

*Board of Trustees
Meeting*

September 10, 2018

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:15 p.m., Monday, September 10, 2018, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.071 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. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
- IV. Reconvene in Open Meeting**
- V. Review Analysis of Past Community College Survey of Student Engagement (CCSSE) Data**
- VI. Review of Calendar**
- VII. General Discussion of Meeting Items**
- VIII. 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, September 7, 2018, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College's website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, September 10, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

Recognition of Dr. Rachel Garcia for Receiving the 2018 Outstanding Women in Texas Government Award Van Wigginton

Recognition of the Purchasing Department for Receiving the 2018 Achievement of Excellence in Procurement Award Teri Zamora

Presentation of the One-College Mace Laurel Williamson

V. Student Success Presentations

STEM Council 2016-2017 Annual Report Brenda Jones

VI. Communications to the Board of Trustees

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

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

VIII. Informative Reports to the Board

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

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval for Course Material Costs**
- XI. Consideration of Adoption of Authorized Broker/Dealer List**
- XII. Consideration of Approval of Policy III.3000.A, Campus Carry – Second Reading**
- XIII. Consideration of Approval of Policy III.3001.B, Finance Standards - Second Reading**
- XIV. Consideration of Approval of Policy #, Ethical Conduct and Conflicts of Interest – First Reading**
- XV. Consideration of Approval of Policy #, Outside Employment – First Reading**
- XVI. Consideration of Approval of Policy #, Prevention of Fraud and Fraudulent Actions – First Reading**
- XVII. Consideration of Approval of Policy #, Protection from Retaliation for Reporting Suspected Wrongdoing – First Reading**
- XVIII. Consideration of Approval of Policy #, Payroll – First Reading**
- XIX. Consideration of Approval of Policy #, Auditing Courses – First Reading**
- XX. Consideration of Approval of Policy #, Student Attendance – First Reading**
- XXI. Consideration of Authorization to Plan, Develop, & Construct New Facility Located at Generation Park**

PURCHASING REQUESTS

- XXII. Consideration of Purchasing Requests**

CONSENT AGENDA

- XXIII. 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 August 6, 2018 Board Workshop and Regular Board Meeting**
 - B. Approval of the Budget Transfers**
 - C. Approval of Personnel Recommendations and 2018-2019 Part-Time Hourly Rate Schedule**
 - D. Approval of the Affiliation Agreements**
 - E. Approval of the Next Regularly Scheduled Meeting**
- XXIV. Items for Discussion/Possible Action**

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

XXV. 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.

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.

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or
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SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
July 31,

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Current assets:		
Cash and cash equivalents	\$ 87,839,242	\$ 78,664,127
Accounts receivable - taxes	3,979,112	4,229,946
Accounts receivable	17,554,746	17,607,634
Deferred charges	1,300,969	1,319,727
Inventories	363,167	443,645
Total current assets	<u>111,037,236</u>	<u>102,265,079</u>
Noncurrent assets:		
Restricted cash and cash equivalents	142,627,496	180,969,687
Capital assets, net	449,715,023	427,733,944
Total noncurrent assets	<u>592,342,519</u>	<u>608,703,631</u>
Total assets	<u>703,379,755</u>	<u>710,968,710</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	6,924,946	5,502,111
Deferred outflow related to defeased debt	10,331,984	5,451,397
Total deferred outflows of resources	<u>17,256,930</u>	<u>10,953,508</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	11,273,388	10,816,138
Accrued liabilities	8,240,077	8,477,975
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	18,572,483	19,281,995
Total current liabilities	<u>40,368,736</u>	<u>41,188,731</u>
Noncurrent liabilities:		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	465,158,391	474,392,263
Total noncurrent liabilities	<u>497,048,534</u>	<u>504,334,388</u>
Total liabilities	<u>537,417,270</u>	<u>545,523,119</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	15,095,706	5,432,013
Total net position	<u>\$ 179,424,157</u>	<u>\$ 172,276,733</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

11 Unrestricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/17	% of 8/31/17 Actual
REVENUES:					
State Appropriations	\$ 38,785,178	\$ 35,112,608	90.53	\$ 33,008,908	90.49
Local Taxes - Maintenance & Operations	66,740,000	65,134,750	97.59	63,132,138	97.35
Credit Tuition	44,569,109	43,738,260	98.14	43,103,398	98.23
Credit Fees	15,210,000	15,845,683	104.18	15,437,583	101.63
Credit Exemptions & Waivers	(5,670,000)	(5,571,676)	98.27	(4,762,746)	97.78
Bad Debt	(1,800,000)	(1,719,419)	95.52	(2,154,881)	159.86
Continuing Professional Development	5,041,723	4,967,268	98.52	4,931,363	89.44
Sales & Services	3,269,775	3,452,968	105.60	1,886,831	1128.02
Loss on Disposal of Fixed Assets	-	-	-	(2,086,683)	-
Investment Income	500,000	1,071,963	214.39	311,442	89.72
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>166,645,785</u>	<u>162,631,005</u>	<u>97.59</u>	<u>152,807,353</u>	<u>95.38</u>
EXPENDITURES:					
Instruction	67,764,242	64,384,490	95.01	64,119,105	91.59
Public Service	5,307,817	5,467,032	103.00	4,765,136	82.66
Academic Support	13,830,060	11,221,020	81.14	10,956,959	86.75
Student Services	14,771,775	12,472,528	84.43	11,972,469	84.19
Institutional Support	41,098,078	33,607,253	81.77	34,146,121	90.80
Physical Plant	19,853,794	16,398,424	82.60	14,621,984	87.66
Hurricane Harvey	30,000	226,363	754.54	-	-
Total	<u>162,655,766</u>	<u>143,777,110</u>	<u>88.39</u>	<u>140,581,774</u>	<u>89.60</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(37,000)	(10,168)	-	(159,339)	-
Transfers Out	4,027,019	3,011,670	-	3,835,733	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 15,852,393</u>		<u>\$ 8,549,185</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

Federal Restricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/17	% of 8/31/17 Actual
REVENUES:					
Grants	\$ 56,722,782	\$ 47,157,871	83.14	\$ 46,245,483	97.05
Hurricane Harvey	11,610	11,610	-	-	-
Total	<u>56,734,392</u>	<u>47,169,481</u>	<u>83.14</u>	<u>46,245,483</u>	<u>97.05</u>
EXPENDITURES:					
Instruction	599,872	381,991	63.68	383,218	98.73
Public Service	260,762	162,393	62.28	190,491	90.79
Academic Support	7,597,988	4,045,937	53.25	3,354,554	79.36
Student Services	688,140	357,466	51.95	253,565	85.19
Institutional Support	1,132,506	864,451	76.33	1,067,688	89.89
Scholarships and Fellowships	46,443,514	41,345,633	89.02	40,995,967	99.12
Hurricane Harvey	11,610	11,610	100.00	-	-
Total	<u>56,734,392</u>	<u>47,169,481</u>	<u>83.14</u>	<u>46,245,483</u>	<u>97.01</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

State Restricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/17	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 10,395,296	101.42	\$ 9,415,265	73.15
Grants	5,651,295	3,070,412	54.33	2,976,505	96.65
Total	<u>15,901,295</u>	<u>13,465,708</u>	<u>84.68</u>	<u>12,391,770</u>	<u>77.69</u>
EXPENDITURES:					
Instruction	6,928,858	4,951,541	71.46	4,692,553	73.35
Public Service	306,722	337,490	110.03	291,781	72.19
Academic Support	1,159,383	1,297,736	111.93	1,404,051	78.84
Student Services	1,284,898	1,469,482	114.37	1,345,497	76.01
Institutional Support	3,706,132	2,969,637	80.13	2,379,027	72.42
Scholarships and Fellowships	2,515,302	2,439,822	97.00	2,278,861	98.52
Total	<u>15,901,295</u>	<u>13,465,708</u>	<u>84.68</u>	<u>12,391,770</u>	<u>77.69</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,722,717	\$ 1,964,192	72.14	\$ 2,046,551	101.70
Total	<u>2,722,717</u>	<u>1,964,192</u>	<u>72.14</u>	<u>2,046,551</u>	<u>101.70</u>
EXPENDITURES:					
Instruction	82,339	37,668	45.75	73,411	88.45
Public Service	223,624	160,238	71.66	159,676	87.44
Academic Support	727,475	85,828	11.80	171,774	94.60
Student Services	56,779	34,382	60.55	24,275	100.00
Institutional Support	47,712	18,179	38.10	64,136	89.11
Scholarships and Fellowships	1,867,190	1,760,175	94.27	1,650,121	98.29
Total	<u>3,005,119</u>	<u>2,096,470</u>	<u>69.76</u>	<u>2,143,393</u>	<u>96.45</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(282,402)	(161,943)		(282,166)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 29,665</u>		<u>\$ 167,461</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

27 Texas Public Education Grant

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/17	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 1,951,030	107.49	\$ 1,936,910	113.97
Total	<u>1,815,000</u>	<u>1,951,030</u>	<u>107.49</u>	<u>1,936,910</u>	<u>113.97</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,815,000</u>	<u>1,739,538</u>	<u>95.84</u>	<u>1,805,898</u>	<u>85.36</u>
Total	<u>1,815,000</u>	<u>1,739,538</u>	<u>95.84</u>	<u>1,805,898</u>	<u>85.36</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 211,492</u>		<u>\$ 131,012</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 7,093	-	\$ 256,130	86.09
Total	<u>-</u>	<u>7,093</u>	<u>-</u>	<u>256,130</u>	<u>86.09</u>
EXPENDITURES:					
Instruction	-	23,816	-	21,304	63.86
Student Services	-	49,113	-	-	-
Total	<u>-</u>	<u>72,929</u>	<u>-</u>	<u>21,304</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	77,882	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (65,836)</u>		<u>\$ 156,944</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

Auxiliary Enterprises

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/17	% of 8/31/17 Actual
REVENUES:					
Auxiliary Services	3,535,367	2,849,443	80.60	3,062,656	95.74
Total	3,535,367	2,849,443	80.60	3,062,656	92.61
EXPENDITURES:					
Non-Instructional Labor	811,026	573,819	70.75	665,052	91.73
Benefits	190,527	378,261	198.53	404,413	91.35
Supplies	1,329,626	451,702	33.97	497,365	86.65
Travel	255,628	448,301	175.37	512,722	96.39
Contracted Services	442,390	271,234	61.31	265,429	94.06
Scholarships and Fellowships	1,190,293	1,610,891	135.34	1,667,864	102.25
Utilities	550	-	-	9,209	-
Total	4,220,040	3,734,208	88.49	4,022,054	95.85
TRANSFERS AMONG FUNDS:					
Transfers In	(721,673)	(884,765)	-	(959,398)	-
Transfers Out	37,000	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

95 Retirement of Indebtedness

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/17	% of 8/31/17 Actual
REVENUES					
Investment Income	\$ -	\$ 282,779	-	\$ 1,004,983	3044.76
Local Taxes - Debt Service	<u>28,583,724</u>	<u>28,180,975</u>	<u>98.59</u>	<u>26,618,940</u>	<u>99.64</u>
Total	<u>28,583,724</u>	<u>28,463,754</u>	<u>-</u>	<u>27,623,923</u>	<u>103.28</u>
EXPENDITURES					
Institutional Support	<u>32,282,149</u>	<u>16,604,417</u>	<u>51.44</u>	<u>17,347,304</u>	<u>91.64</u>
Total	<u>32,282,149</u>	<u>16,604,417</u>	<u>51.44</u>	<u>17,347,304</u>	<u>91.64</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,022,944)	(1,954,794)	-	(2,530,575)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ 13,814,131</u>		<u>\$ 12,807,194</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/17</u>	<u>% of 8/31/17 Actual</u>
EXPENDITURES					
Depreciation	\$ 22,000,000	\$ 15,404,477	70.02	\$ 17,193,345	93.25
Capital Purchases	-	(658,338)	-	(813,562)	-
Total	<u>22,000,000</u>	<u>14,746,139</u>	<u>-</u>	<u>16,379,783</u>	<u>109.72</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (14,746,139)</u>		<u>\$ (16,379,783)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
State Appropriations	\$ 49,035,178	\$ 45,507,904	92.81	\$ 42,424,173	85.97
Local Taxes - Maintenance & Operations	66,740,000	65,134,750	97.59	63,132,138	97.35
Local Taxes - Debt Service	28,583,724	28,180,975	98.59	26,618,940	99.64
Credit Tuition	46,384,109	45,689,290	98.50	45,040,308	98.82
Credit Fees	15,210,000	15,845,683	104.18	15,437,583	101.63
Credit Exemptions & Waivers	(5,670,000)	(5,571,676)	98.27	(4,762,746)	97.78
Bad Debt	(1,800,000)	(1,719,419)	95.52	(2,154,881)	159.86
Continuing Professional Development	5,041,723	4,967,268	98.52	4,931,363	89.44
Sales & Services	3,269,775	3,460,061	105.82	2,142,961	461.08
Loss on Disposal of Fixed Assets	-	-	-	(2,086,683)	-
Investment Income	500,000	1,354,742	270.95	1,316,425	346.29
Auxiliary Services	3,535,367	2,849,443	80.60	3,062,656	92.61
Grants	62,374,077	50,228,283	80.53	49,221,988	97.02
Local Grants	2,722,717	1,964,192	72.14	2,046,551	101.70
Hurricane Harvey Recoveries	11,610	610,210	-	-	-
Total	<u>275,938,280</u>	<u>258,501,706</u>	<u>93.68</u>	<u>246,370,776</u>	<u>95.54</u>
EXPENDITURES:					
Instruction	75,375,311	69,779,506	92.58	69,289,591	90.09
Public Service	6,098,925	6,127,153	100.46	5,407,084	82.41
Academic Support	23,314,906	16,650,521	71.42	15,887,338	84.42
Student Services	16,801,592	14,382,971	85.60	13,595,806	83.35
Institutional Support	78,266,577	54,063,937	69.08	55,004,276	90.05
Physical Plant	19,853,794	16,398,424	82.60	14,621,984	87.66
Scholarships and Fellowships	52,671,006	47,285,168	89.77	46,730,847	98.44
Auxiliary Enterprises	4,220,040	3,734,208	88.49	4,022,054	95.85
Depreciation	22,000,000	15,404,477	70.02	17,193,345	93.25
Hurricane Harvey	30,000	237,973	754.54	-	-
Capital Purchases	-	(658,338)	-	(813,562)	23.18
Total	<u>298,632,151</u>	<u>243,406,000</u>	<u>81.51</u>	<u>240,938,763</u>	<u>91.63</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(4,064,019)	(3,011,670)	-	(3,931,478)	-
Transfers Out	4,064,019	3,011,670	-	3,931,478	-
Net Increase (Decrease) in Net Position	<u>\$ (22,693,871)</u>	<u>\$ 15,095,706</u>		<u>\$ 5,432,013</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2018

