

***Board of Trustees
Meeting***

October 7, 2019

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:15 p.m., Monday, October 7, 2019, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - Chancellor Evaluation
 - Other Personnel Matters
- IV. Reconvene in Open Meeting**
- V. Discussion of Property Tax Relief Options**
- VI. Update on San Jac Promise**
- VII. Update on Deactivation of the Kinesiology AA degree (1KINE)**
- VIII. Review Memorandums of Understanding with Independent School Districts for Dual Credit**
- IX. Review of ACCT Leadership Congress Activities**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**
- XII. 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, October 4, 2019, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

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

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

Recognition of the Fiscal Affairs Department for Receiving the Certificate of Achievement for Excellence in Financial Reporting	Teri Zamora
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San Jacinto College Fine Arts Council Update	Lynne Brandt Jeffrey McGee Randy Snyder
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V. Student Success Presentations

Financial Aid/Scholarship Overview	Robert Merino
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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 charge or complaint requests a public hearing.

VIII. Informative Reports to the Board

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

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Policy III.3006.C, Animals on College Property – Second Reading**
- XI. Consideration of Approval of Policy III.3001.E, Budget Preparation – Second Reading**
- XII. Consideration of Approval of Policy III.3007.B, Contract Authority – Second Reading**
- XIII. Consideration of Adoption of Ad Valorem Property Tax Rate**
- XIV. Consideration of Approval of Interlocal Agreements with Independent School Districts for a STEM Grant**
- XV. Consideration of Approval of Interlocal Agreement with City of Seabrook**
- XVI. Consideration of Approval of Acceptance of Electronic Bids or Proposals**
- XVII. Consideration of Approval of Chancellor’s Employment Contract with San Jacinto College District**
- XVIII. Consideration of Approval to Deactivate the Kinesiology AA degree (1KINE)**
- XIX. Consideration of Approval of Memorandums of Understanding with Independent School Districts for Dual Credit**

PURCHASING REQUESTS

- XX. Consideration of Purchasing Requests**

CONSENT AGENDA

- XXI. 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 September 9, 2019 Board Workshop and Regular Board Meeting**
 - B. Approval of the Minutes for the September 24, 2019 Public Hearing**
 - C. Approval of the Minutes for the September 27, 2019 Public Hearing**
 - D. Approval of the Budget Transfers**
 - E. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and Course Development Contracts**
 - F. Approval of the Affiliation Agreements**
 - G. Approval of the Next Regularly Scheduled Meeting**
- XXII. Items for Discussion/Possible Action**

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

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

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

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Brenda Hellyer, Ed.D.

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position - PRELIMINARY
August 31, 2019

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 78,250,240	\$ 88,301,084
Accounts receivable - taxes	3,606,911	3,606,911
Accounts receivable	18,838,235	16,540,776
Deferred charges	2,847,123	2,647,899
Inventories	359,413	359,413
Total current assets	103,901,922	111,456,083
Noncurrent assets:		
Restricted cash and cash equivalents	198,984,268	126,674,968
Capital assets, net	553,692,902	455,514,986
Total noncurrent assets	752,677,170	582,189,954
Total assets	856,579,092	693,646,037
Deferred outflows of resources:		
Deferred outflow related to pensions	4,631,718	6,924,946
Deferred outflow related to OPEB	2,581,254	-
Deferred outflow related to defeased debt	8,987,076	10,204,649
Total deferred outflows of resources	16,200,048	17,129,595
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	28,776,365	12,640,693
Accrued liabilities	1,300,303	846,529
Accrued compensable absences and deferred compensation	2,259,299	2,282,788
Deferred revenues	27,566,911	27,354,491
Total current liabilities	59,902,878	43,124,501
Noncurrent liabilities:		
Net pension liability	26,598,961	31,890,143
Net OPEB liability	91,125,036	-
Bonds and notes payable	591,389,197	464,992,615
Total noncurrent liabilities	709,113,194	496,882,758
Total liabilities	769,016,072	540,007,259
Deferred inflows of resources -		
Deferred inflow related to pensions	6,007,220	3,795,258
Deferred inflows related to OPEB	20,148,183	-
Total deferred inflows of resources	26,155,403	3,795,258
<u>Net assets</u>		
Beginning of year	60,632,834*	164,328,451
Current year addition	16,974,831	2,644,664
Total net position - PRELIMINARY	\$ 77,607,665	\$ 166,973,115

*The implementation of Governmental Accounting Standards Board (GASB) 75 at 8/31/18 had a net negative effect on the fund balance of \$107.8 million, which is not reflected on the preliminary 8/31/18 figures shown on this statement. This entry was entered later during the final closing for fiscal year 2018 and reflected in the Comprehensive Annual Financial Report (CAFR).

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

11 Unrestricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/18	% of 8/31/18 Actual
REVENUES:					
State Appropriations	\$ 38,785,179	\$ 38,797,550	100.03	\$ 38,798,375	100.00
Local Taxes - Maintenance & Operations	69,786,000	69,683,144	99.85	65,417,890	100.00
Credit Tuition	45,790,671	43,707,052	95.45	43,715,734	100.00
Credit Fees	16,750,900	17,293,271	103.24	15,840,764	100.00
Credit Exemptions & Waivers	(5,600,000)	(6,612,174)	118.07	(5,581,419)	100.00
Bad Debt	(1,900,000)	(1,900,000)	100.00	(1,870,252)	100.00
Continuing Professional Development	4,438,000	6,017,954	135.60	5,679,704	100.00
Sales & Services	1,778,000	9,622,364	541.19	3,761,781	100.00
Investment Income	1,000,000	2,568,428	256.84	1,218,287	100.00
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>170,828,750</u>	<u>179,177,589</u>	<u>104.89</u>	<u>167,579,464</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	68,961,018	69,482,583	100.76	68,542,521	100.00
Public Service	4,915,711	6,892,425	140.21	6,420,209	100.00
Academic Support	14,849,599	13,044,136	87.84	12,730,049	100.00
Student Services	15,695,908	14,358,282	91.48	13,955,920	100.00
Institutional Support	43,612,820	39,272,648	90.05	38,048,723	100.00
Physical Plant	19,268,835	19,204,787	99.67	19,392,737	100.00
Hurricane Harvey	-	9,721	-	226,363	-
Total	<u>167,303,891</u>	<u>162,264,582</u>	<u>96.99</u>	<u>159,316,522</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(12,065)	-
Transfers Out	3,524,859	12,748,428	-	4,032,626	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 4,164,579</u>		<u>\$ 4,242,381</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

Federal Restricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/18	% of 8/31/18 Actual
REVENUES:					
Grants	\$ 68,521,679	\$ 45,066,707	65.77	\$ 47,882,248	100.02
Total	<u>68,521,679</u>	<u>45,066,707</u>	<u>65.77</u>	<u>47,882,248</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	1,006,978	636,177	63.18	424,257	100.00
Public Service	275,111	160,975	58.51	192,393	100.00
Academic Support	17,679,755	3,221,749	18.22	4,518,428	100.00
Student Services	540,530	392,279	72.57	373,629	100.00
Institutional Support	1,646,469	895,828	54.41	946,707	100.00
Scholarships and Fellowships	47,372,836	39,769,420	83.95	41,415,224	100.00
Hurricane Harvey	-	(9,721)	-	11,610	-
Total	<u>68,521,679</u>	<u>45,066,707</u>	<u>65.77</u>	<u>47,882,248</u>	<u>100.00</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 - PRELIMINARY
For the Twelve Months Ended August 31, 2019

State Restricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/18	% of 8/31/18 Actual
REVENUES:					
State Paid Benefits	\$ 10,632,000	\$ 11,779,490	110.79	\$ 11,358,590	100.00
Grants	4,931,674	2,897,859	58.76	3,247,831	100.00
Total	<u>15,563,674</u>	<u>14,677,349</u>	<u>94.31</u>	<u>14,606,421</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	7,964,197	5,991,555	75.23	5,452,785	100.00
Public Service	355,196	403,764	113.67	387,417	100.00
Academic Support	1,379,756	1,685,979	122.19	1,583,909	100.00
Student Services	1,407,204	1,753,692	124.62	1,680,157	100.00
Institutional Support	2,149,917	2,667,371	124.07	3,038,328	100.00
Scholarships and Fellowships	2,307,404	2,174,988	94.26	2,463,825	100.00
Total	<u>15,563,674</u>	<u>14,677,349</u>	<u>94.31</u>	<u>14,606,421</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Local Grants	\$ 3,186,564	\$ 2,272,111	71.30	\$ 1,916,230	100.00
Total	<u>3,186,564</u>	<u>2,272,111</u>	<u>71.30</u>	<u>1,916,230</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	35,156	60,556	172.25	39,016	100.00
Public Service	218,084	145,808	66.86	168,939	100.00
Academic Support	1,181,875	247,154	20.91	93,213	100.00
Student Services	143,215	60,763	42.43	34,382	100.00
Institutional Support	125,585	85,720	68.26	26,999	100.00
Scholarships and Fellowships	1,732,702	1,824,044	105.27	1,699,875	100.00
Total	<u>3,436,617</u>	<u>2,424,045</u>	<u>70.54</u>	<u>2,062,424</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(159,240)	-
Transfers Out	(250,053)	(151,922)	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (12)</u>		<u>\$ 13,046</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 2,000,000</u>	<u>\$ 1,910,815</u>	<u>95.54</u>	<u>\$ 1,957,916</u>	<u>100.00</u>
Total	<u>2,000,000</u>	<u>1,910,815</u>	<u>95.54</u>	<u>1,957,916</u>	<u>100.00</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,000,000</u>	<u>1,865,365</u>	<u>93.27</u>	<u>1,742,733</u>	<u>100.00</u>
Total	<u>2,000,000</u>	<u>1,865,365</u>	<u>93.27</u>	<u>1,742,733</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 45,450</u></u>		<u><u>\$ 215,183</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 28,112	-	\$ 7,093	100.00
Total	<u>-</u>	<u>28,112</u>	<u>-</u>	<u>7,093</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	2,356	31,740	-	29,112	100.00
Student Services	-	826	-	51,046	100.00
Total	<u>2,356</u>	<u>32,566</u>	<u>-</u>	<u>80,158</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(2,356)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (4,454)</u>		<u>\$ (73,065)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Auxiliary Services	3,281,000	3,180,632	96.94	2,909,858	100.00
Total	<u>3,281,000</u>	<u>3,180,632</u>	<u>96.94</u>	<u>2,909,858</u>	<u>100.00</u>
EXPENDITURES:					
Non-Instructional Labor	450,372	474,415	105.34	619,458	100.00
Benefits	77,175	402,890	522.05	414,487	100.00
Supplies	609,369	380,911	62.51	556,493	100.00
Travel	165,134	199,659	120.91	455,573	100.00
Contracted Services	464,271	274,596	59.15	295,338	100.00
Capital Outlay	-	-	-	5,178	-
Scholarships and Fellowships	644,479	1,103,744	171.26	1,564,393	100.00
Utilities	200	-	-	-	-
Total	<u>2,411,000</u>	<u>2,836,215</u>	<u>117.64</u>	<u>3,910,920</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(1,001,062)	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 870,000</u>	<u>\$ 344,417</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES					
Investment Income	\$ -	\$ 438,969	-	\$ 310,916	100.00
Local Taxes - Debt Service	<u>29,268,000</u>	<u>28,541,144</u>	<u>97.52</u>	<u>28,360,386</u>	<u>100.00</u>
Total	<u>29,268,000</u>	<u>28,980,113</u>	<u>-</u>	<u>28,671,302</u>	<u>100.00</u>
EXPENDITURES					
Institutional Support	<u>32,540,450</u>	<u>19,376,010</u>	<u>59.54</u>	<u>18,165,978</u>	<u>100.00</u>
Total	<u>32,540,450</u>	<u>19,376,010</u>	<u>59.54</u>	<u>18,165,978</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,272,450)	(3,752,950)	-	(2,860,259)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 13,357,053</u>		<u>\$ 13,365,583</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/18</u>	<u>% of 8/31/18 Actual</u>
EXPENDITURES					
Depreciation	\$ 17,500,000	\$ 14,871,360	84.98	\$ 16,743,279	100.00
Capital Purchases	-	(1,530,725)	-	(1,624,815)	100.00
Total	<u>17,500,000</u>	<u>13,340,635</u>	<u>-</u>	<u>15,118,464</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ (17,500,000)</u>	<u>\$ (13,340,635)</u>		<u>\$ (15,118,464)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
State Appropriations	\$ 49,417,179	\$ 50,577,040	102.35	\$ 50,156,965	100.00
Local Taxes - Maintenance & Operations	69,786,000	69,683,144	99.85	65,417,890	100.00
Local Taxes - Debt Service	29,268,000	28,541,144	97.52	28,360,386	100.00
Credit Tuition	47,790,671	45,617,867	95.45	45,673,650	100.00
Credit Fees	16,750,900	17,293,271	103.24	15,840,764	100.00
Credit Exemptions & Waivers	(5,600,000)	(6,612,174)	118.07	(5,581,419)	100.00
Bad Debt	(1,900,000)	(1,900,000)	100.00	(1,870,252)	100.00
Continuing Professional Development	4,438,000	6,017,954	135.60	5,679,704	100.00
Sales & Services	1,778,000	9,650,476	542.77	3,768,874	100.00
Investment Income	1,000,000	3,007,397	300.74	1,529,203	100.00
Investment Income - San Jac Tomorrow Program	-	3,564,877	-	-	-
Auxiliary Services	3,281,000	3,180,632	96.94	2,909,858	100.00
Grants	73,453,353	47,964,566	65.30	51,130,079	100.00
Local Grants	3,186,564	2,272,111	71.30	1,916,230	100.00
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>292,649,667</u>	<u>278,858,305</u>	<u>95.29</u>	<u>265,530,532</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	77,969,705	76,202,611	97.73	74,487,691	100.00
Public Service	5,764,102	7,602,972	131.90	7,168,958	100.00
Academic Support	35,090,985	18,199,018	51.86	18,925,599	100.00
Student Services	17,786,857	16,565,842	93.14	16,095,134	100.00
Institutional Support	80,075,241	62,297,577	77.80	60,226,735	100.00
Physical Plant	19,268,835	19,204,787	99.67	19,392,737	100.00
Scholarships and Fellowships	53,412,942	45,633,817	85.44	47,321,657	100.00
Auxiliary Enterprises	2,411,000	2,836,215	117.64	3,910,920	100.00
Depreciation	17,500,000	14,871,360	84.98	16,743,279	100.00
Hurricane Harvey	-	-	-	237,973	-
Capital Purchases	-	(1,530,725)	-	(1,624,815)	100.00
Total	<u>309,279,667</u>	<u>261,883,474</u>	<u>84.68</u>	<u>262,885,868</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,274,806)	(12,596,506)	-	(4,032,626)	-
Transfers Out	<u>3,274,806</u>	<u>12,596,506</u>	<u>-</u>	<u>4,032,626</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (16,630,000)</u>	<u>\$ 16,974,831</u>		<u>\$ 2,644,664</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

91 Capital Projects

	Adjusted Budget	Actual (100%)	8/31/18
REVENUES:			
Investment Income	\$ -	\$ 3,564,877	\$ 1,867,576
Total	-	3,564,877	1,867,576
EXPENDITURES:			
Bond Programs	-	103,880,532	40,620,479
Total	-	103,880,532	40,620,479
Net Increase (Decrease) in Net Position	\$ -	\$ (100,315,655)	\$ (38,752,903)

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the Twelve Months Ended August 31, 2019

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (100%)	8/31/18
REVENUES:			
Land Sale Proceeds	\$ 8,843,556	\$ -	\$ -
Total	8,843,556	-	-
EXPENDITURES:			
Generation Park	8,843,556	3,803,549	-
Total	8,843,556	3,803,549	-
TRANSFERS AMONG FUNDS:			
Transfers In	-	(8,843,556)	-
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 5,040,007	\$ -

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
PORTFOLIO SUMMARY REPORT
Period Ending August 31; 2019**

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	August 1, 2019	\$ 313,892,076	\$ 313,892,076
Additions/Subtractions (Net)		(36,657,568)	(36,657,568)
Change in Fair Value*			-
Ending Value	August 31, 2019	<u>\$ 277,234,508</u>	<u>\$ 277,234,508</u>

Earnings for August	\$ 573,962
WAM at Ending Period Date (Days)	1.00

*On investments held to term, it is the policy of San Jacinto College to hold investments to maturity thus mitigating the impact of market losses.

The investment portfolio is in compliance with the Public Funds Investment Act and the College's Investment Policy

Prepared by:


 William E. Dickerson
 Director of Accounting & Financial Services


 Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
INVESTMENTS
WEIGHTED AVERAGE TO MATURITY
August 31, 2019

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Ave. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit										
JPMorgan Accounts Payable Disbursements	Heartland	N/A	N/A	09/01/19	\$	\$ 51,533	\$ 51,533	0.02%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	09/01/19		(1,259,673)	(1,259,673)	-0.45%	1	0.00
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	09/01/19		4,419,672	4,419,672	1.59%	1	0.02
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	09/01/19		(413,201)	(413,201)	-0.15%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	09/01/19		(7,844)	(7,844)	0.00%	1	0.00
						19,825	19,825	0.01%	1	0.00
East West MM Operating Account										
JPMorgan Money Market (Closed 07/01/2019)	East West Bank	2.170%	N/A	09/01/19		45,109,325	45,109,325	16.27%	1	0.16
Texas Citizens Bank	JPMorgan Chase Bank	1.150%	N/A	09/01/19		-	-	0.00%	1	0.00
LSJP Government Overnight Fund - Operating Funds	Texas Citizens Bank	1.210%	N/A	09/01/19		245,507	245,507	0.09%	1	0.00
TexPool - Operating	Lone Star Investment Pool	2.164%	N/A	09/01/19		3,481,223	3,481,223	1.26%	1	0.01
TexPool - PRIME - Operating	TexPool	2.191%	N/A	09/01/19		1,150,710	1,150,710	0.42%	1	0.00
	TexPool	2.360%	N/A	09/01/19		35,078,580	35,078,580	12.65%	1	0.13
Restricted - Cash & Cash Equivalents										
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	2.170%	N/A	09/01/19		5,009,130	5,009,130	1.81%	1	0.02
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	2.164%	N/A	09/01/19		3,520,079	3,520,079	1.27%	1	0.01
LSJP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	2.164%	N/A	09/01/19		1,793,775	1,793,775	0.65%	1	0.01
LSJP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	2.164%	N/A	09/01/19		18,010,602	18,010,602	6.50%	1	0.06
LSJP PRIME - 2019 Bond Proceeds (New 02/26/2019)	Lone Star Investment Pool	2.164%	N/A	09/01/19		9,080,974	9,080,974	3.28%	1	0.03
	TexPool	2.360%	N/A	09/01/19		151,944,291	151,944,291	54.81%	1	0.55
Grand Total Short Term Investments and Cash & Cash Equivalents					\$	<u>277,234,508</u>	<u>277,234,508</u>	<u>100.00%</u>		<u>1.00</u>

CAFR	Note #	Weighted Average to Maturity at Ending Period Date (Days)
	4	19,825
		224,060,234
		50,363,962
		2,790,487
		-
		<u>277,234,508</u>
		Petty cash on hand
		Investment pools
		Money Market
		Bank deposits - demand deposits
		U. S. government securities and municipal bonds
		Accrued Earnings
		Total Cash and cash equivalents + investments
		<u>1.00</u>

San Jacinto Community College District
INVESTMENTS and CASH & EQUIVALENTS
INVENTORY HOLDINGS REPORT

