

*Board of Trustees  
Meeting*

*December 11, 2017*

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

The Board of Trustees of the San Jacinto Community College District will meet at 4:45 p.m., Monday, December 11, 2017, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074, and 551.072 of the Texas Open Meetings Act, for the following purposes:**
  - a. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
  - b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Discuss Delegation of Procurement for Glycol Unit**
- VI. Review 2016-2017 Comprehensive Annual Financial Report**
- VII. Review Historical Performance Management Distribution Curves**
- VIII. Highlight 2017 Texas Higher Education Leadership Conference Agenda**
- IX. Review Communications to Board of Trustees Received by the Chancellor**
- X. Review Letter Received From Achieving the Dream**
- XI. Review of Calendar**
- XII. General Discussion of Meeting Items**
- XIII. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas

Government Code (the Open Meetings Act) will be held by the Board at that date, 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, December 8, 2017, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, December 11, 2017, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

**III. Invocation and Pledge to the Flags**

**IV. Special Announcements, Recognitions, Introductions, and Presentations**

Honors Program Report, 2016-2017

Eddie Weller

Recognition of Mott Community College for the 2017 Harvey Relief Donation for San Jacinto College Students and Employees

Brenda Hellyer

**V. Student Success Presentations**

Fall 2017 Headcount and FTIC Fall-to-Fall Persistence

Michelle Callaway

**VI. Communications to the Board of Trustees**

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

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

**VIII. Informative Reports to the Board**

- A. San Jacinto College Financial Statement
- 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 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Interlocal Agreement Between San Jacinto Community College District and College of the Mainland**
- XI. Consideration of Approval of Interlocal Agreement Between San Jacinto Community College District and Houston-Galveston Area Council**
- XII. Consideration Of A Resolution For Casting A Ballot For The Election Of A Person To The Board Of Directors Of The Harris County Appraisal District**
- XIII. Consideration of Approval of 2018-2019 Academic Calendar**
- XIV. Consideration of Acceptance of the 2016-2017 Comprehensive Annual Financial Report**
- XV. Consideration of Approval to Sell Surplus Real Estate Located In University Park, Clear Lake Area**
- XVI. Consideration of Approval of the Awarding of a Posthumous Degree**
- XVII. Consideration of Approval of Policy #: Public Relations – First Reading**
- XVIII. Consideration of Approval of Policy #: Alcohol – First Reading**

## **PURCHASING REQUESTS**

- XIX. Consideration of Purchasing Requests**

## **CONSENT AGENDA**

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

- XXI. Items for Discussion/Possible Action**

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

- XXII. Adjournment**

**Closed Session Authority**

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

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

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

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

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or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 71,416,711	\$ 64,973,374
Accounts receivable - taxes	92,617,024	90,945,285
Accounts receivable	15,565,083	14,767,575
Deferred charges	1,144,404	1,119,947
Inventories	363,167	443,645
Total current assets	<u>181,106,389</u>	<u>172,249,826</u>
Noncurrent assets:		
Restricted cash and cash equivalents	165,506,203	196,715,644
Capital assets, net	430,722,563	417,566,622
Total noncurrent assets	<u>596,228,766</u>	<u>614,282,266</u>
Total assets	<u>777,335,155</u>	<u>786,532,092</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	6,924,946	11,718,494
Deferred outflow related to defeased debt	5,237,400	-
Total deferred outflows of resources	<u>12,162,346</u>	<u>11,718,494</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	9,428,027	9,182,529
Accrued liabilities	3,936,522	3,990,559
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	89,049,725	87,329,321
Total current liabilities	<u>104,697,062</u>	<u>103,115,032</u>
Noncurrent liabilities:		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	474,108,886	485,731,151
Total noncurrent liabilities	<u>505,999,029</u>	<u>515,673,276</u>
Total liabilities	<u>610,696,091</u>	<u>618,788,308</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>3,795,258</u>	<u>4,122,366</u>
<u>Net assets</u>		
Beginning of year	164,328,451	166,844,720
Current year addition	10,677,701	8,495,192
Total net position - PRELIMINARY	<u>\$ 175,006,152</u>	<u>\$ 175,339,912</u>

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Two Months Ended October 31, 2017

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/16</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 49,035,178	\$ 11,168,096	22.78	\$ 10,421,350	21.12
Local Taxes - Maintenance & Operations	66,740,000	(139,020)	-0.21	38,818	0.06
Local Taxes - Debt Service	28,583,724	89,109	0.31	102,347	0.38
Credit Tuition	46,384,109	27,058,878	58.34	26,395,679	57.91
Credit Fees	15,210,000	8,824,868	58.02	8,185,139	53.89
Credit Exemptions & Waivers	(5,670,000)	(2,803,453)	49.44	(2,318,474)	47.60
Bad Debt	(1,800,000)	(300,000)	16.67	(391,797)	29.07
Continuing Professional Development	5,041,723	1,080,117	21.42	1,483,246	26.90
Sales & Services	1,869,775	343,688	18.38	392,166	84.38
Investment Income	500,000	378,232	75.65	157,640	41.47
Auxiliary Services	3,535,367	878,817	24.86	910,699	27.54
Grants	59,216,463	17,512,132	29.57	19,241,533	37.93
Local Grants	2,923,875	760,697	26.02	1,032,778	51.32
Total	<u>271,570,214</u>	<u>64,852,161</u>	<u>23.88</u>	<u>65,651,124</u>	<u>25.46</u>
<b>EXPENDITURES:</b>					
Instruction	70,356,805	13,444,063	19.11	12,974,121	16.87
Public Service	5,425,688	728,717	13.43	716,753	10.92
Academic Support	21,926,601	4,206,374	19.18	3,798,809	20.19
Student Services	15,337,371	2,173,625	14.17	2,029,129	12.44
Institutional Support	84,206,471	10,233,869	12.15	11,484,737	18.80
Physical Plant	18,130,094	2,197,961	12.12	2,163,132	12.97
Scholarships and Fellowships	52,321,485	17,576,697	33.59	20,068,311	42.28
Auxiliary Enterprises	4,257,040	902,103	21.19	937,211	22.33
Depreciation	22,000,000	3,145,476	14.30	3,031,721	16.44
Capital Purchases	-	(434,425)	-	(47,992)	1.37
Total	<u>293,961,555</u>	<u>54,174,460</u>	<u>18.43</u>	<u>57,155,932</u>	<u>21.74</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,762,480)	(50,878)	-	(89,210)	-
Transfers Out	3,762,480	50,878	-	89,210	-
Net Increase (Decrease) in Net Position	<u>\$ (22,391,341)</u>	<u>\$ 10,677,701</u>		<u>\$ 8,495,192</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Two Months Ended October 31, 2017

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/16</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
State Appropriations	\$ 38,785,178	\$ 9,312,239	24.01	\$ 8,740,742	23.96
Local Taxes - Maintenance & Operations	66,740,000	(139,020)	-0.21	38,818	0.06
Credit Tuition	44,569,109	25,931,232	58.18	25,282,993	57.62
Credit Fees	15,210,000	8,824,868	58.02	8,185,139	53.89
Credit Exemptions & Waivers	(5,670,000)	(2,803,453)	49.44	(2,318,474)	47.60
Bad Debt	(1,800,000)	(300,000)	16.67	(391,797)	29.07
Continuing Professional Development	5,041,723	1,080,117	21.42	1,483,246	26.90
Sales & Services	1,869,775	340,688	18.22	365,982	218.80
Investment Income	500,000	98,917	19.78	21,478	6.19
Total	<u>165,245,785</u>	<u>42,345,588</u>	<u>25.63</u>	<u>41,408,127</u>	<u>25.85</u>
EXPENDITURES:					
Instruction	67,388,284	12,643,188	18.76	12,079,470	17.25
Public Service	4,853,356	626,960	12.92	605,825	10.51
Academic Support	14,120,266	3,021,827	21.40	2,875,695	22.77
Student Services	14,882,281	1,917,653	12.89	1,798,951	12.65
Institutional Support	41,824,884	6,215,054	14.86	7,414,273	19.72
Physical Plant	18,130,094	2,197,961	12.12	2,163,132	12.97
Total	<u>161,199,165</u>	<u>26,622,643</u>	<u>16.52</u>	<u>26,937,346</u>	<u>17.17</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(850)	-
Transfers Out	3,762,480	50,878	-	71,347	-
Net Increase (Decrease) in Net Position	<u>\$ 284,140</u>	<u>\$ 15,672,067</u>		<u>\$ 14,400,284</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Two Months Ended October 31, 2017

Federal Restricted Funds

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/16	% of 8/31/17 Actual
REVENUES:					
Grants	\$ 54,929,757	\$ 16,457,784	29.96	\$ 18,530,398	38.89
Total	<u>54,929,757</u>	<u>16,457,784</u>	29.96	<u>18,530,398</u>	38.89
EXPENDITURES:					
Instruction	566,206	46,299	8.18	88,622	22.83
Public Service	256,746	30,937	12.05	40,083	19.10
Academic Support	6,638,174	999,664	15.06	708,643	16.77
Student Services	148,978	54,798	36.78	35,884	12.06
Institutional Support	948,130	131,473	13.87	139,097	11.71
Scholarships and Fellowships	46,371,523	15,194,613	32.77	17,518,069	42.35
Total	<u>54,929,757</u>	<u>16,457,784</u>	29.96	<u>18,530,398</u>	38.87
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 Two Months Ended October 31, 2017

State Restricted Funds

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/16	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 1,855,857	18.11	\$ 1,680,608	13.06
Grants	4,286,706	1,054,348	24.60	711,135	23.09
Total	<u>14,536,706</u>	<u>2,910,205</u>	<u>20.02</u>	<u>2,391,743</u>	<u>14.99</u>
EXPENDITURES:					
Instruction	2,321,476	719,956	31.01	798,325	12.48
Public Service	72,361	44,623	61.67	41,795	10.34
Academic Support	468,090	160,630	34.32	169,667	9.53
Student Services	278,172	186,649	67.10	190,983	10.79
Institutional Support	9,127,935	825,938	9.05	550,570	16.76
Scholarships and Fellowships	2,268,672	972,409	42.86	640,403	27.68
Total	<u>14,536,706</u>	<u>2,910,205</u>	<u>20.02</u>	<u>2,391,743</u>	<u>14.99</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 Two Months Ended October 31, 2017

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/16</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,923,875	\$ 760,697	26.02	\$ 1,032,778	51.32
Total	<u>2,923,875</u>	<u>760,697</u>	<u>26.02</u>	<u>1,032,778</u>	<u>51.32</u>
EXPENDITURES:					
Instruction	80,839	33,982	42.04	6,744	8.13
Public Service	243,225	26,197	10.77	29,050	15.91
Academic Support	700,071	24,253	3.46	44,804	24.67
Student Services	27,940	4,476	16.02	3,311	13.64
Institutional Support	23,373	2,237	9.57	5,755	8.00
Scholarships and Fellowships	1,866,290	690,310	36.99	978,026	58.26
Total	<u>2,941,738</u>	<u>781,455</u>	<u>26.56</u>	<u>1,067,690</u>	<u>48.05</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(17,863)	(27,592)	-	(61,848)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 6,834</u>		<u>\$ 9,073</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Two Months Ended October 31, 2017

27 Texas Public Education Grant

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/16	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 1,127,646	62.13	\$ 1,112,686	65.47
Total	1,815,000	1,127,646	62.13	1,112,686	65.47
EXPENDITURES:					
Scholarships and Fellowships	1,815,000	719,365	39.63	931,813	44.05
Total	1,815,000	719,365	39.63	931,813	44.05
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 408,281		\$ 180,873	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Two Months Ended October 31, 2017

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/16</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 3,000	-	\$ 26,184	8.80
Total	<u>-</u>	<u>3,000</u>	<u>-</u>	<u>26,184</u>	<u>8.80</u>
EXPENDITURES:					
Instruction	-	638	-	960	-
Student Services	-	10,049	-	-	-
Total	<u>-</u>	<u>10,687</u>	<u>-</u>	<u>960</u>	<u>-</u>
TRANSFERS AMOUNG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (7,687)</u>		<u>\$ 25,224</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Two Months Ended October 31, 2017

Auxiliary Enterprises

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/16	% of 8/31/17 Actual
REVENUES:					
Sales & Services	\$ 45,000	\$ 12,730	28.29	\$ 11,848	10.97
Auxiliary Services	3,490,367	866,087	24.81	898,851	28.10
Total	<u>3,535,367</u>	<u>878,817</u>	<u>24.86</u>	<u>910,699</u>	<u>27.54</u>
EXPENDITURES:					
Non-Instructional Labor	808,850	95,192	11.77	117,167	16.16
Benefits	190,526	73,987	38.83	74,616	16.86
Supplies	1,397,422	124,826	8.93	149,613	26.06
Travel	255,283	52,575	20.59	35,548	6.68
Contracted Services	412,183	35,818	8.69	51,271	18.17
Scholarships and Fellowships	1,192,226	519,705	43.59	506,297	31.04
Utilities	550	-	-	2,699	-
Total	<u>4,257,040</u>	<u>902,103</u>	<u>21.19</u>	<u>937,211</u>	<u>22.33</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(721,673)	(23,286)	-	(26,512)	-
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 Two Months Ended October 31, 2017

95 Retirement of Indebtedness

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/16	% of 8/31/17 Actual
<b>REVENUES</b>					
Investment Income	\$ -	\$ 279,315	-	\$ 136,162	412.52
Local Taxes - Debt Service	28,583,724	89,109	0.31	102,347	0.38
Total	<u>28,583,724</u>	<u>368,424</u>	<u>-</u>	<u>238,509</u>	<u>0.89</u>
<b>EXPENDITURES</b>					
Institutional Support	32,282,149	3,059,167	9.48	3,375,042	17.83
Total	<u>32,282,149</u>	<u>3,059,167</u>	<u>9.48</u>	<u>3,375,042</u>	<u>17.83</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,022,944)	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ (2,690,743)</u>		<u>\$ (3,136,533)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Two Months Ended October 31, 2017

97 Investment in Plant

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/16	% of 8/31/17 Actual
<b>EXPENDITURES</b>					
Depreciation	\$ 22,000,000	\$ 3,145,476	14.30	\$ 3,031,721	16.44
Capital Purchases	-	(434,425)	-	(47,992)	-
Total	<u>22,000,000</u>	<u>2,711,051</u>	<u>-</u>	<u>2,983,729</u>	<u>19.99</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (2,711,051)</u>		<u>\$ (2,983,729)</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Two Months Ended October 31, 2017

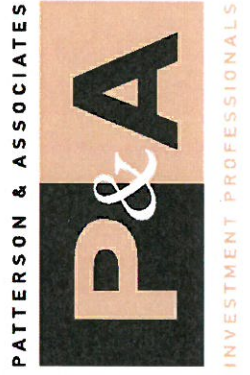
91 Capital Projects

	Adjusted Budget	Actual (16.67%)	10/31/16
REVENUES:			
Investment Income	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Bond Programs	-	1,540,648	4,455,897
Total	-	1,540,648	4,455,897
Net Increase (Decrease) in Net Position	\$ -	\$ (1,540,648)	\$ (4,455,897)



**Monthly Investment Report**

**October 31, 2017**





## On to Global Normalization

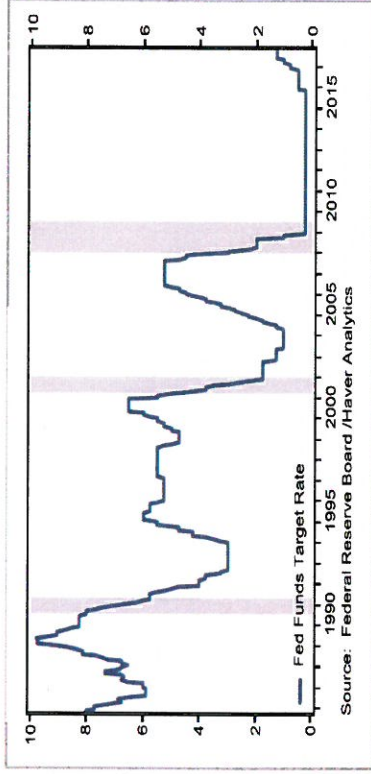
Much of the month of October was filled with speculation on the appointee for Fed Chair and anticipation regarding the Administration's tax proposal. Waiting for that news kept markets in limbo most of the month.

The FOMC meeting was anticipated and proved to be a non-event as rates remained the same on a unanimous vote. In summary, the Committee and the markets see an economy that is growing and shouldered the hurricane damage with little net impact. With key data points and events in November the market is already building in another anticipated rate increase in December. The probability for a hike by the end of the year is now strong at 92.3%.

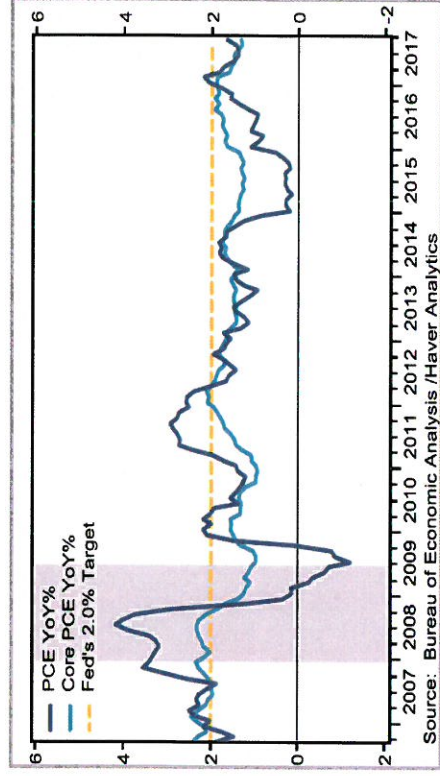
The Fed Chair appointee is a key market element. Prior to the announcement, the Fed Chair nominee odds-on favorite is Fed Reserve Governor Jerome Powell. (Any other nominee could shake the markets dramatically.) This choice might soften the Fed's view on regulations but no major change in overall policy is forecast. The new Chair will not take his/her seat until February 2018. Although the Chair is powerful it still takes a vote to change rate direction and philosophy which takes time. The Fed plan for balance sheet normalization remains. Other central banks are more moderate and will stay somewhat behind the US. That varied pace will continue to move international funds into the Treasuries (keeping our rates lower)

Other Central Banks are paralleling the US policies but slower pace with their slower growth. The Bank of England raised their rates this month (to 0.50%); their first rate change in a decade. The BOE is staying pat on their QE policies but the ECB has begun to plan for some moderate easing next year. The ECB will reduce monthly bond purchases slowly from €60bn to €30bn beginning in January 2018 and will continue *at least* through September 2018. As expected ECB announced plans to keep rates near zero for as long as necessary while reducing their quantitative stimulus program. The divergence is with the Bank of Japan which is leaving their rates unchanged. Some divergence is desired to still the rallying cry for a massive global policy change. In this case slower is better to smooth the transition and it is a long way until any central bank becomes restrictive. The key to watch is inflation.

Global growth points to an annualized rate of 3.9% in 2017. Along with the US a key development will be in China, their 19<sup>th</sup> Party Congress will have much to do in directing rates.



There have been some strong technical factors affecting on the bond market also. The ten-year is at a crucial level moving around 2.40%. If this breaks higher it will add considerable volatility and perhaps a new direction for the long end. In addition, the Treasury announced significant adjustment to its issuance schedule for Q4 which netted will reduce T-Bill auctions and may push Bill rates lower.



## US Growth Continues

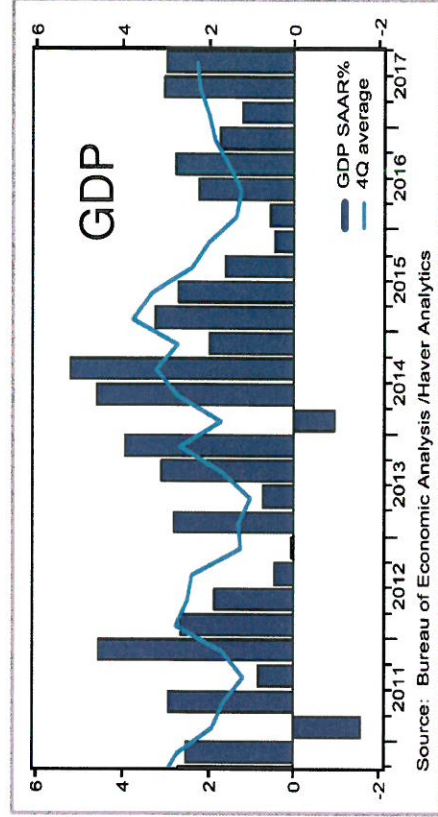
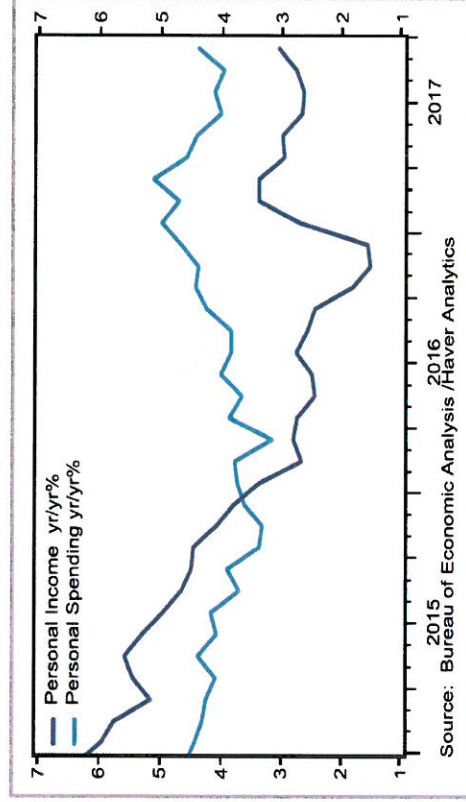
The Fed remains accommodative for one primary reason: the US financial conditions are strong and solid. In their notes the FOMC stated that “the labor market has continued to strengthen and economic activity has been rising at a solid rate despite hurricane-related disruptions.”

The job data coming out in November should be strong based on monthly reads on personal income and spending jumped up. Personal income YOY is now at 3.0%. The bread-winners are also spending that cash as shown by a better than expected spending jump (1.0%). The spending is outpacing savings which has dropped to its lowest level since 2006. Is the consumer back? That spending trend may help retail for the holidays. Retail sales have grown the most this past quarter since 2015.

Business fixed income investment has once again picked up after slowing during the 2Q. Business owners have gained confidence and are looking forward to a change in tax structure. Part of that enthusiasm is shown in manufacturing which continues to climb. Manufacturing showed major increases in the Dallas Fed area which came in the best in 11 years and NY the best in 3 years.

All of this translates to the bottom GDP line – our income statement. In the 3Q GDP jumped to 3% forecasting a 2.6% annual growth rate and put the best two quarters in GDP in three years.

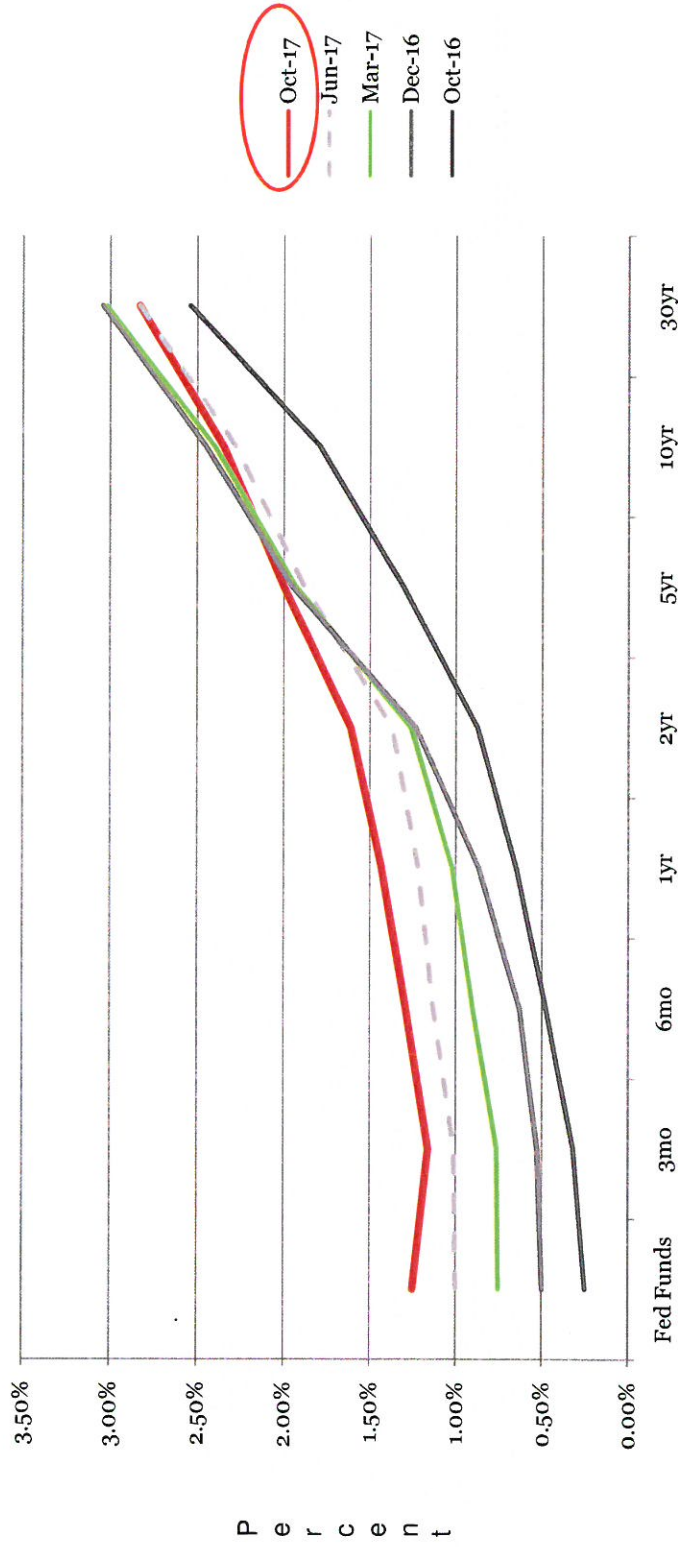
The only soft spot is inflation even though CPI hit an 8 month high most of it coming from the consumer. The Fed appears not to be worried yet stating while inflation may “remain somewhat below 2% in the near term,” it’s expected to stabilize around the Fed’s 2% target “over the medium term.”





# Rates Flattening Continues

- The curve ended the month with its slight inversion in the front end due to heavy global investing in our markets.
- Bill rates may also be affected by the slightly decreased supply in Bills which will put demand-supply pressure on the sector.
- A showing from inflation would definitely move the whole curve up in anticipation of increased rate hikes and rate talk always moves the short end but may start affecting the long end also – hopefully not in one swift reversal.
- Central bank moves to push for higher rates and to reduce balance sheets (from QE) will start to level the playing field on sovereign bonds worldwide.




