

*Board of Trustees  
Meeting*

*April 10, 2017*

April 7, 2017

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:15 p.m., Monday, April 10, 2017, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072 & 551.074 of the Texas Open Meetings Act, for the following purposes:**
  - a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.  
-Easement related to College property owned in Generation Park
  - b. Personnel - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Update on Campus Carry Task Force Progress & Policy/Procedure Review**
- VI. Review Chancellor's Job Description**
- VII. Discuss Aspen Rising Star Award**
- VIII. Update on 85<sup>th</sup> Legislative Session**
- IX. Report on Property Tax Rates**
- X. Review of Board of Trustees Bylaws**
- 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<sub>2</sub> or is required in relation to any items included in this Notice, then such closed or

executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, April 7, 2017, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, April 10, 2017, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
  - Athletics Recognitions Allatia Harris
  - Toyota T-TEN CEED Certification Level Presentation Jeff Parks
  - Aspen Rising Star Award Dan Mims
- V. Student Success Presentations**
  - Open Educational Resources Update Laurel Williamson
  - Success Points Update George González
  - Board of Trustees Institute Report Dan Mims  
Larry Wilson
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

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



**VIII. Informative Reports to the Board**

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

**ACTION ITEMS**

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

**X. Consideration of Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission – Second Reading**

**PURCHASING REQUESTS**

**XI. Consideration of Purchasing Requests**

**CONSENT AGENDA**

**XII. Consent Agenda**

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

- A. Approval of the Minutes for the March 6, 2017 Board Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

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

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

**XIV. Adjournment**

**Closed Session Authority**

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 106,005,948	\$ 101,662,277
Investments	-	627,460
Accounts receivable - taxes	7,956,406	7,238,595
Accounts receivable	8,569,832	8,213,570
Deferred charges	441,590	454,542
Inventories	443,645	462,236
Total current assets	<u>123,417,421</u>	<u>118,658,680</u>
Noncurrent assets:		
Restricted cash and cash equivalents	189,630,040	73,702,193
Capital assets, net	425,057,260	404,728,593
Total noncurrent assets	<u>614,687,300</u>	<u>478,430,786</u>
Total assets	<u>738,104,721</u>	<u>597,089,466</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	5,502,111	4,542,533
Deferred outflow related to defeased debt	5,824,300	-
Total deferred outflows of resources	<u>11,326,411</u>	<u>4,542,533</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	12,257,520	11,205,712
Accrued liabilities	770,725	575,692
Accrued compensable absences and deferred compensation	2,612,623	2,592,077
Deferred revenues	4,917,468	5,787,205
Total current liabilities	<u>20,558,336</u>	<u>20,160,686</u>
Noncurrent liabilities:		
Net pension liability	29,942,125	24,842,147
Bonds and notes payable	474,846,364	327,726,637
Total noncurrent liabilities	<u>504,788,489</u>	<u>352,568,784</u>
Total liabilities	<u>525,346,825</u>	<u>372,729,470</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>4,122,366</u>	<u>7,599,287</u>
<u>Net assets</u>		
Beginning of year	166,844,720	176,203,176
Current year addition	53,117,221	45,100,066
Total net position	<u>\$ 219,961,941</u>	<u>\$ 221,303,242</u>

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/16	% of 8/31/16 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 46,488,413	\$ 20,733,312	44.60	\$ 20,460,775	45.12
Local Taxes - Maintenance & Operations	64,696,546	60,828,211	94.02	58,286,303	95.44
Local Taxes - Debt Service	27,502,805	25,439,224	92.50	21,334,435	94.69
Credit Tuition	45,355,983	39,024,240	86.04	35,015,218	84.99
Credit Fees	15,571,302	12,651,661	81.25	10,532,135	78.03
Credit Exemptions & Waivers	(4,129,096)	(4,263,280)	103.25	(3,492,105)	89.13
Bad Debt	(2,350,779)	(1,175,390)	50.00	(400,000)	48.75
Continuing Professional Development	5,573,314	2,748,921	49.32	3,373,853	46.42
Sales & Services	1,717,933	1,088,614	63.37	1,386,742	57.12
Investment Income	105,979	529,311	499.45	141,581	25.60
Auxiliary Services	3,373,075	2,117,660	62.78	2,173,381	64.08
Grants	62,869,112	38,481,176	61.21	38,023,310	78.12
Local Grants	2,051,279	1,649,305	80.40	1,512,940	63.33
Total	<u>268,825,866</u>	<u>199,852,965</u>	<u>74.34</u>	<u>188,348,568</u>	<u>77.32</u>
<b>EXPENDITURES:</b>					
Instruction	72,586,554	39,217,810	54.03	37,657,779	54.36
Public Service	5,227,156	2,614,102	50.01	3,136,044	45.77
Academic Support	25,384,144	9,109,472	35.89	8,100,810	50.52
Student Services	16,139,267	7,357,076	45.58	6,936,920	48.21
Institutional Support	75,876,269	31,036,004	40.90	30,516,409	52.83
Physical Plant	18,004,405	7,529,581	41.82	8,208,568	46.25
Scholarships and Fellowships	51,117,432	38,555,601	75.43	38,557,586	81.54
Auxiliary Enterprises	4,490,639	2,427,783	54.06	2,602,211	58.07
Depreciation	20,351,251	9,039,068	44.42	8,000,555	50.26
Capital Purchases	-	(150,753)	-	(468,380)	32.05
Total	<u>289,177,117</u>	<u>146,735,744</u>	<u>50.74</u>	<u>143,248,502</u>	<u>57.69</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,999,378)	(1,915,168)	-	(2,769,485)	-
Transfers Out	3,999,378	1,915,168	-	2,769,485	-
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ 53,117,221</u>		<u>\$ 45,100,066</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/29/16</u>	<u>% of 8/31/16 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 36,486,413	\$ 15,660,496	42.92	\$ 15,679,638	43.91
Local Taxes - Maintenance & Operations	64,696,546	60,828,211	94.02	58,286,303	95.44
Credit Tuition	43,628,601	37,370,118	85.66	33,536,314	85.11
Credit Fees	15,571,302	12,651,661	81.25	10,532,135	78.03
Credit Exemptions & Waivers	(4,129,096)	(4,263,280)	103.25	(3,492,105)	89.13
Bad Debt	(2,350,779)	(1,175,390)	50.00	(400,000)	48.75
Continuing Professional Development	5,573,314	2,748,921	49.32	3,373,853	46.42
Sales & Services	1,717,933	1,016,506	59.17	1,321,459	57.86
Investment Income	105,979	97,982	92.45	54,422	37.35
Total	<u>161,300,213</u>	<u>124,935,225</u>	<u>77.46</u>	<u>118,892,019</u>	<u>76.88</u>
<b>EXPENDITURES:</b>					
Instruction	67,929,310	36,505,694	53.74	35,260,036	54.66
Public Service	4,567,828	2,270,824	49.71	2,836,630	45.91
Academic Support	13,824,753	6,527,321	47.21	6,383,217	53.33
Student Services	15,038,175	6,494,901	43.19	6,220,634	48.21
Institutional Support	37,896,379	19,476,235	51.39	19,909,025	51.08
Physical Plant	18,004,405	7,529,581	41.82	8,208,568	46.25
Total	<u>157,260,850</u>	<u>78,804,556</u>	<u>50.11</u>	<u>78,818,110</u>	<u>51.76</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	(2,395)	-	(445,354)	-
Transfers Out	4,039,363	1,897,305	-	2,317,949	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 44,235,759</u>		<u>\$ 38,201,314</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/29/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Grants	\$ 57,719,001	\$ 36,929,597	63.98	\$ 36,261,762	78.88
Total	<u>57,719,001</u>	<u>36,929,597</u>	<u>63.98</u>	<u>36,261,762</u>	<u>78.88</u>
EXPENDITURES:					
Instruction	574,463	176,683	30.76	315,800	59.84
Public Service	263,945	107,274	40.64	87,352	42.42
Academic Support	9,984,861	1,855,667	18.58	1,036,768	39.27
Student Services	286,476	150,731	52.62	195,137	66.21
Institutional Support	1,499,051	476,806	31.81	491,491	42.48
Scholarships and Fellowships	45,110,205	34,162,436	75.73	34,135,214	82.96
Total	<u>57,719,001</u>	<u>36,929,597</u>	<u>63.98</u>	<u>36,261,762</u>	<u>78.88</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

State Restricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/16	% of 8/31/16 Actual
REVENUES:					
State Paid Benefits	\$ 10,002,000	\$ 5,072,816	50.72	\$ 4,781,137	49.57
Grants	5,150,111	1,551,579	30.13	1,761,548	65.24
Total	<u>15,152,111</u>	<u>6,624,395</u>	<u>43.72</u>	<u>6,542,685</u>	<u>53.00</u>
EXPENDITURES:					
Instruction	4,050,908	2,502,198	61.77	2,014,435	48.68
Public Service	162,928	147,081	90.27	134,075	45.68
Academic Support	1,259,483	592,275	47.03	580,000	47.46
Student Services	770,170	697,654	90.58	495,643	43.55
Institutional Support	6,322,065	1,350,127	21.36	1,768,227	52.88
Scholarships and Fellowships	2,586,557	1,335,060	51.62	1,550,305	70.18
Total	<u>15,152,111</u>	<u>6,624,395</u>	<u>43.72</u>	<u>6,542,685</u>	<u>53.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/29/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Local Grants	\$ 2,051,279	\$ 1,649,305	80.40	\$ 1,512,940	63.33
Total	<u>2,051,279</u>	<u>1,649,305</u>	<u>80.40</u>	<u>1,512,940</u>	<u>63.33</u>
EXPENDITURES:					
Instruction	31,873	24,839	77.93	53,328	65.28
Public Service	232,455	88,923	38.25	77,987	45.28
Academic Support	315,047	134,209	42.60	100,825	49.71
Student Services	44,446	13,790	31.03	25,506	48.53
Institutional Support	72,717	13,459	18.51	5,547	8.80
Scholarships and Fellowships	<u>1,693,288</u>	<u>1,371,344</u>	<u>80.99</u>	<u>1,288,633</u>	<u>64.16</u>
Total	<u>2,389,826</u>	<u>1,646,564</u>	<u>68.90</u>	<u>1,551,826</u>	<u>60.13</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(298,562)	(167,350)	-	(127,085)	-
Transfers Out	<u>(39,985)</u>	<u>17,863</u>	<u>-</u>	<u>89,804</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 152,228</u>		<u>\$ (1,605)</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/29/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,727,382</u>	<u>\$ 1,654,122</u>	<u>95.76</u>	<u>\$ 1,478,904</u>	<u>82.49</u>
Total	<u>1,727,382</u>	<u>1,654,122</u>	<u>95.76</u>	<u>1,478,904</u>	<u>82.49</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,727,382</u>	<u>1,686,761</u>	<u>97.65</u>	<u>1,583,434</u>	<u>82.31</u>
Total	<u>1,727,382</u>	<u>1,686,761</u>	<u>97.65</u>	<u>1,583,434</u>	<u>82.31</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (32,639)</u>		<u>\$ (104,530)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

28 Private Gifts and Donations

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/16	% of 8/31/16 Actual
REVENUES:					
Sales & Service	\$ -	\$ 72,108	-	\$ 65,283	45.44
Total	-	72,108	-	65,283	45.44
EXPENDITURES:					
Instruction	-	8,396	-	14,180	73.58
Total	-	8,396	-	14,180	73.58
Net Increase (Decrease) in Net Position	\$ -	\$ 63,712		\$ 51,103	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

Auxiliary Enterprises

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/29/16	% of 8/31/16 Actual
REVENUES:					
Sales & Services	\$ 40,000	\$ 28,054	70.14	\$ 32,113	27.33
Auxiliary Services	3,333,075	2,089,606	62.69	2,141,268	65.40
Total	<u>3,373,075</u>	<u>2,117,660</u>	62.78	<u>2,173,381</u>	64.08
EXPENDITURES:					
Non-Instructional Labor	806,626	373,062	46.25	446,645	48.92
Benefits	217,775	217,775	100.00	207,392	47.04
Supplies	1,611,256	341,296	21.18	412,960	61.47
Travel	261,955	145,510	55.55	219,419	42.32
Contracted Services	396,051	161,904	40.88	180,304	53.52
Scholarships and Fellowships	1,181,426	1,179,027	99.80	1,120,687	71.43
Utilities	15,550	9,209	59.22	14,804	65.78
Total	<u>4,490,639</u>	<u>2,427,783</u>	54.06	<u>2,602,211</u>	58.07
TRANSFERS AMONG FUNDS:					
Transfers In	(1,117,564)	(310,123)	-	(790,562)	-
Transfers Out	-	-	-	361,732	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/29/16</u>	<u>% of 8/31/16 Actual</u>
<b>REVENUES</b>					
Investment Income	\$ -	\$ 431,329	-	\$ 87,159	21.39
Local Taxes - Debt Service	<u>27,502,805</u>	<u>25,439,224</u>	<u>92.50</u>	<u>21,334,435</u>	<u>94.69</u>
Total	<u>27,502,805</u>	<u>25,870,553</u>	<u>-</u>	<u>21,421,594</u>	<u>93.39</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>30,086,057</u>	<u>9,719,377</u>	<u>32.31</u>	<u>8,342,119</u>	<u>58.64</u>
Total	<u>30,086,057</u>	<u>9,719,377</u>	<u>32.31</u>	<u>8,342,119</u>	<u>58.64</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(2,583,252)	(1,435,300)	-	(1,406,484)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 17,586,476</u>		<u>\$ 14,485,959</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/29/16</u>	<u>% of 8/31/16 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,351,251	\$ 9,039,068	44.42	\$ 8,000,555	50.26
Capital Purchases	-	(150,753)	-	(468,380)	32.05
Total	<u>20,351,251</u>	<u>8,888,315</u>	<u>-</u>	<u>7,532,175</u>	<u>52.10</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ (8,888,315)</u>		<u>\$ (7,532,175)</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Six Months Ended February 28, 2017

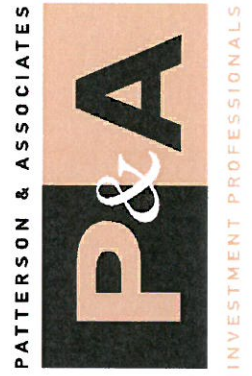
91 Capital Projects

	Adjusted Budget	Actual (50%)	2/29/16
REVENUES:			
Investment Income	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Bond Programs	-	17,851,123	14,370,653
Total	-	17,851,123	14,370,653
Net Increase (Decrease) in Net Position	\$ -	\$ (17,851,123)	\$ (14,370,653)



**Monthly Investment Report**

**February 28, 2017**





# Markets are Anticipating Changes

The old market adage stating 'buy on rumor, sell on fact' seemed to definitely be in play in February. As confidence grew and growth accelerated much faster than anticipated the equity markets took off hitting a new historical high of 21,000 on the Dow.

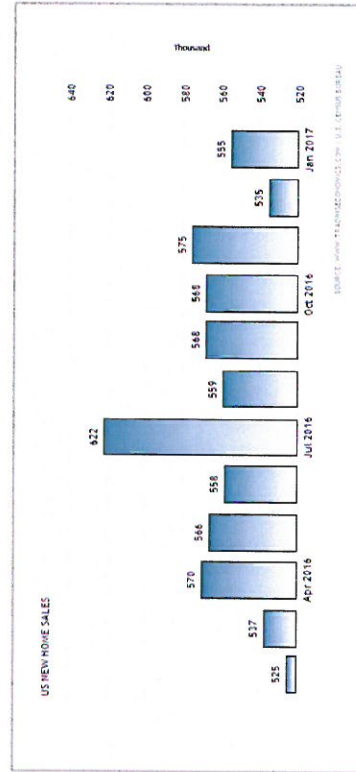
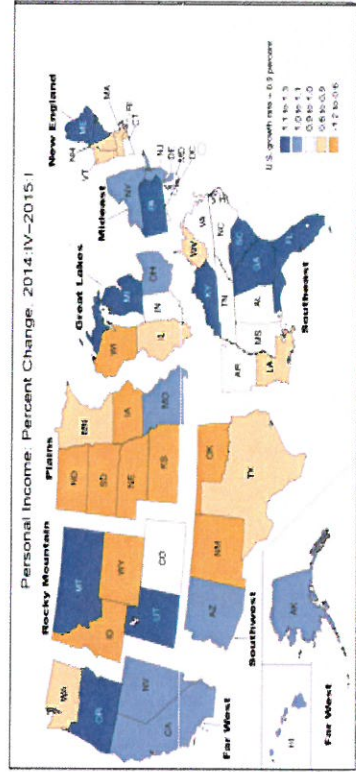
The excitement is reflecting strong growth but also anticipating that the Administration's plans for tax reform (business and middle class), reduced regulations and healthcare changes will come to pass. The timeframe remains very hazy so reality may burst a few bubbles along the way but right now the economy, the consumer and the future are looking positively to change.

Growth is evident in several sectors. Employment continues to trend upward and claims are falling slightly giving consumers some money and confidence. As a result, consumer spending was up in January in everything from autos to housing. The housing market is over-heating despite the increase in prices and heavy competition for properties. Home sales hit a 10 year high this month. The foreclosure explosion is gone and entry level homes are scarce which drives up prices. Mortgage rates are still very low on a relative basis. Entry level home inventories are tight because the construction margins are lower and construction has focused on higher priced homes. Home-builders are blaming that on the lack of construction workers but margins make a better argument.

The consumer's confidence and the stock wealth effect inspiring the consumer put the 4Q GDP at 1.9% (just below the expected 2.1%). All the spending has also raised the key inflation factor. The CPI made its biggest leap in 4 years and brought the annualized rate to 2.5% well above the Fed's target.

The key as always is the net impact on the consumer. The PCE (Personal Consumption Expenditure) gauge favored by the Fed

jumped to just under 2% - the largest jump since 2012. It is this measure that really indicates purchasing power to keep the run going. It is also reflected in GDP which took a sharp upturn which was furthered by Atlanta and New York Feds' GDP estimates for 2016 which would take it above 3%.



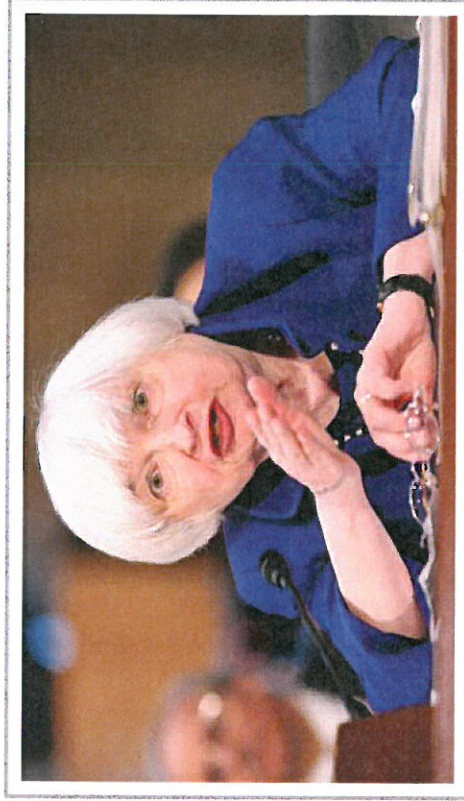


## Is the Fed Ready for a Change Though?

Much of the fervor is based on the Fed's transformation to a "sooner than later" hawkish tone. The Chair and several Fed Presidents have been speaking all month that it would be "unwise to wait too long" to raise rates (Yellen) upsetting the *balance* preached for months. This suggests that the Fed and the market are finally getting on the same page. Even dovish NY Fed Dudley Pres. stated that the data are "compelling." Futures doubled their chances of a March hike from 30% to 82%.

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

But seen in a global perspective the rate increase on the longer end of the curve may be tempered by international money flows. Even though global sluggishness has abated slightly the global rates will still send funds to the US markets and hold rates down. Germany, the strongest economy in Europe has seen a plunge in its two year bond yields to nearly a negative one percent which stimulates U.S. bond purchases. This seems to be driven somewhat by the feeling the euro may not last out the decade. European investors are concerned about a possible Frexit which probably would destroy the Euro Zone.

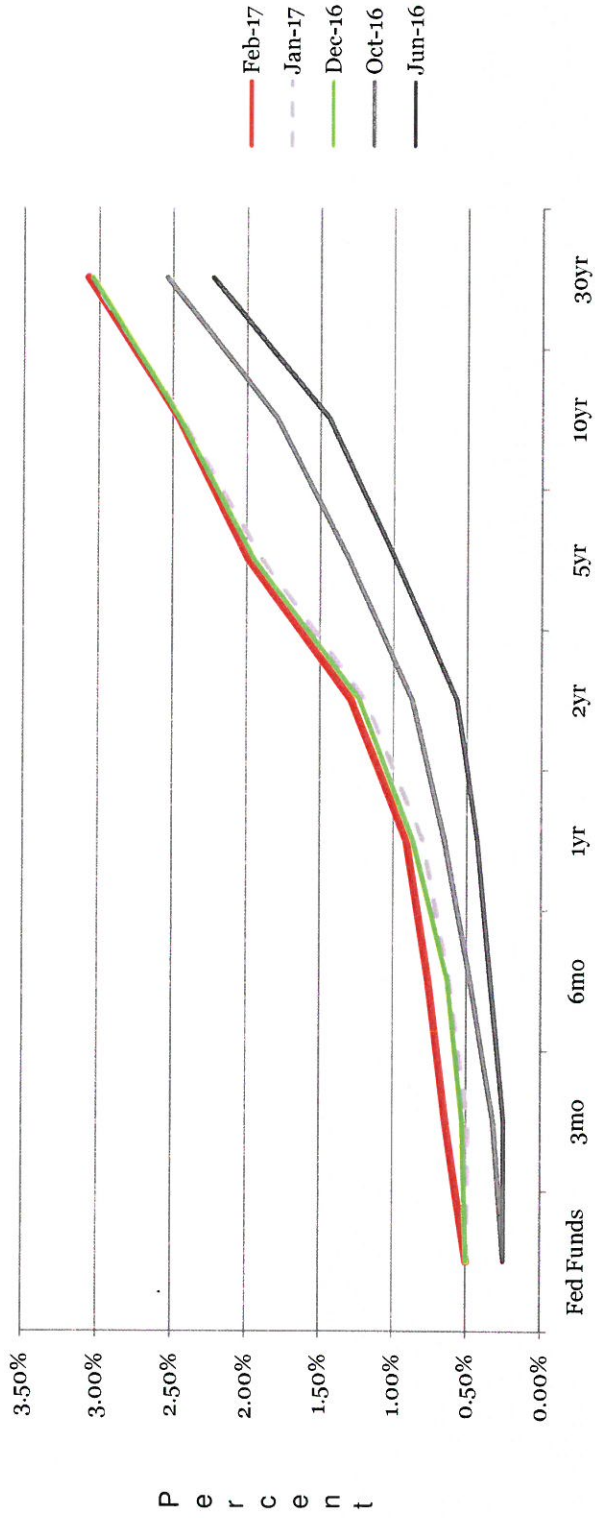


The French elections in late April (and a run-off in May) will be key to watch. Support for the spoiler Le Pen has reached a temporary plateau. May will also be another major test for Greece as debt comes due and the EU has been reluctant to assist.

Around the world, the deleveraging headwinds resulting from the 2009-2010 cycle are receding which should increase domestic demand in many markets. Import volume growth has already recovered in a synchronous fashion across the US, Europe and Japan. This slow recovery should encourage global growth and trade. The Central Banks are reflecting this move and will be cautious but are certainly also seeing some "compelling" cases for a more hawkish global stance.

# Rates on the Move

- Rates didn't move a great deal during the month even with major news and events. The slight jump in rates resulted from the rally in stocks which took funds out of the bond market.
- Growth indicators will push rates up again but the bond market appears to be waiting for mid-March to see if the Fed will actually move on rates or give their standard "data dependent" message.
- With pending Fed action and growing optimism the bond market will most probably move a bit higher on both ends of the curve.
- Much of the possible rate increase is already built into the rates so if rates are hiked the short end will rise but the rest may remain essentially the same.