August 31, 2019

Description	Hold At	Annualized Interest Rate - July	Maturity	Par	08/01/2019 Beginning Fair Value	08/01/2019 Beginning Book Value	08/31/2019 Ending Fair Value	08/31/2019 Ending Book Value	Changes In Fair Value For the Month	August Earnings	September Through August Earnings
Short-Term Investments - Unrestricted Funds											
Demand Deposits											
Credit Cards in Transit		N/A	09/01/19	\$ 51,533	\$ 113,918	\$ 113,918	\$ 51,533	\$ 51,533	\$ (62,385)	N/A	N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	09/01/19	(1,259,672)	(209,531)	(209,531)	(1,259,672)	(1,259,672)	(1,050,142)	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	09/01/19	4,419,672	3,710,560	3,710,560	4,419,672	4,419,672	709,112	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	09/01/19	(413,201)	(26,513)	(26,513)	(413,201)	(413,201)	(386,688)	N/A	N/A
JPMorgan Workman's Comp	JPMorgan Chase Bank	N/A	09/01/19	(7,844)	(4,871)	(4,871)	(7,844)	(7,844)	(2,873)	N/A	N/A
Petty Cash	Campus Business Offices	N/A	09/01/19	19,825	18,025	19,825	19,825	19,825	1,800	N/A	N/A
Sub Total Demand Deposits				\$ 2,810,312	\$ 3,601,488	\$ 3,601,488	\$ 2,810,312	\$ 2,810,312	\$ (791,176)		
Money Market Accounts											
East West MM Operating Account	East West Bank	2.170%	09/01/19	\$ 45,109,325	\$ 63,133,159	\$ 63,133,159	\$ 45,109,325	\$ 45,109,325	\$ (18,023,834)	\$ 109,325	\$ 1,272,494
JPMorgan Money Market (Closed 07/01/2019)	JPMorgan Chase Bank	1.500%	09/01/19	245,507	245,266	245,507	245,507	245,507	241	-	8,824
Texas Citizens Bank	Texas Citizens Bank	1.210%	09/01/19	\$ 45,354,832	\$ 63,378,425	\$ 63,378,425	\$ 45,354,832	\$ 45,354,832	\$ (18,023,593)	\$ 241	\$ 1,284,233
Sub Total Money Market Accounts				\$ 90,710,513	\$ 126,756,850	\$ 126,756,850	\$ 90,710,513	\$ 90,710,513	\$ (36,722,596)	\$ 282	\$ 2,565,551
Pool Accounts											
TexPool - Operating	TexPool	2.191%	09/01/19	\$ 1,150,710	\$ 3,005,555	\$ 3,005,555	\$ 1,150,710	\$ 1,150,710	\$ (1,854,845)	\$ 2,141	\$ 216,822
TexPool PRIME - Operating (New 11/01/2018)	TexPool	2.360%	09/01/19	35,078,580	40,095,195	40,095,195	35,078,580	35,078,580	(5,016,615)	78,580	842,345
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	2.164%	09/01/19	3,481,223	3,594,561	3,594,561	3,481,223	3,481,223	(113,338)	2,697	107,120
Sub Total Pool Accounts				\$ 39,710,513	\$ 46,695,311	\$ 46,695,311	\$ 39,710,513	\$ 39,710,513	\$ (6,984,798)	\$ 33,418	\$ 1,166,287
Sub Total - Short Term Investments - Unrestricted Funds				\$ 87,875,657	\$ 113,675,224	\$ 113,675,224	\$ 87,875,657	\$ 87,875,657	\$ (25,799,567)	\$ 192,984	\$ 2,450,520
Short-Term Investments - Restricted (Bond) Funds											
Money Market Accounts											
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	2.170%	09/01/19	\$ 5,009,130	\$ 5,009,130	\$ 5,009,130	\$ 5,009,130	\$ 5,009,130	\$ -	\$ 9,130	\$ 115,461
East West Bank MM 2008 GOB Bond Proceeds (Closed 02/01/19)	East West Bank	N/A		-	-	-	-	-	-	-	19,158
East West Bank MM Debt Service (Closed 02/01/19)	East West Bank	N/A		-	-	-	-	-	-	-	81,946
Sub Total Money Market Accounts				\$ 5,009,130	\$ 5,009,130	\$ 5,009,130	\$ 5,009,130	\$ 5,009,130	\$ -	\$ 9,130	\$ 216,565
Pool Accounts											
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	2.164%	09/01/19	\$ 3,520,079	\$ 3,875,147	\$ 3,875,147	\$ 3,520,079	\$ 3,520,079	\$ (355,069)	\$ 7,068	\$ 63,096
LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	2.164%	09/01/19	1,793,775	1,774,322	1,774,322	1,793,775	1,793,775	19,463	3,266	40,881
LSIP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	2.164%	09/01/19	18,010,602	21,143,309	21,143,309	18,010,602	18,010,602	(3,132,707)	36,597	1,620,587
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	2.164%	09/01/19	9,080,974	16,772,926	16,772,926	9,080,974	9,080,974	(7,691,952)	22,654	233,164
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	2.360%	09/01/19	151,844,291	151,642,018	151,642,018	151,944,291	151,944,291	302,273	302,273	1,944,291
Sub Total Pool Accounts				\$ 184,349,721	\$ 195,207,722	\$ 195,207,722	\$ 184,349,721	\$ 184,349,721	\$ (10,088,001)	\$ 371,848	\$ 3,902,019
Sub Total - Short Term Investments - Restricted (Bond) Funds				\$ 189,358,851	\$ 200,216,852	\$ 200,216,852	\$ 189,358,851	\$ 189,358,851	\$ (10,868,001)	\$ 380,978	\$ 4,118,584
Grand Total											
				\$ 277,234,508	\$ 313,892,076	\$ 313,892,076	\$ 277,234,508	\$ 277,234,508	\$ (36,657,568)	\$ 573,962	\$ 6,569,104

The investment portfolio is in compliance with the Public Funds Investment Act and the College's Investment Policy

U.S. Treasury Rates - Benchmark
6mo Tbill @ 1.82
1Yr Tbill @ 1.68
2Yr Tsy @ 1.44
3Yr Tsy @ 1.36
30 Yr Tsy @ 1.92

**San Jacinto Community College District
Annual Investment Report (Including Deposits)**

**August 31, 2019
Fair Value**

Investment or Deposit Type

Publicly Traded Equity and Similar Investments	
Total Publicly Traded Equity and Similar Investments \$	-
"Other" Investments - Other than Publicly Traded Equity and Debt Investments	
Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments \$	-
Publicly Traded Debt & Similar Investments >1 year maturity	
U.S. Government Securities ("Treasury's")	\$ -
U.S. Government Agency Securities ("Agencies")	-
Mortgage Pass-Throughs - "Agency"	-
Mortgage Pass-Throughs - "Private Label"	-
Asset-Backed Securities (ABS) (other than mortgage-backed securities)	-
Sovereign Debt (non-U.S.)	-
Municipal Obligations	-
Collateralized Mortgage Obligations (CMOs) - list below by category	
Interest Only Strips (IOs)	-
Principal Only Strips (POs)	-
Inverse Floaters	-
Stated Final Maturity longer than 10 years	-
Other CMOs - "Agency"	-
Other CMOs - "Private Label"	-
Corporate Obligations (U.S. or foreign companies) - list below by rating	
Highly Rated (AAA/AA or equivalent)	-
Other Investment Grade (A/BBB or equivalent)	-
High Yield Bonds (<BBB or equivalent)	-
Not Rated (NR)	-
Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)	-
Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)	-
"Commonfund" Fixed Income/Bond Commingled Funds	-
Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)	-
GICs (Guaranteed Investment Contracts)	-
Other - list by type - Accrued Earnings	-
Total Publicly Traded Debt & Similar Investments >1 year \$	-
Short-Term Investments & Deposits	
U.S. Government Securities ("Treasury's")	\$ -
U.S. Government Agency Securities ("Agencies")	-
Bankers' Acceptances	-
Commercial Paper - A1/P1 (or equivalent)	-
Other Commercial Paper - lower rated	-
Repurchase Agreements (Repos)	-
Money Market Mutual Funds (registered with the SEC)	-
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	-
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool and TexPool Prime	188,173,581
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	40,895,783
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	-
Certificates of Deposit (CD) - Nonnegotiable	-
Certificates of Deposit (CD) - Negotiable	-
Bank Deposits	48,165,144
Cash Held at State Treasury	-
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	-
Other - list by type	-
Total Short-Term Investments & Deposits \$	277,234,508
TOTAL INVESTMENTS and DEPOSITS \$	277,234,508

COMPLIANCE STATEMENTS

- San Jacinto Community College District does not use soft dollar arrangements, directed brokerage or directed commission, commission recapture, or similar arrangements (these arrangements typically involve using brokerage commissions as a means of paying for other related investment services through credits of a portion of brokerage commissions paid or using selected brokers who will rebate a portion of commissions they receive on trades for the investor). All investments are paid through direct payments.
- San Jacinto Community College District is associated with the San Jacinto Community College Foundation, Inc. Goldman, Sachs & Co. acts as financial advisors without autonomous execution authority for the Foundation. For information about the Foundation please contact the Director for Resource Development, 4624 Fairmont Parkway, Suite 208, Pasadena, TX 77504. At the close of the quarter on June 30, 2019 the fair value of the Foundation's investments was \$12,961,851
Goldman, Sachs & Co. 100 Crescent Court Suite 1000, Dallas, TX 75201.

San Jacinto College Foundation

Statement of Financial Position

As of August 31, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,114,761	\$942,127	\$172,633
Other Funds	-	-	-
Total Checking/Savings	<u>1,114,761</u>	<u>942,127</u>	<u>172,633</u>
Accounts Receivable			
Other Receivables	7,500	9,000	(1,500)
Pledge Receivables	171,000	221,900	(50,900)
Scholarship Receivables	510	2,100	(1,590)
Special Events Receivables	10,708	-	10,708
Total Accounts Receivable	<u>189,718</u>	<u>233,000</u>	<u>(43,282)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,485,920	11,009,209	476,711
Capital Bank CD	207,786	205,136	2,650
Prosperity Bank	207,415	203,958	3,458
Total SJC Short Term Investments	<u>11,901,121</u>	<u>11,418,303</u>	<u>482,818</u>
Total Current Assets	<u>13,205,600</u>	<u>12,593,431</u>	<u>612,170</u>
TOTAL ASSETS	<u>\$13,205,600</u>	<u>\$12,593,431</u>	<u>\$612,170</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Event Payable	0	635	(635)
Grants Payable	62,419	87,054	(24,635)
Programs Payable	34,664	34,286	378
Endowments Payable	213,006	158,908	54,098
Scholarship Payables	212,359	299,895	(87,536)
Student Success Payables	39,451	14,756	24,695
Total Accounts Payable	<u>561,898</u>	<u>595,534</u>	<u>(33,636)</u>
Total Current Liabilities	<u>561,898</u>	<u>595,534</u>	<u>(33,636)</u>
Total Liabilities	561,898	595,534	(33,636)
NET ASSETS			
Net Assets Without Donor Restrictions	2,093,045	2,738,488	(645,443)
Net Assets With Donor Restrictions	10,665,570	9,237,570	1,428,001
Net Assets	<u>12,758,615</u>	<u>11,976,058</u>	<u>748,921</u>
Net Income	(114,913)	21,839	(136,751)
Total Net Assets	<u>12,643,703</u>	<u>11,997,897</u>	<u>645,806</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$13,205,600</u>	<u>\$12,593,431</u>	<u>\$612,170</u>

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

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	0	49,112	(49,112)	91,000	91,000
Endowments	736	548	188	201,600	200,864
Program Sponsorship	3,758	0	3,758	300,000	296,242
Scholarships	106,891	14,030	92,862	698,400	591,509
Total Contributions	<u>111,385</u>	<u>63,690</u>	<u>47,696</u>	<u>1,291,000</u>	<u>1,179,615</u>
Other Income					
Special Events	22,000	30,873	(8,873)	270,000	248,000
Investment Income	17,996	28,267	(10,271)	141,823	123,827
Realized Gain / (Loss)	0	0	0	62,500	62,500
Unrealized Gain / (Loss)	16,864	178,393	(161,529)	62,500	45,636
Total Other Income	<u>56,860</u>	<u>237,533</u>	<u>(180,673)</u>	<u>536,823</u>	<u>479,963</u>
Total Income	168,245	301,223	(132,978)	1,827,823	1,659,578
Expense					
Programs					
Scholarships Awarded	211,775	245,219	33,444	350,000	138,225
Programs Sponsored	61,300	29,070	(32,230)	580,000	518,700
Student Success Initiatives	0	0	0	150,000	150,000
Total Programs	<u>273,075</u>	<u>274,289</u>	<u>1,215</u>	<u>1,080,000</u>	<u>806,925</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	2,000
Supporting Services					
Foundation Expenses	9,563	4,495	(5,068)	51,830	42,267
Fundraising Expense	0	0	0	150,000	150,000
Sponsorship Expense	600	600	0	10,000	9,400
Total Supporting Services	<u>10,163</u>	<u>5,095</u>	<u>(5,068)</u>	<u>211,830</u>	<u>201,667</u>
Total Expense	<u>283,238</u>	<u>279,384</u>	<u>(3,853)</u>	<u>1,293,830</u>	<u>1,010,592</u>
Net Ordinary Income	(114,992)	21,839	(136,831)	533,993	648,985
Other Income / Expenses					
Increase/Decrease in Net Position	<u>(114,992)</u>	<u>\$21,839</u>	<u>(136,831)</u>	<u>\$533,993</u>	<u>\$648,985</u>



Contributions Report
August 2019

Donors	Amount	Fund
Corporations	78,354	Alumni, Barnes & Noble Scholarship, Flickinger Endowed Scholarship, Food Pantry, Golf, Houston Chemical Association, Houston Livestock Show fund, San Jac Star
Foundations	25,149	Golf, Lubrizol Pro/Occ Technology fund, Pasadena Chamber Cultural Arts, San Jac Star, Veterans fund
Individuals	3,600	Jennifer Puryear Memorial Scholarship, Katelyn Faith Davis Memorial Scholarship, Veterans Center

Total Donation 107,103

Employee Contributions	2,597	Alumni, Brysch Garza Firefighter, Chancellor's Cultivation fund, Golf Tournament, Food Pantry, Foundation Memorial fund, Gala, John Locke Memorial fund, Promise for their Future, San Jac Star, Veterans Center
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Total Contributions 109,700

2008 Bond Program									
Preliminary Report as of August 31, 2019									
Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
Sub-total	-	-	-	-	-	-	-	-	-
North									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
Sub-total	-	400,000	400,000	-	400,000	-	-	400,000	-
South									
723914 - SC Softball Improvements	850,000	33,298	883,298	-	883,298	51,413	831,719	166	99.98%
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	7,399	31,101	361,500	9.63%
Sub-total	850,000	433,298	1,283,298	-	1,283,298	58,812	862,820	361,666	71.82%
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,438,538)	187,722	-	187,722	-	-	187,722	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	10,735	71,529	917,736	8.23%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	1,311,000	9,587	891,465	409,948	68.73%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
Sub-total	14,676,260	(2,092,515)	12,583,745	(9,595,023)	2,988,722	21,822	967,494	1,999,406	7.86%
2008 Contingency Supplemental Projects									
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	615,000	-	465,934	149,066	75.76%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	125,000	-	117,569	7,431	94.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	167,000	-	139,730	27,270	83.67%
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	100,000	-	91,600	8,400	91.60%
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	250,000	53,500	146,500	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	7,500	-	4,990	2,510	66.53%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	57,083	191,871	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	88,127	88,127	-	88,127	-	-	88,127	-
Sub-total	-	1,801,581	1,801,581	-	1,801,581	110,583	1,158,194	532,804	70.43%
Supplemental Projects closed									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
721915 - CC Police Vehicles	-	121,623	121,623	-	121,623	-	121,623	-	100.00%
721916 - CC FS Passenger Van	-	78,671	78,671	-	78,671	-	78,671	-	100.00%
721917 - CC FS Pick-Up/Mini Van	-	77,729	77,729	-	77,729	-	77,729	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726915 - Dist Inv/Procure Ford Transit 250	-	63,600	63,600	-	63,600	-	63,600	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
Sub-total	-	2,397,439	2,397,439	-	2,397,439	-	2,397,439	-	100.00%
Projects Closed									
Sub-total	279,473,740	(2,939,803)	276,533,937	9,595,023	286,128,960	-	286,128,960	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	191,217	291,514,907	3,293,876	98.88%

2015 Revenue Bond Program

Preliminary Report as of August 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park									
726601 - Generation Park	-	6,787,978	6,787,978	-	6,787,978	-	-	6,787,978	0.00%
Contingency (726900)	2,408,355	(2,408,355)	-	-	-	-	-	-	-
Sub-total	2,408,355	4,379,623	6,787,978	-	6,787,978	-	-	6,787,978	0.00%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722916 - NC - CIT Graphics	-	40,779	40,779	-	40,779	-	40,779	-	100.00%
722917 - NC - CIT Supplemental	-	25,546	25,546	-	25,546	-	25,546	-	100.00%
722918 - NC - CIT Acoustics	-	90,855	90,855	-	90,855	-	90,855	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
Sub-total	47,591,645	(4,379,623)	43,212,022	-	43,212,022	-	43,212,022	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	-	43,212,022	6,787,978	86.42%

2015 Bond Program									
Preliminary Report as of August 31, 2019									
Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(1,746,788)	50,703,212	2,084,418	52,787,630	2,212,030	49,300,840	1,274,760	97.59%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	389,099	5,952,482	1,288,808	83.11%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	7,946,009	67,338	5,515,420	2,363,251	70.26%
731602 - CC Welcome Center	16,600,000	4,372,067	20,972,067	528,262	21,500,329	5,323,965	13,215,262	2,961,102	86.23%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	4,247	85,103	2,910,650	2.98%
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	2,377,442	1,531,801	53,229,416	6.84%
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,442,280	43,059	451,238	1,950,983	20.21%
731605 - CC Central Access Security	1,852,000	300,260	2,152,260	58,942	2,211,202	-	258,363	1,952,839	11.68%
731606 - CC Frels Renovation	1,153,000	2,774,770	3,927,770	-	3,927,770	307,509	3,240,665	379,596	90.34%
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	531,855	610,282	11,530,692	9.01%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,669,882)	11,015,118	785,541	11,800,659	2,717	556,309	11,241,633	4.74%
71608A - CC McCollum Center Reno Phase II	-	10,822,154	10,822,154	-	10,822,154	-	47,599	10,774,555	0.44%
731609 - CC McCollum North Reno	2,535,000	1,255,457	3,790,457	80,671	3,871,128	-	66,902	3,804,226	1.73%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	-	23,766	1,701,234	1.38%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	-	74,575	2,580,811	2.81%
731612 - CC Stadium and Track Demo	174,000	(112,776)	61,224	5,538	66,762	-	66,762	-	100.00%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	33,910	555,777	570,922	50.81%
731614 - CC Central Plant Upgrades	1,160,000	107,367	1,267,367	36,917	1,304,284	7,168	1,244,061	53,055	95.93%
Sub-total	170,717,000	28,192,640	198,909,640	5,756,439	204,666,079	11,300,339	82,797,208	110,568,531	45.98%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	3,439,459	26,284,459	726,989	27,011,448	8,026,397	15,782,450	3,202,601	88.14%
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	8,213	406,012	501,247	45.25%
732604 - NC Lehr Library Demo	650,000	(447,885)	202,115	20,680	222,795	-	222,795	-	100.00%
732605 - NC North Access/Security	877,000	152,434	1,029,434	27,907	1,057,341	-	147,439	909,902	13.94%
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	530,785	1,028,887	14,706,806	9.59%
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	364,434	568,783	8,355,256	10.05%
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	1,696,147	2,222,705	8,643,941	31.19%
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	50,385	293,076	236,844	59.19%
732610 - NC Underground Utility Tunnel	11,600,000	(7,552,951)	4,047,049	-	4,047,049	49,304	3,881,520	116,225	97.13%
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	-	3,444,890	3,444,890	-	3,444,890	469,825	2,749,011	226,054	93.44%
Sub-total	78,395,000	(4,900,793)	73,494,207	1,902,837	75,397,044	11,195,490	27,302,678	36,898,876	51.06%
South									
733601 - SC Engineering & Technology Center	28,400,000	(4,026,902)	24,373,098	903,770	25,276,868	7,860,078	13,280,178	4,136,612	83.63%
733602 - SC Cosmetology Center	16,213,000	(1,029,970)	15,183,030	515,950	15,698,980	5,377,829	9,064,023	1,257,128	91.99%
733603 - SC Longenecker Reno	22,555,000	(3,315,493)	19,239,507	717,760	19,957,267	10,318,238	7,049,480	2,589,549	87.02%
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	20,285	257,706	487,405	36.32%
733605 - SC South Primary Electrical Upgrade	5,800,000	1,673,272	7,473,272	184,571	7,657,843	1,834,040	841,661	4,982,142	34.94%
733606 - SC South Access/ Security	599,000	109,255	708,255	19,069	727,324	9,104	151,483	566,737	22.08%
733607 - SC South HW/CW Relocation	10,266,000	(1,196,776)	9,069,224	326,687	9,395,911	27,270	380,303	8,988,338	4.34%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	111,054	82,560	966,995	16.68%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	1,413,397	15,216,397	439,253	15,655,650	16,117	420,154	15,219,379	2.79%
733611 - SC Bruce Student Center Reno	10,400,000	(8,677,938)	1,722,062	330,957	2,053,019	-	2,053,019	-	100.00%
733612 - SC HVAC Tech	312,000	3,015,977	3,327,977	177,720	3,505,697	140,270	2,588,244	777,183	77.83%
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	46,316	346,266	187,723	67.65%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,359,191	5,359,191	-	5,359,191	654,344	3,696,283	1,008,564	81.18%
Sub-total	116,438,000	(12,339,393)	104,098,607	3,695,453	107,794,060	26,414,945	40,211,359	41,167,756	61.81%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(22,300,000)	5,700,000	-	5,700,000	17,833	-	5,682,167	0.31%
76603A - MC Maritime Fire Program Relocation	-	1,800,000	1,800,000	-	1,800,000	237,176	99,263	1,463,561	18.69%
Sub-total	28,000,000	(20,500,000)	7,500,000		7,500,000	255,009	99,263	7,145,728	4.72%
Generation Park									
726601 - Generation Park	-	6,368,466	6,368,466	-	6,368,466	-	-	6,368,466	-
Sub-total	-	6,368,466	6,368,466	-	6,368,466	-	-	6,368,466	-
Admin									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	2,866	71,368	10,381,766	0.71%
736604 - Dist Construction Studies	283,820	76,502	360,322	-	360,322	37,358	319,596	3,369	99.07%
Z20100 - Program Management - AECOM	-	10,075,202	10,075,202	(9,118,003)	957,199	381,832	-	575,367	39.89%
Z20100 - Program Management - Other	-	2,084,418	2,084,418	(2,084,418)	-	-	-	-	-
736601 - Contingency	1,166,180	10,486,958	11,653,138	(152,304)	11,500,834	-	-	11,500,830	-
Sub-total	31,450,000	3,179,080	34,629,080	(11,354,729)	23,274,351	422,056	390,964	22,461,331	3.49%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	49,587,839	150,801,473	224,610,688	47.15%