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

*San Jacinto College District*  
 Monthly Investment Report  
 September 30, 2017 – October 31, 2017

**Portfolio Summary Management Report**

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

<u>Portfolio as of 09/30/17:</u>		<u>Portfolio as of 10/31/17:</u>	
Beginning Book Value	\$ 242,894,606	Ending Book Value	\$ 236,922,914
Beginning Market Value	\$ 242,894,606	Ending Market Value	\$ 236,922,914
		Investment Income for the period	\$ 189,422
		Unrealized Gain/Loss	\$ 0
WAM at Beginning Period Date <sup>1</sup>	1 day	WAM at Ending Period Date <sup>1</sup>	1 day
<i>(Decrease in market value is due to seasonal cash outflows)</i>		Change in Market Value <sup>2</sup>	\$ (5,971,692)
<b>Average Yield to Maturity for period</b>		<b>0.998%</b>	
<b>Average Yield 180-Day Treasury Bill for period</b>		<b>1.250%</b>	

  
 \_\_\_\_\_  
 William E. Dickerson, Accounting and Financial Services  
 San Jacinto College District

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

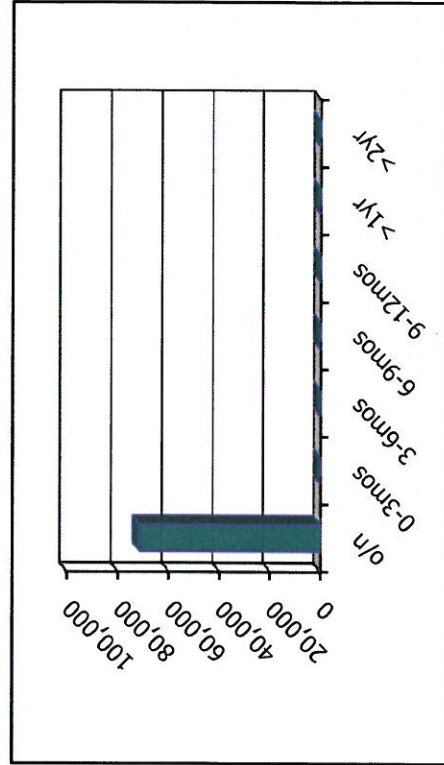
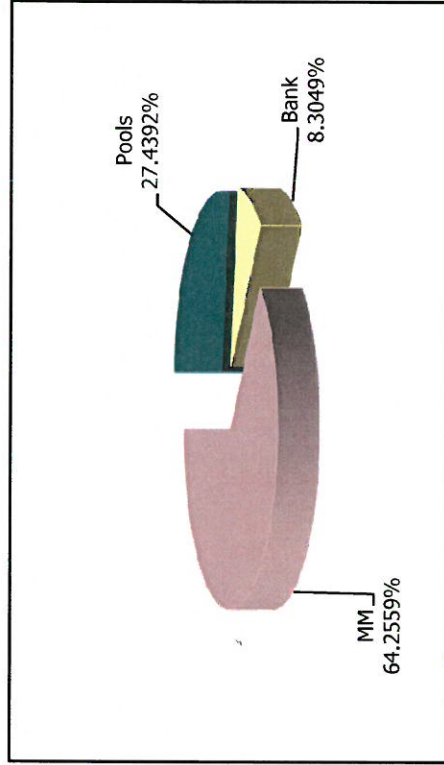
<sup>1</sup> WAM – weighted average maturity

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

# General Portfolio

As of October 31, 2017

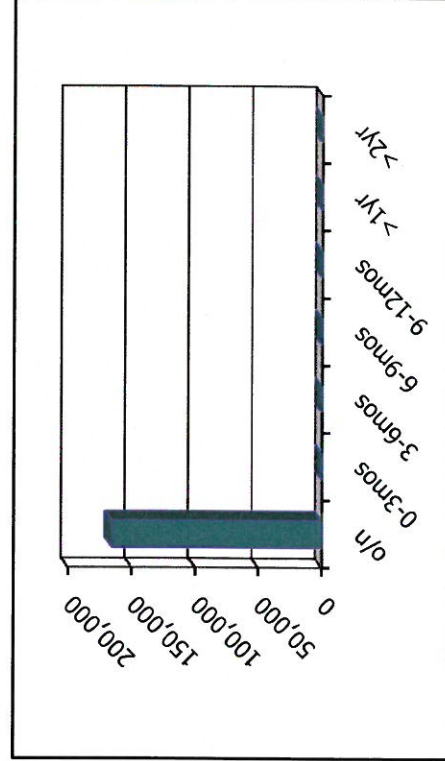
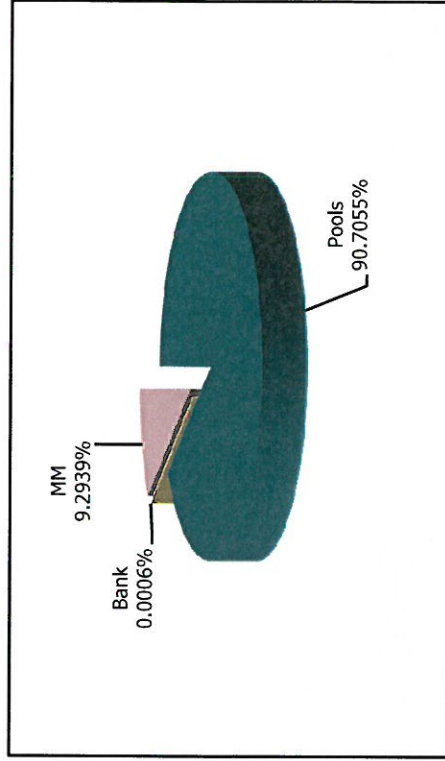
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially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



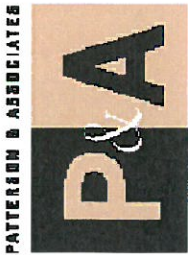
# Bond Portfolio

As of October 31, 2017

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







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

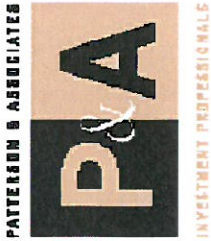
**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 October 31, 2017**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	5,931,135.79	5,931,135.79	5,931,135.79	2.50	1	1	0.000
Investment Pools/Money Markets	230,991,778.44	230,991,778.44	230,991,778.44	97.50	1	1	1.023
<b>Investments</b>	<b>236,922,914.23</b>	<b>236,922,914.23</b>	<b>236,922,914.23</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.998</b>

Total Earnings	October 31	Month Ending	Fiscal Year To Date
Current Year	189,422.16		378,082.33

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

*William E. Dilem*  
 Vice-Chancellor of Fiscal Affairs 11/29/2017  
 DIRECTOR of Accounting  
 AND FINANCIAL SERVICES

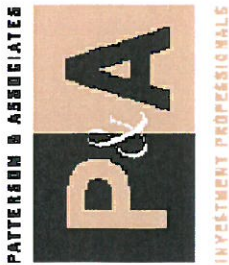


**San Jacinto Community College**  
**Summary by Type**  
**October 31, 2017**  
**Grouped by Fund**

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	165,506,203.42	165,506,203.42	69.86	1.027	1
<b>Subtotal</b>	<b>10</b>	<b>165,506,203.42</b>	<b>165,506,203.42</b>	<b>69.86</b>	<b>1.027</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	5,931,135.79	5,931,135.79	2.50	0.000	1
Investment Pools/Money Markets	6	65,485,575.02	65,485,575.02	27.64	1.013	1
<b>Subtotal</b>	<b>15</b>	<b>71,416,710.81</b>	<b>71,416,710.81</b>	<b>30.14</b>	<b>0.929</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>236,922,914.23</b>	<b>236,922,914.23</b>	<b>100.00</b>	<b>0.998</b>	<b>1</b>





**San Jacinto Community College  
Fund BOND - Bond Funds  
Investments by Fund  
October 31, 2017**

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	0.01	0.01	0.01	0.220	0.216	0.220		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	1,751,190.12	1,751,190.12	1,751,190.12	1.100	1.084	1.100		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,125,918.50	8,125,918.50	8,125,918.50	1.100	1.084	1.100		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,232.74	250,232.74	250,232.74	1.100	1.084	1.100		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,004,654.93	5,004,654.93	5,004,654.93	1.100	1.084	1.100		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,232.74	250,232.74	250,232.74	1.100	1.084	1.100		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	5,924,078.43	5,924,078.43	5,924,078.43	1.020	1.006	1.020		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	2,400,228.36	2,400,228.36	2,400,228.36	1.020	1.006	1.020		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	141,498,765.56	141,498,765.56	141,498,765.56	1.020	1.006	1.020		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	300,902.03	300,902.03	300,902.03	1.020	1.006	1.020		1
<b>Subtotal and Average</b>				<b>165,506,203.42</b>	<b>165,506,203.42</b>	<b>165,506,203.42</b>	<b>1.013</b>	<b>1.013</b>	<b>1.027</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>165,506,203.42</b>	<b>165,506,203.42</b>	<b>165,506,203.42</b>	<b>1.013</b>	<b>1.013</b>	<b>1.027</b>		<b>1</b>

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**October 31, 2017**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2016	2,781.56	2,781.56	2,781.56					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	80,620.06	80,620.06	80,620.06					1
7083-40062	10086	Disbursements	09/01/2016	-294,367.59	-294,367.59	-294,367.59					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	6,191,514.89	6,191,514.89	6,191,514.89					1
707759346	10085	Payroll Fund	09/01/2016	-64,937.13	-64,937.13	-64,937.13					1
9999999913	10088	Petty Cash	09/01/2016	19,925.00	19,925.00	19,925.00					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-4,401.00	-4,401.00	-4,401.00					1
<b>Subtotal and Average</b>				<b>5,931,135.79</b>	<b>5,931,135.79</b>	<b>5,931,135.79</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	40,397,462.76	40,397,462.76	40,397,462.76	1.100	1.084	1.100		1
86-7200810	10230	East West MM	09/09/2014	250,232.74	250,232.74	250,232.74	1.100	1.084	1.100		1
999999993	10034	LSIP GOF - Operating	09/01/2007	1,201,949.33	1,201,949.33	1,201,949.33	1.020	1.006	1.020		1
707759320	10035	JPM - Money Market	09/01/2007	5,001,145.50	5,001,145.50	5,001,145.50	0.270	0.266	0.270		1
999999996	10038	TCB - Money Market	09/26/2007	240,643.75	240,643.75	240,643.75	0.350	0.345	0.350		1
999999991	10032	TexPool	09/01/2007	18,394,140.94	18,394,140.94	18,394,140.94	1.032	1.017	1.031		1
<b>Subtotal and Average</b>				<b>65,485,575.02</b>	<b>65,485,575.02</b>	<b>65,485,575.02</b>		<b>0.999</b>	<b>1.013</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>71,416,710.81</b>	<b>71,416,710.81</b>	<b>71,416,710.81</b>		<b>0.916</b>	<b>0.929</b>		<b>1</b>

**San Jacinto Community College**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**October 1, 2017 - October 31, 2017**  
**Yield on Average Book Value**

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	0.01	446.82	43.24		0.220	0.272	0.01	0.00	0.01
999999999	10084	BOND	RRP	5,924,078.43	5,952,375.23	5,936,660.44		1.020	1.024	5,165.27	0.00	5,165.27
999999916	10106	BOND	RRP	300,902.03	295,150.52	300,443.13		1.020	1.024	261.41	0.00	261.41
XXX794	10228	BOND	RRP	1,751,190.12	1,751,054.14	1,750,153.04		1.100	0.750	1,115.12	0.00	1,115.12
XXX844	10229	BOND	RRP	8,125,918.50	8,119,175.37	8,120,871.09		1.100	0.750	5,174.19	0.00	5,174.19
86-72000794	10231	BOND	RRP	250,232.74	250,219.90	250,014.60		1.100	1.096	232.74	0.00	232.74
86-72000844	10232	BOND	RRP	250,232.74	250,219.90	250,014.60		1.100	1.096	232.74	0.00	232.74
86-72004242	10233	BOND	RRP	5,004,654.93	5,004,398.00	5,000,292.03		1.100	1.096	4,654.93	0.00	4,654.93
999999917	10234	BOND	RRP	2,400,228.36	3,610,230.19	3,139,059.41		1.020	1.023	2,728.66	0.00	2,728.66
999999918	10235	BOND	RRP	141,498,765.56	144,010,032.16	142,993,783.65		1.020	1.024	124,409.51	0.00	124,409.51
			<b>Subtotal</b>	<b>165,506,203.42</b>	<b>169,243,302.23</b>	<b>167,741,335.23</b>			<b>1.011</b>	<b>143,974.58</b>	<b>0.00</b>	<b>143,974.58</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	18,394,140.94	22,322,268.51	18,628,411.45		1.032	1.032	16,322.82	0.00	16,322.82
999999996	10038	GEN	RRP	240,643.75	240,569.93	240,572.31		0.350	0.361	73.82	0.00	73.82
707759320	10035	GEN	RRP	5,001,145.50	5,002,254.20	5,000,255.10		0.270	0.270	1,145.50	0.00	1,145.50
999999993	10034	GEN	RRP	1,201,949.33	843,346.45	2,231,987.57		1.020	1.028	1,949.33	0.00	1,949.33
XXX810	10227	GEN	RRP	40,397,462.76	40,367,046.49	40,372,428.28		1.100	0.750	25,723.37	0.00	25,723.37
86-7200810	10230	GEN	RRP	250,232.74	250,219.90	250,014.60		1.100	1.096	232.74	0.00	232.74
			<b>Subtotal</b>	<b>65,485,575.02</b>	<b>69,025,705.48</b>	<b>66,723,669.31</b>			<b>0.802</b>	<b>45,447.58</b>	<b>0.00</b>	<b>45,447.58</b>
			<b>Total</b>	<b>230,991,778.44</b>	<b>238,269,007.71</b>	<b>234,465,004.54</b>			<b>0.951</b>	<b>189,422.16</b>	<b>0.00</b>	<b>189,422.16</b>

# San Jacinto College Foundation

## Statement of Financial Position

As of October 31, 2017

### ASSETS

#### Current Assets

##### Checking/Savings

General Fund \$738,763

Other Funds -

Total Checking/Savings 738,763

##### Accounts Receivable

Pledge Receivables 312,900

Special Events Receivables 21,105

Total Accounts Receivable 334,005

##### Other Current Assets

##### Short Term Investments

Goldman Sachs 10,517,845

Capital Bank CD 203,808

Prosperity Bank 202,537

Total SJC Short Term Investments 10,924,190

Total Current Assets 11,996,959

### TOTAL ASSETS

\$11,996,959

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

Event Payable 635

Grants Payable 59,096

Programs Payable 107,164

Endowments Payable 86,930

Scholarship Payables 220,483

Student Success Payables 5,719

Total Accounts Payable 480,026

Total Current Liabilities 480,026

Total Liabilities 480,026

#### Equity

Net Assets 11,476,782

Net Income 40,151

Total Equity 11,516,932

### TOTAL LIABILITIES & EQUITY

\$11,996,959

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending October 31, 2017

	Current Year	Last Year	Favorable / (Unfavorable)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Grant Contributions	8,280	0	8,280
Permanently Restricted	8,465	156,360	(147,895)
Program Sponsorship	111,082	54,412	56,670
Temporarily Restricted	192,984	141,351	51,633
<b>Total Contributions</b>	<u>320,811</u>	<u>352,123</u>	<u>(31,312)</u>
<b>Other Income</b>			
Special Events	58,960	98,082	(39,122)
Investment Income	43,710	21,558	22,153
Realized Gain / (Loss)	15,242	1,211,267	(1,196,025)
Unrealized Gain / (Loss)	121,721	(1,211,310)	1,333,031
<b>Total Other Income</b>	<u>239,633</u>	<u>119,596</u>	<u>120,037</u>
<b>Total Income</b>	560,444	471,718	88,726
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	393,874	152,722	(241,152)
Grants Awarded	8,650	0	(8,650)
Programs Sponsored	58,284	59,443	1,159
<b>Total Programs</b>	<u>460,808</u>	<u>212,164</u>	<u>(248,644)</u>
<b>Supporting Services</b>			
Management and General	8,977	6,033	(2,944)
Fundraising Expenses	47,657	45,788	(1,868)
Sponsorship Expense	2,852	750	(2,102)
<b>Total Supporting Services</b>	<u>59,486</u>	<u>52,572</u>	<u>(6,914)</u>
<b>Total Expense</b>	<u>520,294</u>	<u>264,736</u>	<u>(255,558)</u>
<b>Net Ordinary Income</b>	40,151	206,983	(166,832)
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$40,151</u>	<u>\$206,983</u>	<u>(\$166,832)</u>



Contributions Report  
October 2017

<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	\$71,416	Disaster Relief, East Harris Manufacturer, Golf, Maritime Training Center, Milton Stanley Jr. Scholarship, North Campus Baseball Program, PVF, Scholarship America, Veterans Center
Foundations	24,280	Astros Foundation Grant, Lubrizol Pro/Occ Technical Scholarship
Individuals	9,043	Deanna Shaygan Memorial, Disaster Relief, East Harris Manufacturer, Golf, Jennifer Puryear Scholarship, Milton Stanley Jr. Scholarship, South Softball Program

**Total Donation      104,739**

Employee Contributions	7,371	Brysch Garza Firefighter, Disaster Relief, Dunseith Sr. Memorial, East Harris Manufacturer, Golf, John Locke Memorial, Milton Stanley Jr. Scholarship, Promise for their Future, South Softball Program, Veterans Center
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**Total      \$112,110**

## 2008 Bond Program

Preliminary as of October 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
<b>North</b>								
2612 - NC Plant Chiller	14,225	1,721,732	1,735,957	-	123,440	1,590,008	22,509	98.70%
<b>Sub-total</b>	14,225	1,721,732	1,735,957	-	123,440	1,590,008	22,509	98.70%
<b>South</b>								
3914 - SC Softball Improvements	850,000	-	850,000	-	155,810	-	694,190	18.33%
<b>Sub-total</b>	850,000	-	850,000	-	155,810	-	694,190	18.33%
<b>District</b>								
720100 - Program Management	-	552,501	552,501	-	23,690	11,687	517,124	6.40%
726800 - Contingency	14,626,260	(11,525,700)	3,100,561	-	-	-	3,100,561	-
726907 - Graphics Phase II	50,000	-	50,000	-	1,015	40,603	8,382	83.24%
<b>Sub-total</b>	14,676,260	(10,973,199)	3,703,062	-	24,705	52,290	3,626,067	2.08%
<b>2008 Contingency Supplemental Projects</b>								
721911 - CC OR Electric Bed		19,146	19,146	-	19,146	-	-	100.00%
722915 - NC Monument Room AV Update		20,818	20,818	-	20,818	-	-	100.00%
726909 - Dist Network/Wireless Equipment		784,920	784,920	-	12,782	20,401	751,737	4.23%
726910 - Dist Juniper Switches		902,012	902,012	-	902,012	-	-	100.00%
726911 - Dist Enterprise Applications: ILP		81,034	81,034	-	30,240	-	50,794	37.32%
726810- 2008 Contingency Supplemental Projects	-	2,391,179	2,391,179	-	-	-	2,391,179	-
<b>Sub-total</b>	-	4,199,109	4,199,109	-	984,998	20,401	3,193,710	0.00%
<b>Projects Closed</b>								
<b>Sub-total</b>	279,459,515	5,052,357	284,511,872	(245,084)	-	284,511,872	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>(245,084)</b>	<b>1,288,953</b>	<b>286,174,571</b>	<b>7,536,476</b>	<b>97.45%</b>



## 2015 Revenue Bond Program

Preliminary As of October 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>North - CIT</b>								
722909 - North CIT	47,591,645	-	47,591,645	182,215	559,808	41,845,979	5,185,858	89.10%
726908 - Dist Campus Purchases	-	748,950	748,950	-	-	748,950	-	100.00%
Contingency (726900)	2,408,355	(748,950)	1,659,405	-	-	-	1,659,405	-
<b>Sub-total</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>182,215</b>	<b>559,808</b>	<b>42,594,929</b>	<b>6,845,263</b>	<b>86.31%</b>



**2015 Bond Program**

Preliminary Report as of October 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
1601 - CC Petrochemical Center	52,450,000	337,630	52,787,630	-	40,664,746	2,677,518	9,445,366	82.11%
1601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	279,522	437,738	6,913,129	9.40%
1601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	5,332,088	973,309	1,640,612	79.35%
1602 - CC Welcome Center	16,600,000	2,938,463	19,538,463	-	883,787	269,130	18,385,546	5.90%
1602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	69,718	1,062	2,929,220	2.36%
1603 - CC Class Room Building	47,155,000	(1,113,647)	46,041,353	-	11,400	421,855	45,608,098	0.94%
1604 - CC Central Data Closets	2,444,000	(57,718)	2,386,282	-	8,700	39,079	2,338,503	2.00%
1605 - CC Central Access Security	1,852,000	(564,532)	1,287,468	-	-	44,403	1,243,065	3.45%
1606 - CC Frels Demo	1,153,000	-	1,153,000	-	50,824	-	1,102,176	4.41%
1607 - CC Davison Building Reno	14,970,000	(353,542)	14,616,458	-	-	115,019	14,501,439	0.79%
1608 - CC McCollum Center Reno	24,685,000	(582,987)	24,102,013	-	45,078	189,654	23,867,281	0.97%
1609 - CC McCollum North Reno	2,535,000	(59,868)	2,475,132	-	-	19,477	2,455,655	0.79%
1610 - CC Ball Demo	1,725,000	-	1,725,000	-	-	-	1,725,000	0.00%
1611 - CC Anderson Demo	2,654,000	(62,680)	2,591,320	-	-	20,390	2,570,930	0.79%
1612 - CC Stadium and Track Demo	174,000	(4,109)	169,891	-	12,925	1,337	155,629	8.39%
1613 - CC Central DDC Network	1,160,000	(27,393)	1,132,607	-	114,446	133,285	884,876	21.87%
1614 - CC Central Plant Upgrades	1,160,000	(27,393)	1,132,607	-	70,388	17,958	1,044,261	7.80%
<b>Sub-total</b>	<b>170,717,000</b>	<b>18,998,622</b>	<b>189,715,622</b>	<b>-</b>	<b>47,543,622</b>	<b>5,361,214</b>	<b>136,810,786</b>	<b>27.89%</b>
<b>North</b>								
2601 - NC Cosmetology & Culinary Center	22,845,000	(539,529)	22,305,471	-	884,410	277,482	21,143,579	5.21%
2602 - NC North Data Closets	915,000	(21,616)	893,384	-	13,656	27,508	852,220	4.61%
2604 - NC Lehr Library Demo	650,000	(15,356)	634,644	-	35,694	183,124	415,826	34.48%
2605 - NC North Access/Security	877,000	100,687	977,687	-	37	29,372	948,278	3.01%
2606 - NC Wheeler Reno	14,300,000	(337,719)	13,962,281	-	10,300	110,371	13,841,610	0.86%
2607 - NC Brightwell Reno	6,628,000	(156,525)	6,471,475	-	-	50,931	6,420,544	0.79%
2608 - NC Spencer Reno	13,000,000	(307,023)	12,692,977	-	-	99,877	12,593,100	0.79%
2609 - NC North DDC Network	580,000	(13,696)	566,304	-	60,845	55,568	449,891	20.56%
2610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	242,982	167,218	5,089,800	7.46%
2612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	0.00%
<b>Sub-total</b>	<b>76,395,000</b>	<b>(7,390,777)</b>	<b>69,004,223</b>	<b>-</b>	<b>1,247,924</b>	<b>1,001,451</b>	<b>66,754,848</b>	<b>3.26%</b>
<b>South</b>								
3601 - SC Engineering & Technology Center	28,400,000	(670,716)	27,729,284	-	1,071,329	329,332	26,328,623	5.05%
3602 - SC Cosmetology Center	16,213,000	(382,892)	15,830,108	-	678,921	203,546	14,947,641	5.57%
3603 - SC Longenecker Reno	22,555,000	(532,682)	22,022,318	-	11,867	199,958	21,810,493	0.96%
3604 - SC South Data Closets	765,000	(18,070)	746,930	-	4,028	21,986	720,916	3.48%
3605 - SC South Primary Electrical Upgrade	5,800,000	(136,979)	5,663,021	-	-	44,561	5,618,460	0.79%
3606 - SC South Access/ Security	599,000	218,859	817,859	-	10	23,524	794,325	2.88%
3607 - SC South HW/CW Relocation	10,266,000	(242,456)	10,023,544	-	-	78,869	9,944,675	0.79%
3608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(27,393)	1,132,607	-	-	8,915	1,123,692	0.79%
3610 - SC Jones Reno	13,803,000	(325,980)	13,477,020	-	-	106,054	13,370,966	0.79%
3611 - SC Bruce Student Center Reno	10,400,000	(245,615)	10,154,385	-	93,097	1,941,145	8,120,143	20.03%
3612 - SC HVAC Tech	312,000	2,042,899	2,354,899	-	23,074	70,789	2,261,036	3.99%
3613 - SC South DDC Network	580,000	(13,697)	566,303	-	82,751	69,023	414,529	26.80%
<b>Sub-total</b>	<b>110,853,000</b>	<b>(334,722)</b>	<b>110,518,278</b>	<b>-</b>	<b>1,965,077</b>	<b>3,097,702</b>	<b>105,455,499</b>	<b>4.58%</b>
<b>Maritime</b>								
6603 - MC Maritime Expansion	28,000,000	(13,000,000)	15,000,000	-	-	-	15,000,000	-
<b>Sub-total</b>	<b>28,000,000</b>	<b>(13,000,000)</b>	<b>15,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000,000</b>	<b>-</b>
<b>Admin</b>								
6602 - College Development	30,000,000	-	30,000,000	-	-	-	30,000,000	-
6604 - Dist Construction Studies	-	366,510	366,510	-	55,136	302,713	8,661	97.64%
6605 - Dist Access/Security	-	166,400	166,400	-	289	3,458	162,653	2.25%
720100 - Program Management	-	7,032,123	7,032,123	-	2,225,805	213,467	4,592,851	34.69%
736601 - Contingency	-	3,196,844	3,196,844	-	-	-	3,196,844	-
<b>Sub-total</b>	<b>30,000,000</b>	<b>10,761,877</b>	<b>40,761,877</b>	<b>-</b>	<b>2,281,230</b>	<b>519,638</b>	<b>37,961,009</b>	<b>6.87%</b>
<b>Projects Closed</b>								
2603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
2611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-
3609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-
<b>Sub-total</b>	<b>9,035,000</b>	<b>(9,035,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>53,037,853</b>	<b>9,980,005</b>	<b>361,982,142</b>	<b>14.83%</b>

## Energy Conservation and Air Monitoring Project

Preliminary As of October 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>College Wide</b>								
E17001 - Energy Project	-	1,061,790	1,061,790	-	910,027	147,579	4,184	99.61%
Contingency	1,400,000	(1,061,790)	338,210	-	-	-	338,210	-
<b>Sub-total</b>	1,400,000	-	1,400,000	-	910,027	147,579	342,394	75.54%

## Repair and Renovation

Preliminary Report As of October 31, 2017

Project	Base Budget	Budget Adjustments	Budget FY 18	Current Budget	Executed Change Orders	Encumbered Funds	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>										
Sub-total	-	-	-	-	-	-	-	-	-	-
<b>North</b>										
Sub-total	-	-	-	-	-	-	-	-	-	-
<b>South</b>										
Sub-total	-	-	-	-	-	-	-	-	-	-
<b>District</b>										
Sub-total	-	-	-	-	-	-	-	-	-	-
<b>Contingency (720700)</b>	1,070,684									
Sub-total	1,070,684	-	-	-	-	-	-	-	-	-
<b>Projects Substantially Complete</b>										
Sub-total	-	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	1,070,684	-	-	-	-	-	-	-	-	-

**SAN JACINTO COLLEGE DISTRICT**  
**Building Committee Meeting**  
**November 28, 2017**

Members Present: Dan Mims, John Moon, Jr.