91 Capital Projects

	Adjusted Budget	Actual (91.67%)	7/31/17
REVENUES:			
Investment Income	\$ -	\$ 1,683,768	\$ -
Total	-	1,683,768	-
EXPENDITURES:			
Bond Programs	-	34,268,380	30,055,352
Total	-	34,268,380	30,055,352
Net Increase (Decrease) in Net Position	\$ -	\$ (32,584,612)	\$ (30,055,352)



Monthly Investment Report

July 31, 2018



Strength in the Numbers

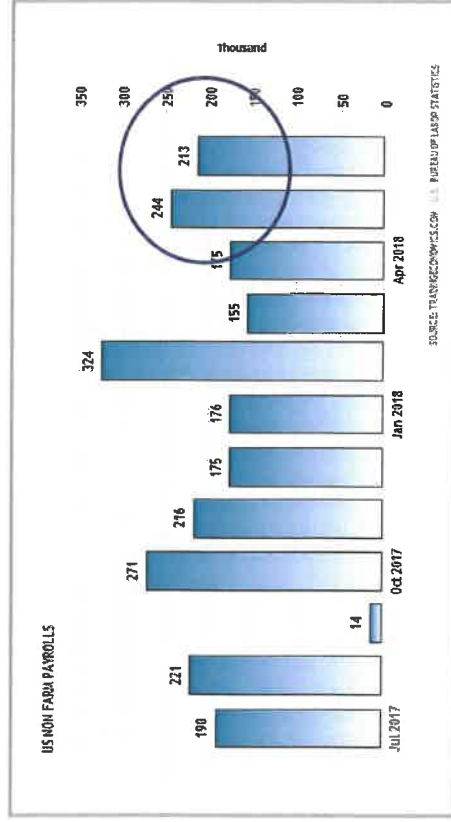
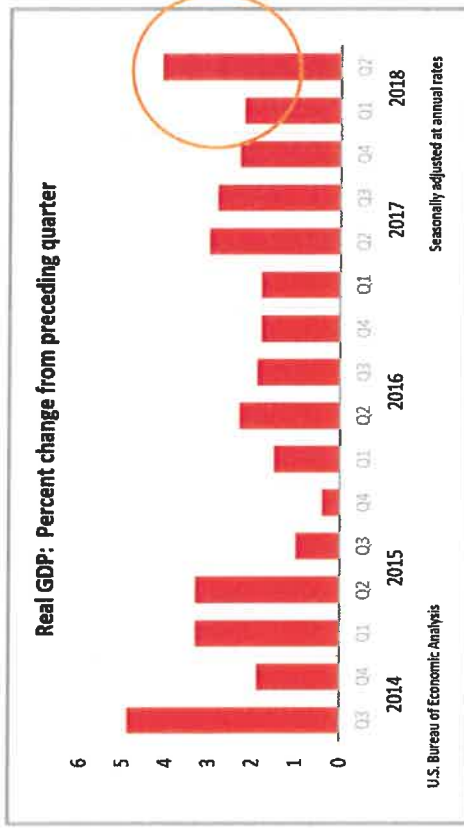
The news headlines on the Commerce Department's GDP for 2Q expressed concerns that GDP didn't meet expectations but the 4.1% growth (versus expected 4.2%) was our fastest growth rate since 3Q '14 and that strength is undeniable. This was the 5th strongest of any year in the current nine-year recovery cycle. Most all components showed meaningful strength. Granted some of the surge may have been in accelerated exports ahead of trade uncertainty with net exports adding a little more than 1% to the number. But even if unsustainable at this rate, the number made a very positive statement.

Personal consumption, consumer activity and business investment reflected continuing confidence from consumers. The buyers are back. Consumer spending, which accounts for 70% of the economy, exceeded expectations and added 2.69% to the GDP number. Consumers must be feeling more confident as they took the savings rate up 6.7% from 4.2%. Government spending for the military also contributed to the strength – which could be reversed after mid-term elections. The only material exception was housing however, which is losing momentum. The weakness in housing, which drives so many sectors, could be a red flag for the second half of 2018.

Despite the strength the markets' caution comes from the core PCE deflator at only 2.0% (vs 2.2%) which suggested muted inflationary pressures. As long as the trade picture remains uncertain, the long-end of the curve may remain steadfast in its concern over inflation.

Trade news changes daily but appears slightly more positive with positive comments from meetings with the EU and Mexico. Germany continues to show strength also which aides the talks.

Non-farm payrolls also continue to amaze. May and June payrolls have been well above market expectations. Retail services declined but job gains were strong in professional/business services, health care and manufacturing. Construction and mining also continue to increase. Although the workweek hasn't increased past its 34.5 hour average, paychecks rose 5¢ per hour.



Macro Matters

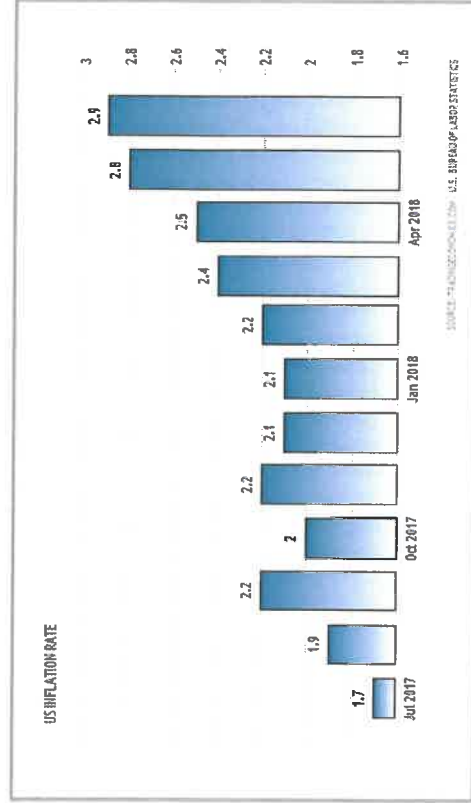
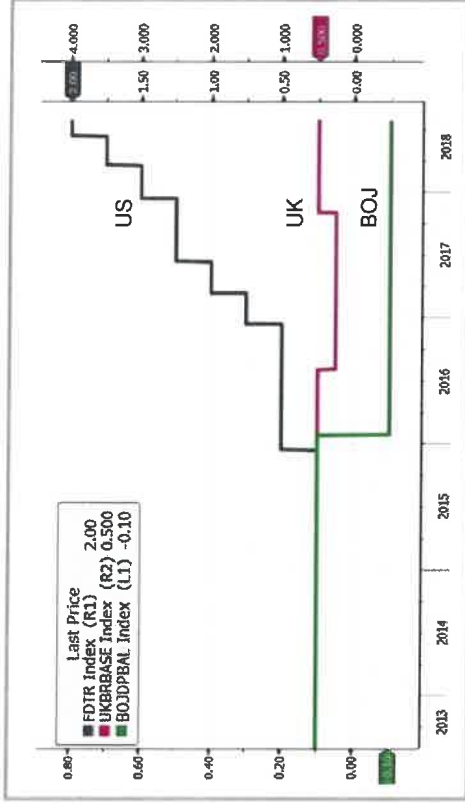
On a macro level the key current question is whether the FOMC will risk an inverted yield curve by continuing its path to higher rates. The Fed language from their July report has the markets watching carefully. *“The FOMC expects that further gradual increases in the target range for the federal funds rate will be consistent with a sustained expansion of economic activity, strong labor market conditions, and inflation near the Committee’s 2 percent objective over the medium term.”*

The question goes beyond how many ‘further gradual increases’ can we expect and what happens if the long end, which has stubbornly refused to move far from 3%, continues its obstinacy. What the spread investors are focused on is the spread between the 3-mo Libor and the 10 yr Treasury. Although now a safe 50 bps, a further narrowing of the spread has reliably forecast a recession over the past 50 years. As the Fed moves short-term rates up, that spread narrows further and two more hikes could invert the curve. This and the lack of inflation are key elements of uncertainty. Even some of the FOMC Committee have expressed public inversion concerns. The Fed is thought to be headed to a *neutral rate*, which neither aides nor hinders growth and most think that rate is 3% Fed Funds (with inflation at 2%). If short-term rates rise above long-term rates, banks will be less able to loan funds; slowing credit formation. For the near term the long-end will continue to be challenged by the trade talks but counter-punched by stronger growth.

Around the world investors look to options and Central Banks still control rates.

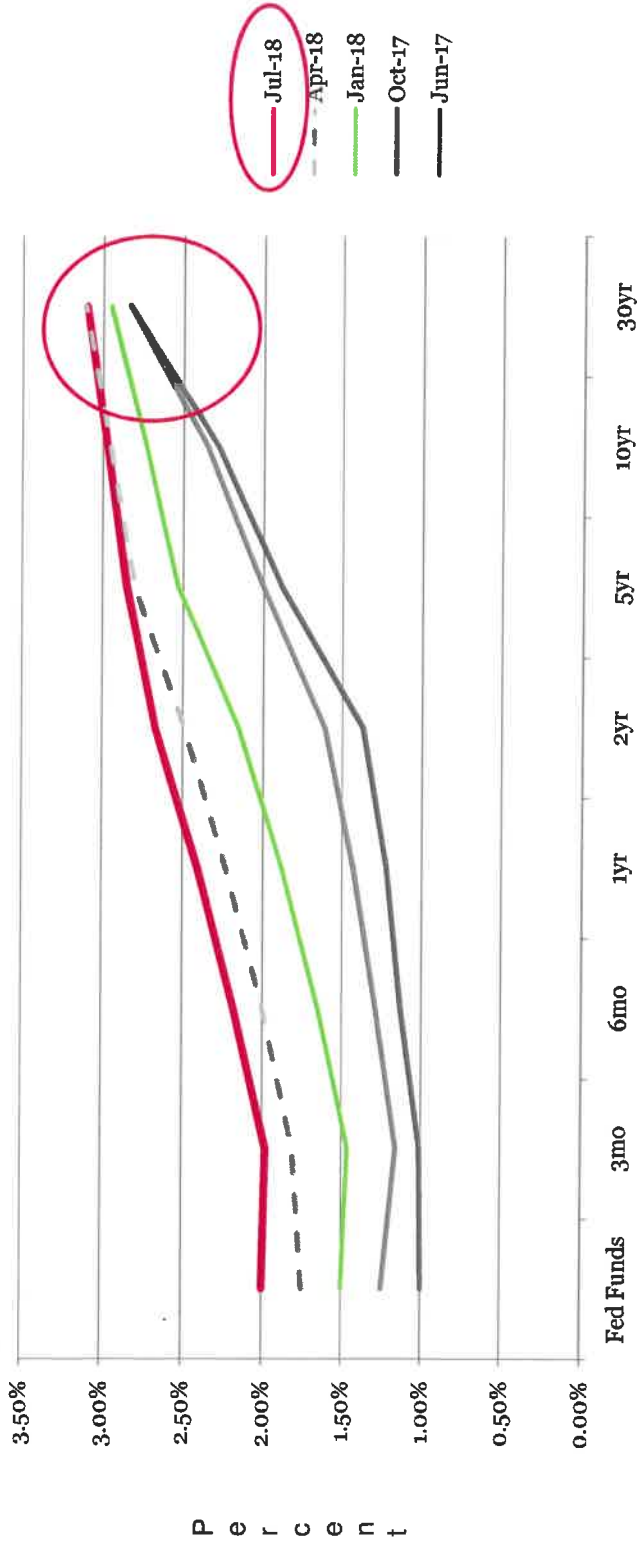
- The BOJ twice offered to buy an unlimited supply of bonds to tame speculation that it may change its ultra-loose policy. The Japanese 10yr still stands at 0.10%.
- Britain has turned its attention to Brexit woes, which may end up going back to the electorate.
- China is fighting a sliding currency. They have lowered reserve requirements, eased regulatory reforms and encouraged local bonds for infrastructure all to get to sustainable growth as well as prepare for trade costs.

Central Banks Move at their Own Pace



Rates Struggle to Find Right Balance

- The strength shown in the GDP numbers has not yet translated into a major move in the yield curve. The curve continues to flatten with the moves from the Federal Reserve on the short end and no corresponding rise in long term rates.
- The curve has not moved appreciably since the Fed's last rate increase and another rate hike is expected in September. A fourth rate hike *may* be forthcoming if the FOMC sees the continued growth, payrolls and inflation it is targeting.
- The bond market continues to wait for the strong inflation indicators to complement the general strength in the economy. It is also waiting for some final disposition of the continuing trade talks.



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

General Portfolio

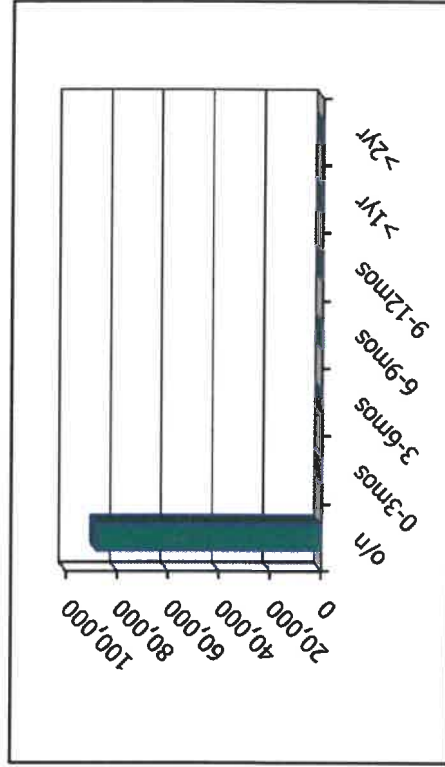
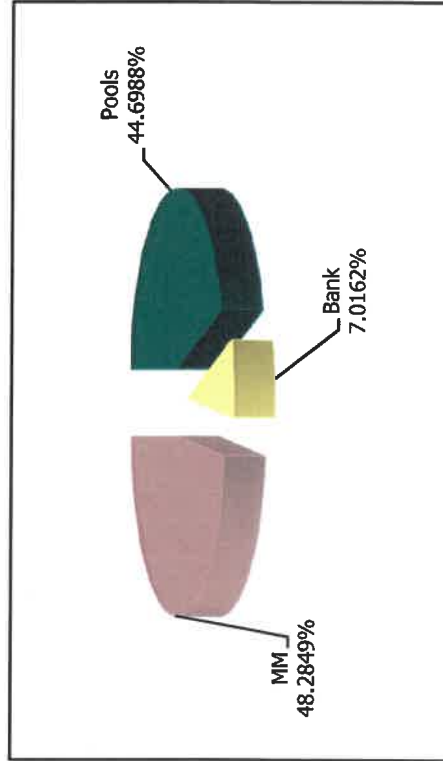
As of July 31, 2018

PATERSON & ASSOCIATES



INVESTMENT PROFESSIONAL

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of another rate increase in September – and perhaps one in December – which keeps the portfolios slightly shorter overall.