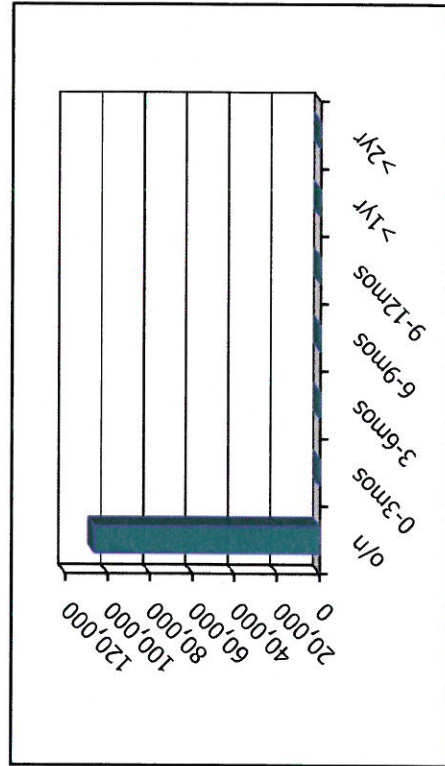
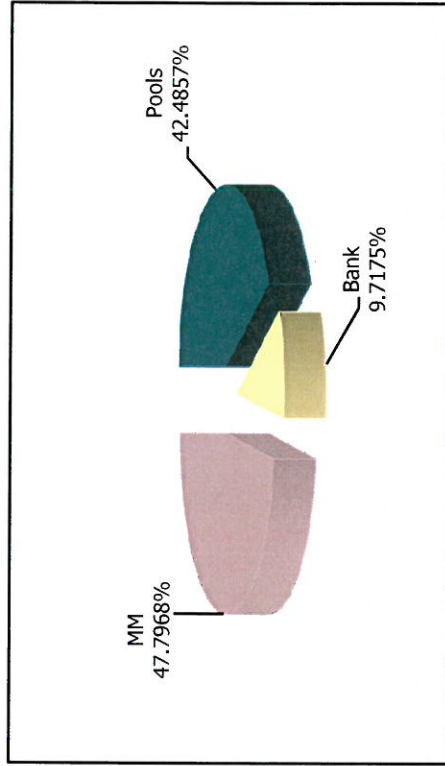
End of Month Rates - Full Yield Curve - Fed Funds to 30yr



# General Portfolio

As of February 28, 2017

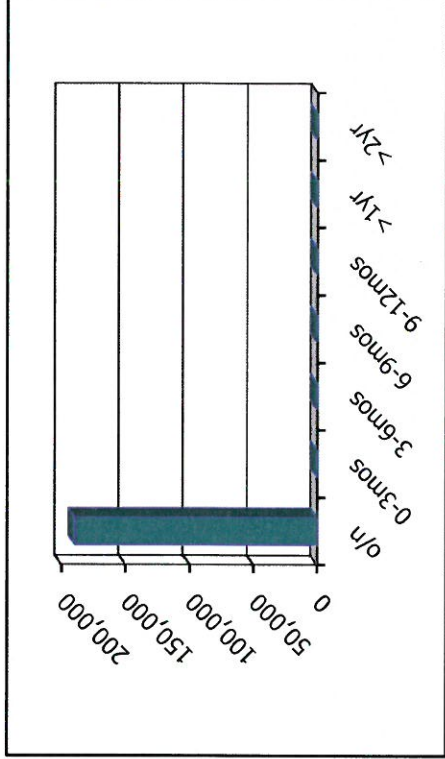
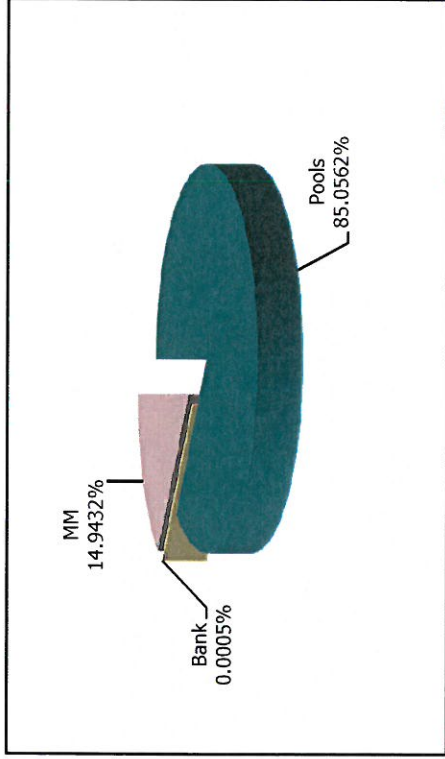
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates are moving up in response to Fed rate hikes and improved economic conditions. Diversification – especially for those with access to commercial paper has become easier. Even though rates are anticipated to move higher the move will be slow and the 12 to 18 month area still presents value.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time. It is time to reduce cash balances and stretch out longer and into the 1-2 year area.

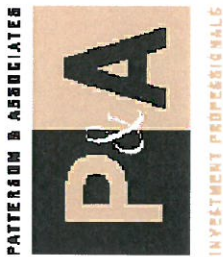


# Bond Portfolio

As of February 28, 2017

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates are moving up in response to Fed rate hikes and improved economic conditions. Diversification – especially for those with access to commercial paper has become easier. Even though rates are anticipated to move higher the move will be slow and the 12 to 18 month area still presents value.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time. It is time to reduce cash balances and stretch out longer and into the 1-2 year area.





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**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 February 28, 2017**

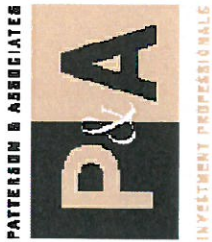
Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	10,301,298.47	10,301,298.47	10,301,298.47	3.48	1	1	0.000
Investment Pools/Money Markets	285,334,689.43	285,334,689.43	285,334,689.43	96.52	1	1	0.499
<b>Investments</b>	<b>295,635,987.90</b>	<b>295,635,987.90</b>	<b>295,635,987.90</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.482</b>

Total Earnings	February 28 Month Ending	Fiscal Year To Date
Current Year	105,192.68	539,587.22

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.

*Chels*  
 \_\_\_\_\_  
 Vice Chancellor of Fiscal Affairs

*4/3/17*



**San Jacinto Community College**  
**Summary by Type**  
**February 28, 2017**  
**Grouped by Fund**

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 Austin, TX 78746

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	189,630,039.73	189,630,039.73	64.14	0.518	1
<b>Subtotal</b>	<b>10</b>	<b>189,630,039.73</b>	<b>189,630,039.73</b>	<b>64.14</b>	<b>0.518</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	10,301,298.47	10,301,298.47	3.48	0.000	1
Investment Pools/Money Markets	6	95,704,649.70	95,704,649.70	32.37	0.461	1
<b>Subtotal</b>	<b>15</b>	<b>106,005,948.17</b>	<b>106,005,948.17</b>	<b>35.85</b>	<b>0.416</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>295,635,987.90</b>	<b>295,635,987.90</b>	<b>100.00</b>	<b>0.482</b>	<b>1</b>





**San Jacinto Community College**  
**Fund BOND - Bond Funds**  
**Investments by Fund**  
**February 28, 2017**

Patterson & Associates  
 901 S. MoPac  
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 Austin, TX 78746

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	446.34	446.34	446.34	0.150	0.147	0.150		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	4,751,275.30	4,751,275.30	4,751,275.30	0.450	0.443	0.450		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,080,140.95	8,080,140.95	8,080,140.95	0.450	0.443	0.450		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,086.30	250,086.30	250,086.30	0.450	0.443	0.450		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	15,005,178.09	15,005,178.09	15,005,178.09	0.450	0.443	0.450		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,086.31	250,086.31	250,086.31	0.450	0.443	0.450		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,687,937.30	3,687,937.30	3,687,937.30	0.530	0.522	0.530		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	2,618,799.84	2,618,799.84	2,618,799.84	0.530	0.522	0.530		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	147,866,208.83	147,866,208.83	147,866,208.83	0.530	0.522	0.530		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	7,119,880.47	7,119,880.47	7,119,880.47	0.530	0.522	0.530		1
<b>Subtotal and Average</b>				<b>189,630,039.73</b>	<b>189,630,039.73</b>	<b>189,630,039.73</b>		<b>0.511</b>	<b>0.518</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>189,630,039.73</b>	<b>189,630,039.73</b>	<b>189,630,039.73</b>		<b>0.511</b>	<b>0.518</b>		<b>1</b>



**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**February 28, 2017**

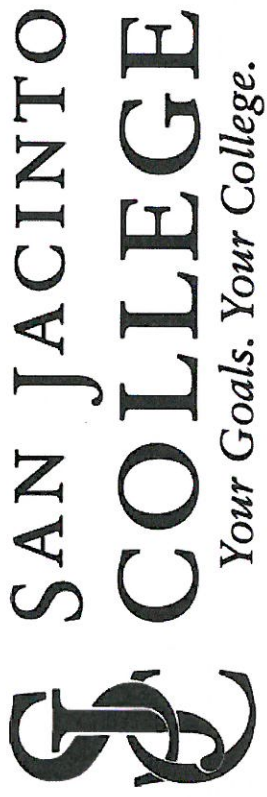
CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2016	548.84	548.84						1
9999999914	10089	Credit Cards - In Transit	09/01/2016	14,651.63	14,651.63	14,651.63					1
708340062	10086	Disbursements	09/01/2016	-258,077.45	-258,077.45	-258,077.45					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	10,581,960.06	10,581,960.06	10,581,960.06					1
707759346	10085	Payroll Fund	09/01/2016	-51,938.38	-51,938.38	-51,938.38					1
9999999913	10088	Petty Cash	09/01/2016	20,025.00	20,025.00	20,025.00					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-5,871.23	-5,871.23	-5,871.23					1
<b>Subtotal and Average</b>				<b>10,301,298.47</b>	<b>10,301,298.47</b>	<b>10,301,298.47</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	40,175,645.79	40,175,645.79	40,175,645.79	0.450	0.443	0.450		1
86-7200810	10230	East West MM	09/09/2014	250,086.30	250,086.30	250,086.30	0.450	0.443	0.450		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	45,016,026.53	45,016,026.53	45,016,026.53	0.530	0.522	0.530		1
707759320	10035	JPM - Money Market	09/01/2007	10,001,531.60	10,001,531.60	10,001,531.60	0.200	0.197	0.200		1
9999999996	10038	TCB - Money Market	09/26/2007	240,079.15	240,079.15	240,079.15	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	21,280.33	21,280.33	21,280.33	0.559	0.551	0.559		1
<b>Subtotal and Average</b>				<b>95,704,649.70</b>	<b>95,704,649.70</b>	<b>95,704,649.70</b>		<b>0.455</b>	<b>0.461</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>106,005,948.17</b>	<b>106,005,948.17</b>	<b>106,005,948.17</b>		<b>0.411</b>	<b>0.416</b>		<b>1</b>



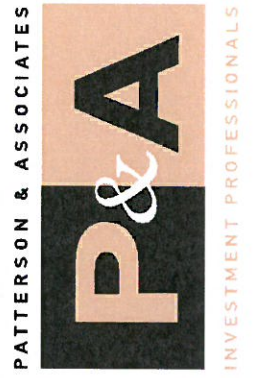
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 Suite 195  
 Austin, TX 78746

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current/Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	446.34	446.29	446.29		0.150	0.146	0.05	0.00	0.05
999999999	10084	BOND	RRP	3,687,937.30	5,505,600.67	4,010,858.88		0.530	0.527	1,620.69	0.00	1,620.69
999999916	10106	BOND	RRP	7,119,880.47	10,720,534.37	10,313,676.82		0.530	0.527	4,166.15	0.00	4,166.15
XX794	10228	BOND	RRP	4,751,275.30	4,751,651.89	4,750,045.55		0.450	0.350	1,275.30	0.00	1,275.30
XXX844	10229	BOND	RRP	8,080,140.95	8,076,129.14	8,078,049.59		0.450	0.350	2,168.82	0.00	2,168.82
86-72000794	10231	BOND	RRP	250,086.30	250,095.55	250,003.08		0.450	0.450	86.30	0.00	86.30
86-72000844	10232	BOND	RRP	250,086.31	250,095.55	250,003.08		0.450	0.450	86.31	0.00	86.31
86-72004242	10233	BOND	RRP	15,005,178.09	15,005,979.66	15,000,184.93		0.450	0.450	5,178.09	0.00	5,178.09
999999917	10234	BOND	RRP	2,618,799.84	5,003,178.79	2,855,681.29		0.530	0.527	1,153.89	0.00	1,153.89
999999918	10235	BOND	RRP	147,866,208.83	148,584,221.64	148,377,617.58		0.530	0.527	59,934.31	0.00	59,934.31
			<b>Subtotal</b>	<b>189,630,039.73</b>	<b>198,147,933.55</b>	<b>193,886,567.11</b>			<b>0.509</b>	<b>75,669.91</b>	<b>0.00</b>	<b>75,669.91</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	21,280.33	1,695,835.53	595,012.08		0.559	0.560	255.41	0.00	255.41
999999996	10038	GEN	RRP	240,079.15	240,014.71	240,017.01		0.350	0.350	64.44	0.00	64.44
707759320	10035	GEN	RRP	10,001,531.60	10,005,074.36	10,000,054.70		0.200	0.200	1,531.60	0.00	1,531.60
999999993	10034	GEN	RRP	45,016,026.53	18,683,213.04	41,621,417.45		0.530	0.526	16,801.27	0.00	16,801.27
XX810	10227	GEN	RRP	40,175,645.79	40,158,786.82	40,165,247.17		0.450	0.350	10,783.75	0.00	10,783.75
86-7200810	10230	GEN	RRP	250,086.30	250,095.56	250,003.08		0.450	0.450	86.30	0.00	86.30
			<b>Subtotal</b>	<b>95,704,649.70</b>	<b>71,033,020.02</b>	<b>92,871,751.49</b>			<b>0.414</b>	<b>29,522.77</b>	<b>0.00</b>	<b>29,522.77</b>
			<b>Total</b>	<b>285,334,689.43</b>	<b>269,180,953.57</b>	<b>286,758,318.60</b>			<b>0.478</b>	<b>105,192.68</b>	<b>0.00</b>	<b>105,192.68</b>



**Quarterly Investment Report**  
**November 30, 2016 – February 28, 2017**





# Markets are Anticipating Changes

The old market adage stating 'buy on rumor, sell on fact' seemed to definitely be in play in February. As confidence grew and growth accelerated much faster than anticipated the equity markets took off hitting a new historical high of 21,000 on the Dow.

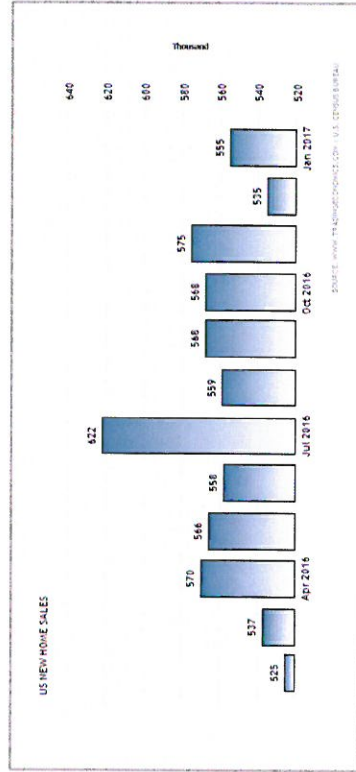
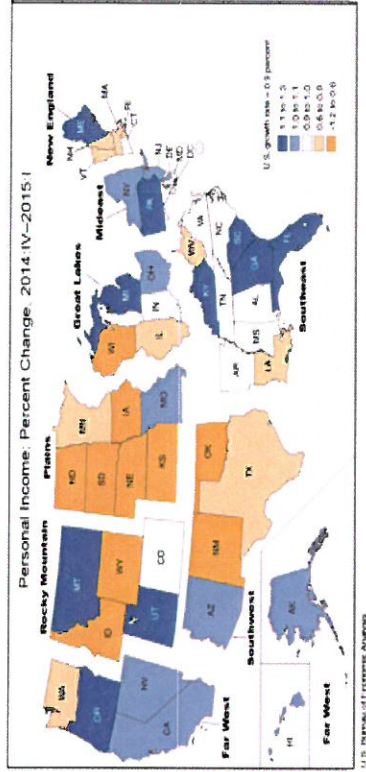
The excitement is reflecting strong growth but also anticipating that the Administration's plans for tax reform (business and middle class), reduced regulations and healthcare changes will come to pass. The timeframe remains very hazy so reality may burst a few bubbles along the way but right now the economy, the consumer and the future are looking positively to change.

Growth is evident in several sectors. Employment continues to trend upward and claims are falling slightly giving consumers some money and confidence. As a result, consumer spending was up in January in everything from autos to housing. The housing market is over-heating despite the increase in prices and heavy competition for properties. Home sales hit a 10 year high this month. The foreclosure explosion is gone and entry level homes are scarce which drives up prices. Mortgage rates are still very low on a relative basis. Entry level home inventories are tight because the construction margins are lower and construction has focused on higher priced homes. Home-builders are blaming that on the lack of construction workers but margins make a better argument.

The consumer's confidence and the stock wealth effect inspiring the consumer put the 4Q GDP at 1.9% (just below the expected 2.1%). All the spending has also raised the key inflation factor. The CPI made its biggest leap in 4 years and brought the annualized rate to 2.5% well above the Fed's target.

The key as always is the net impact on the consumer. The PCE (Personal Consumption Expenditure) gauge favored by the Fed

jumped to just under 2% - the largest jump since 2012. It is this measure that really indicates purchasing power to keep the run going. It is also reflected in GDP which took a sharp upturn which was furthered by Atlanta and New York Fed's GDP estimates for 2016 which would take it above 3%.



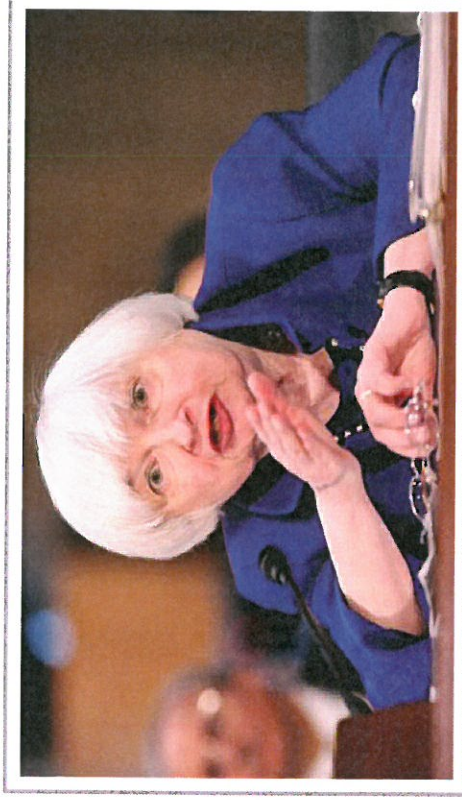


## Is the Fed Ready for a Change Though?

Much of the fervor is based on the Fed's transformation to a "sooner than later" hawkish tone. The Chair and several Fed Presidents have been speaking all month that it would be "unwise to wait too long" to raise rates (Yellen) upsetting the *balance* preached for months. This suggests that the Fed and the market are finally getting on the same page. Even dovish NY Fed Dudley Pres. stated that the data are "compelling." Futures doubled their chances of a March hike from 30% to 82%.

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

But seen in a global perspective the rate increase on the longer end of the curve may be tempered by international money flows. Even though global sluggishness has abated slightly the global rates will still send funds to the US markets and hold rates down. Germany, the strongest economy in Europe has seen a plunge in its two year bond yields to nearly a negative one percent which stimulates U.S. bond purchases. This seems to be driven somewhat by the feeling the euro may not last out the decade. European investors are concerned about a possible Frexit which probably would destroy the Euro Zone.

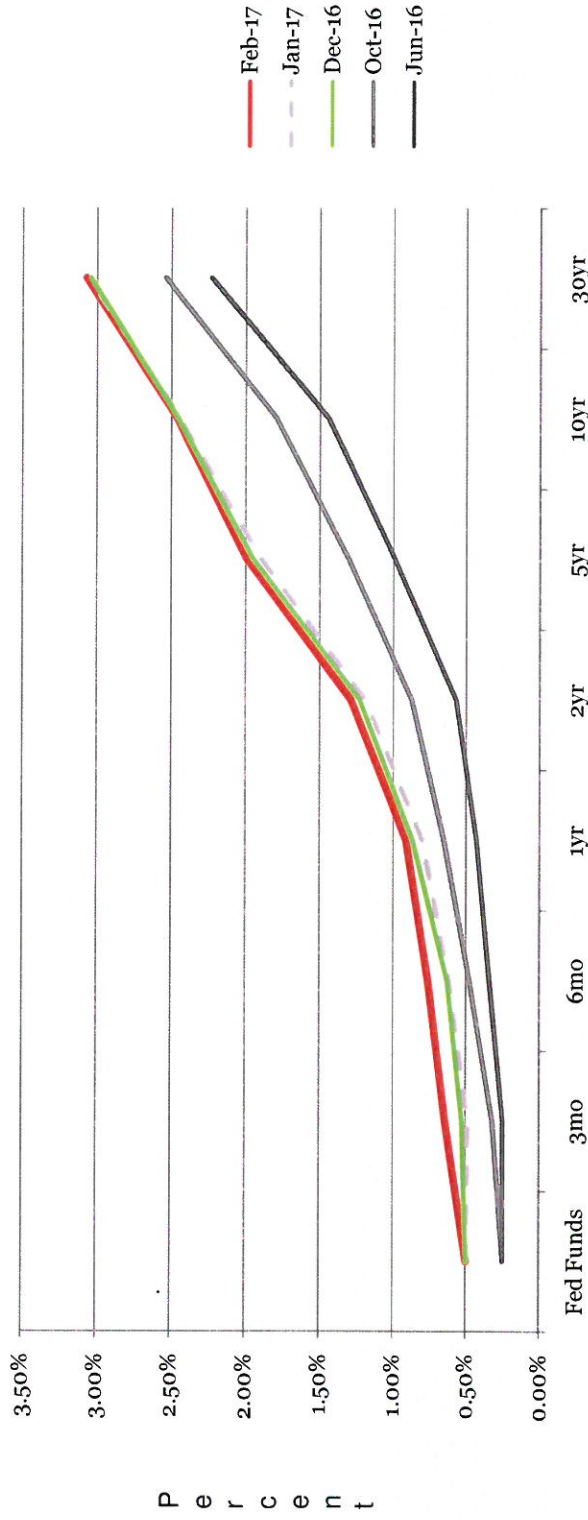


The French elections in late April (and a run-off in May) will be key to watch. Support for the spoiler Le Pen has reached a temporary plateau. May will also be another major test for Greece as debt comes due and the EU has been reluctant to assist.

Around the world, the deleveraging headwinds resulting from the 2009-2010 cycle are receding which should increase domestic demand in many markets. Import volume growth has already recovered in a synchronous fashion across the US, Europe and Japan. This slow recovery should encourage global growth and trade. The Central Banks are reflecting this move and will be cautious but are certainly also seeing some "compelling" cases for a more hawkish global stance.

# Rates on the Move

- Rates didn't move a great deal during the month even with major news and events. The slight jump in rates resulted from the rally in stocks which took funds out of the bond market.
- Growth indicators will push rates up again but the bond market appears to be waiting for mid-March to see if the Fed will actually move on rates or give their standard "data dependent" message.
- With pending Fed action and growing optimism the bond market will most probably move a bit higher on both ends of the curve.
- Much of the possible rate increase is already built into the rates so if rates are hiked the short end will rise but the rest may remain essentially the same.



