

*Board of Trustees
Meeting*

August 6, 2018

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

The Board of Trustees of the San Jacinto Community College District will meet at 4:45 p.m., Monday, August 6, 2018, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.073 of the Texas Open Meetings Act, for the following purposes:**
 - a. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - Validation of evaluation ratings for members of the Strategic Leadership Team
 - Other Personnel Matters
 - b. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation.
- IV. Reconvene in Open Meeting**
- V. Review of Legislative Appropriations Request**
- VI. Review Unrestricted Net Position and Cash on Hand Recommendation**
- VII. Review Texas Higher Education Coordinating Board Almanac 2018 Comparison Metrics for San Jacinto College**
- VIII. Review of Calendar**
- IX. General Discussion of Meeting Items**
- X. Adjournment**

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, August 3, 2018, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, August 6, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
 - Signing Ceremony with University of Houston-Downtown and Update on Partnership Expansion Laurel Williamson
 - Recognition of the Central Campus Phi Beta Lambda (PBL) State and National Student Awards Van Wigginton
 - Recognition of Juliana Nichols for Being National Runner Up in Medical Technology at Skills USA Bill Raffetto
 - Recognition of Jackie Welch for Receiving the San Jacinto College Foundation Distinguished Service Award Ruth Keenan
- V. Student Success Presentations**
 - Update on Course Materials Initiatives Laurel Williamson
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

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

ACTION ITEMS

- IX. Consideration of Approval of Policy VI.6004.B: Student Conduct and Discipline – Second Reading**
- X. Consideration of Approval of Policy VI.6004.C: Student Complaints – Second Reading**
- XI. Consideration of Approval of Policy VI.6004.D: Campus Sexual Misconduct – Second Reading**
- XII. Consideration of Approval of Banking and Investment Resolutions**
- XIII. Consideration of Approval of the Annual Review of the Investment Policy and Strategy of the College**
- XIV. Consideration of Approval of Reauthorization of Full-time Salary Schedules, Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2018-2019**
- XV. Consideration of Approval of Policy III.3000.A: Campus Carry – First Reading**
- XVI. Consideration of Approval of Policy #: Finance Standards - First Reading**

PURCHASING REQUESTS

- XVII. Consideration of Purchasing Requests**

CONSENT AGENDA

- XVIII. Consent Agenda**

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

 - A. Approval of the Minutes for the July 9, 2018 Board Workshop, Public Budget Hearing, and Regular Board Meeting**
 - B. Approval of the Budget Transfers**
 - C. Approval of Personnel Recommendations, Extra Service Agreements, and 2018-2019 Professional Contract Recommendations**
 - D. Approval of the Affiliation Agreements**
 - E. Approval of the Next Regularly Scheduled Meeting**
- XIX. Items for Discussion/Possible Action**

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

Closed Session Authority

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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:

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Current assets:		
Cash and cash equivalents	\$ 92,142,991	\$ 83,502,641
Accounts receivable - taxes	4,183,080	4,408,575
Accounts receivable	15,762,616	14,721,428
Deferred charges	1,467,313	1,480,294
Inventories	363,167	443,645
Total current assets	<u>113,919,167</u>	<u>104,556,583</u>
Noncurrent assets:		
Restricted cash and cash equivalents	146,443,049	182,423,470
Capital assets, net	447,393,229	427,941,384
Total noncurrent assets	<u>593,836,278</u>	<u>610,364,854</u>
Total assets	<u>707,755,445</u>	<u>714,921,437</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	6,924,946	5,502,111
Deferred outflow related to defeased debt	10,460,538	5,524,182
Total deferred outflows of resources	<u>17,385,484</u>	<u>11,026,293</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	12,309,481	12,461,764
Accrued liabilities	6,741,881	6,936,525
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	13,283,809	13,079,983
Total current liabilities	<u>34,617,959</u>	<u>35,090,895</u>
Noncurrent liabilities:		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	465,324,167	474,484,434
Total noncurrent liabilities	<u>497,214,310</u>	<u>504,426,559</u>
Total liabilities	<u>531,832,269</u>	<u>539,517,454</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>3,795,258</u>	<u>4,122,366</u>
<u>Net assets</u>		
Beginning of year	164,328,451	166,844,720
Current year addition	25,184,951	15,463,190
Total net position	<u>\$ 189,513,402</u>	<u>\$ 182,307,910</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2018

11 Unrestricted Funds

	Adjusted Budget	Actual (83.33%)	% Actual to Adjusted Budget	6/30/17	% of 8/31/17 Actual
REVENUES:					
State Appropriations	\$ 38,785,178	\$ 31,426,841	81.03	\$ 29,539,225	80.98
Local Taxes - Maintenance & Operations	66,740,000	65,056,328	97.48	63,014,438	97.17
Credit Tuition	44,569,109	43,596,580	97.82	43,298,418	98.68
Credit Fees	15,210,000	15,782,513	103.76	15,458,069	101.77
Credit Exemptions & Waivers	(5,670,000)	(5,575,686)	98.34	(4,855,414)	99.68
Bad Debt	(1,800,000)	(1,569,419)	87.19	(1,958,983)	145.33
Continuing Professional Development	5,041,723	4,410,465	87.48	4,493,955	81.51
Sales & Services	3,269,775	3,067,759	93.82	1,718,794	1027.56
Loss on Disposal of Fixed Assets	-	-	-	(2,086,683)	-
Investment Income	500,000	926,203	185.24	263,471	75.90
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>166,645,785</u>	<u>157,720,184</u>	<u>94.64</u>	<u>148,885,290</u>	<u>92.93</u>
EXPENDITURES:					
Instruction	67,695,865	60,241,510	88.99	60,145,667	85.91
Public Service	5,268,411	4,692,743	89.07	4,226,423	73.32
Academic Support	13,893,867	10,375,199	74.67	10,126,306	80.18
Student Services	14,761,469	11,345,041	76.86	10,960,666	77.08
Institutional Support	41,152,359	30,025,848	72.96	31,062,666	82.60
Physical Plant	19,853,795	14,636,204	73.72	13,108,210	78.59
Hurricane Harvey	30,000	232,995	776.65	-	-
Total	<u>162,655,766</u>	<u>131,549,540</u>	<u>80.88</u>	<u>129,629,938</u>	<u>82.62</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(37,000)	(3,897)	-	(158,624)	-
Transfers Out	4,027,019	2,885,127	-	3,771,086	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 23,289,414</u>		<u>\$ 15,642,890</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2018

Federal Restricted Funds

	Adjusted Budget	Actual (83.33%)	% Actual to Adjusted Budget	6/30/17	% of 8/31/17 Actual
REVENUES:					
Grants	\$ 56,734,392	\$ 43,371,103	76.45	\$ 44,258,889	92.88
Hurricane Harvey	-	11,610	-	-	-
Total	<u>56,734,392</u>	<u>43,382,713</u>	<u>76.47</u>	<u>44,258,889</u>	<u>92.88</u>
EXPENDITURES:					
Instruction	600,472	369,429	61.52	367,712	94.74
Public Service	260,762	146,890	56.33	174,665	83.25
Academic Support	7,957,946	3,594,376	45.17	3,125,972	73.96
Student Services	396,870	321,358	80.97	233,437	78.43
Institutional Support	1,156,774	742,080	64.15	891,503	75.05
Scholarships and Fellowships	46,349,958	38,196,970	82.41	39,465,600	95.42
Hurricane Harvey	11,610	11,610	100.00	-	-
Total	<u>56,734,392</u>	<u>43,382,713</u>	<u>76.47</u>	<u>44,258,889</u>	<u>92.84</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 Ten Months Ended June 30, 2018

State Restricted Funds

	Adjusted Budget	Actual (83.33%)	% Actual to Adjusted Budget	6/30/17	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 9,429,206	91.99	\$ 8,540,560	66.35
Grants	5,651,295	2,906,592	51.43	2,736,632	88.86
Total	<u>15,901,295</u>	<u>12,335,798</u>	<u>77.58</u>	<u>11,277,192</u>	<u>70.70</u>
EXPENDITURES:					
Instruction	6,994,308	4,395,243	62.84	4,242,692	66.32
Public Service	313,147	301,061	96.14	263,785	65.26
Academic Support	1,176,133	1,141,664	97.07	1,306,406	73.36
Student Services	1,312,227	1,308,407	99.71	1,221,311	69.00
Institutional Support	3,590,178	2,831,398	78.87	2,181,475	66.40
Scholarships and Fellowships	2,515,302	2,358,025	93.75	2,061,523	89.12
Total	<u>15,901,295</u>	<u>12,335,798</u>	<u>77.58</u>	<u>11,277,192</u>	<u>70.70</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 Ten Months Ended June 30, 2018

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,722,717	\$ 1,686,326	61.94	\$ 1,843,503	91.61
Total	<u>2,722,717</u>	<u>1,686,326</u>	<u>61.94</u>	<u>1,843,503</u>	<u>91.61</u>
EXPENDITURES:					
Instruction	82,339	39,168	47.57	69,318	83.51
Public Service	223,624	140,433	62.80	146,442	80.19
Academic Support	727,475	79,484	10.93	167,145	92.05
Student Services	56,779	34,358	60.51	24,275	100.00
Institutional Support	47,712	5,439	11.40	37,014	51.43
Scholarships and Fellowships	1,867,190	1,504,734	80.59	1,476,087	87.93
Total	<u>3,005,119</u>	<u>1,803,616</u>	<u>60.02</u>	<u>1,920,281</u>	<u>86.41</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(282,402)	(146,961)		(265,403)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 29,671</u>		<u>\$ 170,762</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2018

27 Texas Public Education Grant

	Adjusted Budget	Actual (83.33%)	% Actual to Adjusted Budget	6/30/17	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 1,940,194	106.90	\$ 1,938,803	114.08
Investment Income	-	-	-	-	-
Total	<u>1,815,000</u>	<u>1,940,194</u>	<u>106.90</u>	<u>1,938,803</u>	<u>114.08</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,815,000</u>	<u>1,736,880</u>	<u>95.70</u>	<u>1,790,907</u>	<u>84.66</u>
Total	<u>1,815,000</u>	<u>1,736,880</u>	<u>95.70</u>	<u>1,790,907</u>	<u>84.66</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 203,314</u>		<u>\$ 147,896</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2018

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 6,961	-	\$ 241,258	81.10
Total	<u>-</u>	<u>6,961</u>	<u>-</u>	<u>241,258</u>	<u>81.10</u>
EXPENDITURES:					
Instruction	-	20,869	-	18,428	55.24
Student Services	-	47,950	-	-	-
Total	<u>-</u>	<u>68,819</u>	<u>-</u>	<u>18,428</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (61,858)</u>		<u>\$ 222,830</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2018

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Auxiliary Services	<u>3,535,367</u>	<u>2,721,590</u>	<u>76.98</u>	<u>2,907,840</u>	<u>90.90</u>
Total	<u>3,535,367</u>	<u>2,721,590</u>	<u>76.98</u>	<u>2,907,840</u>	<u>87.93</u>
EXPENDITURES:					
Non-Instructional Labor	811,026	541,946	66.82	617,340	85.15
Benefits	190,527	345,719	181.45	367,520	83.02
Supplies	1,332,092	432,089	32.44	474,761	82.71
Travel	253,903	431,145	169.81	471,576	88.65
Contracted Services	441,649	256,194	58.01	249,102	88.27
Scholarships and Fellowships	1,190,293	1,493,972	125.51	1,552,679	95.19
Utilities	<u>550</u>	<u>-</u>	<u>-</u>	<u>9,209</u>	<u>-</u>
Total	<u>4,220,040</u>	<u>3,501,065</u>	<u>82.96</u>	<u>3,742,187</u>	<u>89.18</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(721,673)	(779,475)	-	(834,347)	-
Transfers Out	<u>37,000</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 Ten Months Ended June 30, 2018

95 Retirement of Indebtedness

	Adjusted Budget	Actual (83.33%)	% Actual to Adjusted Budget	6/30/17	% of 8/31/17 Actual
REVENUES					
Investment Income	\$ -	\$ 244,611	-	\$ 859,821	2604.97
Local Taxes - Debt Service	<u>28,583,724</u>	<u>28,129,314</u>	<u>98.41</u>	<u>26,546,981</u>	<u>99.37</u>
Total	<u>28,583,724</u>	<u>28,373,925</u>	<u>-</u>	<u>27,406,802</u>	<u>102.47</u>
EXPENDITURES					
Institutional Support	<u>32,282,149</u>	<u>15,143,443</u>	<u>46.91</u>	<u>15,824,739</u>	<u>83.60</u>
Total	<u>32,282,149</u>	<u>15,143,443</u>	<u>46.91</u>	<u>15,824,739</u>	<u>83.60</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,022,944)	(1,954,794)	-	(2,530,575)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ 15,185,276</u>		<u>\$ 14,112,638</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2018

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/17</u>	<u>% of 8/31/17 Actual</u>
EXPENDITURES					
Depreciation	\$ 22,000,000	\$ 14,079,260	64.00	\$ 15,579,503	84.49
Capital Purchases	-	(618,394)	-	(745,677)	-
Total	<u>22,000,000</u>	<u>13,460,866</u>	<u>-</u>	<u>14,833,826</u>	<u>99.37</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (13,460,866)</u>		<u>\$ (14,833,826)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2018

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
State Appropriations	\$ 49,035,178	\$ 40,856,047	83.32	\$ 38,079,785	77.16
Local Taxes - Maintenance & Operations	66,740,000	65,056,328	97.48	63,014,438	97.17
Local Taxes - Debt Service	28,583,724	28,129,314	98.41	26,546,981	99.37
Credit Tuition	46,384,109	45,536,774	98.17	45,237,221	99.25
Credit Fees	15,210,000	15,782,513	103.76	15,458,069	101.77
Credit Exemptions & Waivers	(5,670,000)	(5,575,686)	98.34	(4,855,414)	99.68
Bad Debt	(1,800,000)	(1,569,419)	87.19	(1,958,983)	145.33
Continuing Professional Development	5,041,723	4,410,465	87.48	4,493,955	81.51
Sales & Services	3,269,775	3,074,720	94.03	1,960,052	421.73
Loss on Disposal of Fixed Assets	-	-	-	(2,086,683)	-
Investment Income	500,000	1,170,814	234.16	1,123,292	295.49
Auxiliary Services	3,535,367	2,721,590	76.98	2,907,840	87.93
Grants	62,385,687	46,277,695	74.18	46,995,521	92.63
Local Grants	2,722,717	1,686,326	61.94	1,843,503	91.61
Hurricane Harvey Recoveries	11,610	610,210	-	-	-
Total	<u>275,949,890</u>	<u>248,167,691</u>	<u>89.93</u>	<u>238,759,577</u>	<u>92.59</u>
EXPENDITURES:					
Instruction	75,372,984	65,066,219	86.33	64,843,817	84.31
Public Service	6,065,944	5,281,127	87.06	4,811,315	73.33
Academic Support	23,755,421	15,190,723	63.95	14,725,829	78.25
Student Services	16,527,345	13,057,114	79.00	12,439,689	76.26
Institutional Support	78,229,172	48,748,208	62.31	49,997,397	81.85
Physical Plant	19,853,795	14,636,204	73.72	13,108,210	78.59
Scholarships and Fellowships	52,577,450	43,796,609	83.30	44,794,117	94.36
Auxiliary Enterprises	4,220,040	3,501,065	82.96	3,742,187	89.18
Depreciation	22,000,000	14,079,260	64.00	15,579,503	84.49
Hurricane Harvey	30,000	244,605	776.65	-	-
Capital Purchases	-	(618,394)	-	(745,677)	21.24
Total	<u>298,632,151</u>	<u>222,982,740</u>	<u>74.67</u>	<u>223,296,387</u>	<u>84.92</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(4,064,019)	(2,885,127)	-	(3,788,949)	-
Transfers Out	4,064,019	2,885,127	-	3,788,949	-
Net Increase (Decrease) in Net Position	<u>\$ (22,682,261)</u>	<u>\$ 25,184,951</u>		<u>\$ 15,463,190</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2018

91 Capital Projects

	Adjusted Budget	Actual (83.33%)	6/30/17
REVENUES:			
Investment Income	\$ -	\$ 1,494,367	\$ -
Total	-	1,494,367	-
EXPENDITURES:			
Bond Programs	-	30,471,916	28,760,058
Total	-	30,471,916	28,760,058
Net Increase (Decrease) in Net Position	\$ -	\$ (28,977,549)	\$ (28,760,058)



Monthly Investment Report

June 30, 2018



International Tit-for-Tat Trade



The events this month are almost more numerous than the ability to note. Trade and immigration fought for the headlines but Korea talks, hikes in interest rates and inflation also vied for critical attention and impact.

Escalating trade rhetoric ramped to fever pitch between the US and key trading partners which unnerved equity investors throughout the month. The trade uncertainty fired an international flight to quality lowering US bond rates. The Administration is saying that goal is to remove barriers but India joined China and the EU in initialing retaliatory taxes on \$3.2 billion of US goods including Harley-Davidson, Levis and bourbon. How American can you get?!

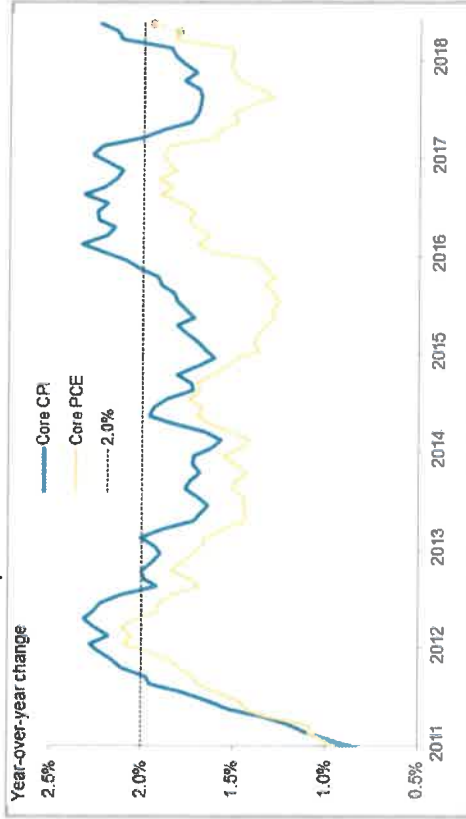
This shifting trade tantrum's ultimate impact on US growth is impossible to gauge at this point. It could shave off a few tenths on participating countries' GDP. That is not a token impact when most countries are struggling to climb back to a steady growth rate. The fear is the continued back-and-forth on penalties will escalate negatively on growth.

The interest rate moves which are dependent on that growth remain tied to inflation trends. CPI and PPI continue to rise and are feeding into the Fed's key indicator, PCE. A faster pace of inflation continues to support the Fed's notion of a further need for policy firming. Although, the Fed's preferred inflation measure, the PCE, remains stubbornly below the Committee's objective of 2%.

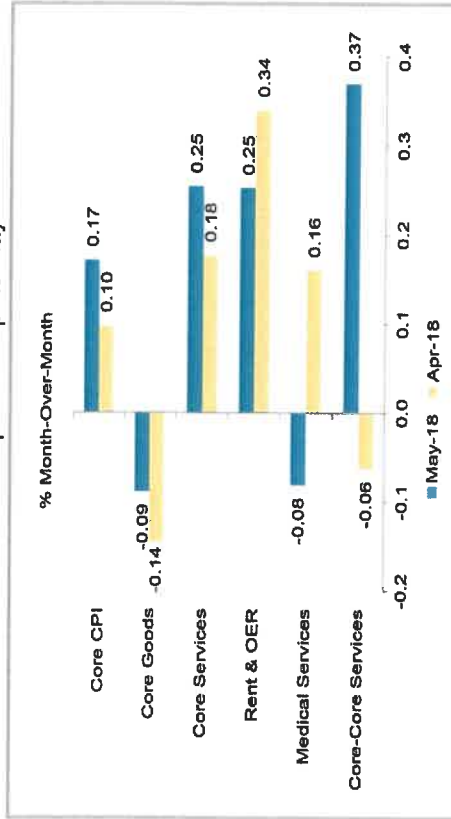
Despite the intractable PCE, the Fed raised rates again this month taking the Fed Funds rate to 1.75-2.0%. The FOMC does not view the rate increases as tightening, but as a removal of their *extraordinary monetary policy*. Their statements note they are just getting back to neutral monetary policy and according to the Chairman, there are still 100bps to go - taking us to 3%. This is consistent with the longer term projections from the most recent Dot Plot.

The ECB however opted to leave rates unchanged, with the deposit rate at -0.40%. More importantly though the ECB outlined an end to its QE program by the end of 2018. The ECB will reduce bond purchases - due to run at €30 billion a month through September - to €15 billion in October through, when the purchases will end. This will increase supply in the market and should raise those rates reducing the spread of US to other sovereign debt and perhaps moving funds out of the US bond market.

All Important Inflation Trends



Growth in Core CPI Components Apr to May



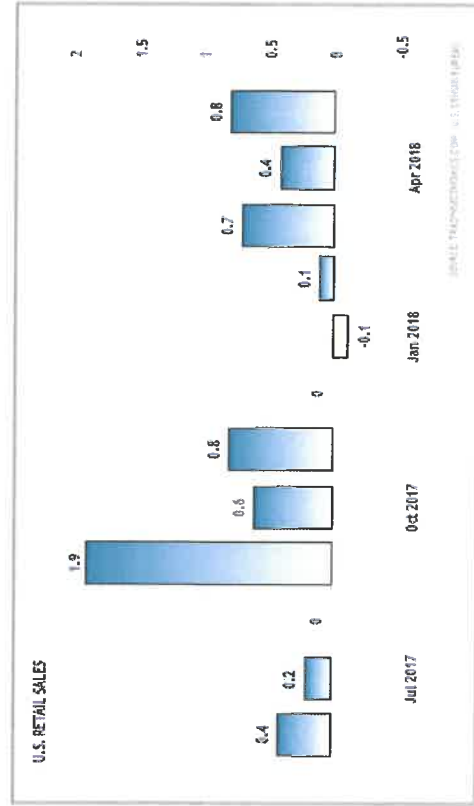
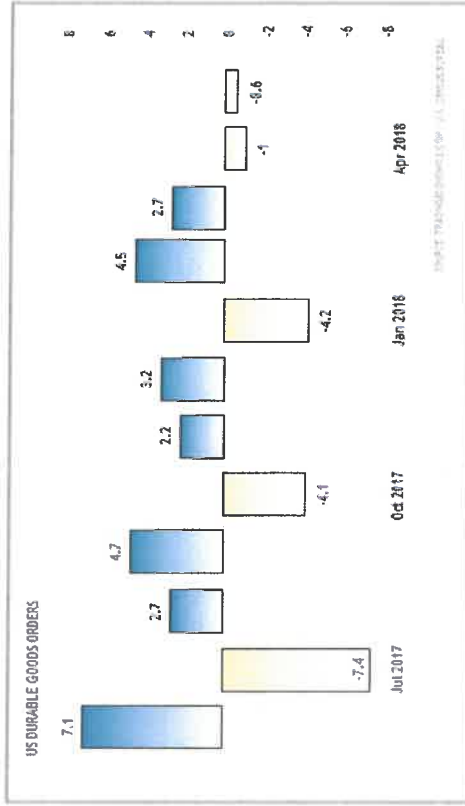
The Expansion Slows Slightly

Despite the volatility caused by global events the domestic economy continues to move along slowly and remains relatively strong especially in comparison to other economies. Unfortunately the relative spread is growing. Europe is showing some cracks but hopefully that may be the result of this past extreme winter weather. Even as the US struggles with immigration issues Europe also scrambles to find solutions. German parties cannot agree on the 1.4m asylum seekers that have pushed into Germany raising fears of demographic changes and soaring costs.

Emerging markets (EM) are of growing concern. An increase in the USD will push their import prices and yet the sovereign banks are also in a race with the US to now raise rates just as they sprinted to beat rates down as we cut our rates. EM countries will be very dependent on their trade balances as well as the amount of dollar denominated debt they issued. As they pay back that debt the dollars are becoming more expensive and add to their cost thereby cutting their growth prospects.