Generation Park

Preliminary Report as of August 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond	6,787,977	-	6,787,977	-	6,787,977	-	-	6,787,977	-
929603 - Operational	8,843,556	-	8,843,556	-	8,843,556	4,029,854	3,782,100	1,031,603	88.33%
901609 - 2015 Bond	6,368,466	-	6,368,466	-	6,368,466	-	-	6,368,466	-
901610 - Generation Park Site Infrastructure	4,000,000	-	4,000,000	-	4,000,000	-	-	4,000,000	-
TOTALS	26,000,000	-	26,000,000	-	26,000,000	4,029,854	3,782,100	18,188,046	30.05%

Repair and Renovation									
Preliminary as of August 31, 2019									
Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expended
Central									
F18053 - CC C26.150 Acoustics Assessment	-	35,093	35,093	-	35,093	-	34,593	500	98.58%
F19001 - CC Central Misc.	-	54,645	54,645	-	54,645	-	52,309	2,342	95.71%
Sub-total	-	89,739	89,739	-	89,739	-	86,897	2,842	96.83%
North									
Sub-total									
South									
F18040 - SC S8 Roof Replacement	-	95,987	95,987	-	95,987	28,568	67,419	-	100.00%
F19080 - SC S7 Roof Replacement	-	40,600	40,600	-	40,600	10,150	30,450	-	100.00%
Sub-total	-	136,587	136,587	-	136,587	38,718	97,869	-	100.00%
District									
F19004 - DIST College Admin Misc.	-	24,324	24,324	-	24,324	3,300	21,024	-	100.00%
Sub-total	-	24,324	24,324	-	24,324	3,300	21,024	-	100.00%
Projects Closed									
F18058 - CC C34.132 Heat Units	-	-	-	-	-	-	-	-	-
F18070 - CC C26.100 Repair Hydraulic Lift	-	-	-	-	-	-	-	-	-
F18071 - CC C6.105 AV System	-	7,569	7,569	-	7,569	-	7,569	-	100.00%
F19009 - CC C14. Café Door	-	1,517	1,517	-	1,517	-	1,517	-	100.00%
F19012 - CC C6 Retaining Wall Repair	-	14,783	14,783	-	14,783	-	14,783	-	100.00%
F19023 - CC C11 EMT Tier 1 Classroom	-	30,037	30,037	-	30,037	-	30,037	-	100.00%
F19024 - CC C11.1110 Installation of Surgical Lights	-	3,375	3,375	-	3,375	-	3,375	-	100.00%
F19027 - CC C11 EAST & WES Stairwell Improvement	-	18,640	18,640	-	18,640	-	18,640	-	100.00%
F19028 - CC C19.313 Ventilated Cabinets	-	15,775	15,775	-	15,775	-	15,775	-	100.00%
F19035 - CC C1.208 Office of AA CPD	-	12,999	12,999	-	12,999	-	12,999	-	100.00%
F19040 - CC Courtyard Drains	-	29,500	29,500	-	29,500	-	29,500	-	100.00%
F19047 - CC C14 New Fire Alarm Panel & System	-	140,371	140,371	-	140,371	-	140,371	-	100.00%
F19052 - CC IDH Max Life Cycle	-	21,160	21,160	-	21,160	-	21,160	-	100.00%
F19053 - CC C14 East & West Window Glazing	-	18,066	18,066	-	18,066	-	18,066	-	100.00%
F19054 - CC C11.2090 Data Closet Relocation	-	7,693	7,693	-	7,693	-	7,693	-	100.00%
F19063 - CC C26.145 Replace FFE	-	20,060	20,060	-	20,060	-	20,060	-	100.00%
F19064 - CC C11.1051 Conference Room AV	-	8,382	8,382	-	8,382	-	8,382	-	100.00%
F19073 - CC - C34-C45 Cart Path	-	9,787	9,787	-	9,787	-	9,787	-	100.00%
F18073 - NC N12 Structural Condition Assessment	-	10,000	10,000	-	10,000	-	10,000	-	100.00%
F19002 - NC North Misc.	-	28,449	28,449	-	28,449	-	28,449	-	100.00%
F19018 - NC N16 North Gym Repainting	-	-	-	-	-	-	-	-	-
F19032 - NC N12 Fire Alarm Wiring	-	22,708	22,708	-	22,708	-	22,708	-	100.00%
F19034 - NC N12.210 New Carpeting	-	10,608	10,608	-	10,608	-	10,608	-	100.00%
F19037 - NC Underground Utility Tunnel	-	22,127	22,127	-	22,127	-	22,127	-	100.00%
F19044 - NC N2.112 Install AV System	-	8,446	8,446	-	8,446	-	8,446	-	100.00%
F19082 - NC N2.124 Replace Tables	-	17,498	17,498	-	17,498	-	17,498	-	100.00%
F18059 - SC Softball Dugout Renovation	-	48,286	48,286	-	48,286	-	48,286	-	100.00%
F19003 - SC South Misc.	-	27,944	27,944	-	27,944	-	27,944	-	100.00%
F19007 - SC S15.121 Power and Data Addition	-	2,515	2,515	-	2,515	-	2,515	-	100.00%
F19008 - SC S7.266 Power Addition	-	3,292	3,292	-	3,292	-	3,292	-	100.00%
F19022 - SC S.21.105 Tier Upgrade	-	20,476	20,476	-	20,476	-	20,476	-	100.00%
F19025 - SC S11 New Porch Tile N&S Entrance	-	33,876	33,876	-	33,876	-	33,876	-	100.00%
F19030 - SC S8.2117 & S8.2118 Tier 1	-	23,540	23,540	-	23,540	-	23,540	-	100.00%
F19033 - SC S1-13 Window Tint	-	7,765	7,765	-	7,765	-	7,765	-	100.00%
F19057 - SC S11 Fire Alarm System	-	70,000	70,000	-	70,000	-	70,000	-	100.00%
F19060 - SC S.13 Classroom Renovations	-	35,789	35,789	-	35,789	-	35,789	-	100.00%
F19070 - SC S8.1001e Site to Stand Workstation	-	766	766	-	766	-	766	-	100.00%
F19071 - SC S7.227 and S8.2049 Furniture Move	-	280	280	-	280	-	280	-	100.00%
F19072 - SC P25 ADA Parking	-	10,641	10,641	-	10,641	-	10,641	-	100.00%
F19081 - SC Courtyard Sidewalk Repair	-	22,055	22,055	-	22,055	-	22,055	-	100.00%
F18046 - DIST A1.200/202 Install Acoustics	-	-	-	-	-	-	-	-	-
F18051 - DIST M1 MTTC Repairs	-	16,719	16,719	-	16,719	-	16,719	-	100.00%
F19016 - DIST Marketing Renovation DA2-205	-	17,592	17,592	-	17,592	-	17,592	-	100.00%
F19045 - DIST 225 Maritime Decomm & Remodel	-	56,871	56,871	-	56,871	-	56,871	-	100.00%
F19048 - DIST A1.114 Remodel	-	7,582	7,582	-	7,582	-	7,582	-	100.00%
F19050 - DIST College Wide Parking Lot Survey	-	19,200	19,200	-	19,200	-	19,200	-	100.00%
F19051 - DIST A2 Window Tinting	-	12,240	12,240	-	12,240	-	12,240	-	100.00%
F19055 - DIST Maritime -M1 Life Safety Composite	-	8,559	8,559	-	8,559	-	8,559	-	100.00%
F19056 - DIST ADA Accessibility Study	-	112,000	112,000	-	112,000	-	112,000	-	100.00%
F19059 - DIST Installation 106 Light Poles	-	7,302	7,302	-	7,302	-	7,302	-	100.00%
F19074 - DIST LED Parking Lot Light Project	-	196,247	196,247	-	196,247	-	196,247	-	100.00%
F19076 - DIST Aerospace Workforce Train Center	-	-	-	-	-	-	-	-	-
F19079 - DIST M1 Lobby Window Tinting	-	11,763	11,763	-	11,763	-	11,763	-	100.00%
Sub-total	-	1,252,850	1,252,850	-	1,252,850	-	1,252,850	-	100.00%
Contingency (720700)	1,621,219	(1,503,500)	117,719	-	117,719	-	-	117,719	-
Sub-total	1,621,219	(1,503,500)	117,719	-	117,719	-	-	117,719	0.00%
TOTALS	1,621,219	-	1,621,219	-	1,621,219	42,018	1,458,640	120,561	92.56%
Projects Transferred out									
F19018 - NC N16 North Gym Repainting	-	30,000	30,000	-	30,000	-	-	30,000	-
720726 - NC NCIT Filters for Welding	-	32,200	32,200	-	32,200	-	-	32,200	-
F19024 - CC C11.1110 Installation of Surgical Lights	-	16,600	16,600	-	16,600	-	-	16,600	-
Sub-total	-	78,800	78,800	-	78,800	-	-	78,800	-

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
September 24, 2019**

Members Present: Marie Flickinger, Dan Mims, John Moon, Jr., Erica Davis Rouse

Members Absent: None

Other Trustees Present: None

Others Present: Mike Harris, Joe Hebert, Brenda Hellyer, Steve Hoyt, Bryan Jones, Ann Kokx-Templet, Deborah Paulson, Charles Smith, and Teri Zamora

- I. Dan Mims, Building Committee Chair, called the meeting to order at 3:32 p.m.
- II. Roll call of the Committee members was taken:
 - Marie Flickinger, present
 - John Moon, Jr., present
 - Erica Davis Rouse, present
 - Members absent: None
- III. Approval of Minutes from the August 27, 2019, Building Committee Meeting
 - D. Mims presented the minutes from the August 27, 2019, Building Committee Meeting.
 - A motion was made by E. Davis Rouse and seconded by J. Moon to accept the minutes as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - Bond Funds
 - Consideration of Approval to Contract for Construction Manager at Risk for Central Campus Classroom Building
 - This item requests approval to contract with Tellepsen Builders, L.P. (Tellepsen) using the August Board-approved Construction Manager at Risk (CMR) method of procurement for the new Central Campus Classroom Building. Due to the new technology and complexity of this project, a mandatory pre-solicitation meeting for prospective proposers was held on August 14, 2019. The thirteen (13) firms who attended were invited to respond to the Request for Qualifications (RFQ) which is the first phase of the two-step process. Submittals were received from four (4) firms, and evaluations of the submittals were based on criteria published in the RFQ.
 - This action will authorize the award of a contract to build a new Central Campus Classroom Building which will consist of a new, three story mass timber structure classroom building, of approximately 120,000 gross square feet. This new building will contain instructional classrooms, computer and

- robotic labs, lecture halls, administrative offices, student collaboration areas, and support spaces.
- Pending successful contract negotiations, the Construction Manager will provide pre-construction services for a lump sum fee of \$45,000. The construction management fee of 2.4 percent will be applied to the final Cost of Work, which will be confirmed with the Guaranteed Maximum Price (GMP). The estimated Cost of Work is \$35,200,000.
 - Questions were raised by the Committee as to where the thirteen (13) firms who attended the pre-con solicitation meeting were found. C. Smith explained the mandatory pre-solicitation process and noted advertising was placed with the Houston Chronicle, Associated General Contractors, Houston Chapter of the Construction Management Association of America, and the C3 Collaborative. Mr. Smith further explained in depth the pre-solicitation process which included expert guest speakers from the Wood Products Council who discussed mass timber construction and from the Texas Forest Service who described how mass timber construction would positively impact the East Texas and Houston economy. The architect for this project was also present and explained the general plan for the building as well as its sizing and placement on the site. The firms who attended the pre-solicitation were provided specific information as to the College's expectations from the contractors for this project. This pre-solicitation process brought in new firms who had not previously engaged with the College.
 - It is believed the number of the firms submitting proposals was low based on the fact that this is a new technology. Many of the firms are currently engaged in other projects in the lucrative Houston market, and therefore, are not eager to take on a project of this size without past experience using mass timber construction. Due to the newness of the mass timber building technology, the firms who returned proposals on the Classroom Building are providing the College with significantly more staffing than typical to assure the project moves forward successfully and in a timely manner.
 - D. Mims inquired as to whether any of the four (4) bidding firms had past experience with mass timber building. C. Smith gave a mass timber experience biography on each of the four (4) bidding firms. All four (4) firms were aware of the technology and had technical experts on staff.
 - M. Flickinger asked to view the scoring and the pricing that were provided by the four (4) top ranked firms. A. Kokx-Templet provided a copy of the pricing and scores for the committee to review.
- Consideration of Approval to Contract for Underground Electrical Utility Services for Generation Park
 - This item requests consideration to contract with CenterPoint Energy Houston Electric, LLC (CenterPoint) to provide underground electrical utility services necessary to support the Generation Park project.
 - This action will provide the College with electrical power sufficient to operate up to two buildings at Generation Park. CenterPoint's scope of work will include the installation and connection of temporary and permanent electrical services, including wiring and equipment to provide power to the new

building.

- The total expenditure for these services is \$200,200 and will be funded from the 2015 Bond Program.
- Consideration of Approval for Additional Funds for South Campus Longenecker Building (S8) Roof Replacement
 - This item requests additional funds for the contract with Gutier, LLC (Gutier) for the South Campus Longenecker Building (S8) Roof Replacement project.
 - In May 2019, the Board of Trustees approved a contract with Gutier for the South Campus Building (S8) Roof Replacement. After Board approval and commencement of work, demolition of the existing roof membrane revealed unknown conditions resulting in changes to the scope of work. These changes included a discovery that the majority of the roof drains are leaking and require replacement along with a required structural design change in order to accommodate the chilled water pipe rack and the complexities involved in removing the existing roof. The anticipated changes in cost were discussed with the committee last month, but there was no estimate at the time on cost impact.
 - The estimate has been quantified and the estimated expenditure request is \$319,500, which will increase the total contract value to \$1,597,874. This expenditure will be funded from the 2015 Bond Program.
- Operating Funds
 - Consideration of Delegation of Authority of Traffic Controls and Procedures
 - This item was withdrawn for further evaluation.

V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
 - Safety Metrics
 - No significant first aide incidents reported.
 - No near misses reported.
 - Eleven (11) projects under construction.
 - New safety and operational improvements for buildings include, removing most operating equipment from the building roofs and placing them within the building or on the ground to extend the life of the equipment by a factor of two or more years. This process also increases the worker's safety and reduces roof traffic, thereby extending the life of the roof. The College added a visual edge indicator to the new roofs, which serves as a reminder to personnel who are inspecting the roof that they are approaching the building's edge. Fall restraint systems are also being added to the roofs.
 - Schedule Updates
 - The LyondellBasell Center for Petrochemical, Energy, & Technology was completed in August 2019 and had a successful Grand Opening on September 18, 2019.
 - Two (2) weeks ago, Kirksey Architects released their 2019 Construction Cost

update which noted that construction costs are expected to continue increasing for the foreseeable future due to a shortage of skilled labor, slow permit process, and the impact of new energy and storm regulations. The following projects will have a formal recommendation in the near future: Central Campus Classroom Building, Central Campus McCollum Building, North Campus Brightwell Building, and South Campus Jones Building.

- The Bond Program underwent a recent personnel change. Mel Butler, the College's project manager working for AECOM has been reassigned to a new position within AECOM. In the interim, Steve Hoyt, with AECOM, will oversee the Bond projects.
- Progress Updates
 - Central Campus – Welcome Center
 - Windows have been installed and interior finishes are progressing, including doors and office storefronts.
 - Plans for paving are approximately two weeks behind due to weather.
 - Central Campus – Classroom Building
 - A preliminary pricing package was sent to all known mass timber panel producers earlier this month. This pricing package sets the general design parameters for the building and will be used to identify the species of timber that would represent the best value for the project.
 - Mandatory pre-solicitation process is complete for the Construction Manager at Risk (CMR) contract. As previously noted, Tellepsen Builder, L.P. was selected and is recommended to be the contractor of choice.
 - The project team has determined that the College can probably reuse the foundations of the existing Ball and Anderson Buildings, thus proving to be a significant cost savings for the College.
 - North Campus – McCollum Building
 - The Conditions Assessment and Programming Team have completed their first meeting to discuss the McCollum renovation. All mechanical, electrical and plumbing systems will be replaced with systems compatible for the building's future use, which will primarily be classrooms and faculty office space.
 - North Campus – Cosmetology and Culinary Center
 - Masonry is complete.
 - The majority of the windows have been installed and preparations for metal panels are beginning.
 - The new hot and cold water connections to the Central Plant have been made, and cold air is flowing inside the building.
 - Mechanical systems are nearing completion with the first stages of finishes beginning.
 - North Campus – Spencer Building
 - Demolition of existing finishes and systems continue, and new systems are being added.
 - Plans are in design for a cost-effective way of reinforcing the existing concrete masonry unit block walls, which need stabilization.
 - North Campus – Engineering and Technology Building

- Roof installation began in July 2019 and is now completed.
- Window installation and mechanical systems are close to completion.
- Interior walls have been completed and are in need of finishings.
- South Campus – Cosmetology Center
 - Interior insulation and window installation are complete.
 - Mechanical systems are nearing completion.
 - The interior finishes are in their final form, and the College was able to allow our end-users to tour the building.
- South Campus – Longenecker Building (S7, S8, and S9)
 - The first phase is ongoing with reinstallation of systems. Mechanical and electrical systems are being replaced.
 - Interior finishes have begun.
 - The roof replacement has been tedious due to complications with demolition, but visible progress is noted. New tapered insulation and permanent reflective membranes have been added.
- South Campus – Electrical Infrastructure Project
 - Contractors are continuing hydro-excavating buried utilities to expose potential conflicts with their planned routing of a new electrical duct bank for the campus.
 - Infrastructure, walkways, and the courtyard on the east side were protected while cranes were used to set new transformers in the Longenecker Building.
 - Sidewalks have been removed to begin the excavation for the new duct bank.
 - The contractor for the Primary Electrical project will also perform the hydronic system upgrades at South Campus. Work on this project has begun as well.
- South Campus – Domestic Water Upgrade
 - Final direction on this project has been given and will go out to bid in the next month.
- Generation Park
 - The new campus received sixteen (16) inches of rain this past week and was reported to be saturated, but drainage was adequate.
 - Crews from the dirt subcontractor worked throughout the weekend to dry out the site and minimize delays. The slab remained above water. The parking lot that was prepped for concrete is projected to be released to be poured on Wednesday, September 25, 2019.
 - Additional mats were brought in to provide a base for the crane which will be used this week to receive steel structures for the building.
 - This project has three hundred and twelve (312) days remaining until the desired grand opening and the project is sixty-four (64) days behind the original schedule due to weather delays.
- Financial Updates
 - 2008 Bond
 - The following projects will be closing soon:
 1. South Campus - Softball Improvements

2. District Campus - MAC Computer Refresh, Dell Lease Refresh/Bond Comp, System Admin Storage Refresh, CPD Evolve Software, Marketing Printer, Transcripts Solution Lexmark
 - 2015 Revenue Bond
 - This report was presented with no comments.
 - 2015 Bond Program
 - An inquiry was made into the Maritime Fire Program. The cost of the procurement for the Maritime Fire trainer has doubled from approximately \$150,000 to \$300,000. Research is ongoing to assure the best value for the College and to better understand program needs. At this point, the architects have been granted permission to move forward with the design.
 - Generation Park - This report was presented with no comments.
 - Operating Funds (Discussion led by Bryan Jones)
 - Safety Metrics
 - Two minor incidents occurred in August. The first involved a College golf cart and a personal motor vehicle. Reports are not yet completed, but it appears as if the golf cart did not give way to the vehicle. No injuries were reported. The second incident occurred when a College vehicle clipped a trailer, damaging the bumper of the vehicle. No injuries were noted.
 - Schedule Updates
 - The College currently has nine (9) projects in work with fourteen (14) new project requests received.
 - Progress Updates
 - The South Campus Welcome Center renovation will be completed first with the North Campus Welcome Center following. The Welcome Center project will not impact Spring Registration. The project manager is working closely with the campus administrative dean to assure a smooth implementation.
 - The South Campus S8 roof repair and S9 roof pipe support projects are being shared between the College's Bond and Repair and Renovation (R&R) departments.
 - The Ellington EDGE Center which is being funded by a grant is progressing nicely. The flight simulator has been relocated and offices are under renovation with flooring installation and custom access doors.
 - Twenty-five (25) new leaks were noted throughout all campus after the most recent tropical storm. Many of the leaks were caused by windblown water; none resulted in major damage.
 - Financial Updates
 - Repair and Renovation - This report was presented with no comments.
- VI. Status of Delegation Of Authority
- No delegations are outstanding.
- VII. Adjournment – The meeting adjourned at 4:15 p.m.