Members Absent: Marie Flickinger, Erica Davis Rouse

Others Trustees Present: None

Others Present: Brenda Hellyer, Ken English (AECOM), Allatia Harris, Joseph Hebert, Mini Izaguirre, Bryan Jones, Angela Klaus, Ann Kokx-Templet, Colby Kreft (Rizzo & Assoc.), Jeff Parks, Janet Slocum, Charles Smith

- I. The meeting was called to order at 4:01 p.m. by Committee Chair, Dan Mims.
- II. Roll Call of Committee Members by Dan Mims
  - a. John Moon, Jr., present.
  - b. Other Trustees present: None
  - c. Members absent: Marie Flickinger, Erica Davis Rouse
- III. Approval of Minutes from the October 24, 2017 Building Committee Meeting
  - a. Dan Mims presented the minutes of the October 24, 2017 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. This was seconded by Dan Mims. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (led by Bryan Jones)
  - a. Consideration of Approval of Contract for Programming Services for Central Campus Davison Building Renovation
    - i. This request will provide for architectural programming services, which define the detailed requirements of the programs to be supported in the renovated space. This is a critical first step in the renovation design process. The details required to complete the architectural program and renovation design are gathered collaboratively by the programmer from all stakeholders to establish the program features, instructional requirements, physical adjacencies, space allocation, and equipment requirements.
    - ii. The proposal from Kirksey is on a lump sum basis. However, the proposed cost and time allotted has been reviewed and found to be reasonable for the type of work proposed.
  - b. Consideration of Approval of Contract for Campus-Wide Interactive Learning Center (ILC) Data Room Improvements
    - i. Approval of this request will authorize C. F. McDonald Electric, Inc. to provide installation of new backup electrical generators and redundant air conditioning systems in the Central, North, and South campus head-end rooms that are located in the ILC buildings (C-1.136, N-2.114a, and S-12.120). The new systems will

provide backup utility services for the critical data network systems housed in the ILC buildings, and minimize the impact to College business when utility services are lost or require preventive maintenance.

c. Consideration of Approval to Purchase Fleet Vehicles

- i. Approval of this request will allow for life-cycle replacement of College vehicles to assure reliability and reduced maintenance costs for the vehicle fleet. The College's procedure for life-cycle replacement of vehicles is every six (6) years or 100,000 miles. A total of nine (9) vehicles will be purchased. Three (3) vans will be for general College pool usage, three (3) vans will be used for facilities personnel and material transportation, and three (3) vehicles will be dedicated for police operations.

d. Consideration of Approval of Architect Pool for Minor Projects

- i. Approval of this request will provide for selection of a pool of architectural firms to provide design services for smaller projects. The selected architects will work within the architect services fee structure approved by the Board of Trustees in June 2016.
- ii. A request for qualifications was issued to establish a pool of qualified architectural firms. Based on the combined scores from the evaluations and presentations, the top two firms were Collaborate Architects, LLC, and Courtney Harper & Partners. Once approved, the College will begin negotiations with these firms.
- iii. A request was made to allow extending the selection to the third, fourth, or fifth finalist should agreement not be reached with the top two firms.

V. Safety and Quality Assurance Measures

- i. Construction worksite safety measures were presented. This dashboard report will become a monthly component of the presentation and be published in the Building Committee booklet. It will include information such as total program work hours, quantity of safety observations, OSHA injury /accident statistics, and quality assurance measures.

VI. Project Updates – Bond – (presentation led by Chuck Smith)

- a. Schedule of projects was displayed – no comments
- b. South Campus – Softball Improvements
  - i. The bleacher and press-box will be completed at Southern Bleacher Company this week. We will ask the company to hold the unit at their factory until we receive the building permit from the City of Houston for the concrete slab, which will anchor the bleachers. Currently, the plan is to have the bleachers installed by the end of January 2018.
- c. Central Campus – Petrochem

Building Committee Minutes  
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- i. Construction continues with the installation of underground storm drains, domestic water, and fire water services. Critical work accomplished during recent weeks has been the drilling and pouring of concrete piers for the foundation of the building. This work will continue through December. More than 200 piers are required to support the building.
- d. Central Campus – Welcome Center
  - i. The project team met with the building occupants to review details of their departmental spaces. A meeting was then held with Dr. Laurel Williamson and Joanna Zimmerman to ensure that the current building design still met their expectations. The result included some tweaking of the current design. The building will soon move into the schematic design phase.
- e. Central Campus – Central Plant
  - i. Detailed planning for the next modification of the Central Campus Central Plant began last week. The chiller systems were tested while the campus was out for Thanksgiving break. ACR Engineers performed the systems evaluations that will allow them to specifically target all aspects of the plant that are not performing as designed and develop plans for repair or replacement during the next upgrade scheduled for December 2018.
- f. Central Campus – Stadium and Track Demolition
  - i. The required abatement studies for the stadium demolition have been made and the required application for asbestos removal has been made with the State. A meeting for the coordination of the pre-demolition will be held on November 29, 2017. It is expected that the demolition project will be completed by mid-January 2018.
- g. Central Campus – Davison Building
  - i. Preliminary planning for the renovation began this month with a use assessment. This will allow us to provide the architect with a full scope including architectural, structural, mechanical, electrical, plumbing, and accessibility concerns. The report will also provide a basis for the cost estimate necessary for code compliance (minimum case).
- h. North Campus – Cosmetology and Culinary
  - i. The conceptual building plan has been approved by the department chair, Jeanette Liberty. General exterior design has been approved by the provost, Dr. Bill Raffetto. With these approvals, the building has been released into schematic design phase.
  - ii. The Chancellor requested a review of exterior building plans during the design process. Mr. Smith has noted this recommendation and will work with her before finalizing the design.
- i. North Campus – Underground Utility Tunnel

- i. Design development continues. The AECOM program team has received training in confined space entry procedures and a draft procedure has been written for College personnel. Plans have been put together for work over the 2017 winter holiday break that will allow isolation valves to be installed in the chilled water piping system. The valves will be used to bypass portions of the chilled water system and allow operations without the need to rent temporary chillers and generators.
  - j. South Campus – Cosmetology Building
    - i. The proposed floorplan and general architectural design of the building have been sent to the campus for review. Once approvals are received, the schematic design phase will begin.
  - k. South Campus – Engineering & Technology Building
    - i. Campus stakeholders will begin working on a preliminary floor plan and architectural concept in the coming weeks. This process is similar to that carried out with the two cosmetology buildings.
  - l. South Campus – HVAC Building
    - i. The building has been cleared and made ready to begin renovation beginning in early 2018. A mutual agreement with Jacobs Architects to terminate its involvement has been reached. The project will move forward with a different architect. The College and AECOM are recommending Huitt-Zollars as the architect of record for this renovation.
  - m. South Campus – Longenecker Renovation
    - i. Page architects conducted an in-depth program review with the College and is now moving forward with schematic design for the renovation.
  - n. Campus Wide – Direct Digital Control (DDC) Network
    - i. All variable frequency drive replacements have been completed. The final panel upgrade is scheduled for later this week. Preparations for installation of all power meters are complete. Electrical power shut-down to bring each power meter on-line is being planned for early January 2018.
  - o. Campus Wide – Data Closets
    - i. A contractor has been selected through the CSP (competitive sealed proposal) process and expect to complete negotiations by this Friday, which allow the work to be scheduled as soon as permits are received.
- VII. Financial Report – 2008 Bond, 2008 Supplemental Bond, 2015 Revenue, and 2015 Bond Projects
  - a. 2008 Bond

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November 28, 2017

- i. The supplemental projects are shown on the spreadsheet. Each project will be added to the report as the projects are approved for expenditure and begin the procurement process.
  - b. 2015 Revenue Bond
    - i. The CIT Building project is in close-out and is operating normally. The Chancellor asked about the remaining balance. It is anticipated a significant portion of the encumbered amount will go back into contingency once the final closeout is completed.
  - c. 2015 Bond Projects
    - i. The Chancellor advised that the Petrochem Glycol Unit will be bid under the current Construction Manager at Risk contract. Mr. Jones advised that this process will commence in December and is planned for presentation of results at the January Building Committee meeting and February Board meeting.
- VIII. Operating Fund Report (R&R)
  - a. LED Community Project
    - i. The first milestone of light installations is on schedule and will be completed by the end of January. Completion of the entire project is scheduled for March 30, 2018.
    - ii. The air quality monitoring station is scheduled for installation at South Campus next week.
    - iii. The Chancellor advised Board members of letters received regarding the bids, and that the purchasing department has responded to each appropriately.
- IX. Safety and Operational Measures
  - a. The departmental metrics report shown in the presentation is a report generated monthly for departmental use and for accreditation documentation. Among other things, it reports on personnel safety, department work quantities, customer satisfaction, and costs. This dashboard report will become a monthly component of the presentation and be published in the Building Committee booklet.
- X. Adjournment – The meeting was adjourned at 4:54 p.m.



**Action Item “IX”**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval of Amendment to the 2017-2018 Budget**  
**for Restricted Revenue and Expenses Relating to Federal and State Grants**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

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

**IMPACT OF THIS ACTION**

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

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

Restricted revenues and restricted expenses will each be increased by \$88,066, 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-12-11-17

Attachment 2- Grant Detail-12-11-17

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

Michael Lee Moore

281-998-6162

michael.moore@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
December 11, 2017

	Fund	Org.	Account	Prog.	Amount Debit (Credit)	
<u>U.S. Department of Labor/Texas Workforce Commission - National Dislocated Worker Disaster</u>						
<u>Grant Project TX-32; Disaster-2017 Hurricane Harvey (New Grant)</u>						
Federal Grant Revenue	531716	56700	554100	110000	(33,304)	
Non-Instructional Labor - Staff	531716	56700	612000	460961	25,230	
Fringe Benefits	531716	56700	651000	460961	8,074	\$ -
 <u>U.S. Department of Justice - Bulletproof Vest Partnership Grant Program 2017 Award (New Grant)</u>						
Federal Grant Revenue	531605	56700	554100	110000	(5,199)	
Operating Supplies - Consumable	531605	56700	711410	620500	5,199	-
 <u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Regular Program FY2018 - South Campus (New Grant)</u>						
State Grant Revenue	555040	56700	554200	110000	(49,563)	
Contr Svcs - Instr Outside Provider	555040	56700	731110	160912	49,563	-
Net Increase (Decrease)					\$ -	

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

New Grant and Additional Funding Summary by Agency:

U.S. Department of Labor	33,304
U.S. Department of Justice	\$ 5,199
Texas Higher Education Coordinating Board	\$ 49,563
	\$ 88,066

December 11, 2017 Board Book – Grant Amendments Detail List

U.S. Department of Labor/Texas Workforce Commission - National Dislocated Worker Disaster Grant Project TX-32; Disaster-2017 Hurricane Harvey (New Grant)

This Grant Award will provide U.S. Workforce Innovation and Opportunity Act Disaster Grant funds to San Jacinto Community College District to assist individuals residing in Workforce Development Areas affected by Hurricane Harvey. The College will provide short term, fast-track training curriculums to assist with responses for temporary employment needs in the Local Workforce Development Board area affected by Hurricane Harvey. Program offerings will be developed and implemented based on local employer need, and with recognition that the local labor supply is insufficient to meet the demand.

U.S. Department of Justice – Bulletproof Vest Partnership (BVP) Program (New Grant)

The BVP Program is a U.S. Department of Justice initiative designed to provide critical resources to state, local, and tribal jurisdictions for the sole purpose of purchasing bullet-resistant body armor for sworn law enforcement officers. The Office of Justice Programs' Bureau of Justice Assistance has awarded \$430 million to over 13,000 jurisdictions to support the acquisition of more than 1.29 million bulletproof vests since 1999. The vests provided will protect the officers of the San Jacinto Community College District Police Department.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Regular Program FY2018 – South Campus (New Grant)

This program is designed to achieve the following outcomes: 1) increase the number of graduates from professional nursing programs, 2) increase the percentage of students in professional nursing programs that graduate within a reasonable time as determined by the board, and 3) increase the number of graduates from master's and doctoral programs in nursing that join the faculty of a professional nursing program. These funds are paid in advance and must be repaid if targets are not met. Consequently, spending will be suspended until there is clear evidence that the metrics will be achieved.

**Action Item "X"**  
**Regular Board Meeting December 11, 2017**

**Consideration of Approval of Interlocal Agreement Between San Jacinto Community  
College District and College of the Mainland**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**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.

This agreement will allow SJCCD and COM to partner in recruiting and training efforts for a grant-funded training program focused on healthcare training for a targeted low income segment of the population.

**IMPACT OF THIS ACTION**

The healthcare industry has a continual need to increase the number of skilled workers certified and trained in order to increase the applicant pool of qualified workers. San Jacinto Community College District is the recipient of a Health Profession Opportunity Grant (HPOG). The HPOG funded Health Career Pathways Partnership (HCPP) program is a demonstration project for Temporary Assistance for Needy Families recipients and other low-income individuals. SJCCD and COM are executing this Interlocal Agreement for the purpose of creating and delivering an effective strategy to provide healthcare training to individuals who meet the eligibility and target population requirements of the funding agency.

The goals of HCPP are to increase the recruitment, reach, provide additional training opportunities, eliminate travel barriers for participants, and increase access to additional pathways. By partnering with COM, the College will better achieve the funding agency's goals of providing training opportunities in health career pathways to low income individuals with a broader outcome of promoting self-sufficiency.

**BUDGET INFORMATION**

Training will be funded from the HCPP Grant from the Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance, Award No. 90FX0035-01-00. The annual expenditures with COM are anticipated at \$135,004. Subsequent year expenditures will be reviewed and adjusted based on program participation.

**Action Item "X"**  
**Regular Board Meeting December 11, 2017**

**Consideration of Approval of Interlocal Agreement Between San Jacinto Community  
College District and College of the Mainland**

**MONITORING AND REPORTING TIMELINE**

The agreement shall commence on December 11, 2017 and terminate on September 29, 2018 and will automatically renew for subsequent one year terms for the duration of the grant.

**ATTACHMENTS**

Attachment 1- COM Interlocal Agreement

**RESOURCE PERSONNEL**

Craig Zimmerman	281-478-3684	craig.zimmerman@sjcd.edu
Lydia Chavez-Garcia	281-476-1815	lydia.chavezgarcia@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**INTERLOCAL AGREEMENT**

This Interlocal Agreement (“Agreement”) is by and between the **SAN JACINTO COMMUNITY COLLEGE DISTRICT**, a public community college district established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas (“SJCCD”) and College of the Mainland, a public community college established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas (“COM”) effective upon execution through September 29, 2018.

**RECITALS**

**WHEREAS**, SJCCD is a local government and is subject to the procurement laws for junior colleges and community colleges of the State of Texas; and

**WHEREAS**, pursuant to Chapter 44, Subchapter B of the Texas Education Code, SJCCD may enter an interlocal agreement as an authorized method for the contracting for purchase or lease of supplies, equipment, materials, and other commodities and services (collectively “Contracted Purchases”); and

**WHEREAS**, Chapter 791 of the Texas Government Code (“Interlocal Cooperation Act”) increases 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**, Chapter 271, Subchapter D, authorizes the State of Texas to establish a program extending State contract prices to local governments; and

**WHEREAS**, COM is a local government as permitted to contract with SJCCD for purchasing services under Chapter 791; and

**WHEREAS**, SJCCD and COM have agreed to enter into this Agreement for SJCCD’s procurement of Contracted Purchases under terms and conditions negotiated by COM with local, state, and national, private vendors and other persons (“Official Contract Holders”) and awarded in accordance with the competitive bidding laws of this State.

**NOW, THEREFORE**, the parties agree as follows:

**BACKGROUND:** The healthcare industry has a continual need to increase the number of skilled workers certified and trained to add to the applicant pool for the hire of qualified workers. San Jacinto Community College is the recipient of a Funding Opportunity titled: Health Profession Opportunity Grant from the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Family Assistance (OFA), Award No. 90FX0035-01-00 (Grant Program Title – Health Career Pathways Partnership). The Health Profession Opportunity Grant (HCPP) program is a demonstration project, funded by the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services, for Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals. SJCCD and COM are executing this Interlocal Agreement for the purpose of creating and delivering an effective strategy to provide healthcare training to individuals that meet the eligibility and target populations required by the funding agency.

**AGREEMENT**

1. **Incorporation.** The above recitals are incorporated as part of the Agreement between the parties.

2. **Purpose.** COM competitively bids and awards contracts for Contracted Purchases to Official Contract Holders in accordance with purchasing procedures mandated by Texas procurement laws and regulations. COM contracts are available for use and benefit of all entities that must comply with Texas purchasing laws. This Agreement will allow COM to extend such contracts to SJCCD to the extent permitted by law, and in a manner agreed upon by the parties.

3. **Administration.** No separate and distinct legal entity shall be created to conduct this undertaking.

4. **Duration and Termination.** This Agreement shall commence as of the Effective Date, and shall continue until terminated upon agreement of both parties or at the election of either party upon fifteen (15) days written notice to the other party.

5. **Compliance with Applicable Laws.** COM agrees to comply with all applicable laws relating to procurement of the Contracted Purchases.

6. **Respective Rights and Obligations of the Parties.**

a. COM will permit SJCCD to purchase Contracted Purchases from any and all COM Official Contract Holders, under the same terms, conditions and price as stated in each awarded contract.

b. The terms and conditions contained in the contract (“Vendor Contract”) between COM and the respective Official Contract Holder shall be incorporated into the contract between SJCCD and that Official Contract Holder. SJCCD shall not be precluded from including in its contract with the vendor and supplemental terms and conditions so long as such provisions are not in conflict with those contained in the Vendor Contract.

c. The Official Contract Holder and SJCCD to the extent applicable shall adhere to the terms and conditions of the Vendor Contract, including the order placement procedures provided by each Official Contract Holder.

d. In the event of any dispute between SJCCD and the Official Contract Holder, COM will assist in resolving any issues and will make every effort to facilitate a favorable remedy.

7. **Compensation; Fees.** As consideration for the services satisfactorily provided by the Contractor, SJCCD will pay the Contractor on a monthly basis billable on a per student basis for training. Contractor shall document student training cost with a cost per student breakdown and with supporting documents of attendance in a course/program.

8. **General Provisions.**

a. This Agreement supersedes all prior verbal and written agreements and understandings between the parties with respect to the subject matter contained herein.

b. This Agreement shall not be altered, changed or amended except by written<sub>51</sub>

revision or addendum executed by both parties.

c. This Agreement and all performance hereunder shall be governed by and interpreted in accordance with the laws of the State of Texas without regard to its choice of law or conflicts of law provisions. Exclusive and mandatory venue for any action to enforce the provisions of this Agreement shall lie in a court of competent jurisdiction in Harris County, Texas.

d. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegality, or unenforceable provision had never been contained in it.

e. Neither party waives or relinquishes any governmental, official, or other immunity or defense on behalf of itself, its officers, employees, and agents as a result of its execution of this Agreement or the performance under this Agreement.

f. This Agreement and all activities under this Agreement are solely for the benefit of the parties and nothing contained herein should be construed or operate to create any third party rights including those of a third party beneficiary.

g. This Agreement may be executed in identical separate counterparts, each of which shall be deemed an original for all purposes. The parties also agree that facsimile signatures shall have the same effect as original signatures.

**NOW, THEREFORE**, the parties agree as follows:

**San Jacinto Community College District Obligations:**

In accordance with the requirements stipulated in the Health and Human Services Health Career Pathway Partnership Grant Award, # 90FX0035-01-00 Grant, **SJCCD** will perform the functions necessary to provide the following services:

1. Provide healthcare-related and grant-related training program information and material to COM.
2. Enroll eligible recruits referred from COM and Texas Workforce Solutions offices into SJCCD's HCPP program and provide training and resources in accordance with the HCPP grant requirements.
3. Develop methods to track and report outputs and outcomes to meet HCPP requirements.
4. SJCCD will input referral for Personal Logistics Supports received by participants from COM into PAGES.
5. SJCCD will assign a staff member to monitor activities performed. Monitoring to include site visits and reporting of services rendered.
6. Provide meeting space for recruitment and employment placement events as well as space for grant-related meetings and training.
7. Follow the recruitment and training model below:
  - SJCCD works to identify incumbent workers to be determined eligible for the HCPP grant.
  - SJCCD works to disseminate information to community to recruit eligible participants for the HCPP grant
  - SJCCD processes applications and performs HCPP required random assignment of all eligible participants.



- SJCCD provides health care training programs including course work and standard licensure required clinical(s) to 250 eligible students.
  - Instructors and preceptors recommend students participate in the healthcare grant programs available by COM.
  - COM reviews and will consider in accordance with COM's Non-Discrimination Policy qualified Students who apply for participation in the program.
8. Provide training to 250 eligible randomly assigned recruits from the community and COM contacts according to HCPP grant guidelines.
  9. Review with COM challenges and best practices to meet the deliverables of the HCPP Grant. Review and document joint and individual practices and focus on continued improvement.

### **College of the Mainland Obligations:**

1. Assign a point of contact to work with SJCCD point of contact to execute deliverables.
2. Receive and process participant information for inclusion in HCPP programs.
3. COM agrees to support HCPP objectives and will consider in accordance with COM's Non-Discrimination Policy qualified Students who apply for training through the grant program.
4. Provide meeting space and training space, based on availability, for the purpose of recruitment sessions, orientations, interviews, and information sharing to HCPP program participants and partners.
5. Support and provide the systems and data needed to SJCCD required for the success of the SJCCD HCPP program.
6. All training will take place within the COM's service area a documented first right of refusal will be provided with the billing for any training outside of the service area.
7. Cooperation with federal evaluation and/or its designated contractor(s) including the implementation of random assignment. Please include the following language:

The recipient will abide by all required evaluation protocols, as described and established by OFA & OPRE. These protocols may include but are not limited to:

- a. Collection of uniform data elements and timely entry into the Participant Accomplishment and Grant Evaluation System (PAGES);
- b. Participation in quality control activities to improve data quality, as needed;
- c. Adherence to data security and privacy procedures;
- d. Facilitation of random assignment of eligible individuals;
- e. Adherence to the results of random assignment of eligible individuals and program components
- f. Implementation and experimental test of enhanced program component(s) if selected (and not offering those services if not selected);
- g. Facilitation of informed consent procedures; and
- h. Compliance with other evaluation – related requirements.
- i. Ensure that all written or electronic documents or recruitment materials are provided and/or approved by SJCCD's point of contact. Materials developed must contain the funding statement, disclaimer, and HCPP logo and be sent to San Jacinto Community College District for approval prior to distribution. Electronic media must also contain the above elements, as well as links to the official funding agency website and social media accounts.

Written materials must include the following funding and disclaimer statement, along with the HPOG logo: “This document was supported by Grant [number of grant] from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.” For instances where space or time is an issue, such as a radio or small newspaper ad, a condensed version of the above may be used (e.g., “Grant funding supported by the Administration for Children and Families and contents are solely the responsibility of the authors.”)

Recruitment materials in use by grantees that are part of random assignment, Impact Study, must also include the following statement “HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be elected to participate in these opportunities.”

Notwithstanding the foregoing, SJCCD must also send marketing/ recruitment materials to the designated local evaluation team lead for approval prior to usage.

8. Compliance with funding agency requirements including
  - a. Grant funds cannot be used as wages
  - b. Resumes of key personnel must be sent to OFA for prior approval
  - c. Ensure compliance with certifications SF-424B Assurances and Certification Regarding Lobbying
  - d. Documents created by contractor must contain the funding statement, disclaimer, and HPOG logo and be sent to OFA for prior approval. Electronic media must also contain the above elements, as well as links to the official HPOG website and social media accounts.
  
9. Points of Contact:

College of the Mainland  
Christina Bergvall  
Director of CE Allied Health  
200 Parker Court  
League City, Texas 77573  
409-933-8512  
cbergvall@com.edu

San Jacinto Community College District  
Lydia Chavez-Garcia  
8060 Spencer Hwy, C-1.207  
Pasadena, TX 77505  
281-476-1815  
Lydia.chavezgarcia@sjcd.edu

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10. Proposed Training, cost, and number of expected students to serve during the contract period:

Program	Price per student out of district	Price per student in district	No. of students	Total Cost out of district	Total Cost in district
AAS Health Information Technology	10,064.80	7,664.80	3	\$ 30,194.40	\$ 22,994.40
Medical Coding Certificate	7557.85	5917.85	3	\$ 22,673.55	\$ 17,753.55
OSA	1,718.70	1,493.70	2	\$ 3,437.40	\$ 2,987.40
			<b>Total:</b>	\$ 56,305.35	\$ 43,735.35
Pharmacy Tech Certificate	4,368.00	3,168.00	3	\$ 13,104.00	\$ 9,504.00
AAS Pharmacy Tech	8,191.00	5,791.00	3	\$ 24,573.00	\$ 17,373.00
			<b>Total</b>	\$ 37,677.00	\$ 26,877.00
CNA	1,389.20	1,379.20	3	\$ 4,167.60	\$ 4,137.60
Phlebotomy	1,484.55	1,474.55	0	\$ -	\$ -
EKG	1374.4	1,364.40	2	\$ 2,748.80	\$ 2,728.80
Dental Assistant	2,027.65	2,012.65	0	\$ -	\$ -
Medical Office	1,091.95	1,081.95	2	\$ 2,183.90	\$ 2,163.90
Medication Aide	1,447.00	1,442.00	2	\$ 2,894.00	\$ 2,884.00
			<b>Total</b>	\$ 11,994.30	\$ 11,914.30
Medical Assistant Certificate	5,433.00	3,952.00	3	\$ 16,299.00	\$ 11,856.00
Vocational Nursing Certificate	9,488.13	7,019.13	3	\$ 28,464.39	\$ 21,057.39
			<b>Grand total</b>	\$ 150,740.04	\$ 115,440.04

11. Electronic media must also contain the above full funding statement, disclaimer, evaluation statement, and logo, as well as links to the official HPOG website and social media accounts.
12. Refer students and other potential applicants to SJCCD for guidance through the eligibility determination process.
13. With SJCCD, review with partners challenges and best practices to meet the deliverables of the HHS HCPP Grant. Review and document joint and individual practices and focus on continued improvement.

EXECUTED as of the EFFECTIVE DATE:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Brenda Hellyer  
Chancellor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Warren Nichols  
College of the Mainland President

**Action Item “XI”**  
**Regular Board Meeting December 11, 2017**

**Consideration of Approval of Interlocal Agreement Between San Jacinto Community  
College District and Houston-Galveston Area Council**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an interlocal agreement between San Jacinto Community College District (SJCCD) and Houston-Galveston Area Council (HGAC).

**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.

With this agreement, SJCCD and HGAC will each provide recruiting, employer engagement, career readiness and placement services for qualified participants selected in accordance with a grant-funded training program focused on healthcare training. HGAC will also provide assistance to participants on filing for financial aid at Workforce Solutions Offices in order for participants to receive supportive resources.

**IMPACT OF THIS ACTION**

The healthcare industry has a continual need to increase the number of skilled workers certified and trained in order to increase the applicant pool of qualified workers. San Jacinto Community College District is the recipient of a Health Profession Opportunity Grant (HPOG). The HPOG funded Health Career Pathways Partnership (HCPP) program is a demonstration project focused on Temporary Assistance for Needy Families recipients and other low-income individuals. SJCCD and HGAC are executing this Interlocal Agreement for the purpose of creating and delivering an effective strategy to provide healthcare training to individuals who meet the eligibility and target population requirements of by the funding agency.

The goals of HCPP are to increase the recruitment reach, for this project, provide additional training opportunities, eliminate travel barriers for participants, and increase access to additional pathways. By partnering with HGAC, the College will better achieve the funding agency’s goal of providing work-based learning and employment opportunities in health career pathways to low income individuals with a broader outcome of promoting self-sufficiency.

**BUDGET INFORMATION**

Training will be funded from the Health Profession Opportunity Grant from the Department of Health and Human Services, Administration for Children and Families, Office of Family

**Action Item “XI”**  
**Regular Board Meeting December 11, 2017**

**Consideration of Approval of Interlocal Agreement Between San Jacinto Community  
College District and Houston-Galveston Area Council**

Assistance, Award No. 90FX0035-01-00. The first year expenditure with HGAC is \$205,664 and subsequent year expenditures will be reviewed and adjusted based on program participation.

**MONITORING AND REPORTING TIMELINE**

The agreement shall commence on the December 11, 2017 and terminate on September 29, 2018 and will automatically renew for subsequent one year terms for the duration of the grant.