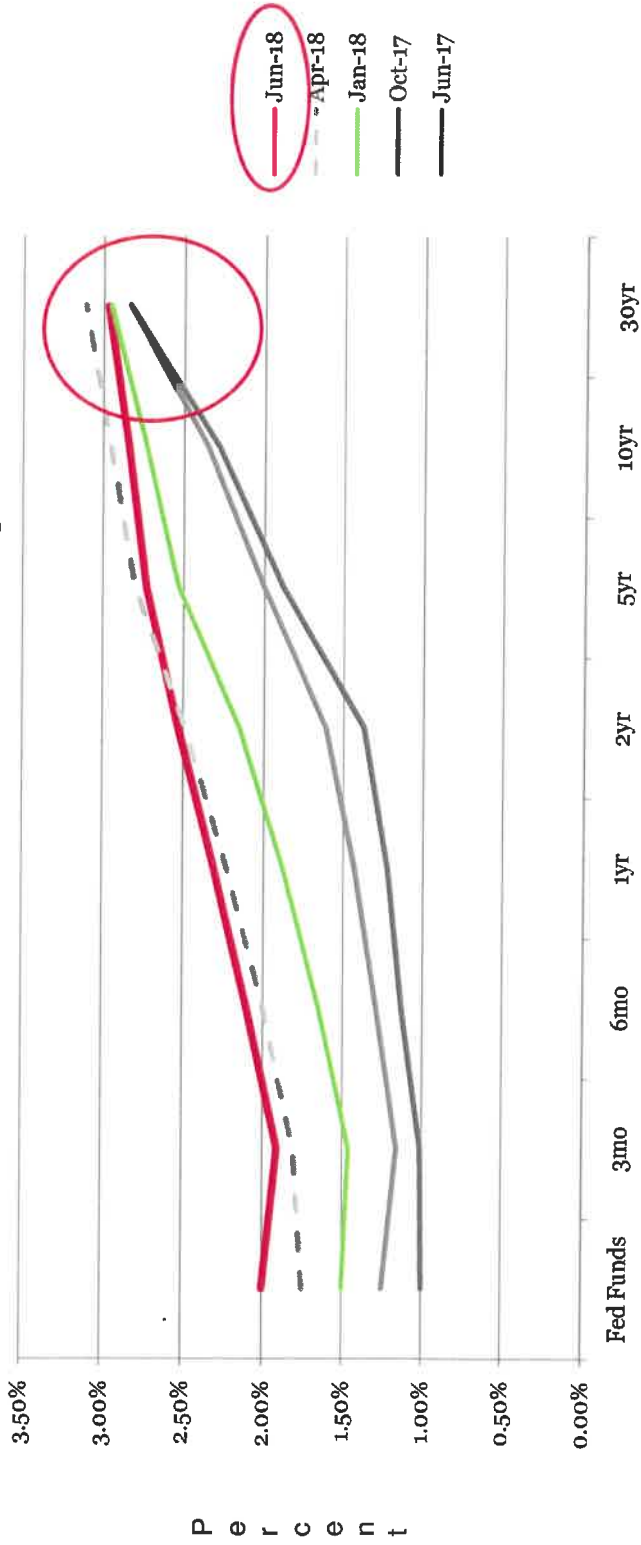
In the US, the consumer has continued to spend. However, after strong spending at the end of 2017 which suggested a potential "rebound" in corporate investment, American business appears to be once again tightening purse strings. This is still positive on a YOY basis, after recovering from near-zero levels in 2016, but the trend in corporate spending could be heading to the downside. If sustained, such a disappointing trend will serve to undermine forecasts for 3% or higher growth.

Banks at least continue to strengthen. According to the Fed, the 35 largest banks all cleared the first stage of an annual stress test, indicating they would be able to remain solvent (with enough capital) in a severe global recession. The Fed had reportedly increased the difficulty of the latest tests to include the possibility of a jump in the unemployment rate to 10% and a steepening of the yield curve.



Rates Struggle to Find Right Balance

- The concern for a flattening (less steep) curve has not abated and it is a wait and see on the FOMC telegraphed intention to raise two more times this year. The Committee signaled a willingness to continue to raise rates even after acknowledging that recent policy may be a contributing factor to a further flattening of the curve.
- Since such a fourth hike would fall in the election time frame that has to be considered tricky. Of course it could fall after the election in December.
- The Europeans love that 10 and 30 year. With their bonds so low in rates they are willing to take the risk on long and low bonds and keep the rates down on that end of the curve. The long end will not move until further strong indication of inflation appear.
- Chair Powell has also announced that a press conference will be held after each FOMC meeting starting in 2019. This may be adding to transparency but will also add to volatility as we watch a guessing game after each meeting.



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

General Portfolio

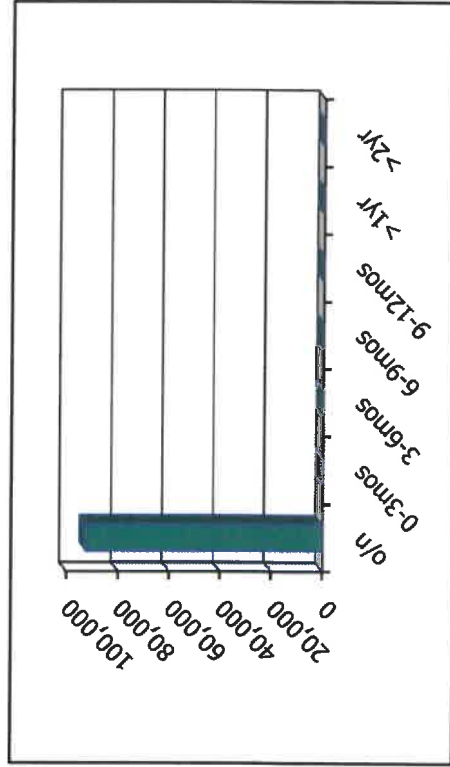
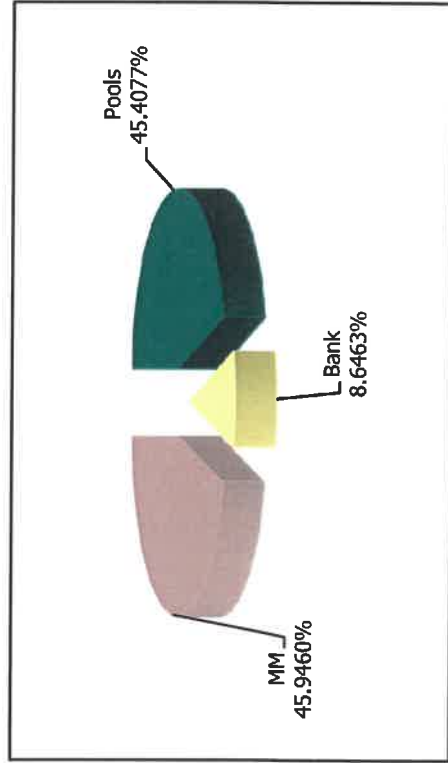
As of June 30, 2018

PATERSON & ASSOCIATES



WOLFSON CAPITAL MANAGEMENT

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity.



Bond Portfolio

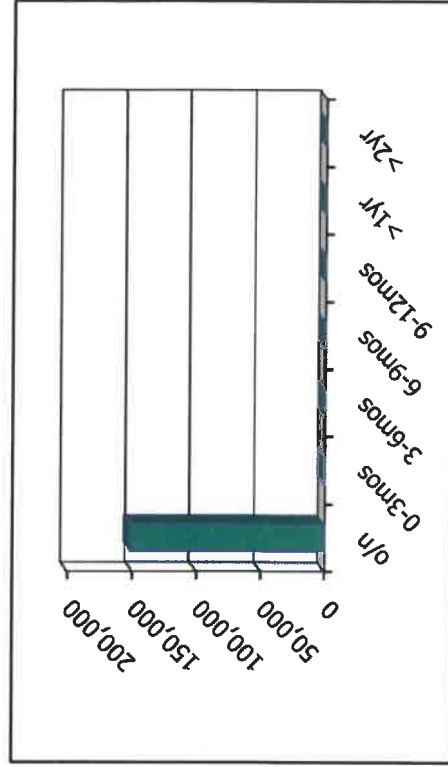
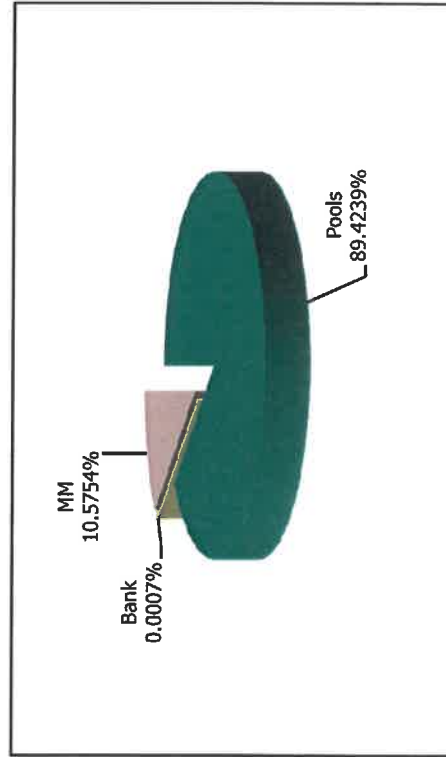
As of June 30, 2018

PATTERSON & ASSOCIATES



INDEPENDENT FINANCIAL

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity.





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 Austin, TX 78746

**San Jacinto Community College
 Portfolio Management
 Portfolio Summary
 June 30, 2018**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	7,967,267.41	7,967,267.41	7,967,267.41	3.34	1	1	0.000
Investment Pools/Money Markets	230,618,773.37	230,618,773.37	230,618,773.37	96.66	1	1	1.822
Investments	238,586,040.78	238,586,040.78	238,586,040.78	100.00%	1	1	1.761
Total Earnings	June 30	Month Ending	Fiscal Year To Date				
Current Year	353,317.16		2,664,955.94				

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

Teri Zamora
 Teri Zamora, Vice Chancellor of Fiscal Affairs
 7-19-18

San Jacinto Community College
Summary by Type
June 30, 2018
Grouped by Fund

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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM, 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	8	146,443,049.33	146,443,049.33	61.38	1.824	1
Subtotal	8	146,443,049.33	146,443,049.33	61.38	1.824	1
Fund: Consolidated Portfolio						
Investment Pools/Money Markets	5	84,175,724.04	84,175,724.04	35.28	1.817	1
Passbook/Checking Accounts	9	7,967,267.41	7,967,267.41	3.34	0.000	1
Subtotal	14	92,142,991.45	92,142,991.45	38.62	1.660	1
Total and Average	22	238,586,040.78	238,586,040.78	100.00	1.761	1



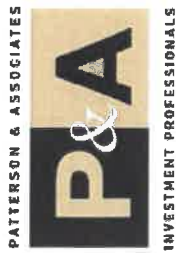
**San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
June 30, 2018**

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	Maturity Days To
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	0.03	0.03	0.03	0.420	0.414	0.420		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,003,024.66	2,003,024.66	2,003,024.66	1.860	1.834	1.860		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,007,561.65	5,007,561.65	5,007,561.65	1.860	1.834	1.860		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,476,554.57	8,476,554.57	8,476,554.57	1.860	1.834	1.860		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	2,972,961.34	2,972,961.34	2,972,961.34	1.820	1.795	1.820		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,802,035.23	1,802,035.23	1,802,035.23	1.820	1.795	1.820		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	118,316,578.97	118,316,578.97	118,316,578.97	1.820	1.795	1.820		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	7,864,332.88	7,864,332.88	7,864,332.88	1.820	1.795	1.820		1
Subtotal and Average				146,443,049.33	146,443,049.33	146,443,049.33		1.799	1.824		1
Total Investments and Average				146,443,049.33	146,443,049.33	146,443,049.33		1.799	1.824		1

Fund GEN - Consolidated Portfolio
Investments by Fund
June 30, 2018

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM	YTM	Maturity Days To	
								360	365		Date Maturity
Passbook/Checking Accounts											
1390012195A	10164	Bank of America - Operating	09/01/2017	1,093.64	1,093.64	1,093.64				1	
9999999914	10089	Credit Cards - In Transit	09/01/2017	46,687.13	46,687.13	46,687.13				1	
708340062	10086	Disbursements	09/01/2017	-475,910.06	-475,910.06	-475,910.06				1	
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1	
707759338	10062	JPM - Operating	09/01/2017	8,414,659.32	8,414,659.32	8,414,659.32				1	
707759346	10085	Payroll Fund	09/01/2017	-37,335.68	-37,335.68	-37,335.68				1	
9999999913	10088	Petty Cash	09/01/2017	20,025.00	20,025.00	20,025.00				1	
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1	
707759361	10103	JPM - Workmen's Comp	09/01/2017	-1,951.94	-1,951.94	-1,951.94				1	
				Subtotal and Average	7,967,267.41	7,967,267.41		0.000	0.000	1	
Investment Pools/Money Markets											
86-7200810	10230	East West MM	09/09/2014	41,093,263.12	41,093,263.12	41,093,263.12	1.860	1.834	1.860	1	
9999999993	10034	LSJP GOF - Operating	09/01/2007	5,517,947.18	5,517,947.18	5,517,947.18	1.820	1.795	1.820	1	
707759320	10035	JPM - Money Market	09/01/2007	1,000,836.78	1,000,836.78	1,000,836.78	0.470	0.463	0.470	1	
9999999996	10038	TCB - Money Market	09/26/2007	241,546.67	241,546.67	241,546.67	0.830	0.818	0.830	1	
9999999991	10032	TexPool	09/01/2007	36,322,130.29	36,322,130.29	36,322,130.29	1.811	1.786	1.811	1	
				Subtotal and Average	84,175,724.04	84,175,724.04		1.792	1.817	1	
				Total Investments and Average	92,142,991.45	92,142,991.45		1.637	1.660	1	



San Jacinto Community College
Interest Earnings
Sorted by Fund - Fund
June 1, 2018 - June 30, 2018
Period Yield on Average Book Value

Patterson & Associates
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 Suite 195
 Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	0.03	0.01	55.01		0.420	0.036	0.02	0.00	0.02
999999999	10084	BOND	RRP	2,972,961.34	3,320,879.91	3,187,252.91		1.820	0.149	4,758.23	0.00	4,758.23
999999916	10106	BOND	RRP	7,864,332.88	7,657,377.76	7,738,646.31		1.820	0.150	11,572.53	0.00	11,572.53
86-72000794	10231	BOND	RRP	2,003,024.66	2,003,020.16	2,000,201.64		1.860	0.151	3,024.66	0.00	3,024.66
86-72000844	10232	BOND	RRP	8,476,554.57	8,460,734.42	8,464,607.91		1.860	0.151	12,799.99	0.00	12,799.99
86-72004242	10233	BOND	RRP	5,007,561.65	5,007,550.40	5,000,504.11		1.860	0.151	7,561.65	0.00	7,561.65
999999917	10234	BOND	RRP	1,802,035.23	1,874,008.99	1,855,055.54		1.820	0.149	2,772.24	0.00	2,772.24
999999918	10235	BOND	RRP	118,316,578.97	122,840,889.90	122,249,702.82		1.820	0.149	182,711.94	0.00	182,711.94
			Subtotal	146,443,049.33	151,164,461.55	150,496,026.25			0.150	225,201.26	0.00	225,201.26
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	36,322,130.29	43,277,558.02	42,451,052.58		1.811	0.149	63,124.43	0.00	63,124.43
999999996	10038	GEN	RRP	241,546.67	241,377.96	241,389.54		0.830	0.066	158.71	0.00	158.71
707759320	10035	GEN	RRP	1,000,836.78	1,000,450.51	1,000,476.26		0.470	0.039	386.27	0.00	386.27
707759338	10062	GEN	PA1	8,414,659.32	8,417,311.79	8,417,134.96				0.00	0.00	0.00
707759346	10085	GEN	PA1	-37,335.68	-28,884.49	-29,447.90				0.00	0.00	0.00
708340062	10086	GEN	PA1	-475,910.06	-974,013.56	-940,806.66				0.00	0.00	0.00
999999913	10088	GEN	PA1	20,025.00	20,025.00	20,025.00				0.00	0.00	0.00
999999914	10089	GEN	PA1	46,687.13	104,296.99	100,456.33				0.00	0.00	0.00
707759361	10103	GEN	PA1	-1,951.94	-4,160.12	-4,012.91				0.00	0.00	0.00
999999993	10034	GEN	RRP	5,517,947.18	4,326,490.14	1,582,603.24		1.820	0.151	2,393.76	0.00	2,393.76
1390012195A	10164	GEN	PA1	1,093.64	1,291.91	1,278.69				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	41,093,263.12	41,023,659.99	41,035,347.24		1.860	0.151	62,052.73	0.00	62,052.73
			Subtotal	92,142,991.45	97,405,404.14	93,675,496.37			0.136	128,115.90	0.00	128,115.90
			Total	238,586,040.78	248,569,865.69	244,371,522.62			0.145	353,317.16	0.00	353,317.16

San Jacinto College Foundation
Statement of Financial Position
As of June 30, 2018

ASSETS

Current Assets

Checking/Savings

 General Fund \$889,102

 Other Funds -

Total Checking/Savings 889,102

Accounts Receivable

 Other Receivables 9,000

 Pledge Receivables 222,100

 Special Events Receivables 2,100

Total Accounts Receivable 233,200

Other Current Assets

Short Term Investments

 Goldman Sachs 10,803,526

 Capital Bank CD 204,801

 Prosperity Bank 203,573

Total SJC Short Term Investments 11,211,900

Total Current Assets 12,334,202

TOTAL ASSETS

\$12,334,202

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

 Event Payable 635

 Grants Payable 40,554

 Programs Payable 34,286

 Endowments Payable 109,238

 Scholarship Payables 152,408

 Student Success Payables 21,023

Total Accounts Payable 358,144

Total Current Liabilities 358,144

Total Liabilities 358,144

Equity

 Net Assets 11,476,782

 Net Income 499,276

Total Equity 11,976,058

TOTAL LIABILITIES & EQUITY

\$12,334,202

San Jacinto College Foundation
Statement of Activities
For the Period Ending June 30, 2018

	Current Year	Last Year	Effect on Net Income
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	225,534	17,310	208,224
Permanently Restricted	223,098	262,292	(39,194)
Program Sponsorship	376,493	253,890	122,604
Temporarily Restricted	459,138	489,862	(30,723)
Total Contributions	<u>1,284,264</u>	<u>1,023,353</u>	<u>260,910</u>
Other Income			
Special Events	218,679	145,122	73,557
Investment Income	263,019	199,832	63,187
Realized Gain / (Loss)	5,914	1,214,746	(1,208,833)
Unrealized Gain / (Loss)	(99,696)	(1,078,589)	978,893
Total Other Income	<u>387,916</u>	<u>481,111</u>	<u>(93,195)</u>
Total Income	1,672,180	1,504,464	167,716
Expense			
Programs			
Scholarships Awarded	780,162	403,366	(376,797)
Programs Sponsored	161,481	181,920	20,439
Student Success Initiatives	37,132	34,677	(2,455)
Total Programs	<u>978,775</u>	<u>619,962</u>	<u>(358,813)</u>
Supporting Services			
Management and General	31,764	36,915	5,151
Fundraising Expenses	150,520	89,494	(61,027)
Sponsorship Expense	11,844	7,275	(4,569)
Total Supporting Services	<u>194,129</u>	<u>133,684</u>	<u>(60,445)</u>
Total Expense	<u>1,172,903</u>	<u>753,646</u>	<u>(419,257)</u>
Net Ordinary Income	499,276	750,818	(251,542)
Other Income / Expenses			
Net Other Income	<u>\$499,276</u>	<u>\$750,818</u>	<u>(\$251,542)</u>

NOTE:

- 1.) Year-end draft prior to any audit adjustments.
- 2.) For comparisons purposes excludes SJC Inkind transactions.



Contributions Report
June 2018

Donors	Amount	Fund
Corporations	\$8,000	Energy Venture Scholarship, Gala, SynergEyes, Trustmark National Bank
Foundations	54,121	Anchor Watch Foundation Scholarship, Brenda Hellyer Scholarship, Dunn Foundation, Gala, Veterans Center
Individuals	7,575	Alumni, Energy Venture, Gala, Robert and Johana Thomas Scholarship
Total Donation		69,696
Employee Contributions	12,684	Biology Department Royalties, Brysch Garza Firefighter Scholarship, Gala, Golf, John Locke Memorial, Promise for their Future, San Jac Star, Veterans Center
Total Contributions		<u>82,380</u>

2008 Bond Program

Report As of June 30, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
Sub-total	-	-	-	-	-	-	-	
North								
Sub-total	-	-	-	-	-	-	-	
South								
723914 - SC Softball Improvements	850,000	-	850,000	-	596,310	218,417	35,273	95.85%
Sub-total	850,000	-	850,000	-	596,310	218,417	35,273	95.85%
District								
720100 - Program Management	-	-	-	(9,605,947)	-	-	-	-
726800 - Contingency	14,626,260	(14,405,240)	221,020	-	-	-	221,020	-
726907 - Wayfinding Signage	50,000	950,000	1,000,000	10,924	-	42,727	957,273	4.27%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	312,481	-	998,519	23.84%
726812 - Science Parks	-	490,000	490,000	-	-	-	490,000	-
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
Sub-total	14,676,260	(10,854,240)	3,822,020	(9,595,023)	312,481	42,727	3,466,812	9.29%
2008 Contingency Supplemental Projects								
721915 - CC Police Vehicles	-	127,783	127,783	-	23,237	99,672	4,874	96.19%
721916 - CC FS Passenger Van	-	85,000	85,000	-	78,671	-	6,329	92.55%
721917 - CC FS Pick-Up/Mini Van	-	80,000	80,000	-	77,729	-	2,271	97.16%
722912 - NC Cardiac Monitor	-	20,312	20,312	-	-	8,995	11,317	44.28%
723915 - SC - Traveler, Border, and Leg Curt	-	61,000	61,000	-	-	60,545	455	99.25%
726909 - Dist Network/Wireless Equipment	-	784,920	784,920	-	-	780,871	4,049	99.48%
726911 - Dist Enterprise Applications: ILP	-	81,034	81,034	-	-	79,965	1,069	98.68%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	2,947	301,232	310,821	49.46%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	26,991	36,831	61,178	51.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	139,730	-	27,270	83.67%
726915 - Dist - Inv/Procure Ford Transit 250	-	64,000	64,000	-	-	-	64,000	-
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	-	-	100,000	-
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	174,875	25,125	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	1,569	1,815	4,116	45.12%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	80,033	168,921	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	56,076	56,076	-	-	-	56,076	-
Sub-total	-	3,073,579	3,073,579	-	605,782	1,563,972	903,825	70.59%
Supplemental Projects closed								
721911 - CC OR Electric Bed	-	19,146	19,146	-	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	-	18,288	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-
722913 - NC Nursing Kelley	-	24,385	24,385	-	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	-	20,818	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	-	90,568	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	-	902,012	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-
Sub-total	-	1,125,440	1,125,440	-	-	1,125,440	-	100.00%
Projects Closed								
Sub-total	279,473,740	6,655,221	286,128,961	9,595,023	-	286,128,961	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	1,514,573	289,079,517	4,405,910	98.51%

2015 Revenue Bond Program

As of June 30, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
North - CIT									
722916 NC - CIT Graphics	-	62,000	62,000	-	62,000	-	37,494	24,506	60.47%
722917 NC - CIT Supplemental	-	26,000	26,000	-	26,000	-	25,546	454	98.25%
722918 NC - CIT Acoustics	-	200,000	200,000	-	200,000	8,600	82,855	108,545	45.73%
Contingency (726900)	2,408,355	4,248,803	6,657,158	-	6,657,158	-	-	6,657,158	-
Sub-total	2,408,355	4,536,803	6,945,158	-	6,945,158	8,600	145,895	6,790,663	2.22%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
Sub-total	47,591,645	(4,536,803)	43,054,842	-	43,054,842	-	43,054,842	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	8,600	43,200,737	6,790,663	86.42%

2015 Bond Program

Report as of June 30, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expended
Central									
731601 - CC Petrochemical Center	52,450,000	(914,610)	51,535,390	1,252,240	52,787,630	25,861,966	18,156,466	8,769,198	83.39%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	5,440,263	675,082	1,515,044	80.14%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	7,946,009	9	6,315,232	1,630,768	79.48%
731602 - CC Welcome Center	16,600,000	6,014,205	22,614,205	528,262	23,142,467	719,508	597,191	21,825,768	5.69%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	42,468	31,557	2,925,975	2.47%
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	138,496	700,544	56,299,619	1.47%
731604 - CC Central Data Closets	-	(76,497)	2,367,503	77,777	2,445,280	208,495	65,616	2,171,169	11.21%
731605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	58,942	1,852,974	18,001	58,465	1,776,508	4.13%
731606 - CC Frels Renovation	1,153,000	3,411,000	4,564,000	-	4,564,000	201,208	45,107	4,317,685	5.40%
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	114,067	212,488	12,346,274	2.58%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,804,821)	10,880,179	785,541	11,665,720	74,171	369,514	11,222,035	3.80%
71608A - CC McCollum Center Reno Phase II	-	10,879,179	10,879,179	-	10,879,179	-	-	10,879,179	-
731609 - CC McCollum North Reno	2,535,000	1,388,655	3,923,655	80,671	4,004,326	7,338	33,597	3,963,391	1.02%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	-	248	1,724,752	0.01%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	7,682	35,546	2,612,158	1.63%
731612 - CC Stadium and Track Demo	174,000	(70,446)	103,554	5,538	109,092	3,226	66,553	39,313	63.96%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	9,638	274,148	876,823	24.45%
731614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	36,917	1,160,609	195,562	81,020	884,027	23.83%
Sub-total	170,717,000	30,898,897	201,615,897	4,924,261	206,540,158	33,042,098	27,718,374	145,779,686	29.42%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	4,584,952	27,429,952	726,989	28,156,941	622,348	873,158	26,661,435	5.31%
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	186,621	80,169	648,682	29.14%
732604 - NC Lehr Library Demo	650,000	(235,345)	414,655	20,680	435,335	5,729	223,312	206,294	52.61%
732605 - NC North Access/Security	877,000	(27,450)	849,550	27,907	877,457	2,575	34,258	840,624	4.20%
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	133,105	199,124	15,934,249	2.04%
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	63,497	91,583	9,133,393	1.67%
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	112,194	180,459	12,270,140	2.33%
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	5,069	129,843	445,393	23.25%
732610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	5,500,000	3,430,799	396,670	1,672,531	69.59%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC - Burleson Renovation	-	3,525,000	3,525,000	-	3,525,000	3,500	22,224	3,499,276	0.73%
Sub-total	78,395,000	(2,189,583)	76,205,417	1,902,837	78,108,254	4,565,437	2,230,800	71,312,017	8.70%
South									
733601 - SC Engineering & Technology Center	28,400,000	1,690,080	30,090,080	903,770	30,993,850	968,813	839,686	29,185,351	5.84%
733602 - SC Cosmetology Center	16,213,000	(107,466)	16,105,534	515,950	16,621,484	390,747	759,914	15,470,823	6.92%
733603 - SC Longenecker Reno	22,555,000	(1,155,972)	21,399,028	717,760	22,116,788	1,035,586	502,144	20,579,058	6.95%
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	186,246	38,274	540,876	29.33%
733605 - SC South Primary Electrical Upgrade	5,800,000	(181,540)	5,618,460	184,571	5,803,031	16,789	76,868	5,709,374	1.61%
733606 - SC South Access/ Security	599,000	(18,750)	580,250	19,069	599,319	14,384	26,861	558,074	6.88%
733607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	326,687	10,271,361	29,716	136,053	10,105,592	1.61%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	3,358	15,377	1,141,874	1.61%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	365,966	14,168,966	439,253	14,608,219	39,954	182,938	14,385,327	1.53%
733611 - SC Bruce Student Center Reno	10,400,000	(7,215,520)	3,184,480	330,957	3,515,437	30,860	2,106,618	1,377,959	60.80%
733612 - SC HVAC Tech	312,000	3,500,000	3,812,000	177,720	3,989,720	123,845	174,717	3,691,158	7.48%
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	5,219	167,622	407,464	29.78%
733614 - SC Academic Building Renovation (S-7&S-9)	-	8,010,000	8,010,000	-	8,010,000	160,845	-	7,849,155	2.01%
Sub-total	116,438,000	(1,097,934)	115,340,066	3,695,453	119,035,519	3,006,362	5,027,072	111,002,085	6.75%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-
Sub-total	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-
Admin									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	18,160	44,740	10,393,100	0.60%
736604 - Dist Construction Studies	283,820	-	283,820	-	283,820	38,252	319,596	(74,028)	126.08%
720100 - Program Management	-	9,118,003	9,118,003	(9,118,003)	-	-	-	-	-
720100 - Program Management - Other (Rizzo,R Boeding, Walter P Moore)	-	1,252,240	1,252,240	(1,252,240)	-	-	-	-	-
736601 - Contingency	1,166,180	2,062,377	3,228,557	(152,308)	3,076,249	-	-	3,076,249	36
Sub-total	31,450,000	(7,111,380)	24,338,620	(10,522,551)	13,816,069	56,412	364,336	13,395,321	3.05%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	40,670,309	35,340,582	348,989,109	17.88%