Bond Portfolio

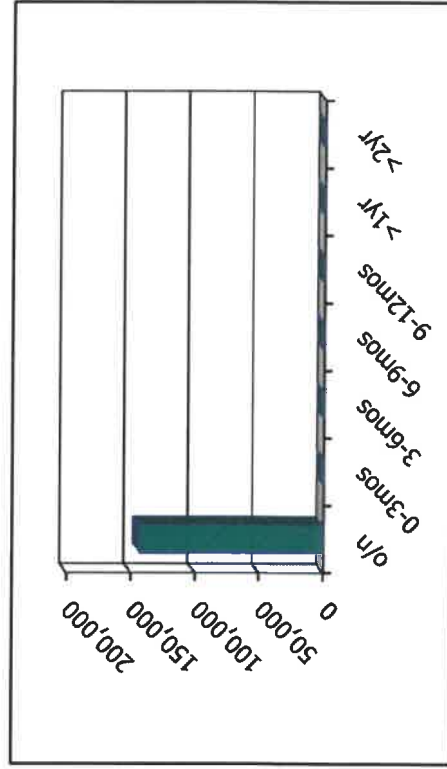
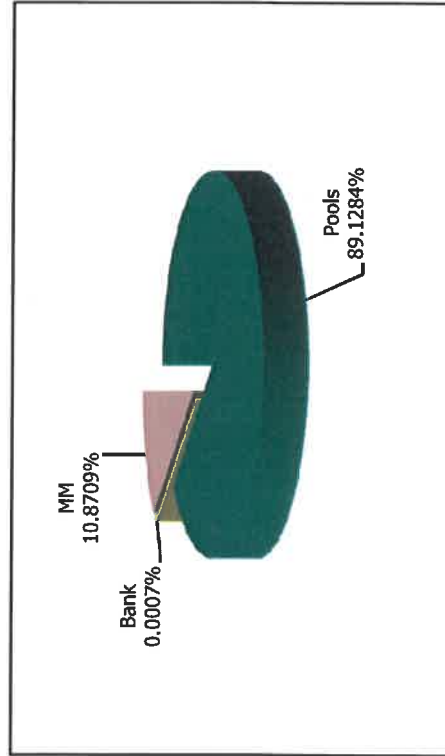
As of July 31, 2018

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Patterson & Associates
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 Austin, TX 78746

**San Jacinto Community College
 Portfolio Management
 Portfolio Summary
 July 31, 2018**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
Passbook/Checking Accounts	6,163,247.27	6,163,247.27	6,163,247.27	2.67	1	1	0.000
Investment Pools/Money Markets	224,303,490.56	224,303,490.56	224,303,490.56	97.33	1	1	1.922
Investments	230,466,737.83	230,466,737.83	230,466,737.83	100.00%	1	1	1.871

Total Earnings	July 31	Month Ending	Fiscal Year To Date
Current Year	373,329.27		3,038,285.21

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

Teri Zamora
 Teri Zamora, Vice Chancellor of Fiscal Affairs

8-17-18



San Jacinto Community College
Summary by Type
July 31, 2018
Grouped by Fund

Patterson & Associates
 901 S. MoPac
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 Austin, TX 78746

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	8	142,627,495.53	142,627,495.53	61.89	1.920	1
Subtotal	8	142,627,495.53	142,627,495.53	61.89	1.920	1
Fund: Consolidated Portfolio						
Investment Pools/Money Markets	5	81,675,995.03	81,675,995.03	35.44	1.926	1
Passbook/Checking Accounts	9	6,163,247.27	6,163,247.27	2.67	0.000	1
Subtotal	14	87,839,242.30	87,839,242.30	38.11	1.791	1
Total and Average	22	230,466,737.83	230,466,737.83	100.00	1.871	1

Portfolio SJCC
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 ST (PRF_ST) 7.2.0
 Report Ver. 7.3.6.1



**San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
July 31, 2018**

Patterson & Associates
901 S. MoPac
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Austin, TX 78746

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date	Maturity
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	0.03	0.03	0.03					1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,003,373.85	2,003,373.85	2,003,373.85	2.000	1.972	2.000		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,008,434.62	5,008,434.62	5,008,434.62	2.000	1.972	2.000		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,493,882.84	8,493,882.84	8,493,882.84	2.000	1.972	2.000		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	2,763,917.86	2,763,917.86	2,763,917.86	1.910	1.883	1.910		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,794,859.80	1,794,859.80	1,794,859.80	1.910	1.883	1.910		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	114,629,456.07	114,629,456.07	114,629,456.07	1.910	1.883	1.910		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	7,933,570.46	7,933,570.46	7,933,570.46	1.910	1.883	1.910		1
Subtotal and Average				142,627,495.53	142,627,495.53	142,627,495.53		1.893	1.920		1
Total Investments and Average				142,627,495.53	142,627,495.53	142,627,495.53		1.893	1.920		1

Fund GEN - Consolidated Portfolio
Investments by Fund
July 31, 2018

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Passbook/Checking Accounts										
1390012195A	10164	Bank of America - Operating	09/01/2017	897.01	897.01	897.01				1
9999999914	10089	Credit Cards - In Transit	09/01/2017	150,409.77	150,409.77	150,409.77				1
708340062	10086	Disbursements	09/01/2017	-681,220.60	-681,220.60	-681,220.60				1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2017	6,698,007.17	6,698,007.17	6,698,007.17				1
707759346	10085	Payroll Fund	09/01/2017	-24,061.90	-24,061.90	-24,061.90				1
9999999913	10088	Petty Cash	09/01/2017	20,025.00	20,025.00	20,025.00				1
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2017	-809.18	-809.18	-809.18				1
Subtotal and Average				6,163,247.27	6,163,247.27	6,163,247.27		0.000	0.000	1
Investment Pools/Money Markets										
86-7200810	10230	East West MM	09/09/2014	41,170,155.24	41,170,155.24	41,170,155.24	2.000	1.972	2.000	1
999999993	10034	LSIP GOF - Operating	09/01/2007	1,067,928.11	1,067,928.11	1,067,928.11	1.910	1.883	1.910	1
707759320	10035	JPM - Money Market	09/01/2007	1,001,236.08	1,001,236.08	1,001,236.08	0.470	0.463	0.470	1
999999996	10038	TCB - Money Market	09/26/2007	241,800.79	241,800.79	241,800.79	1.210	1.193	1.210	1
999999991	10032	TexPool	09/01/2007	38,194,874.81	38,194,874.81	38,194,874.81	1.890	1.863	1.889	1
Subtotal and Average				81,675,995.03	81,675,995.03	81,675,995.03		1.900	1.926	1
Total Investments and Average				87,839,242.30	87,839,242.30	87,839,242.30		1.766	1.791	1

San Jacinto Community College
Interest Earnings
 Sorted by Fund - Fund
 July 1, 2018 - July 31, 2018
 Period Yield on Average Book Value

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	0.03	0.03	0.03				0.00	0.00	0.00
999999999	10084	BOND	RRP	2,763,917.86	2,972,961.34	2,938,859.93		1.910	0.162	4,761.48	0.00	4,761.48
9999999916	10106	BOND	RRP	7,933,570.46	7,864,332.88	7,911,447.78		1.910	0.162	12,818.13	0.00	12,818.13
86-72000794	10231	BOND	RRP	2,003,373.85	2,003,024.66	2,000,206.40		2.000	0.169	3,373.85	0.00	3,373.85
86-72000844	10232	BOND	RRP	8,493,882.84	8,476,554.57	8,479,943.07		2.000	0.169	14,303.61	0.00	14,303.61
86-72004242	10233	BOND	RRP	5,008,434.62	5,007,561.65	5,000,516.01		2.000	0.169	8,434.62	0.00	8,434.62
9999999917	10234	BOND	RRP	1,794,859.80	1,802,035.23	1,796,726.51		1.910	0.162	2,911.09	0.00	2,911.09
9999999918	10235	BOND	RRP	114,629,456.07	118,316,578.97	116,897,990.80		1.910	0.162	189,401.03	0.00	189,401.03
			Subtotal	142,827,495.53	146,443,049.33	145,025,690.53			0.163	236,003.81	0.00	236,003.81
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	38,194,874.81	36,322,130.29	38,233,095.58		1.890	0.160	61,356.40	0.00	61,356.40
999999996	10038	GEN	RRP	241,800.79	241,546.67	241,544.87		1.210	0.105	254.12	0.00	254.12
707759320	10035	GEN	RRP	1,001,236.08	1,000,836.78	1,000,849.66		0.470	0.040	399.30	0.00	399.30
707759338	10062	GEN	PA1	6,698,007.17	8,414,659.32	8,359,283.44				0.00	0.00	0.00
707759346	10085	GEN	PA1	-24,051.90	-37,335.68	-36,907.49				0.00	0.00	0.00
708340062	10086	GEN	PA1	-681,220.60	-475,910.06	-482,532.98				0.00	0.00	0.00
9999999913	10088	GEN	PA1	20,025.00	20,025.00	20,025.00				0.00	0.00	0.00
9999999914	10089	GEN	PA1	150,409.77	46,687.13	50,033.02				0.00	0.00	0.00
707759361	10103	GEN	PA1	-809.18	-1,951.94	-1,915.08				0.00	0.00	0.00
999999993	10034	GEN	RRP	1,067,928.11	5,517,947.18	3,693,858.66		1.910	0.162	5,985.17	0.00	5,985.17
1390012195A	10164	GEN	PA1	897.01	1,093.64	1,087.30				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	41,170,155.24	41,093,263.12	41,102,817.31		2.000	0.169	69,330.47	0.00	69,330.47
			Subtotal	87,639,242.30	92,142,991.45	92,181,249.30			0.149	137,325.46	0.00	137,325.46
			Total	230,466,737.83	238,586,040.78	237,208,939.83			0.157	373,329.27	0.00	373,329.27

San Jacinto College Foundation

Statement of Financial Position

As of July 31, 2018

ASSETS

Current Assets

Checking/Savings	
General Fund	\$942,393
Other Funds	-
Total Checking/Savings	<u>942,393</u>

Accounts Receivable

Other Receivables	9,000
Pledge Receivables	222,000
Special Events Receivables	2,100
Total Accounts Receivable	<u>233,100</u>

Other Current Assets

Short Term Investments

Goldman Sachs	10,915,811
Capital Bank CD	204,801
Prosperity Bank	203,573
Total SJC Short Term Investments	<u>11,324,185</u>

Total Current Assets	<u>12,499,678</u>
----------------------	-------------------

TOTAL ASSETS

\$12,499,678

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
Event Payable	635
Grants Payable	89,054
Programs Payable	34,286
Endowments Payable	134,638
Scholarship Payables	239,102
Student Success Payables	14,756
Total Accounts Payable	<u>512,471</u>

Total Current Liabilities	<u>512,471</u>
---------------------------	----------------

Total Liabilities	512,471
-------------------	---------

Equity

Net Assets	11,976,058
Net Income	11,149
Total Equity	<u>11,987,208</u>

TOTAL LIABILITIES & EQUITY

\$12,499,678

San Jacinto College Foundation

Statement of Activities

For the Period Ending July 31, 2018

	Current Year	Last Year	Effect on Net Income
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	48,112	0	48,112
Permanently Restricted	40	290	(250)
Temporarily Restricted	2,733	17,480	(14,747)
Total Contributions	50,885	17,770	33,115
Other Income			
Special Events	11,704	6,600	5,104
Investment Income	5,845	2,081	3,764
Realized Gain / (Loss)	0	18,063	(18,063)
Unrealized Gain / (Loss)	106,512	50,305	56,207
Total Other Income	124,061	77,049	47,013
Total Income	174,947	94,819	80,128
Expense			
Programs			
Scholarships Awarded	160,594	10,525	(150,069)
Programs Sponsored	0	535	535
Total Programs	160,594	11,060	(149,534)
Supporting Services			
Management and General	2,603	532	(2,071)
Sponsorship Expense	600	600	0
Total Supporting Services	3,203	1,132	(2,071)
Total Expense	163,797	12,192	(151,605)
Net Ordinary Income	11,149	82,627	(71,477)
Other Income / Expenses			
Net Other Income	\$11,149	\$82,627	(\$71,477)



Contributions Report
July 2018

Donors	Amount	Fund
Corporations	11,093	Bank of Texas, Gala, Kroger Scholarship
Foundations	49,152	MindTrekkers, San Jac Star
Individuals	1,125	Alumni, Gala

Total Donation 61,370

Employee Contributions	1,319	Brysch Garza Firefighter Scholarship, Gala, Golf, John Locke Memorial, Promise for their Future, Veterans, San Jac Star,
------------------------	-------	--

Total Contributions 62,689

2008 Bond Program

Report as of July 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
Sub-total	-	-	-	-	-	-	-	-
North								
Sub-total	-	-	-	-	-	-	-	-
South								
723914 - SC Softball Improvements	850,000	-	850,000	-	595,990	221,975	32,035	96.23%
Sub-total	850,000	-	850,000	-	595,990	221,975	32,035	96.23%
District								
720100 - Program Management	-	-	-	(9,605,947)	-	-	-	-
726800 - Contingency	14,626,260	(14,405,240)	221,020	-	-	-	221,020	-
726907 - Wayfinding Signage	50,000	950,000	1,000,000	10,924	-	42,727	957,273	4.27%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	329,039	46,342	935,619	28.63%
726812 - Science Parks	-	490,000	490,000	-	-	-	490,000	-
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
Sub-total	14,676,260	(10,854,240)	3,822,020	(9,595,023)	329,039	89,069	3,403,912	10.94%
2008 Contingency Supplemental Projects								
721915 - CC Police Vehicles	-	127,783	127,783	-	18,709	104,201	4,873	96.19%
721916 - CC FS Passenger Van	-	85,000	85,000	-	78,671	-	6,329	92.55%
721917 - CC FS Pick-Up/Mini Van	-	80,000	80,000	-	77,729	-	2,271	97.16%
722912 - NC Cardiac Monitor	-	20,312	20,312	-	-	8,995	11,317	44.28%
723915 - SC - Traveler, Border, and Leg Curt	-	61,000	61,000	-	-	60,545	455	99.25%
726909 - Dist Network/Wireless Equipment	-	784,920	784,920	-	-	780,871	4,049	99.48%
726911 - Dist Enterprise Applications: ILP	-	81,034	81,034	-	-	79,965	1,069	98.68%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	54,560	307,119	253,321	58.81%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	-	63,822	61,178	51.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	139,730	-	27,270	83.67%
726915 - Dist - Inv/Procure Ford Transit 250	-	64,000	64,000	-	63,600	-	400	99.38%
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	-	-	100,000	-
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	174,875	25,125	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	1,282	2,412	3,806	49.25%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	80,033	168,921	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	56,076	56,076	-	-	-	56,076	-
Sub-total	-	3,073,579	3,073,579	-	689,189	1,601,976	782,414	74.54%
Supplemental Projects closed								
721911 - CC OR Electric Bed	-	19,146	19,146	-	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	-	18,288	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-
722913 - NC Nursing Kelley	-	24,385	24,385	-	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	-	20,818	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	-	90,568	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	-	902,012	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-
Sub-total	-	1,125,440	1,125,440	-	-	1,125,440	-	100.00%
Projects Closed								
Sub-total	279,473,740	6,655,221	286,128,961	9,595,023	-	286,128,961	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	1,614,218	289,167,421	4,218,361	98.57%