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

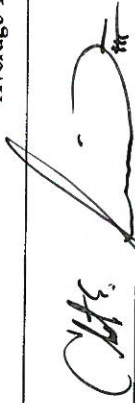



*San Jacinto College District*  
 Quarterly Investment Report  
 November 30, 2016 – February 28, 2017

**Portfolio Summary Management Report**

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

<p><u>Portfolio as of 11/30/16:</u>          Beginning Book Value           \$ 253,069,931          Beginning Market Value       \$ 253,069,931</p> <p>WAM at Beginning Period Date<sup>1</sup>   1 day</p> <p><i>(Increase in market value is due to seasonal cash inflows)</i></p> <p style="text-align: right;">Average Yield to Maturity for period   0.464%          Average Yield 180-Day Treasury Bill for period   0.640%</p>	<p><u>Portfolio as of 02/28/17:</u>          Ending Book Value               \$ 295,635,988          Ending Market Value           \$ 295,635,988          Investment Income for the period   \$ 293,357          Unrealized Gain/Loss           \$ 0          WAM at Ending Period Date<sup>1</sup>   1 day</p> <p style="text-align: right;">Change in Market Value<sup>2</sup>           \$ 42,566,057</p>
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 Chet Lewis, Vice Chancellor of Fiscal Affairs  
 San Jacinto College/District

  
 Bill Dickerson, Accounting and Financial Services  
 San Jacinto College District

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

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

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

# General Portfolio

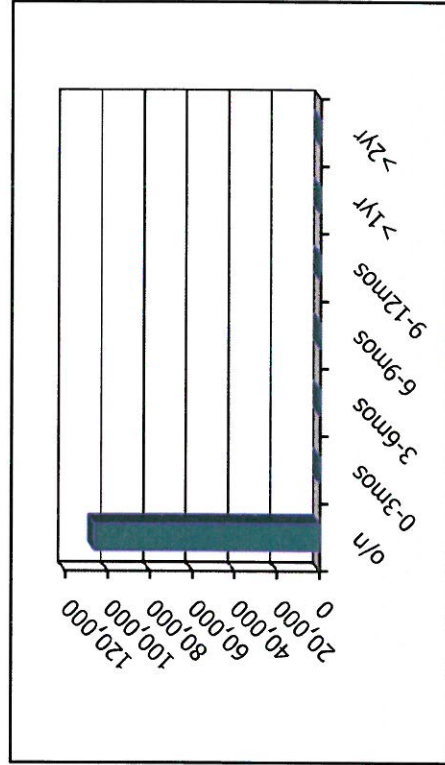
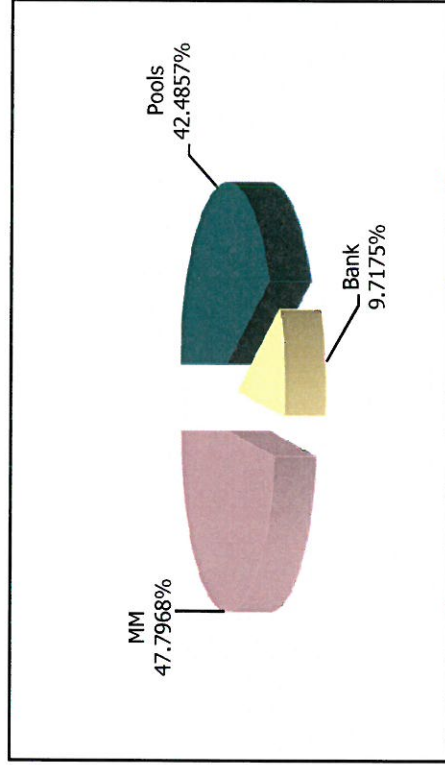
As of February 28, 2017

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates are moving up in response to Fed rate hikes and improved economic conditions. Diversification – especially for those with access to commercial paper has become easier. Even though rates are anticipated to move higher the move will be slow and the 12 to 18 month area still presents value.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time. It is time to reduce cash balances and stretch out longer and into the 1-2 year area.

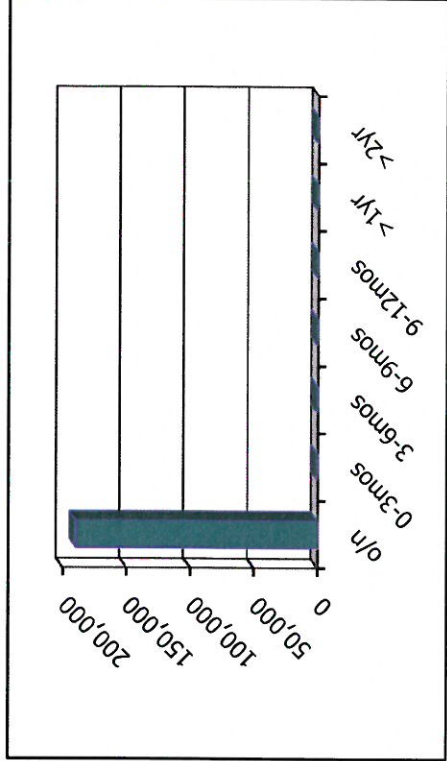
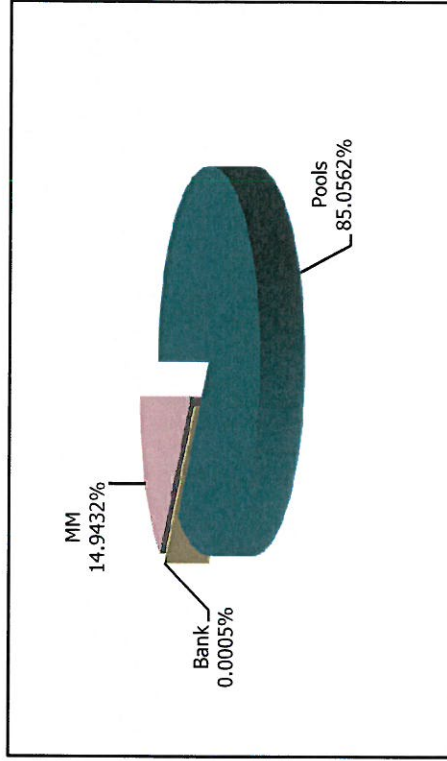


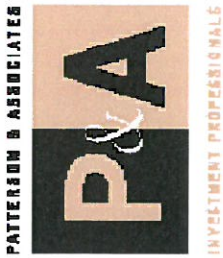


# Bond Portfolio

As of February 28, 2017

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates are moving up in response to Fed rate hikes and improved economic conditions. Diversification – especially for those with access to commercial paper has become easier. Even though rates are anticipated to move higher the move will be slow and the 12 to 18 month area still presents value.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time. It is time to reduce cash balances and stretch out longer and into the 1-2 year area.



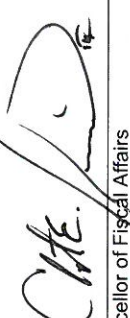


**San Jacinto Community College  
Portfolio Management  
Portfolio Summary  
February 28, 2017**

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	10,301,298.47	10,301,298.47	10,301,298.47	3.48	1	1	0.000
Investment Pools/Money Markets	285,334,689.43	285,334,689.43	285,334,689.43	96.52	1	1	0.499
<b>Investments</b>	<b>295,635,987.90</b>	<b>295,635,987.90</b>	<b>295,635,987.90</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.482</b>
<b>Total Earnings</b>	<b>February 28</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year	105,192.68		539,587.22				

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.

  
 \_\_\_\_\_  
 -, Vice Chancellor of Fiscal Affairs

4/5/17



Patterson & Associates  
 901 S. MoPac  
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 Austin, TX 78746

**San Jacinto Community College**  
**Summary by Type**  
**February 28, 2017**  
**Grouped by Fund**

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	189,630,039.73	189,630,039.73	64.14	0.518	1
<b>Subtotal</b>	<b>10</b>	<b>189,630,039.73</b>	<b>189,630,039.73</b>	<b>64.14</b>	<b>0.518</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	10,301,298.47	10,301,298.47	3.48	0.000	1
Investment Pools/Money Markets	6	95,704,649.70	95,704,649.70	32.37	0.461	1
<b>Subtotal</b>	<b>15</b>	<b>106,005,948.17</b>	<b>106,005,948.17</b>	<b>35.85</b>	<b>0.416</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>295,635,987.90</b>	<b>295,635,987.90</b>	<b>100.00</b>	<b>0.482</b>	<b>1</b>

**San Jacinto Community College**  
**Fund BOND - Bond Funds**  
**Investments by Fund**  
**February 28, 2017**

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	446.34	446.34	446.34	0.150	0.147	0.150		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	4,751,275.30	4,751,275.30	4,751,275.30	0.450	0.443	0.450		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,080,140.95	8,080,140.95	8,080,140.95	0.450	0.443	0.450		1
86-72000794	10231	East West MM 08 Bond P Proceeds	09/09/2014	250,086.30	250,086.30	250,086.30	0.450	0.443	0.450		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	15,005,178.09	15,005,178.09	15,005,178.09	0.450	0.443	0.450		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,086.31	250,086.31	250,086.31	0.450	0.443	0.450		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,687,937.30	3,687,937.30	3,687,937.30	0.530	0.522	0.530		1
9999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	2,618,799.84	2,618,799.84	2,618,799.84	0.530	0.522	0.530		1
9999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	147,866,208.83	147,866,208.83	147,866,208.83	0.530	0.522	0.530		1
9999999916	10106	LSIP GOF - Debt Service	07/30/2009	7,119,880.47	7,119,880.47	7,119,880.47	0.530	0.522	0.530		1
<b>Subtotal and Average</b>				<b>189,630,039.73</b>	<b>189,630,039.73</b>	<b>189,630,039.73</b>		<b>0.511</b>	<b>0.518</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>189,630,039.73</b>	<b>189,630,039.73</b>	<b>189,630,039.73</b>		<b>0.511</b>	<b>0.518</b>		<b>1</b>

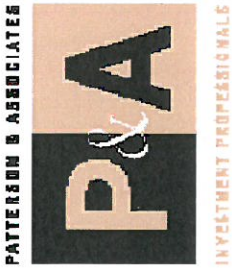
**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**February 28, 2017**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2016	548.84	548.84	548.84					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	14,651.63	14,651.63	14,651.63					1
708340062	10086	Disbursements	09/01/2016	-258,077.45	-258,077.45	-258,077.45					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	10,581,960.06	10,581,960.06	10,581,960.06					1
707759346	10085	Payroll Fund	09/01/2016	-51,938.38	-51,938.38	-51,938.38					1
9999999913	10088	Petty Cash	09/01/2016	20,025.00	20,025.00	20,025.00					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-5,871.23	-5,871.23	-5,871.23					1
<b>Subtotal and Average</b>				<b>10,301,298.47</b>	<b>10,301,298.47</b>	<b>10,301,298.47</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	40,175,645.79	40,175,645.79	40,175,645.79	0.450	0.443	0.450		1
86-7200810	10230	East West MM	09/09/2014	250,086.30	250,086.30	250,086.30	0.450	0.443	0.450		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	45,016,026.53	45,016,026.53	45,016,026.53	0.530	0.522	0.530		1
707759320	10035	JPM - Money Market	09/01/2007	10,001,531.60	10,001,531.60	10,001,531.60	0.200	0.197	0.200		1
9999999996	10038	TCB - Money Market	09/26/2007	240,079.15	240,079.15	240,079.15	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	21,280.33	21,280.33	21,280.33	0.559	0.551	0.559		1
<b>Subtotal and Average</b>				<b>95,704,649.70</b>	<b>95,704,649.70</b>	<b>95,704,649.70</b>		<b>0.455</b>	<b>0.461</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>106,005,948.17</b>	<b>106,005,948.17</b>	<b>106,005,948.17</b>		<b>0.411</b>	<b>0.416</b>		<b>1</b>



**San Jacinto Community College  
 Interest Earnings  
 Sorted by Fund - Fund  
 December 1, 2016 - February 28, 2017  
 Yield on Average Book Value**

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	446.34	446.17	446.23		0.150	0.155	0.17	0.00	0.17
999999999	10084	BOND	RRP	3,687,937.30	3,821,833.09	3,807,848.46		0.530	0.506	4,747.07	0.00	4,747.07
999999999	10106	BOND	RRP	7,119,880.47	393,187.27	5,397,244.92		0.530	0.524	6,979.71	0.00	6,979.71
XXX794	10228	BOND	RRP	4,751,275.30	9,752,804.80	6,694,605.78		0.450	0.353	5,825.49	0.00	5,825.49
XXX844	10229	BOND	RRP	8,080,140.95	8,065,251.63	8,073,190.10		0.450	0.350	6,967.20	0.00	6,967.20
86-72000794	10231	BOND	RRP	250,086.30	250,092.47	250,006.27		0.450	0.450	277.40	0.00	277.40
86-72000844	10232	BOND	RRP	250,086.31	250,092.47	250,006.27		0.450	0.450	277.40	0.00	277.40
86-72004242	10233	BOND	RRP	15,005,178.09	20,007,397.28	16,944,908.15		0.450	0.450	18,801.61	0.00	18,801.61
999999999	10234	BOND	RRP	2,618,799.84	2,574,630.12	2,914,556.41		0.530	0.509	3,659.82	0.00	3,659.82
999999999	10235	BOND	RRP	147,866,208.83	149,240,587.87	148,625,393.67		0.530	0.500	183,190.44	0.00	183,190.44
			<b>Subtotal</b>	<b>189,630,039.73</b>	<b>194,356,323.17</b>	<b>192,958,206.25</b>			<b>0.485</b>	<b>230,726.31</b>	<b>0.00</b>	<b>230,726.31</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	21,280.33	616.87	844,344.45		0.559	0.530	1,104.23	0.00	1,104.23
999999996	10038	GEN	RRP	240,079.15	239,872.08	239,943.29		0.350	0.350	207.07	0.00	207.07
707759320	10035	GEN	RRP	10,001,531.60	10,001,682.10	10,001,816.51		0.200	0.200	4,923.86	0.00	4,923.86
999999993	10034	GEN	RRP	45,016,026.53	12,297.32	16,530,397.61		0.530	0.527	21,471.09	0.00	21,471.09
XXX810	10227	GEN	RRP	40,175,645.79	40,119,694.51	40,146,026.20		0.450	0.350	34,646.91	0.00	34,646.91
86-7200810	10230	GEN	RRP	250,086.30	250,092.47	250,006.27		0.450	0.450	277.40	0.00	277.40
			<b>Subtotal</b>	<b>95,704,649.70</b>	<b>50,624,255.35</b>	<b>68,012,534.32</b>			<b>0.373</b>	<b>62,630.56</b>	<b>0.00</b>	<b>62,630.56</b>
			<b>Total</b>	<b>285,334,689.43</b>	<b>244,980,578.52</b>	<b>260,970,740.57</b>			<b>0.456</b>	<b>293,356.87</b>	<b>0.00</b>	<b>293,356.87</b>



Patterson & Associates  
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 Austin, TX 78746

**San Jacinto Community College  
 Texas Compliance Change in Val Report  
 Sorted by Fund  
 December 1, 2016 - February 28, 2017**

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Market Value	Market Value	Market Value	Market Value	Market Value
<b>Fund: Bond Funds</b>									
10064	DS	BOND	12/05/2007	0.17	446.17	0.17	0.00	0.17	446.34
708340211	446.34	0.150	/ /	0.17	446.17	0.17	0.00	0.17	446.34
10084	LSIP08	BOND	10/03/2008	4,747.07	3,821,833.09	5,004,747.07	5,138,642.86	-133,895.79	3,687,937.30
999999999	3,687,937.30	0.530	/ /	4,747.07	3,821,833.09	5,004,747.07	5,138,642.86	-133,895.79	3,687,937.30
10106	LSIPDS	BOND	07/30/2009	6,979.71	393,187.27	25,348,265.05	18,621,571.85	6,726,693.20	7,119,880.47
999999916	7,119,880.47	0.530	/ /	6,979.71	393,187.27	25,348,265.05	18,621,571.85	6,726,693.20	7,119,880.47
10228	EWIC08	BOND	09/09/2014	5,825.49	9,752,804.80	5,825.49	5,007,354.99	-5,001,529.50	4,751,275.30
XXX794	4,751,275.30	0.450	/ /	5,825.49	9,752,804.80	5,825.49	5,007,354.99	-5,001,529.50	4,751,275.30
10229	EWICDS	BOND	09/09/2014	6,967.20	8,065,251.63	14,889.32	0.00	14,889.32	8,080,140.95
XXX844	8,080,140.95	0.450	/ /	6,967.20	8,065,251.63	14,889.32	0.00	14,889.32	8,080,140.95
10231	EWM08	BOND	09/09/2014	277.40	250,092.47	5,007,727.94	5,007,734.11	-6.17	250,086.30
86-72000794	250,086.30	0.450	/ /	277.40	250,092.47	5,007,727.94	5,007,734.11	-6.17	250,086.30
10232	EWMDS	BOND	09/09/2014	277.40	250,092.47	8,011.51	8,017.67	-6.16	250,086.31
86-72000844	250,086.31	0.450	/ /	277.40	250,092.47	8,011.51	8,017.67	-6.16	250,086.31
10233	EWM015	BOND	08/06/2015	18,801.61	20,007,397.28	18,801.61	5,021,020.80	-5,002,219.19	15,005,178.09
86-72004242	15,005,178.09	0.450	/ /	18,801.61	20,007,397.28	18,801.61	5,021,020.80	-5,002,219.19	15,005,178.09
10234	LSIP15	BOND	08/06/2015	3,659.82	2,574,630.12	5,003,660.12	4,959,490.40	44,169.72	2,618,799.84
999999917	2,618,799.84	0.530	/ /	3,659.82	2,574,630.12	5,003,660.12	4,959,490.40	44,169.72	2,618,799.84
10235	LSIP16	BOND	04/20/2016	183,190.44	149,240,587.87	183,190.44	1,557,569.48	-1,374,379.04	147,866,208.83
999999918	147,866,208.83	0.530	/ /	183,190.44	149,240,587.87	183,190.44	1,557,569.48	-1,374,379.04	147,866,208.83
<b>Sub Totals For: Fund: Bond Funds</b>				230,726.31	194,356,323.17	40,595,118.72	45,321,402.16	-4,726,283.44	189,630,039.73
				230,726.31	194,356,323.17	40,595,118.72	45,321,402.16	-4,726,283.44	189,630,039.73

San Jacinto Community College  
Texas Compliance Change in Val Report  
December 1, 2016 - February 28, 2017

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
<b>Fund: Consolidated Portfol</b>									
10032	TXPOOL	GEN	09/01/2007	1,104.23	616.87	7,075,663.46	7,055,000.00	20,663.46	21,280.33
999999991	21,280.33	0.559	/ /	1,104.23	616.87	7,075,663.46	7,055,000.00	20,663.46	21,280.33
10034	LSIP	GEN	09/01/2007	21,471.09	12,297.32	71,754,163.06	26,750,433.85	45,003,729.21	45,016,026.53
999999993	45,016,026.53	0.530	/ /	21,471.09	12,297.32	71,754,163.06	26,750,433.85	45,003,729.21	45,016,026.53
10062	OPER	GEN	09/01/2016	0.00	8,573,269.06	4,001,370.52	1,992,679.52	2,008,691.00	10,581,960.06
707759338	10,581,960.06	0.000	/ /	0.00	8,573,269.06	4,001,370.52	1,992,679.52	2,008,691.00	10,581,960.06
10038	TXCIT	GEN	09/26/2007	207.07	239,872.08	207.07	0.00	207.07	240,079.15
999999996	240,079.15	0.350	/ /	207.07	239,872.08	207.07	0.00	207.07	240,079.15
10069	FPRO	GEN	09/01/2016	0.00	0.00	0.00	0.00	0.00	0.00
707759296	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10085	PAY	GEN	09/01/2016	0.00	-119,143.33	93,670.31	26,465.36	67,204.95	-51,938.38
707759346	-51,938.38	0.000	/ /	0.00	-119,143.33	93,670.31	26,465.36	67,204.95	-51,938.38
10086	DIS	GEN	09/01/2016	0.00	-521,674.93	393,613.46	130,015.98	263,597.48	-258,077.45
708340062	-258,077.45	0.000	/ /	0.00	-521,674.93	393,613.46	130,015.98	263,597.48	-258,077.45
10088	PC	GEN	09/01/2016	0.00	20,755.00	150.00	880.00	-730.00	20,025.00
9999999913	20,025.00	0.000	/ /	0.00	20,755.00	150.00	880.00	-730.00	20,025.00
10089	CC	GEN	09/01/2016	0.00	120,746.11	23,346.75	129,441.23	-106,094.48	14,651.63
9999999914	14,651.63	0.000	/ /	0.00	120,746.11	23,346.75	129,441.23	-106,094.48	14,651.63
10035	MM	GEN	09/01/2007	4,923.86	10,001,682.10	4,923.86	5,074.36	-150.50	10,001,531.60
707759320	10,001,531.60	0.200	/ /	4,923.86	10,001,682.10	4,923.86	5,074.36	-150.50	10,001,531.60
10164	BAOP	GEN	09/01/2016	0.00	17,919.17	2,555.75	19,926.08	-17,370.33	548.84
1390012195A	548.84	0.000	/ /	0.00	17,919.17	2,555.75	19,926.08	-17,370.33	548.84
10181	SDI	GEN	09/01/2016	0.00	0.00	0.00	0.00	0.00	0.00
707759353	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00



San Jacinto Community College  
 Texas Compliance Change in Val Report  
 December 1, 2016 - February 28, 2017

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Market Value				Market Value
10103	WC	GEN	09/01/2016	0.00	-2,518.32	3,820.35	7,173.26	-3,352.91	-5,871.23
707759361	-5,871.23	0.000	/ /	0.00	-2,518.32	3,820.35	7,173.26	-3,352.91	-5,871.23
10227	EWBICS	GEN	09/09/2014	34,646.91	40,119,694.51	55,951.28	0.00	55,951.28	40,175,645.79
XXX810	40,175,645.79	0.450	/ /	34,646.91	40,119,694.51	55,951.28	0.00	55,951.28	40,175,645.79
10230	EWBMM	GEN	09/09/2014	277.40	250,092.47	21,298.20	21,304.37	-6.17	250,086.30
86-7200810	250,086.30	0.450	/ /	277.40	250,092.47	21,298.20	21,304.37	-6.17	250,086.30
<b>Sub Totals For: Fund: Consolidated Portfolio</b>									
				62,630.56	58,713,608.11	83,430,734.07	36,138,394.01	47,292,340.06	106,005,948.17
				62,630.56	58,713,608.11	83,430,734.07	36,138,394.01	47,292,340.06	106,005,948.17
<b>Report Grand Totals:</b>									
				293,356.87	253,069,931.28	124,025,852.79	81,459,796.17	42,566,056.62	295,635,987.90
				293,356.87	253,069,931.28	124,025,852.79	81,459,796.17	42,566,056.62	295,635,987.90

**San Jacinto College Foundation**  
Statement of Financial Position  
As of January 31, 2017

**ASSETS**

Current Assets

Checking/Savings

General Fund \$1,308,124

Other Funds 0

Total Checking/Savings 1,308,124

Accounts Receivable

Pledge Receivables 253,800

Special Events Receivables 27,695

Total Accounts Receivable 281,495

Other Current Assets

Short Term Investments

Goldman Sachs 9,499,701

Capital Bank CD 202,821

Prosperity Bank 201,707

Total SJC Short Term Investments 9,904,228

Total Current Assets 11,493,847

**TOTAL ASSETS**

\$11,493,847

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

Event Payable 635

Grants Payable 151,606

Programs Payable 33,164

Endowments Payable 45,312

Scholarship Payables 146,231

Student Success Payables 6,600

Total Accounts Payable 383,548

Total Current Liabilities 383,548

Total Liabilities 383,548

Equity

Net Assets 10,665,964

Net Income 444,335

Total Equity 11,110,299

**TOTAL LIABILITIES & EQUITY**

\$11,493,847

**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending January 31, 2017

	2016	2015	Favorable / (Unfavorable)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Grant Contributions	\$15,810	\$91,500	(\$75,690)
Permanently Restricted	217,235	219,897	(2,662)
Program Sponsorship	108,269	396,791	(288,521)
Unrestricted Foundation	0	6,975	(6,975)
Temporarily Restricted	276,368	250,477	25,890
<b>Total Contributions</b>	<u>617,682</u>	<u>965,640</u>	<u>(347,958)</u>
<b>Other Income</b>			
Special Events	108,682	146,715	(38,034)
Investment Income	98,270	259,304	(161,034)
Realized Gain / (Loss)	1,211,386	0	1,211,386
Unrealized Gain / (Loss)	(1,212,133)	(325,202)	(886,931)
<b>Total Other Income</b>	<u>206,205</u>	<u>80,817</u>	<u>125,387</u>
<b>Total Income</b>	823,887	1,046,457	(222,570)
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	156,870	311,056	154,187
Grants Awarded	27,000	156,797	129,797
Programs Sponsored	78,217	109,565	31,348
Student Success Initiatives	14,277	34,465	20,189
<b>Total Programs</b>	<u>276,364</u>	<u>611,884</u>	<u>335,520</u>
<b>Supporting Services</b>			
Management and General	23,442	6,839	(16,603)
Fundraising	78,996	107,997	29,001
Sponsorship Expense	750	1,570	820
<b>Total Supporting Services</b>	<u>103,188</u>	<u>116,406</u>	<u>13,218</u>
<b>Total Expense</b>	<u>379,552</u>	<u>728,290</u>	<u>348,738</u>
<b>Net Ordinary Income</b>	444,335	318,168	126,167
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$444,335</u>	<u>\$318,168</u>	<u>\$126,167</u>