Action Item “IX”
Regular Board Meeting October 7, 2019
Consideration of Approval of Amendment to the 2019-2020 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2019-2020 budget for restricted revenue and expenses related to grants.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$726,721, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-10-07-19

Attachment 2- Grant Detail-10-07-19

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Tomoko Olson

281-998-6146

tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
October 7, 2019

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education - Title V Developing Hispanic-Serving Institution Program - Integrated Planning and Advising System (IPAS) (New Grant - Year 1)</u>					
Federal Grant Revenue	538444	56700	554100	110000	(599,975)
Non-Instructional Labor	538444	56700	610000	465817	215,074
Fringe Benefits	538444	56700	651000	465817	69,901
Supplies	538444	56700	710000	465817	32,650
Travel	538444	56700	721000	465817	6,350
Contractual Svcs	538444	56700	731000	465817	52,000
Equipment	538444	56700	741000	465817	<u>224,000</u>
					\$ -
<u>U.S. Department of Labor - H1-B Scaling Apprenticeship Through Sector-Based Strategies (Adjustment*)</u>					
Non-Instructional Labor	531719	56700	610000	460961	(209,746)
Fringe Benefits	531719	56700	651000	460961	(58,729)
Contractual Svcs	531719	56700	731000	460961	1,622
Contractual Svcs - Sub-recipient	531719	56700	731550	460961	5,885,250
Contractual Svcs - Indirect costs	531719	56700	731500	620909	(26,847)
Student Aid - Scholarships	531719	56700	751009	520235	<u>(5,591,550)</u>
					-
<u>U.S. Department of Agriculture/U.S. Forest Service - Mass Timber University Grant Program (New Grant - Year 1)</u>					
Federal Grant Revenue	531005	56700	554100	110000	(100,000)
Contractual Svcs	531005	56700	731000	465817	18,000
Construction	531005	56700	791500	465817	<u>82,000</u>
					-
<u>U.S. Department of Education - TRiO Program Upward Bound V (Additional Funds - Year 3)</u>					
Federal Grant Revenue	538434	56700	554100	110000	(10,246)
Travel	538434	56700	721000	160112	5,000
Contractual Svcs - Indirect costs	538434	56700	731500	620909	400
Student Aid - Stipends	538434	56700	751009	520235	<u>4,846</u>
					-
<u>Office of Governor - National Incident-Based Reporting System (NIBRS) Grant (New Grant - Year 1)</u>					
State Grant Revenue	554001	56700	554200	110000	(16,500)
Contractual Svcs	554001	56700	731000	465854	4,500
Equipment/Software	554001	56700	741000	465851	<u>12,000</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 610,221
U.S. Department of Agriculture	100,000
Office of Governor	<u>16,500</u>
	<u>\$ 726,721</u>

U.S. Department of Education - Title V Developing Hispanic Serving Institutions Program - Integrated Planning and Advising System (IPAS) (New Grant – Year 1)

The Title V program is designed to assist Hispanic-Serving Institutions (HSIs) to expand educational opportunities improve the academic attainment of Hispanic students and other underrepresented populations including low-income and first generation students. The San Jacinto College program, Integrated Planning and Advising System (IPAS), aligns with the college's new strategic priorities for the next five years. The project supports the college's ability to implement key strategic initiatives and builds overall institutional capacity to improve outcomes for Hispanics and underrepresented populations served by San Jacinto College. The overall project goal is to 'Reform institutional advising capacity and delivery with bilingual and evidence-based intrusive student success strategies underpinned by technology-mediated solutions that streamline communication and access to information across campus to create an integrated planning and advising system.'

The key project activities include: (1) redesigning the advising model to include virtual advising and hiring additional advisors; (2) optimizing the usefulness and extending the utilization of existing IT and software solutions via a new student portal; (3) improving student/faculty communication with an institutionally-funded Customer Relationship Management software; and (4) facilitating faculty and staff training development around new advising model, curricula restructure, and new IT capacities. Total award is \$2,999,815, with a budget of \$599,975 for the first year of this five year grant.

U.S. Department of Labor - H1-B Scaling Apprenticeship Through Sector-Based Strategies (Adjustment)

Announced to the Board in August 2019, Texas is IT! (TXIT) apprenticeship project will train 5,000 apprentices and pre-apprentices over 48 months. The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") regulate these funds. In order to comply with Uniform Guidance requirements, adjustments to the budget are necessary which will increase expenditures in the Contractual Services and Sub-recipient categories and decrease expenditures in the Non-Instructional Labor, Fringe Benefits, Indirect Costs and Student Aid categories. There is no change in total revenue. The adjusted sub-recipient expenditures are for Alamo Community College, \$1,527,348; Austin Community College, \$1,512,096; Dallas Community College, \$1,464,195; IBM, \$4,111,500; Lockheed Martin, \$1,650,000; and Cerner Corporation, \$123,750.

U.S. Department of Agriculture/U.S. Forest Service - Mass Timber University Grant Program (New Grant – Year 1)

The College's 2015 Bond will fund a new, three-story mass timber classroom building, comprising approximately 120,000 gross square feet (GSF) on Central Campus. The design will contain instructional classrooms, computer and robotics labs, lecture hall, administrative offices,

and support spaces, as well as student collaboration areas. Grant revenue will be utilized to support a pre-qualification symposium to educate prospective contractors on mass timber requirements. Further, funds will be expended for code review and peer review costs that may be required for pre-construction education of building officials. Also included will be consultant fees for incremental design and constructability guidance provided to Design Architect/Engineer and for a third-party parallel cost study to compare the cost of traditional steel and concrete alternatives to the cost of the selected timber solution to enhance the case study only.

U.S. Department of Education - TRiO program - Upward Bound V (Additional Funds – Year 3)

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. This action is a result of the Department of Education providing more funds to all TRiO programs. This is year three of a five-year cycle.

Office of Governor - National Incident-Based Reporting System (NIBRS) Grant (New Grant – Year 1)

This project will add NIBRS compliant components to the existing automated reporting system used by the San Jacinto College Police department. The current automated reporting system lacks these required NIBRS reporting capabilities. Project will include system setup, plus end-user and NIBRS reporting training. The addition of this additional module will allow SJC officers to submit NIBRS compliant data to DPS.

**Action Item “X”
Regular Board Meeting September 9, 2019
Consideration of Approval of Policy III.3006.C, Animals on
College Property – Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (III.3006.C) on Animals on College Property.

BACKGROUND

The purpose of this policy is to inform students, employees, and community members about federal requirements of an institution and the rights of a service animal owner related to the use of service animals on College property. This policy is also to inform students and employees of the requirements for seeking an accommodation for the use of an emotional support animal and the requirements for requesting approval to bring an animal to be used for an instructional purpose on College property.

The proposed revised procedure will not be approved by the Board and is provided for informational purposes.

IMPACT OF THIS ACTION

At the June 3, 2019 Board meeting, a policy and procedure on service animals was presented to the Board for first reading. That same policy and procedure were sent to the College community for feedback. Based on the feedback that was received, significant changes are proposed for the policy and procedure. It is also proposed to change the name from Service Animals to Animals on College Property which incorporates all animal related items into one policy and procedure.

Because of the significant changes, the Animals on College Property policy and associated procedures were presented to the Board for first reading on September 9, 2019 and submitted for comments to the College community on September 6, 2019 through September 20, 2019. Two comments were received that resulted in changes to the policy and procedure (see summary of changes and track changes). Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Action Item “X”
Regular Board Meeting September 9, 2019
Consideration of Approval of Policy III.3006.C, Animals on
College Property – Second Reading

Attachment 2 – Policy III.3006.C, Animals on College Property (proposed policy)

Informational Items Only:

Attachment 3 – Procedure III.3006.C.a, Animals on College Property (proposed procedure)

RESOURCE PERSONNEL

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

Policies and Procedures Summary of Changes

New Policy Number: **III.3006.C**
Proposed Policy Name: **Animals on College Property**
Current Policy Number/Name: N/A

New Procedure Number: **III.3006.C.a**
Proposed Procedure Name(s): **Animals on College Property**
Current Procedure Number(s)/Name(s): N/A

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

Primary Owner:
Deputy Chancellor and College President
Vice Chancellor, Human Resources and Organizational and Talent Effectiveness

Secondary Owner:
Associate Vice Chancellor, Student Services,
Vice President, Human Resources

Summary of Changes:

- The policy and procedure includes provisions related to service animals, emotional support animals, and animals for instruction on college property.
- The College has acted in ways that are compliant with the federal legislation surrounding service animals on college property.
- Although having a policy and the procedure is not required, they show a good faith effort of the College as compliant with Titles II and III of the Americans with Disabilities Act (ADA) as it relates to service animals.
- The new policy specifically identifies dogs (and miniature horses, according to a separate ADA provision) as recognized service animals or psychiatric service dogs.
- The new policy provides a definition, general information, and function of service animals and psychiatric service dogs.
- The new policy differentiates service animals from emotional support animals.
- The new procedure identifies questions permitted to be asked of service animal owners.
- Although not required for students to register their service animals, the new procedure encourages students to visit with their respective Accessibility Services office to discuss their service animal and any other appropriate resources for the student. Employees should speak with Human Resources - Benefits Office regarding their service animal or other resources.
- The new policy and procedure directs individuals seeking to request an accommodation for the use of an emotional support animal.
- The new policy and procedure directs employees who are requesting the use of an animal for an instructional purpose.

Attachment 1

- Both the policy and procedure have been reviewed and approved by the College's Attorney, the Associate Vice Chancellor of Student Services, the Dean of Compliance and Judicial Affairs, the Deans of Student Development, the Deans of Health and Natural Sciences, the Vice Chancellor of Human Resources, and the Human Resources Benefits Team.

—The new policy directs individuals to the more specific new Procedure (# TBD) Animals on College Property.

- Language was added to clarify that employees should submit a maintenance request if a stray or wild animal is on a campus for more than a short duration. Facilities Services will then notify the appropriate agency to facilitate removal.
- Language was added to clarify that individuals can bring dogs on to campus for brief periods for outside activities, such as walking their dog on weekends or sporting events.
- Grammar changes submitted by editor.

Policy #~~III.3006.C~~, Animals on College Property

Purpose

This policy will inform students, employees, and community members about federal requirements of an institution related to animals and the rights of a service animal owner related to the use of service animals on ~~college~~-College property. The policy will also inform students, employees, and community members of their rights and responsibilities related to requesting an accommodation for an emotional support animal or for bringing an animal on ~~college~~-College property for an instructional purpose.

Policy

San Jacinto College (College) has provisions related to service animals, emotional support animals, and animals for instruction on ~~college~~-College property. The College seeks to promote safety, health, and hygiene in ~~college~~-College buildings, ~~college~~-College spaces, and the campus properties. Animals outside the scope of this policy are not allowed on ~~college~~-College property without review and approval by the respective member of the Strategic Leadership Team. ~~Refer to~~ Procedure #~~III.3006.C.a~~, Animals on College Property, ~~for~~ provides additional guidance on service animals, emotional support animals, and animals for instruction on ~~college~~-College property.

Service Animals

San Jacinto College supports individuals with disabilities who are accompanied by a service animal or psychiatric service dog on ~~college~~-College property. This policy refers to students and employees with disabilities as well as community members with disabilities who have business to conduct on ~~college~~-College property. In compliance with Titles II and III of the Americans with Disabilities Act (ADA), only dogs are recognized as service animals. A separate provision of the ADA allows trained miniature horses as service animals. A service animal or psychiatric service dog is individually trained to do work or perform tasks for an individual with a disability; the work or task must be directly related to the person's disability. Dogs or miniature horses not trained to perform tasks that mitigate the effects of a disability, including dogs used purely for comfort or emotional support, are NOT service animals. The act also clarifies that individuals with mental disabilities who use service animals trained to perform a specific task are protected by the ADA. ~~Refer to~~ Procedure ~~III.3006.C.a#~~, Animals on College Property, ~~for~~ provides information about the College's responsibilities as well as the service animal owner's responsibilities. Representing an untrained animal as a trained service animal is a misdemeanor and punishable under Texas law.

Emotional Support Animals

Emotional support animals are not considered service animals unless they have been trained to perform a specific task for ~~its~~their masters. Dogs not trained to perform tasks that mitigate the effects of a disability, including dogs used purely for comfort or emotional support, are NOT service animals. Therefore, animals that do not meet the definition of a service animal are not allowed on ~~college~~College property without asking for and receiving an accommodation. Students may request an accommodation for an emotional support animal ~~which~~that has been trained to perform a task, and these requests are reviewed by an Accessibility Services Counselor. Employees may request an accommodation for an emotional support animal by contacting Human Resources, ~~–~~Benefits.

Animals on College Property for Instruction

Animals (living and non-living) that are used specifically to further an instructional purpose as part of a ~~college~~College or district program or course may be permitted on ~~college~~College property if approved by the respective Instructional Dean. The use of animals for research or testing purposes is strictly prohibited. Performing any sort of invasive procedure on an animal is also prohibited. ~~Refer to~~ Procedure #III.3006.C.a, Animals on College Property, ~~for~~provides additional guidance, requirements and restrictions.

Definitions

College Property: Property, whether indoors or outdoors, located within the ~~State~~state of Texas that is owned, operated, leased, occupied, or controlled by the College. This includes, but is not limited to all buildings, classrooms, laboratories, auditoriums, library buildings, offices, athletic facilities, any other structures, grounds, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

Service Animal: Per Title II and Title III of the Americans with Disabilities Act (ADA), *service animal* means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Psychiatric Service Dog: A service dog trained to assist an individual with a psychiatric disability or mental disability including, but not limited to, post-traumatic stress disorder, schizophrenia, depression, anxiety, and bipolar disorder.

Emotional Support Animal: A companion animal that provides some benefit for an individual with a disability. An emotional support animal is not considered a service animal or a psychiatric service dog.

Instructional Animal: A living or non-living animal that is used specifically to further an instructional purpose as part of a ~~college~~College or district program.

Attachment 2 – Proposed Policy

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

Associated Procedures

Procedure [#III.3006.C.a](#), Animals on College Property

Date of Board Approval	Anticipated October 7, 2019
Effective Date	Anticipated October 8, 2019
Primary Owner	Deputy Chancellor & President Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Associate Vice Chancellor, Student Services Vice President, Human Resources

Procedure #III.3006.C.a, Animals on College Property

Associated Policy

Policy #III.3006.C, Animals on College Property

Procedures

San Jacinto College supports an individual's right to bring and to request to bring an animal on college property. The College seeks to promote safety, health, and hygiene on college property. The College has procedures related to service animals, emotional support animals, and animals for instruction on college property. Students who have questions about bringing an animal or pet on College property, that is not considered a service animal, must discuss their interest with any college leader or an Accessibility Services Counselor. Employees who have questions about bringing an animal or pet on College property, that is not considered a service or instructional animal, must contact Human Resources – Benefits. Special events involving animals on college property must be submitted for approval to the Student Engagement and Activities offices on each campus at least two or more months in advance of the event. Requests for bringing an animal for instructional purposes on college property must be submitted for approval to the respective Instructional Dean. Requests outside the scope of this procedure for bringing an animal on college property must be submitted for approval to the respective member of the Strategic Leadership Team.

San Jacinto College has the right to remove from college property any animal causing a disturbance, without any prior approval. Problems include, but are not limited to: incessant noise, harassing or intimidating behavior towards people, or damage of college property or the property of other students or employees while on college property. If a stray animal is on College property for longer than a brief period, a request should be submitted to the Facilities Department [email: Maintenance.Request@sjcd.edu] who will contact the city or the appropriate agency to have the animal safely removed. Domestic animals, such as dogs, are allowed outdoors on College property for walks or a scheduled event. The animal must be leashed, and the owner must be in control of the domestic animal at all times.

Individuals found in violation of this procedure and the associated policy may be subject to investigation by either the Campus Police Department, the Compliance & Judicial Affairs office, or Human Resources.

Service Animals

San Jacinto College supports individuals with disabilities who are accompanied by a service animal at any of the College's locations. In compliance with Titles II and III of the Americans with Disabilities Act (ADA), only dogs are recognized as service animals. Miniature horses are recognized as service animals per a separate ADA provision. A service animal or psychiatric service dog is individually trained to do work or perform tasks for an individual with a disability; the work or task must be directly related to the person's disability. Dogs or miniature horses not trained to perform tasks that mitigate the effects of a disability, including dogs used

purely for comfort or emotional support, are NOT service animals. Per the ~~Americans with Disabilities Act (ADA)~~, only the following questions are permitted to be asked ~~in regards to~~ ~~regarding~~ service animals:

1. Is the animal necessary to assist with the individual's disability? Note: ~~You~~ College employees cannot ask the person what the individual's disability is or ask for documentation of the disability.
2. What work and/or task is the service animal trained to perform? Note: ~~You~~ College employees cannot request that the service animal perform the task and ~~you~~ cannot ask for documentation for the service animal.

In compliance with ADA, the service animal must be permitted to accompany the individual with a disability in all areas of the College where students, employees, and the public are normally allowed to go. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals per ADA law. In addition, ADA law does not require service animals to wear a vest, ID tag, or specific harness.

If a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded or asked to be removed from the premises. Also, if admitting service animals would fundamentally alter the nature of the service or program or there is a legitimate safety requirement, the service animal may be prohibited. If a service animal is excluded, the individual with a disability must be given the opportunity to participate in the service, program, or activity without having the service animal on the premises.

~~Students~~ ~~The College encourages students are encouraged~~ to inform Accessibility Services on their respective campus, center, or location about their service animal including, but not limited to, discussing additional support services. ~~Employees~~ ~~The College encourages employees~~ who require the support of a service animal ~~are encouraged~~ to contact Human Resources, —Benefits Office.

Service Animals In-Training

An individual with a service animal in-training may bring the service animal to College locations only under the following conditions:

- Service animal is accompanied by an approved trainer who is an agent of an organization recognized as reputable and competent to provide such training.
- An individual submits proof to Accessibility Services or Human Resources that the individual is an approved trainer as required in Texas Human Resources Code Sec. 121.003.
- Service animal is adequately under the control of the trainer.

Representing an untrained animal as a trained service animal is a misdemeanor and punishable under Texas law.

Emotional Support Animals

Emotional support animals generally are not considered service animals. Animals not trained to perform tasks that mitigate the effects of a disability, including animals used purely for comfort or emotional support, are NOT service animals. Therefore, animals that do not meet the definition of a service animal are not allowed on ~~college~~ College property without asking for or receiving an accommodation. Students may request an accommodation for an emotional support animal, and these requests are reviewed by an Accessibility Services Counselor. Employees may request an accommodation for an emotional support animal by contacting Human Resources, Benefits.

Responsibilities of the Service or Emotional Support Animal Owner

The following are a list of responsibilities for owners of service or emotional support animals and service animals in-training. These apply regardless of whether students inform or do not inform Accessibility Services; or whether employees inform or do not inform Human Resources that they have a service or emotional support animal on ~~college~~ College property. Owners must:

- Ensure the animal has all required vaccinations (including the rabies vaccine) and provide the required documentation upon request.
- Ensure the animal has its required license from the city or state in which it is registered.
- Assume personal responsibility for damage to any ~~college~~ College property and/or harm to others caused by the animal while at a College location or attending College-sponsored events. San Jacinto College, its employees, agents, and officers will not be held liable for any claims or costs.
- Ensure care, control, and supervision of the animal are the sole responsibility of the owner. San Jacinto College will not provide care, food, or special location for the animal.
- Ensure ~~animals are~~ the animal is clean and curbed at all times while at College locations.
- Ensure ~~animals are~~ the animal is harnessed, leashed, or tethered, unless these devices interfere with the animal's work or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- Ensure ~~animals are~~ the animal is housebroken, and recognize that the owner is responsible for *immediate* cleanup of animal waste from any College building or grounds, which must be disposed of in a closed plastic bag in an exterior trash receptacle.
- Remove the animal from the premises/classroom if unacceptable behavior is exhibited that cannot be effectively controlled, e.g., continuous barking, growling, jumping on people, or posing a threat or nuisance.
- Understand that a violation of this procedure by students may result in disciplinary action pending an investigation coordinated by the Compliance & Judicial Affairs office and/or possibly other College offices. Violation of this procedure by employees; may result in disciplinary action pending an investigation by the employee's leader in conjunction with Human Resources.