Repair and Renovation

Report As of June 30, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY18 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central										
F18001 CC - Central Misc.	-	20,000	20,000	-	3,359	13,431	13,431	-	3,210	83.95%
F18020 CC - C32 Welding fume extractions	-	116,769	116,769	-	116,769	-	-	-	-	100.00%
F18021 CC - C11 Hallways	-	49,600	49,600	-	49,600	-	-	-	-	100.00%
F18022 CC - C32 Eye Wash	-	6,953	6,953	-	6,953	-	-	-	-	100.00%
F18033 CC - C1 Help Desk	-	9,993	9,993	-	1,796	8,197	8,197	-	-	100.00%
F18041 CC - C6 Playground Wall	-	5,500	5,500	-	-	-	-	-	5,500	-
F18060 CC - Smart Start Lab	-	159,746	159,746	-	159,746	-	-	-	-	100.00%
F18064 CC - C.11.2095 Tier 1	-	13,702	13,702	-	-	-	-	-	13,702	-
F18065 CC - C.11.1116 Tier 1	-	8,895	8,895	-	-	-	-	-	8,895	-
F18066 CC - C.11.2020 Tier 1	-	13,159	13,159	-	-	-	-	-	13,159	-
F18067 CC - C.11.2022 Tier 1	-	13,294	13,294	-	-	-	-	-	13,294	-
F18068 CC - C.11.2043 Tier 1	-	13,530	13,530	-	-	-	-	-	13,530	-
Sub-total	-	431,139	431,139	-	338,222	21,628	21,628	-	71,289	83.46%
North										
F18002 NC - North Misc.	-	21,101	21,101	-	9,045	7,911	7,911	-	4,145	80.36%
F18011 NC - N6 Acoustical Improvements	-	5,500	5,500	-	2,500	3,000	3,000	-	-	100.00%
F18061 NC - Smart Start Lab	-	129,450	129,450	-	129,450	-	-	-	-	100.00%
Sub-total	-	156,051	156,051	-	140,995	10,911	10,911	-	4,145	97.34%
South										
F18003 SC - South Misc.	-	20,000	20,000	-	8,963	10,892	10,892	-	145	99.27%
F18007 SC - South Lifecycle Furniture	-	50,000	50,000	-	40,912	9,086	9,086	-	2	100.00%
F18028 SC - S6.160 Acoustical Improvements	-	5,500	5,500	-	2,000	3,500	3,500	-	-	100.00%
F18030 SC - S1.255 Lab Conversion	-	15,190	15,190	-	14,208	982	982	-	-	100.00%
Sub-total	-	90,690	90,690	-	66,083	24,460	24,460	-	147	99.84%
District										
F18004 Dist - College Administration Misc.	-	10,000	10,000	-	2,725	4,742	4,742	-	2,533	74.67%
F18024 DIST - A2 Landscaping	-	12,633	12,633	-	12,633	-	-	-	-	100.00%
F18044 DIST - Lighting system modification	-	7,690	7,690	-	3,845	3,845	3,845	-	-	100.00%
F18050 DIST - Modify Classroom Locks	-	500,000	500,000	-	397,915	99,157	99,157	-	2,928	99.41%
Sub-total	-	530,323	530,323	-	417,118	107,744	107,744	-	5,461	98.97%
Contingency (720700)	1,473,204	(1,415,566)	57,638	-	-	-	-	-	57,638	-
Sub-total	1,473,204	(1,415,566)	57,638	-	-	-	-	-	57,638	-
Projects Closed										
F18005 CC - Central Lifecycle Furniture	-	99,857	99,857	-	-	99,857	99,857	-	-	100.00%
F18013 CC - C14.200 Conference Room Renova	-	5,168	5,168	-	-	5,168	5,168	-	-	100.00%
F18023 CC - C16.114b Administrative/AA Off	-	5,337	5,337	-	-	5,337	5,337	-	-	100.00%
F18026 CC - C11.1051c Renovation	-	5,635	5,635	-	-	5,635	5,635	-	-	100.00%
F18034 CC - C3.302 Conference Rm Renovaton	-	8,638	8,638	-	-	8,638	8,638	-	-	100.00%
F18006 NC - North Lifecycle Furniture	-	49,406	49,406	-	-	49,406	49,406	-	-	100.00%
F18039 NC - NCIT Acoustics	-	-	-	-	-	-	-	-	-	-
F17073 SC - S12 ILC Window Tint	-	9,016	9,016	-	-	9,016	9,016	-	-	100.00%
F18008 Dist - A..1 Restroom ADA Renovation	-	16,400	16,400	-	-	16,400	16,400	-	-	100.00%
F18017 Dist - A1.101b	-	7,905	7,905	-	-	7,905	7,905	-	-	100.00%
Sub-total	-	207,362	207,362	-	-	207,362	207,362	-	-	100.00%
TOTALS	1,473,204	-	1,473,204	-	962,418	372,106	372,106	-	138,680	90.59%

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy (VI.6004.B) on Student Conduct and Discipline.

BACKGROUND

This purpose of this policy is to uphold that students must abide by the rules, regulations and accepted practices established by the College and that are established by local, state, and federal government entities while they conduct business on any of the college campuses. Should students violate these rules, regulations, and practices, students will be subject to investigation and may receive a disciplinary penalty. Procedures were developed to support the revised policy and are provided to the Board for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on July 3, 2018 through July 18, 2018. No comments were received.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI-O, General Policy on Student Conduct and Discipline (current policy)

Attachment 3 - Policy VI.6004.B, Student Conduct and Discipline (proposed policy)

Informational items only:

Attachment 4 - Procedure VI.6004.B.a, Student Conduct and Discipline (proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: ***VI.6004.B***

Proposed Policy Name: **Student Conduct and Discipline**

Current Policy Number/Name: Policy VI-O General Policy on Student Conduct and Discipline

New Procedure Number: ***VI.6004.B.a***

Proposed Procedure Name(s): **Student Conduct and Discipline**

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

Action Recommended for Policy: Revision

Action Recommended for Procedures: New

Web Links: <http://www.sanjac.edu/policy-vi-o-general-policy-student-conduct-and-discipline>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

Summary of Changes:

- The current policy needed to be updated to be consistent with current practices, language and terminology.
- The revision to current policy and the new proposed procedures directs students to both the Student Handbook and the specific instructional program handbooks that address student conduct.
- The proposed procedure identifies the different types of complaints that are reportable.

Policy VI-O: General Policy on Student Conduct and Discipline

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. A primary responsibility of the college administration is to provide an environment that is conducive to free and open inquiry, the pursuit of wisdom, and the acquisition of knowledge, skills, attitudes, and values that will result in ethically sensitive, responsible, and productive individuals. Self-discipline and a respect for the rights of others in the larger community are necessary for the fulfillment of such a goal. Accordingly, the college administration shall establish rules and regulations to guide and govern the interactions of the members of the college community. Students, having voluntarily enrolled in the College, are expected to abide by the rules, regulations, and accepted practices of the College until such time as they may be changed by orderly procedure.

Students at the College neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey both the penal and civil statutes of the local, state, and federal government; to conduct themselves in accordance with the policies and procedures of the San Jacinto College District Board of Trustees, administrative rules and regulations; and to observe standards of conduct appropriate for an academic institution. Students may be disciplined by the College for violating these standards of conduct on the campus or in connection with an institution-oriented activity, even if they may also be penalized by civil authorities for the same act. Institutional disciplinary penalties should not, however, be used merely to duplicate the penalties imposed by civil authority. Institutional disciplinary penalties may include, but not be limited to, disciplinary probation; restitution; suspension of rights and privileges; suspension from the College or an educational program; expulsion from the College or an educational program; revocation of degree and withdrawal of diploma; and fines.

The college administration shall promulgate and publish in the student handbook clear and specific standards of student conduct considered essential to protect and preserve the educational purpose, scholastic integrity, and facilities of the College. The rules and regulations providing for the administration of discipline shall assure timely disposition of allegations of misconduct, procedural fairness, and due process. Procedural safeguards shall be observed so as to protect students from unfair imposition of arbitrary or capricious penalties and shall further assure that students charged with misconduct are informed of the nature of the charges, and are given an opportunity to appeal decisions affecting their status with the College.

Policy #:	VI-O
Policy Name:	General Policy on Student Conduct and Discipline
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	May 2, 1994; February 6, 2008; June 3, 2013
Effective Dates:	March 2, 1981; May 2, 1994; February 6, 2008; June 4, 2013
Associated Procedure:	6-4, 6-4-a, 6-4-b

Policy VI.6004.B, Student Conduct and Discipline

Purpose

The purpose of this policy is to uphold that students must abide by the rules, regulations and accepted practices established by the College and that are established by local, state, and federal government entities while they conduct business on any of the college campuses. Should students violate these rules, regulations, and practices, students will be subject to investigation and may receive a disciplinary penalty.

Policy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. A primary responsibility of the college administration is to provide an environment that is conducive to free and open inquiry, the pursuit of wisdom, and the acquisition of knowledge, skills, attitudes, and values that will result in ethically sensitive, responsible, and productive individuals. Self-discipline and a respect for the rights of others in the larger community are necessary for the fulfillment of such a goal. Accordingly, the college administration shall establish rules and regulations to guide and govern the interactions of the members of the college community. Students, having voluntarily enrolled in the College, are expected to abide by the rules, regulations, and accepted practices of the College until such time as they may be changed by orderly procedure.

Students at the College neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey both the penal and civil statutes of the local, state, and federal government; to conduct themselves in accordance with the policies and procedures of the San Jacinto College District Board of Trustees, administrative rules and regulations; and to observe standards of conduct appropriate for an academic institution. Students may be investigated by the College for allegedly violating these standards of conduct on the campus or in connection with an institution-oriented activity, even if they may also be penalized by civil authorities for the same act. Institutional disciplinary penalties should not, however, be used merely to duplicate the penalties imposed by civil authority. Institutional disciplinary penalties may include, but not be limited to: disciplinary probation, restitution, suspension of rights and privileges, suspension from the College or an educational program, expulsion from the College or an educational program, or revocation of degree and withdrawal of diploma. Students and other interested parties should refer to the Student Handbook for clear and specific standards of student conduct as well as the related investigatory and appeal rights. Additionally, students should refer to the respective instructional area handbooks or manuals that state clear standards and processes regarding student conduct for specific instructional programs.

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

Associated Procedures

Procedure VI.6004.B.a, Student Conduct and Discipline

Attachment 3 – Proposed Policy

Date of Board Approval	Anticipated August 6, 2018
Effective Date	Anticipated August 7, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure VI.6004.B.a, Student Conduct and Discipline

Associated Policy

Policy VI.6004.B, Student Conduct & Discipline

Procedures

San Jacinto College publishes clear and specific standards of student conduct considered essential to protect and preserve the educational purpose, scholastic integrity, and facilities of the College. These standards are found in the Student Handbook. The standards assure timely disposition of allegations of misconduct, procedural fairness, and due process. Procedural safeguards shall be observed so as to protect students from unfair imposition of arbitrary or capricious penalties and shall further assure that students charged with misconduct are informed of the nature of the charges and are given an opportunity to appeal decisions affecting their status with the College.

Students should refer to the Code of Student Conduct in the Student Handbook for specific processes on reporting violations of the code of student conduct and information about the related investigative, hearing, and appeal processes. Interested parties should refer to the complaint procedures found in the Student Handbook that relate to definitions, reporting processes, and appeal rights for complaints regarding general complaints, discriminatory harassment complaints, and sexual misconduct complaints. Students and staff are encouraged to report complaints online. Additionally, students and other interested parties should refer to the respective instructional area handbooks or manuals that state clear standards and processes regarding student conduct for specific instructional programs.

Date of SLT Approval	June 28, 2018
Effective Date	Anticipated August 7, 2018
Associated Policy	Policy VI.6004.B, Student Conduct & Discipline
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (VI.6004.C) on Student Complaints.

BACKGROUND

This policy will serve the purpose of formally informing students and employees about complaint processes related to the Code of Student Conduct and Complaint Processes, including: harassment, discrimination, sexual misconduct, general student complaints, grade appeals, and financial aid appeals. Procedures were developed to support the new policy and are provided to the Board for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on July 3, 2018 through July 18, 2018. One comment was received that expressed agreement with the proposed changes.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6004.C, Student Complaints (proposed policy)

Informational items only:

Attachment 3 - Procedure VI.6004.C.a, Student Complaints (proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson

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Policies and Procedures Summary of Changes

New Policy Number: ***VI.6004.C***

Proposed Policy Name: **Student Complaints**

Current Policy Number/Name: N/A

New Procedure Number: ***VI.6004.C.a***

Proposed Procedure Name(s): **Student Complaints**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

Summary of Changes:

- A new policy was proposed to meet an anticipated SACS-COC requirement of a policy on student complaints.
- This policy identifies the different types of complaints that can be reported by students and directs students to the appropriate processes.
- The policy and procedure represent practices that have been continuously and consistently reviewed and approved by Lisa Brown and utilized everyday by the following areas, including but not limited to: Compliance & Judicial Affairs, Human Resources, the Financial Aid offices, and the Campus Police Department.
- There are many reasons why a student would report a complaint, and this policy seeks to categorize the different types of complaint processes that exist at the College.

Policy VI.6004.C, Student Complaints

Purpose

This policy will serve the purpose of formally informing students and employees about complaint processes related to the Code of Student Conduct and Complaint Processes, including: harassment, discrimination, sexual misconduct, general student complaints, grade appeals, and financial aid appeals.

Policy

San Jacinto College maintains effective, reasonable, formal processes for resolving written student complaints and steps for appealing decisions resulting from the complaints. These processes are published in the Catalog, the Student Handbook, and on the College website for addressing complaints related to code of student conduct violations (including harassment), discrimination, sexual misconduct, general student complaints, grade appeals, and financial aid appeals.

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

Associated Procedures

Procedure VI.6004.C.a, Students Complaints

Date of Board Approval	Anticipated August 6, 2018
Effective Date	Anticipated August 7, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure VI.6004.C.a, Student Complaints

Associated Policy

Policy VI.6004.C, Student Complaints

Procedures

Specific procedures exist for students related to reporting complaints. Complaints related to violations of the Code of Student Conduct (including harassment) should be reported to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Specific processes and definitions related to reporting Code of Student Conduct violations can be found on the College website and in the Student Handbook.

Complaints related to discrimination or discriminatory harassment should be reported to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Specific processes and definitions related to reporting these complaints can be found on the College website, in the Student Handbook, and in the College Catalog.

Complaints related to sexual misconduct should be reported to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Specific processes and definitions related to reporting these complaints can be found on the College website, in the Student Handbook, and in the College Catalog.

Complaints reported by students that involve employees should be reported to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. The Compliance & Judicial Affairs office will investigate these reports in collaboration with Human Resources. Specific processes for reporting these complaints can be found on the college website, in the Student Handbook, and in the College Catalog.

Complaints related to grade appeals should be reported to the professor of record for the related course to commence the appeal process. Specific processes for reporting these complaints can be found on the college website, in the Student Handbook, and in the College Catalog.

Complaints related to financial aid appeals should be made at the Campus Financial Aid Services Office on a campus. Specific processes and requirements for filing these complaints can be found on the college website and in the College Catalog.

In the event of an emergency, students should contact the SJC Campus Police Department (281-476-9128) as soon as possible.

Date of SLT Approval	July 2, 2018
Effective Date	Anticipated August 7, 2018
Associated Policy	Policy VI.6004.C, Student Complaints

Attachment 3 – Proposed Procedures

Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
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Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services
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Consideration of Approval of Policy VI.6004.D: Campus Sexual Misconduct – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (VI.6004.D) on Campus Sexual Misconduct.

BACKGROUND

This policy is state-mandated by both Texas House Bill 699 (2015) and Senate Bill 968 (2017) and requires colleges to develop a training for students regarding campus sexual misconduct and deliver the training during students’ first term of enrollment. Both bills require the inclusion of definitions of prohibitive behavior, sanctions for violations, and protocol for reporting and responding to reports of campus sexual assault. In addition, the content of the policy is also federally mandated in accordance with the Reauthorization of the Violence Against Women Act (VAWA) and the Campus SaVE amendments to the Clery Act in 2013.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on July 3, 2018 through July 18, 2018. Two comments were received one of which was a comment in agreement with the changes. The other comment suggested a change in training requirements but did not result in a change to the policy or procedure.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6004.D, Campus Sexual Misconduct (proposed policy)

Informational items only:

Attachment 3 - Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct (proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson

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Policies and Procedures Summary of Changes

New Policy Number: **VI.6004.D**

Proposed Policy Name: **Campus Sexual Misconduct**

Current Policy Number/Name: n/a

New Procedure Number: **VI.6004.D.a**

Proposed Procedure Name(s): **Reporting and Handling Campus Sexual Misconduct**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

Summary of Changes:

- A new policy was created to meet compliance with state legislative mandates.
- The content of the policy is also directly related to the requirements under the Campus SaVE Act/Clery Act amendments in 2013.
- The proposed procedure reiterates the specific College contacts to report allegations of sexual misconduct, due process rights related to investigations and possible sanctioning, and points students and staff to direct resources for more information.
- This proposed policy has been reviewed and approved by Sandra Ramirez, Lisa Brown, and Joanna Zimmermann.
- On the whole, House Bill 699 and Senate Bill 968 require colleges to: develop an orientation/training for students during their first term of enrollment, develop a policy related to sexual misconduct, and include definitions as part of the policy.
- Much of the content of the policy is also directly related to items required by the Campus SaVE Act/Clery Act amendments made in 2013.
- The proposed policy directs students and staff to very specific College contacts to report allegations of sexual misconduct
- The proposed policy informs students and staff of due process rights including the existence of specific procedures, an investigation, and the possibility of sanctions if students or staff are found to be guilty.

Policy VI.6004.D, Campus Sexual Misconduct

Purpose

This policy is state-mandated by both Texas House Bill 699 (2015) and Senate Bill 968 (2017) and requires colleges to develop a training for students regarding campus sexual misconduct and deliver the training during students' first term of enrollment. Both bills require the inclusion of definitions of prohibitive behavior, sanctions for violations, and protocol for reporting and responding to reports of campus sexual assault. In addition, the content of the policy is also federally mandated in accordance with the Reauthorization of the Violence Against Women Act (VAWA) and the Campus SaVE amendments to the Clery Act in 2013.

Policy

San Jacinto College prohibits all employees and students from engaging in sexual harassment, sexual violence, and other behaviors of a sexual nature that are hostile, unwelcome, or intimidating. This prohibition encompasses conduct occurring on-campus or in connection with a College activity or program. Prohibited conduct that occurs off-campus is also encompassed by these rules if the conduct creates a sexually hostile environment on campus or in a college activity or program or adversely affects another student's educational opportunities at the College.

Students who believe that they have been subjected to sexual misconduct (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence or stalking) are encouraged to report their complaint to the SJC Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student also may be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report at www.sanjac.edu/incident-report or by calling 281-478-2756. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department by calling 281-998-6115.

Existing disciplinary and complaint procedures, found in the Student Handbook, will serve as the framework for resolving allegations of sexual misconduct against students. Students found responsible for sexual misconduct will be subject to campus disciplinary sanctions. If an investigation substantiates that an employee engaged in sexual misconduct, the employee is subject to disciplinary action, up to and including termination, as provided in Board policy. In addition, any employee or student may face criminal prosecution for violations of applicable state and federal laws.

All sexual misconduct policies and complaint procedures (for students) can be found in the Code of Student Conduct and the Complaint Procedures sections of the Student Handbook. Employee-related policies and procedures can be accessed on the Human Resources page of the College website.

In accordance with Texas House Bill No. 699, Senate Bill 968 (2017), and the Campus SaVE Act/Clery Act, San Jacinto College provides an orientation/training on the College's campus

sexual misconduct policy for incoming freshman during their first term of enrollment.

Definitions of Prohibited Behavior

(Definitions and additional information can be found in the Student Handbook)

Sexual Assault: Intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person’s consent. "Sexual contact" includes any touching of the anus, breast, or any part of the genitals of another person with intent to arouse or gratify the sexual desire of any person. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent due to age, mental impairment, or other circumstance.

Sexual Harassment: Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature, and unwelcome physical contact or touching of a sexual nature. Sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: The term “domestic violence” refers to a pattern of abusive behavior between two individuals formerly or currently in an intimate relationship, including through marriage, cohabitation, dating, or within a familial or household arrangement. Abuse may be in the form of physical assault, sexual assault, bodily injury, emotional distress, physical endangerment, or when the imminent threat of any of these instances puts the victim in fear of their occurrence. The term encompasses acts committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, and by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Intimate Partner Violence: Physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner.

Stalking: a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. “Course of conduct” means two more acts, including, but not limited

to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device or means.

Definitions

Violence Against Women Act (VAWA): was signed into law in 1994 by President Clinton, and reauthorized twice by President Bush (2000 and 2005). As it relates to the College, the act provided funding toward investigation and prosecution of violent crimes against women and imposed automatic and mandatory restitution on those convicted. It was expanded in 2013 as the *Campus SaVE Act* with the purpose of expanding the scope of legislation regarding reporting (how a college educates students to report), response (how a college educates students on how a College will respond to reports), and prevention education (for students and employees) for the following areas: domestic violence, dating violence, sexual assault, and stalking.

Campus SaVE Act: refers to the Campus Sexual Violence Elimination Act of 2013. See the definition above.

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

Associated Procedures

Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct

Date of Board Approval	Anticipated August 6, 2018
Effective Date	Anticipated August 7, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, of Student Service

Procedure VI.6004.D.a, Reporting and Handling Campus Sexual Misconduct

Associated Policy

Policy VI.6004.D, Campus Sexual Misconduct

Procedures

Specific procedures exist for investigating alleged sexual misconduct complaints (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence, or stalking) reported by students and employees. In the event of an emergency, students or employees should contact the San Jacinto College Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student should also be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department.

During an investigation or any disciplinary proceeding, the rights of both the respondent and the reporting party shall be respected, and the confidentiality of proceedings will be maintained to the extent permitted by law. The existence of the College’s policies and procedures is not intended to diminish or alter the rights that the respondent and reporting party have under civil law or criminal law.

All complaint procedures related to sexual misconduct reports made by students can be found in the Code of Student Conduct, in the Complaint Procedures sections of the Student Handbook, and on the college website. All complaint procedures related to sexual misconduct reports made by employees can also be found on the Human Resources page of the College website.

Date of SLT Approval	June 28, 2018
Effective Date	Anticipated August 7, 2018
Associated Policy	Policy VI.6004.D, Campus Sexual Misconduct Policy
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve resolutions and forms which add TexPool Prime as an investment alternative, add JP Morgan as an authorized Trader for Brokerage Accounts, and update signature cards for current bank and investment authorities.

BACKGROUND

Resolutions and forms are attached for approval, to accomplish the following:

- 1) Add TexPool Prime as an authorized investment pool – this subset of TexPool is consistently yielding higher rates of return than investing in traditional TexPool funds
- 2) Update authorized representatives for TexPool Investment Pools
- 3) Update authorized representatives for Lone Star Investment Pool
- 4) Add JP Morgan as an Authorized Trader for Brokerage Accounts – this enables the College to utilize JP Morgan Chase as the safekeeping depository on investment certificates, and allows the College to close the account at Bank of America which had been retained for this purpose
- 5) Update authorized representatives for JP Morgan -Chase banking accounts

The current employees with training and authority to enact transactions will include Teri Zamora (Vice Chancellor Fiscal Affairs), Bill Dickerson (Director – Financial and Accounting Services), Anita Dewease (Comptroller) and Dianne Duron (Director – Budgets). In addition, Facsimile signatures of the Chair and Secretary of the Board of Trustees are affixed to all checks produced electronically and drawn on the Operating and Payroll accounts.