**ATTACHMENTS**

Attachment 1- HGAC Interlocal Agreement

**RESOURCE PERSONNEL**

Craig Zimmerman	281-478-3684	craig.zimmerman@sjcd.edu
Lydia Chavez-Garcia	281-476-1815	lydia.chavezgarcia@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**Attachment 1**  
**INTERLOCAL AGREEMENT FOR PURCHASE OF LABOR SUPPORT SERVICES**

THIS INTERLOCAL AGREEMENT (“Agreement”), made and entered by and between the Houston-Galveston Area Council, hereinafter referred to as (“H-GAC”), having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027 and the San Jacinto Community College District, hereinafter referred to as (“SJCCD”), having its principal place of business at 4624 Fairmont Parkway, Pasadena, Texas 77504.

WITNESSETH:

WHEREAS, H-GAC is a regional planning commission operating under Chapter 391 of the Texas Local Government Code; and

WHEREAS, SJCCD desires to purchase certain governmental administrative functions, goods or services specific to labor support services for use with the Health Profession Opportunity Grants of the Health Career Pathways Partnership Agreement #90FX0035-01-00 (otherwise “Grant”); and

WHEREAS, the parties previously entered into a similar but separate certain Interlocal Agreement for Purchase of Labor Support Services, executed on or about July 25, 2014 (“Original Agreement”) applicable to other grant opportunities and then subsequently executed another certain Interlocal Agreement for Purchase of Labor Support Services, executed on or about August 7, 2017 applicable to the Grant; and

WHEREAS, H-GAC hereby agrees to perform the particular scope of services outlined in Article 5 as hereinafter specified in accordance with this Agreement, and

WHEREAS, under the provisions of the Interlocal Cooperation Act, Chapter 791, Texas Government Code, H-GAC and the SJCCD are authorized to enter into agreements to perform governmental functions and services, and under Texas Local Government Code § 391.005, H-GAC and the SJCCD are authorized to contract together for H-GAC to perform certain services for the SJCCD.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, H-GAC and SJCCD do hereby agree as follows:

ARTICLE 1 LEGAL AUTHORITY

The SJCCD warrants and assures H-GAC that it possesses adequate legal authority to enter into this Agreement. H-GAC assures the SJCCD that it possesses adequate legal authority to enter into the Agreement.

ARTICLE 2 APPLICABLE LAWS

H-GAC and the SJCCD agree to conduct all activities under this Agreement in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Agreement.

**Attachment 1**  
**INTERLOCAL AGREEMENT FOR PURCHASE OF LABOR SUPPORT SERVICES**

ARTICLE 3 WHOLE AGREEMENT

The Interlocal Agreement and Attachments, as provided herein, constitute the complete Agreement between the parties hereto, applies to the above referenced Grant, and supersedes any and all oral and written agreements between the parties relating to matters herein. Except as otherwise provided herein, this Agreement cannot be modified without written consent of the parties.

ARTICLE 4 PERFORMANCE PERIOD

The period of this Interlocal Agreement shall be from the December 11, 2017 through September 29, 2018. This Agreement may be renewed for subsequent one-year terms upon the mutual consent of the parties.

ARTICLE 5 SCOPE OF SERVICES

- a) H-GAC agrees to purchase for SJCCD labor support services from Workforce Solutions. Workforce Solutions shall provide its customary services to The Office of Family Assistance, Health Profession Opportunity Grant, Health Career Pathways Partnership.
- b) H-GAC, through Workforce Solutions, will hire and make available a Personal Service Representative/Ombudsman and a Business Consultant to act as as point of contact and facilitate interface among Workforce Solutions Offices, the grant college partners, and employers to be funded by SJCCD grants noted herein. HGAC, through Workforce Solutions, shall provide the following services and perform the following tasks for the projects:
  - (1) Personal Service Representative/Ombudsman
    - a. Use TWIST
      - i. Pull TANF receipt data to target for recruitment into the project to meet grant TANF participant deliverables.
      - ii. Track employment data for regular and adhoc reporting..
    - b. Provide other services and assistance available to eligible participants including but not limited to job search, transportation assistance, child care, etc., if participants are determined eligible for Workforce Solutions services.
    - c. Provide labor market information and workforce data to continue to guide the program's offerings.
    - d. Recruit eligible participants through career office centers and the TWIST database. Participate in weekly recruiting activities both inside and outside of the Workforce Offices that would attract the qualified participants to the projects.
  - (2) Business Consultant
    - a. Develop and maintain relationships with healthcare industry employers in order to generate job opportunities, work-based learning relationships, and to facilitate OJT/apprenticeships for HPOG participants.
    - b. Obtain and enter employment orders to be shared with HPOG participants.
    - c. Sell and organize special events or services to at least 3 employers per month.



**Attachment 1**  
**INTERLOCAL AGREEMENT FOR PURCHASE OF LABOR SUPPORT SERVICES**

- d. Actively engage regional and healthcare industry business events including the local Chambers of Commerce, Economic Development Groups, Professional Affiliation Groups.
- (3) Both representatives will
- a. Serve on the project advisory committee and provide representation at monthly partner meetings.
  - b. Provide placement information on successful project completers. Work with all the colleges involved in the projects on creating a deeper connection with the Workforce Board staff and to support the gathering of data on participants' employment outcomes for the colleges.
  - c. Work with the college(s) to connect with employers who need skilled workers in the healthcare industry.
  - d. Provide weekly monthly, quarterly, and adhoc reporting as to activities performed, participant employment data, and employer/job development.
  - e. Failure to meet obligations will result in discussions with home office management and, if appropriate, with HGAC leadership.
    - i. Should corrective action requirements be determined necessary, these activities must meet and be approved prior to monthly payment. Includes but is not limited to:
      - 1. Review of organizational policies and procedures for compliance with federal and funding agency requirements;
      - 2. Site visit to review processes, applicant files, etc.; and
      - 3. Requests for sample documentation on a regular basis.
- (4) Cooperation with federal evaluation and/or its designated contractor(s) including the implementation of random assignment(s). Please include the following language:

The recipient will abide by all required evaluation protocols, as described and established by OFA & OPRE. These protocols may include but are not limited to:

- a. Collection of uniform data elements and timely entry into the Participant Accomplishment and Grant Evaluation System (PAGES);
- b. Participation in quality control activities to improve data quality, as needed;
- c. Adherence to data security and privacy procedures;
- d. Facilitation of random assignment of eligible individuals;
- e. Adherence to the results of random assignment of eligible individuals and program components;
- f. Implementation and experimental test of enhanced program component(s) if selected (and not offering those services if not selected);
- g. Facilitation of informed consent procedures;
- h. Compliance with other evaluation – related requirements; and
- i. Ensure that all written or electronic documents or recruitment materials are provided and/or approved by SJCCD's point of contact. Materials developed must contain the funding statement, disclaimer, and HCPP logo and be sent to San Jacinto Community College District for approval prior to distribution. Electronic media must also contain the above elements, as well as links to the official funding agency website and social media accounts.

**Attachment 1**  
**INTERLOCAL AGREEMENT FOR PURCHASE OF LABOR SUPPORT SERVICES**

Written materials must include the following funding and disclaimer statement, along with the HPOG logo: “This document was supported by Grant [number of grant] from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.” For instances where space or time is an issue, such as a radio or small newspaper ad, a condensed version of the above may be used (e.g., “Grant funding supported by the Administration for Children and Families and contents are solely the responsibility of the authors.”)

Recruitment materials in use by grantees that are part of random assignment, Impact Study, must also include the following statement “HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be elected to participate in these opportunities.”

Notwithstanding the foregoing, SJCCD must also send marketing/recruitment materials to the designated local evaluation team lead for approval prior to usage.

- (11) Compliance with funding agency requirements including:
- a. Grant funds cannot be used as wages for participants
  - b. Resumes of key personnel must be sent to OFA for prior approval
  - c. Ensure compliance with certifications SF-424B Assurances and Certification Regarding Lobbying
  - d. Documents created by sub-recipients must contain the funding statement, disclaimer, and HPOG logo and be sent to OFA for prior approval. Electronic media must also contain the above elements, as well as links to the official HPOG website and social media accounts.
- (c) SJCCD authorizes H-GAC to purchase services and materials necessary to perform the above services as specified by a purchase order pre-approved in writing by SJCCD. Any amounts to be reimbursed by or charged to SJCCD must be agreed to by SJCCD in writing in advance.
- (d) The materials and services shall be procured in accordance with procedures governing competitive bidding by H-GAC.

**ARTICLE 6 PAYMENTS**

The amounts due for the services provided herein are set forth in the budget, attached hereto as Exhibit “A”. Any additional amounts to be charged to SJCCD not set forth in Exhibit “A” must be agreed to in advance by SJCCD. SJCCD shall pay H-GAC any amounts owed under this Agreement from current revenues available to SJCCD during the current fiscal year, on or before the dates set forth in Exhibit “A”. H-GAC shall invoice on a monthly basis. Payment shall be made within 30 days of the date SJCCD receives an invoice. All payments under this Agreement

**Attachment 1**  
**INTERLOCAL AGREEMENT FOR PURCHASE OF LABOR SUPPORT SERVICES**

are subject to the receipt by SJCCD of grant funding from The Office of Family Assistance pursuant to the following grant awards: Health Profession Opportunity Grants, Health Career Pathways Partnership Agreement # 90FX0035-01-00, Project Period: 09/30/2015-09/30/2020.

ARTICLE 7 CHANGES AND AMENDMENTS

Any alterations, additions, or deletions to the terms of this Agreement which are required by changes in Federal and State law or regulations are automatically incorporated into this Agreement without written amendment hereto, and shall become effective on the date designated by such law or regulation. H-GAC may, from time to time, require changes in the scope of the services offered through the H-GAC Geographic Data Committee to be performed hereunder, provided H-GAC must provide forty-five (45) days advanced written notice to SJCCD.

ARTICLE 8 TERMINATION PROCEDURES

H-GAC or SJCCD may cancel or terminate this Agreement upon thirty (30) days written notice by certified mail to the other party. In the event of such termination prior to completion of any services provided for herein, the SJCCD agrees to pay for services on a prorated basis for materials and services actually provided prior to termination and invoiced in accordance with the terms of this Agreement, including penalties, less payment of any compensation previously paid.

ARTICLE 9 SEVERABILITY

All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.

ARTICLE 10 FORCE MAJEURE

To the extent that either party to this Agreement shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, judgment, act of God, or specific cause reasonably beyond the parties' control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed.

ARTICLE 11 VENUE

Venue and jurisdiction of any suit or cause of action arising under or in connection with the Agreement shall lie exclusively in Harris County, Texas.

ARTICLE 12 LIABILITY

No party assumes the liability for the duties and/or responsibilities under control of the other party or for the actions of the employees of the other party.

ARTICLE 13 IMMUNITY AS A DEFENSE; DEFICIENCY DEBT



**Attachment 1**  
**INTERLOCAL AGREEMENT FOR PURCHASE OF LABOR SUPPORT SERVICES**

the Original Agreement, with respect to the subject matter of this agreement. Each party shall execute and deliver such further documents and take such further actions as may be required or reasonably requested by the other party to effectuate the purposes of this Agreement. Any waiver by any party of its rights with respect to a default or requirement under this Agreement will not be deemed a waiver of any subsequent default or other matter.

ARTICLE 19 WARRANTY

By the execution and delivery of this Agreement, the undersigned individuals warrant that they have been duly authorized by all requisite administrative action to enter into and perform the terms of this Agreement.

ARTICLE 20 HEADINGS

The captions and headings appearing in this agreement are inserted merely to facilitate reference and will have no bearing upon its interpretation.

ARTICLE 21 AMENDMENTS

This Agreement may be amended or modified only by written agreement authorized and executed by the duly authorized representatives of both parties.

This instrument, in duplicate originals, has been executed by the parties hereto as follows:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

HOUSTON-GALVESTON AREA COUNCIL

BY \_\_\_\_\_ DATE \_\_\_\_\_  
*Brenda Hellyer*  
*Chancellor*

BY \_\_\_\_\_ DATE \_\_\_\_\_  
*Jack Steele*  
*Executive Director*

**Attachment 1  
INTERLOCAL AGREEMENT FOR PURCHASE OF LABOR SUPPORT  
SERVICES**

**Exhibit A**

Total budget for Personnel, Fringe Benefits, Administration fees, Travel and Other not to exceed \$205,664.03 for Year 3 of the HCPP grant as represented in the table below.

<b>Personal Service Representative/Business Consultant</b>	
<b>Budget for 12 month period</b>	
Months:	12 months
	<b>Total</b>
Personnel (2 FTE)	\$ 138,000.00
Benefits	\$ 44,160.00
<b>Subtotal - Personnel Costs</b>	<b>\$ 182,160.00</b>
Communications and Technology (Laptop 2 @ \$1,300=\$2,600 and 2 cell stipend @ \$50/month= \$1,200)	\$ 3,800.00
Local Mileage (\$ .535 x 1,500)	\$ 802.50
Contractor Administration Fee (5% of personnel)	\$ 9,108.00
<b>Contractor Total</b>	<b>\$ 195,870.50</b>
<b>H-GAC Administration (5% of total)</b>	<b>\$ 9,793.53</b>
<b>Total Award</b>	<b>\$ 205,664.03</b>

**Action Item "XII"**  
**Regular Board Meeting December 11, 2017**  
**Consideration Of A Resolution For Casting A Ballot For The Election**  
**Of A Person To The Board Of Directors Of The Harris County Appraisal District**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a resolution casting a ballot for the election of Pete D. Pape as a member of the Harris County Appraisal District (HCAD) Board of Trustees, representing school districts, other than Houston Independent School District, and the junior college districts, for a two-year term beginning January 1, 2018.

**BACKGROUND**

Senate Bill 359 (SB 359), passed by the 83rd Texas Legislature became effective on June 14, 2013, and provided for participation by community college districts located in Harris County, in the selection of an appraisal district director.

There are four community college districts in Harris County: San Jacinto, Houston, Lone Star and Lee. These four entities collectively have one vote in the election for the HCAD board. The one vote is determined by a canvassing of votes for the four community colleges by the Chief Appraiser. The vote to be cast is for the person who receives the most votes from the four entities. If the four votes result in a tie, the winner will be determined by the Chief Appraiser by a random drawing. The deadline for the governing body of entities to file a copy of the resolution that appoints a representative to the HCAD Board is December 15, 2017.

On September 11, 2017, the San Jacinto College Board of Trustees approved the nomination of Mr. Pete D. Pape. This nomination was submitted to HCAD. The nomination process closed on October 15, 2017. One nomination for Mr. Pete D. Pape was received for the board position representing school districts, other than Houston Independent School District, and the community college districts. Mr. Pape currently is Harris County Appraisal District Board of Director's Secretary representing four colleges and all school districts except Houston Independent School District. He is also the Assistant Superintendent for Business Services at Deer Park Independent School District, and Vice-President for Goose Creek Channelview Independent School District Board of Trustees. Based on his knowledge of school districts and colleges, it is recommended that the Board of Trustees cast a ballot for Mr. Pete D. Pape.

**IMPACT OF THIS ACTION**

Adoption of the proposed Resolution will cast the College's ballot for Pete D. Pape as a member of the HCAD Board of Trustees. The term will be for two years beginning January 1, 2018.

**Action Item "XII"**  
**Regular Board Meeting December 11, 2017**  
**Consideration Of A Resolution For Casting A Ballot For The Election**  
**Of A Person To The Board Of Directors Of The Harris County Appraisal District**

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

No budget implication.

**MONITORING AND REPORTING TIMELINE**

The Resolution will be filed immediately following approval.

**ATTACHMENTS**

Attachment 1 - A Resolution of the Board of Trustees of the San Jacinto Community College District casting its ballot for the election of a person to the Board of Directors of the Harris County Appraisal District

Attachment 2 - Certification of ballot for Board of Directors Harris County Appraisal District

Attachment 3 - October 18, 2017, letter from Chief Appraiser Roland Altiner

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6150

Brenda.hellyer@sjcd.edu



RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
CASTING ITS BALLOT FOR THE ELECTION OF A PERSON  
TO THE BOARD OF DIRECTORS OF THE  
HARRIS COUNTY APPRAISAL DISTRICT

WHEREAS, the chief appraiser of the Harris County Appraisal District, has delivered to the presiding officer of the board of trustees of this junior college district the names of those persons duly nominated as candidates to serve in that position on the board of directors of the Harris County Appraisal District, representing and to be filled by the junior college districts participating in said appraisal district; and

WHEREAS, this junior college district deems it appropriate and in the public interest to cast its vote for the candidate of its choice to fill such position; now, therefore

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That San Jacinto Community College District does hereby cast its vote for Pete D. Pape, to fill the position on the board of directors of the Harris County Appraisal District, representing and to be filled by the junior college districts participating in the appraisal district.

Section 3. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than December 15, 2017.

PASSED AND APPROVED this 11<sup>th</sup> day of December, 2017.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

Attachment 2

*(For Use by Junior College Districts)*

CERTIFICATION OF BALLOT  
FOR BOARD OF DIRECTORS  
HARRIS COUNTY APPRAISAL DISTRICT

I, \_\_\_\_\_, certify that on the 11th day of  
December, 2017, the Board of Trustees of San Jacinto Community College District  
did by resolution cast its ballot for the following nominee to serve as a member of the Board of  
Directors of the Harris County Appraisal District.

(Place an "X" in the square next to the candidate of your choice.)

Pete Pape                      [X]

I further certify that a true and correct copy of the resolution casting such ballot is attached  
hereto.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees



**Harris County Appraisal District**  
Interoffice Memorandum

**OFFICE OF THE CHIEF APPRAISER**

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TO: Presiding Officers of Taxing Units  
Served by the Harris County Appraisal District

FROM: Roland Altinger, Chief Appraiser

SUBJECT: Election of Board of Directors of the  
Harris County Appraisal District

DATE: October 18, 2017

The nomination period for board candidates representing the small cities, school districts, junior college districts and conservation & reclamation districts closed October 15, 2017. The names of all candidates officially nominated to me on or before that date are reflected on the enclosed "Certification of Ballot" forms.

Candidates for contested positions are listed alphabetically on the ballots in the manner required by the Texas Tax Code.

Pete Pape was the only person nominated for the board position representing school districts other than Houston ISD and the junior college districts.

Mike Sullivan and Ed Heathcott are nominees for the board position representing cities other than the City of Houston. However, Mr. Heathcott has respectfully declined his nomination. (See attached letter).

Glenn Peters and Michael Keck are nominees for the position representing the conservation and reclamation districts.

To assist you in the election procedure, I have enclosed a Certification of Ballot and a suggested form of resolution for casting your vote for the candidate representing your type of taxing unit. ***Ballot forms for all four types of units are enclosed to make you aware of all nominees, even though only taxing units of a particular type may vote in the election applicable to that type of unit.*** The governing body of each taxing unit is entitled to one vote for the candidate of its choice from the names appearing on the appropriate Certification of Ballot. Please note, the

Presiding Officers of Taxing Units  
October 18, 2017  
Page 2

junior college districts vote collectively. Each board of trustees for the respective junior college districts may file a vote by resolution with the chief appraiser, however, the collective vote of the junior college districts will thereafter be cast for the candidate who receives the most votes from among the junior college districts.

Each governing body must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.*** The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. Friday, December 15, 2017.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted.

Prior to December 20, 2017, the chief appraiser will count the votes, declare the results, and notify the winners, the nominees, and the presiding officers of each taxing unit. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

These procedures do not apply to Harris County, the City of Houston, or the Houston Independent School District. Those units will select their board member by adopting a resolution appointing such member by December 15, 2017, and delivering an original or certified copy to the Office of the Chief Appraiser.

If you have questions about the board selection process, please call me at 713/957-5299.

Attachments

c: HCAD Board Members  
Tax Assessors  
Attorneys

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the proposed 2018-2019 Academic Calendar.

## **BACKGROUND**

An academic calendar is approved annually, providing dates for college functions, activities, and due dates. The development of the academic calendar is a process that takes several months. It begins with discussions with the local independent school districts about their proposed calendars in order to eliminate conflicts and establish, to the extent possible, consistency in holiday breaks and coordination around opening and closing dates for the terms. Development also includes reviewing the semester start dates of other colleges in the Gulf Coast region. Calendar development is led by an internal committee consisting of faculty, staff, and administrators to ensure that schedule conflicts and internal priorities are addressed.

## **IMPACT OF THIS ACTION**

The proposed calendar is in line with the opening date as set by the Texas Common Calendar for the fall 2018 and summer 2019 semesters. The spring 2019 opening date is set one week earlier than the Texas Common Calendar date to be more in line with the start dates of the surrounding local community colleges. The fall 2018, spring 2019, and summer 2019 start dates align at this time with the calendars proposed by Houston Community College, Lone Star College, Alvin Community College and the University of Houston Main and Downtown. The University of Houston Clear Lake is scheduled to start one week later. Some of the high school districts have not finalized their start and end dates for fall 2018; however, should they not align, the school districts will arrange transportation for dual credit students affected by the different start dates. The dates for the December 2018 and May 2019 commencement ceremonies are set for December 16, 2018 and May 11, 2019. The proposed winter holiday break of December 21, 2018 through January 1, 2019, includes eight working days as usual. The total annual number of employee holidays is 21, which is consistent with prior years.

## **BUDGET INFORMATION**

No budgetary impact.

## **MONITORING AND REPORTING TIMELINE**

The academic calendar is monitored closely during the year to evaluate the effectiveness and continuance of current and new processes. Occasionally dates for operational activities such as registration open or close, maintenance, etc. may need to be amended. Such operational changes will not require Board approval. Conversely, any modifications to semester start or end dates or holidays will be brought back to the Board of Trustees.

**Action Item “XIII”**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval of 2018-2019 Academic Calendar**

**ATTACHMENTS**

Attachment 1 - Draft 2018-2019 Academic Calendar

Attachment 2 - Academic Calendar Constituent Groups Roster

**RESOURCE PERSONNEL**

Laurel Williamson

281-998-6182

Laurel.Williamson@sjcd.edu

Wanda Munson

281-669-4711

Wanda.Munson@sjcd.edu

**DRAFT 5**  
**San Jacinto College District**  
**Academic Calendar**  
**2018-2019**

**SUBJECT TO CHANGE**

**San Jacinto College District  
Academic Calendar 2018-2019**

**Draft 4 2018-2019**

<b>Fall 2018 (Term 201910) - Fall Term, Take2, Weekend, All Parts of Term</b>	
February 15, 2018 (TH)	Campus-Based and Foundation Scholarship Application opens for Fall 2018 (201910) Last day to apply for scholarships is June 30, 2018
March 5, 2018 (M)	Open SOS and Course Finder for View Access Only
April 9 (M)-April 22, 2018 (SU)	Priority Registration for Fall 2018 (201910) (Currently Enrolled Students Only)
April 23 (M)-August 16, 2018 (TH)	Registration (All Students & Applicants)
June 29, 2018 (F)	Financial Aid Deadline for Fall 2018 (201910)
June 30, 2018 (SA)	Campus-Based and Foundation Scholarship Application close for Fall 2018 (201910)
July 24, 2018 (T)	Fall 2018 (201910) Installment Payment Plan Available Installment Payment Plan Due Dates: September 17, 2018 (M) October 15, 2018 (M) November 12, 2018 (M) All payments due by 7:00 PM
August 12-16, 2018 (SU-TH)	Blackboard Maintenance (System Unavailable)
August 16, 2018 (TH)	Payment Deadline for ALL registrations through August 16, 2018 at 7:00 pm Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
August 17, 2018 (F)-November 18, 2018 (SU)	Registration Open for Fall 2018 (201910) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration
August 18, 2018 (SA)	Campus-Based and Foundation Scholarship Application opens for Spring 2019 (201920) Last day to apply for scholarships is October 30, 2018
August 20-24, 2018 (M-F)	College Community Week
August 27, 2018 (M)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A), Two-Week (2) Classes Begin
August 31 Noon-September 1, 2018 1:00 AM (F-SA)	Banner Down-Fiscal End-of-Year Processing
September 1, 2018 (SA)	Banner Reopens at 1:00 AM
September 1-3, 2018 (SA-M)	Facilities & Utility System Maintenance
September 3, 2018 (M)	Labor Day Holiday (No Classes Held)
September 7, 2018 (F)	Two-Week (2) Classes End
September 7, 2018 (F)	Fourteen-Week Weekend (14S) Classes Begin
September 10, 2018 (M)	Fourteen-Week (14), Take2 Thirteen-Week (13B) Classes Begin
September 14, 2018 (F)	Thirteen-Week Weekend Full Term (1W) & Six-Week Weekend (6AS) Classes Begin
September 17, 2018 (M)	Installment Payment Plan Due Date by 7:00 PM
September 21, 2018 (F)	First Four-Week (4A) Ends (Last Day of Finals)
September 22, 2018 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 24, 2018 (M)	Second Twelve-Week (12B) & Second Four-Week (4B) Classes Begin
September 28, 2018 (F)	First Five-Week (5A) Ends (Last Day of Finals)
October 1, 2018 (M)	Second Five-Week (5B) Classes Begin
October 5, 2018 (F)	Six-Week (6A) Ends (Last Day of Finals)
October 8, 2018 (M)	Ten-Week (10) Classes Begin
October 15, 2018 (M)	Installment Payment Plan Due Date by 7:00 PM
October 19, 2018 (F)	Staff Professional Development Day
October 19, 2018 (F)	First Eight-Week (8A) & Second Four-Week (4B) End (Last Day of Finals)
October 20, 2018 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 21, 2018 (SU)	Six-Week Weekend (6AS) Ends (Last Day of Finals)
October 22, 2018 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
October 25, 2018 (TH)	Last Day to Apply for December Graduation
October 26, 2018 (F)	Seven-Week Weekend (7BS) Classes Begin
October 30, 2018 (T)	Campus-Based and Foundation Scholarship Application closes for Spring 2019 (201920)
November 2, 2018 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
November 5, 2018 (M)	Third Five-Week (5C) Classes Begin
November 10, 2018 (SA)	Banner Maintenance (Banner & SOS unavailable)
November 12, 2018 (M)	Installment Payment Plan Due Date by 7:00 PM