Service and Emotional Support Animals in Laboratories and Clinical Settings:

Service and emotional support animals may be excluded from certain areas such as operating rooms or laboratories where the animal's presence may compromise a sterile environment. In teaching labs where hazardous materials may harm a service or emotional support animal, the faculty member should conduct an individualized risk assessment to determine any potential safety risks. If admitting service or emotional support animals would fundamentally alter the nature of the service or program or there is a legitimate safety requirement, the service or emotional support animal may be prohibited. If a service or emotional support animal is excluded, the individual with a disability must be given the opportunity to participate in the service, program, or activity without having the service or emotional support animal on the premises.

Animals on College Property for Instruction

Animals (living and non-living) that are used specifically to further an instructional purpose as part of a ~~college~~ College or district program or course may be permitted on ~~college~~ College property if approved by the respective Instructional Dean. The use of animals for research or testing purposes is strictly prohibited. Performing any sort of invasive procedure on an animal is also prohibited.

The faculty member or responsible party who wishes to bring an animal on ~~college~~ College property for a one-time display as part of a class is required to comply with ~~college~~ College procedures and follow the appropriate protocol for approval prior to bringing the animal on ~~college~~ College property. This approval may require a certificate of insurance, proof of current animal vaccinations, and animal health certificates. ~~It is prohibited~~ The College prohibits for animals ~~to be from being~~ housed overnight on ~~college~~ College property (including in faculty or staff offices and labs).

Instructional Animal Requests

Requests to allow an animal to participate in instruction must be made in writing to the respective Instructional Dean and include:

- The name of the faculty member and/or responsible party;
- The course name, rubric, and number;
- The type of animal being requested to be on ~~college~~ College property;
- The instructional purpose and justification;
- The student learning outcome(s) the faculty member is attempting to attain;
- The number of students in the class; and
- The duration of time the animal will be on ~~college~~ College property.

Responsibilities of the Instructional Animal Owner or Responsible Party:

- Ensure the instructional animal has all required vaccinations (including the rabies vaccine) and provide the required documentation upon request.

- Ensure the instructional animal has its required license from the city or state in which it is registered.
- Assume personal responsibility for damage to any ~~college~~ College property and/or harm to others caused by the instructional animal while at a College location or attending College-sponsored events. San Jacinto College, its employees, agents, and officers will not be held liable for any claims or costs.
- Ensure care, control, and supervision of the instructional animal are the sole responsibility of the owner. The College prohibits the use of San Jacinto College funds to provide care, food, transportation, or special location for the instructional animal ~~is~~ prohibited.
- Ensure the instructional animal is clean and curbed at all times while at College locations.
- Ensure the instructional animal is harnessed, leashed, tethered, or in a caged enclosure.
- Ensure the instructional animal is housebroken, and recognize that the owner is responsible for *immediate* cleanup of animal waste from any College building or grounds, which must be disposed of in a closed plastic bag in an exterior trash receptacle.
- Remove the instructional animal from the premises/classroom if unacceptable behavior is exhibited that cannot be effectively controlled, e.g., continuous barking, growling, jumping on people, or posing a threat or nuisance.
- Understand that a violation of this procedure by employees, may result in disciplinary action pending an investigation by the employee's leader in conjunction with Human Resources.

Definitions

College Property: Property, whether indoors or outdoors, located within the State-state of Texas that is owned, operated, leased, occupied, or controlled by the College. This includes, but is not limited to all buildings, classrooms, laboratories, auditoriums, library buildings, offices, athletic facilities, any other structures, grounds, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

Service Animal: Per Title II and Title III of the Americans with Disabilities Act (ADA), *service animal* means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Psychiatric Service Dog: A service dog trained to assist an individual with a psychiatric disability or mental disability including, but not limited to, post-traumatic stress disorder, schizophrenia, depression, anxiety, and bipolar disorder.

Emotional Support Animal: A companion animal that provides some benefit for an individual with a disability. An emotional support animal is not considered a service animal or a psychiatric service dog.

Instructional Animal: A living or non-living animal that is used specifically to further an instructional purpose as part of a ~~college~~ College or district program.

Attachment 3 – Proposed Procedure

Date of SLT Approval	August 27, 2019
Effective Date	Anticipated October 8, 2019
Associated Policy	Policy # III.3006.C , Animals on College Property
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President Vice Chancellor, Human Resources and Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services Vice President, Human Resources

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to Policy V-A on Budget Preparation.

BACKGROUND

The annual budget preparation process is guided by state law and local procedures and practices. The attached policy and procedure on budget preparation combine the requirements of state law with the College’s requirements that:

- The Chancellor is the responsible official charged with budget development.
- The budget conform to the requirements of state law.
- The budget be developed according to an internally developed calendar.
- Budget development process provide for adequate communication of the proposed budget to taxpayers.
- The budget development process provide the requirements for adoption.

IMPACT OF THIS ACTION

Approval of the Budget Preparation Policy will formalize the Board’s expectations of how the College’s budget will be developed, communicated, and adopted. The policy will also provide a framework for evaluating administration’s management of the budget program.

This policy and associated procedure were presented to the Board for first reading on September 9, 2019 and sent to the College community on September 6, 2019 through September 20, 2019. One comment was received, which resulted in four grammatical changes (see attachment 3 – track changes).The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

Evaluation of management’s compliance with the Budget Preparation Policy will be examined by the College’s independent auditors as a routine component of their annual examination. Reporting to the Board will be according to the annual budget calendar.

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy V-A: Policy on Budget Preparation

Action Item “XI”
Regular Board Meeting October 7, 2019
Consideration of Approval of Policy III.3001.E, Budget Preparation – Second
Reading

Attachment 3 – Policy III.3001.E, Budget Preparation (proposed policy with tracked changes)

Informational Items Only:

Attachment 4 – Procedure III.3001.E.a, Budget Preparation (proposed procedure)

RESOURCE PERSONNEL

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

Policies and Procedures Summary of Changes

New Policy Number: **III.3001.E**

Proposed Policy Name: **Budget Preparation**

Current Policy Number/Name: **V-A: Policy on Budget Preparation**

New Procedure Number: **III.3001.E.a**

Proposed Procedure Name(s): **Budget Preparation**

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: New

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-v-policy-budget-preparation>

Primary Owner: Chancellor

Secondary Owner: Vice Chancellor, Fiscal Affairs

Summary of Changes:

Policy Changes

- Transition to new policy format
- Added a Purpose statement
- Added Budget Amendments section
- Added reference and verbiage to the Preparation section related to Texas Administrative Code Title 19 Rule 13.45
- Added the locations in the Availability of Proposed Budget section
- Added where copies shall be sent and kept in the Budget Adoption section

Procedure Changes

New procedure encompasses operational aspects of budget preparation that are at the discretion of the College, including planning method and emphasis, budget calendar and budget reporting.

Policy V-A: Policy on Budget Preparation

BUDGET OFFICER	The Chancellor shall serve as budget officer for the District	Education Code 44.002
DUTIES	<p>The budget officer's duties shall include:</p> <ol style="list-style-type: none"> 1. Responsibility for the preparation of a budget covering estimated revenue and proposed expenditures of the District for the following year. 2. Ensuring that proper records are kept and that copies of all budget forms, and all other reports are filed with the proper authorities at the proper times 	Education Code 44.002, 44.003
DEPUTY BUDGET OFFICER	<p>The Chancellor shall designate the Vice Chancellor of Fiscal Affairs as deputy budget officer. The deputy budget officer shall assist in professional and technical aspects of the budget preparation. Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the strategic plan and annual operating goals of the College and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities</p>	Education Code 23.43
BUDGET PLANNING	<p>The Chancellor or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the District.</p>	
REQUIREMENTS	<p>The budget shall conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools</p>	
PREPARATION	<p>The budget must be itemized in detail according to classification and purpose of expenditure and shall be in the format required by the "Annual Financial</p>	19 TAC 13.2

Attachment 2 – Current Policy

AVAILABILITY OF PROPOSED BUDGET

Reporting Requirements for Public Community and Junior Colleges in Texas."

After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection during regular business hours.

After the proposed budget has been prepared, the Board Chair shall call a Board meeting for the purpose of adopting a budget for the succeeding fiscal year. Any taxpayer of the District may be present and participate in the hearing.

The meeting must comply with the notice requirements of the Open Meetings Act.

The annual public hearing on the proposed budget shall be conducted as follows:

PUBLIC MEETING ON THE BUDGET

1. The Board Chairman shall request at the beginning of the hearing that all persons who desire to speak should register and speak.
2. Prior to the beginning of the hearing, the Board may establish time limits for speakers and may determine the number of speakers for group presentations.
3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
4. No officer or employee of the District shall be required to respond to questions from speakers at the hearing.

Education Code 44.004; Gov't Code 551.041, 551.043

BUDGET ADOPTION

The budget may be amended at any time during the fiscal year. The District shall develop procedures for budget amendments.

No public funds of the District may be spent in any manner other than as provided for in the budget adopted by the Board. The District shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation.

Education Code 44.006; Tx. Const. Art. III, Sec. 52; Brazoria County v. Perry, 537 S.W.2d 89 (Civ. App. 1976); Tx. Const. Art. III, Sec. 53; Harlingen ISD v. C.H. Page and Bro., 48 S.W.2d 983 (Comm. Appl. 1932)

AUTHORIZED EXPENDITURES

The District shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in

Attachment 2 – Current Policy

COMMITMENT OF
CURRENT
REVENUE

part. Nor shall the District pay or authorize the payment of any claim against the District under any agreement or contract made without authority of law.

A contract for the acquisition, including lease, of real or personal property is a commitment of the District's current revenue only, provided the contract contains either or both of the following provisions:

- Retains to the Board the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.
- Is conditioned on a best efforts attempt by the Board to obtain and appropriate funds for payment of the contract

REPORTING

The Vice Chancellor of Fiscal Affairs will provide the Board of Trustees a monthly financial report that includes balance sheets for all College operating funds as well as a status of current budgeted revenues and expenditures.

Policy #:

V-A

Policy Name:

Policy on Budget Preparation

Pages:

2

Adopted Date:

March 2, 1981

Revision/Reviewed Date:

May 2, 1994; September 8, 1997; February 5, 2008; and April 7, 2008

Effective Date:

March 2, 1981; May 2, 1994; September 8, 1997; February 5, 2008; and April 7, 2008

Associated Procedure:

Policy #III.3001.E, Budget Preparation

Purpose

The purpose of this policy is to provide guidance surrounding the annual budget process for San Jacinto College (College).

Policy

The College shall produce a budget annually that conforms to the requirements of the Texas Higher Education Coordinating Board ([THECB](#)) and that meet the standards of the [Southern Association of Colleges and Schools Commission on Colleges](#) ~~Commission on Colleges of the Southern Association of College and Schools~~([SACSCOC](#)).

Budget Officer

The Chancellor shall serve as budget officer for the College.

Duties

The budget officer's duties shall include:

1. Responsibility for the preparation of a budget covering estimated revenue and proposed expenditures of the College for the following year.
2. ~~Ensuring Maintenance of that~~ proper records ~~are kept~~ and ~~responsibility to file that~~ copies of all budget forms; and all other reports ~~are filed~~ with the proper authorities at the proper times.

Deputy Budget Officer

The Chancellor shall designate the Vice Chancellor of Fiscal Affairs as deputy budget officer. The deputy budget officer shall assist in professional and technical aspects of the budget preparation.

Preparation

In accordance with Texas Administrative Code, Title 19, Rule 13.45, the annual budgets shall:

1. Include general revenue, local funds, and estimated institutional funds;
2. Include detail by department for current and prior year;
3. Include a summary by functional categories for current and prior year;
4. Include a summary of the instructional budget for the current and preceding year;
5. Include a summary by amount and method of finance for each listed informational item in the general appropriation act; and
6. Be prepared within the limits of revenue available.

Availability of Proposed Budget

After the proposed budget is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection at the College ~~and~~ District's administrative offices during regular business hours.

Public Hearing on the Budget

After the proposed budget has been prepared, the Board Chair shall call a public hearing for the purpose of adopting a budget for the succeeding fiscal year. Any member of the general public may be present and participate in the hearing. The hearing must comply with the notice requirements of the Open Meetings Act.

The annual public hearing on the proposed budget shall be conducted as follows:

1. The Board Chair~~man~~ shall request at the beginning of the hearing that all persons who desire to speak should register.
2. Prior to the beginning of the hearing, the Board may establish time limits for speakers and may determine the number of speakers for group presentations.
3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
4. No officer or employee of the College shall be required to respond to questions from speakers at the hearing.

Budget Adoption

The Board shall adopt a budget on or before August 31 annually. The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College's approved purchasing procedures. The expenditure of funds shall be under the direction of the Chancellor or designee who shall ensure that funds are expended in accordance with the adopted budget.

Copies of each annual budget shall be furnished to the ~~Texas Higher Education Coordinating Board, THECB,~~ the Legislative Budget Board, the Governor's Budget and Planning Office, and the Legislative Reference Library by December 1 of each year. Annual budgets are provided to other related parties as required.

Copies shall be maintained in the College libraries and on the College website.

Authorized Expenditures

No public funds of the College may be spent in any manner other than as provided for in the budget adopted by the Board. The College shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation.

The College shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in

whole or in part. Nor shall the College pay or authorize the payment of any claim against the College under any agreement or contract made without authority of law.

Commitment of Current Revenue

A contract for the acquisition, including lease, of real or personal property is a commitment of the College's current revenue only, provided the contract contains either or both of the following provisions:

1. Retains to the Board the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.
2. Is conditioned on a best efforts attempt by the Board to obtain and appropriate funds for payment of the contract

Budget Amendments

The Board may amend the budget at any time during the fiscal year. The Chancellor or designee shall develop procedures for budget amendments.

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

Associated Procedures

Procedure [#III.3001.E.a](#), Budget Preparation

Date of Board Approval	Anticipated October 7, 2019
Effective Date	Anticipated October 8, 2019
Primary Owner	Chancellor
Secondary Owner	Vice Chancellor, Fiscal Affairs

Procedure III.3001.E.a, Budget Preparation

Associated Policy

Policy III.3001.E, Budget Preparation

Procedures

Budget Planning

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the strategic plan and annual operating goals of the College and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

Calendar

The Chancellor or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the District.

Reporting

The Vice Chancellor of Fiscal Affairs will provide the Board of Trustees a monthly financial report that includes balance sheets for all College operating funds as well as a status of current budgeted revenues and expenditures.

Date of SLT Approval	September 3, 2019
Effective Date	Anticipated October 8, 2019
Associated Policy	Policy III.3001.E, Budget Preparation
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Budget Control

Action Item “XII”
Regular Board Meeting October 7, 2019

Consideration of Approval of Policy III.3007.B, Contract Authority – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the new Contract Authority Policy (III.3007.B) and rescind current Policy V-M: Contract Compliance.

BACKGROUND

The purpose of this new policy will address and clarify the authority to contract for goods and services on behalf of the College. The new policy for Contract Authority will replace the previous policy on Contract Compliance (Policy V-M).

The proposed procedure will not be approved by the Board and is provided for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedure were presented to the Board for first reading on September 9, 2019 and sent to the College community on September 6, 2019 through September 20, 2019. One comment was received, which resulted in three grammatical changes (see attachment 3 and 4 – track changes). The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy V-M: Policy on Contract Compliance (current policy – recommend rescission)

Attachment 3 – Policy III.3007.B, Contract Authority (proposed policy with tracked changes)

Informational Items Only:

Attachment 4 – Procedure III.3007.B.a, Contract Authority (proposed procedure with tracked changes)

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Ann Kokx-Templet

281-998-6103

ann.kok-templet@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **III.3007.B**
Proposed Policy Name: **Contract Authority**
Current Policy Number/Name: V-M: Policy on Contract Compliance (rescind)

New Procedure Number: **III.3007.B.a**
Proposed Procedure Name(s): **Contract Authority**
Current Procedure Number(s)/Name(s): N/A

Action Recommended for Policy:
New and Rescind
Action Recommended for Procedures: New

Primary Owner: Vice Chancellor, Fiscal Affairs
Secondary Owner: Chief Procurement Officer

Summary of Changes:

- Replacement of the previous policy to establish a clear line of authority related to contracts entered into on behalf of the College
- Increase the threshold for purchase contracts that require Board approval from \$50,000 to \$100,000. The higher threshold for Board approval of procurement will expedite purchases of goods and services needed by the College by approximately thirty days. Purchases in excess of \$50,000 will continue to be formally sourced as required by state statute. ~~Purchases above \$50,000 but less than \$100,000 will be approved administratively and reported monthly to the Board as a consent item for 2020, the crossover year.~~

Note: This was changed based on comments by Board members during the September 9, 2019, Board Workshop.

- Addition of a provision that allows administration to amend contracts by up to 10 percent of the approved amount, not to exceed \$50,000.

Policy V-M: Policy on Contract Compliance

It is the policy of San Jacinto College that all contracts entered into by SJCD and all those involved in the procurement process must comply with applicable laws, policies, and procedures and shall perform their responsibilities in a fiscally prudent and ethical manner. The Board of Trustees delegates to the office of the Vice Chancellor of Fiscal Affairs the authority to implement and administer appropriate procedures to enforce this policy.

Policy #:

V-M

Policy Name:

Policy on Contract Compliance

Pages:

1

Adopted Date:

Revision/Reviewed Date:

Effective Date:

Associated Procedure:

Policy III.3007.B, Contract Authority

Purpose

This policy will address the authority and requirements related to the contracting for goods or services on behalf of San Jacinto College (College).

Policy

All contract activities of ~~San Jacinto Community~~the College will be in accordance with state law and Board policy.

Authority

The Board delegates to the Chancellor or designee the authority to determine the type and duration of a contract and to authorize the appropriate action to ensure the ongoing operations of the College in accordance with Board policy, state and federal law, and the College budget.

The following types of contracts will require Board approval:

1. Employment contracts;
2. Purchases or sales of real property;
3. Leases with a term exceeding one year (including options to renew) that have a cumulative expenditure of \$100,000 or more over the contract term;
4. Revenue leases and revenue rental agreements exceeding a term of five years (excluding optional renewal periods);
5. Contracts involving the sale of intellectual property or technology transfer; and
6. Purchase contracts valued at \$100,000 and above.

The Board grants the Chancellor or designee the authority to approve amendments to contracts up to ten percent of the approved amount, not to exceed \$100,000, and to accelerate the timing of spending within the contract when needed to conduct College business and accomplish strategic priorities in a timely manner.

The Board delegates to the Chancellor or designee the authority to contract without prior Board approval for the replacement, construction, or repair of College equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College students and staff in the event of a catastrophe, emergency, or natural disaster.

This policy applies to contracts related to the purchase of tangible property and/or services.

Signature Authority

The Chancellor will have the authority to initiate and execute contracts valued up to \$100,000. All contracts will be executed in accordance with College policy and procedures. The Chancellor will enact a procedure to delegate this authority.

No employee or agent of the College will have the authority to enter into any contract on behalf of the College, except as otherwise expressly provided by this policy. If a College employee signs a contract without authority, or falsely represents to a third party that he or she has authority to sign a contract, the employee may be held personally responsible to the third party in

Attachment 3 – Proposed Policy

accordance with law. An agreement that is not expressed in writing and approved and executed in accordance with this policy will not be binding or enforceable against the College.

An employee who signs a contract or seeks to bind the College to an agreement in violation of this policy may be subject to discipline, up to and including discharge of employment.

Definitions

Contract: An agreement between two or more parties that is intended to have legal effect to create a financial commitment or obligation of the College. A contract may include, but is not limited to, goods and service agreements, memoranda of understanding, letters of intent, leases [agreements](#), rental agreements, grant awards, purchase orders, sole source contracts, cooperative contracts, interlocal contracts, and job order contracts.

Purchasing Contract: Any contract that requires an expenditure of College funds, regardless of the funding source.

Purchase Order: A contract that legally binds the College to purchase goods and services.

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

Associated Procedures

Procedure III.3007.B.a, Contract Authority

Date of Board Approval	Anticipated October 7, 2019
Effective Date	Anticipated October 8, 2019
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief Procurement Officer

Procedure III.3007.B.a, Contract Authority

Associated Policy

Policy III.3007.B, Contract Authority

Purpose

This procedure will establish contract authority for purposes of approval and execution of purchase orders, contracts, contract modifications, memoranda of understanding, letters of intent, leases agreements, and rental agreements.

Delegation of Authority

Subject to the Board Policy Contract Authority and review of contracts by the Contracts and Purchasing Services or outside counsel (as applicable), the Chancellor delegates authority for purposes of approval and execution of purchase orders, contracts, contract modifications, memoranda of understanding, letters of intent, leases agreements, rental agreements, and grant awards as follows:

1. The Vice-Chancellor, Fiscal Affairs may execute:
 - a. Any contract, contract modification, memoranda of understanding, letters of intent, leases agreements, rental agreements, and grant awards less than \$100,000; and
 - b. After appropriate approval by the Board of Trustees, contracts, contract modifications, and purchase orders of any amount.
2. Chief Procurement Officer may execute:
 - a. All purchase orders issued in accordance with Board policy, state law, and the College budget.
 - b. Applications to establish a credit account with suppliers for purchases made in accordance with College policy and procedures.