IMPACT OF THIS ACTION

This action will allow current employees to effectively manage banking and investing transactions on behalf of the college, as needed.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – TexPool Investment Pools Participation Agreement

Action Item “XII”
Regular Board Meeting August 6, 2018
Consideration of Approval of Banking and Investment Resolutions

Attachment 2 – Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

Attachment 3 – Lone Star Investment Pool – Authorized Representative Add Form

Attachment 4 – JP Morgan – Corporate Authority Certificate and Trading Authorization for Brokerage Accounts

Attachment 5 – JP Morgan – Your Business Signature Card

RESOURCE PERSONNEL

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TexPool Investment Pools Participation Agreement

Preamble

This participation agreement (the "Agreement") is made and entered into by and between the Comptroller of Public Accounts (the "Comptroller"), acting through the Texas Treasury Safekeeping Trust Company (the "Trust Company"), Trustee of the Texas Local Government Investment Pool (TexPool) and TexPool Prime, (collectively the "TexPool Investment Pools"), and _____ (the "Participant").

WHEREAS, the Interlocal Cooperation Act, TEX GOV'T CODE ANN, ch. 791 and the Public Funds Investment Act, TEX. GOV'T CODE ANN. ch. 2256 (the "Acts") provide for the creation of a public funds investment pool to which any local government or state agency may delegate, by contract, the authority to hold legal title as custodian and to make investments purchased with local funds;

WHEREAS, the Trust Company is a special purpose trust company authorized pursuant to TEX. GOV'T CODE ANN. § 404.103 to receive, transfer and disburse money and securities belonging to state agencies and local political subdivisions of the state and for which the Comptroller is the sole officer, director and shareholder;

WHEREAS, TexPool and TexPool Prime are public funds investment pools, which funds are invested in certain eligible investments as more fully described hereafter;

WHEREAS, the Participant has determined that it is authorized to invest in a public funds investment pool created under the Acts and to enter into this Agreement;

WHEREAS, the Participant acknowledges that the Trust Company is not responsible for independently verifying the Participant's authority to invest under the Acts or to enter this Agreement;

WHEREAS, the Participant acknowledges that the performance of TexPool Investment Pools is not guaranteed by the State of Texas, the Comptroller, or the Trust Company and that there is no secondary source of payment for the TexPool Investment Pools; and

WHEREAS, in an effort to ensure the continued availability of an investment pool as a vehicle for investment of local government funds and simultaneously provide for enhancement in services and potential decreases in management and administrative fees, Participant and Trust Company desire to provide in this Agreement that the Trust Company may obtain private professional investment management and related services.

NOW THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree with each other as follows:

Article I: Definitions

"Account" shall mean any account or accounts, established by the Participant in TexPool Investment Pools in accordance with this Agreement and the Operating Procedures (as defined herein), which Account represents an undivided beneficial ownership in TexPool Investment Pools.

"Authorized Investments" shall mean those investments which are authorized by the Investment Act (as herein defined) for investment of public funds.

"Authorized Representative(s) of the Participant" shall mean any individual who is authorized to execute documents and take such other necessary actions under this Agreement as evidenced by the duly enacted Resolution of the Participant.

"Authorized Representative(s) of the Trust Company" shall mean any employee of the Comptroller or Trust Company who is designated in writing by the Comptroller or the Trust Company's Chief Executive Officer to act as the authorized Trust Company representative for purposes of this Agreement and shall include employees of any private entity performing the obligations of the Comptroller under this Agreement.

"Board" shall mean the advisory board provided for in the Investment Act (as defined below).

"Investment Act" shall mean the Public Funds Investment Act, TEX. GOV'T CODE ANN. ch. 2256, as amended from time to time.

"Investment Policy" shall mean the written TexPool Investment Pools Investment Policies, as amended from time to time, relating to the investment and management of funds in TexPool Investment Pools as established by the Trust Company consistent with the Investment Act.

"Letter of Instruction" shall mean a written authorization and direction to the Trust Company signed by an Authorized Representative of the Participant.

"Operating Procedures" shall mean the written procedures established by the Trust Company describing the management and operation of TexPool Investment Pools, and providing for the establishment of, deposits to and withdrawals from the Accounts, as amended from time to time.

"Participant" shall mean any entity authorized by the Acts to participate in a public funds investment pool that has executed this Agreement pursuant to a Resolution.

"Resolution" shall mean the resolution adopted by the governing body of a local governmental entity authorizing the entity's participation in TexPool Investment Pools and designating persons to serve as Authorized Representatives of the Participant.

Article II: General Administration**Section 2.01. TexPool Investment Pools Defined.**

- (a) TexPool Investment Pools are public funds investment pools created pursuant to the Acts.
- (b) Subject to Section 6.10, the Trust Company agrees to manage the Participant's Account(s) in accordance with the Investment Act and the Investment Policy.

Section 2.02. Board.

- (a) The Board is composed of members appointed pursuant to the requirements of the Investment Act.
- (b) The Board shall advise the Trust Company on the Investment Policy and on various other matters affecting TexPool Investment Pools, and shall approve fee increases.

Section 2.03. General Administration.

- (a) The Trust Company shall establish and maintain the Investment Policy specifically identifying the Authorized Investments consistent with the Investment Act and the general policy and investment goals for TexPool Investment Pools.
- (b) The Trust Company shall establish and maintain the Operating Procedures, describing the management and operation of TexPool Investment Pools and providing for procedures to be followed for the establishment of, deposits to, and withdrawals from the Accounts and such other matters as are necessary to carry out the intent of this Agreement.
- (c) The Trust Company shall have the power to take any action necessary to carry out the purposes of this Agreement, subject to applicable law and the terms of this Agreement.

Section 2.04. Ownership Interest. Each Participant shall own an undivided beneficial interest in the assets of TexPool Investment Pools in an amount proportional to the total amount of such Participant's Accounts relative to the total amount of all Participants' Accounts in TexPool Investment Pools, computed on a daily basis.

Section 2.05. Independent Audit. TexPool Investment Pools are subject to annual review by an independent auditor consistent with Ch. 2256, TEX GOV'T CODE ANN. In addition, reviews of TexPool Investment Pools may be conducted by the State Auditor's Office and the Comptroller's office. The Trust Company may obtain such legal, accounting, financial or other professional services as it deems necessary or appropriate to assist TexPool Investment Pools in meeting its goals and objectives.

Section 2.06. Liability. Any liability of the Comptroller, the Comptroller's office, the Trust Company, representatives or agents of the Trust Company, any Comptroller employee, Trust Company or any member of the Board for any loss, damage or claim, including losses from investments and transfers, to the Participant shall be limited to the full extent allowed by applicable laws. The Trust Company's responsibilities hereunder are limited to the management and investment of TexPool Investment Pools and the providing of reports and information herein required.

Article III: Participant Requirement

Section 3.01. The Participation Agreement. The Participant must execute this Agreement and provide a Resolution authorizing participation in TexPool Investment Pools and designating persons to serve as Authorized Representatives of the Participant and any other documents as are required under, and substantially in the form prescribed by, the Operating Procedures before depositing any funds into TexPool Investment Pools. The Participant must provide an updated Resolution designating Authorized Representatives within 5 business days of the departure of any Authorized Representative of the Participant.

Section 3.02. Operating Procedures

- (a) The Participant acknowledges receipt of a copy of the Operating Procedures. The Operating Procedures describe in detail the procedures required for the establishment of accounts, deposits to and withdrawals from TexPool Investment Pools, and related information.
- (b) The Operating Procedures may be modified by the Trust Company as appropriate to remain consistent with established banking practices and capabilities and when such modification is deemed necessary to improve the operation of TexPool Investment Pools.
- (c) The Participant hereby concurs with and agrees to abide by the Operating Procedures.

Article IV: Investments

Section 4.01. Investments. All monies held in TexPool Investment Pools shall be invested and reinvested by the Trust Company or Authorized Representatives of the Trust Company only in Authorized Investments in accordance with the Agreement, the Investment Policy and the Investment Act. Participant hereby concurs with any such investment so made by the Trust Company. Available funds of TexPool Investment Pools that are uninvested may be held at the Trust Company's account at the Federal Reserve Bank of Dallas, or any designated custodian account, or with a custodian selected by the Trust Company. All investment assets and collateral will be in the possession of the Trust Company and held in its book-entry safekeeping account at the Federal Reserve Bank, any designated custodian account, or with a custodian selected by the Trust Company.

Section 4.02. Failed Investment Transaction. In the extraordinary event that a purchase of securities results in a failed settlement, any resulting uninvested funds shall remain in the Trust Company's Federal Bank of Dallas account, any designated custodian account or with a custodian selected by the Trust Company. If an alternative investment can be secured after the failure of the trade to settle, TexPool Investment Pools will receive all the income earnings, including but not limited to, any compensation from the purchaser failing in the trade and the interest income from the alternative investment.

Section 4.03. Investment Earnings and Losses Allocation. All interest earnings in TexPool Investment Pools will be valued daily and credited to the Participant's Accounts monthly, on a pro rata allocation basis. All losses, if any, resulting from the investment of monies in TexPool shall also be allocated on a pro rata allocation basis. All earnings and losses will be allocated to the Participant's Accounts in accordance with generally accepted accounting procedures.

Section 4.04. Commingling of Accounts. Participant agrees that monies deposited in TexPool and TexPool Prime, may be commingled with all other monies held in TexPool and TexPool Prime, respectively for purposes of common investment and operational efficiency. However, each Participant will have separate Accounts on the books and records of TexPool Investment Pools, as further provided for in the Operating Procedures.

Article V: Fees, Expenses and Reports

Section 5.01. Fees and Expenses. The Participant agrees to pay the amount set forth in the fee schedule. Participant agrees that all fees shall be directly and automatically assessed and charged against the Participant's Accounts. The basic service fee shall be calculated as a reduction in the daily income earned, thus only the net income shall be credited to the Participant's Account. Fees for special services shall be charged to each Participant's account as they are incurred or performed. A schedule of fees shall be provided to the Participant annually. Each Participant will be notified thirty (30) days prior to the effective date of any change in the fee schedule.

Section 5.02. Reports. A monthly statement will be mailed to the Participant within the first five (5) business days of the succeeding month. The monthly statement shall include a detailed listing of the balance in the Participant's Accounts as of the date of the statement; all account activity, including deposits and withdrawals; the daily and monthly yield information; and any special fees and expenses charged. Additionally, copies of the Participant's reports in physical or computer form will be maintained for a minimum of three prior fiscal years. All records shall be available for inspection at all reasonable hours of the business day and under reasonable conditions.

Section 5.03. Confidentiality. The Trust Company and any private entity acting on behalf of the Trust Company for purposes of this Agreement will maintain the confidentiality of the Participant's Accounts, subject to the Public Information Act, TEX GOV'T CODE ANN. ch. 552, as amended.

Article VI: Miscellaneous

Section 6.01. Notices. Any notices, Letters of Instructions or other information required or permitted to be given hereunder shall be submitted in writing and shall be deemed duly given when deposited in the U.S. mail postage prepaid or successfully transmitted via facsimile addressed to the parties as follows:

To the **Participant**:

Participant	
Address	
City, State, Zip	
Telephone	Fax

To **Trust Company** with respect to contractual matters or disputes under this Agreement:

Texas Treasury Safekeeping Trust Company
Attn: TexPool Investment Pools
Rusk State Office Building
208 East 10th Street
Austin, TX 78701
Telephone: (512) 463-3716
FAX No.: (512) 463-0823

To **TexPool Investment Pools** with respect to operational matters, including enrollment documents; changes to Authorized Representatives; Bank Information Sheets; initiation of deposits or withdrawals of funds; changes to addresses; audit confirmation requests; and account inquiry:

TexPool Participant Services
C/O Federated Investors Inc.
1001 Texas Ave., Suite 1400
Houston, TX 77002
Telephone: 1-866-839-7665 (1-866-TEX-POOL)
FAX No.: 1-866-839-3291 (1-866-TEX-FAX1)

The Participant and the Trust Company agree to notify the other of any change affecting this information and agree that unless and until so notified, the other party shall be entitled to rely on the last information provided.

Section 6.02. Taxpayer Identification Number. The Participant's taxpayer identification number assigned by the Internal Revenue Service is: _____. The Participant hereby agrees to notify the Trust Company of any change affecting this Taxpayer Identification number and agrees that unless and until so notifies, the Trust Company shall be entitled to rely on same in providing any and all reports or other information necessary or required by the Federal tax laws as amended from time to time.

Section 6.03. Severability. If any provision of this Agreement shall be held or deemed to be in fact illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatsoever.

Section 6.04. Execution of Counterparts. This Agreement may be simultaneously executed in several separate counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 6.05. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any dispute under this Agreement shall be in Travis County, Texas.

Article VI: Miscellaneous (continued)

Section 6.06. Captions. The captions or headings in this Agreement are for convenience only and in no way defined, limit or describe the scope or intent of any provisions, articles or sections of this Agreement.

Section 6.07. Amendments.

- (a) The Trust Company shall advise the Participant in writing of any amendments to this Agreement no less than 45 days prior to the effective date of such amendment. The Participant may ratify the proposed amendment of this Agreement by letter to the Trust Company. If the Participant elects not to ratify the amendment, the Participant may terminate this Agreement in accordance with Section 6.08. In the event the Participant fails to respond in writing to a notice of amendment prior to the effective date of such amendment, this Agreement shall be deemed amended.
(b) The Trust Company may periodically revise the Operating Procedures from time to time as it deems necessary for the efficient operation of TexPool Investment Pools. The Participant will be bound by any amendment to the Operating Procedures with respect to any transaction occurring subsequent to the time such amendment takes effect, provided, however, that no such amendment shall affect the Participant's right to cease to be a Participant.

Section 6.08. Termination. This Agreement may be terminated by either party hereto, with or without cause, by tendering 30 days prior written notice in the manner set forth in Section 6.01 hereof.

Section 6.09. Term. Unless terminated in accordance with Section 6.08, this Agreement shall be automatically renewed on each anniversary date hereof.

Section 6.10. Assignment. The Trust Company may enter into an agreement with a third party investment manager to perform its obligations and service under this Agreement, provided that such third party investment manager shall manage TexPool Investment Pools according to the Investment Act, Investment Policy and in a manner consistent with that directed by the Trust Company. The Trust Company also shall have the right to assign its rights and obligations under the Agreement to a third party investment manager if the Trust Company determines that such assignment is in the best interest of the State and Participants. In the event a successor pool to TexPool or TexPool Prime is deemed by the Trust Company to be in the best interest of the State and the Participant, the Trust Company may take any action it deems necessary to assign its rights and benefits under any third party agreements and transfer the assets from TexPool Investment Pools to any successor pool.

In Witness Whereof, the parties hereto have caused this Agreement to be executed as of the dates set forth below, and the Agreement shall be effective as of the latest such date.

PARTICIPANT:

Signature
Printed Name
Title
Date

TEXAS TREASURY SAFEKEEPING TRUST COMPANY
COMPTROLLER OF PUBLIC ACCOUNTS

Signature
Printed Name
Title
Date

CERTIFICATE OF INCUMBENCY:

The preceding signatory is a duly appointed, acting, and qualified officer of the Participant, who, in the capacity set forth above is authorized to execute this Agreement.

IN WITNESS WHEREOF, I have duly executed this certificate as of the ___ day of ___, 20__.

Signature
Printed Name
Title

ORIGINAL SIGNATURE AND DOCUMENT REQUIRED

TEX-ENROLL

4 OF 4

TexPool Participant Services
1001 Texas Avenue, Suite 1400 • Houston, TX 77002
Phone: 1-866-TEXPOOL (839-7665) • Fax: 1-866-839-3291 • www.texpool.com

Managed and Serviced by Federated

G45340-21 (9/15)



Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

WHEREAS,

("Participant") is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools ("**TexPool/TexPool Prime**"), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That Participant shall enter into a Participation Agreement to establish an account in its name in **TexPool/TexPool Prime**, for the purpose of transmitting local funds for investment in **TexPool/TexPool Prime**.
- B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in **TexPool/TexPool Prime** and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

Authorized Representatives of the Participant

These individuals will be issued P.I.N. numbers to transact business via telephone with a Participant Service Representative.

<p>1. <input type="text"/> Signature</p> <p><input type="text"/> Printed Name</p> <p><input type="text"/> Title</p>	<p><input type="text"/> Telephone Number</p> <p><input type="text"/> Fax Number</p> <p><input type="text"/> Email</p>
<p>2. <input type="text"/> Signature</p> <p><input type="text"/> Printed Name</p> <p><input type="text"/> Title</p>	<p><input type="text"/> Telephone Number</p> <p><input type="text"/> Fax Number</p> <p><input type="text"/> Email</p>
<p>3. <input type="text"/> Signature</p> <p><input type="text"/> Printed Name</p> <p><input type="text"/> Title</p>	<p><input type="text"/> Telephone Number</p> <p><input type="text"/> Fax Number</p> <p><input type="text"/> Email</p>
<p>4. <input type="text"/> Signature</p> <p><input type="text"/> Printed Name</p> <p><input type="text"/> Title</p>	<p><input type="text"/> Telephone Number</p> <p><input type="text"/> Fax Number</p> <p><input type="text"/> Email</p>

Authorized Representatives of the Participant (continued)

5.
Signature

Printed Name

Title

Telephone Number

Fax Number

Email

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Printed Name

In addition and at the option of the Participant, one additional authorized representative can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

1.
Printed Name

Title

Telephone Number

Fax Number

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until **TexPool/TexPool Prime** receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the ___ Day of _____, 20___.

Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Name of Participant

SIGNED:

Signature

Printed Name

Title

ATTEST:

Signature

Printed Name

Title

ORIGINAL SIGNATURE AND DOCUMENT REQUIRED

TEX-BANK

2 OF 2

TexPool Participant Services
1001 Texas Avenue, Suite 1400 • Houston, TX 77002
Phone: 1-866-TEXPOOL (839-7665) • Fax: 1-866-839-3291 • www.texpool.com

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G45340-20 (9/15)



Authorized Representative Add Form

Name of Participant _____

Addition of Authorized Representative

The following officers, officials, or employees of the Participant are hereby designated as Authorized Representatives within the meaning of the Inter-local Agreement (Agreement), with full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

	Rep #1	Rep #2	Rep #3
Printed Name	_____	_____	_____
Title	_____	_____	_____
E-mail address	_____	_____	_____
Signature	_____	_____	_____

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representative, each Investment Officer of Lone Star appointed by the Lone Star Investment Pool Board of Trustees from time to time is hereby designated as an investment officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

PASSED AND APPROVED this _____ day of _____, 20__.

By: _____ By: _____

Printed Name, Board President *Printed Name, Board Secretary*

State of Texas,
 County of _____
 Before me, _____, on this day personally appeared _____, known to
 (name of notary) (name of President and Secretary)
 me (or proved to me on the oath of _____) or through _____ to be the person(s)
 (person providing oath) (identification item)
 whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.
 Given under my hand and seal of office this _____ day of _____, 20__.

(Personalized Seal) _____
 Notary Public's Signature

Corporate Authority Certificate and Trading Authorization For Brokerage Accounts (For use by Corporations Only)

- Complete all sections, sign and return.

Account Number(s)

Account Title:

Advisor (if applicable):

I, _____, being the _____ of _____ a corporation duly organized and validly existing under the laws of _____, and having its chief executive office or its only place of business at _____ (the "Corporation"), in the name and on behalf of the Corporation, hereby:

- (a) represent, and warrant that I am a duly authorized representative of the Corporation and am authorized to execute this Certificate on behalf of the Corporation;
- (b) certify that below is a true, complete and correct copy of the resolutions¹ (the "Resolutions") duly adopted by the Board of Directors of the Corporation as of _____, which resolutions have not been amended, modified, revoked or rescinded since their adoption to and including the date hereof;

RESOLVED, that _____ (the "Corporation") is hereby authorized and directed to establish and maintain one or more accounts, including margin accounts (if the Corporation is authorized to open a margin account, the Corporation has checked the box at the end of the Certificate), (each, an "Account"), and to engage in any of the transactions hereinafter described, in each case, with or through J.P. Morgan Securities LLC, J.P. Morgan Securities plc and/or any of their now or hereafter existing affiliated entities (collectively, "JP Morgan"), through an Account or otherwise, with JP Morgan acting as principal or agent in such transactions;

RESOLVED, that the Corporation is hereby authorized and empowered to purchase (including on a forward or when-issued basis or on margin) hold, finance, pledge, exercise, convert, tender, redeem, exchange, transfer, assign, sell (including on a short, when-issued or forward basis), enter into, write, issue, terminate, amend and otherwise deal and trade, singly or in combination, in the following: any and all forms of securities, evidences of interest, participation, or indebtedness, instruments of any issuer (whether publicly registered or exempt from registration) transactions and investments, including, but not limited to common or preferred stock, scrip, warrants and rights; bills, notes, bonds or debentures of any coupon, (including "zero coupon" or maturity; certificates of deposit, bank notes or deposit notes; commercial paper, money market instruments; listed and/or over-the-counter options, commodities, commodity futures, options on futures (including single stock futures contracts and other securities futures products), transactions in foreign currencies; limited partnership interests and other interests in hedge funds, buyout funds, real estate investment trusts, venture capital funds, private equity funds and private equity investment vehicles; whole mortgage loans, any and all interests and participations in mortgage loans, mortgage-backed and asset backed securities; any kind of derivative investment, including interest rate, currency, credit, equity or other swap transactions; repurchase and reverse* repurchase transactions, buy/forward sale transactions, dollar rolls, secured lending transactions and any instrument or interest generally regarded as an investment or hedge, secured or unsecured, or any transaction, that is similar to any of those described above (including an option with respect to any of them) (each of the foregoing, an "Activity");

RESOLVED, that each of the directors, officers, employees and agents of the Corporation listed below ("each, an Authorized Person") is hereby individually authorized for and on behalf of the Corporation by oral, written, electronic or other means to: (1) give to and receive from JP Morgan oral, written or electronic instructions, confirmations, notices or demands with respect to any Account, Activity or transaction; (2) bind the Corporation to enter into and perform any transaction or agreement, amendment or modification thereof, relating to any Account, Activity or transaction involving the Corporation; (3) lend or borrow money or securities and secure the repayment thereof with the property of the Corporation; (4) pay in cash or by check or by credit or debit card or draft drawn upon the funds of the Corporation any sums required to be paid in connection with any Account, Activity or transaction; (5) order the transfer of record of any securities, funds or other property to any name and to accept delivery of any securities, funds or other property; (6) direct the sale or exercise of any rights with respect to any securities or other property; (7) agree to any terms or conditions or execute or otherwise assent to any document or agreement affecting any Account, Activity or transaction; (8) endorse any securities or other property in order to pass title thereto (or any interest therein); (9) direct JP Morgan to surrender any securities or other property for the purpose of effecting any exchange or conversion thereof; (10) appoint any other person or persons to do any and all things which such director, officer, employee or agent of the Corporation is hereby empowered to do; and (11) generally, take all such action as such director, officer, employee or agent of the Corporation may deem necessary or desirable to implement or facilitate the trading activities described herein;

AUTHORIZED PERSONS

Name of Director, Officer or Employee of Corporation or Agent	Title / Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

¹ Please ensure that the resolutions set forth in the certificate are identical to the resolutions adopted by the Corporation. Unless representation (d) below provides to the contrary.

RESOLVED, that each of the Authorized Persons listed above is hereby individually authorized, for and on behalf of the Corporation, to execute or otherwise assent to or enter into on behalf of the Corporation all agreements, confirmations, releases, assignments, powers of attorney or other documents in connection with any Account, Activity or transaction, including without limitation, to execute and deliver instructions to JP Morgan to receive or deliver funds or securities, whether free or versus payment, or trade or non-trade related (including to any Authorized Persons);**

RESOLVED, that not withstanding the foregoing resolutions, any person with actual or apparent authority is authorized and empowered by the Corporation to undertake any Activity;

RESOLVED, that all actions previously taken by any director, officer, employee, Authorized Person or agent of the Corporation in connection with or related to the matters set forth in or reasonably contemplated or implied by the foregoing resolutions be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the acts and deeds of the Corporation;

RESOLVED, that, JP Morgan may rely on the certifications, representations, warranties, and agreements contained in this Certificate until the close of business on the second business day after JP Morgan receives written notice of the modification or revocation thereof at its offices at Client Services NY1-C086, Four MetroTech Center, Brooklyn, New York 11245-0001 marked to the attention of: (i) Global Clearing Services-New Accounts (if the Corporation's account is maintained by the Global Clearing Services Department and the Corporation engages in equities/prime brokerage), (ii) Fixed Income Clearing Services Managing Director (if the Corporation's account is maintained by the Global Clearing Services Department and the Corporation engages in fixed income trading) and (iii) Documentation Department (if the Corporation's account is maintained by the Private Client Services Department or any other JP Morgan department) or any other address that has been provided by JP Morgan specifically for such purpose and in each case with a copy to the Corporation's account executive or relationship manager(s) at JP Morgan, provided, that JP Morgan may rely on such certifications, representations, warranties, covenants and agreements with respect to any transaction entered into prior to the effectiveness of such modification or revocation;

RESOLVED, that, JP Morgan, their successors and assigns and their respective affiliates, directors, officers, agents and employees (the "Released Parties") are hereby released and forever discharged from, and against, any and all liabilities, responsibilities, obligations, claims, costs, damages, expenses (including attorneys' fees and expenses), penalties judgments or awards incurred or suffered by the Released Parties in connection with their reliance on this Certificate; the Corporation acknowledges that the release and discharge set forth herein are in addition to, and in no way limit or restrict, any rights which any of the Released Parties may have under any other agreement(s) between the Corporation and any of the Released Parties or under any federal or state statutes, laws, rules or regulations; and agree that this release and discharge shall survive the revocation of this Certificate with respect to transactions entered into prior to the effectiveness of such revocation;

(c) represent and warrant that the Corporation **[check the correct statement or cross out the incorrect statement]**

has more than one officer, director or employee

(i) has only one officer, director and employee and that person is the sole beneficial owner of the Corporation, and
(ii) the Corporation has provided evidence of such sole ownership to JP Morgan (attached hereto);

(d) represent and warrant that the Resolutions **[check the correct statement or cross out the incorrect statement]**

authorize the Corporation to engage in margin transactions credited or debited to an account at JP Morgan

do not authorize the Corporation to engage in margin transactions credited or debited to an account at JP Morgan; and

(e) represent and warrant that the Resolutions **[check the correct statement or cross out the incorrect statement]**

authorize each Authorized Person to order the trade and non-trade related free delivery of funds and securities to themselves and third parties.

do not authorize each Authorized Person to order the trade and non-trade related free delivery of funds and securities to themselves and third parties.