**San Jacinto College District  
Academic Calendar 2018-2019**

November 16, 2018 (F)	First Twelve-Week (12A) & Third Four-Week (4C) End (Last Day of Finals)
November 19, 2018 (M)	Fourth Four-Week (4D) Classes Begin
November 21-25, 2018 (Inclusive) (W-SU)	Thanksgiving Holidays (No Classes Held)
November 21-25, 2018 (W-SU)	Facilities & Utility System Maintenance
December 7, 2018 (F)	Take2 Thirteen-Week (13B) & Third Five-Week (5C) End (Last Day of Finals)
December 9, 2018 (SU)	Fourteen-Week Weekend (14S), Thirteen-Week Weekend Full Term (1W) & Seven-Week Weekend (7BS) End (Last Day of Finals)
December 14, 2018 (F)	Full Semester (1), Fourteen-Week (14), Second Twelve-Week (12B), Ten-Week (10), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day of Finals)
December 15, 2018 (SA)	Grades due for Final Parts of Term (1, 14, 12B, 10, 8B, 7B, 4D)
December 16, 2018 (SU)	College-Wide Commencement - Minute Maid Park/Time TBD
<b>Please consult the Fall 2018 (201910) Online Schedule of Classes for Registration &amp; Payment Times, Refund Dates, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.</b>	
<b>Spring 2019 (Term 201920) Winter Mini Term, Spring Term, Take2, Weekend, All Parts of Term</b>	
August 18, 2018 (SA)	Campus-Based and Foundation Scholarship Application opens for Spring 2019 (201920) Last day to apply for scholarships is October 30, 2018
September 24, 2018 (M)	Open SOS and Course Finder for View Access Only
October 8 (M)-October 21, 2018 (SU)	Priority Registration for Spring 2019 (201920) (Currently Enrolled Students Only)
October 20, 2018 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 22 (M) -December 13, 2018 (TH)	Registration for Winter Mini 2018 (201920) (All Students & Applicants)
October 22, 2018 (M)-January 3, 2019 (TH)	Registration for Spring 2019 (201920) (All Students & Applicants)
October 30, 2018 (T)	Campus-Based Foundation Scholarship Application closes for Spring 2019 (201920)
November 10, 2018 (SA)	Banner Maintenance (Banner & SOS unavailable)
November 13, 2018 (T)	Spring 2019 (201920) Installment Payment Plan Available Installment Payment Plan Due Dates: February 18, 2019 (M) March 25, 2019 (M) April 15, 2019 (M) All payments due by 7:00 PM
November 21-25, 2018 (Inclusive) (W-SU)	Thanksgiving Holidays (No Classes Held)
November 21-25, 2018 (W-SU)	Facilities & Utility System Maintenance
December 13, 2018 (TH)	Payment Deadline by 7:00 PM for Winter Mini 2018 (201920)
December 14-16, 2018 (F-SU)	Registration Open And Payment Due on Day of Registration for Winter Mini 2018
December 17, 2018 (M)	Winter Mini Term (3) Classes Begin
December 21, 2018 (F)-January 1, 2019 (T)	Winter Holidays - Administrative Offices Closed
December 21, 2018 (F)-January 1, 2019 (T)	Facilities & Utility System Maintenance
December 24-25, 2018 (M-T)	Winter Mini Holidays (No Classes Held)
January 1, 2019 (T)	New Year's Holiday (No Classes Held)
January 3, 2019 (TH)	Registration Payment Deadline by 7:00 PM for ALL registrations through January 3, 2019 for Spring 2019 (201920). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
January 4, 2019 (F)	Winter Mini Term (3) Ends (Last Day of Finals)
January 4 (F)-April 14, 2019 (SU)	Registration Open for Spring 2019 (201920) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
January 6-8, 2019 (SU-T)	Blackboard Maintenance - System Unavailable
January 7-11, 2019 (M-F)	College Community Week
January 14, 2019 (M)	Full Semester (1), Nineteen-Week Span-Flex (19A) First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A) Classes Begin
January 18, 2019 (F)	Fifteen-Week Weekend (15S) Classes Begin
January 21, 2019 (M)	Martin Luther King Jr., Holiday (No Classes Held)
January 21, 2019 (M)	Facilities & Utility System Maintenance
January 25, 2019 (F)	First Six-Week Weekend (6AS) Classes Begin
January 28, 2019 (M)	Take2 Thirteen-Week (13B) Classes Begin
February 1, 2019 (F)	Thirteen-Week Weekend Full Term (1W) Classes Begin
February 7, 2019 (TH)	College Community Day (No Classes Held Day & Evening)
February 8, 2019 (F)	First Four-Week (4A) Ends (Last Day of Finals)
February 11, 2019 (M)	Second Four-Week (4B) & Second Twelve-Week (12B) Classes Begin

**San Jacinto College District  
Academic Calendar 2018-2019**

February 15, 2019 (F)	Campus-Based and Foundation Scholarship Application opens for Fall 2019 (202010) Last day to apply for scholarships is June 30, 2019
February 15, 2019 (F)	First Five-Week (5A) Ends (Last Day of Finals)
February 18, 2019 (M)	Installment Payment Plan Due Date by 7:00 PM
February 18, 2019 (M)	Second Five-Week (5B) Classes Begin
February 22, 2019 (F)	Six-Week (6A) Ends (Last Day of Finals)
February 23, 2019 (SA)	Banner Maintenance (Banner & SOS unavailable)
February 25, 2019 (M)	Ten-Week (10B) Classes Begin
March 3, 2019 (SU)	First Six-Week Weekend (6AS) Ends (Last Day of Finals)
March 8, 2019 (F)	Second Four-Week (4B) & First Eight-Week (8A) End (Last Day of Finals)
March 11-17, 2019 (Inclusive) (M-SU)	Spring Break (No Classes Held)
March 11-17, 2019 (M-SU)	Facilities & Utility System Maintenance
March 18, 2019 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
March 22, 2019 (F)	Second Six-Week Weekend (6BS) Classes Begin
March 23, 2019 (SA)	Banner Maintenance (Banner & SOS unavailable)
March 25, 2019 (M)	Installment Payment Plan Due Date by 7:00 PM
March 29, 2019 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
March 28, 2019 (TH)	Last Day to Apply for May Graduation
April 1, 2019 (M)	Third Five-Week (5C) Classes Begin
April 12, 2019 (F)	Third Four-Week (4C) & First Twelve-Week (12A) End (Last Day of Finals)
April 15, 2019 (M)	Installment Payment Plan Due Date by 7:00 PM
April 15, 2019 (M)	Fourth Four-Week (4D) Classes Begin
April 19-April 21, 2019 (F-SU)	Spring Holidays (No Weekend Classes)
April 19-April 21, 2019 (F-SU)	Facilities & Utility System Maintenance
April 27, 2019 (SA)	Banner Maintenance (Banner & SOS unavailable)
May 3, 2019 (F)	Take2 Thirteen-Week (13B) & Third Five-Week (5C) End (Last Day of Finals)
May 5, 2019 (SU)	Fifteen-Week Weekend (15S), Thirteen-Week Weekend Full Term (1W), & Second Six-Week Weekend (6BS) End (Last Day of Finals)
May 10, 2019 (F)	Full Semester (1), Second Twelve-Week (12B), Ten-Week (10B), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day of Finals)
May 11, 2019 (SA)	Grades due for Final Parts of Term (1, 12B, 10B, 8B, 4D)
May 11, 2019 (SA)	College-Wide Commencement - NRG Stadium- Time:TBD
May 31, 2019 (F)	Nineteen-Week Span Flex (19A) Ends (Last Day of Finals)
<b>Please consult the Spring 2019 (201920) Online Schedule of Classes for Registration &amp; Payment Times, Refund Date, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.</b>	
<b>Summer 2019 (201930) May Mini Term-May, Summer I-June, Summer II-July, Weekend, All Parts of Term</b>	
<b>May 17, 2019 through August 9, 2019 (Administrative Offices Closed Friday at Noon)</b>	
January 28, 2019 (M)	Open SOS and Course Finder for View Access Only
February 15, 2019 (F)	Campus-Based and Foundation Scholarship Applications open for Fall 2019 (202010) Last day to apply for scholarships is June 30, 2019
February 23, 2019 (SA)	Banner Maintenance (Banner & SOS unavailable)
February 25 (M)-May 2, 2019 (TH)	Registration for Classes Beginning May 13, 2019
February 25 (M)-May 23, 2019 (TH)	Registration for Classes Beginning June 3, 2019
March 11-17, 2019 (Inclusive) (M-SU)	Spring Break
March 11-17, 2019 (M-SU)	Facilities & Utility System Maintenance
March 23, 2019 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 19-April 21, 2019 (F-SU)	Spring Holidays (No Weekend Classes)

**San Jacinto College District  
Academic Calendar 2018-2019**

April 19-April 21, 2019 (F-SU)	Facilities & Utility System Maintenance
April 16, 2019 (T)	<b>Summer 2019 (201930) Installment Payment Plan Available</b> <b>Installment Payment Plan Dates:</b> <b>June 17, 2019 (M)</b> <b>July 8, 2019 (M)</b> <b>July 22, 2019 (M)</b> <b>All dates due by 7:00 PM</b>
April 27, 2019 (SA)	Banner Maintenance (Banner & SOS unavailable)
May 2, 2019 (TH)	Registration Payment Deadline by 7:00 PM for Classes Beginning May 13, 2019 Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
May 3-12, 2019 (F-SU)	Registration Open And Payment Due on Day of Registration for classes beginning May 13, 2019
May 13, 2019 (M)	May Mini (3), First Eight-Week (8), Eleven-Week (11) & Thirteen-Week (13) Classes Begin
May 17, 2019 (F)	Weekend Twelve-Week Full Term (1W) Classes Begin
May 17, 2019 (F)	Administrative Offices Closed Every Friday at Noon through August 9, 2019
May 18, 2019 (SA)	Banner Maintenance (Banner & SOS unavailable)
May 20, 2019 (M)	Twelve-Week (12) Classes Begin
May 23, 2019 (TH)	Registration Payment Deadline by 7:00 PM for ALL registrations through May 23, 2019 for Summer 2019 (201930). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
May 24 (F)-June 2, 2019 (SU)	Registration Open for Classes beginning on June 3, 2019 (201930) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
May 24 (F)-July 7, 2019 (SU)	Registration Open for Classes beginning on July 8, 2019 (201930) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
May 25-26, 2019 (SA-SU)	Facilities & Utility System Maintenance
May 27, 2019 (M)	Memorial Day Holiday (No Classes Held)
May 31, 2019 (F)	May Mini (3) Ends (Last Day of Finals)
June 2, 2019 (SU) <b>High School Graduation</b>	Galena Park ISD,
June 3, 2019 (M)	Full Ten-Week Semester (1), First Five-Week (5A), Second Eight-Week (8A) Classes Begin
June 7, 2019 (F)	Five-Week Weekend (5AS) Classes Begin
June 17, 2019 (M)	Installment Payment Plan Due Date due by 7:00 PM
June 22, 2019 (SA)	Banner Maintenance (Banner & SOS unavailable)
June 30, 2019 (S)	Campus-Based and Foundation Scholarships close for Fall 2019 (202010)
July 3, 2019 (W)	First Five-Week (5A) & First Eight-Week (8) End (Last Day of Finals)
July 4, 2019 (TH)	Independence Day Holiday (no classes held)
July 7, 2019 (SU)	Five-Week Weekend (5AS) Ends (Last Day of Finals)
July 8, 2019 (M)	Second Five-Week (5B) Classes Begin
July 8, 2019 (M)	Installment Payment Plan Due Date due by 7:00 PM
July 11, 2019 (TH)	Last Day to Apply for August 2019 Graduation (Commencement will be held in December 2019)
July 20, 2019 (SA)	Banner Maintenance (Banner & SOS unavailable)
July 22, 2019 (M)	Installment Payment Plan Due Date by 7:00 PM
July 25, 2019 (TH)	Second Eight-Week (8A) & Eleven-Week (11) End (Last Day of Finals)
August 4, 2019 (SU)	Weekend Full Term (1W) Ends (Last Day of Finals)
August 8, 2019 (TH)	Full Semester (1), Thirteen-Week (13), Twelve-Week (12), Second Five-Week (5B) End (Last Day of Finals)
August 10, 2019 (SA)	Grades due for Final Parts of Term (1, 13, 12, 5B)
<b>Please consult the Summer 2019 (201930) Online Schedule of Classes for Registration &amp; Payment Times, Refund Dates, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.</b>	

**San Jacinto College District  
Academic Calendar 2018-2019**

<b>Date(s)</b>	<b>Holidays</b>	<b>Number of Holidays</b>
September 3, 2018	Labor Day	1
November 21-25, 2018 (No Weekend Classes)	Thanksgiving	3
December 21, 2018-January 1, 2019 (8)	Winter Break	8
January 21, 2019	Martin Luther King, Jr. Day	1
March 11-17, 2019 (No Weekend Classes)	Spring Break	5
April 19-April 21, 2019 (No Weekend Classes)	Spring Holidays	1
May 27, 2019	Memorial Day	1
July 4, 2019	Independence Day	1
Total Holidays 2018-2019		21

**Fall 2019 (2020) – TENTATIVE (not Board approved) DO NOT PRINT IN ANY PUBLICATIONS**

<b>Fall Semester 2019 (Term 2020)</b>	
February 25, 2019 (M)	Open SOS and Course Finder for View Access Only
April 8 (M)-April 21, 2019 (SU)	Priority Registration (Currently Enrolled Students Only)
April 22, 2019 (M) - Last Part of Term	Registration (All Students & Applicants)
August 11-16, 2019 (SU-F)	Blackboard Maintenance
August 19-23, 2019 (M-F)	Faculty In-Service
August 26, 2019 (M) (Texas Common Calendar Date)	Regular Classes Begin
December 13, 2019 (F)	Regular Classes End

Academic Calendar Development Committee and Constituent Groups  
(2018-2019)

Please be sure to communicate any calendar issues and solicit feedback from your constituent groups to bring to the committee.

SLT Sponsor: Laurel Williamson

Constituent Groups	Members	Campus
Administrative Organization	Lynn Garner	N
Admissions	Kevin McKisson	C
Auxilliary Services	Hilda Boyce	D
Banner Student System Services	April Kearns	D
Blackboard	Niki Whiteside	D
Business Office/Finance	Bill Dickerson	D
Center for Teaching & Learning	Martha Robertson	D
College Preparatory Division	Rebecca Goosen	D
Committee Chair	Wanda Munson	D
Contact Center	Ernesto Wallmark	D
Continuing & Professional Development	Sarah Janes	D
Curriculum/Catalog Manager/Developer	Martha Robertson	D
Deans (Academic)	Shawn Sillman	N
Deans (Administration)	Mini Izaguirre	N
Deans (Health Sciences)	Veronica Jammer/Alexandar Okwanna	C/S
Deans (Technical)	Mark Johnson	N
Dual Credit & Early College High Schools	Pam Campbell	D
Educational Planning Counseling & Completion	Tami Kelly	N
Facilities and Construction	Bryan Jones - Ron Andell	D
Faculty Member Central	Regina Julian	C
Faculty Member North	Floyd McConnell	N
Faculty Member South	Pam Betts	S
Faculty Organization	William Wolfe	S
Financial Aid	Robert Merino	D
Foundation (Scholarships)	Tammy McAdams	D
Human Resources	Shanna Dement	D
Information Technology Services	Linda Pennington	D
Institutional Research	George Gonzalez	D
Instructional Technology/DE/Blackboard	Niki Whiteside	D
Marketing	Amanda Fenwick	D
Police	Bruce Caldwell	D
Provosts	Bill Raffetto	N
Records Management	Joan Rondot	D
SACSCOC	Chris Duke	D
Staff Organization	Angela Perkins	S
Student Representative	TBD	?
Associate Vice Chancellor of Student Services	Joanna Zimmermann	D
Weekend College & Evening Division	Chris Crumley	C

**Action Item “XIV”**  
**Regular Board Meeting December 11, 2017**

**Consideration of Acceptance of the 2016-2017 Comprehensive Annual Financial Report**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve acceptance of the comprehensive annual financial report and the independent auditor’s reports for the fiscal year ended August 31, 2017.

**BACKGROUND**

The comprehensive annual financial report (CAFR) for the fiscal year ended August 31, 2017 and the independent auditor’s reports thereon are presented for Board review and acceptance. The independent auditing firm of Doeren Mayhew CPAs and Advisors has issued an unmodified or “clean” opinion on the College’s financial statements and federal and state assistance programs.

The College is required to meet the reporting quality standards of the Texas Higher Education Coordinating Board as presented in its annual financial report reporting requirements manual. For the CAFR for fiscal year ended August 31, 2017, the College has elected to meet the higher quality standards of the Government Finance Officers Association (GFOA) in an attempt to qualify the report for the GFOA Certificate of Achievement for Excellence in Financial Reporting. The GFOA certificate is only awarded to government units and public employee retirement systems whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting.

**IMPACT OF THIS ACTION**

Approval by the Board of Trustees satisfies requirements of the State of Texas, the Texas Higher Education Coordinating Board, and the U.S. Government. According to the requirements, the College must have its accounting records audited annually by a firm of independent certified public accountants and the related audit opinion must be accepted by the Board of Trustees. Acceptance by the Board of Trustees will allow the College to meet reporting and filing timelines.

**BUDGET INFORMATION**

No budget impact.

**MONITORING AND REPORTING TIMELINE**

None.

**ATTACHMENTS**

Draft of the San Jacinto College 2016-2017 Comprehensive Annual Financial Report is provided under separate cover

**Action Item “XIV”**  
**Regular Board Meeting December 11, 2017**

**Consideration of Acceptance of the 2016-2017 Comprehensive Annual Financial Report**

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
William E. Dickerson	281-998-6142	bill.dickerson@sjcd.edu

**Action Item “XV”**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval to Sell Surplus Real Estate Located**  
**In University Park, Clear Lake Area**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the offer from Oden Hughes, LLC to purchase 21.15 acres of surplus property owned by the College located at the intersection of Bay Area Boulevard and Middlebrook Drive, in eastern Harris County.

**BACKGROUND**

The real property described as 21.15 acres of unimproved land (921,334 square feet) located at the intersection of Bay Area Boulevard and Middlebrook Drive, being all of Lot 2 in Block 1 of University Park, Section 1 as recorded in Volume 332, page 133 of the map records of Harris County, Texas was purchased in 1984 by San Jacinto College. The College does not have intentions of developing the real estate and at the May 6, 2013, regular Board meeting, the Board approved the property be declared as surplus property and authorized to offer the land for sale.

In June 2015, the College obtained an Opinion of Value assessing the current value of the property. In accordance with Local Government Code Section 272.001, the College initiated the action to dispose of the property by issuing an Invitation for Bids, Project Number 18-17 to sell the property. Notice to the general public was published for two consecutive weeks in the Houston Chronicle as well as other commercial real estate publications and online sites.

Due to the unique nature of the property, the College engaged the services of an experienced real estate brokerage firm familiar with the local real estate market with global reach to better position the sale of the property. Pollan Hausman Real Estate Services, LLC’s expansive knowledge in the specialized requirements to sell publicly-held property and in addressing property restrictions associated with this parcel was critical in developing and obtaining the best possible offers for this tract of land. The property was conveyed “as is” with the purchaser responsible for all closing costs. Upon review of the offers received, the offer from Oden Hughes LLC. was determined the highest and best bid.

**IMPACT OF THIS ACTION**

Approval of this offer by a third party to purchase the surplus property will allow the College to dispose of the property and release the College from further liabilities associated with the property.

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

The proceeds from the sale will be recorded as revenue in the operating fund, and the appropriate adjustments will be made to the fixed asset records recording the sale.



**Action Item “XV”**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval to Sell Surplus Real Estate Located**  
**In University Park, Clear Lake Area**

**MONITORING AND REPORTING TIMELINE**

Upon execution of the purchase and sale contract, the purchaser will be allowed one hundred twenty days as an inspection period for the purpose of conducting any additional non-invasive environmental, engineering, assessments, studies or investigation and performing work on the property. Upon approval and completion of the sale, a Special Warranty Deed will be conveyed to Oden Hughes LLC.

**ATTACHMENTS**

Attachment 1 – Resolution and order of sale of land

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

RESOLUTION AND ORDER OF SALE OF PROPERTY

STATE OF TEXAS                   §  
  §  
COUNTY OF HARRIS           §

WHEREAS, Section 130.084 of the Texas Education Code provides that a public community college shall be governed in the establishment, management, and control of community college by the general law governing the establishment, management, and control of independent school districts; and

WHEREAS, Section 11.151 of the Texas Education Code provides that the trustees of an independent school district may convey property that is no longer necessary for the operation of the school district, which provision is applicable to public community colleges; and

WHEREAS, Section 11.154 of the Texas Education Code permits a school district to authorize a sale of any property by resolution; and

WHEREAS, the San Jacinto Community College District ("College") Board of Trustees is the governing body of College, a political subdivision of the State of Texas; and

WHEREAS, the College owns a parcel of unimproved land located in Harris County, Texas, containing approximately 21.15 acres, physically located at the intersection of Bay Area Boulevard and Middlebrook Drive, and being more particularly described on the attached Exhibit A ("Property"); and

WHEREAS, at its meeting held on May 6, 2013, the Board determined that ownership of the Property was no longer necessary for the operation of the College; and

WHEREAS, the College administration advertised for bids in accordance with Section 272.001 of the Local Government Code and received an offer for purchase of the Property from the Oden Hughes LLC. ("Buyer") for the amount set forth in its Bid Response Form and the Purchase and Sale Contract ("Buyer's Offer"), both in the form required by the College in its invitation for bid; and

WHEREAS, the Administration recommends to the Board of Trustees to accept the Buyer's Offer and sell and convey the Property to the Buyer pursuant to the Special Warranty Deed ("Deed"), the form of which to be finalized by the administration.

THEREFORE, BE IT RESOLVED AND ORDERED BY SAN JACINTO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES THAT:

1. all of the above paragraphs are incorporated into and made part of this Resolution and Order; and
2. the Buyer's Offer on terms and conditions set forth herein and as further discussed in closed session is hereby accepted by the Board of Trustees on behalf of the College and the Board authorizes the Chairman of the Board of Trustees to execute the Deed and authorizes the Chancellor or her designee to take all additional actions necessary or advisable to consummate the conveyance of the Property to Buyer, including without limitation, negotiating and executing any other documents necessary or advisable to close the transaction.

PASSED, APPROVED and ADOPTED this 11<sup>th</sup> day of December, 2017.

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Ms. Marie Flickinger  
Chair, Board of Trustees

Attest:

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Mr. Keith Sinor  
Secretary, Board of Trustees

**Action Item “XVI”**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval of the Awarding of a Posthumous Degree**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the awarding of a posthumous degree to Ernest Mitchell.

**BACKGROUND**

Policy VI-II: Policy on Awarding Posthumous Degrees allows the Board of Trustees to approve the award of a posthumous degree or certificate of recognition to honor the achievement of a student who has died prior to completion of degree or certificate requirements. A deceased student is eligible to receive a posthumous degree if the student has completed 75 percent or more of the required courses for the degree, was enrolled in classes at the time of death, and was in good academic and financial standing with the college.

Ernest Mitchell, aged 76, passed away on November 24, 2017. He was enrolled in the Air Conditioning Technology Associate of Applied Science degree program on the North campus. Mr. Mitchell previously earned a certificate of technology from San Jacinto College during the Spring of 2016. His degree audit indicates that he completed 98 percent of his degree program and he was enrolled in two courses this semester. He was in good academic standing with a 3.49 overall GPA and in good financial standing with the College.

**IMPACT OF THIS ACTION**

Approval by the Board of Trustees satisfies the requirements of Policy VI-II: Policy on Awarding Posthumous Degrees and meets the requirements of Procedure 6-13 Awarding Posthumous Degrees.

The Associate of Applied Science Degree in Air Conditioning Technology will be awarded posthumously to Ernest Mitchell. It is anticipated that members of Mr. Mitchell will participate in the commencement ceremony on December 17, 2017.

**BUDGET INFORMATION**

No budget impact.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

Attachment 1 - Obituary of Ernest Mitchell

**Action Item “XVI”**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval of the Awarding of a Posthumous Degree**

**RESOURCE PERSONNEL**

Shelley Rinehart	281-998-6150 X1012	shelley.rinehart@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu

# The Baytown Sun

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## Ernest "Blaze" Mitchell

■ 1941-2017

Posted: Monday, November 27, 2017 10:32 am

Ernest "Blaze" Mitchell passed away peacefully on November 24, 2017. A graveside service will be held at 10 a.m. on Thursday, November 30, 2017 at Magnolia Cemetery in Ragley, Louisiana.

Born in Houston on December 31, 1941 to E. Joshua Mitchell and Varina Howell-Mitchell, Ernest was the oldest of three brothers.

Born in Houston on Dec.31,1941 to E. Joshua Mitchell and Varina Howell-Mitchell he was the oldest of three brothers. He grew up in Clover Leaf and upon graduation from Galena Park High School he joined the Navy and served during peace-time after the Korean War and before the Vietnam War. While on leave in 1962, he met Sybil Tinkle, they married and had their first child Ernest and then 14 months later along came Susie. In 1964 Ernest began working as a delivery man for Borden's Milk and then as a Sales Rep for Klicko Tool Company. In 1968 he began what would be a 32 years career for Humble Oil and Refinery Company (ExxonMobil) in Baytown, Texas. Ernest was a volunteer fireman at Exxon and at Station #5. He loved fire-fighting, hence, the name "Blaze." Ernest was an avid and skillful bass fisherman; he owned a boat and a large motorcycles and taught Ernest and Susie how to fish and how to ride. In 1979, Ernest caught the eye of Pamela Gore and he started a new life with her and Pam's son, Chris, whom he adopted and loved like a natural-born son until the day he died. Pam and Ernest also had daughters Meghan and Morghan. Ernest had a third incarnation in 2000 when he married Martha Martinez de Alanis. They owned three daycares and worked daily to keep their rental properties and business profitable. Ernest was a jack-of-all-trades and could fix or build anything, and he loved helping his family with any project where he was needed. Ernest was attending San Jacinto College, and was set to graduate in December 2017 when he became critically ill. Ernest passed away peacefully on November 24, 2017 at the age of 76. He is survived his wife Martha, his children, Ernest, Susie, Chris, Meghan and Morghan and all their spouses. Ernest had 11 grandchildren and two great-grandchildren. He is also survived by his brother David Mitchell. He had a large blended and extended family filled with children that will miss him.

**Consideration of Approval of Policy (##): Public Relations – First Reading (Information Only)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revision and update to the College’s Policy on Public Relations, formerly designated as Policy VI-J: Public Relations. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

**BACKGROUND**

Policy VI-J was most recently approved by the Board of Trustees on September 8, 2014. This policy reflects the responsibilities of the Marketing, Public Relations and Government Affairs department in regards to pitching and distributing College news to local, state and national media outlets. Procedures have been in place to support the policy.

The revisions to the policy are recommended to establish the new policy format and to reflect the strengthened College practices for public relations. Additionally, the associated procedure has been revised to support implementation of the policy. These procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on December 8, 2017. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on February 5, 2018.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy VI-J: Policy on Public Relations (current policy)
- Attachment 3 – Policy ##, Public Relations (proposed policy)

Informational items only:

- Attachment 4 – Procedure 2-18: Public Relations (current procedures)
- Attachment 5 – Procedure ##, Public Relations (proposed procedures)

**Consideration of Approval of Policy (##): Public Relations – First Reading (Information Only)**

**RESOURCE PERSONNEL**

Teri Crawford

281-998-6152

Teri.crawford@sjcd.edu



## Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Public Relations**

Current Policy Number/Name: Policy VI-J Public Relations

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

Proposed Procedure Name(s): **Public Relations**

Current Procedure Number(s)/Name(s): Procedure 2-18: Public Relations

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

<http://www.sanjac.edu/policy-vi-j-policy-public-relations>

<http://www.sanjac.edu/procedure-2-18-public-relations>

Primary Owner: Vice Chancellor, Marketing, Public Relations, Government Affairs

Secondary Owner: Vice President, Marketing and Public Relations

### Summary of Changes:

- Changes to the policy:
  - Change the title of director, marketing and public relations to vice president, marketing and public relations to reflect changes made in the Marketing, PR, and Government Affairs office two years ago.
  - Add statement that an employee may speak to media if asked to do so by the vice president, marketing and public relations.
- Changes to procedures include:
  - Title changes and team structure changes to reflect changes made in the Marketing, PR, and Government Affairs office two years ago.
  - Addition of statement reflecting what information and communications will be released during a crisis.
  - Change the name throughout the procedure from emergency management team to incident management team.
  - Added a statement regarding non-news and commercial filming or photography on campus.
- Reorganization of the procedure to reflect the new procedure format:
  - Moved paragraph formerly under “purpose statement” as the introductory first paragraph for the procedures.
  - Moved paragraph III in the old format with the overview of the procedure to the introductory paragraph located directly beneath the paragraph mentioned in the bullet above.
  - Changed numbering of paragraph II, Public Relations Staff Responsibility, to Paragraph I with the same title.
  - Changed number of paragraph IV, Event Coverage, to Paragraph II with the same title.