2015 Revenue Bond Program

Report as of July 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
North - CIT									
722916 NC - CIT Graphics	-	62,000	62,000	-	62,000	2,971	37,808	21,221	65.77%
722917 NC - CIT Supplemental	-	26,000	26,000	-	26,000	-	25,546	454	98.25%
722918 NC - CIT Acoustics	-	200,000	200,000	-	200,000	1,600	89,855	108,545	45.73%
Contingency (726900)	2,408,355	4,248,803	6,657,158	-	6,657,158	-	-	6,657,158	-
Sub-total	2,408,355	4,536,803	6,945,158	-	6,945,158	4,571	153,209	6,787,378	2.27%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
Sub-total	47,591,645	(4,536,803)	43,054,842	-	43,054,842	-	43,054,842	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	4,571	43,208,051	6,787,378	86.43%

2015 Bond Program

Report as of July 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(914,610)	51,535,390	1,252,240	52,787,630	22,711,251	21,307,379	8,769,000	83.39%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	5,405,437	709,908	1,515,044	80.14%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	7,946,009	9	6,315,232	1,630,768	79.48%
731602 - CC Welcome Center	16,600,000	6,014,205	22,614,205	528,262	23,142,467	933,953	744,643	21,463,871	7.25%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	42,468	31,557	2,925,975	2.47%
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	106,685	733,049	56,298,925	1.47%
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,445,280	217,302	67,301	2,160,677	11.64%
731605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	58,942	1,852,974	19,598	59,742	1,773,634	4.28%
731606 - CC Frels Renovation	1,153,000	3,411,000	4,564,000	-	4,564,000	166,958	45,237	4,351,805	4.65%
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	103,969	222,807	12,346,053	2.58%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,804,821)	10,880,179	785,541	11,665,720	57,518	386,530	11,221,672	3.81%
71608A - CC McCollum Center Reno Phase II	-	10,879,179	10,879,179	-	10,879,179	-	-	10,879,179	-
731609 - CC McCollum North Reno	2,535,000	1,388,655	3,923,655	80,671	4,004,326	5,628	35,344	3,963,354	1.02%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	-	248	1,724,752	0.01%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	5,892	37,375	2,612,119	1.63%
731612 - CC Stadium and Track Demo	174,000	(70,446)	103,554	5,538	109,092	3,108	66,673	39,311	63.97%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	8,855	274,948	876,806	24.45%
731614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	36,917	1,160,609	194,780	81,820	884,010	23.83%
Sub-total	170,717,000	30,898,897	201,615,897	4,924,261	206,540,158	29,983,409	31,119,794	145,436,955	29.58%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	4,584,952	27,429,952	726,989	28,156,941	952,767	997,394	26,206,780	6.93%
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	246,344	80,800	588,328	35.74%
732604 - NC Lehr Library Demo	650,000	(235,345)	414,655	20,680	435,335	5,290	223,760	206,285	52.61%
732605 - NC North Access/Security	877,000	(27,450)	849,550	27,907	877,457	11,901	34,862	830,694	5.33%
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	123,459	208,982	15,934,038	2.04%
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	59,025	96,152	9,133,296	1.67%
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	103,424	189,421	12,269,949	2.33%
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	4,678	130,243	445,385	23.25%
732610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	5,500,000	3,425,029	402,440	1,672,531	69.59%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC - Burluson Renovation	-	3,525,000	3,525,000	-	3,525,000	37,750	22,224	3,465,026	1.70%
Sub-total	78,395,000	(2,189,583)	76,205,417	1,902,837	78,108,254	4,969,666	2,386,278	70,752,310	9.42%
South									
733601 - SC Engineering & Technology Center	28,400,000	1,690,080	30,090,080	903,770	30,993,850	933,504	875,413	29,184,933	5.84%
733602 - SC Cosmetology Center	16,213,000	(107,466)	16,105,534	515,950	16,621,484	508,641	826,765	15,286,078	8.03%
733603 - SC Longenecker Reno	22,555,000	(1,155,972)	21,399,028	717,760	22,116,788	1,020,370	517,692	20,578,726	6.95%
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	196,779	38,801	529,816	30.78%
733605 - SC South Primary Electrical Upgrade	5,800,000	(181,540)	5,618,460	184,571	5,803,031	12,876	80,866	5,709,289	1.62%
733606 - SC South Access/ Security	599,000	(18,750)	580,250	19,069	599,319	16,943	27,274	555,102	7.38%
733607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	326,687	10,271,361	22,791	143,129	10,105,441	1.62%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	2,575	16,176	1,141,858	1.62%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	365,966	14,168,966	439,253	14,608,219	30,643	192,453	14,385,123	1.53%
733611 - SC Bruce Student Center Reno	10,400,000	(7,215,520)	3,184,480	330,957	3,515,437	23,844	2,113,788	1,377,806	60.81%
733612 - SC HVAC Tech	312,000	3,500,000	3,812,000	177,720	3,989,720	230,302	218,421	3,540,997	11.25%
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	4,828	168,022	407,456	29.79%
733614 - SC Academic Building Renovation (S-7&S-9)	-	8,010,000	8,010,000	-	8,010,000	164,733	-	7,845,267	2.06%
Sub-total	116,438,000	(1,097,934)	115,340,066	3,695,453	119,035,519	3,168,828	5,218,801	110,647,890	7.05%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-
Sub-total	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-
Admin									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	5,542	57,358	10,393,100	0.60%
736604 - Dist Construction Studies	283,820	74,028	357,848	-	357,848	38,252	319,596	-	100.00%
720100 - Program Management	-	9,118,003	9,118,003	(9,118,003)	-	-	-	-	-
720100 - Program Management - Other	-	1,252,240	1,252,240	(1,252,240)	-	-	-	-	-
736601 - Contingency	1,166,180	1,988,349	3,154,529	(152,308)	3,002,221	-	-	3,002,221	-
Sub-total	31,450,000	(7,111,380)	24,338,620	(10,522,551)	13,816,069	43,794	376,954	13,395,321	36 3.05%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	38,165,697	39,101,827	347,732,476	18.18%

Repair and Renovation

Report as of July 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F18001 CC - Central Misc.	-	20,000	20,000	-	20,000	3,359	13,431	3,210	83.95%
F18020 CC - C32 Welding fume extractions	-	116,769	116,769	-	116,769	116,769	-	-	100.00%
F18021 CC - C11 Hallways	-	49,600	49,600	-	49,600	49,600	-	-	100.00%
F18022 CC - C32 Eye Wash	-	7,500	7,500	-	7,500	-	6,953	547	92.71%
F18033 CC - C1 Help Desk	-	9,993	9,993	-	9,993	1,796	8,197	-	100.00%
F18038 CC - C14 Handrail replacement	-	18,500	18,500	-	18,500	16,760	-	1,740	90.59%
F18041 CC - C6 Playground Wall	-	5,500	5,500	-	5,500	5,500	-	-	100.00%
F18060 CC - Smart Start Lab	-	170,439	170,439	-	170,439	170,439	-	-	100.00%
F18064 CC - C.11.2095 Tier 1	-	13,702	13,702	-	13,702	13,702	-	-	100.00%
F18065 CC - C.11.1116 Tier 1	-	8,895	8,895	-	8,895	8,895	-	-	100.00%
F18066 CC - C.11.2020 Tier 1	-	13,159	13,159	-	13,159	13,159	-	-	100.00%
F18067 CC - C.11.2022 Tier 1	-	13,294	13,294	-	13,294	13,294	-	-	100.00%
F18068 CC - C.11.2043 Tier 1	-	13,530	13,530	-	13,530	13,530	-	-	100.00%
Sub-total	-	460,879	460,879	-	460,879	426,801	28,581	5,497	98.81%
North									
F18002 NC - North Misc.	-	21,101	21,101	-	21,101	6,610	12,879	1,612	92.36%
F18011 NC - N6 Acoustical Improvements	-	5,500	5,500	-	5,500	2,500	3,000	-	100.00%
F18061 NC - Smart Start Lab	-	142,930	142,930	-	142,930	139,409	3,520	-	100.00%
Sub-total	-	169,531	169,531	-	169,531	148,519	19,399	1,612	99.05%
South									
F18003 SC - South Misc.	-	20,000	20,000	-	20,000	7,391	12,464	145	99.27%
F18007 SC - South Lifecycle Furniture	-	51,566	51,566	-	51,566	10,101	41,465	-	100.00%
F18027 SC - Welcome Center Condition	-	9,000	9,000	-	9,000	9,000	-	-	100.00%
F18028 SC - S6.160 Acoustical Improvements	-	5,500	5,500	-	5,500	2,000	3,500	-	100.00%
Sub-total	-	86,066	86,066	-	86,066	28,492	57,428	145	99.83%
District									
F18004 Dist - College Administration Misc.	-	10,000	10,000	-	10,000	2,500	4,967	2,533	74.67%
F18024 DIST - A2 Landscaping	-	12,633	12,633	-	12,633	12,633	-	-	100.00%
F18050 DIST - Modify Classroom Locks	-	425,000	425,000	-	425,000	211,666	175,815	37,519	91.17%
Sub-total	-	447,633	447,633	-	447,633	226,799	180,782	40,052	91.05%
Contingency (720700)	1,473,204	(1,398,428)	74,776	-	74,776	-	-	74,776	-
Sub-total	1,473,204	(1,398,428)	74,776	-	74,776	-	-	74,776	-
Projects Closed									
F18005 CC - Central Lifecycle Furniture	-	99,857	99,857	-	99,857	-	99,857	-	100.00%
F18013 CC - C14.200 Conference Room Renova	-	5,168	5,168	-	5,168	-	5,168	-	100.00%
F18023 CC - C16.114b Administrative/AA Off	-	5,337	5,337	-	5,337	-	5,337	-	100.00%
F18026 CC - C11.1051c Renovation	-	5,635	5,635	-	5,635	-	5,635	-	100.00%
F18034 CC - C3.302 Conference Rm Renovaton	-	8,638	8,638	-	8,638	-	8,638	-	100.00%
F18006 NC - North Lifecycle Furniture	-	49,406	49,406	-	49,406	-	49,406	-	100.00%
F18054 NC - N12.100 Renovation	-	4,077	4,077	-	4,077	-	4,077	-	100.00%
F18030 SC - S1.255 Lab Conversion	-	15,190	15,190	-	15,190	-	15,190	-	100.00%
F17073 SC - S12 ILC Window Tint	-	9,016	9,016	-	9,016	-	9,016	-	100.00%
F18008 Dist - A..1 Restroom ADA Renovation	-	16,400	16,400	-	16,400	-	16,400	-	100.00%
F18017 Dist - A1.101b	-	7,905	7,905	-	7,905	-	7,905	-	100.00%
F18044 DIST - Lighting system modification	-	7,690	7,690	-	7,690	-	7,690	-	100.00%
Sub-total	-	234,319	234,319	-	234,319	-	234,319	-	100.00%
TOTALS	1,473,204	-	1,473,204	-	1,473,204	830,611	520,510	122,083	91.71%

SAN JACINTO COLLEGE DISTRICT
Building Committee Meeting
August 28, 2018

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

Members Absent: None

Others Trustees Present: None

Others Present: Bill Dowell, Scott Gernander, Allatia Harris, Joe Hebert, Rosie Helms, Brenda Hellyer, Bryan Jones, Mini Izaguirre, Angela Klaus, Ann Kokx-Templet, Janet Slocum, Charles Smith, Teri Zamora

- I. The meeting was called to order at 3:32 p.m. by Committee Chair, Dan Mims.
- II. Roll Call of Committee Members by Dan Mims
 - a. John Moon, Jr., present
 - b. Marie Flickinger, present
 - c. Erica Davis Rouse, present
 - d. Other Trustees present: None
 - e. Members absent: None
- III. Approval of Minutes from the May 22, 2018 Building Committee Meeting
 - a. Dan Mims presented the minutes of the May 22, 2018 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. Marie Flickinger seconded the motion. 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 to Contract for Construction Manager at Risk for Renovation of North Campus Wheeler, Brightwell, Spencer, Burleson Buildings
 - i. This item requests consideration of approval of a contract for Construction Manager-at-Risk (CMR) with The Whiting-Turner Contracting Company (Whiting-Turner) for renovation of the North Campus Wheeler, Brightwell, Spencer and Burleson Buildings. (N-10, 9, 8 and 7).
 - ii. A question was asked about the process for determining the proposed general contractor. An answer was provided describing the general outline of the two-step evaluation and ranking process.
 - b. Consideration of Approval to Contract for Architectural Services for Renovation of North Campus Wheeler, Brightwell, Spencer Buildings (N-10, N-9, N-8)
 - i. This item requests consideration of approval of a contract with HKS Architects to provide architectural services for the North Campus Wheeler, Brightwell, and Spencer building renovations.
 - ii. A question was asked as to how the specific architect was selected. A response

was provided indicating that a pool of architects was selected specifically for use in the 2015 Bond program. Based upon the specific skills and experience demonstrated, it was the recommendation of AECOM to move forward with HKS Architects.

- c. Consideration of Approval to Contract for Construction Manager at Risk for Renovation of South Campus Longenecker Building
 - i. This item requests consideration of approval of a contract for Construction Manager-at-Risk (CMR) with Flintco, LLC (Flintco) for renovation of the South Campus Longenecker Building (S-8).
- d. Consideration of Approval to Contract for Construction Manager at Risk for Renovation of South Campus Academic Buildings
 - i. This item requests consideration of approval of a contract for Construction Manager-at-Risk (CMR) with Tellepsen Builders, LP (Tellepsen) for renovation of the South Campus Academic Buildings (S-7 and S-9).
- e. Consideration of Approval to Contract for Architectural Services for College Wayfinding Signage Project
 - i. This item requests consideration of approval of a contract with Collaborate Architects, LLC (Collaborate) to provide architectural design and project management services for the College Wayfinding Signage Project. This project is funded through the 2008 Bond program.
- f. Consideration of Approval to Contract for Additional Engineering Services for the Central Campus Petrochemical Process Training Unit
 - i. This item requests consideration of approval of a contract amendment with Tellepsen Engineering, LLC (Tellepsen) to provide construction administration services. A need for construction administration services from the Engineer of Record has become evident. These services include responding to Requests for Information, reviewing and approving component submittals, periodically observing progress and quality of work, and potentially modifying aspects of the design as required for satisfactory completion of the project.
- g. Consideration of Approval to Purchase Control Equipment for Central Campus Petrochemical Process Training Unit
 - i. This item requests consideration of approval to purchase a Control System components and software to be utilized as part of the petrochemical process training unit at Central Campus.
 - ii. Exact and final cost has not been determined as bids are still being received. The Board of Trustees will be provided final cost and vendor recommendations at the Board meeting scheduled for September 10, 2018.
- h. Consideration of Approval to Purchase Maintenance Training Simulator Platforms for Central Campus Petrochemical Process Training Unit

Draft Building Committee Meeting Minutes - Final after Committee approval at next meeting
August 28, 2018

- i. This item requests consideration of approval to purchase Maintenance Training Simulator (MTS) platform equipment to be utilized as part of the petrochemical process training unit at Central Campus.
 - ii. Exact and final cost has not been determined as bids are still being received. The Board of Trustees will be provided final cost and vendor recommendations at the Board meeting scheduled for September 10, 2018.
 - i. Based on discussions between the Board committee members and staff, it was determined that a review of the prior processes to determine the pools of architects will be reviewed at the next Building Committee Meeting. Additionally, the evaluation process and committee structure for selecting and reviewing CMR or similar contractors will be reviewed.