IN WITNESS WHEREOF the Corporation, through the undersigned, has executed this Certificate and affixed the seal of the Corporation as of the ____ day of _____, _____.

BY*: _____
Signature

(Typed or Printed Name) (Title)

[CORPORATE SEAL]

Mark here if a corporate seal has not been adopted by the Corporation and is not required in the applicable jurisdiction.

*** This Certificate must be executed by a person or entity duly authorized by the Corporation to do so. The person executing this Certificate shall not be one of the persons authorized to act for the Corporation pursuant to the Resolutions referred to in clause (b) above unless (i) the Corporation has provided evidence that the Corporation has only one officer, director or employee or (ii) the cross certification appearing below is completed.**

Cross Certification**

I, _____, the undersigned _____ of the Corporation hereby affirm and ratify each of the certifications, representations, warranties, covenants, and agreements contained in this Certificate.

IN WITNESS WHEREOF the Corporation, through the undersigned, has executed this Certificate as of the ____ day of _____, _____.

By: _____

****The Cross-Certification should be completed by a person authorized to act for the Corporation pursuant to the Resolutions set forth in this Certificate.**

** Unless representation (e) below provides to the contrary.

Your Business Signature Card



J.P.Morgan

This document captures the signatures of your company's authorized account signers. Each signer must use black ink to sign inside the signature box or insert a duplicate image of an original signature. You may, at your option, provide an image, mark or symbol that can be applied to a check drawn on your account.

Page 1 of

Company details

Customer name	SAN JACINTO COMMUNITY COLLEGE DISTRICT		
Tax ID number		<input type="checkbox"/>	Signatures for new Account(s)
Address	4620 FAIRMONT PKWY A2.214	<input type="checkbox"/>	Additional signatures for listed Account(s)
		<input type="checkbox"/>	Replacement of all signatures for listed Account(s)
City, State ZIP	PASADENA, TX, 775043333, USA	Phone	
Account(s)	Give number(s) and title(s) →		

Account signers (for your security, cross out all unused signature boxes before certifying this document)

Name		Phone number(s)	
Title		Signature	
Email address			
Name		Phone number(s)	
Title		Signature	
Email address			

Certification

I certify to JPMorgan Chase Bank, N.A. that:

- I am authorized to sign this document for the Customer
- all statements in this document are correct and satisfy our internal account authorization, organization and governing documents
- each Account signer's signature, whether an original or a duplicate image of an original, is an accurate and complete representation of that signer's signature
- each Account signer is authorized to sign and act for the Customer for each listed Account (including obtaining any service), and
- each image (including a facsimile stamp or other mark such as a service, trademark or symbol) is authorized for use when issuing a check, regardless of who applies it or how it is applied.

We agree that:








- we have received and agree to be bound by your Account Terms and Service Terms, which you may amend from time to time
- a facsimile stamp, electronic signature or other mark may only be used for the issuance of check and that any person who applies such image is authorized to issue, or verify the issuance of, any check drafted against the listed Account, and
- you can rely on each Account signer's authority and each facsimile stamp, electronic image or other mark, until you receive written notice from us not to and you will have reasonable opportunity to act on it.

Authorized signature		Authorized signature	
Officer name		Officer name	
Officer title		Officer title	
Date		Date	

Company details

Customer name
Account(s)

Additional account signers (for your security, cross out all unused signature boxes before certifying this document)

Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature 	<input type="text"/>
Email address	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature 	<input type="text"/>
Email address	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature 	<input type="text"/>
Email address	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature 	<input type="text"/>
Email address	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature 	<input type="text"/>
Email address	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature 	<input type="text"/>
Email address	<input type="text"/>		
Name	<input type="text"/>	Phone number(s)	<input type="text"/>
Title	<input type="text"/>	Signature 	<input type="text"/>
Email address	<input type="text"/>		

Certificate of Incumbency | JPMorgan Chase Bank, N.A.

V1.3_07_30_12

The undersigned certifies that: I am an authorized official of SAN JACINTO COMMUNITY COLLEGE DISTRICT, duly organized and existing under the laws of the State of Texas, ("Organization"); that the information presented below is correct and the persons named below are presently holding the offices set forth opposite their respective signatures below; and each such signature is his or her genuine signature:

Type or Print Name	Signatures (Please sign inside the box)	Phone and Fax
(Name)		(Phone)
(Title)		(Fax)
E-Mail Address		
(Name)		(Phone)
(Title)		(Fax)
E-Mail Address		
(Name)		(Phone)
(Title)		(Fax)
E-Mail Address		
(Name)		(Phone)
(Title)		(Fax)
E-Mail Address		
(Name)		(Phone)
(Title)		(Fax)
E-Mail Address		

In Witness Whereof, I have hereunto subscribed my name and affixed the seal of the Organization, if applicable, this _____ Day of _____ 20__.

By: _____
 Signature

 Print Name

 Title

By: _____
 Signature

 Print Name

 Title

Action Item “XIII”
Regular Board Meeting August 6, 2018
Consideration of Approval of the Annual Review of the
Investment Policy and Strategy of the College

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the attached revisions to the Investment Policy and Strategy of the College.

BACKGROUND

The Investment Policy and Strategy of the College requires that the Board of Trustees, at least annually, review and approve appropriate changes as required by Texas Government Code 2256. The last revisions were approved by the Board on October 2, 2017. The current changes are recommended to clarify and provide consistent language and terminology. Such changes were reviewed with the College’s investment advisor, Patterson and Associates.

IMPACT OF THIS ACTION

The revisions to the Investment Policy and Strategy accomplish the following:

- clarifies the training required for designated Investment officers and the approved training providers;
- specifies that the Finance Committee serves as the Investment Committee for the College;
- changes the language from “constant dollar” to the Securities and Exchange Commission (SEC) language of “striving to maintain a \$1 net asset value” for clarification;
- changes “firm” to “pool” to correspond to the rest of the document; and
- adds Letter of Credit from Federal Home Loan Bank (FMLB) as an authorized collateralization option.

The exact wording of the revisions can be reviewed in the attached document. The approval of the Investment Policy and Strategy will meet the requirements of an annual review by the Board of Trustees in Section 2256.005(e) of the Government Code of the State of Texas.

The approval of the recommended policy changes will provide guidance to Patterson and Associates, the College’s Investment Advisor, to make investment recommendations to the College based on current financial market conditions within the requirements of the Public Funds Investment Act (PFIA).

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the recommended policy changes does not have budget or staffing implications.

**Action Item “XIII”
Regular Board Meeting August 6, 2018
Consideration of Approval of the Annual Review of the
Investment Policy and Strategy of the College**

MONITORING AND REPORTING TIMELINE

Because of the technical aspects that are being addressed by these recommended changes, the Investment Policy and Strategy will not be distributed to the College community for comments. This policy will be reviewed at least annually as required.

ATTACHMENTS

Attachment 1 – Policy III.3001.A: Investment Policy and Strategy (Track Changes)
Attachment 2 – Policy III.3001.A: Investment Policy and Strategy

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Bill Dickerson	281-998-6142	bill.dickerson@sjcd.edu

Policy III.3001.A, Investment Policy and Strategy

Purpose

The Board of Trustees of San Jacinto College will review and adopt the College's Investment Policy and investment strategies not less than annually in accordance with the Public Funds Investment Act.

Policy

It is the policy of the San Jacinto College District (the "College") to invest its public funds in a manner which will provide the highest reasonable investment return with the maximum security while meeting the daily cash flow requirements of the College and conforming to all state and federal statutes governing the investment of public funds. These funds are accounted for in the College's comprehensive annual financial report.

Authority

The primary state statute controlling the investment of public funds is the Public Funds Investment Act (Texas Government Code, Chapter 2256, the "Act".)

Applicability

This Investment Policy applies to all assets and investment activity of the San Jacinto College District including restricted and unrestricted funds.

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

OBJECTIVES

The primary objectives, in priority order, of the College's investment activities shall be:

SAFETY: Safety of principal is the foremost objective of the investment program. Investments of the College shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Use of high-credit quality securities in a laddered portfolio structure will assist in minimizing credit risk.

LIQUIDITY: The College's investment portfolio will remain sufficiently liquid to enable the College to meet all operating requirements which can be reasonably anticipated. Cash flow projections will be used to monitor changing needs.

DIVERSIFICATION: It will be the objective of the College to create diversification in all portfolios to minimize credit and market risks. Diversification will be addressed in terms of maturity as well as security type and issuer. It will be the policy of the College to diversify its portfolios to manage market risk resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of investment instruments.

YIELD: It will be the objective of the College to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements, investment strategies, and state and federal laws governing investment of public funds. The investment portfolio shall be designed with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints and the cash flow characteristics. The College will utilize the six-month Treasury Bill and one-year Treasury Note as benchmarks for the portfolios' performance and risk level.

STRATEGY

The general investment strategy of the College is based on its objectives of (a) safety of principal, (b) liquidity, (c) diversification, and (d) reasonable yield. The strategies created for individual funds are all designed to address:

1. The suitability of the authorized investments to the financial and cash flow requirement of the College.
2. The need for preservation and safety of principal.
3. The need for a measured liquidity to meet the College's cash flow requirements.
4. The marketability of every investment if the need arises to liquidate that investment before maturity.
5. Diversification of the investment portfolio to limit market and credit risks.
6. The recognition of reasonable yield to be used for the needs of the College.

The College maintains two separate portfolios representing the major fund types of the College. Each portfolio is guided by individual investment strategy considerations addressing the unique characteristics of its fund group.

A. Operating Funds and Commingled Pools Containing Operating Funds

Investment strategies for operating funds and commingled pools containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. This objective may be accomplished by purchasing high credit quality, short to medium-term securities, which form a laddered maturity structure and provide for a suitable liquidity buffer for unanticipated expenses. A maximum dollar weighted average maturity (WAM) of 365 days will be maintained in these funds and the WAM will be calculated using the stated final maturity date of each security.

These portfolios contain debt service funds with particular needs. Investment strategies for debt service payments shall assure investment liquidity adequate to cover the debt service obligation on the required payment date. The next debt service date must always be funded before funding subsequent payments.

Included also are debt service reserve funds which are used to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Bond documents and ordinances specific to an individual issue shall be considered in the investments. Securities should be of high credit quality with short to intermediate term maturities. Volatility shall be managed with relatively short and intermediate securities.

B. Bond Funds, Construction, Special Projects or Special Purpose Funds

Investment strategies for construction, special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The College will attempt to match its issue costs of bonds (avoid negative arbitrage) without incurring major rebate payables. The stated final maturity dates of securities held should not exceed the estimated project completion date and the maximum weighted average maturity will be guided by anticipated expenditure plans.

STANDARD OF CARE – PRUDENT PERSON STANDARD

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal, liquidity, diversification, and yield.

This standard of prudence is to be used by all Investment Officers and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit or market price fluctuations provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

INVESTMENT TRAINING

It will be the College's policy to provide training for Board members and Investment Officers as required by the Act. The Texas Higher Education Coordinating Board will provide training for Board members to be conducted within six months of assuming office.

The designated Investment Officer(s) shall attend ~~ten~~ at least the minimum required hours of investment training within twelve months of assuming their duties and ~~ten~~ at least the minimum required hours every subsequent two fiscal years. The investment training shall be provided by an independent source approved by the Board. For purposes of this Policy, an "independent source" approved by the Board from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor other than a business organization with whom the Board of Trustees engage in an investment purchase or sale.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

In accordance with the Act, the Board of Trustees delegates, by resolution, management responsibility for the investment program through the Chancellor to the Vice Chancellor of Fiscal Affairs as the Investment Officer. In the absence of the Vice Chancellor of Fiscal Affairs, with the approval and direction of the Chancellor, the Director of Accounting and Financial Services will perform daily investment transactions.

Board of Trustees

The Board is responsible for reviewing and adopting the Investment Policy on no less than an annual basis. The Board is responsible for designating Investment Officer(s) or an Investment Adviser responsible for the management of the portfolio(s). The Board may designate an investment committee to review reports and approve counterparties but the Board must receive and review quarterly investment reports. The Board retains ultimate fiduciary responsibility for all funds.

Investment Committee

The Board ~~Budget and Audit~~ Finance Committee will act as the College's Investment Committee. The Investment Committee shall meet at least quarterly to receive and review quarterly investment reports and monitor investment results. The Investment Committee shall include in its deliberation such topics as: economic outlook, portfolio diversification, maturity structure, risk levels, and performance. The Investment Committee will, on no less than an annual basis, review and adopt the list of authorized broker/dealers for the Board.

Investment Officer(s)

The Investment Officer(s) shall monitor and maintain all controls and procedures of the investment process as designated by this Policy. The Officer(s) shall obtain training and shall establish written procedures and controls consistent with this Investment Policy. Such procedures shall include delegation of authority to individual employees responsible for investment transactions and documentation of investment transactions and holdings. The Investment Officer(s) shall prepare all required reports and maintain broker/dealer files as required. All Investment Officers will strictly adhere to the standard of care and conditions prescribed in this Policy.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment Officers will avoid any transaction that might impair public confidence in the College. The investment program shall be designed and managed with a degree of professionalism which is worthy of that public trust.

All Investment Officers shall be familiar with this Policy and its underlying procedures. No Investment Officer may engage in an investment transaction except as provided under the terms of this Policy and the established procedures.

The Board may designate an SEC registered investment adviser to act as an Investment Officer for the College in assisting College staff with all provisions of this Policy.

ETHICS AND CONFLICTS OF INTEREST

College Investment Officers involved in the investment process who have personal business relationships with any entity seeking to sell an investment to the College shall file a statement disclosing the extent of that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity (as determined by State statute) to an

individual seeking to sell an investment to the College shall file a statement disclosing that relationship with the Texas Ethics Commission in accordance with the Act.

AUTHORIZED INVESTMENTS

This Policy applies to all investment activity of the College. The College will pursue a proactive, conservative approach to investment activity and although other investments may be authorized by law, the College may invest only in investments authorized by the Board as listed below:

1. Obligations of the US Government (Treasury Bills and Treasury Notes), its agencies and instrumentalities not to exceed three years to stated maturity. Mortgage backed securities, with stated maturities less than ten years, are authorized only in bond construction funds.
2. Fully insured or collateralized certificates of deposit of any bank doing business in Texas which is collateralized in accordance with this Policy and with a stated final maturity not to exceed one year to include those bought through the CDARS network.
3. Negotiable certificates of deposit securities issued by a bank that has a certificate of deposit rating of at least 1 or equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A1/P1 or equivalent by a nationally recognized rating agency.
4. Commercial paper rated no less than A1/P1 by two nationally recognized rating agencies with a stated maturity less than 90 days.
5. Fully collateralized direct repurchase agreements with a defined termination date, secured in accordance with this Policy and placed with a primary securities dealer. All repurchase agreement transactions shall be governed by an executed Bond Market Association Master Repurchase Agreement. Maximum stated maturity shall be 90 days except for flex repurchase agreements. Bond proceeds from one issue may be invested in a single flex repurchase agreement the maximum stated maturity for which shall be matched to the expenditure plan of the bonds.
6. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated maturity of not more than three years.
7. AAA or equivalent rated, ~~constant-dollar~~, Texas local government investment pools [striving to maintain a \\$1 net asset value \(NAV\)](#) as defined by the Act and authorized specifically by the Board of Trustees for a particular pool.
8. A money market mutual fund in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
9. Corporate bonds, debentures or similar debt obligations rated in one of the two highest long-term rating categories without regard to gradations in those categories by a two nationally recognized rating agencies not to exceed three years to maturity.
10. FDIC insured brokered certificate of deposit securities from a bank in any US state, delivered versus payment to the College's safekeeping depository, not to exceed one year to

maturity. Before purchase, the investment officer or adviser must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.

11. Fully insured or collateralized interest bearing accounts in any bank in Texas.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the College until this Policy has been amended and the amended version adopted by the Board of Trustees.

PROHIBITED INVESTMENTS

The College is strictly prohibited from investing in any type of mortgage derivatives:

1. Interest Only Mortgage Backed Securities (IO). Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Principal Only Mortgage Backed Securities (PO). Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations (CMO) that have a stated final maturity date greater than ten years.
4. Inverse Floaters. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

DIVERSIFICATION

Diversification will be used to minimize risk of loss by over-concentration in a particular market sector, maturity or security. The College will strive to structure portfolios with laddered maturities and securities in accordance with the Policy's authorized investments and maximum maturity constraints. To assure diversification in the portfolio the following maximum limits will be imposed:

<u>Investment Type</u>	<u>Max. % in Portfolio</u>
US Treasury Obligations	90 %
US Agency and Instrumentality Obligations	85 %
SEC Registered Money Market Funds	60 %
Repurchase Agreements	75 %
Flex Repurchase (Bond Funds)	100 % of issue
Collateralized/Insured CDs	20 %
FDIC insured brokered CDs	20 %
Negotiable CDs	15 %
Limit per bank	5 %
Local Government Investment Pools	100 %
Participation per pool	10 % of pool
Commercial Paper	25 %

Limit per issuer	5 %
Municipal Obligations	50 %
Limit per issuer	10 %
Limit per geographical region	50 %
Corporate Obligations	30 %
Limit per issuer	5 %

MAXIMUM MATURITIES

The College will diversify maturity dates and to the extent possible, match investments with anticipated cash flow requirements. No investment stated maturities will exceed three years at the time of purchase.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments transactions shall be made with a broker/dealer authorized by the Board or its Investment Committee. The authorized list is to be reviewed and adopted at least annually. Banks utilized for time or demand accounts need not be approved by the Board or Committee but must provide all required information to the Investment Officers prior to the transaction. The list shall contain no less than five broker/dealers to assure a competitive process. There is no limit to the number of banks.

Authorized broker/dealers and financial institutions may include:

- Broker/dealer subsidiaries of banks doing business in the State of Texas,
- Security dealers reporting designated as “primary government securities dealers” by the Federal Reserve Bank of New York,
- Secondary institutional brokers/dealers registered with the State, the SEC, and the FINRA.

Financial institutions and broker/dealers who desire to transact business with the College must supply the following information/documents. The Investment Officer, or the College’s investment adviser, will maintain this information on the authorized financial institutions.

- Annual current year audited financial statements
- Financial Industry Regulatory Authority (FINRA) certification and FINRA’s Central Depository Registration (CRD) number (if broker/dealers).
- Proof of current Texas State Securities registration (if broker/dealers).

No investment transactions may be entered into with a brokerage subsidiary of the Authority’s depository bank in order to fulfill all delivery versus payment (DVP) requirements for trade independence.

Policy Certification

Each authorized local government investment pool must be provided a copy of this Policy to assure that they are familiar with the goals and objectives of the College. The authorized

representative of the pool shall sign a written certification, in a form acceptable to the College, substantially to the effect that the pool has:

- Received, and thoroughly reviewed the Policy, and
- Acknowledges that the ~~firm~~-pool has implemented reasonable controls and procedures in an effort to preclude investment transactions with the College that are not authorized by the College's Policy.

The College's Investment Adviser shall certify to the Policy.

No investment transaction shall be executed with a pool which has not delivered this written certification. Material changes in this Policy will require re-certification. The College is under no obligation to transact business with any financial institution.

COLLEGE DEPOSITORY

At least every five years a College Depository shall be selected through a formal request for proposal (RFP). In selecting a depository, the services, cost of services, credit worthiness, and collateralization by the institutions shall be considered.

INTERNAL CONTROL

An annual independent review will be conducted to assure internal controls are in place which provide for compliance with the College's Investment Policies and procedures and the Act.

Loss of Rating

The Investment Officer or investment adviser shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer or adviser shall notify the Investment Committee of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available, within two weeks after the loss of the required rating.

Monitoring FDIC Status

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officer or Adviser shall immediately liquidate any brokered CD which places the College above the FDIC insurance level.

COLLATERALIZATION

All College time and demand deposits shall be secured above FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the depository at 102% of market value of principal and accrued interest on the deposits. The bank shall be responsible for monitoring and maintaining the collateral market value daily to assure that the margin on the pledged securities is maintained.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository in accordance with a safekeeping agreement signed by authorized representatives of the College, the Depository, and the custodian (with the exception of the Federal Reserve for which a Circular 7 Pledge Agreement will be executed.).

All collateral shall be subject to inspection and audit by the College or its independent auditors.

Authorized Collateral

The College shall accept only the following as collateral for time and demand deposits:

- A. FDIC insurance coverage.
- B. Obligations of the United States, its agencies or instrumentalities, or other evidence of indebtedness of the United States guaranteed as to principal and interest including mortgage backed securities which pass the bank test.
- C. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated A or its equivalent by two nationally recognized rating agencies.
- ~~C.D.~~ [Letter of credit of the United States or its agencies and instrumentalities, issued by the Federal Home Loan Bank \(FHLB\).](#)

Voluntary Collateral Pooling Alternative

Collateral pooling alternatives authorized by state statute (TX Gov't Code 2257) will be evaluated on a case-by-case basis for use.

If any depository offers a voluntary collateral pooling alternative for the provision of collateral (instead of uniquely pledged securities to the College), the investment officers shall fully evaluate the risk factors concerned to determine the efficacy of participation. The use of collateral pooling will be analyzed using factors such as anticipated balances, fluctuations in balances, duration of deposits and current economic conditions to determine the acceptability of the collateral pool. The pool must contain only marketable securities.

SAFEKEEPING

All securities owned by the College shall be held in safekeeping by the College's depository bank or an authorized third party financial institution under an executed safekeeping agreement.

DELIVERY VERSUS PAYMENT

All security transactions, including collateral for repurchase agreements, entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis to assure that the College has full control of its funds and assets at all times.

REPORTING

The Investment Officer shall submit monthly and quarterly reports to the Board of Trustees in accordance with the Act containing sufficient information to permit an informed reader to evaluate the performance and risks of the investment program. At a minimum the report shall include:

- a. Description of each investment and depository position.

- b. Book and market values at the beginning and end of the reporting period
- c. Additions and changes to the market value during the period
- d. The book and market value of each separately invested asset
- e. The maturity date of each separately invested asset
- f. The account, fund, or pooled group fund for which each investment was acquired.
- g. The earnings for the period
- h. The overall yield for the portfolio(s) and its benchmark yield for the period

Market prices for market value calculations shall be obtained from an independent source. The report must conform to the contents of the Act and must be prepared and signed by all investment officers of the College.

INTERNAL CONTROLS

The Vice Chancellor of Fiscal Affairs shall establish a system of controls to regulate the activities of the investment program and staff. The controls will be reviewed annually with the independent auditor of the College. The controls shall be designed to prevent loss of funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions. Controls deemed most important would include: control of collusion, separation of duties, custody and safekeeping, delegation of authority, securities losses and remedial actions, and documentation of all transactions.

Cash Flow Forecasting

Cash flow forecasting is a control designed to protect and sustain cash flow requirements of the College. The Investment Officer will maintain a cash flow analysis designed to forecast cash positions for investment purposes.

INVESTMENT POLICY ADOPTION

The Investment Committee may suggest Policy changes to the Board of Trustees at any time. The Board of Trustees shall review and adopt, by resolution, its Investment Policy and investment strategies not less than annually and the approving resolution shall designate any changes made to the Policy.

Procedures

There are no associated procedures with this policy.

Date of Board Approval	October 2, 2017 <u>Anticipated August 6, 2018</u>
Effective Date	October 3, 2017 <u>Anticipated August 7, 2018</u>
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director of Accounting and Financial Services

Policy III.3001.A, Investment Policy and Strategy

Purpose

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6. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated maturity of not more than three years.
7. AAA or equivalent rated, Texas local government investment pools striving to maintain a \$1 net asset value (NAV) as defined by the Act and authorized specifically by the Board of Trustees for a particular pool.
8. A money market mutual fund in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
9. Corporate bonds, debentures or similar debt obligations rated in one of the two highest long-term rating categories without regard to gradations in those categories by a two nationally recognized rating agencies not to exceed three years to maturity.
10. FDIC insured brokered certificate of deposit securities from a bank in any US state, delivered versus payment to the College's safekeeping depository, not to exceed one year to maturity. Before purchase, the investment officer or adviser must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
11. Fully insured or collateralized interest bearing accounts in any bank in Texas.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the College until this Policy has been amended and the amended version adopted by the Board of Trustees.