**Contributions Report**  
**January 2017**

<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	\$85,000	Bob & Doylene Perry Scholarship, Hold'em & Hit'em Scholarship, Maritime Venture Camp, Physical Education Karate Center Scholarship Donation, Tadd Tellepsen Program
Foundations	42,000	Albemarle Foundation, Anchor Watch Foundation
Individuals	20,895	General Scholarship, Jennifer Puryear Scholarship, Pope Cosmetology, Wynell Phelps Scholarship, Zachary Longoria EMS Scholarship
<b>Total Donation</b>	<u><u>147,895</u></u>	
<b>Employee Contributions</b>		
Various	1,555	Brysch Garza Firefighter, Catherine O'Brien Emergency Fund, Dunseith Sr. Memorial Fund, Golf, John Locke Memorial Fund, John B "Jack" Niday Scholarship, Promise for their Future, Veteran's Center
<b>Total Employee Contributions</b>	<u><u>1,555</u></u>	
<b>Total Contributions</b>	<u><u>\$149,450</u></u>	

2008 Capital Improvement Program								
Report As of February 28, 2017								
Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
1203 - CC Anders Gym	10,398,474	(9,210,500)	1,187,974	-	-	109,723	1,078,251	9.24%
1102 - CC In-Fill	47,572	1,197,962	1,245,534	-	-	1,196,220	49,314	96.04%
<b>Sub-total</b>	<b>10,446,046</b>	<b>(8,012,538)</b>	<b>2,433,508</b>	<b>-</b>	<b>-</b>	<b>1,305,943</b>	<b>1,127,565</b>	<b>53.67%</b>
<b>North</b>								
2202 - NC Nichols Gym	4,949,996	(4,381,454)	568,542	-	-	18,617	549,925	3.27%
2102 - NC In-Fill	23,086	903,178	926,264	-	864	858,928	66,472	92.82%
2612 - NC Plant Chiller	14,225	1,626,427	1,640,652	-	784,225	793,695	62,732	96.18%
2601 - NC Baseball Batting and Pitching	475,965	114,992	590,957	-	43,198	542,246	5,513	99.07%
<b>Sub-total</b>	<b>5,463,272</b>	<b>(1,736,856)</b>	<b>3,726,416</b>	<b>-</b>	<b>828,287</b>	<b>2,213,486</b>	<b>684,643</b>	<b>81.63%</b>
<b>South</b>								
3202 - SC Smallwood Gym	6,919,331	(6,350,774)	568,557	-	-	18,557	550,000	3.26%
3102 - SC In-Fill	23,086	1,324,393	1,347,479	-	625	970,467	376,387	72.07%
3601 - SC Softball Press Box	26,500	18,500	45,000	-	2,787	28,405	13,808	69.32%
<b>Sub-total</b>	<b>6,968,917</b>	<b>(5,007,880)</b>	<b>1,961,037</b>	<b>-</b>	<b>3,412</b>	<b>1,017,429</b>	<b>940,196</b>	<b>52.06%</b>
<b>District</b>								
6601 - Generation Park	200,000	14,233	214,233	-	-	212,577	1,656	99.23%
6602 - District Board Room Renovation	144,951	-	144,951	-	8,494	123,549	12,908	91.09%
6705 - Data Networking	3,100,000	-	3,100,000	-	14	3,074,985	25,001	99.19%
720100 - Program Management	-	857,557	857,557	-	104,828	202,876	549,853	35.88%
726800 - Contingency	15,526,260	(10,115,893)	5,410,368	-	-	-	5,410,368	-
<b>Sub-total</b>	<b>18,971,211</b>	<b>(9,244,103)</b>	<b>9,727,109</b>	<b>-</b>	<b>113,336</b>	<b>3,613,987</b>	<b>5,999,786</b>	<b>38.32%</b>
<b>Projects Substantially Complete</b>								
6803 - Maritime Training Facility	18,000,000	9,086,621	27,086,621	248,293	792,473	26,209,170	84,978	99.69%
<b>Sub-total</b>	<b>18,000,000</b>	<b>9,086,621</b>	<b>27,086,621</b>	<b>248,293</b>	<b>792,473</b>	<b>26,209,170</b>	<b>84,978</b>	<b>99.69%</b>
<b>Projects Closed</b>								
1001 - CC Primary Service Retrofit	2,774,950	1,695,228	4,470,178	-	-	4,470,178	-	100.00%
1109 - CC Maintenance & Police Bldg	3,560,360	2,702,048	6,262,408	-	-	6,262,408	-	100.00%
1202 - CC Davis Library	8,418,096	(155,756)	8,262,340	-	-	8,262,340	-	100.00%
1217 - CC Transportation Center Buildout	-	1,039,383	1,039,383	-	-	1,039,383	-	100.00%
1301 - CC Building 31 Renovation	-	497,887	497,887	-	-	497,887	-	100.00%
1817 - CC Transportation Center	17,333,267	2,998,752	20,332,019	(137,768)	-	20,332,019	-	100.00%
1818 - CC Industrial Tech Buildings	7,758,416	(3,727,679)	4,030,737	-	-	4,030,737	-	100.00%
1820 - CC Paving & Drainage	10,490,274	(913,895)	9,576,379	(207,575)	-	9,576,379	-	100.00%
1821 - CC Allied Health Addition	10,568,880	1,189,925	11,758,805	296,549	-	11,758,805	-	100.00%
1908 - CC Science Building	35,752,627	(148,641)	35,603,986	-	-	35,603,986	-	100.00%
1909 - CC Petrochem/Vo Tech Building	-	175,822	175,822	-	-	175,822	-	100.00%
2201 - NC Lehr Library	2,022,600	11,807,000	13,829,600	-	-	13,829,600	-	100.00%
2401 - NC Outdoor Lighting	13,472	785	14,257	-	-	14,257	-	100.00%
2402 - NC MET Infrastructure N Library	851,510	(792,067)	59,443	-	-	59,443	-	100.00%
2901 - NC Paving & Drainage	3,142,449	(435,395)	2,707,054	(15,714)	-	2,707,054	-	100.00%
2903 - NC Student Success Center	11,093,580	801,084	11,894,664	(499,063)	-	11,894,664	-	100.00%
2906 - NC Science & Allied Health	42,240,000	(6,014,982)	36,225,018	-	-	36,225,018	-	100.00%
3201 - SC Parker Williams Library	2,449,600	369,372	2,818,972	-	-	2,818,972	-	100.00%
3401 - SC Traffic Signal Relocation	75,988	(25,773)	50,215	-	-	50,215	-	100.00%
3402 - SC Water and Electrical Upgrade	29,305	(5,044)	24,261	-	-	24,261	-	100.00%
3903 - SC Student Success Center	8,220,000	2,074,228	10,294,228	109,650	-	10,294,228	-	100.00%
3905/3911 - SC Paving & Drainage	2,747,068	7,891,993	10,639,061	-	-	10,639,061	-	100.00%
3906 - SC Mechanical Upgrades	1,252,855	(558,604)	694,251	(19,524)	-	694,251	-	100.00%
3907 - SC MEP Infrastructure	4,381,500	283,388	4,664,888	-	-	4,664,888	-	100.00%
*3908 - SC Primary Service at New Site	809,625	(809,625)	-	-	-	-	-	-
3909 - SC Science & Allied Health	53,868,525	(6,251,380)	47,617,145	-	-	47,617,145	-	100.00%
1828/2814/3817 - D DDC Network	2,190,750	318,314	2,509,064	-	-	2,509,064	-	100.00%
6003 - D Graphics	900,000	724,824	1,624,824	-	-	1,624,824	-	100.00%
6902 - D Campus Mechanical Upgrades	1,869,857	518,564	2,388,421	(3,767)	-	2,388,421	-	100.00%
6007 - D Furniture Consultant	335,000	(335,000)	-	-	-	-	-	-
<b>Sub-total</b>	<b>235,150,554</b>	<b>14,914,756</b>	<b>250,065,310</b>	<b>(477,212)</b>	<b>-</b>	<b>250,065,310</b>	<b>-</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>(228,919)</b>	<b>1,737,508</b>	<b>284,425,325</b>	<b>8,837,167</b>	<b>97.00%</b>

**2015 Revenue Bond**

As of February 28, 2017

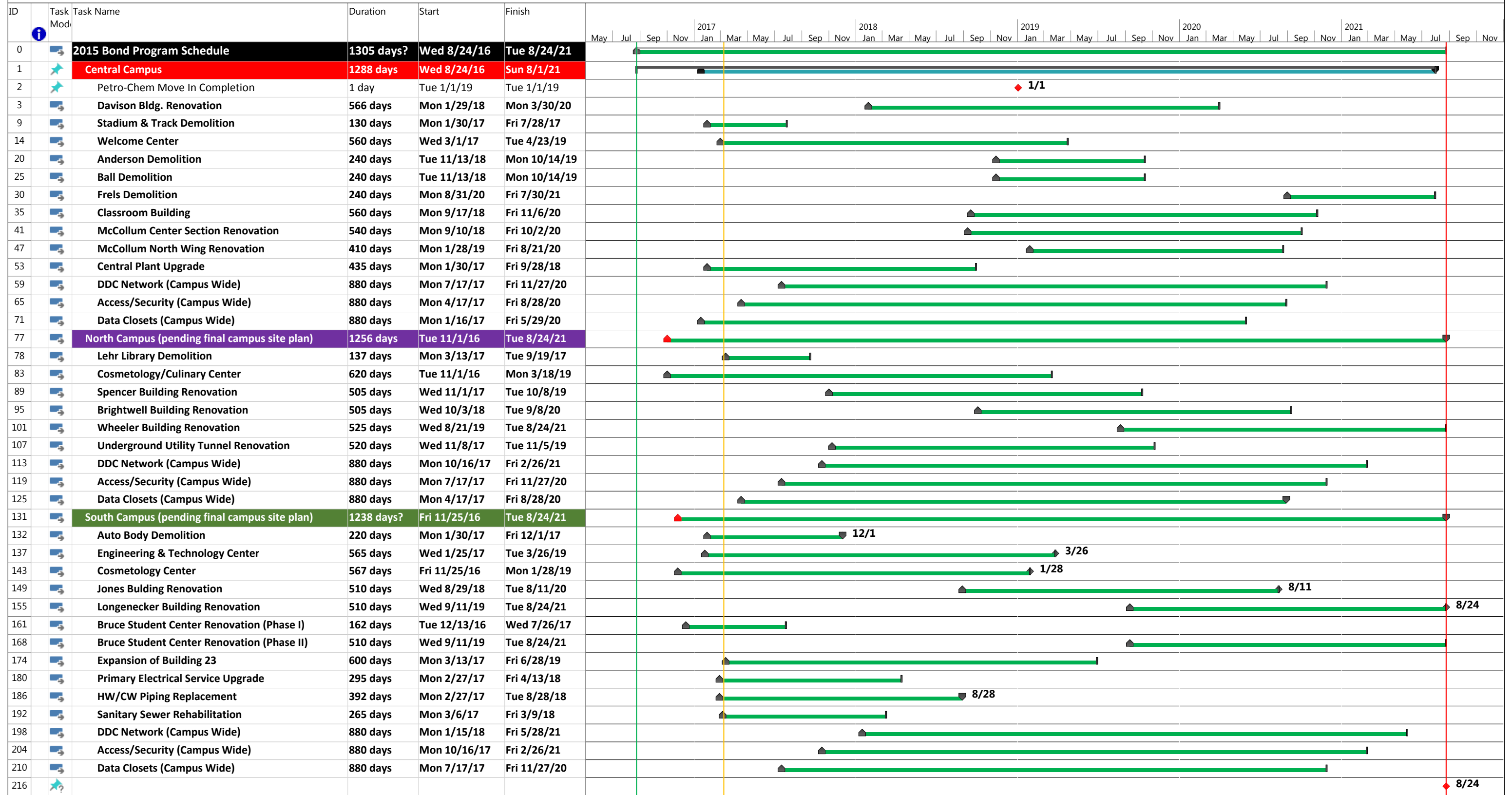
Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>North - CIT</b>								
North CIT - 904605-722909	47,591,645	-	47,591,645	-	7,685,484	33,898,591	6,007,570	87.38%
Contingency (726900)	2,408,355	-	2,408,355	-	-	-	2,408,355	-
<b>Sub-total</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>-</b>	<b>7,685,484</b>	<b>33,898,591</b>	<b>8,415,925</b>	<b>83.17%</b>

## 2015 Bond - San Jac Tomorrow Capital Improvement Program

Report as of February 28, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
1601 - CC Petrochemical Center	52,450,000	-	52,450,000	-	2,103,747	1,555,550	48,790,703	6.98%
1601A - CC Petrochem Process Plant	-	-	-	-	-	-	-	-
1601B - CC Petrochem Extended Site Development	-	-	-	-	-	-	-	-
1602 - CC Welcome Center Entended Site Development	16,600,000	(519,580)	16,080,420	-	60,856	25,094	15,994,470	0.53%
1603 - CC Class Room Building	47,155,000	(1,475,952)	45,679,049	-	44,300	26,650	45,608,099	0.16%
1604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	-	-	-	2,367,503	-
1605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	-	-	191	1,793,841	0.01%
1606 - CC Frels Demo	1,153,000	-	1,153,000	-	-	-	1,153,000	-
1607 - CC Davison Building Reno	14,970,000	(468,561)	14,501,439	-	-	-	14,501,439	-
1608 - CC McCollum Center Reno	24,685,000	(772,641)	23,912,359	-	-	-	23,912,359	-
1609 - CC McCollum North Reno	2,535,000	(79,346)	2,455,655	-	-	-	2,455,655	-
1610 - CC Ball Demo	1,725,000	-	1,725,000	-	-	-	1,725,000	-
1611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	-	-	-	2,570,930	-
1612 - CC Stadium and Track Demo	174,000	(5,446)	168,554	-	-	-	168,554	-
1613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	-	7,935	-	1,115,757	0.71%
1614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
<b>Sub-total</b>	170,717,000	(3,611,676)	167,105,324	-	2,216,838	1,607,485	163,281,001	2.29%
<b>North</b>								
2601 - NC Cosmetology & Culinary Center	22,845,000	(715,048)	22,129,952	-	50,815	35,989	22,043,148	0.39%
2602 - NC North Data Closets	915,000	(28,640)	886,360	-	-	-	886,360	-
2603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
2604 - NC Lehr Library Demo	650,000	(20,345)	629,655	-	89,540	-	540,115	-
2605 - NC North Access/Security	877,000	(27,450)	849,550	-	-	190	849,360	0.02%
2606 - NC Wheeler Reno	14,300,000	(447,590)	13,852,410	-	-	-	13,852,410	-
2607 - NC Brightwell Reno	6,628,000	(207,456)	6,420,544	-	-	-	6,420,544	-
2608 - NC Spencer Reno	13,000,000	(406,900)	12,593,100	-	-	-	12,593,100	-
2609 - NC North DDC Network	580,000	(18,154)	561,846	-	4,000	-	557,846	0.71%
2610 - NC Underground Utility Tunnel	11,600,000	-	11,600,000	-	-	-	11,600,000	-
2611 - NC 24 Acres Wetlands Mitigation	2,000,000	-	2,000,000	-	-	-	2,000,000	-
2612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	-
<b>Sub-total</b>	79,845,000	(3,321,583)	76,523,417	-	144,355	36,179	76,342,883	0.24%
<b>South</b>								
3601 - SC Engineering & Technology Center	28,400,000	(888,920)	27,511,080	-	95,750	14,628	27,400,702	0.40%
3602 - SC Cosmetology Center	16,213,000	(507,466)	15,705,534	-	50,750	15,872	15,638,912	0.42%
3603 - SC Longenecker Reno	22,555,000	(705,972)	21,849,028	-	51,035	10,797	21,787,196	0.28%
3604 - SC South Data Closets	765,000	(23,944)	741,056	-	-	-	741,056	-
3605 - SC South Primary electrical Upgrade	5,800,000	(181,540)	5,618,460	-	-	-	5,618,460	-
3606 - SC South Access/ Security	599,000	(18,750)	580,250	-	-	191	580,059	0.03%
3607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	-	-	-	9,944,674	-
3608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
3609 - SC Fire House Expansion	5,585,000	(174,810)	5,410,190	-	-	-	5,410,190	-
3610 - SC Jones Reno	13,803,000	(432,034)	13,370,966	-	-	-	13,370,966	-
3611 - SC Bruce Student Center Reno	10,400,000	(325,520)	10,074,480	-	13,900	4,889	10,055,691	0.19%
3612 - SC Auto Body Demo	312,000	-	312,000	-	4,300	-	307,700	0
3613 - SC South DDC Network	580,000	(18,154)	561,846	-	5,000	-	556,846	0.89%
<b>Sub-total</b>	116,438,000	(3,634,744)	112,803,256	-	220,735	46,377	112,536,144	0.24%
<b>Maritime</b>								
6603 - MC Maritime Expansion	28,000,000	-	28,000,000	-	-	-	28,000,000	-
<b>Sub-total</b>	28,000,000	-	28,000,000	-	-	-	28,000,000	-
<b>Admin</b>								
6602 - College Development	30,000,000	-	30,000,000	-	-	-	30,000,000	-
6604 - Dist Construction Studies	-	283,820	283,820	-	174,585	91,840	17,395	93.87%
720100 - Program Management	-	9,118,003	9,118,003	-	1,417,778	887,526	6,812,699	25.28%
736601 - Contingency	-	1,166,180	1,166,180	-	-	-	1,166,180	-
<b>Sub-total</b>	30,000,000	10,568,003	40,568,003	-	1,592,363	979,366	37,996,274	6.34%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>4,174,291</b>	<b>2,669,407</b>	<b>418,156,302</b>	<b>1.61%</b>

# 2015Bond-AECOMProgramSchedule030717.mpp



Project: 2015 Bond Program Schedule  
Date: Thu 3/9/17





**2008 Bond Program  
Master Schedule**

ID	Task Name	Start	2008				2009				2010				2011				2012				2013			
			Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2			
1	<b>Central Campus</b>	Wed 6/4/08																								
2	1820 - Paving & Drainage	Mon 12/1/08																								
8	1817 - Transportation Center	Wed 6/4/08																								
15	1818 - Industrial Technology II	Mon 2/1/10																								
25	1109 - Maintenance/Police	Mon 6/6/11																								
39	1301 - Building 31	Mon 6/6/11																								
53	1821 - Allied Health	Sun 3/1/09																								
67	1908 - Science Building	Wed 7/1/09																								
84	1001 - Primary Service Retrofit	Mon 10/18/10																								
94	1202 - Davis Library	Mon 1/9/12																								
108	1203 - Anders Gym	Wed 9/21/16																								
121	1909 - Petrochemical Building	Mon 9/7/15																								
122	Programming	Mon 9/7/15																								
123	Design	Mon 2/1/16																								
124	Review & Award	Mon 9/5/16																								
125	SD Review	Mon 9/5/16																								
126	DD Review	Fri 11/25/16																								
127	75% Review	Mon 3/13/17																								
128	100% Review	Mon 5/8/17																								
129	GMP/Purchasing	Fri 6/16/17																								
130	Building Committee	Tue 6/27/17																								
131	Board Meeting	Mon 7/10/17																								
132	Construction	Mon 7/24/17																								
133	FF&E	Mon 10/1/18																								
134	Close-out & Warranty	Fri 2/1/19																								
135	<b>North Campus</b>	Sun 6/1/08																								
136	2901 - Pavement & Drainage	Sun 6/1/08																								
142	2903 - Student Success Center	Mon 2/2/09																								
156	2906 - Science & Allied Health	Wed 7/1/09																								
170	2201 - Lehr Library	Mon 6/3/13																								
184	2202 - Nichols Gym	Wed 9/21/16																								
198	2909 - Center for Industrial Tech	Mon 7/7/14																								
199	Programming	Mon 7/7/14																								
200	Design	Mon 10/6/14																								
201	Review & Award	Mon 10/6/14																								
202	SD Review	Mon 10/6/14																								
203	DD Review	Fri 2/20/15																								
204	75% Review	Fri 10/23/15																								
205	100% Review	Fri 11/13/15																								
206	GMP/Purchasing	Fri 1/15/16																								
207	Building Committee	Tue 1/26/16																								
208	Board Meeting	Mon 2/1/16																								
209	Construction	Fri 2/5/16																								
210	FF&E	Mon 12/12/16																								
211	Close Out & Warranty	Mon 2/27/17																								
212	<b>2616 - Central Plant</b>	Mon 1/18/16																								
213	Design	Mon 1/18/16																								
214	Procurement	Mon 6/6/16																								
215	Board Approval	Mon 7/11/16																								
216	Installation	Thu 9/15/16																								
217	Warranty	Fri 3/31/17																								
218	<b>South Campus</b>	Thu 1/1/09																								
219	3903 - Student Success Center	Mon 2/2/09																								
233	3905 - Paving & Drainage	Sun 3/1/09																								
246	3906 - Mechanical Upgrades	Thu 1/1/09																								