- V. Project Updates – Bond – (presentation led by Charles Smith)
 - a. Security Master Plan Report
 - i. Guidepost Solutions was authorized by the Board to develop a Security Master Plan and a final report has been received. Multiple revisions to this report were required to capture the original objectives of the study. Presentation of the findings and recommendations made by the consultant, and the recommendations and responses of the College project team, were presented.
 - ii. Progress reports will be given to the Building Committee at least annually.
 - iii. This report will be presented to the full Board at an upcoming board retreat.

 - b. Safety Data
 - i. A routine OSHA audit was performed at the Central Campus Petrochem work site known as a “Dodge” inspection. The OSHA inspector observed three (3) concerns. One was an issue originating from the manufacturer of the equipment in question. The remaining two were minor and were corrected immediately.
 - ii. With more than 183,075 construction hours worked on the 2015 Bond Program to date, all of the metrics are improved from the last report. The most common issue of concern is the failure to locate all buried obstacles when excavating. In order to reduce future conflicts, the College is now requiring each Construction Manager to draft a Project Specific Excavation Plan and to use ground penetrating radar (GPR) and Electro-Magnetic locating services.

 - c. Master Bond Program Schedule
 - i. The schedule of projects was presented and no comments were offered.

 - d. South Campus – Softball Improvements
 - i. The contractor, IKLO, has completed enclosing the practice facility building. Completion is planned for the end of September 2018.

 - e. Central Campus – Center for Petrochemical, Energy, and Technology

Draft Building Committee Meeting Minutes - Final after Committee approval at next meeting
August 28, 2018

- i. The paving is complete and the concrete roof has been placed. The masonry veneer is being applied over insulation. Interior work continues to progress with plumbing, air conditioning and electrical work underway. The overall project remains approximately one month behind schedule due to previous rain delay conditions. Effort is being made to recover the lost time.
- f. Central Campus – Glycol Unit, Process Plant
 - i. Austin Industrial has moved their construction office onto the site and dirt work is being carried out to prepare for installation of the foundation of the unit.
- g. Central Campus – Welcome Center
 - i. The building design is finalized, and furniture and interior graphics are being selected. A ground breaking ceremony is scheduled for September 2018. The final drawings have been reviewed and issued to Tellepsen for production of a Guaranteed Maximum Price proposal.
- h. Central Campus – Frels Renovation
 - i. A Limited Notice to Proceed has been issued to Flintco and they are beginning work on a Guaranteed Maximum Price proposal. Asbestos abatement will begin on the third floor and demolition as soon as the building permit is received. Work will progress one floor at a time with completion planned for August 2019.
- i. Central Campus – Davison Building Renovation
 - i. A technical condition assessment of the building has been completed and architectural programming effort has been started.
- j. Central Campus – Central Plant Upgrade
 - i. The plans for the upgrade are being developed for implementation in November and December 2018, and January 2019. Scheduling is being carried out to assure no impact to students.
- k. North Campus – Cosmetology and Culinary Center
 - i. A construction permit was received and the Notice to Proceed issued to the general contractor, Tellepsen. Construction mobilization is expected to commence within the next two weeks.
- l. North Campus – Spencer, Brightwell, and Wheeler Renovation
 - i. The architectural programming process has been completed and a final report document is being circulated for signatures. With the Board’s approval of the proposed Construction Manager-at-Risk, work will begin with the architect to complete the renovation design package.

Draft Building Committee Meeting Minutes - Final after Committee approval at next meeting
August 28, 2018

- m. North Campus – Underground Utility Tunnel
 - i. Construction contractor, Brandt, is mobilized and excavating to install a new natural gas line. Asbestos has been abated in the tunnel and modifications to the hot water pipes are in progress.
- n. North Campus - Burleson Building, Early College High School
 - i. Kirksey Architects has issued their 50% construction documents for review. Once the Board reviews and provides approval of a Construction Manager-at-Risk, (approval request will be at September 10, 2018 board meeting) final costing can be developed. This project will also be performed in phases to provide minimal disruptions to classes.
- o. South Campus – Engineering & Technology Building
 - i. This project is awaiting building permit issuance from Harris County to begin work. Tellepsen is preparing the GMP proposal with anticipated work planned to begin in September 2018.
- p. South Campus – Cosmetology Building
 - i. This project is awaiting a final building permit from the City of Houston. The final GMP is being reviewed and construction is planned to commence once it is executed.
- q. South Campus – Longenecker Renovation
 - i. Following review and approval of the Construction Manager-at-Risk by the Board, costing and project construction phasing can be finalized. Construction is planned to commence at the end of the fall 2018 semester.
- r. South Campus – HVAC Building
 - i. The construction permit is expected to be issued by the City of Houston soon. The construction manager-at-risk is working with the architect to resolve all outstanding issues to begin work once the permit is issued. Efforts are being made to have the building ready for use during the spring 2019 semester.
- s. South Campus – Academic Building Renovation (S-7, S-9)
 - i. Review and approval of a Construction Manager-at-Risk by the Board next month will allow for development of costing and project phasing information. It is anticipated that the GMP will be brought forward for consideration in September 2018.
- t. Campus Wide – Data Closets
 - i. Project completion is planned for September 2018. Generators and condensing units are being installed currently.

Draft Building Committee Meeting Minutes - Final after Committee approval at next meeting
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- VI. Financial Report – 2008 Bond, 2008 Supplemental Bond, 2015 Revenue, and 2015 Bond Projects
 - i. These reports were not discussed.

- VII. Project Updates – Operating
 - a. Safety Metrics
 - i. These reports were not discussed.
 - b. Schedule Update
 - i. These reports were not discussed.
 - c. Financial Reports
 - i. These reports were not discussed.

- VIII. Status of Delegated Authority
 - a. An updated report on status of delegation of authority was presented.
 - b. The status of delegation of authority report will be updated monthly to remove closed items.

- IX. Adjournment – The meeting was adjourned at 4:58 p.m.

**San Jacinto College District
Finance Committee Meeting Minutes
August 28, 2018**

Members Present: Keith Sinor, Dr. Ruede Wheeler, and Larry Wilson,
Marie Flickinger (left shortly after the meeting started)

Members Absent: None

Other Trustees Present: None

Others Present: Brenda Hellyer, Teri Zamora, Linda Torres, and Rosselle Helms

- I. The meeting was called to order at 5:10 p.m. by Dr. Ruede Wheeler, Chair, Finance Committee. Roll call of the Committee members was taken:
 - Marie Flickinger, present (left shortly after the meeting started).
 - Keith Sinor, present.
 - Dr. Ruede Wheeler, present.
 - Larry Wilson, present.

- II. Approval of Minutes from the May 22, 2018, Finance Committee Meeting
 - Dr. Wheeler presented the minutes from the May 22, 2018, Finance Committee Meeting. A motion was made by Mr. Sinor, and seconded by Mr. Wilson to accept the minutes as presented.

- III. Review and Discuss Internal Audit Audits:
 - Linda Torres, Director of Internal Audit, updated the Committee regarding four audit reports.
 1. Contract Compliance Audit
 - L. Torres reviewed the executive summary of the Contract Compliance audit report, which included a review of internal audit controls surrounding contract administration and the testing of 20 active and recently completed contracts as of October 20, 2016 to determine compliance with contract terms. The following observations with their Corrective Action Plan (CAP) were noted:
 - i. Observation: Lack of Formal Administrative and Monitoring Process
 - CAP - Contract database completed by the Purchasing department, through the use of the new Ionwave contract software. The software will capture contract terms, corresponding insurance dates, and anticipated spending.
 - ii. Observation: Lack of Consistent, Adequate Oversight Surrounding Contract Performance College-Wide and No Comprehensive, Integrated Set of Policies, Procedures, or Internal Controls for Managing Contract Administration
 - CAP Phase I – This phase has an estimated completion date of November 2018 and includes the following items:
 - Development of a matrix that determines when a contract should be issued
 - Creation of a reference document of commonly utilized contract provisions to decide which clauses are applicable to different types of contracts
 - Updates to language in Purchasing Procedure 2-13 to clarify the

- budget authority's responsibility to review, approve, and sign invoices
 - Developing guidelines for which contracts will be logged into the contract database
 - K. Sinor asked how a contract is managed.
 - L. Torres explained this is managed at the owner level. For example, the Maintenance Department oversees maintenance contracts.
 - K. Sinor asked how the College is maintaining the integrity of the issued contract, so there is no favoritism.
 - T. Zamora responded that the procurement of a contract goes through the approval process through the Purchasing department. However, once the contract is in place, each department approves their own invoices and some are not reviewing the original contract to ensure billing is correct.
 - Training has started in the Maintenance and Facilities Department and will be implemented college-wide to develop structure that helps ensure the prices being charged are the contracted amounts.
 - CAP Phase II – Policy V-C will be updated to provide clarity with regard to delegation for contract signatory authority; addressing both short-term and long-term delegation. Estimated completion date for this phase is June 2019.
 - B. Hellyer added that there is inconsistency throughout the district regarding the approving authorities. Sometimes it's an administrative assistant rather than the budget authority approving an invoice.
 - K. Sinor asked if the audit looked at past bills that had been received.
 - L. Torres confirmed this and directed the committee to the audit report which outlined contract discrepancies, some leading to refunds from vendors.
 - B. Hellyer advised that T. Zamora is working within her departments to facilitate the proposed policy changes and the next step will have this go to the Strategic Leadership Team (SLT), then to the Strategic Leadership Communication Council (SLCC) to embrace responsibility from leadership. This area will probably be on the audit list again by Summer 2019.
 - L. Wilson asked if the Barnes & Noble contract had maintained the provision for student book scholarships.
 - L. Torres advised that it had, despite delays in processing scholarships due to Barnes & Noble expecting students' names. Moving forward the funds will be made available to Auxiliary Services and allocated to students from there.
- 2. Fixed Assets Audit
 - L. Torres reviewed the executive summary of the Fixed Assets audit report, which included a detailed evaluation of the operational efficiency and internal controls surrounding fixed assets owned by the College. The audit concluded that internal controls surrounding fixed assets require improvements in order to ensure adequate oversight of fixed assets. The following observations with their Corrective Action Plan (CAP) were noted:
 - i. Observation: Fixed Asset Register Completeness
 - CAP - The office of Budget Control will work with key personnel in other areas to ensure the fixed asset registry is updated on an ongoing basis to reflect all assets, regardless of their funding source, whether construction,

- donations, or other methods of acquisition.
 - L. Torres relayed that some items were missing from the registry.
 - T. Zamora added that due to the registry being updated annually in the past, some items would be missing from the registry because of timing. Moving forward monthly updates will occur to avoid that issue.
 - ii. Observation: Unverified Fixed Assets
 - CAP - All assets have been assigned to an employee as custodian. The SLT has already been informed of the asset custodians that have not returned their annual confirmations for 2018.
 - R. Wheeler asked who keeps up with all of this.
 - T. Zamora responded that there is a Fixed Asset Department within the Budget Control Office. There are ongoing changes to procedures to ensure efficiency, but there is also a culture change that is taking place through training and campus leadership like the SLCC.
 - iii. Observation: Fixed Asset Register Data Consistency
 - CAP - Data surrounding peripherals, attachments, descriptions, locations, custodians, serial numbers, etc. will be entered for all assets added during 2018. As time permits, records from previous years will be updated.
 - iv. Observation: Physical Inventory of Assets
 - CAP - The Asset Custodian Confirmation process will now be required to be completed annually, with support from the SLT to ensure that all confirmations are received timely.
 - In many instances, some owners didn't know they were the custodian of a given asset.
 - v. Observation: Asset Transfers
 - CAP - The 2018 Asset Custodian Confirmation process will be used to confirm acceptance by all asset custodians. Moving forward, a transfer form will be required on all transfers.
 - Examples were given like a golf cart transferred to another department without paperwork.
 - vi. Observation: College Procedures
 - CAP - The office of Budget Control will work with administration to evaluate the policy and outline official college-wide procedures associated with asset donations, transfers, and disposals.
 - vii. Observation: Segregation of Duties
 - CAP - The Director, Budgets and Fixed Asset Coordinator will work together to ensure removals are reconciled and that documentation is maintained in the office of Budget Control.
 - viii. Observation: Banner Access
 - CAP - Banner access to fixed asset forms will be reviewed and access assigned only to those employees who require such functions as part of their normal duties.
3. Campus Police Audit
- L. Torres reviewed the executive summary of the Campus Police audit report, which included a detailed evaluation of the operational efficiency, internal controls, and compliance with internal and external regulations and policies surrounding Campus Police between September 1, 2016 and January 31, 2018. In general, findings revealed that internal controls surrounding the Police Department were sufficient; however, instances were noted where improvements could be made to strengthen existing controls and procedures. The following observations with their Corrective Action Plan (CAP) were noted:

- i. Observation: Documented Procedures
 - o CAP - The Police Department concurs with Internal Audit's recommendation to update documented procedures to adequately reflect key departmental operations.
 - o L. Torres gave examples of lacking procedures like tracking lost and found, web time entry, etc.
 - ii. Observation: Personnel Administration
 - o CAP - The issue surrounding missing exit checklists will be resolved. A timely manner may mean up to two weeks. The department concurs with Internal Audit's recommendation surrounding Web Time Entry and will ensure that manual time adjustments will be kept to a minimum.
 - iii. Observation: Evidence Audit
 - o CAP - The Police Department concurs with Internal Audit's recommendation and will ensure that evidence audits will be performed annually.
 - o L. Torres shared that the evidence locker should have an annual review but the audit revealed that the department hadn't executed one since 2014.
 - o T. Zamora added that Police Chief advised this task was completed March 2018. Furthermore, it should be an external audit by another police department acting as independent agents. The local police departments coordinate this effort and perform this task for each other. In this case, it was a La Porte Police Officer.
 - iv. Observation: Safe Access
 - o CAP - The Police Department concurs with Internal Audit's recommendation and will ensure that the armory safe is locked at all times and opened only as needed.
 - o L. Torres advised that the safe was found unlocked during the audit. Consequently, the Chief was informed and asked to ensure the safe was locked at all times.
 - v. Observation: Record Retention
 - o CAP - The Police Department concurs with Internal Audit's recommendation and will ensure that all records are retained for the duration of the record retention period.
 - o L. Torres added that parking tickets required retention is three years, plus the current year. However, much of this documentation was unable to be produced for review.
 - vi. Observation: Traffic Regulatory Compliance
 - o CAP - The Police Department concurs with the Internal Audit's recommendation and will request that the Board of Trustees approve the College's adoption of the Texas Uniform Traffic Control Devices Manual. This item is part of the Security Master Plan that was just completed and is in the process of being presented to the SLT and Board of Trustees.
 - vii. Observation: Internal Training Requirements
 - o CAP - The Police Department concurs with Internal Audit's recommendation and will ensure that employees are current with all required internal training.
 - o B. Hellyer added that each CAP will be executed in the next few months, except the one related to the Traffic Regulatory Compliance, which will take longer to assess, recommend, and complete the recommendations.
4. Admissions Process Audit (Prior to Registration)
- L. Torres reviewed the executive summary of the Admissions Process Audit Report,

which included a detailed evaluation of internal controls and compliance requirements for residency, transcripts, orientation, testing, advising, and data security between Summer 2017 and Spring 2018. In general, the internal controls surrounding the admissions process were found to be sufficient. However, instances were noted where improvements could be made to strengthen existing controls and procedures. The following observations with their Corrective Action Plan (CAP) were noted:

- i. Observation: Student Residency Tuition
 - o CAP - The application processing team will run reports at the end of each term to verify that no incorrect changes were made to residency after the initial application submission.
 - o L. Torres advised that some students were paying in-district even though their address was out of district. The primary cause for this was that residency changes were made after the application submissions. Moving forward, a report will run to ensure that no changes have been made after the applications are submitted.
- ii. Observation: Banner Form Security
 - o CAP - The Banner team will review access controls for key admissions forms and assess which individuals need access as part of their job duties.
- iii. Observation: Admissions Procedures Manual
 - o CAP - A review of all training documents for admissions procedures will be completed.