PROHIBITED INVESTMENTS

The College is strictly prohibited from investing in any type of mortgage derivatives:

1. Interest Only Mortgage Backed Securities (IO). Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Principal Only Mortgage Backed Securities (PO). Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations (CMO) that have a stated final maturity date greater than ten years.
4. Inverse Floaters. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

DIVERSIFICATION

Diversification will be used to minimize risk of loss by over-concentration in a particular market sector, maturity or security. The College will strive to structure portfolios with laddered maturities and securities in accordance with the Policy’s authorized investments and maximum maturity constraints. To assure diversification in the portfolio the following maximum limits will be imposed:

<u>Investment Type</u>	<u>Max. % in Portfolio</u>
US Treasury Obligations	90 %
US Agency and Instrumentality Obligations	85 %
SEC Registered Money Market Funds	60 %
Repurchase Agreements	75 %
Flex Repurchase (Bond Funds)	100 % of issue
Collateralized/Insured CDs	20 %
FDIC insured brokered CDs	20 %
Negotiable CDs	15 %
Limit per bank	5 %
Local Government Investment Pools	100 %
Participation per pool	10 % of pool
Commercial Paper	25 %
Limit per issuer	5 %
Municipal Obligations	50 %
Limit per issuer	10 %
Limit per geographical region	50 %
Corporate Obligations	30 %

Limit per issuer

5 %

MAXIMUM MATURITIES

The College will diversify maturity dates and to the extent possible, match investments with anticipated cash flow requirements. No investment stated maturities will exceed three years at the time of purchase.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments transactions shall be made with a broker/dealer authorized by the Board or its Investment Committee. The authorized list is to be reviewed and adopted at least annually. Banks utilized for time or demand accounts need not be approved by the Board or Committee but must provide all required information to the Investment Officers prior to the transaction. The list shall contain no less than five broker/dealers to assure a competitive process. There is no limit to the number of banks.

Authorized broker/dealers and financial institutions may include:

- Broker/dealer subsidiaries of banks doing business in the State of Texas,
- Security dealers reporting designated as “primary government securities dealers” by the Federal Reserve Bank of New York,
- Secondary institutional brokers/dealers registered with the State, the SEC, and the FINRA.

Financial institutions and broker/dealers who desire to transact business with the College must supply the following information/documents. The Investment Officer, or the College’s investment adviser, will maintain this information on the authorized financial institutions.

- Annual current year audited financial statements
- Financial Industry Regulatory Authority (FINRA) certification and FINRA’s Central Depository Registration (CRD) number (if broker/dealers).
- Proof of current Texas State Securities registration (if broker/dealers).

No investment transactions may be entered into with a brokerage subsidiary of the Authority’s depository bank in order to fulfill all delivery versus payment (DVP) requirements for trade independence.

Policy Certification

Each authorized local government investment pool must be provided a copy of this Policy to assure that they are familiar with the goals and objectives of the College. The authorized representative of the pool shall sign a written certification, in a form acceptable to the College, substantially to the effect that the pool has:

- Received, and thoroughly reviewed the Policy, and

- Acknowledges that the pool has implemented reasonable controls and procedures in an effort to preclude investment transactions with the College that are not authorized by the College's Policy.

The College's Investment Adviser shall certify to the Policy.

No investment transaction shall be executed with a pool which has not delivered this written certification. Material changes in this Policy will require re-certification. The College is under no obligation to transact business with any financial institution.

COLLEGE DEPOSITORY

At least every five years a College Depository shall be selected through a formal request for proposal (RFP). In selecting a depository, the services, cost of services, credit worthiness, and collateralization by the institutions shall be considered.

INTERNAL CONTROL

An annual independent review will be conducted to assure internal controls are in place which provide for compliance with the College's Investment Policies and procedures and the Act.

Loss of Rating

The Investment Officer or investment adviser shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer or adviser shall notify the Investment Committee of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available, within two weeks after the loss of the required rating.

Monitoring FDIC Status

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officer or Adviser shall immediately liquidate any brokered CD which places the College above the FDIC insurance level.

COLLATERALIZATION

All College time and demand deposits shall be secured above FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the depository at 102% of market value of principal and accrued interest on the deposits. The bank shall be responsible for monitoring and maintaining the collateral market value daily to assure that the margin on the pledged securities is maintained.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository in accordance with a safekeeping agreement signed by authorized representatives of the College, the Depository, and the custodian (with the exception of the Federal Reserve for which a Circular 7 Pledge Agreement will be executed.).

All collateral shall be subject to inspection and audit by the College or its independent auditors.

Authorized Collateral

The College shall accept only the following as collateral for time and demand deposits:

- A. FDIC insurance coverage.
- B. Obligations of the United States, its agencies or instrumentalities, or other evidence of indebtedness of the United States guaranteed as to principal and interest including mortgage backed securities which pass the bank test.
- C. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated A or its equivalent by two nationally recognized rating agencies.
- D. Letter of credit of the United States or its agencies and instrumentalities, issued by the Federal Home Loan Bank (FHLB).

Voluntary Collateral Pooling Alternative

Collateral pooling alternatives authorized by state statute (TX Gov't Code 2257) will be evaluated on a case-by-case basis for use.

If any depository offers a voluntary collateral pooling alternative for the provision of collateral (instead of uniquely pledged securities to the College), the investment officers shall fully evaluate the risk factors concerned to determine the efficacy of participation. The use of collateral pooling will be analyzed using factors such as anticipated balances, fluctuations in balances, duration of deposits and current economic conditions to determine the acceptability of the collateral pool. The pool must contain only marketable securities.

SAFEKEEPING

All securities owned by the College shall be held in safekeeping by the College's depository bank or an authorized third party financial institution under an executed safekeeping agreement.

DELIVERY VERSUS PAYMENT

All security transactions, including collateral for repurchase agreements, entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis to assure that the College has full control of its funds and assets at all times.

REPORTING

The Investment Officer shall submit monthly and quarterly reports to the Board of Trustees in accordance with the Act containing sufficient information to permit an informed reader to evaluate the performance and risks of the investment program. At a minimum the report shall include:

- a. Description of each investment and depository position.
- b. Book and market values at the beginning and end of the reporting period
- c. Additions and changes to the market value during the period
- d. The book and market value of each separately invested asset
- e. The maturity date of each separately invested asset

- f. The account, fund, or pooled group fund for which each investment was acquired.
- g. The earnings for the period
- h. The overall yield for the portfolio(s) and its benchmark yield for the period

Market prices for market value calculations shall be obtained from an independent source. The report must conform to the contents of the Act and must be prepared and signed by all investment officers of the College.

INTERNAL CONTROLS

The Vice Chancellor of Fiscal Affairs shall establish a system of controls to regulate the activities of the investment program and staff. The controls will be reviewed annually with the independent auditor of the College. The controls shall be designed to prevent loss of funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions. Controls deemed most important would include: control of collusion, separation of duties, custody and safekeeping, delegation of authority, securities losses and remedial actions, and documentation of all transactions.

Cash Flow Forecasting

Cash flow forecasting is a control designed to protect and sustain cash flow requirements of the College. The Investment Officer will maintain a cash flow analysis designed to forecast cash positions for investment purposes.

INVESTMENT POLICY ADOPTION

The Investment Committee may suggest Policy changes to the Board of Trustees at any time. The Board of Trustees shall review and adopt, by resolution, its Investment Policy and investment strategies not less than annually and the approving resolution shall designate any changes made to the Policy.

Procedures

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 6, 2018
Effective Date	Anticipated August 7, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director of Accounting and Financial Services

Action Item “XIV”
Regular Board Meeting August 6, 2018
Consideration of Approval of Reauthorization of the Full-time Salary Schedules,
Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2018-2019

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the full-time salary schedules, part-time hourly pay rates, stipends and market premiums for 2018-2019.

BACKGROUND

This action establishes the salary, pay rates, stipends, and market premiums for fiscal year 2018-2019. Salary schedules are reviewed periodically to provide for market competitiveness.

IMPACT OF THIS ACTION

The current salary schedules for full-time employees remain unchanged. The full-time salary schedules for faculty, staff, and administrators are included in this recommendation for reaffirmation.

The current part time hourly rates remain unchanged. The part-time salary schedule for faculty, staff, and administrators is included in this recommendation for reaffirmation

The schedule for stipends and market premiums remain the same as approved in July and is included in this recommendation for reaffirmation.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The fiscal impacts of this recommendation have been included in the 2018-2019 budget.

MONITORING AND REPORTING TIMELINE

All compensation components including both internal and external market equity are addressed as part of the College’s overall compensation philosophy and are reviewed periodically for adjustments.

ATTACHMENTS

- Attachment 1- Administration and Staff, Salary Range Table
- Attachment 2- Faculty, Salary Range Table
- Attachment 3- Part-time Hourly Rates, Salary Range Table
- Attachment 4- Stipends and Market Premiums, Salary Range Table

RESOURCE PERSONNEL

Stephen Trncak 281-998-6348 Stephen.Trncak@sjcd.edu

Attachment 1

San Jacinto College District 2018 - 2019 Salary Range Table Administration & Staff								
Salary Range	Minimum	Midpoint	Maximum	Salary Range	Minimum	Midpoint	Maximum	
1	\$15,080	\$18,850	\$22,620		31	\$65,175	\$81,469	\$97,762
2	\$15,834	\$19,793	\$23,751		32	\$68,434	\$85,542	\$102,650
3	\$16,626	\$20,782	\$24,939		33	\$71,855	\$89,819	\$107,783
4	\$17,457	\$21,821	\$26,185		34	\$75,448	\$94,310	\$113,172
5	\$18,330	\$22,912	\$27,495		35	\$79,220	\$99,026	\$118,831
6	\$19,246	\$24,058	\$28,869		36	\$83,182	\$103,977	\$124,772
7	\$20,209	\$25,261	\$30,313		37	\$87,341	\$109,176	\$131,011
8	\$21,219	\$26,524	\$31,829		38	\$91,708	\$114,635	\$137,561
9	\$22,280	\$27,850	\$33,420		39	\$96,293	\$120,366	\$144,439
10	\$23,394	\$29,243	\$35,091		40	\$101,108	\$126,385	\$151,661
11	\$24,564	\$30,705	\$36,846		41	\$106,163	\$132,704	\$159,245
12	\$25,792	\$32,240	\$38,688		42	\$111,471	\$139,339	\$167,207
13	\$27,082	\$33,852	\$40,622		43	\$117,045	\$146,306	\$175,567
14	\$28,436	\$35,544	\$42,653		44	\$122,897	\$153,621	\$184,345
15	\$29,857	\$37,322	\$44,786		45	\$129,042	\$161,302	\$193,563
16	\$31,350	\$39,188	\$47,025		46	\$135,494	\$169,367	\$203,241
17	\$32,918	\$41,147	\$49,377		47	\$142,269	\$177,836	\$213,403
18	\$34,564	\$43,205	\$51,845		48	\$149,382	\$186,728	\$224,073
19	\$36,292	\$45,365	\$54,438		49	\$156,851	\$196,064	\$235,277
20	\$38,106	\$47,633	\$57,160		50	\$164,694	\$205,867	\$247,041
21	\$40,012	\$50,015	\$60,018		51	\$172,928	\$216,160	\$259,393
22	\$42,012	\$52,515	\$63,018		52	\$181,575	\$226,969	\$272,362
23	\$44,113	\$55,141	\$66,169		53	\$190,654	\$238,317	\$285,980
24	\$46,319	\$57,898	\$69,478		54	\$200,186	\$250,233	\$300,279
25	\$48,635	\$60,793	\$72,952		55	\$210,196	\$262,744	\$315,293
26	\$51,066	\$63,833	\$76,599		56	\$220,705	\$275,882	\$331,058
27	\$53,620	\$67,024	\$80,429		57	\$231,741	\$289,676	\$347,611
28	\$56,301	\$70,376	\$84,451		58	\$243,328	\$304,160	\$364,991
29	\$59,116	\$73,894	\$88,673		59	\$255,494	\$319,367	\$383,241
30	\$62,071	\$77,589	\$93,107		60	\$268,269	\$335,336	\$402,403

Midpoint %
5.00%

Range Spread
50.00%

Attachment 2

San Jacinto College District 2018-2019 Salary Range Table Faculty			
	Minimum	Midpoint	Maximum
NINE MONTH FACULTY			
Bachelor	\$ 41,792	\$ 53,552	\$ 65,312
Masters	\$ 42,483	\$ 55,540	\$ 68,597
Masters + 18	\$ 44,424	\$ 57,929	\$ 71,434
Masters + 36	\$ 46,225	\$ 60,397	\$ 74,570
ABD	\$ 48,165	\$ 62,936	\$ 77,706
Doctorate	\$ 50,105	\$ 65,548	\$ 80,992
10.5 MONTH FACULTY			
Bachelor	\$ 48,749	\$ 62,431	\$ 76,114
Masters	\$ 49,539	\$ 64,743	\$ 79,946
Masters + 18	\$ 51,700	\$ 67,478	\$ 83,256
Masters + 36	\$ 53,874	\$ 70,395	\$ 86,917
ABD	\$ 56,049	\$ 73,311	\$ 90,574
Doctorate	\$ 58,387	\$ 76,396	\$ 94,406
TWELVE MONTH FACULTY			
Bachelor	\$ 55,642	\$ 71,278	\$ 86,914
Masters	\$ 56,546	\$ 73,921	\$ 91,297
Masters + 18	\$ 59,013	\$ 77,046	\$ 95,079
Masters + 36	\$ 61,525	\$ 80,392	\$ 99,259
ABD	\$ 63,985	\$ 83,712	\$ 103,439
Doctorate	\$ 66,656	\$ 87,238	\$ 107,821
Department Chair - 12 month	\$ 69,456	\$ 90,948	\$ 112,439

San Jacinto College District 2018-2019 Salary Rate Table PART-TIME HOURLY RATES		
Position Classification	Position Description	Hourly Rate
Maintenance	Groundskeeper	\$ 8.00
Cashier Clerk	Cashier / Clerk - with monetary responsibilities	\$ 8.00
Cafeteria/Food Service	Cashier/Catering Attendant/Cook/Wait Person - Entry level	\$ 7.50
	Cashier/Cook Level 2 - 6-12 months skill set on grill & food prep or cashier & customer service	\$ 8.00
	Banquet Chef - 3 years kitchen & cooking experience w/knowledge of ordering & inventory	\$ 9.00
	Banquet Chef Level 2 - Experienced Banquet Chef w/complete knowledge and skill set on all kitchen equipment, ordering, inventory w/Associate's degree in the culinary field and ability to supervisor kitchen personnel.	\$ 10.00
	Team Leader	\$ 12.50
Children's Center	Teacher's Aide	\$ 7.75
	Assistant Teacher (CDA or 12 hours in early childhood)	\$ 8.00
	Cook	\$ 7.50
	Lead Teacher with appropriate credentials	\$ 12.75
Clerical/Receptionist	Admin Asst I / Student Assistant I	\$ 8.00
	Accounting Asst / Admin Asst II / Call Center / Enrollment Specialist / Records Specialist / Student Assistant II / (with one year experience)	\$ 10.00
General	Student/Art Model/Test Proctor	\$ 7.50
	Orientation Leader/Student Ambassador	\$ 9.00
	Life-Drawing Model	\$ 15.00
Accessibility Services	Hearing Impaired Students Transcribers / Note Takers	\$ 8.50
	Tutors for Severely Learning Disabled Adult Students (to be screened by Accessibility Services Counselor on each campus)	
	Student Tutors	\$ 11.00
	Educationally Disadvantaged Students - Tutors for students not maintaining minimum stated requirements (not learning disabled)	
	Student Tutors	\$ 10.00
Grant Funded	Grant Funded Basic Tutor (tutor for students not maintaining minimum stated requirements)	\$ 9.00
	Grant Funded Tutor / Mentor (tutor for students not maintaining minimum stated requirements; Mentor for achieving goals and supporting grant program activities)	\$ 10.00
	Grant Funded Retention Specialist	\$ 15.00

Attachment 3

Position Classification	Position Description	Hourly Rate
Instructional	Part-time Faculty Instructors - Lecture	\$ 42.00
	Part-time Faculty Instructors - Lab	\$ 42.00
	Part-time Faculty Instructors - Private Lessons	\$ 42.00
	Part-time Faculty Non-instructional	\$ 30.00
	Part-time Faculty Professional Development (ad hoc training, non-curriculum)	\$ 20.00
	Flight Simulator Instructor	\$ 15.00
	Wellness Instructor	\$ 32.00
	Full-time Faculty Non-instructional	\$ 30.00
	Full-time Faculty Formula Pay - Lecture	\$ 62.70
	Full-time Faculty Formula Pay - Lab	\$ 62.70
	Full-load Adjunct: Hourly Rate + \$2,500 per semester, with approval by appropriate Dean and Provost	
	Faculty Advising:	
	(GUST 0305, EDUC 1300, PSYC 1300) \$350.00 per course/semester	
Faculty Advisor - EPCC and all other courses	\$ 30.00	
Interactive Learning Centers/Information Technology/ Departmental Labs/ Supplemental Instruction	Multimedia Assistant I	\$ 9.50
	Computer Lab Assistant I	\$ 9.50
	Help Desk Assistant I	\$ 9.50
	PC Technician Assistant I	\$ 9.50
	Audio Visual Assistant I	\$ 9.50
	Specialty Lab Assistant I	\$ 9.50
	Multimedia Assistant II	\$ 12.50
	Computer Lab Assistant II	\$ 12.50
	Help Desk Assistant II	\$ 12.50
	PC Technician Assistant II	\$ 12.50
	Audio Visual Assistant II	\$ 12.50
	Specialty Lab Assistant II	\$ 12.50
	Student Success Centers	Peer Tutors: Non-Certified Tutors (basic training completed, working towards Level I Certification)
Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed		\$ 9.50
Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed		\$ 10.00
Certified Level III - After three long semesters with 30 hours training & 75 hours tutoring completed (must also complete a project related to the tutoring and resource center)		\$ 11.00
Faculty Tutorw/credentials		\$ 20.00
Physical Education		Athletic Trainer (travel time not to exceed 8 hours per day)
	Gym / Field Attendant	\$ 7.50
	Gym Supervisor / Lifeguard w/Red Cross certification	\$ 8.00
	Assistant Coach	\$ 10.00
	Athletics Facilities Coordinator	\$ 12.50
	Athletic Trainer w/certification (daily service, practice, and games)	\$ 18.00
	Head Coach	\$ 20.00

Attachment 3

Position Classification	Position Description	Hourly Rate
Professional	Web Designer	\$ 9.00
	Testing Specialist (certified)	\$ 10.00
	Bus Driver	\$ 11.00
	Administrative Intern	\$ 11.00
	Assistant Manager, Theater	\$ 12.50
	Student Accompanist	\$ 12.00
	Telecommunicator	\$ 12.00
	Grant Writer	\$ 13.00
	HVAC Intern	\$ 13.00
	Program Assistant, GrantFunded	\$ 13.00
	Architect Intern	\$ 14.00
	Librarian w/Bachelor of Library Science	\$ 14.00
	Test Examiners (Bachelor of Science / Bachelor of Arts)	\$ 14.00
	Advisor (w/appropriatecredentials)	\$ 15.00
	Engineering Design Graphics Technician	\$ 15.00
	Manager, Theater	\$ 15.00
	Payroll Specialist w/Payroll and Banner experience	\$ 15.00
	Banner Student System Services Specialist	\$ 16.00
	Document Specialist	\$ 17.00
	Educational Planner	\$ 17.00
	Librarian w/Masters of Library Science w/no experience	\$ 18.00
	Extension Center Coordinator	\$ 20.00
	Police Officer (with TCOLE license)	\$ 20.00
	Project Coordinator, GrantFunded	\$ 20.00
	Counselor (w/appropriatecredentials)	\$ 21.00
	Accountant (Bachelor's degree)	\$ 22.00
	Aerospace Liaison / Coordinator	\$ 25.00
	Police - Special Assignments (with TCOLE license)	\$ 25.00
	Procurement Specifications TechnicalWriter	\$ 25.00
	Telecom Specialist - IT	\$ 25.00
	Project Director, GrantFunded	\$ 26.00
	Business Advisor, SBDC	\$ 28.00
	Librarian w/MLS, MLIS or equivalent w/experience	\$ 30.00
	Faculty Accompanist (Faculty with credentials)	\$ 42.00
Weekend Coordinator	\$ 20.00	
Weekend Director (Librarian/Faculty with credentials)	\$ 42.00	
Winter Mini Coordinator	\$ 20.00	
Winter Mini Coordinator (Librarian/Faculty with credentials)	\$ 42.00	
Professional Translator (Faculty with credentials in language used)	\$ 42.00	
Specialty Jeweler (College Mace)	\$ 80.00	
Technical	Toolroom Attendant	\$ 8.00
	Tool / Equipment Specialist	\$ 11.00
	Skilled Craft (Carpenter, Plumber, HVAC, etc)	\$ 20.00
	Inspection Technology/Imaging	\$ 24.00

Attachment 3

Position Classification	Position Description	Hourly Rate
Continuing & Professional Development	API Non Destructive Testing Grant Program	
	API NDT Training Instructor with level 3 certification	\$ 75.00
	API NDT Test Proctor with level 3 certification	\$ 75.00
	API NDT Subject Matter Expert with level 3 certification & industry recognition	\$ 150.00
	Development Dimensions International (DDI) Leadership Program	
	DDI Certified Instructor / Facilitator	\$ 70.00
	Motorcycle Maintenance/Repair Technician	\$ 14.00
	Variable part-time Instructor rate for classes approved with less than minimum number of students. Reduction of \$4.00 per contact hour for first student below minimum. Reduction of \$3.00 per contact hour for each subsequent student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor	\$ 42.00
Summer Camps	Variable part-time Lab Assistant Instructor rate for classes approved with less than minimum number of students. Reduction of \$2.00 per contact hour for each student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor	\$ 32.00
	Camp Director	\$ 42.00
	Camp Lead Instructor	\$ 32.00
	Camp Assistant Instructor	\$ 20.00
	Camp Helper/Monitor	\$ 10.00

**San Jacinto College District
2018-2019 Salary Schedule
Stipends and Market Premiums**

Stipends	Amount
Bilingual Proficiency	\$50 monthly
Catalogue Coordinator	\$260 monthly
Clinical Coordinator	\$1,000 annually
Curriculum Development Coordinator	\$480 monthly
College-Wide Program Director	\$350 monthly
GED Chief Examiner	\$300 monthly
Program Director	\$150 - 400 monthly based on program/department size
Department Chairs	\$912 monthly (\$10,944 annual)

Travel	\$100 monthly
	\$200 monthly
	\$300 monthly
	\$400 monthly
	\$500 monthly
	\$600 monthly

Phone	\$50 monthly
	\$75 monthly
	<i>{Member of SLT only}</i> \$100 monthly

Offsite Instruction for CPD training	\$30.00 per class session
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Completion of New Hire Curriculum for part-time faculty	\$85 (one-time)
Completion of Recurring Curriculum for part-time faculty	\$30 annually
Completion of ACAdemic training for part-time faculty teaching online or hybrid courses	\$180 (one-time)
Completion of ACAdemic Student Engagement training for part-time faculty teaching online or hybrid courses	\$180 (one-time)
Completion of Success At SJC training for part-time faculty teaching GUST and EDUC 1300 classes	\$80 (one-time)

Instructional Market Premiums by Contract Month (subject to availability of funding)

Air Conditioning	\$556 monthly
Nursing - ADN and Vocational	\$834 monthly
Computer Information Technology	\$556 monthly
Emergency Medical Technology	\$278 monthly
Engineering - <i>must have Master's degree in Engineering</i>	\$556 monthly
Engineering/Drafting	\$556 monthly
Fire Protection	\$278 monthly

Attachment 4

Health Information Management	\$334 monthly
Instrumentation	\$556 monthly
Instrumentation & Electrical	\$556 monthly
Maritime - <i>must have Coast Guard certifications</i>	\$667 monthly
Medical Laboratory Technology	\$278 monthly
Medical Radiography	\$278 monthly
Non-Destructive Testing	\$556 monthly
Occupational Health & Safety	\$278 monthly
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$667 monthly
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$667 monthly
Physical Therapy - <i>must have Physical Therapy license</i>	\$667 monthly
Pipefitting	\$556 monthly
Process Technology	\$556 monthly
Respiratory Therapy	\$278 monthly
Surgical Technology	\$278 monthly
Welding	\$556 monthly

All Nursing - LVN and ADN-Hiring incentive	\$2,500 added to base salary
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Adjunct Instructional Market Premiums (subject to availability of funding)

Lecture & Lab courses

Air Conditioning	\$5.00 per contact hour
Nursing - ADN and Vocational	\$5.00 per contact hour
Computer Information Technology	\$5.00 per contact hour
Instrumentation	\$5.00 per contact hour
Instrumentation & Electrical	\$5.00 per contact hour
Maritime - <i>must have Coast Guard certifications</i>	\$5.00 per contact hour
Medical Radiography	\$5.00 per contact hour
Non-Destructive Testing	\$5.00 per contact hour
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$5.00 per contact hour
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$5.00 per contact hour
Physical Therapy - <i>must have Physical Therapy license</i>	\$5.00 per contact hour
Pipefitting	\$5.00 per contact hour
Process Technology	\$5.00 per contact hour
Surgical Technology	\$5.00 per contact hour
Welding	\$5.00 per contact hour

Action Item “XV”
Regular Board Meeting August 6, 2018
Consideration of Approval of Policy III.3000.A: Campus Carry – First Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Campus Carry. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered.

BACKGROUND

The purpose of this policy is to comply with the requirements of Texas Senate Bill 11 (SB 11), which is generally referred to as the “campus carry” law. The original policy was approved by the Board of Trustees on June 5, 2017 with an effective date of August 1, 2017. Through the first year of implementation a clarification in the policy was identified which requires a revision. The revised policy moves the definition of “campus programs for minors” to the definitions section, and states that where campus programs for minors are sponsored by the college, carrying of concealed handguns is prohibited.