## Repair and Renovation

Report As of February 28, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY15-16 Expenditures	FY17 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>											
F16035 - CC C32 Concrete pad	10,898	-	10,898	-	-	-	-	-	-	10,898	-
F16097 - CC - C11 Tier 1 Upgrades	42,257	-	42,257	-	-	-	-	-	-	42,257	-
F17001 - CC Misc. R&R at Central Campus	5,000	15,000	20,000	-	1,107	-	-	-	-	18,893	5.54%
F17016 - CC C1.129 Redesign	11,646	404	12,050	-	12,050	-	-	-	-	-	100.00%
F17018 - CC Vet Center Window Film	813	-	813	-	813	-	-	-	-	-	100.00%
F17021 - CC C3.150/152 Renovation	35,845	950	36,795	-	1,290	-	35,498	35,498	-	7	99.98%
F17022 - CC Projection Upgrades	6,783	-	6,783	-	-	-	-	-	-	6,783	-
F17028 - CC C17 Anderson Bldg Humidity	14,420	-	14,420	-	-	-	-	-	-	14,420	-
<b>Sub-total</b>	<b>127,662</b>	<b>16,354</b>	<b>144,016</b>	<b>-</b>	<b>15,260</b>	<b>-</b>	<b>35,498</b>	<b>35,498</b>	<b>-</b>	<b>93,258</b>	<b>35.24%</b>
<b>North</b>											
F17002 - NC Misc. R&R at North Campus	5,000	15,000	20,000	-	-	-	-	-	-	20,000	-
F17006 - NC N1.122 & 147 Lighting	2,578	-	2,578	-	2,578	-	-	-	-	-	-
F17023 - NC N9 FMG Window Film	1,100	405	1,505	-	405	-	1,100	1,100	-	-	100.00%
F17035 - NC N12 Fire alarm	55,448	-	55,448	-	55,448	-	-	-	-	-	100.00%
<b>Sub-total</b>	<b>64,126</b>	<b>15,405</b>	<b>79,531</b>	<b>-</b>	<b>58,431</b>	<b>-</b>	<b>1,100</b>	<b>1,100</b>	<b>-</b>	<b>20,000</b>	<b>74.85%</b>
<b>South</b>											
F16098 - S8.2014 Tier 1 Upgrade	22,593	-	22,593	-	22,593	-	-	-	-	-	100.00%
F16099 - SC S8.1062 Tier 1 Upgrade	12,872	-	12,872	-	12,872	-	-	-	-	-	100.00%
F17003 - SC Misc. R&R at South Campus	5,000	15,000	20,000	-	-	-	2,325	2,325	-	17,675	11.63%
F17011 - SC AECOM Build-out	20,000	11,665	31,665	-	26,134	-	5,531	5,531	-	-	100.00%
F17015 - SC S6.160 Demountable door	2,721	-	2,721	-	-	-	444	444	-	2,277	16.32%
F17025 - SC S.1 Emergency Power Rev	31,031	-	31,031	-	22,036	-	8,995	8,995	-	-	100.00%
<b>Sub-total</b>	<b>94,217</b>	<b>26,665</b>	<b>120,882</b>	<b>-</b>	<b>83,635</b>	<b>-</b>	<b>17,295</b>	<b>17,295</b>	<b>-</b>	<b>19,952</b>	<b>83.49%</b>
<b>District</b>											
F17004 - Dist Misc. at the College Admin Bldg.	5,000	1,704	6,704	-	1,063	-	2,081	2,081	-	3,560	46.90%
F17007 - DIST A1.105 Power Whips	2,140	-	2,140	-	2,140	-	-	-	-	-	100.00%
F17008 - Dist A1. ADA Design Services	20,360	-	20,360	-	15,650	-	4,710	4,710	-	-	100.00%
F17027 - Dist Maritime Family RR	20,110	-	20,110	-	20,110	-	-	-	-	-	100.00%
F17029 - Dist - A1 Landscaping	30,891	-	30,891	-	-	-	-	-	-	30,891	-
F17031 - Dist A.1 RR Noise Abatement	9,623	-	9,623	-	-	-	9,623	9,623	-	-	100.00%
F17040 - A2.208 Purchasing	7,299	-	7,299	-	5,409	-	1,890	1,890	-	-	100.00%
<b>Sub-total</b>	<b>95,423</b>	<b>1,704</b>	<b>97,127</b>	<b>-</b>	<b>44,372</b>	<b>-</b>	<b>18,304</b>	<b>18,304</b>	<b>-</b>	<b>34,451</b>	<b>64.53%</b>
<b>Contingency (720700)</b>	<b>1,070,684</b>	<b>(457,036)</b>	<b>613,648</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>613,648</b>	<b>-</b>
<b>Sub-total</b>	<b>1,070,684</b>	<b>(457,036)</b>	<b>613,648</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>613,648</b>	<b>-</b>
<b>Projects Substantially Complete</b>											
F16067 - CC Tank Storage Roof	4,638	-	4,638	-	-	-	4,638	4,638	-	-	100.00%
F17014 - CC C30.110 Drill Press	4,137	-	4,137	-	-	-	4,137	4,137	-	-	100.00%
F16089 - NC N10.149 Renovation	7,179	-	7,179	-	-	-	7,179	7,179	-	-	100.00%
F17012 - NC N10.252 Electrical and AV/Data	1,903	-	1,903	-	-	-	1,903	1,903	-	-	100.00%
F17013 - NC N10.230 Electrical and Av/Data	5,616	-	5,616	-	-	-	5,616	5,616	-	-	100.00%
F16081 - Dist A1.114 Renovation for OGM	195,710	(4,914)	190,796	-	-	186,251	4,545	190,796	84,811	-	100.00%
F17005 - Dist Misc. Furniture Storage All Campuses	5,000	(4,294)	706	-	-	-	706	706	-	-	100.00%
F17009 - Dist FI Furniture moves	5,000	-	5,000	-	2,953	-	2,047	2,047	-	-	100.00%
<b>Sub-total</b>	<b>229,183</b>	<b>(9,208)</b>	<b>219,975</b>	<b>-</b>	<b>2,953</b>	<b>186,251</b>	<b>30,771</b>	<b>217,022</b>	<b>84,811</b>	<b>-</b>	<b>100.00%</b>
<b>Projects Closed</b>											
F17026 - CC C3.116 Family Restroom	2,961	-	2,961	-	-	-	2,961	2,961	-	-	100.00%
<b>Sub-total</b>	<b>2,961</b>	<b>-</b>	<b>2,961</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,961</b>	<b>2,961</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>1,684,256</b>	<b>(406,116)</b>	<b>1,278,140</b>	<b>-</b>	<b>204,651</b>	<b>186,251</b>	<b>105,929</b>	<b>292,180</b>	<b>84,811</b>	<b>781,309</b>	<b>38.87%</b>

**SAN JACINTO COLLEGE DISTRICT**  
**Building Committee Meeting**  
**March 21, 2017**

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

Members Absent: None

Others Trustees Present: None

Others Present: Dean Barnes, James Braswell, Bill Dowell, Ken English (AECOM), Jessica Garcia, Allatia Harris, Mike Harris, Joseph Hebert, Brenda Hellyer, Bryan Jones, Angela Klaus, Chet Lewis, Frank Rizzo, Janet Slocum, Qeturah Williams

- I. The meeting was called to order at 4:00 p.m. by committee chair, Marie Flickinger.
- II. Roll Call of Committee Members by Marie Flickinger
  - a. Dan Mims, present.
  - b. Brad Hance, present.
  - c. Keith Sinor, present.
  - d. Other Trustees present: None
- III. Approval of Minutes from the February 21, 2017 Building Committee Meeting
  - a. Marie Flickinger presented the minutes of the February 21, 2017 Building Committee meeting. A motion was made by Brad Hance to accept the minutes as presented. This was seconded by Keith Sinor. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College
  - a. Consideration of Approval of Contracts for Architectural Services for North Campus Cosmetology and Culinary Center and South Campus Cosmetology Center.
    - i. This request provides for approval to contract Morris Architects, Inc. to provide architectural design of the North Campus Cosmetology and Culinary Center and South Campus Cosmetology Center for training and certification programs.
    - i. The proposed fee for the North Campus Cosmetology and Culinary Center is 6.0% of \$15,000,000; the proposed fee for the South Campus Cosmetology Center is 6.25% of \$10,000,000. This matches the fee structure adopted by the Board of Trustees.
  - b. Consideration of Approval of a Contract for Architectural Services for the Central Campus Welcome Center.
    - ii. This request provides for approval of a contract for Page Southerland Page, Inc. (Page) to provide architectural services for design of the Central Campus Welcome Center.
    - iii. The proposed fee for the Central Campus Welcome Center is 6.0% of \$15,000,000. This matches the fee structure adopted by the Board of Trustees.
  - c. Consideration of Approval of a Contract for MEP Engineering Services for Data Closets Package 1.
    - i. The action requests to approve Engineering Services for Data Closets Package 1

- for the Interactive Learning Center (ILC) at each of the three campuses.
- ii. The project team has met with Affiliated Engineers in order to review the scope for design of the ILC Data Closets Package 1 for all three campuses related to the redundant electrical and HVAC service.

d. Consideration of Approval of Method of Procurement for 2015 Bond Projects

- i. This action provides for consideration of approval of the method of procurement for the North Campus Utilities Tunnel renovation project. This in-place renovation and repair includes replacing insulation on chilled and heated water piping, repairing pipe supports, reinsulating piping, repairing damage and leaking sections of the tunnel structure, installing ventilation and gas monitors, installing sump pumps with backup generators, and replacing corroded pipe fittings and valves. The other option is to replace/reroute all piping into an above ground canopy system.
- ii. The partial replacement/repair alternate solution for the North Campus Utilities Tunnel is recommended as being the best value approach for the College. It is estimated that it will come in significantly lower than the overhead canopy option. In additional infrastructure for the North Campus Cosmetology and Culinary Center will be included in the bid package. This will help to achieve cost savings through a combined project. The original budget was \$11,600,000 and the budget for the revised scope is \$5,500,000.
- iii. The South Campus HVAC/Auto-Body Shop Renovation project will repair the former Auto Body Shop building to be repurposed for the HVAC Tech Program. This will replace the previous plan to construct an addition to Building 23 (Fire House) for the HVAC program. The Auto-Body Shop renovation is a better option since it is located closer to other programs and services and it provide more space to support ongoing and future growth needs. The original construction budget was \$5,585,000 plus \$312,000 for demolition. The budget for this revised project is \$2,312,000.

e. Consideration of Approval to Contract for Security Consulting Services

- i. This request is for approval to contract with Guidepost Solutions to provide an assessment and recommendations for access and surveillance systems for San Jacinto College. The committee members inquired about the format and services to be included in the final report. The firm will provide a College-wide assessment and then make recommendations for implementing modern up to security procedures and systems. The Facilities Department and AECOM will perform due diligence by reviewing examples of equipment and systems being recommended. They will also analyze and advise regarding the services included in the consulting contract and recommendations included in the final report.

V. Reports (reviewed and distributed in handout packet)

- a. Bond project reports were provided in packet for individual review. Construction project report documents were provided to attendees for individual review.

VI. Project Updates

- a. Central Campus – Center for Petrochemical, Energy, & Technology

- i. The Center for Petrochemical, Energy, & Technology is still in design stage. Construction documents development is 75% complete. The budget review is 50% complete. Expect to begin construction in July. Work with curriculum and discipline sub committees continues.
- b. North Campus - Baseball Training Facility
  - i. North Baseball Training Facility is complete. The exterior sidewalks will be replaced subject to building accessibility.
- c. North Campus - Chiller Replacement
  - i. The North Campus Chiller Replacement was completed over Spring Break.
- d. North Campus - Center for Industrial Technology
  - i. The North Campus Center for Industrial Technology has been completed and classes began on Monday, March 20, 2017.
  - ii. The punch list developed for the project is being worked.
- e. Maritime Technology and Training Center
  - i. All of the planned revisions to the Maritime Technology and Training Center, including the application of spray-on insulation under the first floor, have been completed.
- f. Central Campus - Stadium & Track Demolition
  - i. AECOM evaluated the timing of the stadium and track demolition as it relates to the planning and cost of the Welcome Center.
- g. Central Campus - Utility Study
  - i. ACR Engineering is developing systems configuration, estimated implementation costs and loading models for the southern portion of Central Campus.
- h. Central Campus - Welcome Center
  - i. The Programing Phase of work is continuing for the Welcome Center.
- i. College Wide - Data Closet Utilities Upgrade
  - i. The recommended design for the first phase of work involves a new generator and dedicated HVAC system for all three campuses data centers.
- j. College Wide - DDC Network Upgrades
  - i. Engineering design document preparation continue.
- k. North Campus- Cosmetology & Culinary Center
  - i. The architectural programming has begun to coordinate and redefine the joining of the Cosmetology and Culinary programs.
- l. North Campus- Former Lehr Library Demolition
  - i. Terracon has begun the geotechnical investigations, and ASA Dally is currently investigating the structural engineering and foundation failure.
- m. North Campus - Underground Utility Tunnel Renovations



Building Committee Minutes

March 21, 2017

Page 4

- i. ACR Engineering scope of work included recommendations for a renovation versus full replacement of the utility tunnel. (See item IV-d above.)
  - n. South Campus - Auto Body Building Renovation
    - i. Jacobs Engineering will be submitting a revised proposal to AECOM with items that need to be upgraded or modified to bring the building up to code. (See item IV-d above.)
  - o. South Campus - Bruce Student Center
    - i. The Bruce Student Center Phase 1 project floorplan has been finalized. The Bruce Student Center Phase 1 is placed out for bid.
  - p. South Campus - Cosmetology
    - i. Facility Programming and Consulting is working on finalizing the programming, pending final space requirements.
- VII. Adjournment – The meeting was adjourned at 5:00 p.m.

**San Jacinto College District  
Finance Committee Meeting Minutes  
March 21, 2017**

Members Present: Dan Mims, John Moon, Ruede Wheeler, and Larry Wilson

Members Absent: None

Other Trustees Present: None

Others Present: Lori Barbay, Brenda Hellyer, and Chet Lewis

- I. The meeting was called to order at 5:05 p.m. by Ruede Wheeler
  - a. Roll call of the committee members:
    - i. Dan Mims, present.
    - ii. John Moon, present.
    - iii. Larry Wilson, present.
- II. Approval of Minutes from the February 21, 2017, Finance Committee Meeting
  - a. Ruede Wheeler presented the minutes from the February 21, 2017, Finance Committee Meeting. A motion was made by Larry Wilson, seconded by John Moon, to accept the minutes as presented.
- III. Review and Discuss Internal Audit Cash Counts
  - a. Chet Lewis presented the cash count audits for: Central Campus Business Office and Café; North Campus Business Office and Café; and South Campus Cosmetology. He stated there were no significant issues with the reports.
  - b. The cash count reports were accepted as presented.
- IV. Review and Discuss Purchase of Casualty and Property Insurance Policies
  - a. Mr. Lewis shared there were two bidders for the casualty insurance; USI Southwest and Texas Association of School Boards (TASB). Mr. Lewis recommends approving the \$150,464 premium with USI Southwest, which includes the \$1,000 auto deductible. This will be an action item on the April 10, 2017, Board of Trustees agenda.
  - b. Mr. Lewis shared there was one bidder for the property insurance; McGriff, Seibels & Williams Insurance, which gave two coverage options. Mr. Lewis recommends approving McGriff, Seibels & Williams for the two-year option. This will be an action item on the April 10, 2017, Board of Trustees agenda.
- V. Review and Discuss Report on Property Tax Rates
  - a. Mr. Lewis and Dr. Hellyer shared that the legislature is currently looking at reducing the tax rollback rate from 8 percent to 4 percent. A graph was shared showing the College's tax rate history and the impact of the proposed 4 percent rollback rate for the past 15 years. The graph indicates that a 4 percent rollback

rate would have had a negative impact to the College's ability to implement the adopted rate. This has occurred 5 times in the past 15 years. Dr. Hellyer said leaders of community colleges are working to have community colleges excluded from this rate change, but there is concern of that happening.

VI. Adjourned at 5:25 p.m.

**Action Item “IX”**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval of Amendment to the 2016-2017 Budget**  
**for Restricted Revenue and Expenses Relating to Federal and State Grants**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an amendment to the 2016-2017 budget for restricted revenue and expenses related to grants.

**BACKGROUND**

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of March 2017.

**IMPACT OF THIS ACTION**

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

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

Restricted revenues and restricted expenses will each be increased by \$2,490, so the net impact on the College budget is zero.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1- Budget Amendments-04-10-17

Attachment 2- Grant Detail-04-10-17

**RESOURCE PERSONNEL**

Chet Lewis

281-998-6306

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SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
April 10, 2017

	Fund	Org.	Account	Prog.	Amount Debit (Credit)		
<u>U.S. Department of Health and Human Services/University of Texas Medical Branch (UTMB) - Strengthening the Biomedical Engineering Technicians within the National Public Health Laboratory Services (NPJLS) (New Grant)</u>							
Federal Grant Revenue	570024	56700	554100	110000	(2,490)		
Instructional - Adjunct	570024	56700	621100	460961	1,615		
Benefits	570024	56700	651300	460961	83		
Operating Supplies - Consumable	570024	56700	711410	460961	278		
Contract Svcs-Indirect Cost/Grants	570024	56700	731500	620909	514	\$	-
Net Increase (Decrease)						\$	-

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

New Grant and Additional Funding Summary by Agency:

U.S. Dept. of Health and Human Services	2,490
	\$ 2,490

April 10, 2017 Board Book – Grant Amendments Detail List

U.S. Department of Health and Human Services/University of Texas Medical Branch (UTMB) - Strengthening the Biomedical Engineering Technicians within the National Public Health Laboratory Services (NPHLS) (New Grant)

The San Jacinto Community College District (SJCCD) Biomedical Clinical Equipment Technician program provides quality training in computer and electronics technology in today's medical equipment operation and repair. Professionals with an associate degree and at least two years of work experience can become a Certified Biomedical Equipment Technician (CBET) through the Association for the Advancement of Medical Instrumentation. SJCCD will coordinate with its clinical partners and industry contacts to participate in the project. One SJCCD faculty member will travel to Kenya to assist in site assessment and training, help with recruiting volunteers to participate in the partnership, and work with faculty and volunteers to develop in-service training and distance learning modules in conjunction with the UTMB, NPHLS, and the Association of Medical Engineering of Kenya. The costs for travel and release time reimbursement are covered by the grant.



**Action Item “X”**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Policy II.2000.A, Policy and Procedure**  
**Development, Review, Revision, and Rescission – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the new Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission.

**BACKGROUND**

As part of the College’s focus on continuous improvement, the Strategic Leadership Team (SLT) looked for gaps in the current policy and procedure process and for areas to improve transparency, input, timeliness of review, and user friendliness. The SLT reviewed the current policy and procedure process and determined that revisions and clarifications were necessary. It was determined that there is a need for a policy and procedure for policy and procedure development, the numbering system needs changed, and a timeline for continuous review of policies and procedures is needed. The changes to the process will be reflected in the Board of Trustees Bylaws when the Bylaws are revised and approved by the Board of Trustees at a future date.

Currently, the *Board Policy Manual* is the official repository of College policies that govern the operations of San Jacinto College. The name of the repository will be changed to the *San Jacinto Community College District Policy Manual* to reflect the College’s legal name.

Board policy establishes a general statement of rule that provides direction to the College community regarding conduct of College affairs. The Board reviews and approves changes to College policy prior to implementation. The policy and procedures clarify that the Board of Trustees delegates authority to and requires the Chancellor through his/her designees to manage procedures that implement College policies. The policy approval process continues with gathering input from the College community and with the requirements of two readings by the Board of Trustees.

**IMPACT OF THIS ACTION**

The purpose of this policy is to define the process of policy and procedure development, review, revision, and rescission at San Jacinto College. Implementation of the process revisions will provide and clarify steps by providing a method by which employees or students may request changes to College policies. The intent is that the changes in process will improve transparency, encourage input, create a consistent and timely review cycle, and enhance user friendliness.

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

Internal personnel resources and appropriate legal review will be required. Such resources are part of departmental budgets.

**Action Item “X”  
Regular Board Meeting April 10, 2017  
Consideration of Policy II.2000.A, Policy and Procedure  
Development, Review, Revision, and Rescission – Second Reading**

**MONITORING AND REPORTING TIMELINE**

The policy and related procedures were circulated to the College community from March 3 to March 22, 2017, for comments and concerns according to the current policy workflow process. Comments regarding the policy and procedures were received from three members of the College community. Based on the comments, several changes were made to the policy and procedures. Such changes are indicated in the attached version (see Attachment 2 and 4). Comments regarding concrete or specific time frames for responses or policy development were not revised in the policy and procedures. Procedures will not be approved by the Board of Trustees but are provided as information.

**ATTACHMENTS**

- Attachment 1 – Proposed Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission
- Attachment 2 – Proposed Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission (track changes)
- Attachment 3 – Proposed Procedure II.2000.A.a, Policy and Procedure Development, Review, Revision, and Rescission (Information only)
- Attachment 4 - Proposed Procedure II.2000.A.a, Policy and Procedure Development, Review, Revision, and Rescission (Information only) (track changes)

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

Brenda Hellyer

## **Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission**

### **Purpose**

This policy describes the process of policy and procedure development, review, revision, and rescission at San Jacinto College.

### **Policy**

The *San Jacinto Community College District Policy Manual* is the official repository of College policies that govern the operations of San Jacinto College. Board policy establishes a general statement of rule that provides direction to the College community regarding conduct of College affairs. The Board reviews and approves changes to College policy prior to implementation. The policy approval requires a first reading for informational purposes and a second reading for the Board to take action on the policy recommendation. The only exceptions would be for policy changes related to grammar and punctuation, and/or College position title changes with no significant changes in roles and responsibilities.

The Board of Trustees delegates authority to and requires the Chancellor through his/her designees to manage procedures that implement College policies. The Board of Trustees approves all policies but does not approve procedures or practices. Procedures require the approval of the Strategic Leadership Team (SLT).

The College procedures for managing policy shall provide a method by which employees or students may request changes to College policies and shall provide an opportunity to comment on prospective changes prior to final approval by the Board of Trustees.

All policies and related procedures shall be maintained and published in the *San Jacinto Community College District Policy Manual* on the College's website.

Each policy will include the following elements: policy number, policy title, purpose, policy statement, definitions, associated procedure, date of Board approval, effective date, primary and secondary owners, and other information included in the approved template appropriate to the policy.

Each procedure will include the following elements: procedure number, procedure title, reference to the related Board approved policy, procedure statement, definitions, date of SLT approval, effective date, primary and secondary owner, and other information included in the template appropriate to the procedure.

The *San Jacinto Community College District Policy Manual* expressly excludes College practices. College practices are the operational steps conducted within specific functional areas of the College to operate the College in a manner that adheres to policy and procedure. Practices are not approved by the Board.

No elements contained within the policies of the *San Jacinto Community College District Policy Manual* establish an expressed or implied employment contract or an offer to contract with any individual or external entity. Wording contained within the *San Jacinto Community College District Policy Manual* neither changes the employment-at-will status of any employee nor creates any additional rights, remedies, or expectations of continued employment.

## **Definitions**

**Policy:** a statement by the Board requiring and/or authorizing action used to guide and determine present and future decisions.

**Procedure:** a statement that provides specific actions that must be taken to implement and to conform to a policy. Procedures are developed and recommended by designated College employees and approved by the Strategic Leadership Team (SLT) to implement and to comply with policy.

**Practice:** an operational process conducted within a specific functional area of the College; practice may be defined in operational manuals, forms, methods, process documents, or in some cases, through verbal communication.

## **Authority**

The Board of Trustees is authorized by the State of Texas to govern San Jacinto College through the Texas State Constitution and Texas Education Code Chapter 130. College policy functions within the context of and is subject to compliance with laws, statutes, and regulations executed at federal, state, and local levels. The Board delegates authority to the Chancellor to develop policies for the Board's consideration at its request or on the Chancellor's initiative and delegates to the Chancellor the authority to develop, adopt, and implement procedures. To the extent that any policy is inconsistent with state or federal law, the state or federal law shall prevail.

## **Applicability**

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

## **Sanctions**

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy.

## **Exclusions**

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

## **Interpretation**

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

## **Associated Procedures**

Procedure II.2000.A.a, Policy and Procedure Development, Review, Revision, and Rescission

Attachment 1 – Clean

Date of Board Approval	<i>Anticipated</i> April 10, 2017
Effective Date	<i>Anticipated</i> April 11, 2017
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor & President

**Policy II.2000.A, Policy and Procedure Development, Review, ~~and~~ Revision, and Rescission**

**Purpose**

This policy describes the process of policy and procedure development, review, revision, and rescission at San Jacinto College.

**Policy**

The *San Jacinto Community College District Policy Manual* is the official repository of College policies that govern the operations of San Jacinto College. Board policy establishes a general statement of rule that provides direction to the College community regarding conduct of College affairs. The Board reviews and approves changes to College policy prior to implementation. The policy approval requires a first reading for informational purposes and a second reading for the Board to take action on the policy recommendation. The only exceptions would be for policy changes related to grammar and, punctuation, and/or ~~and~~ College position title changes with no significant changes in roles and responsibilities.

The Board of Trustees delegates authority to and requires the Chancellor through his/her designees to manage procedures that implement College policies. The Board of Trustees approves all policies but does not approve procedures or practices. Procedures require the approval of the Strategic Leadership Team (SLT).

The College procedures for managing policy shall provide a method by which employees or students may request changes to College policies and shall provide an opportunity to comment on prospective changes prior to final approval by the Board of Trustees.

All policies and related procedures shall be maintained and published in the *San Jacinto Community College District Policy Manual* on the College's website.

Each policy will include the following elements: policy number, policy title, purpose, primary and secondary owners, policy statement, definitions, associated procedure, date of Board approval, effective date, primary and secondary owners, and other information included in the approved template appropriate to the policy.

Each procedure will include the following elements: procedure number, procedure title, reference to the related Board approved policy, procedure statement, definitions, date of SLT approval, effective date, primary and secondary owner, and other information included in the template appropriate to the procedure.

The *San Jacinto Community College District Policy Manual* expressly excludes College practices. College practices are the operational steps conducted within specific functional areas of the College to operate the College in a manner that adheres to policy and procedure. Practices are not approved by the Board.

No elements contained within the policies of the *San Jacinto Community College District Policy Manual* establish an expressed or implied employment contract or an offer to contract with any individual or external entity. Wording contained within the *San Jacinto Community College District Policy Manual*



neither changes the employment-at-will status of any employee nor creates any additional rights, remedies, or expectations of continued employment.

### **Definitions**

**Policy:** a statement by the Board requiring and/or authorizing action used to guide and determine present and future decisions.

**Procedure:** a statement that provides specific actions that must be taken to implement and to conform to a policy. Procedures are developed and recommended by designated College employees and approved by the Strategic Leadership Team (SLT) to implement and to comply with policy.