IV. Review and Discuss 2018-2019 Property Tax Calculations

- T. Zamora reviewed the 2018-2019 Property Tax calculations.
 - o This will be submitted for approval at the October 1, 2018 Board Meeting.
 - o Statutory Constraints:
 - The Effective Property Tax Rate calculation produces an overall tax rate that would provide the same total taxes as last year when comparing the properties taxed in both years. Tax rates in excess of the Effective Tax Rate require two hearings.
 - The Rollback Property Tax Rate calculation produces a Maintenance and Operation (M&O) Rate, plus the necessary Debt Tax Rate, per \$100 of valuation. This calculated rate would provide about the same amount of M&O tax revenue from the previous year, plus an eight percent increase. Tax rates in the excess of the Rollback Tax Rate require tax payer vote.
 - o She added that a small portion of the tax base is residential, and despite concerns about the impact of Hurricane Harvey, results positively exceeded expectations. The 4.65 percent growth in the tax base results in a proposed rate decrease from previous calculations.
 - o The proposed tax rate of \$0.179329 per \$100 of valuation is a 1.9 percent decrease from the prior rate.

V. Review and Discuss need for a Broker/Dealer list of Investments

- T. Zamora explained the advantages for a Broker/Dealer list of investment opportunities.
 - o This will be an Action Item for September 10, 2018 Board Meeting.
 - Any securities to be purchased for the College's investment portfolio are purchased through a competitive bid process administered by the College's investment advisor. Approval of the Authorized Broker/Dealer List is required by the College's investment policy.
 - o The College worked with Patterson and Associates, investment advisors, to provide this list as a tool that is available if the College desires to purchase securities as investments.

- The recent interest rate environment has enabled the College to place the majority of its funds with governmental pools, which do not require the involvement of broker/dealers and have greater liquidity. However, as conditions change, it is prudent to have an approved list for use when needed.
- This will be monitored by monthly investment reports.

VI. Review and Discuss Implementation of Ethics Point Hotline and Related Policies

- T. Zamora reminded the committee of previous discussions to implement an anonymous Ethics Point Hotline.
 - R. Wheeler asked where the calls will go once received.
 - T. Zamora confirmed that they will go to a third party recording agency so the calls are kept anonymous. Once received by the third party from an anonymous source, the call's concerns will be shared with the Internal Audit department, which will work with the appropriate SLT member to decide how to address.
 - B. Hellyer affirmed that the College already gets reports from the state audit offices and this would be a proactive measure to address concerns internally and effectively before they get to the state level.
 - T. Zamora added that the procedures being developed mirrors the way those state reports are already handled.
 - R. Wheeler asked if we currently receive a lot of concerns.
 - B. Hellyer advised that we do not but giving people another tool to use will help the College address these concerns sooner.
 - K. Sinor asked if this would be available to employees only or students as well.
 - T. Zamora responded that it will be available for employees only through the internal website that is routed to the third party.
 - T. Zamora added that there will be mandatory training for all employees planned to start in November 2018.
 - T. Zamora advised the committee that the policy on ethical conduct and conflict of interest would apply to the Board of Trustees and employees. The hotline is a best practice in most colleges and gives someone another avenue to communicate concerns.
 - B. Hellyer added that the Board of Trustees already signs a Conflict of Interest Statement every year so this just aligns the policy with the process in place.
 - This information will be presented at the September 7, 2018 Board Retreat.

VII. The meeting adjourned at **5:52** p.m.

Action Item “IX”
Regular Board Meeting September 10, 2018
Consideration of Approval of Amendment to the 2018-2019 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of August 2018.

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 \$233,691, 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-09-10-18

Attachment 2- Grant Detail-09-10-18

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
September 10, 2018

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant FY2019 (Additional Funds)</u>					
Federal Grant Revenue	528430	56700	554100	110000	(219,691)
Non-Instructional Labor - Staff	528430	56700	612000	460121	10,000
Fringe Benefits	528430	56700	650000	460121	3,200
Operating Supplies - Consumable	528430	56700	711410	460911	70,218
Capital Equipment	528430	56700	741130	160914	80,000
Travel	528430	56700	721000	160912	20,000
Contractual Services - Consultant	528430	56700	731260	160927	20,000
Contractual - SJCCD Indirect costs	528430	56700	731500	620909	16,273
					\$ -
<u>Texas Higher Education Coordinating Board - Texas Regional Alignment Networks (TX RAN) (Additional Funds)</u>					
State Grant Revenue	555022	56700	554200	110000	(14,000)
PT Instructional	555022	56700	621100	460962	4,500
Fringe Benefits	555022	56700	651300	460962	400
Travel	555022	56700	721210	460962	5,050
Contr Svcs - Instr Prof Development	555022	56700	731120	460962	4,050
					\$ -
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 Education	\$ 219,691
Texas Higher Education Coordinating Board	14,000
	<u>\$ 233,691</u>

September 10, 2018 Board Book – Grant Amendments Detail List

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant FY2019 (Additional Funds)

The Perkins Act defines vocational-technical education as organized educational programs offering sequences of courses directly related to preparing individuals for employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Programs include competency-based applied learning, which contributes to an individual's academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. The most frequent use of funds include: occupationally relevant equipment, vocational curriculum materials, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, efforts for academic-vocational integration, supplemental services for special populations, hiring vocational staff, remedial classes, and expansion of tech prep programs.

Texas Higher Education Coordinating Board - Texas Regional Alignment Networks (TX RAN) (Additional Funds)

This grant (formerly called the Houston Pathways Initiative (HPI)) coordinates college readiness and success plans with strategies for persistence and timely graduation included in the Texas Higher Education Coordinating Board's "Closing the Gaps" plan. This initiative enhances the work of Achieving the Dream, a program designed to increase academic success for at-risk students. The purpose of TX RAN is to develop and share a database that tracks students' academic progress across institutional levels, from pre-kindergarten through elementary, middle and high school, and on through college. San Jacinto Community College District collaborates with the Channelview, Pasadena, Deer Park, La Porte, Sheldon, Clear Creek, and Galena Park Independent School Districts on this project.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the addition of a charge for courses utilizing inclusive access content (First Day Program), which must not exceed a price of \$100, or must have a minimum 45 percent savings of the current market price beginning spring 2019. Course materials not meeting one of these parameters would be excluded from the First Day Program without additional approval by the Board.

BACKGROUND

The College plans to pilot a small group of course sections during the spring 2019 semester, utilizing an inclusive access model to provide course materials to students. This pilot is available through the College’s contract with Barnes and Noble as their First Day Program. The faculty teaching these courses have volunteered to participate in the pilot. A charge will be shown on the students’ fee statements for participating course sections to cover costs of digital learning materials. These digital materials will be available to students on the first day of the class. The purpose of the program is to increase the percentage of students who have needed course materials available on the first day of class thereby promoting student success. Students have the option of opting out of the pilot program although we anticipate only a small percentage will opt out.

If the pilot is successful, it is the College’s intent to expand the First Day program, as appropriate, to achieve cost savings for students. In partnership with Barnes and Noble, the College will continue to negotiate prices with major publishers in order to expand participation.

Included is a sample spreadsheet showing the savings to students for course materials to be piloted in spring, reflecting the negotiated price with McGraw-Hill as the publisher for the pilot program.

IMPACT OF THIS ACTION

Approval of this recommendation will allow the addition of a course material charge to be included on the student’s fee statement for materials that meet the criteria in participating courses. This will become effective spring 2019 for courses participating in the pilot.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The recommended fee changes have no net impact on the current 2018-2019 budget. There are no staffing implications to this recommendation.

MONITORING AND REPORTING TIMELINE

Members of the Educational Technology department will work with Institutional Research and the participating faculty to gather data from the courses within the pilot as well as comparable courses outside of the pilot to measure both the cost and academic effectiveness of the program. Reports will be provided to the Strategic Leadership Team and the Board each semester.

ATTACHMENTS

Attachment 1 - Savings to Students for Course Materials in Pilot

RESOURCE PERSONNEL

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ATTACHMENT 1

Savings to students for course materials in pilot
(Includes taxes)

Course Number	Title	Retail Price	First Day Price	Student Savings	Student Savings (%)
ACCT 2301	Financial & Managerial Account, Information for Decisions	\$268.46	\$120.81	\$147.65	55.00%
BCIS 1305	SimNet for Microsoft Office 2016	\$128.44	\$94.72	\$33.72	26.25%
ITSC 1309	SimNet for Microsoft Office 2016	\$128.44	\$94.72	\$33.72	26.25%
BUSI 1301	eBook for Nickels, Understanding Business	\$85.14	\$54.13	\$31.01	36.42%
BIOL 1308	Connect Online Access for Hoefnagels, Biology: The Essentials	\$239.50	\$73.74	\$165.76	69.21%
MUSI 1306	Connect Online Access for Kamien, Music Appreciation Brief	\$144.35	\$64.95	\$79.40	55.01%
SOCI 1301	Connect Online Access for Schaefer, Sociology in Modules	\$108.25	\$64.95	\$43.30	40.00%

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt the Authorized Broker/Dealer List recommended by Patterson & Associates, investment advisors to the College.

BACKGROUND

The Investment Policy of the College requires that the Board of Trustees annually review and adopt the list of approved broker/dealers with which the College is authorized to transact investment activity. The College has a contract with Patterson & Associates to act as investment advisors to the College. In their capacity as investment advisors, Patterson & Associates has recommended a list of primary dealers with which the College is authorized to execute securities transactions. Primary dealers are banks or securities broker/dealers who may trade directly with the Federal Reserve System of the United States. Primary dealers purchase US Treasury securities and resell them to the public and other brokerage firms, often at an advantageous price.

The recent interest rate environment has enabled the College to place the majority of its funds with governmental pools, which do not require the involvement of broker/dealers and have greater liquidity. However, as conditions change, it is prudent to have an approved list for use when needed.

IMPACT OF THIS ACTION

Any securities purchased for the College’s investment portfolio are purchased through a competitive bid process administered by the College’s investment advisor. Approval of the Authorized Broker/Dealer List will enhance competition as Patterson & Associates solicits prices for security purchases.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget or staffing implications

MONITORING AND REPORTING TIMELINE

Monthly investment reports

ATTACHMENTS

Attachment 1 – Authorized Broker/Dealer List

RESOURCE PERSONNEL

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**San Jacinto Community College
Authorized Broker/Dealer List**

August 2018

The authorized broker/dealer list for San Jacinto Community College is shown below. Each of these firms, and the individual broker responsible for the account, acknowledge the current Investment Policy of the College. A copy of the Investment Policy is sent to each broker/dealer.

Patterson & Associates maintains the brokerage compliance files for the College.

The College's Investment Policy establishes specific criteria for the brokers and requires that the list of broker/dealers be approved annually by the Board. The College recommends that the current list of Broker/Dealers be approved for the 2018-2019 year:

Bank of America/Merrill Lynch
Cantor Fitzgerald
FTN Financial
Int'l FC Stone
JPMorgan Chase
Morgan Stanley
Mizuho Securities
Mutual Securities
Piper Jaffray
Raymond James
RBC Capital Markets
Stifel, Nicolaus and Company
Vining Sparks
Wells Fargo
Williams Capital Group

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Campus Carry.

BACKGROUND

The purpose of this policy is to comply with the requirements of Texas Senate Bill 11 (SB 11), which is generally referred to as the “campus carry” law. The original policy was approved by the Board of Trustees on June 5, 2017 with an effective date of August 1, 2017. Through the first year of implementation and receipt of comments from the college community, two sections requiring revision in the policy were identified.

- The revised policy moves the definition of “campus programs for minors” to the definitions section, and states that where campus programs for minors are sponsored by the college, carrying of concealed handguns is prohibited.
- The revised policy moves the definition of “Pre-K-12 school sponsored activities” to the definitions section, and clarifies that the signage posted for such events will be in compliance with Texas Penal Code, Section 30.06.

Procedures have also been drafted to support the policy. These new procedures have been reviewed, approved by administration and posted to the College website. The procedures do not require Board approval but are included for information purposes only.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on August 3, 2018. Three comments were received. Two asked questions for which responses were sent. One had two suggestions which were incorporated into the final edits of the Policy. Additional minor edits were made and all changes have been noted in Attachment 2 with track changes and highlights.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy III.3000.A: Campus Carry (with tracked changes)

Attachment 3 – Policy III.3000.A: Campus Carry (proposed policy)

Action Item “XII”
Regular Board Meeting September 10, 2018
Consideration of Approval of Policy III.3000.A: Campus Carry – Second Reading

Informational items only:

Attachment 4 – Procedure III.3000.A.a: Campus Carry

RESOURCE PERSONNEL

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

Policies and Procedures Summary of Changes

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

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

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

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

Primary Owner: Teri Zamora, Vice Chancellor, Fiscal Affairs

Secondary Owner: Bruce Caldwell, Chief of Police

Summary of Changes:

- Policy changes
 - Clarify in Section 3 that where Pre-K-12 School-Sponsored Activities are held, signage will be posted that is compliant with the requirements of Penal Code 30.06.
 - Move the definition of 'Pre-K-12 School-Sponsored Activities' to the Definitions section
 - Clarify in Section 11 that where campus programs for minors sponsored by the college are held, carrying of concealed handguns is prohibited
 - Move the definition of 'Campus program for minors' to the Definitions section
- New procedure
 - Clarify obligation of IT and Facilities to keep exclusion zones gun free during departmental work
 - Clarify how to request an exclusion zone to begin or end

Policy III.3000.A, CAMPUS CARRY

Purpose

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

Policy

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

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

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

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

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

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

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

The College does not provide storage for handguns.