Additional Delegations

The Chancellor or Vice Chancellor, Fiscal Affairs may issue additional delegations of authority in writing for a defined duration, for the approval and execution of purchase orders, contracts, contract modifications, memoranda of understanding, letters of intent, leases agreements, rental agreements, and grant awards from time to time as necessary.

Dollar Threshold

The dollar thresholds for approval shall be based upon the total length of the proposed contract and any automatic renewal periods but excludes any optional renewal periods.

Contract Review

All contracts and contract modifications shall be reviewed and approved for legal form and sufficiency by the Contracts and Purchasing Services office or outside counsel, unless notified otherwise in writing by the Chancellor or designee.

Contract modifications that increase the contract value shall be approved by the corresponding delegation of authority for the revised total contract amount, including obtaining Board approval in accordance with Board policy, if necessary.

Definitions

Contract: An agreement between two or more parties that is intended to have legal effect to create a financial commitment or obligation of the College. A contract may include, but is not limited to, goods and service agreements, memoranda of understanding, letters of intent, lease [agreements](#), rental agreements, grant awards, purchase orders, sole source contracts, cooperative contracts, interlocal contracts, and job order contracts.

Date of SLT Approval	September 4, 2019
Effective Date	Anticipated October 8, 2019
Associated Policy	Policy III.3007.B, Contract Authority
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Chief Procurement Officer

**Action Item “XIII”
Regular Board Meeting October 7, 2019
Consideration of Adoption of Ad Valorem Property Tax Rate**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve and adopt a 2019 tax rate of \$0.178169 per \$100 valuation of taxable property located within the San Jacinto Community College District.

The total tax rate of \$0.178169 is distributed as \$0.117251 for the purpose of maintenance and operation of the College, and \$0.060918 for the purpose of paying debt service requirements on the College’s outstanding general obligation bonds. The debt tax rate is calculated using current appraisal values to generate sufficient revenue for the required debt service payments adjusted for anticipated collection rates.

BACKGROUND

The recommended 2019 tax rate of \$0.178169 per \$100 valuation is approximately \$0.001 lower than the prior year rate of \$0.179329. Due to growth in the tax base, the rate would have been less except for the issuance of \$150 million in voter approved bond debt during February 2019. This is the second issuance from the total voter approved bond debt of \$425 million with the remaining \$125 million of bond debt to be issued at a future date.

The recommended 2019 tax rate is above the calculated effective tax rate of \$0.165837. In order for the College to adopt a tax rate above the effective tax rate, the State of Texas Truth-In-Taxation laws require that the College publish newspaper notices of tax increases and hold public hearings related to the proposed rate. The College has met State of Texas requirements and held public hearings to receive input on the proposed tax rate on September 24, 2019 and September 27, 2019.

The average taxable value of a residence homestead in San Jacinto Community College District this year is \$120,490. If the governing body adopts the proposed tax rate of \$0.178169 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$214.68.

IMPACT OF THIS ACTION

Establishment of the 2019 property tax rate will satisfy the requirement that a rate be adopted within 60 days of delivery of the certified tax rolls, which are dated August 13, 2019.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Certified property tax values for the 2019 tax year were received from the Harris County Appraisal District (HCAD) on August 13, 2019. The certified tax roll values for 2019 are \$61.52 billion which is \$6.7 billion (12.22%) higher than the prior year valuations.

Action Item “XIII”
Regular Board Meeting October 7, 2019
Consideration of Adoption of Ad Valorem Property Tax Rate

Based on historical trends of value realized from properties under protest and HCAD work in process at the certification date, property tax revenue realized for the 2019-2020 budget will be sufficient to realize the \$72.13 million tax revenue budget for maintenance and operations. The debt service tax rate is calculated at the actual rate needed to generate sufficient revenue to pay the interest and principal requirements on outstanding general obligation debt. The proposed debt service rate of \$0.060918 is higher than last year’s rate of \$0.052119.

MONITORING AND REPORTING TIMELINE

Property tax revenues are subject to audit by the College’s external auditors.

ATTACHMENTS

Attachment 1 – 2019 Tax Levy Order

RESOURCE PERSONNEL

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

TAX LEVY ORDER

AN ORDER LEVYING A TAX OF \$0.178169 PER ONE HUNDRED DOLLAR VALUATION OF TAXABLE PROPERTY FOR THE YEAR 2019 FOR THE SUPPORT AND MAINTENANCE OF SAN JACINTO COMMUNITY COLLEGE DISTRICT AND TO PAY THE PRINCIPAL AND INTEREST ON OUTSTANDING BONDS OF THE DISTRICT AND PROVIDING FOR STATEMENTS CONCERNING COLLECTION AND EXPENDITURES OF FUNDS BY OFFICIALS.

IT IS THEREFORE ORDERED by the Board of Trustees of San Jacinto Community College District that there is hereby levied and there shall be collected for year 2019, for the use and support of San Jacinto Community College District upon all property, real, personal and/or mixed, within the boundary and limits of the San Jacinto Community College District, subject to taxation, a tax of \$0.178169 on each One Hundred Dollars (\$100.00) valuation levied and apportioned for the purpose of the maintenance and support of the San Jacinto Community College District, including current expenses and for the construction and/or equipment and/or maintenance and/or purchase of buildings and grounds for such District, and/or Bonds issued and to be issued for the construction and/or equipment of buildings and/or acquisition of sites therefore, and principal and interest on sinking funds of such Bonds:

- A. The amount of \$0.117251 cents of said \$0.178169 tax levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of maintenance of the public college in said San Jacinto Community College District.**

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

- B. The amount of \$0.060918 of the tax of \$0.178169 levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of paying interest on and principal on the outstanding building bonds of said District.**

THAT all monies collected under this Order for the purpose therein stated, be, and the same is hereby appropriated and set apart for such purposes, and that the person designated as the Assessor and Collector of taxes for the San Jacinto Community College District and Comptroller and/or Vice Chancellor of Fiscal Affairs of the San Jacinto Community College District shall keep these accounts so as to show the amount collected, the amount expended, and the amount on hand at any time, belonging to such funds, IT IS HEREBY made the duty of the Tax Assessor and Collector to deliver to the Treasurer and/or Secretary of the District, at the time of depositing monies a statement showing such deposits are made and from what source received.

PASSED AND APPROVED this the 7th day of October 2019.

ATTEST: SAN JACINTO COMMUNITY COLLEGE DISTRICT

**BY _____
Secretary, Board of Trustees**

**BY _____
Chair, Board of Trustees**

Action Item “XIV”
Regular Board Meeting October 7, 2019
Consideration of Approval of Interlocal Agreements with
Independent School Districts for a STEM Grant

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve interlocal agreements between San Jacinto Community College District (SJCCD) and the following Independent School Districts (ISD): Channelview ISD, Deer Park ISD, Galena Park ISD, La Porte ISD, Pasadena ISD, and Sheldon ISD.

BACKGROUND

In accordance with Subchapter B, Section 791.011 of the Texas Government Code and Chapter 271 of the Local Government Code, the College may enter into an interlocal contract with another local governmental entity to perform governmental functions and services. Use of an interlocal contract between two or more such parties is one of the approved methods of procurement for the College in accordance with Section 44.031 (4) of the Texas Education Code.

These agreements will allow the College to partner with the aforementioned ISDs for a grant-funded program to build a pipeline of science, technology, engineering, and mathematics (STEM) content for underserved and low-income learners.

IMPACT OF THIS ACTION

The College is the recipient of a NASA MUREP Aerospace Academy Grant (MAA) whose goal is to use NASA educational materials to build a pipeline of science, technology, engineering, and mathematics (STEM) content for underserved and low-income learners to engage in STEM activities and interactive learning.

The goals of the MAA project are 1) to provide a pipeline of technologically-rich, NASA-mission focused STEM content aimed at 1,350 low-income and under-represented participants from 4th to 10th grade; 2) engage parents/caregivers/families of underserved students with access to STEM activities and interactive learning; and 3) promote a larger STEM ecosystem by engaging community stakeholders in working together to build the STEM pipeline. By partnering with ISDs, the College can enhance its efforts to reach the project’s goals and achieve the funding agency’s goal of providing NASA content to low-income and underrepresented youth to build a larger STEM workforce in the U.S.

BUDGET INFORMATION

Training will be funded from the NASA MUREP Aerospace Academy Award No. 80NSSC19M0097. Subsequent year expenditures will be reviewed and adjusted based on program participation.

**Action Item “XIV”
Regular Board Meeting October 7, 2019
Consideration of Approval of Interlocal Agreements with
Independent School Districts for a STEM Grant**

MONITORING AND REPORTING TIMELINE

The agreements shall commence on or after October 8, 2019 and will continue through December 31, 2020, or the duration of the grant, if extended.

ATTACHMENTS

None

RESOURCE PERSONNEL

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Janis Fowler	281-998-6150 x1627	janis.fowler@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Action Item “XV”
Regular Board Meeting October 7, 2019
Consideration of Approval of Interlocal Agreement with City of Seabrook

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an interlocal agreement between San Jacinto Community College District (SJCCD) and the City of Seabrook.

BACKGROUND

In accordance with Subchapter B, Section 791.011 of the Texas Government Code and Chapter 271 of the Local Government Code, a governmental entity may enter into an interlocal contract with another governmental entity to perform governmental functions and services that each party to the contract is authorized to perform individually.

SJCCD and the City of Seabrook are entering into this cooperative mutual aid agreement for the use of the parties’ facilities in times of an emergency. Utilizing this agreement will allow the parties a means to share their respective facilities for back-up use by the other party in the event of an emergency requiring the temporary relocation and/or sheltering of essential personnel.

IMPACT OF THIS ACTION

The purpose of the interlocal agreement is to memorialize for the parties access to a back-up facility in the event of disasters as defined in Chapter 418 of the Texas Government Code and emergencies, including natural disasters, as described in other statutes and authorities, including, without limitation, Chapter 421 of the Texas Government Code.

BUDGET INFORMATION

None unless services exercised.

MONITORING AND REPORTING TIMELINE

The initial term of the agreement shall remain in effect for five (5) years, commencing on the effective date of August 7, 2019, and terminating on August 7, 2024 and will automatically renew for of five (5) consecutive one-year periods, unless terminated in writing by either Party.

ATTACHMENTS

Attachment 1 – Interlocal Agreement

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ali Shah	281-998-6311	ali.shah@sjcd.edu
Ann Kokx-Templett	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**INTERLOCAL AGREEMENT FOR BACK UP FACILITY
DURING DISASTER OR EMERGENCY**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

THIS Interlocal Agreement for Back Up Facility During Disaster or Emergency (“Agreement”) is entered into this 7th day of August, 2019 (“Effective Date”), by and between the City of Seabrook, Texas, a municipal corporation, (“City”) and San Jacinto Community College District, a public community college school district organized under Chapter 130 of the Texas Education Code, (“District”). As used herein, the term “Party” shall mean the City or the District individually, and the term “Parties” shall mean the City and District collectively.

RECITALS

WHEREAS, the City and the District both are local governments or local governmental entities as defined in Sections 418.004(10) and 791.003(4) of the Texas Government Code; and

WHEREAS, Chapter 791 of the Texas Government Code (“Interlocal Cooperation Act”) is designed to increase the efficiency and effectiveness of local governments by permitting governmental entities to contract with one another through interlocal agreements to perform a service or governmental function that each Party is authorized to perform; and

WHEREAS, the City and the District share common boundaries; and

WHEREAS, the Parties recognize the vulnerability of the people, communities, and schools to damage, injury, and loss of life and property resulting from natural or man-made catastrophes, riots, or hostile military or paramilitary action, and other emergencies; and

WHEREAS, City and District have facilities which would benefit the other Party as a back up facility in the event of disasters as defined in Chapter 418 of the Texas Government Code and emergencies, including natural disasters, as described in other statutes and authorities, including, without limitation, Chapter 421 of the Texas Government Code; and

WHEREAS, City and District have identified a need and desire to memorialize their agreement to share their respective facilities for back up use to the other Party in the event of an emergency requiring the temporary relocation and/or sheltering of essential personnel, as described in Applicable Law and determined by the City and the District and to include, without limitation, law enforcement officers, firefighters, paramedics, medical technicians, emergency management personnel, and other first responders, (individually and collectively, “Essential Personnel”); and

Attachment 1

WHEREAS, the Parties hereto desire to enter into an agreement to provide mutual aid consistent with the mutual aid and emergency assistance plans approved by their governing body and consistent with the terms and conditions contained in this Agreement; and

NOW, THEREFORE, it is agreed between City and District as follows:

AGREEMENT

I.
APPLICABLE LAW

As used herein, the term “Applicable Law” or “Applicable Laws” shall mean applicable federal, state, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, those relating to emergency management, disaster response, and homeland security, to include the Texas Government Code, Chapter 418 and Texas Government Code, Chapter 421; those relating to the hiring, licensing, and conduct of Essential Personnel to include 37 Texas Administrative Code, Part 7; those relating to employee relations to include Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; those relating to the access to and dissemination of information to include the Texas Public Information Act (Chapter 552 of the Texas Government Code) and the Family Educational Rights and Privacy Act of 1974; other laws as may be applicable to include the Texas Education Code, the Texas Administrative Code; and each Party’s policies and procedures as may be applicable to include building use policies, activities while on the other Party’s property, and emergency management plans and procedures.

The Parties agree to perform under this Agreement in compliance with all Applicable Laws.

II.
GRANT OF USE OF FACILITIES

The City and District agree that upon the terms and conditions as set forth in this Agreement, one or more buildings and similar facilities under each Party’s authority and control may be used by the other Party as an alternate or backup facility for Essential Personnel as required for disaster assistance and response, to the extent such Essential Personnel are employed by or under contract with City or District in the event of an emergency and are acting within the course and scope of the employees’ assigned duties.

Attachment 1

III

TERMS AND CONDITIONS OF USE OF FACILITIES

- 1) Disaster; Homeland Security Activity; Emergency. In the event of a “disaster,” as defined in Section 418.004(1) of the Texas Government Code; a “Homeland Security Activity,” as defined in Section 421.001(3) of the Texas Government Code; or other emergency defined as such in or a response to which the provision of a back up facility for the housing and staging of Essential Personnel is required, the Party who owns or controls the use of the back up facility will make that facility available under the following terms and conditions:
- a. Determination of Facility. The Parties will confer and agree upon the facility that is in the best location and most suitable to provide services as described in this Agreement;
 - b. Amount of Space. The Parties will confer on the amount of space needed, including, a location within a building and the amount and location of storage that is required; and
 - c. Supplies and Equipment. Each Party will provide its own supplies and equipment needed for its Essential Personnel, such supplies and equipment to include, but are not limited to:
 - i. Cots, bedding, and furniture required for that Party’s Essential Personnel;
 - ii. Food and supplies sufficient to provide for that Party’s Essential Personnel;
 - iii. Police protection for that Party’s Essential Personnel;
 - iv. Emergency medical technicians to provide medical attention for Essential Personnel; and
 - v. Personnel to coordinate, manage, and supervise the area(s) being used by Essential Personnel.
- 2) Costs and Expenses. Costs and expenses will be allocated and paid as follows:
- a. Each Party agrees to pay the wages, benefits, taxes, costs, and expenses associated with its own Essential Personnel.
 - b. After the first twelve (12) consecutive hour period of use, the Party using the other Party’s facility (“Receiving Party”) shall pay the Party who owns or is in control of that facility (“Host Party”) all costs of the back up facility, including, without limitation, operation and maintenance of any equipment at the facility that is provided by the Host Party; building operation costs and expenses, such as utilities, maintenance, generators, sanitation, and security; and cost and expenses for any property damage caused by the presence of the Receiving Party at the Host Party’s facility. During the first twelve (12) hours of use by the Receiving Party, the Host Party will be responsible for all expenses for the back up facility. The Host Party shall prorate costs after the 12th hour and assess costs to the Receiving Party. Reimbursement of costs and expenses under this Section 2(b) shall be made by the Receiving Party within thirty (30) days of receipt of an invoice from the Host Party, which invoice will include copies of receipts and other reasonable documentation showing the costs and expenses incurred by the Host Party. In no event shall the cost of the service or item be greater than the rate, as such rates are amended from time to time,

Attachment 1

set by the Federal Emergency Management Agency (FEMA) for the substantially same service or item.

3) Duration of Use of the Facility. During the Term, in the event that a Receiving Party uses the Host Party's facility for back up housing and staging for deployment during a disaster or emergency, the duration of use will be for a reasonable amount of time under the circumstances but may be terminated by the Host Party in the event that the use by the Receiving Party impedes the Host Party's ability to re-open the facility for its own uses and the provision of services to its constituencies.

4) Insurance. Both City and District agree to carry insurance policies as may be required for its operations and participation under this Agreement, which policies will include the following:

a. **WORKERS' COMPENSATION COVERAGE**: Each Party shall obtain worker's compensation insurance or otherwise comply with all Applicable Laws under the Texas Labor Code, including the Texas Workers' Compensation Act, and shall be responsible for its own actions and those of its Essential Personnel.

b. **AUTOMOBILE LIABILITY COVERAGE**: Each Party shall obtain coverage for automobile accidents and liability as required under Applicable Law, including the Texas motor vehicle financial responsibility laws, and shall be responsible for its own actions and the actions of the Essential Personnel of that Party in the use of motor vehicles.

c. **GENERAL LIABILITY, PUBLIC OFFICIALS LIABILITY AND LAW ENFORCEMENT LIABILITY**: Each Party agrees to obtain or continue to carry its general liability, public official's liability, and law enforcement liability insurance, if applicable, or maintain a comparable self-insurance program and shall be responsible for the injury to persons and property damage caused by its own acts and omissions and the acts and omissions of the Essential Personnel of that Party.

d. **OTHER COVERAGE**: Each Party shall provide and maintain its standard packages of medical and death benefit insurance coverage for the Essential Personnel of that Party.

5) Wages. All personnel of a Party who are assigned, designated, or ordered by their employer and/or its governing body to perform duties pursuant to this Agreement shall continue to receive at least the same wages, salary, pension, and other compensation and benefits for the performance of such duties, including injury or death benefits, disability payments, and workers' compensation benefits, as though the service had been rendered within the limits of the jurisdiction where the Essential Personnel are regularly employed.

THIS SPACE INTENTIONALLY LEFT BLANK

Attachment 1

IV.
TERM

6) Term. The initial term of this Agreement shall commence on the Effective Date and expire on August 7, 2024 (“Initial Expiration Date”) (the period between the Effective Date and Initial Expiration Date being referred to herein as “Initial Term”). Notwithstanding the foregoing, this Agreement shall renew automatically for five (5) consecutive one-year periods (each a “Renewal Term” and collectively “Renewal Terms”) unless and until either Party terminates this Agreement by giving the other Party thirty (30) days’ written notice thereof. As used herein the term “Term” means the period from the Effective Date until the earlier of (a) the last day of the final Renewal Term; or (b) the effective date of termination in the termination notice given by a Party.

V.
LIABILITY

Immunity. Pursuant to Section 421.062 of the Texas Government Code, except for the obligation to reimburse the Host Party as set forth in this Agreement, a Party that is providing a service under this Agreement is immune from civil liability that that arises from the furnishing of that service. The Parties understand and agree that the Host Party does not assume civil liability under any theory of law for the actions of the Receiving Party in providing services hereunder. Additionally, by entering this Agreement, neither Party, nor any member of that Party’s governing board, its employees, volunteers, or agents, waives any immunity to which that Party or any of its governing board, employees, volunteers, or agents is entitled under Texas or federal law. Nothing in this agreement shall prohibit either Party from seeking financial aid or in-kind reimbursement from any state or federal agency or program.

VI
MISCELLANEOUS PROVISIONS

7) Miscellaneous Provisions.

a. Governing Law. The laws of the State of Texas, without regard to its conflict of laws provisions, will govern this Contract, its construction, and the determination of any rights, duties, obligations, and remedies of the Parties arising out of or relating to this Agreement.

b. Headings and Captions. The headings and captions appearing in this Agreement have been included only for convenience and shall not affect or be taken into account in the interpretation of this Agreement.

c. Entire Agreement. The terms and conditions of this Agreement, including the Recitals and any exhibits, which are incorporated herein, constitute the entire agreement between the Parties with respect to the subject matter set forth herein and supersede all prior discussions and agreements, whether verbal or written.

