Meeting.

Chancellor: Brenda Hellyer (Via Conference Call)

Others Present: Matt Crow
Bo Hopper
Mandi Reiland
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the special meeting of the Board of Trustees to order at 5:04 p.m.

Roll Call of Board Members: Erica Davis Rouse
Dan Mims (Via Conference Call)
John Moon, Jr.
Keith Sinor (Via Conference Call)
Dr. Ruede Wheeler
Larry Wilson

Motion 9957 Consideration of Approval of a Resolution to Oppose Senate Bill 2344 / House Bill 3835 Motion was made by Larry wilson, seconded by John Moon, Jr., to approve a Resolution to Oppose Senate Bill 2344 / House Bill 3835.

Resolution to Oppose Senate Bill 2344 / House Bill 3835

Motion Carried.

Yeas: Davis Rouse, Flickinger, Mims (via conference call), Moon, Jr., Sinor (via conference call), Wheeler, Wilson

Nays: None

Adjournment: Meeting Adjourned at 5:05 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

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

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The May 6, 2019 Board Meeting
 Fiscal Year 2018 - 2019

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 9,885	\$ 2,496
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 5,452	\$ -
STUDENT SERVICES	\$ 1,531	\$ 5,322
INSTITUTIONAL SUPPORT	\$ 193	\$ 9,466
PHYSICAL PLANT	\$ 224	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 17,284	\$ 17,284

RECOMMENDATION

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

Central Campus

Department

Affiliation Entity

Surgical Technology Program

The University of Texas M.D. Anderson
Cancer Center

Medical Imaging Program

The University of Texas Medical Branch at
Galveston

Respiratory Care Program

The University of Texas Medical Branch at
Galveston

Medical Laboratory Technology Program

Liberty Dayton Regional Medical Center

Medical Imaging Program

Memorial MRI & Diagnostic

Bachelor’s Degree Nursing,
Associates Degree Nursing,
Medical Radiography Program,
Diagnostic Medical Sonography Program,
CT Program, Mammography Program,
MRI Program, Surgical Technology Program,
Medical Laboratory, Respiratory Care Program,
Phlebotomy Technician Basic Program,
Phlebotomy Basic Practicum Program

St. Luke’s Patients Medical Center

South Campus

Department

Affiliation Entity

Occupational Therapy Assistant Program,
Physical Therapist Assistant Program and
Personal Trainer Program

Memorial Hermann Health System

Physical Therapist Assistant Program

KIDS Therapy, SET

Pharmacy Technician Program

Texas Southern University

Physical Therapist Assistant Program

Southeast Texas Pediatric Therapy

Occupational Therapy Assistant Program and
Physical Therapist Assistant Program

Kindred Rehab Services Inc.

**Item “F”
Regular Board Meeting May 6, 2019
Approval of the Affiliation Agreements**

North Campus

Department

Affiliation Entity

Health Information Management Program

Methodist Richardson Cancer Center

Health Information Management Program

Harris Health Systems

Mental Health Program

Sobriety Matters

Nursing Program

Resolution Hospice

Nursing Program

Texas Elite Hospice

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 "G"
Regular Board Meeting May 6, 2019
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, June 3, 2019.