## Attachment 1

- Removed paragraph V, Privacy, due to redundancy of information and to shorten the procedure.
- Removed paragraph VI, Media Information for Employees.
- Created paragraph III, Contact with the Media and Preparing for Interviews.
- Changed number of paragraph VII, Crisis Communications, to Paragraph IV with the same title.
- Updated titles in the Crisis Communication section to reflect that the vice president, marketing and public relations, or the senior communications coordinator will serve as the spokesperson(s) for the College.
- Changed number of paragraph VIII, Filming and Photography on Campus, to Paragraph V with the same title. Removed repetitive language.
- Removed paragraph IX, Information for the News Media.
- Updated titles in the Information for the News Media section to reflect that the vice president, marketing and public relations, will serve as the contact for the College regarding questions about news media.
- Removed paragraph X, College Photography.
- Changed paragraph XI, Social Media Guidelines, to paragraph VI with the same title.
- Removed the majority of the text for the social media guidelines and referenced to the College website where the social media guidelines are located.

## Policy VI-J: Policy on Public Relations

The San Jacinto College Marketing, Public Relations, and Government Affairs department is responsible for pitching and distributing news to local, state, and national news outlets. News items should be presented to the director, marketing and public relations, for distribution to the news media. Refer to Procedure 2-18: Public Relations for media procedures. Employees are to refer all media inquiries to the director, marketing and public relations.

<b>Policy #:</b>	<b>VI-J</b>
<b>Policy Name:</b>	<b>Policy on Public Relations</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>September 8, 2014</b>
<b>Effective Date:</b>	<b>March 2, 1981, and September 8, 2014</b>
<b>Associated Procedure:</b>	<b>2-18</b>

**Policy #, Public Relations**

**Purpose**

The policy on public relations establishes the responsibilities of the Marketing, Public Relations and Government Affairs department in regards to public relations for the College.

**Policy**

The San Jacinto College Marketing, Public Relations and Government Affairs department is responsible for pitching and distributing College news to local, state and national media outlets. The vice president, marketing and public relations, is the designated spokesperson for the College unless another is designated by the Chancellor or an employee is asked by the vice president, marketing and public relations to speak to the media. College employees must refer all media inquiries to the vice president, marketing and public relations.

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 #, Public Relations

Date of Board Approval	Anticipated February 5, 2018
Effective Date	Anticipated February 6, 2018
Primary Owner	Vice Chancellor, Marketing, Public Relations, and Government Affairs
Secondary Owner	Vice President, Marketing and Public Relations

# Procedure 2-18: Public Relations

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### **I. Purpose Statement of the San Jacinto College Marketing and Public Relations and Government Affairs department**

The purpose of the San Jacinto College Marketing, Public Relations, and Government Affairs office is to tell the story of our students, employees, alumni, and programs, through multiple communications channels. We provide strategic counsel, creative solutions, and timely, responsive service to internal and external clients.

### **II. Public Relations Staff Responsibility**

The public relations staff has primary responsibility for "coverage" of news and information throughout the College. We want to share the extraordinary story of San Jacinto College and its students, faculty, and staff. Communications coordinators work closely with each campus to produce news items concerning activities, events, students, programs, and employees. The public relations staff is also responsible for sports information to promote the College's athletic programs.

The Marketing, Public Relations, and Government Affairs department is led by the vice chancellor, marketing, public relations, and government affairs. The public relations staff includes a director, marketing and public relations; senior communications coordinator; communications coordinators; and social media coordinator. The director is responsible for final editing and review of material prepared for release to the news media. The public relations staff handles the distribution of all official College news and photo releases to the media.

The public relations staff works closely with local, state, and national news media, including newspapers, radio and television, magazines, wire services, and Web publishers. The staff also maintains the newsroom content on the College website.

Public relations staff media activities include:

- Reporting, writing, editing, and distributing news releases. These are designed to convey information of news value in a timely manner to the appropriate media.
- Preparation and distribution of news tips and story pitches. These are brief releases designed to suggest story topics and sources for the news media, and to alert them about upcoming events.
- Production of The Watercooler, an online employee newsletter that offers the latest news and events for San Jacinto College employees.

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- Personal contacts with local, state, and national news media. These can be initiated by public relations office staff, or in response to inquiries from media.
- Assist with maintenance of the main San Jacinto College website ([www.sanjac.edu](http://www.sanjac.edu)), and the College's athletics website ([www.sanjacsports.com](http://www.sanjacsports.com)), that contain a mixture of news, features, an events calendar, search engine, and other links in order to convey the rich history and the stories of our College.
- Arranging news conferences, briefings, or other meetings / interviews with news media as appropriate.
- Monitoring mentions of San Jacinto College in the news media.
- Develop strategies to address changes in the news media industry and the impact of technology on how media is reported.

### III. Overview

These public relations procedures have three basic objectives:

1. To ensure consistency in communications with news media from all areas of the College.
2. To help maintain the high level of credibility the College enjoys in its dealings with the media.
3. To protect the reputation of the College, its students, and employees.

The Marketing, Public Relations, and Government Affairs department will always be an honest provider of information to the public. One of the College's eight values is integrity – acting in ways which instill confidence and trust. Failure to provide accurate information to the public in general -- and specifically to the news media -- could damage the credibility of the College and diminish the effectiveness of the Marketing, Public Relations, and Government Affairs department in its relationships with news media.

### IV. Event Coverage

News releases for upcoming events are prepared when those events are open to the public, or at least open to news coverage. The only exception to this would be when the event, in the judgment of the vice chancellor for marketing, public relations, and government affairs, or director, marketing and public relations, is of such overriding importance to the public that an advance release in itself would be news.

As part of the mission of San Jacinto College, our College enriches the life in the communities we serve. In addition to classes for students, San Jacinto College conducts seminars, lectures, and other programs to educate members of the College community and those beyond. Therefore, most events at San Jacinto College should be open to the public. On some occasions, events will not be open to the public because of space limitations or safety concerns. News releases of impending events are designed to spur public interest and participation in those events. It would be counterproductive to advertise an event and then bar news coverage.

San Jacinto College encourages event organizers to open the event to news coverage, even if it may be limited coverage. Television cameras can be prohibited from the event if, in the event organizer's judgment, they would be disruptive. However, television reporters without cameras or recording equipment should be given access if print reporters receive similar access. There should be no discrimination based on medium. The public relations staff has responsibility for determining whether an event is of such importance that it merits a release even if it is closed to the news media. Event organizers are encouraged to contact the public relations office to discuss news coverage.

San Jacinto College employees and staff are encouraged to provide the public relations staff with three to four weeks advance notice of events. This will allow the public relations staff ample time to research, interview, and disseminate the event information to the news media to garner interest and coverage.

### V. Privacy

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San Jacinto College respects the privacy of students and employees, and follows all appropriate local, state, and federal guidelines and statutes affecting privacy and confidentiality.

### *Students*

The federal Family Education Rights and Privacy Act (FERPA) of 1974 limits the disclosure of information from a student's education records to only basic "directory" facts. A description of all information that can be released as "directory information" under FERPA is outlined in the San Jacinto College catalog. Directory information will be withheld if a student so requests.

### *Employees*

Included among information that will not be released outside the College are any data that would selectively advantage or disadvantage individuals with regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.

## **VI. Media Information for Employees**

In the event of a crisis situation, the vice chancellor, marketing, public relations, and government affairs; or the director, marketing and public relations, will serve as the spokesperson(s) for the College. Employees, must refer all media to the marketing, public relations, and government affairs department, and should not speak directly to media unless instructed to do so. However, there are other opportunities outside of crisis situations for members of the College community, including students, faculty, and staff, to be interviewed "on the record." Employees must refer all media requests to the director, marketing and public relations; and public relations staff will help you prepare for interactions with reporters.

### **About reporters**

Reporters are professionals attempting to communicate information in the most interesting and accurate way. Most are general reporters who cover anything that is considered worthy of airtime or newspaper space. Beat reporters, however, are usually assigned to specific subject matter or area.

- **Deadlines:** Reporters represent the public's right to know and they attempt to be as objective as they can. However, the constant pressure to meet deadlines makes their job extremely difficult. Deadlines force reporters to prepare a story, whether or not they can present both sides. The public relations staff, in conjunction with campus personnel, will do everything possible to attempt to meet a reporter's deadline.
- **Radio:** Radio reporters work under tight deadlines. Because they are limited to approximately 30-60 seconds to present their stories on-air, they look to experts for lively voice clips of about 15 seconds, which describe the "bottom line" of what the issue is and why it is relevant.
- **Television:** Images (also called b-roll) are the essential ingredient for a TV story. Television reporters have limited time in which to present their stories so they simplify information to keep stories to an average length of 90 seconds.
- **Print:** Print reporters work for daily and weekly newspapers, magazines, and wire services. Often, they want a lot of detail because they do not have the benefit of using visual and audio imagery. They rely on vivid descriptions to communicate their stories. Interviews with print reporters can happen in person or on the phone.

### **Things for you to know**

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If a reporter contacts you directly, you are to direct them to the director, marketing and public relations. The public relations staff will then make arrangements for the appropriate staff or students to interview (on the phone or in person), at a mutually agreeable time, and any necessary time on campus. Reporters often are on a tight deadline, but this doesn't mean that you have to carve out time for a full interview immediately. The public relations staff can work out the details with the reporter. By having a member of the public relations staff facilitate the interview, they can also find out what information the reporter is looking for and what information he or she has already gathered, how the information will be used, how much information he or she is requiring, etc., so that you have time to collect your thoughts or finish teaching your class.

Beware of talking "off the record." You can ask that what you say not be used, but even if a reporter agrees, it's important to know that you might still see the information turn up in print or on-air.

It is important to understand that San Jacinto College public relations staff members will disseminate the news to the media, but that under no circumstance does the media have an obligation to print or air any news releases or briefs. Therefore, there is no guarantee that your story will appear in the local newspapers or on TV, but the San Jacinto College public relations staff will make every effort to get the information to the media.

*What's news worthy?*

Not sure whether your news would interest the media? The public relations staff is happy to provide guidance. We're always interested in hearing about:

- **Research findings.** The media is most interested in your research breakthrough if it will impact or interest the general public. Think about what types of stories are "trendy" (ex: health care, jobs, work force training, STEM). Reporters also pay more attention to peer-reviewed work about to be published in a journal or presented at a conference or government hearing.
- **Well-known campus visitors.** San Jacinto College often draws well-known individuals to speak at special gatherings including conferences, lectures, and graduation ceremonies. Let us know if you're about to host such a visitor.
- **Major announcements.** Let the public relations staff know if a faculty member or student has received an important award or recognition from an organization, or if your department has acquired a significant gift or grant.
- **Events.** The campus calendar is filled with events throughout the year, but certain ones – especially those on newsy or otherwise fascinating topics – would catch a reporter's eye. We can help attract coverage of such events.
- **Human-interest stories.** Reporters are always interested in a good human-interest story, whether it's about an extraordinary person or project. We're always interested in stories about students and their one-of-a-kind contributions to San Jacinto College and our community.
- **Unique new courses.** As each new semester is about to begin, the public relations staff looks for unique new courses – whether they're tied to current events, are trendy, or would simply be fun for the public to read about – to pass along to reporters.

An important factor to also consider is the visual that accompanies the story. Television reporters will need what is called b-roll, and a newspaper reporter will need that one image / photograph that will catch a reader's eye. Subjects will be asked to sign a photo release form for use of their image on the air or in an article.

## VII. Crisis Communications



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The College has established two basic guidelines for communicating with the media, which should be observed in all situations, especially in crisis situations:

1. The vice chancellor for marketing, public relations, and government affairs; and the director, marketing and public relations, are the authorized spokespersons to disseminate information to the media, unless the Chancellor appoints an alternate designee. In crisis situations, employees should not engage with the media on behalf of San Jacinto College. The designated spokesperson(s) is the point of contact between media and College resources, provides referrals to proper sources of information within the College community, and can provide a consistent message to the media during crisis situations.
2. Only factual information is released; no speculation will be offered.

### *Other Guidelines*

- All personnel are directed to report the status of an emergency situation directly to the crisis management team. Personnel are not to discuss this status with outsiders, especially media, on behalf of the College.
- All contacts from the media must be referred directly to the vice chancellor for marketing, public relations, and government affairs at 281-998-6151 (office) or 281-733-9386 (mobile); or the director, marketing and public relations at 281-998-6160 (office) or 713-542-7729 (mobile).
- The vice chancellor for marketing, public relations, and government affairs will be kept apprised of the status of all emergencies, including what the emergency is, how it began (what caused it), who is involved, if there are injuries, the names of those injured and extent of injuries, what is happening currently, and what help has been summoned. Additionally, information should be given on what is being done to resolve the emergency.
- Employees should be wary of video cameras or photographers, and their coverage of an incident, and should contact the vice chancellor for marketing, public relations, and government affairs; or the director, marketing and public relations, if media is seen on campus.
- Under no circumstances shall anyone other than the designated spokesperson(s) release the names of victims. The spokesperson(s) shall not release any information about the victims without direct authorization from the crisis management team to ensure family members have been appropriately contacted.
- Family members affected are discouraged from agreeing to provide media with an interview, but if they chose to grant an interview, it is recommended that questions be prescreened. It is recommended that the vice chancellor for marketing, public relations, and government affairs, the director, marketing and public relations, or a member of the crisis management team be present during interviews with family members to ensure that ground rules are followed and inappropriate questions are not asked of the family members.

The vice chancellor for marketing, public relations, and government affairs will work with the public relations staff to disseminate approved communication to the campus community through the Emergency Notification System, [SJC AlertMe](#), and news releases to the media. The public relations staff will also update the College website and any appropriate social media outlets. It is important to remember that the College website and emergency notification systems are the official form of communication. Students and employees should not rely on media for information during a crisis situation.

## VIII. Filming and Photography on Campus

### *Purpose*

This information is intended to clarify under what circumstances Filming and Photography on any of the San Jacinto College campuses and its properties may be allowed by external entities wishing to use our college campuses or facilities as a backdrop for projects not related to San Jacinto College. This information is principally applicable to all San Jacinto College faculty, staff, affiliates and students and to the Photography and Filming services they may utilize.

### *Definitions*

The following terms shall be used in the context and for the purposes of this Policy only:

- **Campus Image:** a still or moving image of San Jacinto College property that can be readily identified by the public as college property by architecture, landmarks, signage, the presence of prominent individuals, the inclusion of logo clothing or athletic uniforms, or any other means.
- **College Name and Graphic marks:** any use of the college name or any form of the college including the campuses or district office. Graphic marks include the college logo, tagline, advertising campaign, seal, and mascots.
- **Filming:** the capturing of moving or still images of San Jacinto College property by any means on any media now known or that may be invented in the future including, but not limited to, film, videotape, digital disk or any electronic transmission to another medium or to the Internet.
- **Photography:** the capturing of still images onto any compatible medium, or posting to the Internet, by any means or devices now known or that may be invented in the future including, but not limited to, film cameras, digital cameras, electronic devices such as personal computers (PC), mobile phones, personal digital assistants (PDA), etc.

Filming and Photography will be permitted on San Jacinto College campuses or property leased by the College in accordance with this information and provided that such activity does not interfere with the educational or normal program functions or previously scheduled events of the College and does not pose a security or safety risk. Further, the use or re-use of the Filming or Photography output must not be deemed inconsistent with College values or in violation of the policies of the College. All activities requiring College resources, such as police, grounds restoration, traffic control, parking, and any other College services rendered shall be charged to the user.

### *a. External Use Filming or Photography*

For purposes of this information, External Use shall include Filming or Photography on campus for commercial or non-commercial purposes and for which San Jacinto College will not own the copyright to the work created. No campus images may be used without prior *written* authorization from the Marketing, Public Relations, and Government Affairs Department. Examples of External Use Filming or Photography include, but are not limited to:

1. Theatrical release, broadcast or print media;
2. Industrial use (e.g., trade show or intra-company, intra-industry use);
3. Editorial use;
4. Public service announcements;
5. Non-San Jacinto College student filming;

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### 6. Documentary.

#### *b. Internal Use Filming or Photography*

For purposes of this information, Internal Use shall include all Filming and/or Photography on any campus which is not incidental for non-commercial use by a San Jacinto College employee or student, or contracted for by a San Jacinto College department or unit and for which San Jacinto College exercises artistic, creative control. Examples of Internal Use include, but are not limited to:

1. Broadcast or print media primarily for San Jacinto College use;
2. San Jacinto College student filming;
3. San Jacinto College academic or departmental broadcast or Webcast.

Departments or units that engage the services of non-College staff (e.g., a commercial photographer or film company) for any Internal Use Filming or Photography must ensure that terms governing the use and re-use of any Campus Images are clearly spelled out in the agreement with each contractor. Departments should pursue all ownership rights and interests in the work created on behalf of the College and paid for with College funds.

#### *c. News Reporting*

For purposes of this information, News Reporting is live Filming or Photography and transmission (with or without audio recording) as “active” or “breaking” news, by a qualified news reporting service. All requests for News Reporting should be referred to the Marketing, Public Relations, and Government Affairs Department. News organizations must get verbal permission from the Marketing, Public Relations, and Government Affairs Department before News Reporting can commence.

In most cases, a public relations representative will accompany television news film crews. Any disputes involving News Reporting should be referred to the director, marketing and public relations, for resolution.

#### *d. Incidental, Non-commercial Filming or Photography*

No special permission is required for the incidental Filming or Photography by San Jacinto College faculty or staff creating work to be used for non-commercial, educational or administrative purposes provided such incidental Filming or Photography can be done unobtrusively without interrupting campus programs, classes or activities and will not require any special campus services (Campus Police, maintenance, etc.).

In addition, no special permission is required for the incidental, unobtrusive non-commercial Filming or Photography by visitors or tourists to the campus. Any such Filming or Photography may not be used for commercial purposes at any time without the express written permission of the Marketing, Public Relations, and Government Affairs Department.

#### *e. San Jacinto College Identification and Appropriate Use of Campus Images*

No identification of San Jacinto College as the location of External Use Filming or Photography will be permitted, except that which has been approved in advance by the Marketing, Public Relations, and Government Affairs Department. The Department will refer questions of the suitability of proposals or requests that propose the identification of San Jacinto College to the Vice Chancellor for Marketing, Public Relations, and Government Affairs.

The request may be approved when the proposed identification is deemed to be in the College’s interests. Such requests for San Jacinto College identification should clearly specify how the identification will be made and in what subject matter context.

No trademarked icons, images, logos, or widely recognizable landmarks or highly sensitive locations of the College shall be filmed, photographed, or otherwise reproduced for any commercial purposes now or in the future.

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### *Responsibilities*

San Jacinto College staff and faculty should become familiar with the provisions of this Procedure and avail themselves of appropriate departmental and campus resources in all instances of Filming and Photography on campus. The Marketing, Public Relations, and Government Affairs Department is ultimately responsible for reviewing all requests for Filming and Photography on Campus.

In general, the following criteria will be evaluated:

1. All proposals for Filming or Photography on campus will be evaluated for potential logistics problems and if approved, determine the appropriate facility and services usage;
2. Be responsible for obtaining the approval of the authority in direct charge of the facility requested prior to issuing any permit for a specific facility;
3. Determine the need for assigning an on-site campus Film Location Manager for Filming activities;
4. Ensure that proposed Filming or Photography does not include Campus Images; may grant exceptions on a case-by-case basis.

The Marketing, Public Relations, and Government Affairs Department will:

1. Coordinate the securing of permissions on behalf of the requestor once the request has been approved.
2. Provide all coordination with other campus entities and services as necessary.

### **IX. Information for the News Media**

#### *News media on campus*

We want the media to come visit us. However, in order to ensure the privacy of our students, faculty, staff, and community, we request that all media contact a member of the public relations staff prior to visiting campus. As part of their jobs, our police officers look for vehicles and people who are not authorized to be on campus. If we know a member of the news media is coming, we can notify the police department, and also provide media members with the most convenient parking to maximize your time. In almost all cases, student/faculty interviews and other taping/photography are possible, and a public relations staff member can assist with the arrangements.

#### *Interviews*

We want to talk to you. San Jacinto College faculty and staff are encouraged to share their stories. However, as a member of the news media, you may find it helpful to contact the public relations staff for further background information, or additional experts. Since our expert list is continually updated, we may be able to refer you to an expert who might better serve your needs. We can also assist in making arrangements for on-campus interviews.

#### ***College Data or Information***

We want you to have the most complete and accurate information. So, if you are looking for data or information about the College, you should call the public relations staff directly.

#### ***Campus Emergencies***

In the event of an emergency at San Jacinto College, the news media should contact the director, marketing and public relations.

### **X. College Photography**

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The San Jacinto College marketing and public relations staff offers professional photography services for a variety of College uses, focused primarily on promotional purposes and to support news media publicity. Other events or requests – especially those outside of regular office hours, and those that do not support the purpose of the San Jacinto College marketing, public relations, and government affairs department – may not be fulfilled.

San Jacinto College employees may take photos with a camera (cell phone photos are not usually shot at a high resolution suitable for website or print use) and submit them to the marketing and public relations staff for use on the Watercooler or The Exchange. If your department does not have a camera, you may check one out from the marketing, public relations, and government affairs staff.

The priority for marketing and public relations photography services is as follows.

Essential:

- Board of Trustees
- Chancellor's Office
- Advertising
- News / Media Requests
- Institutional publications such as: recruiting brochures, About San Jacinto College brochure, College catalog, program / departmental promotional brochures, CareerFocus magazine
- Athletics
- Student organizations / events (as needed for marketing, publication, and promotional purposes)

Nonessential:

- Photos for a department's personal use in memory albums, scrapbooks, presentations
- Requests for which a majority of photos shot will not be used in a publication ad / or media placement
- Photos taken only to give to the subject as a memento
- Studio portraits

### ***Criteria for requesting photography services***

The San Jacinto College marketing and public relations staff dedicates its resources to advancing the overall institutional image. The following criteria should be considered when requesting photography service from the department.

- Why is the photography needed and how will it be used?
- Is the photo newsworthy to local, regional, and / or national news?
- How can the subject(s) to be photographed yield the strongest impact? What is the visual trying to be captured?
- Is there potential for multiple uses of the photo (i.e., news release, publication, magazine, etc.)?
- How does the photographic need support the San Jacinto College strategic goals and annual priorities?

Photography requests should be made at least a week in advance. Requests made with less than a week may not be fulfilled. [Click here to submit a photography request form.](#)

All subjects in photos must sign a photo release form.

### **XI. Social Media Guidelines**

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San Jacinto College has established guidelines for students, faculty, and staff to consider when establishing a social media online presence. Please see the social media guidelines for [employees](#) and [students](#) for more information.

### ***Employee Guidelines***

San Jacinto College respects the rights of its employees to maintain and interact within the online social media community. Existing policies and guidelines concerning the governance of faculty and staff behavior apply to the College's social media sites.

#### *Reputation:*

Please be aware that employee social media sites are a reflection of College. In keeping with the College's value of integrity, we remind all employees to "act in ways which instill confidence and trust" in the online community. Any comments made online can be linked back to the College, especially if San Jacinto College is shown as the employer. If an employee wishes to disclose a working relationship with San Jacinto College, employees are requested to include the following disclaimer in their profile:

"I am not authorized to speak on behalf of San Jacinto College and the views expressed on this site are mine and do not necessarily reflect those of San Jacinto College."

#### *Confidentiality:*

Employees should maintain and respect confidentiality at all times. An employee could become subject to disciplinary action for disclosing confidential or proprietary information about San Jacinto College students, employees, or alumni. Exercise good, ethical judgment and adhere to existing College policies and federal requirements, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). As a general rule, do not post anything on social media regarding the College that would not be OK to present at a conference.

#### *Time and Equipment:*

Please respect College time and property by maintaining personal sites when not at the College and using personally owned equipment. It is appropriate to engage in social media in the workplace only if the involvement is directly related to accomplishing College goals.

#### *Proceedings:*

In response to concerns, complaints, or information provided by individuals, San Jacinto College administrators may view publicly shared profiles on online social networking sites and use the information contained on these sites in informal or formal College proceedings.

### ***Student Guidelines***

***Social media is a great way for students to stay connected with fellow students and to find College resources. The following guidelines are designed to help students navigate the social web at San Jacinto College and in life outside the college.***

#### *Participate and Connect:*

Students are encouraged to ask questions through the College social media sites. College resources are available to help students succeed and social media is a great way to connect to those resources. Be aware that the marketing department does not have access to student records, so questions concerning financial aid, student accounts and academic advising are best left to the experts on campus. For some questions, students may be asked you to contact [socialmedia@sjcd.edu](mailto:socialmedia@sjcd.edu) for further assistance - some conversations are better left off our social media sites.

If a student disagrees with someone on social media and wants to state a differing opinion, that student should do so in a respectful manner. If the response includes profanity or attacks someone personally, it will be removed from the official College social media sites without warning. Language that is illegal,

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obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed. In some cases, student discipline may be involved. Social media sites are not an appropriate place to talk negatively about classmates or instructors. Students with a situation to report are asked to send an email to [socialmedia@sjcd.edu](mailto:socialmedia@sjcd.edu). The College will look into submitted complaints. A good rule of thumb for all online communication is to resist posting a comment that would be inappropriate on the front page of a newspaper.

The College Social Media sites are a great place for a student organization to post information about events or any event happening on one of the campuses. Students are encouraged to share pictures from a campus event.

Students are encouraged to utilize social media to connect with friends, family and classmates. Social media provides a great opportunity to connect and engage. The College has posted a social media directory online for a list of San Jacinto College's social media sites so students can join those that are of interest.

### *Be careful what you share:*

Students should never give out personal information on social media sites such as social security numbers, G number, passwords, PIN numbers, account numbers, address, or phone number. San Jacinto College will never request this type of information from students through a social media site.

### *You can't take it back:*

Once something is posted in social media, it can't be taken back. Always remember that social media sites are not "private." Regardless of privacy settings, connections may share something they see posted online. Before posting, remember that many employers, colleges, and universities are turning to social media sites to help determine admissions and employee selections. Each day there are more court cases utilizing social media sites as supporting evidence. So, please be careful what information is shared online.

San Jacinto College does not monitor the personal social media sites of our students. However, we do monitor the College name (San Jacinto College) and variations of it online. Students may be subject to disciplinary action, as outlined in the San Jacinto College student handbook, based on information posted on social networking sites. San Jacinto College reserves the right to turn cases of serious incidents over to the proper authorities. Examples of this may include, but are not limited to, threats against the College, its students, or employees.

### Classroom Activities:

Students should not access social media sites during class times, unless instructed to do so by the professor. Students should limit social media activity on public computers in the open labs during times of high traffic; other students may need the machines to complete course work.

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<b>Procedure Name:</b>	<b>Public Relations</b>
<b>Pages:</b>	<b>9</b>
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<b>Effective Date:</b>	
<b>Associated Policy:</b>	<b>VI-J</b>



## **Procedure #, Public Relations**

### **Associated Policy**

Policy #: Public Relations

### **Procedures**

The purpose of the San Jacinto College marketing, public relations and government affairs department is to tell the story of the College's students, employees, alumni and programs through multiple communications channels. The department provides strategic counsel, creative solutions, and timely, responsive services to internal and external clients.

All media relations requests and actions flow through the marketing, public relations, and government affairs department for three reasons:

1. To ensure consistency in messaging from all areas of the College with news media.
2. To maintain a high level of credibility with the media.
3. To protect the reputation of the College, its students and its employees.

The marketing, public relations and government affairs department will always be an honest provider of information to the public. One of the College's eight values is integrity – acting in ways which instill confidence and trust – which is vital to maintaining successful public relations efforts for the College. Failure to provide accurate information to the public in general -- and specifically to the news media -- could damage the credibility of the College and diminish the effectiveness of its relationships with news media.

### **I. Public Relations Staff Responsibility**

The public relations staff has primary responsibility for "coverage" of news and information throughout the College. Communications coordinators work closely with each campus and College departments to produce news items concerning activities, events, students, programs and employees. The public relations staff is also responsible for sports information to promote the College's athletic programs.