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

3. The College is often the site of Pre-K-12 (Pre-Kindergarten – Grade 12) school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. A sign shall be posted reading "Pre-K-12 school-sponsored activity in progress" A sign shall be posted that conforms to Texas Penal Code, Section 30.06 during these activities. "School-sponsored activities" for purposes of this policy are defined as: tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a Pre-K-12 school district or individual school(s) as a curricular, co-curricular, or interscholastic activity and are managed or supervised in part by the district or school, or district or school employee.

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

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

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

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

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

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

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

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

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

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

Governing factors:

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

Governing principles:

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

Governing factors:

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

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

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

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

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

Definitions

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

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

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

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

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

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

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

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

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

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

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

Pre-K-12 School-Sponsored activities: Such activities are defined as tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a Pre-K-12 school district or individual school(s) as a curricular, co-curricular, or interscholastic activity and are managed or supervised in part by the district or school, or district or school employee.

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

Authority

The Board of Trustees is authorized by the State of Texas to govern San Jacinto Community College District through the Texas State Constitution and Texas Education Code Chapter 130. College policy functions within the context of and is subject to compliance with laws, statutes, and regulations executed at federal, state, and local levels. The Board delegates authority to the Chancellor to develop policies for the Board's consideration at its request or on the Chancellor's initiative and delegates to the Chancellor the authority to develop, adopt, and implement procedures. To the extent that any policy is inconsistent with state or federal law, the state or federal law shall prevail. The Texas Government Code Section 411.2031 authorizes the Chancellor to establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on premises located on the campus of the San Jacinto College.

Applicability

Peace Officers employed by the San Jacinto College Police Department or other law enforcement agencies are exempt from this policy. This policy applies to all other employees, students, contractors, affiliates, and visitors to the College, unless stated otherwise by the policy.

Sanctions

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy. Sanctions for violating state or federal laws shall be determined by the appropriate state or federal agency having jurisdiction.

Exclusions

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

Interpretation

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

Procedures

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

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

Policy III.3000.A, CAMPUS CARRY

Purpose

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

Policy

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

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

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

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

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

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

The College does not provide storage for handguns.

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

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

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

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

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

Governing factors:

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

Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
 - If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion, or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.
 - Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.
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 16. The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.
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 18. The following factors and principles shall govern the implementation of exclusions or allowances for Graduation ceremonies.

Governing factors:

- Off-campus location shall follow the venue's rules and regulations in regards to the permitted carrying of firearms.
 - On-campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.
19. The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities:
 - (1) Support the consistent implementation of these policies;
 - (2) Provide a review process for recommendations to the Chancellor; and
 - (3) Compile, maintain, and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

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

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

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

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

Definitions

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

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

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

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

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

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

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

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

Pre-K-12 School-Sponsored activities: Such activities are defined as tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a Pre-K-12 school district or individual school(s) as a curricular, co-curricular, or interscholastic activity and are managed or supervised in part by the district or school, or district or school employee.

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

Authority

The Board of Trustees is authorized by the State of Texas to govern San Jacinto Community College District through the Texas State Constitution and Texas Education Code Chapter 130. College policy functions within the context of and is subject to compliance with laws, statutes, and regulations executed at federal, state, and local levels. The Board delegates authority to the Chancellor to develop policies for the Board's consideration at its request or on the Chancellor's initiative and delegates to the Chancellor the authority to develop, adopt, and implement procedures. To the extent that any policy is inconsistent with state or federal law, the state or federal law shall prevail. The Texas Government Code Section 411.2031 authorizes the Chancellor to establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on premises located on the campus of the San Jacinto College.

Applicability

Peace Officers employed by the San Jacinto College Police Department or other law enforcement agencies are exempt from this policy. This policy applies to all other employees, students, contractors, affiliates, and visitors to the College, unless stated otherwise by the policy.

Sanctions

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy. Sanctions for violating state or federal laws shall be determined by the appropriate state or federal agency having jurisdiction.

Exclusions

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

shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

Interpretation

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

Procedures

Procedure III.3000.A.a, Campus Carry

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

Procedure III.3000A.a, Campus Carry

Associated Policy

Policy III.3000.A, Campus Carry

Procedures

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

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

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

Definitions

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

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

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

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

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

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

Attachment 4

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

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

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

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

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

Date of SLT Approval	August 24, 2018
Effective Date	August 27, 2018
Associated Policy	Policy III.3000.A, Campus Carry
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Chief of Police

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Finance Standards.

BACKGROUND

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

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

IMPACT OF THIS ACTION

This new policy was sent to the College community on August 3, 2018 through August 16, 2018. Two comments were received and both were incorporated into the items. One comment resulted in a small grammatical change in the policy, and one comment resulted in a donation approval limit of \$30,000 for all SLT members other than the Chancellor. All changes are highlighted.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary

Attachment 2 – Policy III.3001.B, Finance Standards Policy

Attachment 3 – Procedure III.3001.B.a, Acceptance of Donations

RESOURCE PERSONNEL

Teri Zamora

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William E. Dickerson

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Finance Standards**

Current Policy Number/Name: New

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

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

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Teri Zamora, VCFA

Secondary Owner: William E. Dickerson, Director of Accounting

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

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

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

Policy III.3001.B, Finance Standards

Purpose

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

Policy

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

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

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

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

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

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

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

Associated Procedures

Procedure III.3001.B.a, Acceptance of Donations

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

Procedure III.3001.B.a, Acceptance of Donations

Associated Policy

Policy III.3001.B, Financial Standards

Procedures

Acceptance of donations **valued at \$30,000 or less** in the form of cash or other assets from private sources directly to the College is delegated by the Chancellor to members of the Strategic Leadership Team (SLT) based on his/her respective reporting structure. **Acceptance of donations valued at more than \$30,000 will require the Chancellor’s approval.** Any donations of real estate will require the approval of the Board of Trustees.

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

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

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

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

Date of SLT Approval	July 31, 2018
Effective Date	Anticipated September 11, 2018
Associated Policy	Policy III.3001.B, Finance Standards
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Accounting and Financial Services Director, Budgets

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to provide Trustees and employees with an understanding of ethical conduct and conflicts of interest. The policy sets the following standards:

- establishes ethical conduct as more than compliance with minimum requirements of the law
- defines ethical conduct as meaning honesty, transparency, personal accountability, and appreciation of employees and Trustees as stewards of public trust
- clarifies general ethical principles that apply to all employees and Trustees, regardless of position within the organization
- states that this policy takes precedence over any other policy that may appear to be in conflict

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on October 1, 2018. The procedure is provide to the Board for informational purposes and no vote is required.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 - Policy VI-DD: Policy on Ethical Conduct and Conflicts of Interest (current policy)

Attachment 3 – Policy #, Policy on Ethical Conduct and Conflicts of Interest (proposed policy)

Action Item “XIV”
Regular Board Meeting September 10, 2018

Consideration of Approval of Policy #: Ethical Conduct & Conflicts of Interest - First Reading

Informational Items Only:

Attachment 4 – Procedure 3-20: Ethical Conduct and Conflicts of Interest (current policy - rescind)

Attachment 5 – Procedure #, Ethical Conduct and Conflicts of Interest (proposed procedure)

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Linda Torres	281-991-2612	linda.torres@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Ethical Conduct and Conflicts of Interest**

Current Policy Number/Name: **VI-DD - Policy on Ethical Conduct and Conflicts of Interest**

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

Proposed Procedure Name(s): **Ethical Conduct and Conflicts of Interest**

Current Procedure Number(s)/Name(s): **3-20 - Procedure on Ethical Conduct and Conflicts of Interest**

Action Recommended for Policy: **Revised**

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

Web Links:

<http://www.sanjac.edu/policy-vi-dd-ethical-conduct-and-conflicts-interest-316654>

<http://www.sanjac.edu/procedure-3-20-ethical-conduct-and-conflicts-interest>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Internal Audit

Summary of Changes:

Policy Changes

- Added Purpose statement
- Added definitions.
- Changed various terms utilized such as employees, representatives and officers, to “trustees and employees”.

Procedure Changes

RESCIND Procedure 3-20

NEW Procedure Ethical Conduct and Conflicts of Interest

The original Procedure 3-20 has information that is either in other procedures or conflicts with other procedures, such as the Procedure on the Prevention of Fraud and Fraudulent Actions and the Procedure on Outside Employment. In order to consolidate these procedures in a logical manner and avoid confusion for the employees, we recommend Rescinding the current Procedure 3-20 and issuing a new Procedure.

Some of the changes made in the new procedure are as follows:

- Added introduction section.
- Added definitions.

Attachment 1

- Several of the ethical conduct standards were reworded or combined. However, new standards surrounding confidentiality, making unauthorized commitments, gifts, and financial dealings/conflicts of interest were added.
- To keep conflicts of interest considerations together for flow reasons, the order of all the sections was changed –
 - **FROM** 1) Ethical Conduct, 2) Conflicts of Interest, 3) Gifts, 4) Outside Employment or Compensation, 5) Honoraria, 6) Personal Investments, 7) Self-Dealing/Transactions with Employees, 8) Benefits for Performing Official Duties, 9) Confidential Information, and 10) Filing a Complaint
 - **TO** 1) Ethical Conduct, 2) Confidential Information, 3) Conflicts of Interest, 4) Personal Investments, 5) Self-Dealing/Transactions with Employees, 6) Benefits for Performing Official Duties, 7) Honoraria, 8) Gifts, 9) Outside Employment or Compensation, and 10) Filing a Complaint.
- Added “See Procedure for Student Records and FERPA for further information on confidential information” to the Confidential Information section.
- Eliminated the wording in the section regarding Outside Employment or Compensation, instead referring to “Policy on Outside Employment and associated procedures” concerning this matter to avoid redundancy.
- Added a section for Federal Awards (Grants)
- Provides further guidance on acceptance of outside honoraria, and acceptance of meals provided by vendors
- Added a section “Conflict of Interest Disclosure” which states “Employees must disclose any potential conflict of interest to the college immediately upon becoming aware of said conflict by contacting the Internal Audit Department and completing a Conflict of Interest Disclosure Form.”
- Filing a Complaint Section – in order to avoid confusion with multiple procedures with the exact same wording, references were inserted related to Policy on Prevention of Fraud and Fraudulent Action and Policy for Protection from Retaliation for Reporting Suspected Wrongdoing and to related Procedures.

Policy VI-DD: Policy on Ethical Conduct and Conflicts of Interest

Ethical conduct is more than bare compliance with the minimum requirements of the law. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as public employees and officers we are stewards of the public trust. This policy statement sets forth the general ethical principles and standards that will apply to all employees of the College regardless of their rank or position. In the event of a conflict between this policy and any existing policy or procedure, this policy will control.

Policy #:	VI-DD
Policy Name:	Policy on Ethical Conduct and Conflicts of Interest
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Procedure:	3-20

Policy #, Ethical Conduct and Conflicts of Interest

Purpose

The purpose of this policy is to provide trustees and employees with an understanding of ethical conduct and conflicts of interest.

Policy

Ethical conduct is more than bare compliance with the minimum requirements of the law. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as trustees and employees of San Jacinto College, we are stewards of the public trust. This policy statement sets forth the general ethical principles and standards that will apply to all trustees and employees of the College regardless of their rank or position. In the event of a conflict between this policy and any existing policy or procedure, this policy will take precedence.

Definitions

Ethical conduct: Honesty, transparency, personal accountability, and an appreciation that as trustees and employees, are stewards of the public trust.

Conflicts of interest: When a college trustee and/or employee’s direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College.

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

Associated Procedures

Procedure #, Ethics and Conflicts of Interest

Date of Board Approval	Anticipated October 1, 2018
Effective Date	Anticipated October 2, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Internal Audit

Procedure 3-20: Ethical Conduct and Conflicts of Interest

Ethical Conduct

- College employees shall not use their positions for private gain or for the private gain of family members or friends.
- College employees shall not hold financial interests that are in conflict with the conscientious performance of their official responsibilities.
- College employees shall not make personal investments in any enterprise that could reasonably be expected to create a substantial conflict between the private interests of the employee and the public interests of the College.
- College employees shall not use nonpublic information to advance any private interest.
- College employees shall act impartially and not give preferential treatment or special privileges to any student, colleague, vendor, individual, or organization.
- College employees shall protect and preserve public property and equipment and shall not use it for an unauthorized purpose.
- College employees shall disclose waste, fraud, and corruption in accordance with College policy.
- College employees shall not engage in outside employment or activities that conflict with their official duties and responsibilities.
- College employees shall not intentionally or knowingly misuse anything of value belonging to the College for the purpose of obtaining a benefit or for the purpose of harming or defrauding another.
- College employees shall not use College funds or property for the purpose of influencing an election.
- College employees shall be truthful when called upon by supervisors to provide information regarding their work activities and shall not fail to disclose information that a reasonable employee would view as relevant to the supervisor's inquiry.

Conflicts of Interest

A conflict of interest exists when an employee owes a professional obligation to the College that is or might be compromised by the pursuit of outside interests. Outside interests, such as professional activities, personal financial interests, or the acceptance of gifts from third parties, can create conflicts between the interests of the College and the employee's private interests and may prevent the employee from making decisions that are in the best interest of the College. Even when outside interests do not actually impair the employee's ability to act in the best interest of the College, the appearance of a conflict may suggest that the employee's independence of judgment has been affected, or it may erode public confidence in the employee.

Gifts

There are two standards under Texas law governing gifts - (1) a general standard of conduct that applies to all employees and (2) a criminal standard that applies only to those persons who make recommendations or decisions about contracts and other financial transactions. Under the general standard, an employee should not accept or solicit any gift, favor, or service that might reasonably tend to

influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct. This standard applies even though the donor is not asking the employee to do something in exchange for the gift.

Criminal penalties may apply to persons who make recommendations or decisions about the College's financial transactions. Such employees may not accept a gift from an individual or entity that is interested in or likely to become interested in that transaction, with limited exceptions. Under those exceptions, it is not a criminal offense to accept the following type of gift if the gift is not given in exchange for official action (it is never lawful to accept a gift in exchange for official action):

- Non-cash items worth less than \$50.
- A gift from a person such as a relative, friend, or business associate with whom the employee has a relationship independent of the employee's official status, if the gift is given on account of that relationship rather than the employee's official status
- Food, lodging, transportation, or entertainment in any amount if the employee accepts them as a "guest"; which means the donor must be present.

Under some circumstances acceptance of a gift, even though not a criminal offense may still violate these general standards of conduct and may constitute grounds for discipline. Acceptance of a gift of even nominal value is improper if the purpose of the gift is to influence the employee's actions. When an employee is in doubt regarding the permissibility of accepting a gift or giving a gift, he or she may contact the Vice Chancellor of Human Resources or the Vice Chancellor of Fiscal Affairs.