**Practice:** an operational process conducted within a specific functional area of the College; practice may be defined in operational manuals, forms, methods, process documents, or in some cases, through verbal communication.

### **Authority**

The Board of Trustees is authorized by the State of Texas to govern San Jacinto College through the Texas State Constitution and Texas Education Code Chapter 130. College policy functions within the context of and is subject to compliance with laws, statutes, and regulations executed at federal, state, and local levels. The Board delegates authority to the Chancellor to develop policies for the Board's consideration at its request or on the Chancellor's initiative and delegates to the Chancellor the authority to develop, adopt, and implement procedures. To the extent that any policy is inconsistent with state or federal law, the state or federal law shall ~~prevail~~[control](#).

### **Applicability**

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

### **Sanctions**

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy.

### **Exclusions**

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

### **Interpretation**

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

Attachment 2 – Track Changes

**Associated Procedures**

Procedure II.2000.A.a, Policy and Procedure Development, Review, ~~and~~ Revision, and Rescission

Date of Board Approval	<i>Anticipated April 10, 2017</i>
Effective Date	<i>Anticipated April 11, 2017</i>
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor <u>&amp; President</u>

**Procedure II.2000.A.a, Policy and Procedure Development, Review, Revision, and Rescission**

**Associated Policy**

II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission

**Procedure**

1. The Board of Trustees may charge the Chancellor with developing, reviewing, revising, or rescinding a policy; a Board-initiated policy request is referred to the Strategic Leadership Team (SLT).
2. A College employee or student may identify the need for a policy to be developed, reviewed, revised, or rescinded and may submit this need as a written policy request to the SLT for consideration.
  - a. Primary Owners or Secondary Owners of a policy may submit a policy request to be considered by the SLT.
  - b. An employee may make a policy request (a) to her/his leader who forwards the proposal through leadership to the respective SLT member or (b) to his/her Employee Organization.
  - c. Employee Organizations may submit a policy request to the Chancellor after the request has been recommended by the membership, as documented by a vote of membership recorded in meeting minutes. The Chancellor will then forward the request to the respective SLT member for processing in accordance with the procedure.
  - d. Students may submit a policy request to their respective Student Government Association (SGA). The officers of that respective SGA are responsible for approaching the College-wide SGA officers which may submit a policy request to the Chancellor after the request has been recommended by the membership from a majority of the active campus SGAs, as documented by a vote of membership recorded in meeting minutes.
  - e. The policy request should be submitted via standard written College communications, including email. The request should include the policy number, policy name, and the reason for the request of policy development, review, revision, or rescission.
3. The respective SLT member will present to the SLT who considers and may accept, table, or reject a policy request.
  - a. An accepted policy request will be forwarded to a policy team to draft. All Board-initiated policy requests are accepted by the SLT.
  - b. A tabled policy request may be considered at a future date.
  - c. A rejected policy request will not be pursued further.

- d. The SLT decision regarding a policy request will be communicated via standard written College communications, including email, to the party submitting the request within a reasonable period of time by the respective SLT member.
4. The policy team under the direction of the respective SLT member will develop a policy draft and return the draft through the primary or secondary owners to the SLT for consideration. Each new policy, policy revision, or rescinded policy proposal will be drafted in a reasonable period of time and will be reviewed by College legal counsel as needed.
5. The respective SLT member will forward policy draft to the SLT, who will review the policy draft submitted by the policy team and recommends, returns, tables, or rejects the proposal.
  - a. For a recommended policy draft, the Chancellor submits the recommendation to the Board for consideration and makes it available for comment to College employees.
    - i. Standard written College communications, including email, will be used.
    - ii. Employees may email comments or suggested revisions for consideration in the final policy and procedure development to the Chancellor who will forward to the respective SLT member. The SLT member will communicate comments or suggested changes to the policy team for consideration.
    - iii. The Chancellor communicates employee comments or suggested revisions to the Board when the recommended policy is considered by the Board.
    - iv. If significant changes occur due to employee input, then the policy draft will be resent to College employees via standard written College communications.
  - b. A returned policy draft is returned to the policy team for revision with comments. The SLT may suggest revisions as needed.
  - c. A tabled policy draft may be considered at a future date.
  - d. A rejected policy draft will not be pursued further.
  - e. The Primary or Secondary Owner of the policy will communicate the SLT decision regarding a draft to the policy team within a reasonable period of time.
6. The Board considers policy recommendations and may approve, table, or reject.
  - a. Each policy recommendation will be read by the Board during at least two regularly scheduled meetings. The first meeting will include an initial reading of the policy recommendation for informational and discussion purposes. The second meeting will include a final reading and Board decision on the policy recommendation.

7. After Board approval, the Chancellor will ensure the publishing of all Board-approved policies. The Board approved policy and associated procedures will be distributed to the College Community for reference.
  - a. Standard written College communications, including email, will be used.
  - b. All Board policies are published and maintained in the *San Jacinto Community College District Policy Manual* on the College website.
  
8. The process for the development, review, revision, and rescission of procedures is the same as the process for policies (items 1 – 7) with the exception that the requirement for Board approval will not occur. Rather approval of procedures will occur through the SLT. Procedures may be submitted to the Board as informational items but do not require approval by the Board. If sufficient justification is provided, the Chancellor may approve that a related procedure can be developed subsequently to the policy being approved by the Board of Trustees. Such approval should be requested in rare situations.

### **Definitions**

**Employee Organization:** a College defined and recognized organization representing a group of employees that may include: (a) Faculty Organization, (b) Administrative Organization, and (c) Staff Organization.

**Employee:** a full-time or part-time employee of the College as defined by Human Resources policy and procedure.

**Policy draft:** a draft of a new or revised policy or justification for rescinding a policy that addresses elements of a policy request.

**Policy recommendation:** a recommendation to the Board of Trustees of a new or revised policy or justification for rescinding a policy that addresses elements of a policy request.

**Policy request:** a proposed change to policy submitted by a member of the College community.

**Policy team:** subject matter expert(s) or a team of employees charged by the Strategic Leadership Team (SLT) to develop a policy draft.

**Primary Owner:** the Strategic Leadership Team member to which the Board via the Chancellor has delegated primary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy.

**Secondary Owner:** the position to which the Board via the Chancellor has delegated secondary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy. The *Secondary Owner* may be a direct report of the *Primary Owner*.

**Strategic Leadership Team:** the Chancellor's leadership team that acts as the central body for making recommendations to the Board regarding the development, review, revision, or rescission of a College policy or who approves a College procedure.

**Student Government Association:** a formally recognized student government organization from one of the College campuses, e.g., Central Campus Student Government Association.

**Student:** a currently enrolled student of the College as defined by instruction policy and procedure.

Date of Current Revision	<i>Anticipated</i> April 10, 2017
Effective Date	<i>Anticipated</i> April 11, 2017
Associated Policy	Policy II.2000.A, Policy and Procedure Development, Review, and Revision
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor & President



Corresponding flow  
chart in process of  
being developed

**Template for San Jacinto College Policies:**

Font: Times New Roman

Font Size: 12 pt.

Font Color: Black

**Policy <POLICY NUMBER>, <POLICY TITLE>**

*Policy Number* is provided by the Chancellor’s Office at the inception of the policy.

*Policy Title* is the formal name of the policy used throughout the *San Jacinto Community College District Policy Manual*. The policy title is provided by the SLT at the inception of the policy.

**Purpose**

*Purpose* is a brief statement describing what the policy intends and serves to accomplish.

**Policy**

*Policy* is the body of the policy.

**Definitions**

*Definitions* provide an explanation of word meanings and terms of art to clarify their specific use and intent within the context of the policy. Definitions must be consistent across all policies; a definition included in a policy should reflect previously approved definitions. The glossary of definitions is available in the *San Jacinto Community College District Policy Manual*.

Authority, Applicability, Sanctions, Exclusions, Interpretation

Default language to be included in each policy should include the statement:

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

If the policy requires different authority, applicability, sanctions, exclusions, or interpretation, any may be written as a separate section within the policy.

- *Authority* explains the authority by which the policy is implemented.
- *Applicability* specifies to whom the policy applies, e.g., Board members, administrators, faculty, staff, students, or visitors.
- *Sanctions* describe the range of possible consequences for individuals who violate the policy; sanctions unique to a specific policy should be noted as being “in addition to the sanctions defined in II.2000.A Policy and Procedures Development, Review, Revision, and Rescission.”
- *Exclusions* describe any circumstances under which conformity to the policy may be excused.

- *Interpretation* describes the authority to interpret the policy

**Procedures**

*Procedures* provide a list of links to procedures related to the policy. Procedures provide specific actions to be taken to implement and to conform to a policy.

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Date of Board Approval	The month, day, and year that the latest version of the policy was approved by the Board of Trustees.
Effective Date	The month, day, and year that the latest version of the policy is effective. The effective date is the date following Board approval unless specified otherwise.
Primary Owner	The position to which the Board via the Chancellor has delegated primary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy.
Secondary Owner	The position to which the Board via the Chancellor has delegated secondary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy.

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**Template for San Jacinto College Procedures:**

Font: Times New Roman

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**Procedure <PROCEDURE NUMBER>, <PROCEDURE TITLE>**

*Procedure Number* is provided by the Chancellor’s Office at the inception of the procedure. *Procedure Title* is the formal name of the procedure used throughout the *San Jacinto Community College District Policy Manual*. The procedure title is provided by the SLT at the inception of the procedure.

**Associated Policy**

*Associated Policy* links to the policy with which the procedure is associated.

**Procedures**

*Procedures* defines a discrete set of steps and processes the College engages to implement an aspect of the related policy.

**Definitions**

*Definitions* provides a list of words or terms of art with definitions in order to clarify their specific use and intent within the context of the procedure.

Date of SLT Approval	The month, day, and year that the latest version of the procedures was approved by the Board of Trustees.
Effective Date	The month, day, and year that the latest version of the procedures is effective. The effective date is the date following SLT approval unless specified otherwise.
Associated Policy	<i>Associated Policy</i> links to the policy with which the procedure is associated.
Primary Owner of Policy Associated with the Procedure	The position to which the Board via the Chancellor has delegated primary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the procedure.
Secondary Owner of Policy Associated with the Procedure	The position to which the Board via the Chancellor has delegated secondary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the procedure.

**Procedure II.2000.A.a, Policy and Procedure Development, Review, ~~and~~ Revision, and Rescission**

**Associated Policy**

II.2000.A, Policy and Procedure Development, Review, ~~and~~ Revision, and Rescission

**Procedure**

1. The Board of Trustees may charge the Chancellor with developing, reviewing, revising, or rescinding a policy; a Board-initiated policy request is referred to the Strategic Leadership Team (SLT).
  
- ~~1.2.~~ A College employee or student may identify ~~the~~ need for a policy to be developed, reviewed, revised, or rescinded and may submit this need as a written policy request to the SLT for consideration.
  - a. Primary Owners or Secondary Owners of a policy may submit a policy request to be considered by the SLT.
  - b. An employee may make a policy request (a) to her/his leader who forwards the proposal through leadership to the respective SLT member or (b) to his/her Employee Organization.
  - c. Employee Organizations may submit a policy request to the Chancellor after the request has been recommended by the membership, as documented by a vote of membership recorded in meeting minutes. The Chancellor will then forward the request to the respective SLT member for processing in accordance with the procedure.
  - ~~d.~~ Students may submit a policy request to their respective Student Government Association (SGA). The officers of that respective SGA are responsible for approaching
  - ~~e.d.~~ The College-wide ~~Student Government Association (SGA officers)~~ which may submit a policy request to the Chancellor after the request has been recommended by the membership from a majority of the active campus ~~two of the three campus~~ SGAs, as documented by a vote of membership recorded in meeting minutes.
  - ~~f.e.~~ The policy request should be submitted via standard written College communications, including email. The request should include the policy number, policy name, and the reason for the request of policy development, review, ~~or~~ revision, or rescission.
  
- ~~2.3.~~ The respective SLT member will present to the SLT who considers and may accept, table, or reject a policy request.
  - a. An accepted policy request will be forwarded to a policy team to draft. All Board-initiated policy requests are accepted by the SLT.
  - b. A tabled policy request may be considered at a future date.
  - c. A rejected policy request will not be pursued further.

- d. The SLT decision regarding a policy request will be communicated via standard written College communications, including email, to the party submitting the request within a reasonable period of time by the respective SLT member.

~~3.4.~~ The policy team under the direction of the respective SLT member will develop a policy draft and return the draft through the primary or secondary owners to the SLT for consideration. Each new policy, policy revision, or rescinded policy proposal will be drafted in a reasonable period of time and will be reviewed by College legal counsel as needed.

~~4.5.~~ The respective SLT member will forward policy draft to the SLT-, who will review~~s~~ the policy draft submitted by the policy team and recommends, returns, tables, or rejects the proposal.

- a. For a recommended policy draft, the Chancellor submits the recommendation to the Board for consideration and makes it available for comment to College employees.
  - i. Standard written College communications, including email, will be used.
  - ii. Employees may email comments or suggested revisions for consideration in the final policy and procedure development to the Chancellor who will forward to the respective SLT member. The SLT member will communicate comments or suggested changes to the policy team for consideration.
  - iii. The Chancellor communicates employee comments or suggested revisions to the Board when the recommended policy is considered by the Board.
  - ~~iii.~~iv. If significant changes occur due to employee input, then the policy draft will be resent to College employees via standard written College communications.
- b. A returned policy draft is returned to the policy team for revision with comments. The SLT may suggest revisions as needed.
- c. A tabled policy draft may be considered at a future date.
- d. A rejected policy draft will not be pursued further.
- e. The Primary or Secondary Owner of the policy will communicate the SLT decision regarding a draft to the policy team within a reasonable period of time.

~~5.6.~~ The Board considers policy recommendations and may approve, table, or reject.

- a. Each policy recommendation will be read by the Board during at least two regularly scheduled meetings. The first meeting will include an initial reading of the policy recommendation for informational and discussion purposes. The second meeting will include a final reading and Board decision on the policy recommendation.



~~6.7.~~ After Board approval, the Chancellor will ensure the publishing of all Board-approved policies. The Board approved policy and associated procedures will be distributed to the College Community for reference.

- a. Standard written College communications, including email, will be used.
- b. All Board policies are published and maintained in the *San Jacinto Community College District Policy Manual* on the College website.

~~7.8.~~ The process for the development, review, ~~and revisions,~~ and rescission of procedures is the same as the process for policies (items 1 – 7) with the exception that the requirement for Board approval will not occur. Rather approval of procedures will occur through the SLT. Procedures may be submitted to the Board as informational items but do not require approval by the Board. If sufficient justification is provided, the Chancellor may approve that a related procedure can be developed subsequently to the policy being approved by the Board of Trustees. Such approval should be requested in rare situations.

### Definitions

**Employee Organization:** a College defined and recognized organization representing a group of employees that may include: (a) ~~F~~Faculty ~~O~~rganization, (b) ~~A~~Administrative ~~O~~rganization, and (c) ~~S~~taff ~~O~~rganization.

**Employee:** a full-time or part-time employee of the College as defined by Human Resources policy and procedure.

**Policy draft:** a draft of a new or revised policy or justification for rescinding a policy that addresses elements of a policy request.

**Policy recommendation:** a recommendation to the Board of Trustees of a new or revised policy or justification for rescinding a policy that addresses elements of a policy request.

**Policy request:** a proposed change to policy submitted by a member of the College community.

**Policy team:** subject matter expert(s) or a team of employees charged by the Strategic Leadership Team (SLT) to develop a policy draft.

**Primary Owner:** the Strategic Leadership Team member to which the Board via the Chancellor has delegated primary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy.

**Secondary Owner:** the position to which the Board via the Chancellor has delegated secondary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy. The *Secondary Owner* may be a direct report of the *Primary Owner*.

**Strategic Leadership Team:** the Chancellor's leadership team that acts as the central body for making recommendations to the Board regarding the development, review, revision, ~~update,~~ or rescission of a College policy or who approves a College procedure.

Attachment 4 – Track Changes

**Student Government Association:** a formally recognized student government organization from one of the College campuses, e.g., Central Campus Student Government Association.

**Student:** a currently enrolled student of the College as defined by instruction policy and procedure.

Date of Current Revision	<i>Anticipated</i> April 10, 2017
Effective Date	<i>Anticipated</i> April 11, 2017
Associated Policy	Policy II.2000.A, Policy and Procedure Development, Review, and Revision
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor <a href="#">&amp; President</a>

Corresponding flow  
chart in process of  
being developed

**Template for San Jacinto College Policies:**

Font: Times New Roman

Font Size: 12 pt.

Font Color: Black

**Policy <POLICY NUMBER>, <POLICY TITLE>**

*Policy Number* is provided by the Chancellor’s Office at the inception of the policy.

*Policy Title* is the formal name of the policy used throughout the *San Jacinto Community College District Policy Manual*. The policy title is provided by the SLT at the inception of the policy.

**Purpose**

*Purpose* is a brief statement describing what the policy intends and serves to accomplish.

**Policy**

*Policy* is the body of the policy.

**Definitions**

*Definitions* provide an explanation of word meanings and terms of art to clarify their specific use and intent within the context of the policy. Definitions must be consistent across all policies; a definition included in a policy should reflect previously approved definitions. The glossary of definitions is available in the *San Jacinto Community College District Policy Manual*.

Authority, Applicability, Sanctions, Exclusions, Interpretation

Default language to be included in each policy should include the statement:

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from [Policy II.2000.A](#), Policy and Procedures Development, Review, ~~and~~ Revision, and Rescission.

If the policy requires different authority, applicability, sanctions, exclusions, or interpretation, any may be written as a separate section within the policy.

- *Authority* explains the authority by which the policy is implemented.
- *Applicability* specifies to whom the policy applies, e.g., Board members, administrators, faculty, staff, students, or visitors.
- *Sanctions* describe the range of possible consequences for individuals who violate the policy; sanctions unique to a specific policy should be noted as being “in addition to the sanctions defined in [Policy II.A-2000.A](#), Policy and Procedures Development, Review, ~~and~~ Revision and Rescission.”
- *Exclusions* describe any circumstances under which conformity to the policy may be excused.

- *Interpretation* describes the authority to interpret the policy

**Procedures**

*Procedures* provide a list of links to procedures related to the policy. Procedures provide specific actions to be taken to implement and to conform to a policy.

Date of Board Approval	The month, day, and year that the latest version of the policy was approved by the Board of Trustees.
Effective Date	The month, day, and year that the latest version of the policy is effective. The effective date is the date following Board approval unless specified otherwise.
Primary Owner	The position to which the Board via the Chancellor has delegated primary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy.
Secondary Owner	The position to which the Board via the Chancellor has delegated secondary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy.

**Template for San Jacinto College Procedures:**

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**Procedure <PROCEDURE NUMBER>, <PROCEDURE TITLE>**

*Procedure Number* is provided by the Chancellor’s Office at the inception of the procedure. *Procedure Title* is the formal name of the procedure used throughout the *San Jacinto Community College District Policy Manual*. The procedure title is provided by the SLT at the inception of the procedure.

**Associated Policy**

*Associated Policy* links to the policy with which the procedure is associated.

**Procedures**

*Procedures* defines a discrete set of steps and processes the College engages to implement an aspect of the related policy.

**Definitions**

*Definitions* provides a list of words or terms of art with definitions in order to clarify their specific use and intent within the context of the procedure.

Date of SLT Approval	The month, day, and year that the latest version of the procedures was approved by the Board of Trustees.
Effective Date	The month, day, and year that the latest version of the procedures is effective. The effective date is the date following SLT approval unless specified otherwise.
Associated Policy	<i>Associated Policy</i> links to the policy with which the procedure is associated.
Primary Owner of Policy Associated with the Procedure	The position to which the Board via the Chancellor has delegated primary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the procedure.
Secondary Owner of Policy Associated with the Procedure	The position to which the Board via the Chancellor has delegated secondary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the procedure.

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
APRIL 10, 2017**

<b>I.</b>	<b>EQUIPMENT, SUPPLIES &amp; SERVICES BIDS</b>		
	RFP 17-05		
	Catering Services (pgs. 2-4)	\$	113,000
	RFP 17-07		
	Security Consulting Services (pgs. 5-7)		75,125
	RFP 17-11		
	Casualty Insurance (pgs. 8-10)		150,464
	RFP 17-11		
	Property Insurance (pgs. 11-13)		1,535,697
	RFP 17-14		
	Federal Government Relation Services (pgs. 14-16)		<u>69,000</u>
	<b>TOTAL OF ALL BIDS</b>		<b>1,943,286</b>
<b>II.</b>	<b>PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS</b>		
	Purchase Request #1 -		
	Architectural Services for North Campus Cosmetology-Culinary Center and South Campus Cosmetology Center (pgs. 17-18)	\$	1,525,000
	Purchase Request #2 -		
	Architectural Services for Central Campus Welcome Center (pgs. 19-20)		900,000
	Purchase Request #3 -		
	Engineering Services for Data Closets Package 1 (pgs. 21-22)		83,000
	Purchase Request #4		
	Method of Procurement for 2015 Bond Projects (pgs. 23-24)		-
	Purchase Request #5		
	Maintenance Millwright Training Equipment (pgs. 25-26)		320,575
	Purchase Request #6		
	Renew Contract for Beverage Vending and Pouring Rights (pg. 27)		100,000
	Purchase Request #7		
	Renew Contract for Annual Financial Audit Services (pgs. 28-29)		98,000
	Purchase Request #8		
	Communication White Boards (pgs. 30-31)		<u>86,043</u>
	<b>TOTAL OF PURCHASE REQUESTS</b>		<b>\$3,112,618</b>
	<b>GRAND TOTAL:</b>		<b><u><u>\$5,055,904</u></u></b>



## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve contracts for catering services with Alonti Catering, City View Catering, Jason's Deli, Krystas Fresh, Luna's Mexican Restaurants, Melange Catering, Safari Texas, Smashburger, Southern Ice Cream, and Southern Komfort Kitchen.

## **BACKGROUND**

A request for proposals, Project Number 17-05, was issued to procure catering services. Thirteen (13) responses were received and evaluated by a team consisting of individuals responsible for scheduling events and caterers. The group consisted of administrative assistants, campus services representatives, and College event planners involved with banquet events. The representatives determined that ten (10) vendor proposals would provide a variety of menu options for the array of events hosted at the College and would provide a good value to the College.

Catering services are widely used by the College for many events held on campus, from small luncheons to seated dinners. It is not uncommon to have a variety of College events in process simultaneously. Having access to more than one firm will allow the College to receive more economical pricing, ensure availability, and receive better service.

## **IMPACT OF THIS ACTION**

Based on the various types of events each campus hosts, the goal is to compile a list of capable vendors to provide catering options for the College. Awarding multiple catering contracts will provide pre-priced options for catering services. Additionally, as the number of events that require catering on each campus continues to grow, multiple options will keep the College in compliance with spending thresholds.

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

The estimated annual expenditure for catering services is \$113,000. This expenditure will be funded from various departmental 2016-2017 operating budgets and subsequent year budgets as approved.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will be one (1) year, ending May 1, 2018, with renewal options of four (4) one-year terms.