### **II. Event Coverage**

- News releases for events are prepared in advance when events are open to the public, or at least open to news coverage. The only exception to this would be when the event, in the judgment of the vice chancellor, marketing, public relations and government affairs; or vice president, marketing and public relations, is of such overriding importance to the public that an advance release in itself would be news.
- San Jacinto College employees and staff are encouraged to provide the public relations staff with three to four weeks advance notice of events. This allows the public relations

staff ample time to research, interview and disseminate the event information to the news media to garner interest and coverage.

### **III. Contact with the Media and Preparing for Interviews**

Opportunities exist outside of crisis situations (see section IV for crisis communications) for members of the College community, including students, faculty and staff, to be interviewed and tell the story of San Jacinto College. Employees must refer all media requests to the vice president, marketing and public relations; and public relations staff will prepare employees and / or students for interactions with reporters.

#### ***About reporters***

Reporters are professionals attempting to communicate information to their respective audiences in the most interesting and accurate way. Reporters represent the public's right to know and they attempt to be as objective as they can. However, the constant pressure to meet deadlines makes their job extremely difficult. Deadlines force reporters to prepare a story by a certain time or date, whether or not they can present both sides. They look to experts to describe the "bottom line" of what the issue is and why it is relevant.

#### ***Things to know***

If a reporter contacts an employee directly, the employee should direct the reporter to the vice president, marketing and public relations. The public relations staff will then make arrangements for the appropriate staff or students to interview at a mutually agreeable time, including any necessary time on campus.

Beware of talking "off the record." Even though employees or students can ask that what is said not be used, even if a reporter agrees, that information may still turn up in print or on-air.

Employees should be wary of video cameras or photographers on campus that are not accompanied by a member of the College public relations staff. Employees should contact the vice president, marketing and public relations; or the senior communications coordinator, if media is seen on campus unaccompanied.

San Jacinto College public relations staff members will disseminate College news to the media, but under no circumstance does the media have an obligation to print or air any news, photo releases or briefs.

### **IV. Crisis Communications**

The College has established two basic guidelines for communicating with the media, which should be observed by employees and students, especially in crisis situations:

1. The vice president, marketing and public relations; and the senior communications coordinator, are the authorized spokespersons (Public Information Officer) to disseminate information to the media, unless the Chancellor appoints an alternate designee or the PIO requests an employee to speak to the media. In crisis situations, employees are not to engage with the media on behalf of San Jacinto College.
2. The PIO is the point of contact between media and College resources, provide(s) referrals to proper sources of information within the College community, and will provide a consistent message to the media and the public during crisis situations.
3. The most accurate information is the only information that will be distributed. No College employee is to offer any speculation.

#### *Procedures to Follow*

- Employees are not to speak with the media unless requested to do so by the Public Information Officer.
- All contacts from the media must be referred directly to the vice president, marketing and public relations, at 281-998-6160 (office) or 713-542-7729 (mobile); or the senior communications coordinator at 281-991-2633 (office) or 713-858-8248 (mobile).
- The incident management team will keep the vice president, marketing and public relations apprised of the status of all emergencies.
- Under no circumstances shall anyone other than the designated spokesperson(s) release the names of victims or details about the emergency situation. The spokesperson(s) shall not release any information about the victims without direct authorization from the incident management team to ensure family members have been appropriately contacted.
- Family members affected by a crisis situation on campus are discouraged from agreeing to provide media with an interview. However, if they choose to grant an interview, it is recommended that the vice president, marketing and public relations; the senior communications coordinator; or a member of the incident management team be present during interviews with family members to ensure that media follow ground rules and that inappropriate questions are not asked.

The vice president, marketing and public relations; or the senior communications coordinator will disseminate communication approved by the incident management team to the campus community through the Emergency Notification System, SJC AlertMe, as well as through news releases to the media. The College website and official College social media outlets will be updated throughout an emergency situation, as well as the emergency notification phone line 1-877-316-8308. It is important to remember that the College website and emergency notification systems are the official form of communication. Students and employees should not rely solely on media for information during a crisis situation.

#### **V. Filming and Photography on Campus**

Filming and photography will be permitted on San Jacinto College campuses or property leased by the College in accordance with this information and provided that such activity does not interfere with the educational or normal business operations and program functions or previously

scheduled events of the College, and does not pose a security or safety risk. Further, the use or re-use of the filming or photography output must not be deemed inconsistent with College values or in violation of the policies of the College. All activities requiring College resources, such as police, grounds restoration, traffic control, parking, and any other College services rendered shall be charged to the user.

*a. External Use Filming or Photography*

For purposes of this information, External Use shall include filming or photography on campus for commercial or non-commercial purposes and for which San Jacinto College will not own the copyright to the work created. No campus images may be used without prior *written* authorization from the Marketing, Public Relations and Government Affairs Department.

*b. Internal Use Filming or Photography*

For purposes of this information, Internal Use shall include all filming and/or photography on any campus which is not incidental for non-commercial use by a San Jacinto College employee or student, or contracted for by a San Jacinto College department or unit and for which San Jacinto College exercises artistic, creative control.

Departments or units that engage the services of non-College staff (e.g., a commercial photographer or film company) for any Internal Use filming or photography must ensure that terms governing the use and re-use of any campus images are clearly spelled out in the agreement with each contractor. Departments should pursue all ownership rights and interests in the work created on behalf of the College and paid for with College funds.

*c. News Reporting*

For purposes of this information, news reporting is live or recorded filming or photography and transmission (with or without audio recording) as “active” or “breaking” news or pre-recorded for a later newscast, by a qualified news reporting service. All requests for news reporting should be referred to the vice president, marketing and public relations. News organizations must receive verbal permission from the marketing, public relations and government affairs department before news reporting can commence.

In most cases, a public relations staff member will accompany television news film crews. Any disputes involving news reporting should be referred to the vice president, marketing and public relations, for resolution.

*d. Incidental, Non-commercial Filming or Photography*

No special permission is required for the incidental filming or photography by San Jacinto College faculty or staff creating work to be used for non-commercial, educational or administrative purposes provided such incidental filming or photography can be done

unobtrusively without interrupting campus programs, classes or activities and will not require any special campus services (Campus Police, maintenance, etc.).

In addition, no special permission is required for the incidental, unobtrusive non-commercial filming or photography by visitors or tourists to the campus. Any such filming or photography may not be used for commercial purposes at any time without the express written permission of the marketing, public relations and government affairs department.

*e. Non-News and Commercial Filming or Photography*

San Jacinto College does not allow the use of its campuses and facilities for the purpose of non-news and commercial filming or photography. However, the marketing, public relations and government affairs department may consider specific requests. Express written permission is required at least 30 days in advance of the projected filming or photo shoot date. Requests must include the following information:

- Name and description of the individual, company or organization making the request.
- Project description, which may include scripts and / or storyboards, and the manner in which San Jacinto College will be represented.
- The specific sites on campus, including buildings and / or facilities, to be included in the filming or photography.
- Proposed date(s) and time(s) for the filming or photography shoot, including set-up and breakdown.
- A list of all equipment that will be used.
- A copy of all releases, agreements or other legal documents proposed by the production individual, company or organization.
- Proof of liability insurance.

If a specific facility is required for the filming or photography shoot, the requestor must obtain a contract with the respective campus services department. A fee may be required.

*f. San Jacinto College Identification and Appropriate Use of Campus Images*

No identification of San Jacinto College as the location of external use filming or photography will be permitted, except that which has been approved in advance by the marketing, public relations and government affairs department.

No trademarked icons, images, logos, or widely recognizable landmarks or highly sensitive locations of the College shall be filmed, photographed, or otherwise reproduced for any commercial purposes now or in the future.

*Responsibilities*

San Jacinto College staff and faculty should become familiar with the provisions of this procedure and avail themselves of appropriate departmental and campus resources in all instances of filming and photography on campus. The marketing, public relations and government affairs department is ultimately responsible for reviewing all requests for filming and photography on College campuses.

**VI. Social Media Guidelines**

San Jacinto College has established guidelines for students and employees to consider when establishing a social media online presence. The social media guidelines for employees and students are available on the College website.

**Definitions**

**Campus Image:** A still or moving image of San Jacinto College property that can be readily identified by the public as College property by architecture, landmarks, signage, the presence of prominent individuals, the inclusion of logo clothing or athletic uniforms or any other means.

**College Name and Graphic Marks:** Any use of the College name or any form of the College name including the campuses or district office. Graphic marks include the college logo, tagline, advertising campaign, seal and campus mascots.

**Filming:** The capturing of moving or still images of San Jacinto College property by any means on any media now known or that may be invented in the future including, but not limited to, film, videotape, digital disk or any electronic transmission to another medium or to the Internet.

**Photography:** The capturing of still images onto any compatible medium, or posting to the Internet, by any means or devices now known or that may be invented in the future including, but not limited to, film cameras, digital cameras, electronic devices such as personal computers (PC), mobile phones, personal digital assistants (PDA), etc.

**Public Information Officer:** The public information officer, or PIO, is the designated spokesperson during a crisis situation at San Jacinto College. The PIO is a member of the incident management team.

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Date of SLT Approval	November 28, 2017
Effective Date	Antipated February 6, 2018
Associated Policy	Policy #, Public Relations

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Attachment 5

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Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Marketing, Public Relations, Government Affairs
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Secondary Owner of Policy Associated with the Procedure	Vice President, Marketing and Public Relations
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**Action Item “XVIII”  
Regular Board Meeting December 11, 2017**

**Consideration of Approval of Policy (##): Alcohol Usage at Events on College Property – First Reading (Information Only)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revision and update to the College’s Policy on Alcohol Usage at Events on College Property, formerly designated as Policy VI-LL: Policy on Alcohol Usage. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

**BACKGROUND**

Policy VI-LL was most recently approved by the Board of Trustees on August 5, 2014. This policy reflects the designation of San Jacinto College as an alcohol-free institution. The policy gives the Chancellor authorization to permit the use, serving, or consumption of alcohol for persons aged 21 and over for College programs and events or outside organization events that meet specific requirements as stated in the policy.

The revisions to the policy are recommended to establish the new policy format and to reflect the strengthened College practices for events on College property. The supporting procedures were developed and are an informational item for the Board.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on December 8, 2017. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on February 5, 2018.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy VI-LL: Policy on Alcohol Usage (current policy)
- Attachment 3 – Policy ##, Alcohol Usage at Events on College Property (proposed policy)

Informational items only:

- Attachment 4 – Procedure ##, Alcohol Usage at Events on College Property (proposed procedures)



**Action Item "XVIII"**  
**Regular Board Meeting December 11, 2017**

**Consideration of Approval of Policy (##): Alcohol Usage at Events on College Property – First Reading (Information Only)**

**RESOURCE PERSONNEL**

Teri Crawford                      281-998-6152                      Teri.crawford@sjcd.edu

## Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Alcohol Usage at Events on College Property**

Current Policy Number/Name: [Policy VI-LL: Policy on Alcohol Usage](#)

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

Proposed Procedure Name(s): **Alcohol Usage at Events on College Property**

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: New

Web Links: <http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-ll-policy-alcohol-usage>

Primary Owner: Vice Chancellor, Marketing, Public Relations, and Government Affairs

Secondary Owner: Events Planner

### Summary of Changes:

- Move the policy from HR –Policies, Procedures and Interpretations to Administration with the Use of College Facilities Policy.
- Policy Changes
  - Divide areas of approved groups/programs into – College Programs and Events and Outside Organization Events
  - Moved restrictions from 501(c)(3) group and applied to both Outside Organization Events groups
  - Added Organizations must use college- approved vendor to limitations of Outside Organization Events
- Formalize procedures

# Policy VI-LL: Policy on Alcohol Usage

## 1. INTRODUCTION

The San Jacinto College District (the “College”) is designated as an alcohol-free campus. The possession or consumption of alcohol is prohibited in classroom buildings, laboratories, auditoriums, library buildings, offices, athletic facilities, and all other College property, except as may be authorized in this policy.

This policy applies to all employees, students, visitors, volunteers, contractors, and vendors. This policy also applies to individuals and groups that rent or lease College facilities.

## 2. DEFINITION

“College property” means property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the General Policy on Alcohol, this includes but is not limited to all buildings, structures, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

## 3. GENERAL POLICY

The possession or consumption of alcohol is prohibited on all College property. However, the Chancellor is authorized to permit the use, serving, or consumption of alcohol for persons aged 21 and over as follows:

a) At designated College facilities as part of a specifically defined and approved academic curricular program or class, e.g., Culinary Arts;

b) At official events sponsored by the College;

c) At special fund-raising functions for the College sponsored by the College’s Foundation; or

d) At events sponsored by 501(c) organizations and/or not-for-profit community service organizations. The events must serve a charitable, civic, or educational purpose. Such organizations must agree to the terms in the College’s facilities rental agreement. In addition to describing the event and any limitations placed on the event, the rental agreement shall address the following:

i. The organizers of such events will be required to provide proof of liability insurance. The College shall require a certificate of insurance coverage with a reputable insurance company authorized by the State of Texas. The facilities rental agreement shall contain a hold harmless and indemnification provision that requires the organizers of the event to be solely responsible for damage to property or injury or death to persons related to the consumption of alcohol.

ii. Alcohol will be allowed and consumed only in the facility identified in the facilities rental agreement and not in restrooms, parking lots, or other areas of campus. Additionally, only authorized individuals are permitted to deliver alcoholic beverages onto the premises or remove them from the premises at the conclusion of the event.

iii. Cash bars are not permitted except in strict conformity with the rules and regulations of the Texas Alcoholic Beverage Commission.

## 4. Compliance and Enforcement

Attachment 2

Federal law, state law, and local ordinances shall be strictly enforced at all times on all property owned, leased, or controlled by the College in regards to the possession and consumption of alcoholic beverages. All parties serving alcoholic beverages must comply with the contractual obligations specified in any facility rental agreement, College policy, local ordinances, the rules and regulations of the Texas Alcoholic Beverage Commission, laws of the State of Texas, and federal law, including but not limited to the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

<b>Policy #:</b>	<b>VI-LL</b>
<b>Policy Name:</b>	<b>Policy on Alcohol Usage</b>
<b>Pages:</b>	<b>2</b>
<b>Adopted Date:</b>	<b>August 4, 2014</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>August 5, 2014</b>
<b>Associated Procedure:</b>	

## **Policy #, Alcohol Usage at Events on College Property**

### **Purpose**

The San Jacinto College (College) is designated as an alcohol-free institution. The possession or consumption of alcohol is prohibited in classroom buildings, laboratories, auditoriums, library buildings, offices, athletic facilities, and all other College property, except as may be authorized in this policy.

This policy applies to all employees, students, visitors, volunteers, contractors and vendors. This policy also applies to individuals and groups that rent or lease College facilities.

### **Policy**

The possession or consumption of alcohol is prohibited on all College property. However, the Chancellor is authorized to permit the use, serving or consumption of alcohol for persons aged 21 and over as follows:

1. College Programs and Events
  - a) At designated College facilities as part of a specifically defined and approved academic curricular program or class (e.g. Culinary Arts); or
  - b) At San Jacinto College Foundation sponsored and/or hosted events.
2. Outside Organization Events
  - a) At official events hosted by the College; or
  - b) At events sponsored by 501(c)(3) organizations and/or not-for-profit community service organizations. The events must serve a charitable, civic or educational purpose.

Such organizations must agree to the terms in the College's facilities rental agreement. In addition to describing the event and any limitations placed on the event, the rental agreement shall address the following:

- i. The organizers of such events will be required to provide proof of liability insurance. The College shall require a certificate of insurance coverage with a reputable insurance company authorized by the State of Texas. The facilities rental agreement shall contain a hold harmless and indemnification provision that requires the organizers of the event to be solely responsible for damage to property or injury or death to persons related to the consumption of alcohol.
- ii. Alcohol will be allowed and consumed only in the facility identified in the facilities rental agreement and not in restrooms, parking lots, or other areas of the institution.
- iii. Organizations must use a College-approved vendor that has been authorized to deliver and/or serve alcoholic beverages at a College facility.

- iv. Cash bars are not permitted except in strict conformity with the rules and regulations of the Texas Alcoholic Beverage Commission (TABC).

**Compliance and Enforcement**

Federal law, state law, and local ordinances shall be strictly enforced at all times on all property owned, leased, or controlled by the College in regard to the possession and consumption of alcoholic beverages. All parties serving alcoholic beverages must comply with the contractual obligations specified in the College’s facility rental agreement, College policy, local ordinances, the rules and regulations of the TABC, laws of the State of Texas, and federal law, including but not limited to the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

**Definitions**

**College property:** Property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the Policy on Alcohol Usage at Events on College Property, this includes but is not limited to all buildings, structures, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

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

**Associated Procedures**

Procedure #, Alcohol Usage at Events on College Property

Date of Board Approval	Anticipated February 5, 2018
Effective Date	Anticipated February 6, 2018
Primary Owner	Vice Chancellor, Marketing, Public Relations, and Government Affairs
Secondary Owner	Events Planner

## **Procedure #, Alcohol Usage at Events on College Property**

### **Associated Policy**

Policy #, Alcohol Usage at Events on College Property

### **Procedures**

The Chancellor must authorize any event or program that will utilize the serving and/or consumption of alcohol on San Jacinto College property.

1. All College programs and events and outside organization (collectively referred to organizations for this procedure) events desiring to serve alcoholic beverages at an event must submit a request to the College Event Planner who will ensure compliance with policy requirements and will seek approval from the Chancellor no less than 30 days before the event date. To request authorization, the Request for Authorization to Serve Alcoholic Beverages on College Property form must be utilized. This form may be obtained from the College Event Planner.
2. If approved, the related organization will be contacted by the College Event Planner to begin planning the logistics and completing the Facilities Rental Agreement with the Campus Services department on the chosen campus.
3. The facility contract and all required documents must be completed and turned into Campus Services before proceeding with the event.
4. Once the contract is completed, the organization(s) will be provided information for approved caterers. The organization(s) are responsible for contacting the approved caterers to obtain quotes for the event. Organizations are permitted to use a different caterer for food service if so desired. Organizations must submit the outside caterer's information and proof of insurance to Campus Services with the contract as well as order details (i.e. menu, space/set-up needs, delivery times etc.)
  - a. If alcohol is donated to the organization, the organization is still required to contract with one of the college's approved caterers to provide bartending services for the event.
5. After an approved caterer is chosen for alcohol service, the organization must send the final order to the College Event Planner. The College Event Planner will work with the organization to request the required approval letter from the Chancellor's Office for the Texas Alcoholic Beverage Commission (TABC) serving permit. Once the TABC serving permit is issued, the College Event Planner will send to the organization who must send it to the caterer. (*The letter will be sent no later than 10 days before the event date.*)

6. San Jacinto College Police Department “SJCPD” must be notified no less than 10 days prior about any event with alcohol present at a College facility. SJCPD is required to have a presence at the event location while alcohol is being served. The College Event Planner will work with the San Jacinto College Police Chief to determine the number of officers needed based on the event location and number of people. The organization is responsible for costs associated with Police coverage for the event. *(Police Support Fee - \$35 per hour/per officer, rate is subject to change)*
7. The event must be attended by the College Event Planner or other designated College representative to be available on-site while alcohol is being served to ensure the organization has what they need.
8. Any organization desiring to use or lease space on any property of the College must follow these procedures for serving alcohol regardless of whether the request goes directly to Campus Services on any campus of the College or to the College Event Planner.

**Definitions**

**College property:** Property, whether indoors or outdoors, located within the State of Texas that is owned, operated, leased, occupied, or controlled by the College. For purposes of the Policy on Alcohol Usage at Events on College Property, this includes but is not limited to all buildings, structures, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the College.

Date of SLT Approval	November 28, 2017
Effective Date	Anticipated February 6, 2018
Associated Policy	Policy #, Alcohol Usage at Events on College Property
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Marketing, Public Relations, and Government Affairs
Secondary Owner of Policy Associated with the Procedure	Event Planner



**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
December 11, 2017**

<b>I.</b>	<b>EQUIPMENT, SUPPLIES &amp; SERVICES BIDS</b>	
	CSP #18-14	
	College-Wide ILC Data Rooms (pgs. 2-4)	\$ 625,316
	RFP #18-05	
	Custodial Services (pgs. 5-6)	3,102,401
	RFQ #18-15	
	Minor Projects Architect Services Pool (pgs.7-9)	<u>150,000</u>
	<b>TOTAL OF ALL BIDS</b>	<b>3,877,717</b>

<b>II.</b>	<b>PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS</b>	
	Purchase Request #1	
	Additional Funds for Custodial Services (pgs.10)	765,000
	Purchase Request #2	
	Temporary Personnel Services (pgs.11-12)	350,000
	Purchase Request #3	
	Purchase Fleet Vehicles (pgs.13-14)	310,000
	Purchase Request #4	
	Renew Promotional Items Contracts (pgs.15)	300,000
	Purchase Request #5	
	Renew the Contract for Printing Collaterals (pgs.16-17)	235,000
	Purchase Request #6	
	Renew Contract for Steel Supplies (pgs.18)	90,000
	Purchase Request #7	
	Architectural Programming Services for the Central Campus Davison Technical Building (pgs.19-20)	75,250
	Purchase Request #8	
	Purchase Graduation Event License (pgs.21)	66,300
	Purchase Request #9	
	Renew the Contract for Commercial Truck Repair Services (pgs. 22)	50,000
	Purchase Request #10	
	Delegation of Authority - Method of Procurement (pg. 23-24)	<u>-</u>
	<b>TOTAL OF PURCHASE REQUESTS</b>	<b>2,241,550</b>

**GRAND TOTAL:** \$ 6,119,267

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with C. F. McDonald Electric, Inc. to update the Interactive Learning Centers (ILC) Data Rooms.

### **BACKGROUND**

The ILC Data Rooms project includes installation of new backup electrical generators and air conditioning systems in the Central, North, and South campus head-end rooms that are located in the ILC buildings (C-1.136, N-2.114a, and S-12.120). These three critical spaces are expected to maintain operations continuously and are essential for all network operations, building automation systems, and campus communications systems.

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

A request for Competitive Sealed Proposals, Project Number 18-14, was issued to procure services for this project. Three responses were received and evaluated by a team comprised of representatives from Facility Services, Information Technology Services, and AECOM. The evaluation team determined the proposal submitted by C. F. McDonald Electric, Inc. would provide the best value to the College including the completion of the project within the desired schedule completion timeline.

### **IMPACT OF THIS ACTION**

This project provides for redundant heating, ventilation and air conditioning systems, switchable electrical power distribution systems, and emergency backup power generators for the campus ILC head-end rooms. Ultimately, these improvements will allow for higher uptime performance for the College data network. This will result in reduced business interruptions and increased reliability of the College facilities control and support systems, and telephone systems.

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

The estimated construction expenditure will not exceed \$625,316 pending final contract negotiations. These expenditures will be funded from the 2015 Bond Program and includes a ten (10) percent contingency factor.

### **MONITORING AND REPORTING TIMELINE**

All work is scheduled to be completed in two hundred forty (240) calendar days from issuance of Notice to Proceed. Facilities Services personnel will oversee the project. Program management will be provided by AECOM.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

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

**Project Name** ILC Data Rooms: New Emergency Generators and Cooling Systems  
**Project Number** CSP 18-14  
**# of Evaluators** 4

Stated Criteria	Criteria Explanation	Total Points Available	C. F. McDonald Electric, Inc.	Flintco, LLC	RDI Mechanical Inc.
Proposed Amount	Proposed Construction Contract Amount of Base Proposal. Lower amount equates to higher score.	30	30.00	18.95	27.09
Section 1 - General	Evaluations are based on responses received on general information regarding Staffing Approach, Management Plan, Proposed Construction Schedule, Current Workload, Resources, and Prime-Contractor/Sub-Contractor Relationships. Quality of information provided equates to a higher score.	25	21.75	16.13	20.81
Section 2 - History	Evaluations are based on responses received on Firm's history. Quality of information provided equates to a higher score.	10	9.00	9.00	8.63
Section 3 - Safety	Evaluations are based on responses received on Firm's safety history and safety program. Quality of information provided equates to a higher score.	10	8.50	7.81	8.38
Section 4 - Financial	Evaluations are based on Firm's audited financial statements, bonding capacity, and responses received on requested information. More favorable financial records equate to a higher score.	10	3.00	4.00	3.75
References	Evaluations are based on responses received from references. Positive comments equate to a higher score.	15	12.75	0.75	12.00
		<b>100</b>	<b>85.00</b>	<b>56.64</b>	<b>80.65</b>
<b>Total Points Received</b>					

## Final Ranking

Vendor Name	Total Score
C. F. McDonald Electric, Inc.	85.00
RDI Mechanical Inc.	80.65
Flintco, LLC	56.64

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for custodial services with GCA Education Services of Texas, Inc. for the College.

## **BACKGROUND**

Custodial services are necessary to ensure a clean and sanitary environment for all students, faculty, staff, and guests at the College. The College requires a service level be provided college-wide to meet the Association of Plant Administrators (APPA): Leadership in Educational Facilities Level 2 standards as well as the National Association for the Education of Young Children (NAEYC) accreditation standards for childcare facilities. Additional services provided by the custodial firm ensure building access for non-electronically controlled buildings, and provide logistical support for College and community events.

A request for proposals, Project Number 18-05, was issued to procure custodial services. Eleven responses were received and evaluated by a team representing Facilities Services, Student Services, Campus Services, and Childcare administrators/staff who determined the proposal submitted by GCA Education Services of Texas, Inc. would provide the best value to the College.

## **IMPACT OF THIS ACTION**

The custodial services contractor will be responsible for cleaning and maintaining all College-owned facilities across four campuses with 68 buildings, approximately 2.8 million square feet of classroom, office, and lab space, and support functions, on 474 acres. The custodial services contractor provides the necessary custodial services and event setup required to maintain the facilities in a clean, safe, and efficient manner.

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

The estimated annual expenditure is \$3,102,401. This expenditure is funded from the Facilities Services department's 2017-2018 operating budget and subsequent year budgets.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will be four (4) years, with renewal options of four (4) additional one-year terms.

## **ATTACHMENTS**

Attachment 1 - Tabulation

## **RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Project Name** Custodial Services  
**Project Number** 18-05  
**Number of Evaluators** 8

Stated Criteria	Criteria Explanation	Total Points Available	Richard Jones Maintenance Service	Soji Services, Inc. Db a Metroclean	Midwest Maintenance Incorporated	Andrews Building Service	SSC Service Solutions	Marcis & Associates , Inc.	Olympus Building Services, Inc.	GCA Education Services of Texas, Inc. an ABM Company	Varsity Facility Services	Member's Building Maintenance LLC	Maintenance of Houston
Project Understanding and Management	Management and technical approach to the scope of services, breadth and depth of the Plan Detail.	280	108.00	199.00	191.00	209.00	219.00	196.00	260.00	248.00	215.00	152.00	68.00
Financials	Firm's financial health.	40	8.00	8.00	28.00	32.00	33.60	34.00	20.00	38.40	30.00	16.00	8.00
Qualifications and Experience of Firm	Firm's references, reputation and experience	120	51.00	80.00	84.00	84.00	100.00	71.00	104.00	110.00	101.00	63.00	32.00
Qualifications and Experience of Personnel	Firm's personnel experience	120	42.00	71.00	84.00	93.00	100.00	76.00	103.00	108.00	93.00	71.00	35.00
Price Proposal	Evaluated on a best overall value approach for the College	240	233.68	197.68	182.56	224.24	176.32	160.72	174.72	161.04	144.56	103.76	231.60
		800	442.68	555.68	569.56	642.24	628.92	537.72	661.72	665.44	583.56	405.76	374.60
<b>Total Points Received</b>													

### Final Ranking

Vendor Name	Total Score
<b>GCA Education Services of Texas, Inc. an ABM</b>	<b>665.44</b>
Olympus Building Services, Inc.	661.72
Andrews Building Service	642.24
SSC Service Solutions	628.92
Varsity Facility Services	583.56
Midwest Maintenance Incorporated	569.56
Soji Services, Inc. Db a Metroclean	555.68
Marcis & Associates, Inc.	537.72
Richard Jones Maintenance Service	442.68
Member's Building Maintenance LLC	405.76
Maintenance of Houston	374.60

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a pool of architects to provide design services for minor facility construction and renovation projects.