Attachment 1

d. Severability. The Parties intend that each provision hereof constitute a separate agreement between or among them. Accordingly, the provisions hereof are severable and in the event that any provision of this Agreement shall be deemed invalid or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions hereof will not be affected, but will, subject to the discretion of such court, remain in full force and effect, and any invalid or unenforceable provision will be deemed, without further action on the part of the Parties, amended and limited to the extent necessary to render the same valid and enforceable and reflect the intent of the Parties.

e. Amendments. This Agreement may not be altered, amended, modified, or supplemented except in a written document executed by both Parties.

f. No Assignments. Neither Party may assign or delegate any rights or obligations under this Agreement without the prior written consent of the other Party, which consent may be withheld in that Party's sole discretion. Any attempt at assignment in contravention of this prohibition shall be void.

g. No Third Party Beneficiaries. This Agreement is made for the sole benefit of the City and the District and their respective successors and permitted assigns. Nothing in this Agreement will create or be deemed to create a relationship between the parties to this Agreement and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary.

h. Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in identical counterparts, each of which shall be deemed an original for all purposes, but all of which shall constitute one instrument; provided each of the Parties hereto executes at least one counterpart. A facsimile or other electronic signature to this Agreement shall be sufficient to prove the execution hereby by any Party. The Parties consent to the transmission of copies of this Agreement and any documents related to this Agreement by electronic means and intend that the Texas Electronics Transaction Act will apply to this transaction.

SIGNATURE PAGE FOLLOWS

Attachment 1

This Interlocal Agreement for Back Up Facility During Disaster or Emergency is executed as of the Effective Date of August 7, 2019:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Brenda Hellyer, Ed.D,
Chancellor

CITY OF SEABROOK, TEXAS

By: _____
DocuSigned by:
Thomas G. Kolupski
94F424767CFF419...
Thomas G. Kolupski
Mayor

ATTEST:

DocuSigned by:
Robin Hicks Lenio
0B230E8A4B274CD...

Robin Hicks, TRMC
City Secretary



APPROVED AS TO FORM:

Steve Weathered
City Attorney

Action Item "XVI"
Regular Board Meeting October 7, 2019
Consideration of Approval of Acceptance of Electronic Bids or Proposals

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt rules to accept bids and proposals electronically.

BACKGROUND

In accordance with Chapter 44.0313 of the Texas Education Code, the College may receive bids or proposals under this chapter through electronic transmission if the Board adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proper time.

The College has procured a software as a service solution that enables the Contracts and Purchasing Services department to securely receive and store responses to requests for bids or proposals from interested suppliers electronically. This software, along with the established guidelines for use established by the department, complies with all of the requirements of this subchapter.

IMPACT OF THIS ACTION

Adoption of this practice will allow the College to electronically accept responses to all types of requests for pricing or qualifications from firms in a secure format which complies with the standards established in statute and board policy. Use of this tool eliminates the need for paper submissions to be mailed or delivered to the College for consideration and will aid in automating a portion of the bid preparation and issuance requirements.

BUDGET INFORMATION

None

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1- E-procurement Process Guidelines

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Attachment 1

**San Jacinto Community College District
Contracts and Purchasing Services Department
E-procurement Process
Receipt of Electronic Sealed Bids or Proposals**

SUMMARY: These guidelines will apply to sealed bids and proposals whose estimated cost will exceed \$50,000, or the sealed bid/proposal dollar levels as defined by current state law or Board Policy. This procedure is to ensure the identification, security and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsible Party	Process
Purchasing Staff	Places solicitation notice advertisements as required by State law. A notification will be added to the solicitation advertisement stating vendors may submit responses electronically through the electronic bid system, listing the appropriate address.
Purchasing Staff	Will prepare the solicitation document within the system and add commodity codes, which will automatically select suppliers to receive notification of the solicitation based on the commodity codes. Suppliers that are not registered in the system may be manually added prior to or after issuance of the solicitation. The system will send an email notification to all suppliers that have been added. The email notification will include a link to the solicitation package.
Supplier	Can view the solicitation without being registered in the system, but must register in order to submit the solicitation electronically. Must provide all required information in the system and upon completion will submit the response electronically. If all required information is not provided, the supplier will receive an error message that identifies what items are not yet complete. Upon successful submission of the response, the supplier will receive a message indicating that their response has been submitted. Suppliers are encouraged to submit responses to solicitations online, as online submission will prevent missing documentation, minimize the work and expense required to submit a response, and is environmentally conscious.
Purchasing Staff	Only a password-enabled employee in the Contracts and Purchasing department will be able to unseal the electronic responses. The electronic system used remains locked and cannot be unsealed until after the established closing date and time indicated. The date and time can be extended, if required.
System	A bid or proposal tabulation will automatically be populated by the system and will be available for dissemination in accordance with statutory requirements and with the Texas Open Records Act.
Buyer	Will read aloud all electronic bid responses successfully submitted by closing time and date to interested parties that may be present. Suppliers can view the bid tabulation from any web browser without

	having to attend a bid opening. Any manual responses received will not be readily available on the bid tabulation. Manual responses will be added by the Buyer.
Buyer / System	Updates the appropriate folder in the system to indicate the awarded supplier which triggers the system to send an email notification to the awarded and non-awarded suppliers who responded. The award information is available publicly through the system.

**Action Item “XVII”
Regular Board Meeting October 7, 2019
Consideration of Approval of Chancellor’s Employment
Contract with San Jacinto College District**

ADMINISTRATION RECOMMENDATION/REPORT

The Board of Trustees recommends the approval in the terms of the Chancellor’s contract as discussed in closed session at a Board Workshop Meeting on October 7, 2019. Furthermore, the Board authorizes the College’s attorney to incorporate the approved terms to create a newly issued Employment Contract dated October 8, 2019 and authorizes the Board’s Chair to sign the new agreement on behalf of the Board.

BACKGROUND

The Chancellor’s current employment contract took effect on October 1, 2010 and had been amended annually to continue through August 31, 2021. A new contract will be issued to the Chancellor that will take effect on October 8, 2019 and will continue through October 7, 2022. The contract defines the Chancellor’s requirement for employment, compensation, annual performance evaluation process, and other obligations as indicated.

IMPACT OF THIS ACTION

In accordance with Section 551.074 of the Texas Government Code, 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, the evaluation of the Chancellor was reviewed in closed session of the Board Workshop on October 7, 2019. The details of the contract reviewed in the closed session will be incorporated in the terms of the new contract.

The Chancellor’s newly issued employment contract will take effect on October 8, 2019 and will continue through October 7, 2022.

Approval of this action will supersede the Chancellor’s current contract effective October 1, 2010, as amended on October 16, 2018.

BUDGET INFORMATION

The funding is provided in the 2019-2020 budget.

MONITORING AND REPORTING TIMELINE

The Chancellor is required to prepare annual performance objectives for approval by the Board of Trustees. Additionally, the Board of Trustees evaluates and assesses the performance of the Chancellor annually.

ATTACHMENTS

None

**Action Item “XVII”
Regular Board Meeting October 7, 2019
Consideration of Approval of Chancellor’s Employment
Contract with San Jacinto College District**

RESOURCE PERSONNEL

Sandra Ramirez 281-991-2648 sandra.ramirez@sjcd.edu

Action Item “XVIII”
Regular Board Meeting October 7, 2019
Consideration of Approval to Deactivate the Kinesiology AA degree (1KINE)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve deactivation of the Kinesiology Associate of Arts degree (1KINE).

BACKGROUND

The South Campus leadership recommends deactivation of the Kinesiology AA degree (1KINE) due to limited to no transferability on Physical Education courses. Transferability of the Physical Education courses is limited to elective status and generally does not apply toward the degree at the university. Students seeking a Bachelor of Science in Kinesiology would better maximize transferability by acquiring an Associate of Science degree at San Jacinto College.

IMPACT OF THIS ACTION

In keeping with San Jacinto College’s commitment to student success, students with the Kinesiology major will be contacted directly and advised of the decision and options for completion. The College will provide enrolled students with a list of Physical Education course offerings each semester. Future students will not be allowed to declare the Kinesiology major starting fall 2019.

Students with the Kinesiology major code will be tracked to completion. The 12 semester credit hours in Physical Education courses needed for the degree will be offered every semester until all students complete. The College will provide enrolled students with a list of Physical Education course offerings each semester. In the event a small number of students need a course, the College will offer the course as an independent study. The College will continue to offer the General Education courses in the degree plan.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget implications.

Courses in the Kinesiology degree plan are primarily taught online by Physical Education faculty as overloads. Since some of these faculty have responsibilities in addition to teaching, redeployment of faculty and staff will not be needed.

MONITORING AND REPORTING TIMELINE

SACSCOC and THECB have been notified of the potential closing of the kinesiology program, and they will be notified when the Board of Trustees approves the deactivation. The College Banner Team will deactivate upon Board approval.

Action Item "XVIII"
Regular Board Meeting October 7, 2019
Consideration of Approval to Deactivate the Kinesiology AA degree (1KINE)

ATTACHMENTS

None

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Alexander Okwonna	281-922-3466	alexander.okwonna@sjcd.edu
Chris Duke	281-998-6128	chris.duke@sjcd.edu
Martha Robertson	713-754-8409	martha.robertson@sjcd.edu

Action Item “XIX”
Regular Board Meeting October 7, 2019
Consideration of Approval of Memorandums of Understanding with
Independent School Districts for Dual Credit

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Memorandums of Understanding between San Jacinto Community College District (SJCCD) and the following Independent School Districts (ISD): Channelview ISD, Deer Park ISD, Galena Park ISD, La Porte ISD, Pasadena ISD, Sheldon ISD, Clear Creek ISD, Pearland ISD, Houston ISD and Crosby ISD, in order to further the College’s Dual Credit Program Goals which shall be set forth in each MOU.

BACKGROUND

These ten independent school districts (ISDs) are the largest dual credit partners with the College, partnering in creating and delivering opportunities for college credit to their students. Memorandums of Understanding (MOUs) were last drafted and approved in 2006, and have been amended and renewed since that time. New MOUs, updated for changes in legislation and also addressing and clarifying operational items such as data security and student services, have now been prepared for approval by the College and the ISDs.

All provisions of the MOUs follow the rules for Dual Credit Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. The MOUs will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board, to be included or referenced in each MOU.

IMPACT OF THIS ACTION

Approval of these MOUs will allow the operation of the Dual Credit programs to continue with more clearly defined parameters for the College and for the ISDs.

Separate MOUs governing the operation of Dual Credit programs at private schools and also of Early College High Schools with local ISDs will be brought forward at a later date.

BUDGET INFORMATION

All elements related to operation of the Dual Credit programs are contained within the fiscal year 2020 budget.

MONITORING AND REPORTING TIMELINE

Each agreement shall become effective upon the date of execution, and will continue for a period of five years.

ATTACHMENTS

Action Item "XIX"
Regular Board Meeting October 7, 2019
Consideration of Approval of Memorandums of Understanding with
Independent School Districts for Dual Credit

No attachments included. Details of the MOU will be reviewed at the Board Workshop on October 7, 2019.

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Pamela Campbell	281-991-2672	pamela.campbell@sjcd.edu

SAN JACINTO COMMUNITY COLLEGE DISTRICT

PURCHASE RECAP

October 7, 2019

PURCHASE REQUESTS AND CONTRACT RENEWALS	
Purchase Request #1	
Contract for Construction Manager at Risk for Central Campus Classroom Building (pgs. 2-4)	\$ 45,000
Purchase Request #2	
Contract for Underground Electrical Utility Services for Generation Park (pg. 5)	200,200
Purchase Request #3	
Additional Funds for the South Campus Longenecker Building (S8) Roof Replacement (pg. 6)	319,500
Purchase Request #4	
Purchase Graduation Event License (pg. 7)	69,600
Purchase Request #5	
Additional Funds for Asphalt and Concrete Paving and Parking Lot Striping Services (pgs. 8-9)	90,000
Purchase Request #6	
Purchase Budget Preparation and Management Software and Services (pgs. 10-11)	<u>190,000</u>
TOTAL OF PURCHASE REQUESTS	<u><u>\$ 914,300</u></u>

Purchase Request #1
Regular Board Meeting October 7, 2019
Consideration of Approval to Contract for Construction Manager at Risk
For Central Campus Classroom Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for Construction Manager-at-Risk (CMR) with Tellepsen Builders, L.P. for construction of the new Central Campus Classroom Building.

BACKGROUND

In August 2019, the Board authorized the CMR delivery method for the Central Campus Classroom Building. Project Number 20-01 utilized a two-step solicitation process to procure services for this project in accordance with the Texas Government Code, Section 2269.251. A mandatory pre-solicitation meeting for prospective proposers was held on August 14, 2019. The thirteen (13) firms who attended were invited to respond to the Request for Qualifications (RFQ), the first phase of the two-step process. Submittals were received from four (4) firms, and evaluations of the submittals was based on criteria published in the RFQ.

All four (4) firms were invited to participate in the second phase of the two-step process. This included a request for price proposals along with interviews conducted by the evaluation committee. Each phase was scored and ranked using a numerical assessment, with Tellepsen Builders, L.P. receiving the highest overall score.

IMPACT OF THIS ACTION

This action will approve the award of a contract to build the new Central Campus Classroom Building. This project will consist of a new, three-story mass timber classroom building, comprising approximately 120,000 gross square feet. This new building will contain instructional classrooms, computer and robotic labs, lecture hall, administrative offices, student collaboration areas and support spaces. Goals for the classroom building flow directly out of the College's Vision, Mission, and Values.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the Construction Manager will provide pre-construction services for a lump sum fee of \$45,000. The construction management fee of 2.4 percent will be applied to the final Cost of Work, which will be confirmed with the Guaranteed Maximum Price. The estimated Cost of Work is \$35,200,000.

This project will be funded from the 2015 Bond program.

MONITORING AND REPORTING TIMELINE

Design activities began in June 2019 and are expected to be completed by July 2020. Design assistance and pre-construction efforts by the CMR will begin immediately upon award in October 2019, and construction of the new building is anticipated to take place from November 2020 through August 2021.

Purchase Request #1
Regular Board Meeting October 7, 2019
Consideration of Approval to Contract for Construction Manager at Risk
For Central Campus Classroom Building

Design and construction will be monitored by the College's Capital Projects personnel and reported monthly to the Building Committee. Program management will be conducted by AECOM.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

**CMR 20-01 Construction Manager-at-Risk
Central Campus Classroom Building**

Attachment No. 1 – Tabulation

QUALIFICATIONS SUMMARY

Contractor	Total Score	Average Score	Weight	Final Score
DPR Construction	511.67	85.28	40%	34.11
Tellepsen Builders, L.P.	546.65	91.11	40%	36.44
The Whiting-Turner Contracting Company	485.58	80.93	40%	32.37
Webber Commercial Construction	496.20	82.70	40%	33.08

INTERVIEW SUMMARY

Contractor	Total Score	Average Score	Weight	Final Score
DPR Construction	484.30	80.72	30%	24.22
Tellepsen Builders, L.P.	512.20	85.37	30%	25.61
The Whiting-Turner Contracting Company	397.80	66.30	30%	19.89
Webber Commercial Construction	384.00	64.00	30%	19.20

PRICING SUMMARY

Contractor	Total Score	Average Score	Weight	Final Score
DPR Construction	556.50	92.75	30%	27.83
Tellepsen Builders, L.P.	590.97	98.49	30%	29.55
The Whiting-Turner Contracting Company	600.00	100.00	30%	30.00
Webber Commercial Construction	561.18	93.53	30%	28.06

Average Score = Total Score Divided by 6 Evaluators

FINAL SCORES - RANKED

Contractor	Score
Tellepsen Builders, L.P.	91.60
DPR Construction	86.15
The Whiting-Turner Contracting Company	82.26
Webber Commercial Construction	80.34

Purchase Request #2
Regular Board Meeting October 7, 2019
Consideration of Approval to Contract for Underground Electrical
Utility Services for Generation Park

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with CenterPoint Energy Houston Electric, LLC (CenterPoint) to provide underground electrical utility services necessary to support the Generation Park project.

BACKGROUND

In March 2015, the Board of Trustees authorized the purchase of 56.91 acres in Generation Park development for a future campus site, and in December 2019, the Board of Trustees approved a contract with Tellepsen Builders for the construction of a new academic building at Generation Park. Underground electrical utility services are required for the completion of construction.

CenterPoint is the sole source provider for these services as the retail electricity transmission provider at the property location, sole source number 1308.

IMPACT OF THIS ACTION

CenterPoint's scope of work will include the installation and connection of temporary and permanent electrical services, including wiring and equipment to provide power to the new building.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for these services is \$200,200. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

All services are expected to be completed by December 2019. This project will be monitored by San Jacinto College Capital Projects personnel, and project management services will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #3
Regular Board Meeting October 7, 2019
Consideration of Approval of Additional Funds for the South Campus
Longenecker Building (S8) Roof Replacement

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for the contract with Gutier LLC for the South Campus Longenecker Building (S8) Roof Replacement project.

BACKGROUND

In May 2019, the Board of Trustees approved a contract with Gutier LLC for the South Campus Building (S8) Roof Replacement. After Board approval and commencement of work, demolition of the existing roof membrane revealed unknown conditions resulting in changes to the scope of work. These changes include a discovery that the majority of the roof drains are leaking and require replacement and a required structural design change to accommodate the chilled water pipe rack.

IMPACT OF THIS ACTION

The approval of the additional funding for the contract amendment will enable the roofing contract and project to include the changes notes above.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure of this request is \$319,500, which will increase the total contract value to \$1,597,874. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

None

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an event license with SMG/NRG Park, as the venue for the May 2020 graduation ceremony.

BACKGROUND

This is a licensing agreement with SMG to host the College's spring commencement ceremony at NRG Stadium in NRG Park on Friday, May 15, 2020 at 7:00 PM. This will be the sixth College commencement event held at NRG Stadium and will include graduating students from the spring 2020 semester. The venue will accommodate guest seating of 10,000. The attendance at the spring 2019 event included approximately 8,700 guests, 1059 graduation participants, and nearly 300 faculty members.

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

IMPACT OF THIS ACTION

Approval of the licensing agreement will facilitate access to a large facility and allow the College to conduct one commencement ceremony for all graduates.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for the license fee and event expenses is \$69,600. This expenditure will be funded from the Associate Vice Chancellor of Student Services' 2019-2020 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #5
Regular Board Meeting October 2, 2019

**Consideration of Approval of Additional Funds for Asphalt and Concrete Paving
and Parking Lot Striping Services**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of asphalt and concrete paving, and parking lot striping services from Enterprise Commercial Paving and Corestone Construction Services (RMB Management) for the Facilities Services department.

BACKGROUND

The Facilities Services team has identified several new or larger projects which require the services of our contracted concrete and asphalt paving firms that need to be completed in the next few months. This request would provide the approval of the expenditure of funds to complete these projects during the coming fiscal year.

A request for proposal, Project Number 19-13, was issued in January 2019 to procure asphalt and concrete paving, and parking lot striping services for the Facilities Services department. The Board approved a contract with Enterprise Commercial Paving and Corestone Construction Services (RMB Management) in April 2019.

IMPACT OF THIS ACTION

The Facilities Services staff has the ability to perform minor facilities repairs, but services of a qualified contractor are required for larger projects. The selected contractors have demonstrated to be responsive to the College's requests and have provided good value in completing asphalt and concrete paving, and parking lot striping repairs.

Maintaining functional and safe parking lots, drives and walkways assures efficient movement of traffic and pedestrian flow, as well as establishing a positive experience when visitors and students drive to the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In April 2019, the Board approved an expenditure of \$250,000 for asphalt and concrete paving, and parking lot striping services. This request would increase the total amount approved by \$90,000 to a total of \$340,000. This expenditure will be funded from the Facilities Services department's 2019-2020 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #5
Regular Board Meeting October 2, 2019

**Consideration of Approval of Additional Funds for Asphalt and Concrete Paving
and Parking Lot Striping Services**

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #6
Regular Board Meeting October 7, 2019
Consideration of Approval to Purchase Budget
Preparation and Management Software and Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of a Questica Budget software for budget preparation and management services from shi Government Solutions for the Business Office department.

BACKGROUND

The current budget process includes many manual operations, leaving room for errors which can cause delays throughout the process. The College also lacks a robust forecasting tool for modeling various future scenarios and determining the long-term effects of current decisions.

Representatives from Finance, Budget, and Human Resources reviewed fourteen different budget and forecasting software solutions. Subsequently, the top three were invited to give formal presentations. Questica Budget was selected as the solution that would most thoroughly meet the College's needs.

Questica Budget is available from shi Government Solutions utilizing a competitively awarded contract through the TIPS cooperative contracts program, Contract Number 170306. This method 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.

IMPACT OF THIS ACTION

The budgeting software tool will be used to create the budget annually, will provide a platform for robust what-if scenarios, and will be the source of each fiscal year's budget book. In addition, more streamlined budget versus actual reports, drill-down capabilities, and summary graphs and charts will be available throughout the year to support decision-making by the College's budget managers.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for fiscal year 2020 will include a one-time fee of \$142,000 for implementation, training and integration services and \$48,000 for the annual software subscription for a total cost is \$190,000. This expenditure is to be funded from the 2019-2020 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

None

Purchase Request #6
Regular Board Meeting October 7, 2019
Consideration of Approval to Purchase Budget
Preparation and Management Software and Services

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Item "A"
Regular Board Meeting October 7, 2019
Approval of the Minutes for the September 9, 2019
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the September 9, 2019, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
September 9, 2019
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Allatia Harris, Mandi Reiland, and Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:16 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, 551.073, and 551.072 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Personnel Matters, Prospective Donation, and Real Estate	Adjourned to closed session at 5:17 p.m. Mandi Reiland and Teri Zamora were present for the closed session. <ul style="list-style-type: none"> a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. c. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation. d. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. <p>It was determined that there were no legal or personnel matters to discuss during this executive session.</p>
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 5:48 p.m.