## **ATTACHMENTS**

Attachment 1 - Tabulation

**RFP #17-05**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval to Contract for Catering Services**

**RESOURCE PERSONNEL**

Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Hollie Fulsom	281-998-6315	hollie.fulsom@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Project Name Catering Services  
 Project Number RFP 17-05  
 Number of Evaluators 5

Stated Criteria		Total Points Available	Melange Catering	City View Catering	Smash burger	Safari Texas	Southern Komfort	Luna's Mexican Restaurants	Jason's Deli	Alontie Catering	Krysta's Fresh	Southern Ice cream	A Chef for All Occasions	Houston Healthy Vending	H-Town Distribution
Project Approach and Services	Include management and technical approach, organizational chart with respective responsibilities, proof caterer meets requirements outlined in scope of work, details on flexibility to work with College and on menu choices, and philosophy on customer service.	125	110	114	100	81	90	95	92	93	81	65	50	33	30
Price Proposal	Furnish all resources and services necessary and required to provide catering services in accordance with the scope of services. Price shall include adequate server(s) per event, set up/break down fees.	125	102	92	89	73	76	76	82	72	76	85	59	30	30
Qualifications and Experience of Firm	Include firm's history, size, past and current contracts, permits, and result of references.	100	87	84	80	87	76	72	74	76	64	63	41	32	26
Qualifications and Experience of Personnel	Include project-staffing plan for "key" personnel, how your company is organized, employee uniforms, and approach to hiring and maintaining employees.	100	87	88	73	88	76	73	75	71	60	70	43	38	24
Business Questionnaire	Answers to Business Criteria	50	47	41	44	45	41	43	34	38	35	31	18	13	18
		<b>500</b>	<b>433</b>	<b>419</b>	<b>386</b>	<b>374</b>	<b>359</b>	<b>359</b>	<b>357</b>	<b>350</b>	<b>316</b>	<b>314</b>	<b>211</b>	<b>146</b>	<b>128</b>
<b>Total Points Received</b>															

<b>Final Ranking</b>	
Vendor Name	Total Score
<b>Melange Catering</b>	<b>433</b>
<b>City View Catering</b>	<b>419</b>
<b>Smashburger</b>	<b>386</b>
<b>Safari Texas</b>	<b>374</b>
<b>Southern Komfort</b>	<b>359</b>
<b>Luna's Mexican Restaurants</b>	<b>359</b>
<b>Jason's Deli</b>	<b>357</b>
<b>Alontie Catering</b>	<b>350</b>
<b>Krysta's Fresh</b>	<b>316</b>
<b>Southern Ice cream</b>	<b>314</b>
A Chef for All Occasions	211
Houston Healthy Vending	146
H-Town Distribution	128

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for security consulting services with Guidepost Solutions.

## **BACKGROUND**

A request for proposals, Project Number 17-07, was issued to procure security consulting services. Seventeen (17) responses were received and evaluated by a team consisting of six district and campus administrators who determined the proposal submitted by Guidepost Solutions would provide the best value to the College.

Guidepost Solutions will conduct a security and risk assessment of the College grounds, facilities, related systems and standards in order to develop a detailed facilities security master plan and associated recommendations for improvement. This work will be conducted primarily with the College Police department, Facilities Services, Safety, Health, Environment and Risk Management, and Information Technology Services departments. Other departments may be included as necessary.

Guidepost Solutions has demonstrated expertise in providing security consulting services for higher education institutions such as Texas Christian University, Stanford University, Kern Community College (California), and Monroe College (New York). Guidepost Solutions demonstrated expertise in delivering solutions for higher education institutions related to their unique facilities, policies, and learning environments.

## **IMPACT OF THIS ACTION**

The project will provide an examination, assessment, and recommendations based upon the existing San Jacinto College facilities, access and surveillance systems, and building design and systems specifications. Additionally, the project will provide a master plan document to be used moving forward with new facilities and renovation projects. Development of a master plan document will allow for consistent application of recommended practices and standards with future projects.

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

The estimated expenditure is \$75,125. This expenditure is funded from the 2015 Bond Program.

## **MONITORING AND REPORTING TIMELINE**

The project is expected to be completed within four (4) months.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Project Name Security Consulting Services  
 Project Number 17-07  
 Number of Evaluators 6

Stated Criteria	Criteria Explanation	Total Points Available	3-C Technology	BasE Security & Fire Consultants	BLW Security Group	Burns McDonnell	Centurion Solutions	Elert Associates	Guidepost Solutions	HMA Consulting	Precision Task Group	Safeguard Risk Solutions	Salas O'Brien	Security Communications Environmental Consulting	Strategic Security Corp.	TechKnowledge Consulting Corp.	TRC Engineers	Willdan Homeland Solutions	Wrightson Johnson Haddon Williams
Project Approach and Services	Management and technical approach to the scope of services, breadth and depth of the Plan Detail.	150	71	89	122	100	103	100	121	101	76	82	75	103	91	93	116	117	65
Qualifications and Experience of Firm and Personnel	Firm's references, reputation and experience	270	91	150	226	200	182	175	226	180	118	130	115	161	95	136	182	168	87
Price Proposal	Evaluated on a best overall value approach for the College	180	33	45	115	43	105	100	149	119	96	99	61	102	102	77	46	147	72
		600	195	284	463	343	390	375	496	400	290	311	251	366	288	306	344	432	224
			<b>Total Points Received</b>																

### Final Ranking

Vendor Name	Total Score
<b>Guidepost Solutions</b>	<b>496</b>
BLW Security Group	463
Willdan Homeland Solutions	432
HMA Consulting	400
Centurion Solutions	390
Elert & Associates	375
Security, Communications & Environmental Consulting	366
TRC Engineers	344
Burns & McDonnell	343
Safeguard Risk Solutions	311
TechKnowledge Consulting Corp.	306
Precision Task Group	290
Strategic Security Corp.	288
BasE Security & Fire Consultants	284
Salas O'Brien	251
Wrightson, Johnson, Haddon & Williams, Inc.	224
3-C Technology	195

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for casualty insurance coverage from USI Southwest Services Insurance.

## **BACKGROUND**

A request for proposals, Project Number 17-11, was issued to procure casualty insurance. Two responses were received and evaluated by representatives from the Purchasing and Safety, Health, Environmental and Risk Management (SHERM) departments and an insurance consultant, Bob Reim, whom the College has engaged for insurance advice for many years. The group determined the proposal submitted by USI Southwest Services Insurance for coverages underwritten by Trident and National Union (AIG) would provide the best value to the College. The consultant assisted in the evaluation process and provided his professional analysis of proposals submitted and found them to be adequate and underwritten by stable firms.

## **IMPACT OF THIS ACTION**

Approval of this request will provide liability insurance coverages for the College for the following lines: general liability, law enforcement, directors and omission, educators legal, cyber, automobile liability and property damage, and international travel. The estimated annual expenditure is \$150,464. The difference between the recommended proposal of \$150,464 and the lowest proposal (\$148,710) is related to the difference in the liability and auto damage deductibles. The lower deductible was determined to be more beneficial to the College.

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

The estimated annual expenditure is \$150,464. This expenditure will be funded from the 2016-2017 and 2017-2018 SHERM departmental operating budget.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will be one (1) year, ending April 30, 2018, with renewal options of four (4) one-year terms.

## **ATTACHMENTS**

Attachment 1 – Summary of Coverage

## **RESOURCE PERSONNEL**

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

**RFP #17-11**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval to Contract for Casualty Insurance**

Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu



**SUMMARY OF INSURANCE PROPOSALS 05/01/2017**

**Casualty Insurance**

Agent	Current				
	USI Southwest	USI Southwest	USI Southwest	TASB	TASB
<b>Automobile Company</b>	Trident	Trident	TPS	TASB RMF	TASB RMF
Liability Limit	100/300/100	100/300/100	100/300/100	100/300/100	100/300/100
Medical Payments Limit	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered
Uninsured Motorist Limit	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered
Out of State Liability Limit	State Requirements	State Requirements	State Requirements	1,000,000	1,000,000
Liability Deductible	1,000	1,000	5,000	1,000	1,000
Auto Damage Deductible	1,000	1,000	5,000	1,000	1,000
<b>Premium</b>	<b>\$41,690</b>	<b>\$38,712</b>	<b>\$37,521</b>	<b>\$49,436</b>	<b>\$49,436</b>
<b>General Liability (GL) Company</b>	Trident	Trident	TPS	TASB RMF	TASB RMF
Limit	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Deductible	10,000	10,000	10,000	0	0
Law Enforcement Liability	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
(Covers Moonlighting & Mutual Assistance)	Yes	Yes	Yes	No	No
Deductible	10,000	10,000	10,000	0	0
Employee Benefits Liability	5,000,000	5,000,000	5,000,000	100,000	100,000
Deductible	10,000	10,000	10,000	0	0
Cyber Liability				100,000	100,000
<b>Premium</b>	<b>\$40,694</b>	<b>\$36,233</b>	<b>\$35,670</b>	<b>Included in ELL</b>	<b>Included in ELL</b>
<b>Educators Legal Liability (ELL) Company</b>	Natl Union (AIG)	Natl Union (AIG)	Natl Union (AIG)	TASB RMF	TASB RMF
Limit	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Deductible	25,000	25,000	25,000	25,000	50,000
Employment Practices Limit	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Deductible	50,000	50,000	50,000	25,000	50,000
Molestation - Bodily Injury (BI)	See GL	See GL	See GL	5,000,000	5,000,000
Sexual Harassment (No BI)	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
<b>Premium</b>	<b>\$39,996</b>	<b>\$40,047</b>	<b>\$40,047</b>	<b>\$94,269</b>	<b>\$81,941</b>
<b>Crime Company</b>	Natl Union (AIG)	Natl Union (AIG)	Natl Union (AIG)	USI-Natl Union/AIG	USI-Natl Union/AIG
Employee Theft	250,000	250,000	250,000	250,000	250,000
Money Limit	150,000	150,000	150,000	150,000	150,000
Social Engineering	100,000	100,000	100,000	100,000	100,000
Deductible	10,000	10,000	10,000	10,000	10,000
<b>Premium</b>	<b>\$2,103</b>	<b>\$2,109</b>	<b>\$2,109</b>	<b>\$2,109</b>	<b>\$2,109</b>
<b>Crime Options</b>		Travelers	Travelers	Travelers	Travelers
<i>Increased Coverage and Limits</i>		Option 1	Option 2	Option 3	Option 4
Employee Theft		\$250,000	\$250,000	\$500,000	\$1,000,000
Money Limit		\$250,000	\$250,000	\$500,000	\$1,000,000
Social Engineering		\$100,000	\$250,000	\$250,000	\$250,000
Deductible		\$10,000	\$10,000	\$10,000	\$10,000
<b>Premium</b>		\$5,616	\$5,772	\$7,302	\$9,756
<b>International Travel</b>	ACE/Chubb	ACE/Chubb	ACE/Chubb	USI-ACE/Chubb	USI-ACE/Chubb
Limit	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Deductible	1,000	1,000	1,000	1,000	1,000
<b>Premium</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>Subtotal Casualty Insurance Premium</b>	<b>\$126,983</b>	<b>\$119,601</b>	<b>\$117,847</b>	<b>\$148,314</b>	<b>\$135,986</b>
<b>Cyber Liability Company</b>	IL Natl (AIG)	IL Natl (AIG)	IL Natl (AIG)	IL Natl (AIG)	IL Natl (AIG)
Limit	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Deductible	25,000	25,000	25,000	25,000	25,000
<b>Premium</b>	<b>\$36,584</b>	<b>\$30,863</b>	<b>\$30,863</b>	<b>\$30,863</b>	<b>\$30,863</b>
<b>Total Casualty Insurance Premium**</b>	<b>\$163,567</b>	<b>\$150,464</b>	<b>\$148,710</b>	<b>\$179,177</b>	<b>\$166,849</b>
**Includes all totals in Bold	<b>USI Southwest</b>	<b>USI Southwest</b>	<b>USI Southwest</b>	<b>TASB</b>	<b>TASB</b>

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for property insurance coverage from McGriff, Seibels & Williams Insurance for Safety, Health, and Risk Management.

### **BACKGROUND**

A request for proposals, Project Number 17-11, was issued to procure property insurance. One response was received and evaluated by representatives from the Purchasing and Safety, Health, Environmental and Risk Management departments and an insurance consultant, Bob Reim, whom the College has engaged for insurance advice for many years. The team determined the proposal submitted by McGriff, Seibels & Williams would provide the best value to the College. The consultant assisted in the evaluation process and provided his professional analysis of the proposal and found it to be adequate and underwritten by stable firms. The College's total insured value or Statement of Values (SOV) increased slightly during the past year from \$624,770,737 to \$640,352,087 due to the addition of the new library and baseball facility at the North Campus as well as some value adjustments of other campus buildings. The solicitation issued in February requested price proposals based on the adjusted value of \$640,352,087.

### **IMPACT OF THIS ACTION**

The College's current agent for property insurance coverage and sole proposer, presented a package comprised of various underwriters to provide the proposed coverage at a reduced rate of 22.53 cents per hundred dollars of insured value. The reduced premium rate signifies a decline for the fifth consecutive year. The coverage limits remain the same with a maximum 2% deductible and a named storm deductible cap of \$2.5 million. The new average annual premium would be \$1,442,565 for the next two years.

Effective March 2017, the College's SOV has increased from \$640,352,087 to \$681,768,470 with the addition of the newly completed CIT Building (N33) and Central Plant (N32). The agent also offered an optional twenty four month term which guarantees the base rate for the second year, regardless of any potential insurance losses incurred during the first year. The updated proposed average annual premium would be \$1,535,697 for the next two years which included an increase for the additional two buildings. In order to secure the two year rate, the College will pay the premium of \$1,607,863 for the first year and \$1,463,530 in the second year. The prepaid portion of the insurance will be amortized over the two years so the budget impact would be \$1,535,697 on an annual basis.

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

The budgeted annual expenses for the two year term will be \$1,535,697. A prepaid expense will be established in the first year of \$72,167 which will be included in the subsequent year

**RFP #17-11**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval to Contract for Property Insurance**

budgeted expenses. This expenditure is funded from the 2016-2017 and 2017-2018 non-departmental operating budget.

**MONITORING AND REPORTING TIMELINE**

The initial award term will be two years, ending April 30, 2019, with renewal options to renew for four additional years.

**ATTACHMENTS**

Attachment 1 – Summary of Proposals

**RESOURCE PERSONNEL**

Chet Lewis	281-998-6306	chet.lewis@sjcd.edu
Ginger Lambert	281-998-6183	ginger.lambert@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**SUMMARY OF INSURANCE PROPOSALS 05/01/2017**

<b>Property Insurance</b>	<i>Current</i>	24 Month Term Option	12 Month Term Option
<b>Agent</b>	<b>McGriff</b>	<b>McGriff</b>	<b>McGriff</b>
<b>Company</b>	Lexington	Lexington	Lexington
Replacement Cost Values	624,770,737	681,768,470	681,768,470
Rate	0.2487	0.2253	0.2253
<b>Premium</b>	<b>\$1,554,058</b>	\$1,607,863	\$1,535,697
Premium Year Two		\$1,463,530	\$1,535,697
Total Two Year Premium		\$3,071,393	\$3,071,393
Requirements for Second Year		No Requirements	Satisfactory Losses
<b>Limits</b>			
Other than Wind Limit (AOP)	100,000,000	100,000,000	100,000,000
<b>Unnamed Wind/Hail Limit</b>	100,000,000	100,000,000	100,000,000
<b>Named Storm Limit</b>	100,000,000	100,000,000	100,000,000
<b>Flood Limit- Zone A (Maritime Facility)</b>	5,000,000	5,000,000	5,000,000
<b>NFIP Limit per Building &amp; Contents</b>	1,000,000	1,000,000	1,000,000
<b>Flood Limit-All Other Zones</b>	25,000,000	25,000,000	25,000,000
Business Income Limit	1,000,000	1,000,000	1,000,000
<b>Terrorism Limit</b>	Not Covered	Available	Available
<b>Deductibles</b>			
Other than Wind Deductible (AOP)	50,000	50,000	50,000
<b>Unnamed Wind/Hail Deductible</b>	100,000	100,000	100,000
<b>Named Storm Deductible</b>	2%	2%	2%
<b>Named Storm Minimum Ded</b>	250,000	250,000	250,000
<b>Named Storm Maximum Ded</b>	2,500,000	2,500,000	2,500,000
<b>Flood Deductible-Zone A per Location</b>	5%, 1,000,000 Min	5%, 1,000,000 Min	5%, 1,000,000 Min
<b>NFIP Deductible per Building &amp; Contents</b>	2,500	2,500	2,500
<b>Flood Deductible-All Other Zones per Occurrence</b>			
<b>Unnamed Storm Flood</b>	250,000	250,000	250,000
<b>Named Storm Flood</b>	Incl Named Storm	Incl Named Storm	Incl Named Storm
<b>Equipment Breakdown</b>	HSB	HSB	HSB
Limit	50,000,000	50,000,000	50,000,000
Deductible	50,000	50,000	50,000
<b>Scheduled Property</b>			
Computer Limit	Included	Included	Included
Recording Equipment Limit	500,000	500,000	500,000
Fine Arts Limit	250,000	250,000	250,000
Equipment Limit	500,000	500,000	500,000
Deductible	Policy Deductible	Policy Deductible	Policy Deductible

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for federal government relation services with Downs Government Affairs.

### **BACKGROUND**

A request for proposals, Project Number 17-14, was issued to procure federal government relation services. Four (4) responses were received and evaluated by a Marketing, Public Relations & Government Affairs administrator. Through the evaluation process, it was determined the proposal submitted by Downs Government Affairs (DGA) was compliant with all solicitation requirements, and provides the best value to the College.

During the last eight years, DGA has worked with and assisted the College with receiving two congressional appropriations, one for veterans and one for maritime training. DGA also assisted with getting legislation changed and signed by President Obama, allowing the College to receive donations from the Maritime Administration. Over the last two years, DGA formed a 20-state coalition of community colleges and worked on legislation to create Centers of Excellence (CoE), which allow authorization and funding for key areas of workforce development and career training. This funding stream was created when congressional appropriations were removed as an option for Congress.

### **IMPACT OF THIS ACTION**

DGA represents the College in Washington, D.C., and through this contract, the College will continue to find ways to partner with the federal government to obtain funding for the College's workforce training efforts. DGA will work with the College's staff to assess and evaluate political issues and opportunities leading to key objectives that will assist with creating a federal strategy to meet the objectives. All objectives will include creating funding opportunities for the College.

DGA is currently in the process of submitting requests for appropriations, directing federal departments and agencies to designate certain community and technical colleges as CoE, which can become magnets for funding from federal, state, and local governments as well as industry and private foundations. To date, Congressman Gene Green has agreed to carry a bill for this, and Congressmen Pete Olson and Brian Babin are considering signing onto the bill. This bill will directly impact the College's Maritime Program through Maritime CoE authorization and funding.

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

The estimated annual expenditure is \$69,000. This expenditure is funded from the Chancellor's 2016-2017 operating budget and the contract will be managed by the Marketing, Public Relations & Government Affairs Department.

**MONITORING AND REPORTING TIMELINE**

The initial award term will be three (3) years, ending August 31, 2020, with renewal options of two (2) one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Patsy Laredo	281-998-6117	patsy.laredo@sjcd.edu

**Project Name** Federal Government Relation Services  
**Project Number** 17-14  
**Number of Evaluators** 1

Stated Criteria	Criteria Explanation	Total Points Available	Cornerstone Government Affairs	Downs Government Affairs	Thompson & Horton LLP	Wagner Public, LLC
Project Approach and Service	Management and approach to the scope of services, breadth and depth of the Plan Detail.	20	18.00	19.00	10.00	16.00
Qualifications and Experience of Firm & Personnel	Firm's references, reputation and experience	30	30.00	27.00	20.00	23.00
Price Proposal	Best overall value approach for the College	50	45.00	49.00	39.00	38.00
		<b>100</b>	<b>93.00</b>	<b>95.00</b>	<b>69.00</b>	<b>77.00</b>
<b>Total Points Received</b>						

**Final Ranking**

Vendor Name	Total Score
Downs Government Affairs	95.00
Cornerstone Government Affairs	93.00
Wagner Public, LLC	77.00
Thompson & Horton LLP	69.00

**Purchase Request #1**  
**Regular Board Meeting April 10, 2017**

**Consideration of Approval of Contracts for Architectural Services for North Campus  
Cosmetology & Culinary Center and South Campus Cosmetology Center**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve two contracts with Morris Architects, Inc. (Morris) to provide architectural services to design the North Campus Cosmetology & Culinary Center and South Campus Cosmetology Center.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm would best suit the respective projects. It was determined that Morris is the firm best suited to design the North Campus Cosmetology & Culinary Center and South Campus Cosmetology Center projects. These projects are included in the 2015 Bond Program.

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

**IMPACT OF THIS ACTION**

This action requests authorization to enter into a contract for architectural design services for the North Campus Cosmetology & Culinary Center and South Campus Cosmetology Center. The North Campus Cosmetology & Culinary Center consists of a new building intended to house both the cosmetology and culinary degree and certification programs. It will be comprised of classrooms, labs for the development of students, and related administrative offices. The South Campus Cosmetology Center consists of a new building intended to house cosmetology and massage therapy degree and certification programs. It will be comprised of classrooms, labs for the development of students, and related administrative offices.

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

The proposed fee by Morris for the North Campus Cosmetology & Culinary Center is 6.0% of \$15,000,000, the estimated cost of work for the project.

The proposed fee by Morris for the South Campus Cosmetology Center is 6.25% of \$10,000,000, the estimated cost of work for the project.

The rates for each project comply with the rate structure previously approved by the Board of Trustees. The total fees are projected not to exceed \$1,525,000.

These expenditures will be funded from the 2015 Bond Program.



**Purchase Request #1**  
**Regular Board Meeting April 10, 2017**

**Consideration of Approval of Contracts for Architectural Services for North Campus  
Cosmetology & Culinary Center and South Campus Cosmetology Center**

**MONITORING AND REPORTING TIMELINE**

The design of both projects will require approximately nine (9) months following notice to proceed. Design will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #2**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval of a Contract for Architectural Services for**  
**Central Campus Welcome Center**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract with Page Southerland Page, Inc. (Page) to provide architectural services for design of the new Central Campus Welcome Center.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm would best suit the respective projects. It was determined that Page is the firm best suited to design the Central Campus Welcome Center. This project is included in the 2015 Bond Program.

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

**IMPACT OF THIS ACTION**

This action requests authorization to enter into a contract for architectural design of the Central Campus Welcome Center. This new building will provide a single point of contact for all enrollment and student development services; creating a single point of service for existing and prospective students. The building will also include an orientation center with space that will be used to support periodic student services related events.

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

The architect's proposed fee basis for the Central Campus Welcome Center is 6.0% of \$15,000,000, the estimated cost of work for the project. The rates for the project complies with the rate structure previously approved by the Board of Trustees. The total fees are projected not to exceed \$900,000.

These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Architectural design of this projects will require approximately nine (9) months following notice to proceed. Design will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

**ATTACHMENTS**

None

**Purchase Request #2**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval of a Contract for Architectural Services for**  
**Central Campus Welcome Center**

**RESOURCE PERSONNEL**

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

**Purchase Request #3  
Regular Board Meeting April 10, 2017  
Consideration of Approval of a Contract for Engineering Services  
for Data Closets Package 1**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract with Affiliated Engineers to provide mechanical, electrical, and plumbing (MEP) engineering design services for the Data Closets Package 1 project.

**BACKGROUND**

The Data Closet Package 1 project includes a new generator-based backup electrical power source and the addition of a redundant electrical and heating, ventilation and air conditioning (HVAC) system for the Interactive Learning Center (ILC) Head End rooms at each of the North, Central, and South campuses. The data rooms are approximately 750 square feet each, and are located within existing buildings (C-1.136, N-2.114a, S-12.120). These three critical spaces are expected to maintain operations continuously and are essential for all data network operations, which includes College building automation, access control, and phone communications systems.

Engineering services are classified as professional services pursuant to Section 2254 of the Texas Government Code. In November 2016, Affiliated Engineers was one of the five MEP pool of engineering firms approved for use in the 2015 Bond Program.

**IMPACT OF THIS ACTION**

This project provides for redundant HVAC systems, switchable electrical power distribution systems, and emergency backup power generators for the campus ILC Head End Rooms. Ultimately, these improvements will allow for enhanced performance for the College data network. This will result in reduced risk of business interruptions and increased reliability of the College facilities control and support systems, and phone systems.

Without the proposed systems, the data centers are subject to a higher risk of unplanned shutdowns with periodic interruptions from the electricity provider. The campuses are also impacted heavily when HVAC systems maintenance is required. The proposed project will reduce the risk of related service interruptions.

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

The expenditure for this request is \$83,000. This expenditure will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

These services are estimated to be completed within nine (9) months from release to project completion. This project will be monitored by San Jacinto College Facilities Services personnel. Program management will be provided by AECOM.

**Purchase Request #3  
Regular Board Meeting April 10, 2017  
Consideration of Approval of a Contract for Engineering Services  
for Data Closets Package 1**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve the method of procurement for two 2015 Bond Projects: North Campus Utilities Tunnel Renovation and South Campus HVAC/Auto Body Shop Renovation.