Procedures have also been drafted to support the policy. These proposed procedures have been used and revised over the past months to ensure that significant operating processes were considered. The proposed procedures do not require Board approval but are included for information purposes only.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on August 3, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on September 10, 2018.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy III.3000.A: Campus Carry (with tracked changes)
- Attachment 3 – Policy III.3000.A: Campus Carry (proposed policy)

Informational items only:

- Attachment 4 – Procedure III.3000.A.a: Campus Carry (proposed procedure)

Action Item “XV”
Regular Board Meeting August 6, 2018
Consideration of Approval of Policy III.3000.A: Campus Carry – First Reading

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Bruce Caldwell	281-542-2064	bruce.caldwell@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: III.3000.A
Proposed Policy Name: **Campus Carry**
Current Policy Number/Name: Policy III.3000.A, Campus Carry

New Procedure Number: *III.3000.A.a*
Proposed Procedure Name(s): **Campus Carry**
Current Procedure Number(s)/Name(s): N/a

Action Recommended for Policy: Revised
Action Recommended for Procedures: New

Web Links:
<http://www.sanjac.edu/policy-iii3000a-campus-carry>

Primary Owner: Teri Zamora, Vice Chancellor, Fiscal Affairs

Secondary Owner: Bruce Caldwell, Chief of Police

Summary of Changes:

- Policy changes
 - Clarify in Section 11 that where campus programs for minors sponsored by the college are held, carrying of concealed handguns is prohibited
 - Move the definition of 'Campus program for minors' to the Definitions section
- New procedure
 - Clarify obligation of IT and Facilities to keep exclusion zones gun free during departmental work
 - Clarify how to request an exclusion zone to begin or end

Policy III.3000.A, CAMPUS CARRY

Purpose

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

Policy

The San Jacinto Community College District (College) is committed to providing a safe environment for students, employees, contractors, affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on campus except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College.

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

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

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

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

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

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

The College does not provide storage for handguns.

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

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

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

4. Texas Penal Code §46.03(a) (2) excludes license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in progress according to Policy 2-19. A sign shall be posted at any polling place located on campus from the commencement of early voting through Election Day that reads either "Polling Place" or "Vote Here." (See Electioneering Procedure 2-19A)
5. Texas Penal Code §46.035(b) (6) excludes license holders of handguns from carrying a handgun on the premises of a church, synagogue, or other established place of religious worship. A sign shall be posted that conforms to Section 30.06 of the Texas Penal Code.
6. Texas Penal Code §46.035(b)(2) excludes license holders of handguns from carrying a handgun where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event. Notice shall be given for all collegiate sporting events. If possible, for ticketed sporting events this notice should be given by means of a written communication on

the back of, or appended to, the ticket. Vendors and others who are permitted to enter the premises without a ticket shall be provided written notice through other means. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

7. The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements, or contracts require exclusion at the exclusive discretion of the state or federal government, or are required by a campus accrediting authority. Where appropriate, signage must conform to the overriding federal or state law requirements. Otherwise, notice conforming to Texas Penal Code §30.06 must be provided.
8. The concealed carry of handguns shall be prohibited in patient-care areas, including those in which professional mental health and counseling services are provided. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
9. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to Code of Student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
10. The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure, and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

~~11. The campus is often the site of campus programs for minors. When a campus program for minors is conducted at a particular location, the carrying of concealed handguns is prohibited.~~ Additionally, counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. ~~“Campus program for minors” is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University~~

~~12.11. Interscholastic League (“UIL”) event sponsored by the College.~~ A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

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

~~13.12.~~ The College shall amend the Code of Student Conduct, Faculty Handbook, and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.

13. Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some

instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all parts are designated as exclusion zones.

Governing factors:

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

Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
 - If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion, or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.
 - Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.
14. The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training, and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.
 15. The College shall develop and post in a prominent place a detailed Campus Carry FAQ.
 16. The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.
 17. To the extent possible, areas within gun-exclusion zones should be made available on a scheduled basis to faculty and staff. These spaces can be used for conferences that faculty or staff would prefer to conduct in a gun-exclusion zone.
 18. The following factors and principles shall govern the implementation of exclusions or allowances for Graduation ceremonies.

Governing factors:

- Off-campus location shall follow the venue's rules and regulations in regards to the permitted carrying of firearms.
 - On-campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.
19. The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities:

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

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

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

20. Not later than September 1 of each even-numbered year, the College shall submit a report to the Texas Legislature and to the standing committees of the Legislature with jurisdiction over the implementation of these policies that:
 - (1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses; and
 - (2) Outlines the reasons the College established the provisions adopted.

Definitions

Campus: All land and buildings owned or leased by the San Jacinto Community College District.

Campus program for minors: is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League (“UIL”) event sponsored by the College.

College: The San Jacinto Community College District and also referenced as San Jacinto College.

Concealed Carry: The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

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

Exclusion Zones: An area of a campus, building, or room where the possession of a handgun is prohibited by current Texas statute; or an area of a campus, building, or room designated and approved by the

Strategic Leadership Team (SLT) and Board of Trustees in which the possession of a handgun is prohibited.

Handgun: A handgun is any firearm that is designed, made, or adapted to be fired with one hand.

License to Carry Holder: A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

"On or about their person": Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

Patient-Care Areas: An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

Student: a currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.

Authority

The Board of Trustees is authorized by the State of Texas to govern San Jacinto Community College District 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. The Texas Government Code Section 411.2031 authorizes the Chancellor to establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on premises located on the campus of the San Jacinto College.

Applicability

Peace Officers employed by the San Jacinto College Police Department or other law enforcement agencies are exempt from this policy. This policy applies to all other employees, students, contractors, affiliates, 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. Sanctions for violating state or federal laws shall be determined by the appropriate state or federal agency having jurisdiction.

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.

Procedures

~~Procedure III.3000.A.a Procedures related to this policy are currently under development.~~

Date of Board Approval	June 5, 2017 <u>Anticipated September 10, 2018</u>
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Effective Date	August 1, 2017 <u>Anticipated September 11, 2018</u>
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Primary Owner	Vice Chancellor, Fiscal Affairs
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Secondary Owner	Chief of Police
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Policy III.3000.A, Campus Carry

Purpose

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

Policy

The San Jacinto Community College District (College) is committed to providing a safe environment for students, employees, contractors, affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on campus except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College.

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

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

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

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

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

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

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11. The campus is often the site of campus programs for minors. When a campus program for minors is conducted at a particular location, the carrying of concealed handguns is prohibited. Additionally, counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

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

12. The College shall amend the Code of Student Conduct, Faculty Handbook, and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.
13. Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all parts are designated as exclusion zones.

Governing factors:

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

Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
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Governing factors:

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19. The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities:
 - (1) Support the consistent implementation of these policies;
 - (2) Provide a review process for recommendations to the Chancellor; and
 - (3) Compile, maintain, and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

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

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

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

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

Definitions

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Campus program for minors: is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League (“UIL”) event sponsored by the College.

College: The San Jacinto Community College District and also referenced as San Jacinto College.

Concealed Carry: The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

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

Exclusion Zones: An area of a campus, building, or room where the possession of a handgun is prohibited by current Texas statute; or an area of a campus, building, or room designated and approved by the Strategic Leadership Team (SLT) and Board of Trustees in which the possession of a handgun is prohibited.

Handgun: A handgun is any firearm that is designed, made, or adapted to be fired with one hand.

License to Carry Holder: A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

"On or about their person": Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

Patient-Care Areas: An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

Student: a currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.

Authority

The Board of Trustees is authorized by the State of Texas to govern San Jacinto Community College District 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. The Texas Government Code Section 411.2031 authorizes the Chancellor to establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on premises located on the campus of the San Jacinto College.

Applicability

Peace Officers employed by the San Jacinto College Police Department or other law enforcement agencies are exempt from this policy. This policy applies to all other employees, students, contractors, affiliates, 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. Sanctions for violating state or federal laws shall be determined by the appropriate state or federal agency having jurisdiction.

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 III.3000.A.a, Campus Carry

Date of Board Approval	Anticipated September 10, 2018
Effective Date	Anticipated September 11, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

Procedure <PROCEDURE NUMBER>, Campus Carry

Associated Policy

Policy III.3000.A, Campus Carry

Procedures

Departments such as Information Technology and Facilities with employees and contractors who complete work in exclusion zone areas based on Policy III.3000.A, Campus Carry, agree not to carry nor allow their contractors to carry a concealed handgun in buildings or areas designated as exclusion zones. These departments will submit their departmental procedures in regards to Campus Carry to the Campus Safety and Security Council for review no later than September 1 each year. Any other College Department that is not listed above shall not create departmental procedures based on Policy III.3000.A, Campus Carry.

If San Jacinto College has deemed an area a temporary or permanent exclusion zone under Policy III.3000.A, Campus Carry, any individual entering that area shall agree to not carry a concealed handgun on the grounds, building, or other area where the exclusion exists.

Employees may request a permanent or temporary exclusion zone, or the removal of permanent exclusion zone signage, by logging in to their SOS account, clicking on the “My Work” tab, and completing the “Campus Carry Gun Exclusion Zone Request” form.

Definitions

Campus: All land and buildings owned or leased by the San Jacinto Community College District.

Campus program for minors: is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League (“UIL”) event sponsored by the College.

College: The San Jacinto Community College District and also referenced as San Jacinto College

Concealed Carry: The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

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

Exclusion Zones: An area of a campus, building, or room where the possession of a handgun is prohibited by current Texas statute; or an area of a campus, building, or room designated and approved by the Strategic Leadership Team (SLT) and Board of Trustees in which the possession of a handgun is prohibited.

Attachment 4

Handgun: A handgun is any firearm that is designed, made, or adapted to be fired with one hand.

License to Carry Holder: A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

"On or about their person": Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

Patient-Care Areas: An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

Student: a currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.

Date of SLT Approval	TBD
Effective Date	TBD
Associated Policy	Policy III.3000.A, Campus Carry
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Chief of Police

Action Item “XVI”
Regular Board Meeting August 6, 2018
Consideration of Approval of Policy ##: Finance Standards- First Reading

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to establish some base standards for financial measures and authorizations within the College. The policy clarifies and establishes six standards based in past practices of the College and recommendations from the administration. The standards are:

- sets four to six months of cash on hand as the target cash level,
- indicates compliance with the Texas Public Funds Investment Act,
- authorizes acceptance of donations on behalf of the College,
- establishes all real estate sales as being subject to Board approval,
- designates the Board as the authority authorizing depository agreements, and
- states that the Board is authorized to set ad valorem tax rates.

IMPACT OF THIS ACTION

This new policy was sent to the College community on August 3, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on September 10, 2018.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary
- Attachment 2 – Policy ##: Finance Standards Policy
- Attachment 3 – Procedure ##: Acceptance of Donations

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
William E. Dickerson	281-998-6142	bill.dickerson@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Finance Standards**

Current Policy Number/Name: New

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

Proposed Procedure Name(s): **Acceptance of Donations**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Teri Zamora, VCFA

Secondary Owner: William E. Dickerson, Director of Accounting

The new policy is intended to establish some base standards for financial measures and authorizations within the College:

- sets four to six months of cash on hand as the target cash level
- indicates compliance with the Texas Public Funds Investment Act
- authorizes acceptance of donations on behalf of the College
- establishes all real estate sales as being subject to Board approval
- designates the Board as the authority authorizing depository agreements
- states that the Board is authorized to set ad valorem tax rates

The new procedure establishes the steps required to obtain approval of donations of cash and other assets from private donors.

Policy #, Finance Standards

Purpose

The purpose of this policy is to establish base finance standards for the College.

Policy

Financial Stability – The Board has the legal power and duty to act as a fiduciary in the management of funds. The target level for the College’s Days Cash on hand is four (4) to six (6) months of the annual current unrestricted and auxiliary funds budgets.

Investments – In compliance with the Texas Public Funds Investment Act, the Board of Trustees (Board) has adopted an investment policy (see III.3001.A)

Donations from Private Sources – The authority to accept and receive gifts and donations of funds and other property other than real estate from private sources on behalf of the College is vested in the Chancellor or her designee. Any gifts or donations of real estate must be approved by the Board.

Sale of College Real Estate – All sales of College real estate are subject to prior approval of the Board.

Depository of Funds – The depository(s) officially designated by the Board shall be the sole depository(s) for College funds. All deposits shall be in accordance with the depository agreement(s), the College investment policy, and state law.

Ad Valorem Taxes – To provide funds, the Board is authorized to levy and pledge annual ad valorem taxes sufficient to pay the principal and interest on bonds for construction and equipment, and for the maintenance and operation of the College.

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

Associated Procedures

Procedure #, Acceptance of Donations

Date of Board Approval	Anticipated September 10, 2018
Effective Date	Anticipated September 11, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director of Accounting

Procedure #, Acceptance of Donations

Associated Policy

Policy #, Financial Standards

Procedures

Acceptance of donations in the form of cash or other assets from private sources directly to the College is delegated by the Chancellor to members of the Strategic Leadership Team (SLT) based on his/her respective reporting structure. Any donations of real estate will require the approval of the Board of Trustees.

The form entitled ‘Approval of Donation’ shall be completed by departmental personnel and forwarded for approval through their normal chain of command. The form is available on the College website, and from the Office of Budget Control.

Considerations prior to acceptance of non-cash donations should be:

- usability of the asset to the College overall, or to a particular department
- working order of the asset
- potential liabilities, operating costs or facilities/infrastructure needs
- proof of ownership, as needed

Upon approval, donations will be recorded by the Accounting Department. Additionally, items reaching the fair market value threshold of \$5,000 or greater will be recorded and tagged as Fixed Assets.

Date of SLT Approval	July 31, 2018
Effective Date	Anticipated September 11, 2018
Associated Policy	Policy #, Finance Standards
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director of Accounting Director of Budgets

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
August 6, 2018**

I. EQUIPMENT, SUPPLIES & SERVICES BIDS

RFP #18-11		
Contract for Carpet and Flooring Services (pgs. 2-3)	\$	150,000
RFP #18-30		
Contract for Media Buying and Placement Services (pgs.4-6)		<u>1,000,000</u>
TOTAL OF ALL BIDS		1,150,000

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

Purchase Request #1		
Approval of Guaranteed Maximum Price for North Campus Cosmetology and Culinary Center (pgs. 7-8)		22,000,000
Purchase Request #2		
Approval of Guaranteed Maximum Price for South Campus Cosmetology Center (pgs. 9-10)		13,300,000
Purchase Request #3		
Additional Funds for Program Management Services (pgs. 11-12)		600,000
Purchase Request #4		
Additional Funds for Medical Equipment and Supplies (pgs. 13-14)		50,000
Purchase Request #5		
Additional Funds for Industrial Technology Tools and Equipment (pgs. 15-16)		50,000
Purchase Request #6		
Additional Funds for Science Lab Supplies and Equipment (pgs. 17-18)		40,000
Purchase Request #7		
Approval of Contract Extension for Petrochemical Consulting Services (pg. 19)		<u>98,750</u>
TOTAL OF PURCHASE REQUESTS		36,138,750
 GRAND TOTAL:		 <u>\$ 37,288,750</u>

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for carpet and flooring services with Texan Floor Service for the Facilities Services department.

BACKGROUND

The College maintains flooring surfaces in order to preserve an appropriate appearance and safe walking surface. When flooring surfaces wear to the point of needing replacement or remodeling, the College requires the services of an outside flooring contractor to repair or replace the floor covering.

A request for proposals, Project Number 18-11, was issued to procure carpet and flooring services. Five responses were received and evaluated by a team consisting of Facilities Services staff who determined the proposal submitted by Texan Floor Service would provide the best value to the College. Texan Floor Service has been providing this service for the College for a number of years and the department has been very satisfied with the company's services.

IMPACT OF THIS ACTION

Properly maintained floors are important for safe operational use and contribute to the aesthetically pleasing image that the College is committed to maintaining. Failure to maintain appropriate and safe flooring surfaces can lead to unsafe and unsanitary conditions and can impact the perception the public may have about the College's facilities.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$150,000. This expenditure is funded from the Facilities Services department's 2017-2018 and 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

The initial award term will be one year commencing on August 7, 2018 with renewal options of four (4) one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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

Project Name
Project Number
Number of Evaluators

Carpet and Flooring Services
RFP 18-11
3

Stated Criteria	Criteria Explanation	Total Points Available	Texan Floor Service	Gomezfloor Covering	Azteca Designs, Inc.	Allied Associates Commercial Floors, Inc.	Oak Commercial Construction LLC
Price Proposal	Evaluated on a best overall value approach for the College	75	69	75	6	14	6
Project Understanding and Management	Management and technical approach to the scope of services, breadth and depth of the Plan Detail	75	62	60	53	17	18
Qualifications and Experience of Dealers and Installers	Firm and personnel's experience and reputation	60	51	51	45	14	17
Quality of Floor Covering	A list of Manufacturer's that Installers use	45	35	32	25	12	13
Warranty	Warranty on labor and products	30	26	17	24	12	7
References	References on recent projects	15	12	12	5	12	11
100 Points Each x 3 Evaluators		300	255	247	158	81	72
			Total Points Received				

Final Ranking	
Vendor Name	Total Score
Texan Floor Service	255
Gomezfloor Covering	247
Azteca Designs, Inc.	158
Allied Associates Commercial Floors, Inc.	81
Oak Commercial Construction LLC	72

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for media buying and placement services with Gilbreath Communications for the Marketing, Public Relations and Government Affairs department.

BACKGROUND

The Marketing, Public Relations and Government Affairs department utilizes the services of an agency for media buying and placement services to maximize advertising opportunities for the College. Houston is a top eight media market and is, therefore, an expensive market in which to purchase media. There are more than forty (40) colleges, universities, and institutions offering higher education credentials vying for available advertising inventory. For the College to have a share of the voice in the Houston market and geographical area, it is important that the College optimize every advertising opportunity possible. By utilizing an agency for media buying and placement services, the College has the opportunity to receive additional value through leveraging with other agency clients and through the use of agency software products. These software products allow agencies to identify opportunities and monitor the various media outlets to ensure they are delivering as specified, within budget and on time.

The College is seeking a partner with the tools and leverage capabilities to elevate the College brand in digital advertising, television, and radio. By partnering with Gilbreath Communications, the College can expect to receive added benefits, including some advertising and additional services at no additional charge.

A request for proposals, Project Number 18-30, was issued to procure media buying and placement services. Fifteen (15) responses were received and evaluated by a team consisting of Marketing and Recruitment personnel who determined the proposal submitted by Gilbreath Communications would provide the best value to the College.

IMPACT OF THIS ACTION

The Marketing, Public Relations and Government Affairs department will work with Gilbreath Communications to develop a strategic and integrated media plan to promote the College in the digital space, television and radio, which compliment other marketing tactics being conducted in house. The College will continue to directly place advertisements in community newspapers and on outdoor billboards, which do not require the extensive software tools for managing and monitoring the channel.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$1,000,000. This expenditure is funded from the Marketing, Public Relations and Government Affairs' 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

The initial award term be one (1) year, beginning on September 1, 2018, with renewal options of four (4) one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Project Name: Media Buying and Placement Services
Project Number: RFP 18-30
Number of Evaluators: 5

Evaluation Criteria	Total Points Available	Interact Communications, Inc.	Winstar Interactive Media (Mission Media Services Inc.)	Strike Marketing	Briggs & Caldwell	11/11 Media	Gilbreath Communications	The Ward Group	OCG+ PR	JOHNMALOVE Marketing + Communications	Richards/Carlberg	MediaComp, Inc.	LMG Marketing Group	Centro	Freed Advertising	Blue Atlas Marketing
Project Understanding and Management	125	93	89	85	87	89	108	90	88	102	98	102	90	94	91	98
Qualifications and Experience of Firm	175	130	133	131	130	97	153	127	131	136	145	134	124	131	123	120
Qualifications and Experience of Personnel	100	76	78	64	64	71	85	75	68	74	85	71	75	58	86	74
Price Proposal and Media Plan Proposal	50	34	33	32	34	36	42	33	33	38	29	37	33	33	32	38
90 Points Each x 5 Evaluators	450	333	333	312	315	293	388	325	320	350	357	344	322	316	332	330
		Total Points Received														

The top four firms were invited to the presentation phase.

PRESENTATION SUMMARY*	
Proposer	Score
Richards/Carlberg	47
JOHNMALOVE Marketing + Communications	45
Gilbreath Communications	42
MediaComp, Inc.	32

FINAL SCORES	
Proposer	Score
Gilbreath Communications	430
Richards/Carlberg	404
JOHNMALOVE Marketing + Communications	395
MediaComp, Inc.	376

Purchase Request # 1
Board Meeting August 6, 2018
Consideration of Approval of Guaranteed Maximum Price
for North Campus Cosmetology and Culinary Center

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) for construction of the North Campus Cosmetology and Culinary Center.

BACKGROUND

In January 2017, the Board approved a contract with Tellepsen Builders, L.P. (Tellepsen) for Construction Manager-at-Risk (CMR) services for Project 17-06, North Campus Cosmetology and Culinary Center. To date, Tellepsen has provided preconstruction services, including constructability and cost estimating services to the owner and the design team.

In April 2018, the Board approved an increase in the projected cost of the project due to revisions in the project scope and market factors. In May 2018, the Board approved a partial GMP of \$1,259,626 for the purchase of steel for the project.

During June and July 2018, Tellepsen solicited and received bids for the 95% complete design division of work packages. Clarification of proposals and reconciliation of qualifications, exclusions, and design revisions in order to select the best value sub-contractors will result in the submission of a Guaranteed Maximum Price Proposal. If accepted by the College, this GMP will result in the issuance of a Notice to Proceed with sub-contractor procurement and construction. Any sub-contracts awarded under this authority shall comply with Chapters 2258 and 2269 of the Texas Government Code regarding prevailing wage rates and the review of bids and proposals, respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor to approve a GMP and allow construction to commence on the North Campus Cosmetology and Culinary Center. The project is planned to be available for instruction in the spring of 2020.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This GMP will be for an amount not to exceed \$22,000,000 and will allow for completion of the project within the authorized total project cost of \$27,429,952. Funding will be provided from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The building is scheduled to be completed during January 2020. All work will be monitored by San Jacinto College Facilities Services personnel.

Purchase Request # 1
Board Meeting August 6, 2018
Consideration of Approval of Guaranteed Maximum Price
for North Campus Cosmetology and Culinary Center

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Charles Smith	281-998-6122	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #2
Board Meeting August 6, 2018
Consideration of Approval of Guaranteed Maximum Price
for South Campus Cosmetology Center

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) for construction of the South Campus Cosmetology Center.

BACKGROUND

In January 2017, the Board approved a contract with Brookstone Construction (Brookstone) for Construction Manager-at-Risk (CMR) services for Project 17-08, South Campus Cosmetology Center. To date, Brookstone has provided preconstruction services, including constructability and cost estimating services to the owner and the design team.

In April 2018, the Board approved an increase in the projected cost of the project due to revisions in the project scope and market factors. In May 2018, the Board approved a partial GMP of \$1,172,360 for the purchase of steel and pre-cast concrete for the project.

During June and July 2018, Brookstone solicited and received bids for the 95% complete design division of work packages. Clarification of proposals and reconciliation of qualifications, exclusions, and design revisions in order to select the best value sub-contractors will result in the submission of a Guaranteed Maximum Price Proposal. If accepted by the College, this GMP will result in the issuance of a Notice to Proceed with sub-contractor procurement and construction. Any sub-contracts awarded under this authority shall comply with Chapters 2258 and 2269 of the Texas Government Code regarding prevailing wage rates and the review of bids and proposals, respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor to approve a GMP and allow construction to commence on of the South Campus Cosmetology Center at the currently budgeted amount. It is planned that the project will be available for instruction in the fall of 2019.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This GMP will be for an amount not to exceed \$13,300,000 and will allow for completion of the project within the authorized total project cost of \$16,105,534. Funding will be provided from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The building is scheduled to be completed during September 2019. All work will be monitored by San Jacinto College Facilities Services personnel.

Purchase Request #2
Board Meeting August 6, 2018
Consideration of Approval of Guaranteed Maximum Price
for South Campus Cosmetology Center

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Charles Smith	281-998-6122	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #3
Regular Board Meeting August 6, 2018

Consideration of Approval of Additional Funds for Program Management Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for program management services provided by Rizzo & Associates, LLC for the Center for Petrochemical, Energy, and Technology (CPET) at Central Campus.

BACKGROUND

Rizzo & Associates was engaged to provide project program management services for the CPET project. Their services included, but were not limited to, development of project budgets and schedules, coordination of programming and site planning, preconstruction services, construction means and methods advising, management of design, construction, commissioning, and administration of follow-up warranty services.

In September 2015, the Board approved a contract with Rizzo & Associates to provide technical and administrative oversight for the project. Construction began in September 2017 and the facility is expected to be operational for fall 2019 classes.

IMPACT OF THIS ACTION

Construction of the CPET project is underway. Approval of this request will provide for continued use of Rizzo & Associates in providing program management services necessary through to project completion and close-out.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In September 2015, the Board approved a total of \$1,230,570 for program management services for the CPET project. This request provides for the balance of funding for oversight of the project through completion. This additional amount of expenditure is estimated to be \$600,000. The proposed charges include both base fee and reimbursable expenses, which are comprised of the consultant's proportionate salaries expended on this project. Funding for this expenditure will be provided by the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The CPET project is scheduled to be complete and operational by fall 2019. The services will be monitored by College Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #3
Regular Board Meeting August 6, 2018

Consideration of Approval of Additional Funds for Program Management Services

RESOURCE PERSONNEL

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

Purchase Request #4
Regular Board Meeting August 6, 2018

Consideration of Approval of Additional Funds for Medical Equipment and Supplies

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of medical equipment and supplies from Pocket Nurse for the College's Health and Natural Science departments.