### **BACKGROUND**

Architectural services are required to develop designs, construction drawings, and bidding packages for construction and renovation projects. It was determined the College would benefit from a pool of architectural firms to provide these services for minor projects up to four million dollars separately from the major project architects approved by the Board in June 2016.

A request for qualifications (RFQ), Project Number 18-15, was issued to establish a pool of qualified architectural firms. Twenty-seven (27) firms submitted qualifications, which were evaluated and ranked by an evaluation committee consisting of representatives from Facilities Services and campus administrators. The five (5) top-ranked firms were invited to make oral presentations to the evaluation committee. Based on the combined scores from the evaluations and presentations, the pool of architects will include all five (5) firms and negotiations for initial usage will commence with Collaborate Architects, LLC and Courtney Harper & Partners.

In accordance with Section 2254 of the Texas Government Code, which governs the selection process for professional services, the College will initiate negotiations with the most highly qualified firm as projects are initiated and if necessary, proceed down the list until a satisfactory contract can be reached for each project.

### **IMPACT OF THIS ACTION**

This request approves the budget amount and authorizes the expenditure of funds for the pool of architectural firms to provide design services for minor projects within the architect services fee structure approved by the Board of Trustees in June 2016.

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

The estimated annual expenditure for architectural design services required to develop minor projects is \$150,000. Expenditures for architectural services will be funded from Facilities Services department operating budgets and Bond funds, as projects are identified.

### **MONITORING AND REPORTING TIMELINE**

The award term for the pool of architects will be approximately five (5) years. Projects will be monitored by San Jacinto College Facilities Services personnel.

**ATTACHMENTS**

Attachment 1 – Evaluation Results

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
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**RFQ 18-15 Architect Services - Minor Projects  
Attachment No. 1  
EVALUATION RESULTS**

**QUALIFICATIONS SCORES**

#	Vendors	Score
1	Courtney Harper & Partners	87.60
2	Harrison Kornberg Architects	87.40
3	Page Southerland Page, Inc.	87.20
4	Collaborate Architect, LLC	86.90
5	PBK, Inc.	86.70
6	M. Arthur Gensler Jr. & Associates, Inc.	86.30
7	Johnston, LLC	85.80
8	HKS, Inc.	83.50
9	Goodwin-Lasiter-Strong	83.30
10	Prozign Architects (Prozign, inc)	82.40
11	PDG architects (PDG Inc.)	81.90
12	Llewelyn-Davies Sahni II, LLC	81.80
13	Smith & Company Architects	81.60
14	IBI Group	81.10
15	PGAL	81.00
16	Hawkins Architecture Inc.	80.90
17	IDG Architects, Inc.	79.90
18	NATEX Architects	79.50
19	Corgan (Corgan Associates, Inc)	78.60
20	Studio Red Architects	78.50
21	SBWV Architects, Inc. (GPD Group)	78.10
22	Huckabee	77.60
23	STOA Architects	76.10
24	BRW Architects	75.20
25	AUTOARCH Architects, LLC	68.10
26	Rittiluechai Architecture PC	67.20
27	VCS Architects, LLC	66.20

**QUALIFICATIONS SHORTLIST**

**Weighted Score 60%**

#	Vendors	Score
1	Courtney Harper & Partners	52.56
2	Harrison Kornberg Architects	52.44
3	Page Southerland Page, Inc.	52.32
4	Collaborate Architect, LLC	52.14
5	PBK, Inc.	52.02

**PRESENTATION SUMMARY**

**Weighted Score 40%**

#	Vendors	Score
1	Collaborate Architect, LLC	36.80
2	Courtney Harper & Partners	35.90
3	Page Southerland Page, Inc.	34.90
4	PBK, Inc.	33.40
5	Harrison Kornberg Architects	32.80

**FINAL SCORES**

#	Vendors	Score
1	Collaborate Architect, LLC	88.94
2	Courtney Harper & Partners	88.46
3	Page Southerland Page, Inc.	87.22
4	PBK, Inc.	85.42
5	Harrison Kornberg Architects	85.24

**Purchase Request # 1**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval of Additional Funds for Custodial Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of custodial services from Southeast Service Corporation dba SSC Service Solutions (SSC) for the Facilities Services department.

**BACKGROUND**

SSC has been providing custodial services for the College since May 2010. The College issued a new solicitation, RFP 18-05, to procure custodial services in October 2017. While contract negotiations are underway and a transition plan is finalized, SSC will continue to provide the needed custodial services for the College. Therefore, approval of the expenditure of additional funds to SSC are necessary until the new firm is fully engaged.

SSC has a contract through the E&I cooperative contracts program to provide custodial services, Contract Number CNR01332, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

The custodial services contractor is responsible for cleaning and servicing all College-owned facilities across four campuses with 68 buildings, approximately 2.8 million square feet of building space, supporting educational instruction, administrative, and support functions. Custodial services are required to provide daily cleaning, door access, and event set up needs.

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

In August 14, 2017, the Board approved the expenditure of \$1,022,000 for custodial services through December 2017. This request would increase the total amount approved by \$765,000 for a possible extension through March 2018 for a total of \$1,787,000. This expenditure will be funded from the Facilities Services department's 2017-2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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John Maslonka	281-998-2029	john.maslonka@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request # 2**  
**Regular Board Meeting December 11, 2017**

**Consideration of Approval to Renew the Contract for Temporary Personnel Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a renewal of the contracts for temporary personnel services with Meador Staffing Services and 22nd Century Technologies, Inc. to be utilized by various departments.

**BACKGROUND**

A request for proposals, Project Number 16-25, was issued in September 2016 to procure temporary personnel services on an as-needed basis for the College. The Board approved the original contracts with Meador Staffing and 22<sup>nd</sup> Century Technologies, Inc. in November 2016.

In order to maximize temporary personnel resources and to best meet the College's needs, it was determined to make awards to two firms. Meador Staffing Services was selected as a firm that specializes in general and administrative staffing needs. 22nd Century Tech provides individuals to meet the technical needs of the Information Technology department as well as other departments requiring individuals with a specialized skillset.

**IMPACT OF THIS ACTION**

The College's ability to be a leader in the higher education arena is directly related to the level of service provided to our students and employees. Temporary personnel services provide the College with quicker access to trained and qualified employees who can perform job duties on an "as needed" basis. These services are needed primarily during temporary staffing shortages and high demand campus registration periods in order to ensure there is no disruption of services to students and departments. The College has no established minimum number of work hours for temporary personnel.

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

The estimated annual combined expenditure for this request is \$350,000. This expenditure will be funded from the 2017 - 2018 operating budget of each department who will utilize temporary personnel.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the first of four (4) one-year renewal options available. The new contract term will be December 1, 2017 through November 30, 2018.

**ATTACHMENTS**

None

**Purchase Request # 2**  
**Regular Board Meeting December 11, 2017**

**Consideration of Approval to Renew the Contract for Temporary Personnel Services**

**RESOURCE PERSONNEL**

Stephen Trncak	281-998-6115	stephen.trncak@sjcd.edu
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Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of vehicles with National Auto Fleet Group, Silsbee Ford, and Holiday Chevrolet for the Facilities Services and College Police department.

### **BACKGROUND**

The Facilities Services department maintains both reservation based and service fleet vehicles for use by College staff, faculty, and students for a variety of events, meetings, and other business obligations. The service fleet vehicles are used to move personnel and material between the campuses, and in support of general College events and functions. Similarly, the Police department maintains a vehicle fleet utilized for campus patrol and official police transportation functions.

The College will procure a total of six vans from the National Auto Fleet Group through the National Joint Powers Alliance (NJPA) cooperative contract, Contract Number 120716-NAF, and Silsbee Ford through the Houston-Galveston Area Council (HGAC Buy) cooperative contract, Contract Number VE11-15. These contracts comply 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.

Three police vehicles will be purchased from Holiday Chevrolet in Whitesboro, Texas, through a contract with the Tarrant County Cooperative Contracts program, Contract Number 2016-006. This contract 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**

Periodic life-cycle replacement is necessary to ensure reliability and manage operating costs for the College's vehicle fleet. Additionally, the Police department has grown in the past five years and requires additional vehicles. The purchase of new vehicles will provide for increased reliability of the fleet through life-cycle replacements for an aging vehicle inventory. The scheduled replacement of older vehicles with newer vehicles is critical for effective vehicle fleet management. The College's procedure for life-cycle replacement of vehicles is every six (6) years or 100,000 miles.

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

The expenditure for this request is \$310,000. The Facilities Services vehicle purchase will include three (3) large passenger vans, and three (3) small service vans for an estimated total of \$180,000. The police vehicle purchase will include three (3) law enforcement-configured Tahoe Sport Utility Vehicles for an estimated total of \$130,000. This expenditure will be funded from the 2008 Bond Program. The vehicles removed from the fleet will be publically auctioned.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a renewal of the contracts for promotional items, screen printed apparel, embroidered apparel/items, and awards and trophies with Brand IQ, Boundless Network, J. Harding, and Popular Embroidery.

### **BACKGROUND**

A request for proposals, Project Number 16-03, was issued in November 2015 to procure promotional items for the College. In December 2015, the Board approved the original contracts with Brand IQ, Boundless Network, J. Harding, and Popular Embroidery.

All four vendors have exhibited satisfactory records of service, provided high-quality embroidery and T-shirt printing, and have an assortment of promotional items accessible to meet departments' needs throughout the College. Awarding multiple contracts has broadened the available options of promotional items from which College departments can choose. Continual access to more than one supplier allows the College to receive more competitive pricing and better overall service.

### **IMPACT OF THIS ACTION**

The College orders promotional items and apparel to promote College name recognition in the community, at recruiting events, and for general marketing purposes. Embroidered apparel displaying the College name or logo is also used for uniform wear or departmental recognition. Promotional items and apparel, awards and trophies are used for awards and recognition and are necessary to continue to support the brand and build College awareness in the community.

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

The estimated annual expenditure for this request is \$300,000. This expenditure will be funded from the operating budgets of various departments for 2017-2018 and subsequent years.

### **MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of four one-year renewal options available. The new term will be December 15, 2017 through December 14, 2018.

### **ATTACHMENTS**

None

### **RESOURCE PERSONNEL**

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
Patsy Laredo	281-998-6106 <sub>15</sub>	patsy.laredo@sjcd.edu

**Purchase Request #5**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval to Renew the Contract for Printing Collaterals**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the renewal of the contracts with Southwest Precision Printers (SWPP) and Chas P. Young for printing collateral materials.

**BACKGROUND**

A request for proposals, Project Number 16-04, was issued in October 2015 to procure printing and delivery of collateral materials for the College. In December 2015, the Board approved the original one-year contract with Southwest Precision Printers (SWPP) and Chas P. Young.

SWPP has exhibited a highly satisfactory record of service with the College. SWPP provides a single contact person, high quality printing, and web-based software allowing the College to upload and proof files electronically. SWPP has responded commendably to all of the College's printing needs for both advanced and short notice orders, and also operates 24 hours, 7 days a week as needed for quick turnarounds.

Chas P. Young is a secondary resource for printing collaterals services. The firm provides high quality printing at comparable prices, making it competitive in the market and a good secondary resource for the College.

**IMPACT OF THIS ACTION**

The Marketing department produces more than 800 different printed marketing collateral pieces each year used to support departments, programs, events, student enrollment and the College in general. The printed items provided by these vendors range from four-color flyers and event programs to departmental brochures and multi-page handbooks. Printing services is one medium used to communicate information and build awareness in the College's service area.

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

The estimated annual expenditure for this request is \$235,000. This expenditure will be funded from the operating budgets of various departments for 2017-2018 and subsequent years.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the second of four one-year renewal options available. The new term will be December 15, 2017 through December 14, 2018.

**ATTACHMENTS**

None



**Purchase Request #5**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval to Renew the Contract for Printing Collaterals**

**RESOURCE PERSONNEL**

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a renewal of the contract for steel supplies with North Shore Supply Company, Inc.

**BACKGROUND**

An invitation to bid, Project Number 15-02, was issued in December 2014 to select a supplier to furnish steel supplies on an as-needed basis for instructional purposes by the Welding Technology, Continuing and Professional Development (CPD) Applied Technology, and Automotive Body programs. The Board approved the original contract with North Shore Supply Company, Inc. in February 2015.

**IMPACT OF THIS ACTION**

Approval of this renewal will continue a valuable business relationship with a local firm and provide the College with a supplier who will continue to serve as a reliable source for steel supplies. The contract terms between the vendor and the College accommodate the availability and pricing fluctuations inherent to the steel market. North Shore Supply Company supplies a broad range of products, which include structural steel and steel pipe.

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

The estimated annual expenditure for this request is \$90,000. This expenditure will be funded from the Welding Technology, CPD Applied Technology, and Automotive Body departments' 2017-2018 operating budgets and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the final renewal option available on this contract. The new term will be January 26, 2018 through January 25, 2019.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Jeffrey Parks	281-476-1806	jeffrey.parks@sjcd.edu
Mark Johnson	281-998-7106	mark.johnson@sjcd.edu
J.D. Taliaferro	281-478-3687	jd.taliaferro@sjcd.edu
Gwen Henderson	281-998-6420	gwen.henderson@sjcd.edu

**Purchase Request #7**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval of Architectural Programming Services for**  
**the Central Campus Davison Technical Building**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for architectural programming services with Kirksey Architects for the renovation of the Central Campus Davison Technical Building.

**BACKGROUND**

Defining the detailed requirements of the programs to be supported in a renovated space is the critical first step in the renovation design process. The details required to complete the architectural program are gathered collaboratively by the programmer from all stakeholders to establish the program features, instructional requirements, physical adjacencies, space allocation, and equipment requirements to be included in the renovation design.

In June 2016, the Board approved a pool of architects for 2015 Bond projects. Architectural programming services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are awarded based on the firm's qualifications relative to each project. Kirksey is one of the seven architectural firms approved for the pool of architects to be utilized for the 2015 Bond Program as a result of RFQ 16-15.

It is anticipated that Kirksey will be awarded the architectural design services on the Davison Technical Building. Thus awarding the programming services on a renovation project is reasonable to ensure consistency of assessment and anticipated design.

**IMPACT OF THIS ACTION**

Architectural program development is required to capture the multiple and dynamic variables which combine the proposed educational offerings and facility requirements in order to meet the needs of our constituents and community. Determining proper adjacencies, access, interactions and overall space requirements before the design of a new building or renovation ensures all stakeholders are represented, speeds delivery of the design and provides a better overall value for the College.

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

The expenditure of this request is not to exceed \$75,250. This expenditure will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Programming services for this project are expected to last approximately four (4) months with additional time provided for final review. All work is scheduled to be completed in one hundred twenty (120) calendar days from commencement of work. Facilities Services personnel will oversee the project. Program management will be provided by AECOM.

**Purchase Request #7**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval of Architectural Programming Services for**  
**the Central Campus Davison Technical Building**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Charles 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 2018 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 Saturday, May 12, 2018 at 7:00 PM. This will be the fourth college commencement event held at NRG Stadium and will include graduating students from the spring 2018 semester. The venue will accommodate guest seating of 10,000. The attendance at the spring 2017 event included approximately 8,700 guests, 819 graduation participants, and 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 this request is \$66,300. This expenditure will be funded from the Student Services department’s 2017-2018 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

**Consideration of Approval to Renew the Contract for Commercial Truck Repair Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a renewal of the contract for commercial truck repair services with Crosby Mechanical Services, Inc. for the Commercial Truck Driving department at Central Campus.

**BACKGROUND**

An invitation to bid, Project Number 15-03, was issued in December 2014 to procure commercial truck repair services for the Commercial Truck Driving department. The Board approved the original contract with Crosby Mechanical Services, Inc. on January 26, 2015.

These repair services include parts, materials and labor to repair and maintain the department's fleet, as well as inspections required by local, state and federal laws and regulations. The labor rates and parts/materials discounts will remain as stated in the original contract.

**IMPACT OF THIS ACTION**

Approval of this renewal will provide repair services on an as needed basis for the tractor trailers used by the Commercial Truck Driving department. Due to the age of the commercial truck driving fleet, equipment maintenance and repair is often needed on the College's fleet of trucks by certified personnel. Crosby Mechanical Services has been providing quality repair and commercial towing services to the College at reasonable rates for over ten years.

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

The estimated annual expenditure for this request is \$50,000. This expenditure will be funded from the Commercial Truck Driving department's 2017-2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the third of four one-year renewal options available. The new term will be January 28, 2018 through January 27, 2019.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

J.D. Taliaferro	281-478-3687	jd.taliaferro@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #10**  
**Regular Board Meeting December 11, 2017**

**Consideration of Approval of Delegation of Authority for Method of Procurement**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees delegate its authority and designate the Chancellor to approve the procurement methodology for construction of the Glycol Unit at the Center for Petrochemical, Engineering, and Technology to be constructed at the Central Campus.

**BACKGROUND**

Chapter 2269.056 of the Texas Government Code requires a governing body of a governmental entity to consider the method of procurement that will provide the best value for the governmental entity when considering use of any method other than competitive bidding for a construction project. Pursuant to Chapter 226.053 of the Texas Government Code, a governing entity may delegate its authority under this chapter regarding an action authorized or required by this chapter to a designated representative, committee or other person. To do so, the governing entity shall provide notice of the delegation, the limits of the delegation and the name or title of the designee(s).

**IMPACT OF THIS ACTION**

This action would authorize the Chancellor to determine the method of procurement that would provide the best value to the College for the construction of the Glycol Unit which will be constructed in conjunction with the Center for Petrochemical, Engineering, and Technology at Central Campus. The method selected will be based on factors that will allow the flexibility and value to deliver the highest quality unit from a technical and functional perspective that will best meet student learning outcomes and industry requirements.

The original intent was for the construction manager at risk (CMR) method to be used, but based on recent discussions with the facilities team which includes College facilities and purchasing personnel, Industry partners, program manager, and Tellepsen Builders, Inc., a revised approach is being considered. This approach will be analyzed over the next few weeks. This delegation will allow for the project to continue through December and January.

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

There is no cost associated with this request.

**MONITORING AND REPORTING TIMELINE**

The solicitation to select a firm to construct the glycol unit will be issued in January 2018 with the intention to bring forward a recommendation for award to the March or April 2018 Board meeting.

An update will be provided to the Board Building Committee at its January 23, 2018 meeting.

**ATTACHMENTS**

**Purchase Request #10**  
**Regular Board Meeting December 11, 2017**  
**Consideration of Approval of Delegation of Authority for Method of Procurement**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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**Item "A"**  
**Regular Board Meeting December 11, 2017**  
**Approval of the Minutes for the November 6, 2017**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

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

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

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Others:</b> Teri Crawford, Allatia Harris, Brenda Jones, Ann Kokx-Templet, Arturo Michel (Thompson and Horton), Christina Potts, Mandi Reiland, Steve Trncak
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger called the workshop to order at 4:48 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Erica Davis Rouse, Marie Flickinger, Dan Mims (arrived during closed session), John Moon, Jr., Keith Sinor Dr. Ruede Wheeler, Larry Wilson (arrived during closed session)
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074 and 551.072 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Personnel Matters &amp; Real Estate</b>	Adjourned to closed session at 4:49 p.m.  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. Mandi Reiland, Steve Trncak, Ann Kokx-Templet, and Arturo Michel (Thompson and Horton) were present for this portion.  b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. Mandi Reiland, Steve Trncak, and Allatia Harris were present for this portion with Allatia Harris leaving during the presentation.  c. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.

		Mandi Reiland, Steve Trncak, and Teri Crawford were present for this portion.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 6:32 p.m.
<b>V.</b>	<b>Review Performance Management Distribution Curves</b>	Brenda explained that due to limited time, this item has been tabled and will be presented at the next Board Workshop by Steve Trncak.
<b>VI.</b>	<b>Update on South Campus Gallery</b>	<p>Brenda Jones and Christina Potts were present for this item.</p> <p>Christina gave an overview of the 2017-2018 Annual Report for the South Campus Gallery. She provided information on the exhibitions that were featured in the gallery in the past year. She supplied a list of the upcoming exhibition highlights.</p> <p>Christina explained the new reporting methods used for tracking attendance. Demographic information are now attached with visitor numbers. Visitors are now able to register for the mailing list. There is also a web presence on the College website as well as social media. Gallery needs for the future are outreach to local independent school districts for field trips and workshops, outreach to local arts organizations and galleries, enhancing entrance visibility, and installing glass doors to allow visitors to sneak peek into the gallery when it is closed.</p> <p>Erica Davis Rouse stated that she has been on art organization boards in the past and she thinks it is a great idea to try to collaborate with other art organizations. She thinks they would be happy to be involved. Christina explained they have started working on this and there is some collaboration currently but the plan is to increase this.</p> <p>Marie Flickinger suggested that Brenda Jones reach out to Alyta Harrell on the South Belt Chamber Board because she would probably be interested in this.</p>
<b>VII.</b>	<b>Review of Calendar</b>	Brenda Hellyer reviewed the calendar with the Board. Brenda explained that due to the impact and recovery of unexpected issues that arose this semester, she will postpone State of the College until the 2018 fall semester.

<b>VIII.</b>	<b>General Discussion of Meeting Items</b>	Brenda Hellyer asked the members if there were any additional items for discussion. There were no questions or other items for discussion.
<b>IX.</b>	<b>Adjournment</b>	Workshop adjourned at 6:48 p.m.

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

**November 6, 2017**

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

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Joshua Banks	Ann Kokx-Templet
Rhonda Bell	Kevin McKisson
Marsha Bowden	Kenley Miller
Michelle Callaway	Kevin Morris
Pam Campbell	Alexander Okwonna
Cristina Cardenas	Jeff Parks
Teri Crawford	Bill Raffetto
Suzanne Deblanc	Kevin Rodriguez
Joanie Deforest	Shawn Silman
William Dickerson	Kelly Simons
Ken English	Debbie Smith
Amanda Fenwick	Danny Snooks
George Gonzalez	Rob Stanicic
Rebecca Goosen	Janice Sullivan
Allatia Harris	Ann Tate
Clare Iannelli	Steve Trncak
Nestor Infanzon	Trung Vu
Mini Izaguirre	Van Wigginton
Sallie Kay Janes	Chris Wild
Mark Johnson	Laurel Williamson
Brenda Jones	Bill Wolfe
Bryan Jones	Joanna Zimmerman
Ruth Keenan	Craig Zimmerman
Tami Kelly	

<b>Call the Meeting to order:</b>	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:01 p.m.
<b>Roll Call of Board Members:</b>	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>Moment of Silence, Invocation, and Pledges to the Flags:</b>	Marie Flickinger led a moment of silence in honor of the passing of Chet Lewis, Vice Chancellor of Fiscal Affairs and Alberto Almanza who lost his life in an accident at a construction site. The invocation was given by Ruth Keenan. The pledges to the American flag and the Texas flag were led by Larry Wilson.
<b>Special Announcements, Recognitions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Dr. Brenda Jones recognized Dr. Joanie DeForest for Receiving the Susan E. Hashway Award of Excellence in Dissertation.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. Dr. Brenda Jones and Dr. Christopher Wild provided a review of the research conducted by San Jacinto College students at University of Iowa. Students present: Kenley Miller, Kevin Rodriquez, and Trung Vu.</li> <li>2. George González presented an update on the Awards and Graduation Rates through the Lens of Diversity.</li> </ol>
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A thank you was sent to the Board from Julianne Bautista, for the plant sent in memory of her aunt.</li> <li>2. A thank you was sent to the Board from Patricia House, for the plant sent in memory of her mother.</li> <li>3. A thank you was sent to the Board from Mary Johnson, for the plant sent in memory of her mother.</li> <li>4. A thank you was sent to the Board from the family of Chet Lewis, for the plant sent in his memory.</li> <li>5. A thank you was sent to the Board from Nicholas Allen, for the plant sent in memory of his mother.</li> <li>6. A thank you was sent to the Board from Laurel Williamson, for the plant sent in memory of her sister.</li> <li>7. Brenda Hellyer communicated that several thank you's have been received from employees and students for Harvey relief contributions.</li> </ol>

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

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

**Informative  
Reports:**

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

**Motion 9818  
Consideration of  
Approval of  
Amendment to  
the 2017-2018  
Budget for  
Restricted  
Revenue and  
Expenses Relating  
to Federal and  
State Grants**

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

**Motion Carried.**

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

**Motion 9819  
Consideration of  
Approval of a  
Budget  
Amendment for  
Donation  
Revenue**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor for approval of a Budget Amendment for Donation Revenue.

**Motion Carried.**

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

**Motion 9820  
Consideration of  
Approval of  
Interlocal  
Agreement  
Between San  
Jacinto  
Community  
College District  
and Alvin  
Community  
College**

Motion was made by Erica Davis Rouse, seconded by Dan Mims, for approval of Interlocal Agreement Between San Jacinto Community College District and Alvin Community College.

**Motion Carried.**

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

**Motion 9821**  
**Consideration of**  
**Approval of**  
**Policy II.2001.A:**  
**Substantive**  
**Change – Second**  
**Reading**

Motion was made by Larry Wilson, seconded by Erica Davis Rouse, for approval of Policy II.2001.A: Substantive Change – Second Reading.

**Motion Carried.**

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

**Motion 9822**  
**Consideration of**  
**Approval of**  
**Policy**  
**VII.7000.A:**  
**Electioneering –**  
**Second Reading**

Motion was made by Dan Mims, seconded by Erica Davis Rouse, for approval of Policy VII.7000.A: Electioneering – Second Reading.

**Motion Carried.**

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

**Motion 9823**  
**Consideration of**  
**Purchasing**  
**Requests**

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

RFP #18-04	
Website Redesign	\$200,000
Purchase Request #1	
Material Testing Services for the Center for Petrochemical, Energy and Technology	180,030
Purchase Request #2	
Commissioning Services for North Campus Cosmetology-Culinary Center	59,930
Purchase Request #3	
Commissioning Services for South Campus Cosmetology Center	57,860
Purchase Request #4	
Commissioning Services for South Campus Engineering and Technical Center	70,000
Purchase Request #5	
Architectural Services for South Campus HVAC Tech Building Renovation	100,763
Purchase Request #6	
Architectural Programming Services for the South Campus Longenecker Building	64,700
Purchase Request #7	
Additional Funding for Asphalt and Concrete	



Paving Services	60,000
Purchase Request #8 Medical Simulation Equipment and Components	<u>117,292</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$910,575</b>

**Motion Carried.**

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

**Nays:** None

**Motion 9824  
Consent Agenda**

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

**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 7:37 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

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

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

William E. Dickerson

281-998-6142

william.dickerson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The December 11, 2017 Board Meeting  
 Fiscal Year 2017 - 2018

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	-	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	25,750
STUDENT SERVICES	5,950	-
INSTITUTIONAL SUPPORT	25,750	18,204
PHYSICAL PLANT	-	
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	1,522	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	850	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	2,527	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	6,190	8,620
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	9,480	350
STUDENT SERVICES	656	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>52,924</b>	<b>52,924</b>

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

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**RECOMMENDATION**

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

**South Campus**

Department

Occupational Therapy Assistant Program

Affiliation Entity

Houston Methodist San Jacinto Hospital

**North Campus**

Department

Nursing Program

Affiliation Entity

Pasadena Senior Care Center

Emergency Medical Technician

Cypress Creek EMS

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

Daniel J. Snooks, Attorney

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

**Item "E"**  
**Regular Board Meeting December 11, 2017**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, February 5, 2018.