### **BACKGROUND**

The North Campus Utilities Tunnel Renovation project includes refurbishment and repair of piping and related equipment installed in a subsurface tunnel located in the central portions of the North Campus. This work will consist of repairing piping supports, cleaning and painting corroded piping, reinsulating piping, repairing damage and leaking sections of the tunnel structure, installing ventilation and gas monitors, and installing sump pumps with backup generators. The project will also include a utilities expansion for the proposed cosmetology and culinary center. This is a change of scope from the original project in the 2015 Bond recommendations which proposed a replacement of the tunnel and a different location for the cosmetology and culinary center. The scope change was reviewed with the Board Building Committee on March 21, 2017.

The South Campus HVAC/Auto Body Shop Renovation project will provide for repairing, renovating, and repurposing the former Auto Body Shop building at the South Campus for use by the Heating, Ventilation and Air Conditioning (HVAC) Tech program. Instead of expanding the existing Building 23 “fire house” structure, as was recommended in the original 2015 Bond recommendations, it is proposed that the unused former Auto Body Shop building be used for expanding the HVAC Tech program and related campus operations. This project change was reviewed with the Board Building Committee on March 21, 2017

The Competitive Sealed Proposal delivery method is recommended for both of these projects because this method has proven to be an effective procurement methodology for projects of this size, scope, and complexity.

### **IMPACT OF THIS ACTION**

The Competitive Sealed Proposal method requires detailed specifications and project plans be developed by one of the qualified architect or engineering firms that will be selected from the pool of firms the Board approved for the 2015 Bond Program. The package of specifications and plans will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.151.

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

These projects will be funded from 2015 Bond Program funds. The original total project budgets for these projects are as follows:

North Campus Utilities Tunnel Renovation – \$11,600,000

**Purchase Request #4**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval of Method of Procurement for 2015 Bond Projects**

South Campus Fire House Expansion – \$5,585,000

South Campus Auto Body Shop Demolition - \$312,000

With the revised scope of work, the budgets will be adjusted to \$5,500,000 and \$2,312,000, respectively. The anticipated savings will be reclassified to the 2015 Bond Program contingency.

**MONITORING AND REPORTING TIMELINE**

The North Campus Utilities Tunnel Renovation project is expected to be completed in eighteen (18) months following approval to proceed, and the South Campus HVAC/Auto Body Shop Renovation project is expected to be completed in nine (9) months following approval to proceed. The College Facilities Services personnel will oversee the project. Program management will be provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Consideration of Approval to Purchase Maintenance Millwright Training Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve the purchase of Maintenance and Millwright training equipment from Technical Laboratory Systems (Tech-Labs) for the Continuing Professional Development (CPD) department.

**BACKGROUND**

The Ready-to-Work Grant, awarded to the College by the United States (US) Department of Labor, has reassigned grant funds for the purchase of training equipment. The Industrial Maintenance/Millwright and Industrial Electrician programs in CPD require more hands-on and industrial-grade equipment in order to expand program capabilities in both long-term National Center for Construction Education and Research (NCCER) programs and short-term incumbent training.

Tech-Labs has a contract through the Choice Partners cooperative contracts program to provide technical training equipment and curriculum, Contract Number 14/034MP-14, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code. Tech-Labs is also a sole source provider of this equipment and is exempt from competitive bidding per Section 44.031(j) of the Texas Education.

**IMPACT OF THIS ACTION**

The equipment under consideration will transform training from a component level to a system level, demonstrating how individual components are interrelated and interact with other industrial systems. This will also enhance system level troubleshooting training. Additionally, CPD client contractors, such as Turner and Austin, and additional owner companies have requested an NCCER program in Instrumentation and Millwright.

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

The expenditure for this request is \$320,575. This expenditure is funded by the US Department of Labor Ready-to-Work Grant.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None



**Purchase Request #5**  
**Regular Board Meeting April 10, 2017**

**Consideration of Approval to Purchase Maintenance Millwright Training Equipment**

**RESOURCE PERSONNEL**

Craig Zimmerman	281-478-3684	craig.zimmerman@sjcd.edu
JD Taliaferro	281-478-3687	jd.taliaferro@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #6**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval to Renew Contract for**  
**Beverage Vending and Pouring Rights**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a renewal of the contract for beverage vending and pouring rights from Coca-Cola Refreshments USA, Inc., d/b/a Houston Coca-Cola Bottling Company.

**BACKGROUND**

A request for proposals, Project Number 09-27, was issued in April 2009 to provide beverage vending and pouring rights services for the College. The Board approved the original contract with Houston Coca-Cola Bottling Company in April 2009. Vending services are managed by the Auxiliary Services department and are structured as a revenue-generating service contract.

**IMPACT OF THIS ACTION**

Houston Coca-Cola Bottling Company has provided the College with beverage vending for the past eight years. Since the initial contract award, they have proactively installed credit and debit card readers on many of their machines, which allows them to remain competitive with the other snack and beverage providers on the campuses, i.e., Barnes and Noble, Starbucks, and food services outlets. When performance issues arise, College representatives work with the sales representative to ensure services improve and vending machines are maintained and stocked as needed.

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

The estimated annual expenditure for this request is \$100,000. This expenditure will be funded from the Auxiliary Services department's 2016-2017 operating budgets. Based on historical data, the projected annual commission amount received from vending machines is \$140,000.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the fourth of five one-year contract renewal options available. The extended contract term will be May 1, 2017 through April 30, 2018.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Hilda Boyce	281-991-2627	<a href="mailto:hilda.boyce@sjcd.edu">hilda.boyce@sjcd.edu</a>
Gwen Henderson	281-998-6326	<a href="mailto:gwen.henderson@sjcd.edu">gwen.henderson@sjcd.edu</a>

## **ADMINISTRATION RECOMMENDATION/REPORT**

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

## **BACKGROUND**

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

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

## **IMPACT OF THIS ACTION**

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

Doeren Mayhew, P.C., is also retained to perform an annual audit of the San Jacinto College Foundation (Foundation) financial records.

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

The estimated annual expenditure for this request is \$98,000, which includes the College and the Foundation audit. This expenditure is funded by the Vice Chancellor of Fiscal Affairs' 2016-2017 operating budget and subsequent year budgets, subject to approval by the Board.

## **MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of four one-year renewal options. The new contract term will be May 5, 2017 through May 4, 2018.

**Purchase Request #7**  
**Regular Board Meeting April 10, 2017**

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

**ATTACHMENTS**

None

**NONERESOURCE PERSONNEL**

Chet Lewis	281-998-6306	chet.lewis@sjcd.edu
William E. Dickerson	281-998-6142	bill.dickerson@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #8**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval to Purchase Communication White Boards**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve the purchase of Communication White Boards and associated products from the Managing Team Response (MTR) /Scan Am Company for the Associate Degree Nursing (ADN) programs at Central and North campuses.

**BACKGROUND**

The Managing Team Response/Scan Am Company has been in existence since 2009. The products that created by MTR /Scan Am are associated with patient safety and communication within the health care delivery team. This supplier has had a collaborative history with San Jacinto College South Campus Licensed Vocational Nurse/Paramedic to ADN Transition Program since 2015. The communications and safety systems from MTR/Scan Am provides a mechanism where patient health status/updates in plan of care and communication among the members of the health team can take place. This type of system is utilized in the patient care delivery environments. These communications and patient safety systems are considered “best practices” in the health care field.

The communication and safety system products provided by MTR/Scan Am are unique, considered a sole source and are exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1429 has been assigned.

**IMPACT OF THIS ACTION**

The nursing departments plan on increasing clinical hours to 50% hospital experience and 50% simulation hours. The purchase and implementation of the MTR/Scan Am products will prepare our students for the workforce by having them exposed to patient communication systems that are utilized in clinical learning environments.

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

The expenditure for this request is \$86,043. This expenditure is partially funded by the Texas Higher Education Coordinating Board/Nursing Innovations Grant Program awarded to the Associate Degree Nursing Programs at Central and North campus and the department’s 2016-2017 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**Purchase Request #8**  
**Regular Board Meeting April 10, 2017**  
**Consideration of Approval to Purchase Communication White Boards**

**RESOURCE PERSONNEL**

Rhonda Bell	281-459-7618	rhonda.bell@sjcd.edu
Michael Kane	281-476-1858	michael.kane@sjcd.edu
Veronica Jammer	281-476-1842	veronica.jammer@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

**Item "A"**  
**Regular Board Meeting April 10, 2017**  
**Approval of the Minutes for the March 6, 2017**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the March 6, 2017, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
March 6, 2017  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Others:</b> Bruce Caldwell, Teri Crawford, Chet Lewis, Mandi Reiland
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	<b>Workshop began at 4:46 p.m.</b>
<b>II.</b>	<b>Roll Call of Board Members</b>	<b>Board Members:</b> Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072 of the Texas Open Meetings Act, for the following purposes: Real Estate</b>	Adjourned to closed session at 4:48 p.m.  Chet Lewis and Mandi Reiland were present for the executive session.  a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 5:24 p.m.
<b>V.</b>	<b>Update on Campus Carry Task Force Progress &amp; Policy/Procedure Review</b>	Chief Caldwell and Teri Crawford were present for this item.  Chet Lewis explained the background of the license to carry facts for Texas Senate Bill 11, which was enacted in 2015. He clarified the difference between open carry and concealed carry. Chet stated that the law allows colleges to designate specific locations on campus where handguns will not be allowed. The intent is that colleges will be as permissive and accessible as possible to handgun license holders. The law does not allow colleges to “generally prohibit” campus carry. Based



		<p>on the statements made by sponsors of the law, faculty offices, libraries and classrooms are not areas that were intended as gun exclusion zones.</p> <p>Chet gave an overview of the required signage. If the College places limits on certain areas, the College must give notice as described under Penal Code section 30.06.</p> <p>Brenda Hellyer explained that the law requires the governing board, no later than 90 days after the establishment of rules, to review, and the Board may amend or approve with 2/3 vote. Rules adopted must be widely distributed to students, staff, and faculty including prominently publishing the provisions on the College’s website. The proposed reasonable rules, regulations, and other provisions were developed based on consultation with faculty, staff, students, and stakeholders.</p> <p>Chet explained that the Campus Carry Taskforce was led by Bruce Caldwell, Chief of Police. Chet Lewis, Vice Chancellor, Fiscal Affairs was the Strategic Leadership Team sponsor. The taskforce currently consists of 33 members which includes faculty, staff, administrators, and students.</p> <p>Dan Mims asked if every exclusion zone has to have justification. Chet said they all have to be justifiable.</p> <p>Larry Wilson shared his concern about placement and removal of signage. Based on the proposed procedures, temporary signage will need to be put up and taken down quickly. Chet answered that the proposed procedures allow for a verbal communication of temporary exclusion zones. Several Board members expressed their concerns about allowing verbal communications.</p> <p>Chet emphasized that any items the Board would like included in the policy need to be incorporated so the Board has total authority over those items. If the Board allows the Chancellor authority over certain items, those need to be included in the procedures, which the Board does not approve. Dan stated that he thinks that more of the details need to be in the policy to put the decision on the Board, rather than the Chancellor.</p> <p>Keith Sinor asked about the difference between the UT Austin and Texas A&amp;M policy and procedures. He has heard that UT Austin is stricter and Texas A&amp;M is not as strict. Chet</p>
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		<p>explained that UT Austin puts less in the policy and more in the procedures. Texas A&amp;M include more in the policy and less in the procedures. Overall, they are similar.</p> <p>Dr. Ruede Wheeler asked about penalty for violators. Chief Caldwell explained the penalties are mandated by the State under the State Penal Code 30.06. Chet explained there could be additional disciplinary actions which will be included in the student and employee handbooks.</p> <p>Keith asked what the penalty is for a person carrying that does not have a license to carry. Chief Caldwell explained that the penalty would be a third degree felony.</p> <p>Chet stated that there will be training for employees that explains how to handle situations. An individual cannot be questioned about carrying except by a police officer. If a gun is seen on campus, campus police should be notified.</p> <p>Chet presented the proposed gun exclusion zones that are included in the proposed policy and procedures that were distributed to the Board.</p> <p>Dan Mims and John Moon, Jr. think there are so many exclusions that it may not meet the requirements of the legislature.</p> <p>Larry and John explained that the point of carrying is for a licensed carrier to be able to protect themselves. These procedures are limiting this significantly.</p> <p>Chet is concerned that there could be the possibility of discrimination for verbal notifications.</p> <p>Chairman Mims went through each procedure with the Board members. The following items are procedures they had comments and changes on.</p> <p>Several members were not comfortable with the verbal warning. John expressed concern that this would potentially result in legal issues. They all agreed that signage/written notice is needed for exclusion zones.</p> <p>Procedure No. 6: They would like the first reading presented without this procedure.</p>
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		<p>Procedure No. 13 regarding individual offices: They agree that verbal notification should not be allowed and signage is needed.</p> <p>Chet suggests the College have an application process for individual offices.</p> <p>Brenda asked if this is how the Board prefers that be handled.</p> <p>John asked if the College can have designated rooms reserved for meetings with students if there is cause for concern.</p> <p>Chet does not believe we can achieve this from a facilities standpoint.</p> <p>Brenda asked who on the task force had concerns about Procedure No. 13 regarding individual offices.</p> <p>Chet stated there were some concern from each of the staff, faculty, and administrator groups.</p> <p>Chet covered what other colleges are doing in regards to individual offices. UT Austin, Texas A&amp;M, Texas Southern University, and Lone Star College are allowing discretion. University of Houston is operating under demonstrated risk. Texas State, Texas Tech, and North Texas are not excluding.</p> <p>Procedure No. 15: Dan had issues with the wording use of “significant” in this procedure. The Board members would like this specified and defined throughout Procedure No. 15.</p> <p>Procedure No. 20: The members agreed this number be removed from the procedures.</p> <p>Procedure No. 22. They recommend that this should include appointed by Chancellor, chaired by the Vice Chancellor, Fiscal Affairs and the San Jac Police Chief. They recommend a two year term.</p> <p>The Board would like the majority of these procedures moved into the policy.</p> <p>The next steps are for the policy and procedures to be distributed to the College community for feedback prior to an anticipated first reading of the Campus Carry Policy at the April 10, 2017 Board of Trustees Meeting with an anticipated second reading in May 2017.</p>
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<b>VI.</b>	<b>Review Policy on Policy and Procedure Development, Review, and Revisions</b>	<p>Brenda Hellyer covered the current foreword with the Board and explained that it is outdated. The purpose of the Policy on Policy and Procedure Development, Review, and Revisions is to define the process of policy and procedure development, review, revision, and rescission at San Jacinto College. Implementation of the process revisions will provide and clarify steps by providing a method by which employees or students may request changes to College policies. The intent is that the changes in process will improve transparency, encourage input, create a consistent and timely review cycle, and enhance user friendliness.</p> <p>The Board members had no questions or concerns on this item.</p>
<b>VII.</b>	<b>Review of Board of Trustees Bylaws</b>	<p>Brenda Hellyer explained that she is working though the bylaws with legal counsel and will bring back updated bylaws for first and second readings in the next few months.</p> <p>Brenda specifically pointed out section 12 and 13 on hearing of citizens. Members discussed the time limits for citizens to speak and the best ways to ensure citizens are allowed to be heard without having the meeting agenda disrupted.</p> <p>Brenda recommended asking legal counsel on the best practices for community colleges and get recommendations from her.</p>
<b>VIII.</b>	<b>Review Chancellor’s Job Description</b>	This item was tabled.
<b>IX.</b>	<b>Update on May 2017 Board Election</b>	Brenda Hellyer gave an update on the candidates that will appear on the ballot for the 2017 Board of Trustees election. Rick Guerrero and Erica Davis Rouse are candidates for Position 1. Dr. Ruede Wheeler is the incumbent for Position 2.
<b>X.</b>	<b>Update on 85<sup>th</sup> Legislative Session</b>	This item was tabled.
<b>XI.</b>	<b>Review of Calendar</b>	Brenda Hellyer reviewed the calendar with the Board.
<b>XII.</b>	<b>General Discussion of Meeting Items</b>	There were no additional items discussed.
<b>XIII.</b>	<b>Adjournment</b>	Workshop adjourned at 6:54 p.m.



**San Jacinto College District  
Board Meeting Minutes**

**March 6, 2017**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, March 6, 2017, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Amy Austin	Allatia Harris	Danny Snooks
Mike Austin	Karen Hattaway	Rob Stanicic
Joshua Banks	Joseph Hebert	Susan Starr
Allen Bourque	Erika Hernandez	Janice Sullivan
Bruce Caldwell	Nico Hovsepian	Susan Temple
Michelle Callaway	Sallie Kay Janes	Atai Trevino
Pam Campbell	Brenda Jones	Steve Trncak
Tyler Cashiola	Ruth Keenan	Jesus Villegas
Rachel Chapa	Ann Kokx-Templet	Wayne Wauters
Jose Cortez	Marco Lozano	Van Wigginton
Jose Cortez Jr.	Floyd McConnell	
Jose Cortez III	Danielle McGrath	
Kayla Cortez	Kevin McKisson	
Teri Crawford	Barbara McLendon	
Suzanne DeBlanc	Kim Miller-Davis	
Vickie Del Bello	Bruce Moore	
Shanna Dement	Catherine O'Brien	
Bill Dowell	Susan Palmer	
Chris Duke	Bill Raffetto	
Kenneth English	Shelley Rinehart	
Maria Fargo	Sandra Ramirez	
Amanda Fenwick	Jennifer Ramsey	
Yvonne Frear	Brian Schneider	
John Grimes	Shanna Schultz	
Anna Guevara	Jill Scott	

<b>Call the Meeting to order:</b>	Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:01 p.m.
<b>Roll Call of Board Members:</b>	Marie Flickinger Brad Hance John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Sallie Kay Janes. The pledges to the American flag and the Texas flag were led by John Moon, Jr.
<b>Special Announcements, Recognitions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Ruth Keenan presented the LBC Terminal check presentation. LBC Terminal representatives present were John Grimes and Bruce Moore.</li> <li>2. Dr. Brenda Hellyer introduced the San Jacinto College Monument Award recognition. She presented the Institutional Research and Effectiveness Team with their award. Present to accept the award were George Gonzalez, Michelle Callaway, Maria Fargo, and Marco Lozano. Steve Trncak and Rob Stanicic presented the award to the Cornerstone Implementation Team. Present to accept the award were Shanna Dement, Jill Scott, Anna Guevara, Jennifer Ramsey, Vickie Del Bello, Wayne Wauters, Phillip Leteff (not present), Nico Hovsepian, Linh Pham, and Michael Austin. Dr. Bill Raffetto presented to the Student Success Center Advisory Committee. Present to accept the award were Susan Palmer, Karen Hattaway, Kim Miller-Davis, Pat Amezcua (not present), Brian Corbin, Carla Garrett, Jon Nelson, Danielle McGrath, Rachel Chapa, and Erika Hernandez.</li> <li>3. Dr. Bill Raffetto recognized Floyd McConnell for being named the Texas Intercollegiate Forensic Association Educator of the Year. Previous and current students of Floyd's, Shanna Schultz, Tyler Cashiola, Jesus Villegas, and Atai Trevino, commented on his impact on them.</li> <li>4. Van Wigginton recognized Yvonne Frear for being named outstanding Alumni for Texas Southern University.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. Michelle Callaway presented a report on fall course retention and success rates.</li> <li>2. Dr. Catherine O'Brien gave an update on the University Center plan.</li> </ol>
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A thank you was sent to the Board from Hilda Boyce, for the plant sent in memory of her mother.</li> <li>2. A thank you was sent to the Board from Rosemary Morales, for the plant sent in memory of her father.</li> </ol>

<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	<p>The following citizen desiring to be heard before the Board spoke for five minutes.</p> <p>1. Brian Schneider provided comments and concerns regarding the discontinuation of the men’s basketball program.</p> <p>Dan Mims thanked Mr. Schneider for his comments.</p>
<b>Informative Reports:</b>	<p>Dan Mims indicated such reports were in the Board documents.</p>
<b>Motion 9767 Consideration of Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants</b>	<p>Motion was made by Larry Wilson, seconded by Keith Sinor, for Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.</p> <p><b>Motion Carried.</b></p> <p><b>Yeas:</b> Flickinger, Hance, Moon, Jr., Sinor, Wheeler, Wilson <b>Nays:</b> None</p>
<b>Motion 9768 Consideration of Approval of a Budget Amendment for Property Tax Revenue, Tuition and Fee Revenue, and Part-time Faculty and Staff Expenditure</b>	<p>Motion was made by Dr. Ruede Wheeler, seconded by Marie Flickinger, for Approval of a Budget Amendment for Property Tax Revenue, Tuition and Fee Revenue, and Part-time Faculty and Staff Expenditure.</p> <p><b>Motion Carried.</b></p> <p><b>Yeas:</b> Flickinger, Hance, Moon, Jr., Sinor, Wheeler, Wilson <b>Nays:</b> None</p>
<b>Consideration of Policy II.A.2000, Policy and Procedure Development, Review, and Revisions – First Reading (Information Only)</b>	<p>Informational item on Policy II.A.2000, Policy and Procedure Development, Review, and Revisions – First Reading.</p> <p><b>No vote needed.</b></p>
<b>Motion 9769 Consideration of Approval to</b>	<p>Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler, for Approval to Modify Incidental &amp; Lab Fees.</p>



**Modify Incidental & Lab Fees**

**Motion Carried.**

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

**Motion 9770  
Consideration of  
Purchasing  
Requests**

Motion was made by Keith Sinor, seconded by Brad Hance, for approval of the purchasing requests.

Purchase Request #1 - Data Cabling and Upgraded Systems Components	\$91,000
Purchase Request #2 - Method of Procurement for 2015 Bond Projects	-
Purchase Request #3 - Apprenticeship Training Services	209,446
Purchase Request #4 Asphalt and Concrete Paving Services	225,000
Purchase Request #5 Lean Six Sigma and Project Management Training Services	100,000
Purchase Request #6 Hamilton G5 Ventilators	77,700
Purchase Request #7 - Cloud Based IT Help Desk Solution	<u>55,500</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$758,646</b>

**Motion Carried.**

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

**Motion 9771  
Consent Agenda**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, to approve the consent agenda.

**Motion Carried.**

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

**Adjournment:**

Meeting Adjourned at 7:50 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

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

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

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

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The April 10, 2017 Board Meeting  
 Budget Transfers Related to Fiscal Year 2016 - 2017

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	250	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	
STUDENT SERVICES	87	337
INSTITUTIONAL SUPPORT	-	2,324
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	4,427	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	2,727
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	107	
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	717	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	336	200
STUDENT SERVICES	363	699
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>6,288</b>	<b>6,288</b>

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

**RECOMMENDATION**

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

**Central Campus**

Department

Medical Imaging Technology Program  
(First Amendment)

Affiliation Entity

Kelsey-Seybold Clinic

Medical Imaging Program  
(Second Amendment)

Clear Lake Regional Medical Center

Eye Care Technology Program

Baylor College of Medicine

Eye Care Technology Program

Eye Center of Houston

Eye Care Technology Program

Safety RX

**South Campus**

Department

Physical Therapist Assistant Program

Affiliation Entity

Foundation Care Partners, LLC

Physical Therapy Assistant Program

The Medical Center of Southeast  
Texas

Occupational Therapy Assistant

Transitional Learning Center

Pharmacy Technician Program

Wal-Mart Stores, Inc.

Medical Imaging and Biomedical  
Sciences Program (First Amendment)

Bay Area Regional Medical Center,  
LLC

**North Campus**

Department

Medical Assisting

Affiliation Entity

Mosaic Clinic

Medical Assisting

First Family Medicine Association

Mental Health

The Real Program

Health Information Management

Bridgecrest Rehabilitation Suites

Health Information Management

Spinal Centers of Texas

**Item “D”  
Regular Board Meeting April 10, 2017  
Approval of the Affiliation Agreements**

Health Information Management

Deer Park Family Clinic, P.A.

Health Information Management

Jasper Newton County Public Health  
District

Natural Sciences (The Educational Experience Program)

Texas A&M University Health  
Science Center on behalf of The  
Institute of Biosciences and  
Technology

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

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Laurel Williamson

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laurel.williamson@sjcd.edu

**Item “E”**  
**Regular Board Meeting April 10, 2017**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, May 1, 2017.