BACKGROUND

The College purchases medical equipment and supplies throughout the year to support the operational needs of the various Health and Natural Science departments. The cooperative (co-op) contracts with Pocket Nurse permit purchases of competitively procured quality medical equipment and supplies at discounted prices. Due to additional medical equipment and supply needs, an increase is requested to further equip various departments across the campuses for the remainder of the current fiscal year.

Pocket Nurse has contracts through the BuyBoard co-op contracts program, Contract Number 530-17, the National IPA co-op, Contract Number R140102, and Region 5 ESC co-op to provide medical equipment and supplies and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code.

IMPACT OF THIS ACTION

The approval of this request will allow all departments to continue purchasing consumables and equipment to maintain a quality learning environment for the duration of the current fiscal year.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2017, the Board approved an estimated expenditure of \$100,000 for medical equipment and supplies. This request would increase the total amount approved by \$50,000, to a total of \$150,000. This expenditure will be funded from the various 2017-2018 operating budgets of various departments.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #4
Regular Board Meeting August 6, 2018

Consideration of Approval of Additional Funds for Medical Equipment and Supplies

RESOURCE PERSONNEL

Rhonda Bell	281-476-1858	rhonda.bell@sjcd.edu
Alexander Okwonna	281-922-3466	alexander.okwonna@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

Purchase Request #5
Regular Board Meeting August 6, 2018
Consideration of Approval of Additional Funds for Industrial Technology
Tools and Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for tools and equipment from Snap-On Industrial.

BACKGROUND

The College purchases tools and equipment for the Industrial Technology departments from Snap-On Industrial. The items purchased are used by both faculty and students in the classroom, and have replaced aged and worn-out tools and equipment. The Industrial Technology departments have found the items purchased from Snap-On Industrial to be of high-quality and high-durability, which assures the long-term usefulness of the products. The tools purchased from Snap-On Industrial also provide consistency in the classroom, which allows for better tool management, uniformity in storage, and a single vendor for warranty issues.

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

IMPACT OF THIS ACTION

The College regularly purchases tools and equipment from Snap-On Industrial throughout the year to support the instructional needs of the Industrial Technology departments. The purchase of new supplies and equipment will provide instructors the resources needed to teach their respective courses, maintain standardization in the classrooms, and give students access to the physical tools and equipment needed to succeed in the course and prepare them for success in the workplace.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In April 2018, the Board approved an estimated expenditure of \$111,000 for tools and equipment. This request would increase the total amount approved by \$50,000 to a total of \$161,000. This expenditure is funded from the Perkins Grant funds and various department's 2017-2018 operational budgets.

MONITORING AND REPORTING TIMELINE

None

Purchase Request #5
Regular Board Meeting August 6, 2018
Consideration of Approval of Additional Funds for Industrial Technology
Tools and Equipment

ATTACHMENTS

None

RESOURCE PERSONNEL

Van Wigginton	281-542-2000	van.wigginton@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Consideration of Approval of Additional Funds for Science Lab Supplies and Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of science lab supplies and equipment from Fisher Scientific for the College's Life Sciences, Physical Science and Natural Science departments.

BACKGROUND

The College purchases science lab supplies and equipment throughout the year to support the operational needs of the various science departments. The cooperative contracts with Fisher Scientific permit purchases of competitively procured quality lab supplies and equipment at discounted prices. Due to increased enrollment, increased supplies are needed to equip and maintain the labs across the campuses.

Fisher Scientific has contracts through the BuyBoard cooperative contracts program, Contract Number 487-15, and the National IPA cooperative contracts program, Contract Number MR91000, to provide science lab supplies and equipment, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code.

IMPACT OF THIS ACTION

The approval of this request will allow all science departments to continue purchasing consumables and equipment to maintain a quality lab learning environment for the duration of the current fiscal year.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2017, the Board approved the expenditure of \$50,000 for science and lab supplies and equipment from Fisher Scientific. This request would increase the total amount approved by \$40,000 to a total of \$90,000. This expenditure will be funded from 2017-2018 operating budget from various departments.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #6
Regular Board Meeting August 6, 2018

Consideration of Approval of Additional Funds for Science Lab Supplies and Equipment

RESOURCE PERSONNEL

Rhonda Bell	281-476-1858	rhonda.bell@sjcd.edu
Alexander Okwonna	281-922-3466	alexander.okwonna@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

Purchase Request #7
Regular Board Meeting August 6, 2018

Consideration of Approval of a Contract Extension for Petrochemical Consulting Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the extension of a contract for consulting services provided by R. Boeding Group, LLC (Randy Boeding) for the Central Campus Center for Petrochemical, Energy, and Technology.

BACKGROUND

The College engaged consulting services with Randy Boeding in June 2015, to facilitate visioning, planning, and development of industry relationships related to the new Center for Petrochem on Central Campus. Consulting services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are exempt from competitive bidding per Section 44.031(f) of the Texas Education Code.

IMPACT OF THIS ACTION

The extension of his contract will allow Randy Boeding to continue to provide consulting services to the College for the Center for Petrochemical, Energy, and Technology. Randy Boeding's current assignments include fundraising outreach, plan review of the new training facility and affiliated laboratories, consultation on the glycol process unit, academic program review, and industry liaison services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$98,750. These services will be funded from the 2015 Bond Program and contractual services within the 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

The need for consulting services will continue through fiscal year 2018-2019. Dr. Allatia Harris, Vice Chancellor for Strategic Initiatives and Jim Griffin, Associate Vice Chancellor/Senior Vice President, Center for Petrochemical, Energy, and Technology, will continue to monitor the consulting services provided by Randy Boeding.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Allatia Harris	281-459-7140	allatia.harris@sjcd.edu
Van Wigginton	281-542-2000	van.wigginton@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Item "A"
Regular Board Meeting August 6, 2018
Approval of the Minutes for the July 9, 2018
Board Workshop, Public Budget Hearing, and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the July 9, 2018, Board Workshop, Public Budget Hearing, and Regular Board Meeting.

**San Jacinto College District Board Workshop
July 9, 2018
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler (arrived at approximately 4:55 p.m. prior to start of closed session), Larry Wilson Chancellor: Brenda Hellyer Other: Mandi Reiland, Laurel Williamson, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 4:45 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Discuss Submission of Safety Security Response to Junior College Audit Report (JCAR)	<p>Teri Zamora provided an overview of the Submission of Safety Security Response to Junior College Audit Report (JCAR). She explained that community colleges are required to self-assess all measures related to safety and security and report the results every three years (TEC 37.108) and that the Junior College Audit Report (JCAR) is the assessment tool that is prescribed by the Texas School Safety Center. The tool requires reports be shared with the Board of Trustees prior to submitting. She summarized the process of compiling the report and that it is completed with input from many employees throughout the College.</p> <p>Teri explained that the areas that are most heavily assessed in the report are policy, security, and facilities, but there are many topics included in the questions. The work group assembled for the cross-functional review consisted of 24 employees representing: safety, police, facilities, faculty, student services, athletics, and campus administration. The work group answered 619 questions with a response of either yes or no. Of those, 23 questions required a response of “no.” The survey was circulated to all College employees to solicit their feedback on safety issues. The</p>

		<p>responses of students to a safety statement survey conducted in 2017 was reviewed for input. After reviewing all input, the official JCAR response was prepared. Teri explained that an additional report was prepared for management review, citing all questions for which “no” was entered. The list of questions and responses was provided to the Board. She clarified that a response of “no” is not necessarily a negative response.</p> <p>Erica Davis Rouse asked what is currently in place for emergency drills. Teri replied that table top exercises have been completed at the administrative level for active shooter training. Campus-wide fire/evacuation drills are conducted. We are working on a schedule that will roll out in August 2018 that includes fire drills and shelter in place drills. Next steps will include active shooter training for all employees that would include various scenarios.</p> <p>Brenda Hellyer explained that the report that Teri reviewed is what must be submitted to the State. She asked the Board to adjourn into executive session to discuss additional security matters.</p> <p>Keith Sinor read the closed session announcement.</p> <p>Chair Marie Flickinger noted that Dr. Ruede Wheeler joined the meeting during the presentation.</p>
<p>IV.</p>	<p>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.076, 551.074, 551.072, and 551.073 of the Texas Open Meetings Act, for the following purposes: Security, Real Estate, Prospective Donation, & Personnel Matters</p>	<p>Adjourned to closed session at 5:03 p.m.</p> <ul style="list-style-type: none"> a. Security - To consider the deployment, or specific occasions for implementation, of security personnel or devices. Teri Zamora and Mandi Reiland present for this item. b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Teri Zamora and Mandi Reiland present for this item. c. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation. Teri Zamora and Mandi Reiland present for this item.

		<p>d. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. Teri Zamora present for this item.</p>
V.	Reconvene in Open Meeting	Reconvened in open meeting at 6:09 p.m.
VI.	Review of 2018-2019 Budget	<p>Brenda Hellyer explained that page 8 of the handout that was sent to the Board with the meeting preparation materials has been updated. There was a reclassification between the marketing budget and the ITS budget. These changes are highlighted and reflected in the budget documentation.</p> <p>Larry Wilson asked for clarification on differentiated course fees. Teri explained that those course fees are not applicable to all courses. A differentiated course fee is for specific courses that are determined based on the cost of the class.</p> <p>Larry asked for clarification on the line item for executive direction and control. Teri explained that the page he is referring to is categorized by department. Executive direction and control is primarily the Chancellor's department and other executive level administrative expenses. This includes the salaries and benefits for direct reports to the Chancellor.</p> <p>Keith asked why maritime and continuing and professional development (CPD) were the only two areas that did not increase revenue. Teri explained that those two areas focused on improvement of quality rather than growth, so their revenue did not increase. Brenda clarified that CPD reviewed its budget with more scrutiny to modify the budget for the upcoming year. She also stated that the maritime program had been impacted by oil prices and other economic impacts. The advisory council has indicated that industry is not training as heavily as it was before the price fluctuation. In the future, budget for the petrochemical program is going to be separated from the CPD budget.</p> <p>Larry asked about growth in the distance learning fee. Teri explained that there is growth but we under budgeted last</p>

		<p>year. Brenda stated that there will be a presentation in the coming months on distance learning. Erica asked for clarification on whether there is a distance learning fee for hybrid courses. Brenda stated she would confirm this information. Laurel Williamson received an update later in the meeting from her team and stated that the fee for distance learning courses is \$30 and for hybrid courses the fee is \$15.</p> <p>Teri pointed out the revenue comparison from last year to this year for the auxiliary services. She also noted the budget differences for the athletic programs closures. This also effects the food budget because of the reduction in athletic meals.</p> <p>Erica asked if there are any other areas that we could be more conservative on. Teri stated that the proposed budget is already very conservative. The next steps are to get the final ad valorem numbers and make adjustments after those are received in August.</p> <p>Brenda stated that we are hoping the enrollment growth is higher than the predicted growth used in the proposed budget, especially since we are going into the legislative session.</p> <p>Erica asked where we will see the impact of the new security modifications that are being implemented this year. Teri explained that they are in various areas depending on what they are, and some are coming from the 2015 and 2008 Bond Programs.</p> <p>Keith asked what the College tax base is. Teri said that it is approximately \$60 billion.</p> <p>A more detailed presentation will be presented in the public budget hearing immediately before the regular Board meeting. This presentation is similar to the one presented to the Board previously.</p>
VII.	Complete Conflict of Interest Forms	Brenda asked for the Board to complete the yearly conflict of interest forms and turn them in to Mandi Reiland.
VIII.	Update on SACSCOC Off-site Report and	Laurel explained that there were twelve comment areas as a result of the SACSCOC off-site report review. Two of those are for new standards and the other ten are for items

	<p>Preparation for On-site Visit</p>	<p>that require additional documentation to be submitted. The College is not out of compliance on any of the areas, but we need to submit additional documentation to support the standard. The areas that received comments are as follows: Systematic Review of Mission, Goals, Strategic Plan, General Education (15 SCH) in all Associate Degree Programs, Administrative Staff Evaluations, Institutional Effectiveness for Educational Programs, Noncredit to Credit (Credit for Prior Learning), Academic Program Coordination, Technology Use, Institutional Credits for a Degree, Faculty Credentialing, and Definition of Credit Hours. Laurel explained the feedback for each item and the plan to provide additional support for each of the standards.</p> <p>Laurel summarized that the process is a great peer review process which is designed to be formative and to provide areas to focus on for continuous improvement.</p> <p>Dan Mims asked how many pages were in the report. Laurel said that there were approximately 500 pages of narratives which included 10,000 links to supporting documentation.</p> <p>Brenda explained that many employees are working on gathering the additional documentation needed. The on-site review is scheduled for October 30 and October 31, 2018. When the schedule is confirmed, the Board will receive details on the date and time for their interviews.</p> <p>Laurel also explained that faculty credentialing is the biggest issue, but the new process will be fully implemented and completed by September.</p>
<p>IX.</p>	<p>Notification of Closure of Aviation Program</p>	<p>Brenda Hellyer explained that updates on the Aviation Program has been reviewed with the Board members several times over the past few years.</p> <p>The Aviation Program at San Jacinto College is a small program compared to other technical and professional programs that are in high demand (e.g., process technology, instrumentation, nursing). The College has experienced a steady decline in enrollment over the past five years primarily as a result in a change in Veterans Administration policy. Students earning an Associate of Applied Science (AAS) degree in aviation graduate with</p>

		<p>approximately 250 flight hours. Commercial airlines (United, Southwest and Delta) require a minimum of 1500 flight hours.</p> <p>Students graduating with a Professional Pilot AAS must earn an additional 1250 hours to apply for openings with the airlines. The market for professional pilots is very competitive allowing the airlines to hire new pilots with 2000 to 3000 flight hours. AAS graduates generally serve as flight instructors with a beginning salary of \$25.00 per hour. Serving as a flight instructor allows the graduate to accumulate flight hours to achieve the ATP Certification.</p> <p>The Veterans Administration (VA) issued a memorandum in 2015 that required the immediate removal of courses leading to a private pilot certification. The VA change impacted the San Jacinto College program because the private pilot certification was the entry level for new students seeking to become commercial pilots. Programs that maintained their own planes were able to continue offering a degree that included the private pilot certificate. An example of a successful aviation program is Texas State Technical College in Waco which owns 21 of their own planes and is housed at the airport.</p> <p>Over half of our students were veterans using VA funding to underwrite their private pilot certificate and the AAS degree. The loss of funding for private pilot training created an obstacle that prevented aspiring pilots from entering the program and the result was a dramatic decline in enrollment. The loss of enrollment created a situation where tuition and contact hour reimbursement no longer offset the expense of running the program.</p> <p>Brenda stated that we currently have one student completing flight training this summer. We have been working with our flight students since 2016 to complete their flight training as is demonstrated by the nine (9) graduates in 2016-2017. A number of the students changed majors and have transferred to four-year institutions.</p> <p>Depending on progress at Ellington Field, we may have a need for a program in the future, but it would be drastically different.</p>
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X.	General Discussion of Meeting Items: Building Related and Other	<p>Brenda reviewed two articles with the Board. One discusses the rising cost of construction materials which could have an effect on the 2015 Bond Program. The other article was run in the Houston Chronicle online in response to the action item to rescind a policy on undocumented immigrants as previously reviewed, the College complies with the State of Texas requirements, and this policy is outdated.</p> <p>Brenda asked if there were any additional items the members would like to review. There were no additional items discussed.</p>
XI.	Review of Calendar	Brenda reviewed the calendar with the Board.
XII.	Adjournment	Workshop adjourned at 6:51 p.m.

**San Jacinto College District
Public Budget Hearing and Regular Board Meeting Minutes**

July 9, 2018

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, July 9, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Public Budget Hearing followed by the Regular Board Meeting.

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

Chancellor: Brenda Hellyer

Others Present:	Chris Abumohor	Joseph Hebert	John Stauffer
	Anabia Alvi	Mini Izaguirre	Janice Sullivan
	Joshua Banks	Sallie Kay Janes	Chris Talley
	Amjad Batanaih	Robert Jeter, III	Marha Urdaneta
	Rhonda Bell	Brenda Jones	Van Wigginton
	Michelle Callaway	Bryan Jones	Stone Williams
	John Campbell	Tami Kelly	Laurel Williamson
	Pam Campbell	Ann Kokx-Templett	Teri Zamora
	Teri Crawford	Alex Korjenver	Craig Zimmerman
	Suzanne Deblanc	Kristy McAuliffe	
	Bill Dickerson	Elizabeth McKinley	
	Dianne Duron	Kevin McKisson	
	Bob Eaton	Zane Merrell	
	Maria Fargo	Lambrini Nicopoulos	
	Amanda Fenwick	Alexander Okwonna	
	Scott Gernander	Sandra Ramirez	
	Justin Goodman	Mandi Reiland	
	Rebecca Goosen	Leticia Reyna	
	Jim Griffin	Heather Rhodes	
	Nia Hall	Martha Robertson	
	Allatia Harris	Jackalin Rodriguez	
	Heather Harris	Thomas Schoenbein	
	Jonathan Harris	Danny Snooks	

Public Budget Hearing: Chair Marie Flickinger called the Public Budget Hearing to order at 7:03 p.m. Teri Zamora reviewed the 2017 – 2018 budget presentation. There were no citizens desiring to speak in the public comment portion of the hearing.

Brenda Hellyer stated that the Board has reviewed the budget in detail several times over the last few months. She explained that budget requests were reviewed and prioritized and considered prior to the final budget proposal. The budget for 2018-2019 was developed to achieve the strategic goals and annual priorities of the College.

Marie Flickinger and Dr. Ruede Wheeler discussed the contribution percent from the state for funding. Dr. Hellyer said she would review and present historical data at a future meeting.

The hearing was adjourned at 7:23 p.m.

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:24 p.m.

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

Invocation and Pledges to the Flags: The invocation was given by Teri Crawford. The pledges to the American flag and the Texas flag were led by Dan Mims.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Dr. Brenda Jones recognized the South Campus Phi Beta Lambda (PBL) State and National Student Awards. The Central Campus PBL awards will be presented at a future meeting.
2. Dr. Brenda Jones recognized the State and National South Campus Phi Theta Kappa (PTK) Chapter and Student Awards.
3. Dr. Laurel Williamson recognized Dr. Brenda Jones for receiving the PTK Distinguished Alumni Award and PBL Business Person of the Year Award.

Student Success Presentations: Michelle Callaway provided an update on Spring Course Retention and Success Rates.

Communications to the Board:

1. A thank you was sent to the Board from Crystal Tewes, for the plant sent in memory of her father.
2. A copy of the Opportunity News was provided to each Board member.

Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board: Robert Jeter, III requested to be heard before the Board of Trustees.

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

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

Motion 9874 Consideration of Approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

Nays: None

Motion 9875 Consideration of Approval of Proposed Budget for 2018 – 2019 Motion was made by Keith Sinor, seconded by Dan Mims, for approval of Proposed Budget for 2018-2019.

Motion Carried.

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

Nays: None

Motion 9876 Consideration of Approval of Policy VI.6003.B: Admissions – Second Reading Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of Policy VI.6003.B: Admissions – Second Reading.

Motion Carried.

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

Nays: None

Motion 9877
Consideration of
Approval of
Policy
VI.6004.A:
Compliance with
Health
Insurance
Portability and
Accountability
Act (HIPAA) –
Second Reading

Motion was made by Erica Davis Rouse, seconded by Larry Wilson, for Approval of Policy VI.6004.A: Compliance with Health Insurance Portability and Accountability Act (HIPAA) – Second Reading.

Motion Carried.

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

Motion 9878
Consideration of
Approval of
Policy
VII.7001.B:
Publications,
Academic
Calendar,
Distribution of
Literature, and
Advertising –
Second Reading

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, for Approval of Policy VII.7001.B: Publications, Academic Calendar, Distribution of Literature, and Advertising – Second Reading.

Motion Carried.

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

Motion 9879
Consideration of
Approval of
National
Intercollegiate
Mutual Aid
Agreement

Motion was made by John Moon, Jr., seconded by Erica Davis Rouse, for Approval of National Intercollegiate Mutual Aid Agreement.

Motion Carried.

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

Motion 9880
Consideration of
Approval of
Interlocal
Agreement with
City of La Porte

Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for Approval of Interlocal Agreement with City of La Porte.

Motion Carried.

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

Motion 9881
Consideration of
Approval of
Annexation of
Territory
Owned by the
City of Houston

Motion was made by John Moon, Jr., seconded by Larry Wilson for Approval of Annexation of Territory Owned by the City of Houston at Ellington Field Located in the Clear Creek ISD Taxing District.

Motion Carried.

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

**at Ellington
Field Located in
the Clear Creek
ISD Taxing
District**

Nays: None

**Motion 9882
Consideration of
Approval to
Modify
Incidental and
Lab Fees**

Motion was made by Keith Sinor, seconded by Erica Davis Rouse, for Approval to Modify Incidental and Lab Fees.

Motion Carried.

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

**Motion 9883
Consideration of
Approval to
Rescind Policy
VI-X: Policy on
Undocumented
Immigrants**

Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for Approval to Rescind Policy VI-X: Policy on Undocumented Immigrants.

Motion Carried.

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

**Consideration of
Approval of
Policy #: Student
Conduct and
Discipline – First
Reading
(Information
Only)**

Informational item on Policy #: Student Conduct and Discipline – First Reading (Information Only). Dr. Hellyer stated that the policy and procedure went to the College for input on July 3, 2018.

No vote needed.

**Consideration of
Approval of
Policy #: Student
Complaints –
First Reading
(Information
Only)**

Informational item on Policy #: Student Complaints – First Reading (Information Only). Dr. Hellyer stated that the policy and procedure went to the College for input on July 3, 2018.

No vote needed.

**Consideration of
Approval of
Policy #:
Campus Sexual
Misconduct –
First Reading
(Information
Only)**

Informational item on Policy #: Campus Sexual Misconduct – First Reading (Information Only). Dr. Hellyer stated that the policy and procedure went to the College for input on July 3, 2018.

No vote needed.

**Motion 9884
Consideration of
Purchasing
Requests**

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

RFP #18-24 Sign Language Interpreting Services	\$500,000
CMR #18-34 Contract for Central Campus Frels Building Renovations	460,912
CSP #18-35 Contract for Central Campus Central Plant Modifications	959,779
CSP #18-36 Contract for South Campus HVAC Building Renovation	1,742,120
Purchase Request #1 Annual Renewals	25,961,126
Purchase Request #2 Purchasing Cooperatives	-
Purchase Request #3 Purchase Course and Curriculum Catalog Software	486,460
Purchase Request #4 Additional Funds for Oracle Advanced Security Options	240,000
Purchase Request #5 Additional Funds for Network Data Switches	227,000
Purchase Request #6 Renew Contract for Flood Insurance	187,050
Purchase Request #7 Purchase Emergency Phone Broadcasts Speakers	150,000
Purchase Request #8 Additional Funds for Temporary Staffing Services	150,000
Purchase Request #9 Purchase IT Consulting Services	125,000
Purchase Request #10 Additional Funds for Science Lab Supplies and Equipment	75,000
Purchase Request #11 Contract for Direct Digital Controls Network Upgrades Package II	650,596

Purchase Request #12	
Purchase Fleet Vehicles	64,000
Purchase Request #13	
City of Houston Impact Fees	<u>51,793</u>
TOTAL OF PURCHASE REQUESTS:	\$32,030,836

Motion Carried.

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

Nays: None

**Motion 9885
Consent Agenda**

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

- A. Approval of the Minutes for the June 4, 2018 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations and 2017-2018 Part-Time Hourly Rate Schedule, 2018-2019 Stipends and Market Premiums Salary Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Meeting Adjourned at 7:51 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

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

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The August 6, 2018 Board Meeting
 Fiscal Year 2017 - 2018

ELEMENT OF COST		DEBIT	CREDIT
DISTRICT			
	INSTRUCTION	-	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	1,500	275
	STUDENT SERVICES	17,999	432,165
	INSTITUTIONAL SUPPORT	457,128	57,630
	PHYSICAL PLANT	4,077	-
	AUXILIARY ENTERPRISES	-	-
CENTRAL			
	INSTRUCTION	4,091	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	1,588
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
NORTH			
	INSTRUCTION	6,826	6,438
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	3,420	500
	STUDENT SERVICES	-	500
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
SOUTH			
	INSTRUCTION	271,180	8,500
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	267,399
	STUDENT SERVICES	8,775	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
		774,996	774,996

RECOMMENDATION

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

Central Campus

Department

Medical Imaging Program
Galveston

Affiliation Entity

The University of Texas Medical Branch at

Pharmacy Technician Program, Medical Imaging
Program (Central, South and North)

Memorial Hermann Greater Heights Hospital

South Campus

Department

Physical Therapist Assistant Program
and Children’s Memorial Hermann Hospital

Affiliation Entity

Memorial Hermann-Texas Medical Center

Physical Therapist Assistant Program

Wang & Jiang MD., PA

Pharmacy Technician Program

M. Chest Pharmacy-Houston

North Campus

Department

Mental Health Program

Affiliation Entity

The Phoenix House

Mental Health Program

Department of Veterans Affairs

Nursing Program

Momentum Skilled Services

Health Information Management Program

TOPS Surgical Specialty

Emergency Medical Technology

Baylor College of Medicine

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

Item "D"
Regular Board Meeting August 6, 2018
Approval of the Affiliation Agreements

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item "E"
Regular Board Meeting August 6, 2018
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, September 10, 2018.