<p>V.</p>	<p>Complete Conflict of Interest Forms</p>	<p>Brenda Hellyer asked the members to complete their respective conflict of interest forms at their places and return them to Mandi Reiland.</p>
<p>VI.</p>	<p>Review 2019 Proposed Property Tax Rate, Related Calculations, and Calendar for Adoption</p>	<p>Teri Zamora provided an overview of the proposed property tax rate, related calculations, and calendar for adoption. She also stated that this has been reviewed with the Finance Committee.</p> <p>Teri reviewed the taxable valuations and growth from Tax year 2017 to tax year 2019. In tax year 2017 the taxable valuation was approximately \$52.4 million, in 2018 it was approximately \$54.8 million, and in 2019 \$61.5 million.</p> <p>Teri explained that the Effective Property Tax Rate calculation produces an overall tax rate that would provide the same total taxes as last year when comparing the properties taxed in both years. Tax rates in excess of the Effective Tax Rate require 2 hearings. She also explained that the Rollback Property Tax Rate calculation produces a Maintenance and Operation (M&O) Rate, plus the necessary Debt Tax Rate, per \$100 of valuation. This calculated rate would provide about the same amount of M&O tax revenue from the previous year, plus an eight percent increase. Tax rates in excess of the Rollback Tax Rate require taxpayer vote.</p> <p>Teri reviewed the historical and proposed tax rates. The Fiscal Year 2020 original proposal was \$0.184894, and the revised proposal is \$0.178169. The revised amount is based on the current tax rolls.</p> <p>Erica Davis Rouse asked why the original proposal was so much higher. Teri answered that the preliminary valuations received from Harris County Appraisal District (HCAD) in May were much lower than the certified valuations received in August.</p> <p>Teri stated that the proposed rate for M&O is \$0.117251 and for debt, \$0.060918, for a total of \$0.178169. In light of the new tax base, the College will be able to lower the overall tax rate to \$0.178169, a 0.6% decrease from the previous year. This makes it the lowest tax rate by the College since 2016. Although the overall rate is lower, due to the College's debt rate being higher, the College will</p>

		<p>not be able to use the Effective Tax Rate and therefore must hold two Tax Hearings.</p> <p>Teri provided a recap of tax revenues. The tax revenue I&S (debt) for the 2020 budget is \$37,728,096, the tax revenue M&O (operating) is \$72,131,000, which is a total ad valorem tax revenue of \$109,859,096.</p> <p>Teri reviewed the next steps and timeline. Tonight, includes a discussion of the tax rate and a vote at the meeting, then on September 13 we will publish hearing dates. The first hearing will be on September 24th at 5:00 p.m. and the second hearing will be on September 27 at 11:00 a.m. On September 30 we will publish the notice of tax revenue increase and the Board will meet on October 7th to adopt the tax rate.</p> <p>Keith Sinor asked where it appears in the Houston Chronicle. Teri said it is not in the legal section and they can place it anywhere in the paper.</p>
<p>VII.</p>	<p>Review Contract Authority Policy and Procedure</p>	<p>Brenda Hellyer explained that this proposed policy will replace the previous policy to establish a clear line of authority related to contracts entered into on behalf of the College. It will increase the threshold for purchase contracts that require Board approval from \$50,000 to \$100,000. The higher threshold for Board approval of procurement should expedite purchases of goods and services needed by the College by approximately thirty days. Purchases in excess of \$50,000 will continue to be formally sourced as required by state statute. Purchases above \$50,000 but less than \$100,000 will be approved administratively and reported monthly to the Board as a consent item.</p> <p>Brenda also referenced the distributed list of what other colleges are doing in this area.</p> <p>Brenda explained that the policy clarifies the following types of contracts will require Board approval:</p> <ol style="list-style-type: none"> 1. Employment contracts; 2. Purchases or sales of real property; 3. Leases with a term exceeding one year (including options to renew) that have a cumulative

		<p>expenditure of \$100,000 or more over the contract term;</p> <ol style="list-style-type: none"> 4. Revenue leases and revenue rental agreements exceeding a term of one year (excluding optional renewal periods); 5. Contracts involving the sale of intellectual property or technology transfer; and 6. Purchase contracts valued at \$100,000 and above. <p>Also, there is a provision in the policy that the Board grants the Chancellor or designee the authority to approve amendments to contracts up to ten percent of the approved amount, not to exceed \$50,000.</p> <p>Erica explained that she is comfortable because with a college our size, \$100,000 is actually a low amount.</p> <p>Larry Wilson stated that he trusts Chancellor Hellyer and the others agreed, but this is a policy for the future so that needs to be taken into consideration.</p> <p>Marie Flickinger suggests adding a shorter review timeline for this specific policy.</p> <p>John Moon, Jr. agreed and suggested adding if a Chancellor leaves the College or if there is an interim, then this needs reviewed by the Board at that time.</p> <p>Brenda explained she is comfortable with the \$100,000 and agrees with adding a review cycle specific for this policy.</p> <p>All are comfortable with adding a specified review cycle for this item. Teri Zamora will make these modifications prior to the second reading anticipated at the October Board meeting.</p>
<p>VIII.</p>	<p>Review Naming of the Facility and Specified Rooms and Spaces within the Center for Petrochemical, Energy, and Technology</p>	<p>Brenda reviewed the action item on naming of the facility and specified rooms and spaces within the Center for Petrochemical, Energy, and Technology.</p> <p>There were no questions on this item.</p>

<p>IX.</p>	<p>Discuss Next Steps with San Jac Promise</p>	<p>Allatia Harris provided an update on the next steps with San Jac Promise. She explained that based on the Kentucky Promise, Harper Promise and similar programs, including Dallas Promise, the Harris County Promise/San Jac Promise would offer opportunity to graduating seniors from high schools in our taxing district. This is a partnership with Good Reason Houston.</p> <p>Keith asked if this is when they sign up in 9th grade. Allatia explained that at first it will be with seniors.</p> <p>Allatia explained that San Jac Promise is a “last dollar in” scholarship that ensures students have money for tuition, fees, and books. Federal Financial aid is applied first, any additional scholarships are applied, then finally, San Jac Promise dollars would be applied.</p> <p>Keith asked about students from higher income families. Brenda explained that this will start as a pilot while we analyze data and work through the model.</p> <p>Some members present discussed concerns about how the model will be equitable. Allatia explained that we are learning still and working through the details.</p> <p>Brenda explained that we are targeting certain high schools - two of which are low participation in college and higher poverty.</p> <p>Erica asked which schools we are targeting. Allatia answered Dobie, Sam Rayburn, and South Houston will be the targeted schools. She explained that students who graduate from a participating high school will be eligible for the program.</p> <p>Larry asked what dollars will be used from the Foundation. Brenda explained that one donation to get this started has come in from the Sinor family. Once we have a more developed plan, she will approach the Foundation Board regarding unrestricted dollars and a capital campaign. Also, she explained that other participating colleges will be meeting to discuss and work through details. Pell grant dollars will be a critical component of the funding.</p>
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		<p>Erica asked about the amount to qualify. Teri said it depends on the family size.</p> <p>Allatia explained that the 2019-2020 is the anticipated first year of the program in our region, and 2020-2021 is the first year Promise students will attend San Jac. The three schools in Pasadena Independent School District are identified to serve as initial locations as we test the program. We will be doing heavy outreach in these schools, with FAFSA submissions required in February, applications due in March, and enrollment completed in June.</p> <p>The purpose of San Jac Promise is to reach students in our community who are not completing FAFSA and who are not enrolling in college to pursue degrees and certificates that help them to earn family-sustaining wages and to reach a population of students that we are not currently reaching. We are still reviewing what is required to receive a San Jac Promise scholarship, i.e. GPA, hours, etc.</p> <p>Brenda explained that this program really needs to be for full-time students, but we are still evaluating. We are looking at what the requirements should be and are working with Good Reason Houston on its contributions and support.</p> <p>More information will be provided as we continue our meetings.</p>
X.	Review of Calendar	Brenda reviewed the calendar with the Board.
XI.	General Discussion of Meeting Items	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>None were noted.</p>
XII.	Adjournment	Workshop adjourned at 6:46 p.m.

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

September 9, 2019

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, September 9, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.

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

Chancellor: Brenda Hellyer

Others Present:	Rodolfo Ayala	Jim Griffin	Antonio Puerto
	Dean Barnes	Kevin Hale	Bill Raffetto
	Tim Bell	Allatia Harris	JR Ragaisis
	Lee Benjamins	Joseph Hebert	Sandra Ramirez
	Marsha Bowder	Rosie Helms	Dan Reilly
	Julie Broker	Christine Irvin	Laria Redjimi
	Michelle Callaway	Mini Izaguirre	Sherilyn Reynolds
	Pam Campbell	Sallie Kay Janes	Heather Rhodes
	Donnie Campbell	Robert Jeter, III	Shelley Rinehart
	Cristina Cárdenas	Irasema Jimenez	Martha Robertson
	Mitchell Clark	Brenda Jones	Ali Shah
	Janet Cowey	Tami Kelly	Shaun Silman
	Teri Crawford	Ross Kelsey	Debbie Smith
	Suzanne DeBlanc	Emily Kelsey	Danny Snooks
	Kimberly DeLauro	Ann Kokx-Templett	Sabrina Starns
	Karina Equiren Guajardo	Patricia McGeeWelch	Janice Sullivan
	Teddy Farias	Kevin McKisson	Bianka Torres
	Amanda Fenwick	DeRhonda McWaine	Andrea Vasquez
	Robb Flynn	Robert Merino	Niki Whiteside
	Yenifer Garcia	Johnny Morales	Van Wigginton
	Lyn Garner	Kevin Morris	Chris Wild
	Scott Gernander	Courtney Morris	Laurel Williamson
	George González	Jose Nunez	Teri Zamora
	Rebecca Goosen	Alexander Okwonna	Joanna Zimmermann

Call the Meeting to order:	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:00 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 Allatia Harris. The pledges to the American flag and the Texas flag were led by Keith Sinor.
Special Announcements, Recognitions, Introductions, and Presentations:	<ol style="list-style-type: none"> 1. Dr. Brenda Jones recognized the Students who Participated in Research at the University of Iowa. 2. Dr. Brenda Jones recognized the Students who Participated in Research at Rice University and CERN in Geneva, Switzerland. 3. Julie Broker recognized Occidental Petroleum Corporation for Contributions to the San Jacinto College Foundation and Student Scholarships. 4. Teri Zamora recognized San Jacinto College for Being Named a StormReady College by the Houston/Galveston StormReady Advisory Board. 5. Dr. Brenda Hellyer and Sandra Ramirez recognized the Outgoing and Incoming Officers of the Faculty Senate, Staff Organization, and Administrative Organization.
Student Success Presentations:	<ol style="list-style-type: none"> 1. George González presented a review of the Texas Higher Education Coordinating Board (THECB) Almanac 2019 Comparison Metrics for San Jacinto College. Dr. Rebecca Goosen and Tim Bell presented to provide additional context to the data presented.
Communications to the Board:	<ol style="list-style-type: none"> 1. A thank you was sent to the Board from Debbie Westmoreland for the plant sent in memory of her sister. 2. A thank you was sent to the Board from Neva Howard for the plant sent in memory of her mother. 3. A thank you was sent to the Board from Diane Duron for the plant sent in memory of her father. 4. An article from Community Impact Newspaper regarding Edge Center was distributed. 5. A copy of the September Opportunity News was distributed. 6. A copy of the Fall 2019 Senior Focus was distributed.

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
- D. San Jacinto College Building Committee Minutes
- E. San Jacinto College Finance Committee Minutes

Motion 9982 Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants. Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

Nays: None

Motion 9983 Consideration of Approval of 2019 Proposed Tax Rate, Review of Effective and Rollback Tax Rate Calculations and Approval of Date to Adopt Tax Rate. Motion was made by Keith Sinor, seconded by Dan Mims, for approval of 2019 Proposed Tax Rate, Review of Effective and Rollback Tax Rate Calculations and Approval of Date to Adopt Tax Rate.

Motion Carried.

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

Nays: None

Motion 9984 Consideration of Approval of Adopting Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr, for Approval of Adopting Prevailing Wage Scale.

Prevailing Wage Scale **Motion Carried.**

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

Motion 9985
Consideration of Approval of Naming of the Facility and Specified Rooms and Spaces within the Center for Petrochemical, Energy, and Technology

Motion was made by Erica Davis Rouse, seconded by John Moon, Jr., for approval of Naming of the Facility and Specified Rooms and Spaces within the Center for Petrochemical, Energy, and Technology.

Motion Carried.

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

Consideration of Approval of Policy #, Animals on College Property – First Reading (Informational Item)

Informational Item on Policy #, Animals on College Property – First Reading (Informational Item).

No vote required.

Consideration of Approval of Policy #, Budget Preparation – First Reading (Informational Item)

Informational Item on Policy #, Budget Preparation – First Reading (Informational Item).

No vote required.

Consideration of Approval of Policy #, Contract Authority – First Reading (Informational Item)

Informational Item on Policy #, Contract Authority – First Reading (Informational Item).

No vote required.

Motion 9986
Consideration of Purchasing Requests

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of the purchasing requests.

Purchase Request #1
Additional Funds for Architect Services \$88,000

Purchase Request #2 Contract for Construction Manager at Risk For Central Campus Davison Renovation	745,083
Purchase Request #3 Additional Contingency Funds for South Campus Chilled Water Infrastructure Upgrades	144,000
Purchase Request #4 Method of Procurement for College-Wide Elevator Modernization	1,000,000
Purchase Request #5 Additional Funds for Architect Services for South Campus Longenecker Renovation	100,000
Purchase Request #6 Method of Procurement for College-Wide Access Controls Expansion	1,000,000
Purchase Request #7 Funds for Custodial Services	3,520,000
Purchase Request #8 Renew a Contract for Training Program Services with ACC, COM, and LEE	<u>235,000</u>
TOTAL OF PURCHASE REQUESTS	\$6,832,083

Motion Carried.

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

Nays: None

**Motion 9987
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 August 5, 2019 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2019-2020 Part-Time Hourly Rate Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Meeting Adjourned at 7:59 p.m.

Item "B"
Regular Board Meeting October 7, 2019
Approval of the Minutes for the September 24, 2019 Public Hearing

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the September 24, 2019, public hearing.

**San Jacinto College District
Public Hearing Minutes**

September 24, 2019

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m., Tuesday, September 24, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for a Public Hearing.

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

Absent: Erica Davis Rouse, Assistant Secretary

Chancellor: Brenda Hellyer

Others Present: Larry Cernosek
Sylvia Cernosek
Rosie Helms
Bo Hopper
Joseph Pena
Mandi Reiland
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the public hearing of the Board of Trustees to order at 5:00 p.m.

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

Absent: Erica Davis Rouse, Assistant Secretary

Presentation on the Proposed Tax Rate: Teri Zamora provided a general discussion on property tax basics, property tax history, and an overview of the proposed tax rate.

She stated that the proposed rate for M&O is \$0.117251 and for debt, \$0.060918, for a total of \$0.178169. The tax rate for 2018 tax year was \$0.179329.

Teri provided a recap of tax revenues. The tax revenue I&S (debt) for the 2020 budget is \$37,728,096, the tax revenue M&O (operating) is \$72,131,000, which is a total ad valorem tax revenue of \$109,859,096.

In light of the new tax base, the College will be able to lower the overall tax rate to \$0.178169, a 0.6% decrease from the previous year. This makes it the lowest tax rate by the College since 2016. Although the overall rate is lower, due to the College's debt rate being higher, the College will not be able to use the Effective Tax Rate and therefore must hold two Tax Hearings.

Teri explained that the Board met to discuss the proposed tax rate on September 9, 2019. On September 13, 2019, the hearing dates were published. The second hearing will be on September 27, 2019 at 11:00 a.m. On September 30, 2019, the notice of tax revenue increase will be published, and the Board will meet on October 7, 2019 to adopt the tax rate.

**Public Comment
on Proposed Tax
Rate:**

Larry Cernosek requested to be heard before the Board of Trustees.

**Announcement of
Date, Time, and
Place of Board
Vote on Tax Rate:**

Chair Marie Flickinger stated that the Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m., Monday, October 7, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas to vote on the tax rate.

Adjournment:

Meeting adjourned at 5:08 p.m.

Item "C"
Regular Board Meeting October 7, 2019
Approval of the Minutes for the September 27, 2019 Public Hearing

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the September 27, 2019, public hearing.

**San Jacinto College District
Public Hearing Minutes**

September 27, 2019

The Board of Trustees of the San Jacinto Community College District met at 11:00 a.m., Friday, September 27, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for a Public Hearing.

Board of Trustees: Dan Mims
John Moon, Jr. Vice Chair
Dr. Ruede Wheeler
Larry Wilson

Absent: Erica Davis Rouse, Assistant Secretary
Marie Flickinger, Chair
Keith Sinor, Secretary

Chancellor: Brenda Hellyer (via conference call)

Others Present: Rosie Helms
Bo Hopper
Joseph Pena
Mandi Reiland
Teri Zamora

Call the Meeting to order: Vice Chair John Moon, Jr. called the public hearing of the Board of Trustees to order at 11:00 a.m.

Roll Call of Board Members: Dan Mims
John Moon, Jr. Vice Chair
Dr. Ruede Wheeler
Larry Wilson

Absent: Erica Davis Rouse, Assistant Secretary
Marie Flickinger, Chair
Keith Sinor, Secretary

Presentation on the Proposed Tax Rate: Teri Zamora provided a general discussion on property tax basics, property tax history, and an overview of the proposed tax rate.

She stated that the proposed rate for M&O is \$0.117251 and for debt, \$0.060918, for a total of \$0.178169. The tax rate for 2018 tax year was \$0.179329.

Teri provided a recap of tax revenues. The tax revenue I&S (debt) for the 2020 budget is \$37,728,096, the tax revenue M&O (operating) is \$72,131,000, which is a total ad valorem tax revenue of \$109,859,096.

In light of the new tax base, the College will be able to lower the overall tax rate to \$0.178169, a 0.6% decrease from the previous year. This makes it the lowest tax rate by the College since 2016. Although the overall rate is lower, due to the College's debt rate being higher, the College will not be able to use the Effective Tax Rate and therefore must hold two Tax Hearings.

Teri explained that the Board met to discuss the proposed tax rate on September 9, 2019. On September 13, 2019, the hearing dates were published. The second hearing will be on September 27, 2019 at 11:00 a.m. On September 30, 2019, the notice of tax revenue increase will be published, and the Board will meet on October 7, 2019 to adopt the tax rate.

**Public Comment
on Proposed Tax
Rate:**

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

**Announcement of
Date, Time, and
Place of Board
Vote on Tax Rate:**

Vice Chair John Moon, Jr. stated that the Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m., Monday, October 7, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas to vote on the tax rate.

Adjournment:

Meeting adjourned at 11:06 a.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Teri Zamora	281.998.6306	teri.zamora@sjcd.edu
Dianne Duron	281.998.6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The October 7, 2019 Board Meeting
 Fiscal Year 2018 - 2019

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ -	\$ -
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ -	\$ -
STUDENT SERVICES	\$ 421	\$ 66
INSTITUTIONAL SUPPORT	\$ 66	\$ 421
PHYSICAL PLANT	\$ -	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 487	\$ 487

RECOMMENDATION

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

Central Campus

Department

Associate Degree Nursing, LVN/Paramedic to ADN Transition, Vocational Nursing, Certified Medication Aide and Certified Nurse’s Aide Programs (Central, South & North campuses)

Affiliation Entity

FVE Managers, Inc. on behalf of The Gardens of Bellaire

Medical Imaging Program

Methodist Hospital

Associate Degree Nursing and Bachelor Degree Nursing Programs

West Oaks Hospital

South Campus

Department

Occupational Therapy Assistant Program

Affiliation Entity

Distinct Abilities Academic Preschool

Occupational Therapy Assistant Program

The University of Texas Medical Branch at Galveston

Pharmacy Technician Program

QUVA Pharma, Inc.

Nursing Program

American Sentinel University

Multiple Educational Programs

St. Luke’s Patients Medical Center

North Campus

Department

Health Information Management Program

Affiliation Entity

Houston Behavioral Healthcare Hospital

Health Information Management Program

Bellaire Facial Oral Dental Implant Surgery

Health Information Management Program (2nd Amendment)

Houston Methodist Sugarland & Baytown

Health Information Management Program

MD Medical Management

Health Information Management Program

Carmen P. Wong, MD

Nursing Program

Galena Park ISD

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item "G"
Regular Board Meeting October 7, 2019
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, November 4, 2019.