Outside Employment or Compensation:

An employee may not accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in performing his or her official duties or that could reasonably be expected to affect the employee's energy and attention to his or her position at the College. The employee's primary responsibility is the accomplishment of the duties and responsibilities assigned to the employee's position at the College. The employee may not accept external consulting or outside employment that interferes with those duties and responsibilities or that reasonably may be expected to interfere with those duties or responsibilities. Additionally, an employee may not accept other employment or engage in a business or professional activity that one might reasonably expect would require or induce the employee to disclose confidential information acquired through the employee's official position.

A College employee who intends to engage in outside employment or consulting, including self-employment, must notify the employee's supervisor or department head and the Vice Chancellor of Human Resources. The notification must be in writing and must be submitted at least seven business days before initiation of the outside work. The notification must identify the nature of the outside work and the duration and anticipated weekly hours of the outside work. If an employee's current outside employment predates adoption of this policy, then the employee shall submit the required notification within seven business days of adoption of this policy.

The College recognizes that the existence of a conflict of interest often will depend on the employee's particular circumstances. For example, outside employment that is acceptable when performed by a part-time employee may be unacceptable if performed by a full-time employee, and outside consulting work performed by an employee with no authority over financial transactions may be unacceptable if performed by an employee with authority over financial transactions. The College will consider an employee's particular circumstances when determining whether a conflict of interest exists.

Additional information regarding outside employment is addressed in the College Procedures 3-1.

Honoraria

An employee may not accept an honorarium for services that the employee would not have been asked to provide but for his or her official status. For example, an employee may not accept a gift or payment for giving a speech if the employee would not have been asked to provide the speech but for his or her official position. However, an employee may accept meals, transportation, and lodging in connection with his or her services as long as the services are more than merely perfunctory or superficial.

Personal Investments

Employees should not make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest. This means that the employee should not have a direct or indirect financial interest in a business that conflicts with the College's interests or that might influence how the employee does his or her job. Some financial interests may be so indirect or so minimal that they do not create conflicts of interest, such as ownership of a minimal amount of stock in a company or an investment in a publicly traded mutual fund in which the employee does not exercise discretion regarding the investment of the assets of the fund.

If an employee has an interest in a business that might constitute a conflict of interest, the employee should disclose that interest to his or her supervisor. In some cases, the employee may be able to resolve the conflict by not participating in any decision concerning that business. However, if the conflict is significant, the employee may be required to divest himself or herself of the interest that causes the conflict.

Self-dealing/Transactions with Employees

An employee may not transact any business in an official capacity with any business entity in which the employee is an officer, agent, or member, or in which the employee owns a substantial interest. Additionally, before the College may purchase any supplies, materials, services, equipment, or property from a business entity in which an employee is an officer, agent, or member, or in which an employee owns a substantial interest, the Chancellor must approve the purchase, and the purchase may be made only if the cost is less than from any other known source.

Benefits for Performing Official Duties

An employee should not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or for having performed his or her official duties in favor of another. If the benefit was given in exchange for an official act, it could constitute the criminal offense of bribery.

Confidential Information

Although the College is a public institution and is subject to the Texas Public Information Act, the College maintains data and documents that are confidential by law. Employees with access to confidential information shall not disclose such information to unauthorized persons and shall not use the information for his or her personal benefit.

Filing a Complaint

- The College shall annually notify all employees that it encourages employees to report specific instances of suspected ethics violations and that retaliation is prohibited against employees who report such violations.
- Employees may report suspected violations of this policy to the College's ethics hotline, to their supervisor, to the College's Internal Auditor, to the Vice Chancellor of Human Resources, or to the Vice Chancellor of Fiscal Affairs. In the event of a complaint against a Vice Chancellor or President, a

Attachment 4 – Current Procedure - Rescind

complaint may be reported directly to the Chancellor. Under no circumstances shall an employee be required to make an ethics violation report to a person suspected of the ethics violation.

- Each person who receives a report alleging a violation of this policy shall treat the information confidentially and shall share the information only with others in the administration or law enforcement who have a legitimate need to know. Confidentiality is necessary to prevent the destruction, removal, or alteration of evidence; to protect witnesses who have come forward; and to minimize the risk of premature disclosure of information that may adversely impact individuals who may be erroneously accused.
- If the Vice Chancellor of Fiscal Affairs, Internal Auditor, or other administrator receives an allegation of a suspected ethics violation regarding the Chancellor or a Board member, the report shall be promptly shared with the Chairman of the Board of Trustees. If the Chairman of the Board of Trustees is the accused, then the report shall be shared with the Vice Chairman of the Board of Trustees. The board shall take appropriate action to investigate the complaint. The board may employ an outside investigator or auditor in its discretion.

Procedure #:	3-20
Procedure Name:	Ethical Conduct and Conflicts of Interest
Pages:	4
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-DD

Procedure #, Ethical Conduct and Conflicts of Interest

Associated Policy

Policy #, Ethical Conduct and Conflicts of Interest

Procedures

It is expected that trustees and employees of the College will act ethically and with the sole purpose of advancing the best interest of the College and its constituents. All persons who represent the College have the responsibility to do so with a high standard of personal and business ethics which protects the integrity of the College at all times. To ensure that this goal is understood and achieved, the following procedure serves as the standard applicable to all individuals when performing their duties as representatives of the College.

Standards for Ethical Conduct

College trustees and employees shall:

- Perform their duties to the best of their ability in good faith while supporting the objectives and policies of the College.
- Be truthful when called upon by leaders to provide information regarding their work activities and disclose all information that a reasonable employee would view as relevant to a leader's inquiry.
- Protect the confidentiality of all information to which they have access.
- Disclose waste, fraud, abuse, and corruption in accordance with College policy.
- Act impartially and not give preferential treatment or special privileges to any student, colleague, vendor, individual, or organization.
- Protect and preserve public property and equipment and not use it for any unauthorized purpose.
- Abstain from intentionally or knowingly misusing anything of value belonging to the College for the purpose of obtaining a benefit or for the purpose of harming or defrauding another.
- Abstain from making unauthorized commitments or promises binding or construed to be binding to the College.
- Abstain from unauthorized use of College funds or property for the purpose of influencing an election.

Attachment 5 – Proposed Procedures

- Abstain from accepting gifts in excess of nominal value (\$50.00) from people or organizations with whom the College has a business relationship.
- Provide full disclosure of any business or financial enterprise or activity in which they are involved, either directly or through family connections, which might influence, or might appear to have the capacity to influence, their official decisions on College matters (see Conflict of Interest section below).
- Abstain from using their positions or information obtained at the College for private gain or for the private gain of family members or friends.
- Recuse themselves from participation in any activities or decision making which may be impacted by a potential conflict of interest situation.

Confidential Information

Although the College is a public institution and is subject to the Texas Public Information Act, the College maintains data and documents that are confidential by law. Employees with access to confidential information shall not disclose such information to unauthorized persons and shall not use the information for the employee's personal benefit.

See **Procedure on Student Records and FERPA 8-1-e** for further information on confidential information.

Conflicts of Interest

The College desires to avoid any conflict of interest (actual, perceived or potential) or appearance of conflict between the College's interests and those of any trustee or employee. Any circumstances which could cast doubt or even the appearance of doubt, upon an individual's ability to act with total objectivity regarding the College's interests represent a potential conflict of interest situation.

A conflict of interest exists when any trustee and/or employee owes a professional obligation to the College that is or might be compromised by the pursuit of outside interests. Outside interests, such as professional activities, personal financial interests, or the acceptance of gifts from third parties, can create conflicts between the interests of the College and the trustee's or employee's private interests and may prevent the trustee or employee from making decisions that are in the best interest of the College. Even when outside interests do not actually impair the trustee's or employee's ability to act in the best interest of the College, the appearance of a conflict may suggest that the trustee's or employee's independence of judgment has been affected, or it may erode public confidence in the trustee or employee.

On an annual basis identified individuals shall complete the Conflict of Interest Disclosure form provided by the Internal Audit Department. These individuals include, but are not limited to, Board of Trustee members and employees grade 27 and higher, as well as all

employees of the Office of Grants Management and Contracts and Procurement Departments.

All trustees and employees must complete and submit a Conflict of Interest Disclosure form to the Internal Audit Department any time a conflict (or the appearance of a conflict) arises during the course of the year.

Personal Investments

Trustees and employees must not make personal investments that could reasonably be expected to create a substantial conflict between the trustee's or employee's private interest and the public interest. This means that the trustee or employee must not have a direct or indirect financial interest in a business that conflicts with the College's interests or that might influence how the trustee or employee does his or her job. Some financial interests may be so indirect or so minimal that they do not create conflicts of interest, such as ownership of a minimal amount of stock in a company or an investment in a publicly traded mutual fund in which the trustee or employee does not exercise discretion regarding the investment of the assets of the fund.

If a trustee or employee has an interest in a business that might constitute a conflict of interest, the trustee or employee must immediately disclose that interest to the Internal Audit Department, Vice Chancellor of Fiscal Affairs, or the Vice Chancellor of Human Resources. In some cases, the employee may be able to resolve the conflict by not participating in any decision concerning that business. However, if the conflict is significant, the employee may be required to divest himself or herself of the interest that causes the conflict. If a trustee has an interest in a business that might constitute a conflict of interest, the trustee must immediately disclose that interest to the Chancellor.

Self-Dealing/Transactions with Trustees and Employees

A trustee or employee may not transact any business in an official capacity with any business entity in which the trustee or employee is an officer, agent, or member, or in which the trustee or employee owns a substantial interest. Additionally, before the College may purchase any supplies, materials, services, equipment, or property from a business entity in which a trustee or employee or a member of their immediate family is an officer, agent, or member, or in which a trustee or employee or a member of their immediate family owns a substantial interest, the Chancellor must approve the purchase, and the purchase may be made only if doing so will provide the best value to the College.

Benefits for Performing Official Duties

A trustee or employee should not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised their official powers or for having performed their official duties in favor of another. If the benefit was given in exchange for an official act, it could constitute the criminal offense of bribery.

Honoraria

A trustee or employee may not accept any outside payment for services that the trustee or employee would not have been asked to provide but for his/her official status. For example, a trustee or employee may not accept a gift or payment for giving a speech if the trustee or employee would not have been asked to provide the speech but for his/her official position. Trustees or employees may either decline payments offered, or request those payments be made directly to the College or to the San Jacinto College Foundation. However, a trustee or employee may accept meals, transportation, and lodging in connection with their services as long as the services are more than merely perfunctory or superficial. Please see **Policy IV-E-14 and related Procedure 5-15 on Intellectual Property Rights and Honoraria** on accepting honorarium payments from the San Jacinto College Board of Trustees.

Gifts

There are two standards under Texas law governing gifts; (1) a general standard of conduct that applies to all trustees or employees and (2) a criminal standard that applies only to those persons who make recommendations or decisions about contracts and other financial transactions. Under the general standard, a trustee or employee must not accept or solicit any gift, favor, or service that might reasonably tend to influence the trustee or employee in the discharge of official duties or that the trustee or employee knows or should know is being offered with the intent to influence official conduct. This standard applies even though the donor is not asking the trustee or employee to do something in exchange for the gift.

Criminal penalties may apply to persons who make recommendations or decisions about the College's financial transactions. Such trustees or employees may not accept a gift from an individual or entity that is interested in or likely to become interested in that transaction, with limited exceptions. Under those exceptions, it is not a criminal offense to accept the following type of gift if the gift is not given in exchange for official action (it is never lawful to accept a gift in exchange for official action):

- Non-cash items worth less than \$50.
- A gift from a person such as a relative, friend, or business associate with whom the trustee or employee has a relationship independent of the trustee's or employee's official status, if the gift is given on account of that relationship rather than the trustee's or employee's official status.

When College trustees or employees are dining with vendors or potential vendors in a private setting limited to only San Jacinto College trustees or employees, vendors should not pay for College trustee or employee meals. In situations where trustees or employees are part of a large conference or group with multi-college participants and an educational

purpose, trustees or employees may participate and accept the free meal that is included in the event.

Under some circumstances acceptance of a gift, even though not a criminal offense, may still violate these general standards of conduct and may constitute grounds for discipline. Acceptance of a gift of even nominal value is improper if the purpose of the gift is to influence the trustee's or employee's actions. When a trustee or employee is in doubt regarding the permissibility of accepting a gift or giving a gift, he or she may contact the Internal Audit Department, Vice Chancellor of Human Resources or the Vice Chancellor of Fiscal Affairs.

Outside Employment or Compensation

Conflict of interest considerations related to outside employment or compensation can be found in **Policy IV-C-12: Policy on Conflict of Interest/Outside Employment and associated Procedure 3-1.**

Federal Awards (Grants)

A trustee or employee must not participate in the administration of a contract supported by a Federal award if the trustee or employee has a real or apparent conflict of interest. Such a conflict of interest would arise when the trustee or employee, or any member of the trustee's or employee's immediate family, the trustee's or employee's partner, or an organization which employs or is about to employ any of the parties indicated above, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The trustees or employees of the San Jacinto Community College District must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts supported by a Federal grant or contract.

Conflict of Interest Disclosure

Employees must disclose any potential conflict of interest to the College immediately upon becoming aware of said conflict by contacting the Internal Audit Department and completing a Conflict of Interest Disclosure Form.

Filing a Complaint

- Employees may report suspected conflict of interest violations as detailed in **Policy VI-EE for Prevention of Fraud and Fraudulent actions and associated Procedure 3-21.**
- The College, through the Internal Audit Department, shall annually notify all employees that it encourages employees to report specific instances of suspected violations and that retaliation is prohibited against employees who report such

violations, as stated in **Policy VI-FF for Protection from Retaliation for Reporting Suspected Wrongdoing and associated Procedure 3-22.**

Violations

A College employee who violates this procedure may be subject to disciplinary action, up to and including termination of employment, in accordance with applicable College policies and procedures. See **Procedure 4-24 Employee Performance Counseling and Corrective Action.**

As used throughout this policy, the terms “trustee” and “employee” includes the trustee and employee himself or herself, plus any person related to the trustee or employee within the first degree by consanguinity (blood/adoption) or affinity (marriage). This includes spouses, parents, parents in-law, children, or children in-law.

Definitions

Ethical conduct: honesty, transparency, personal accountability, and an appreciation that trustees and employees are stewards of the public trust

Conflicts of interest: when a college trustee and/or employee’s direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College

Trustee: persons who are elected in accordance with the State statute and collectively comprise the governing body of the College

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

Date of SLT Approval	September 4, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy #, Ethical Conduct and Conflicts of Interest
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Internal Audit

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to provide guidance regarding employment outside of the College. The policy sets the standard that outside employment by College employees shall not be allowed to interfere with the employee’s assigned duties and responsibilities to the College. This includes the solicitation of business for profit, consulting, or other activities.

While this is a new policy and procedure, the information was largely covered in the ethical conduct and conflict of interest policy. It was determined through the policy update process that a separate policy and procedure on outside employment would be more appropriate.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on October 1, 2018. The procedure is provide to the Board for informational purposes and no vote is required.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 - Policy #, Outside Employment (proposed policy)

Informational Items Only:

Attachment 3 – Procedure #, Outside Employment (proposed procedure)

RESOURCE PERSONNEL

Stephen Trncak

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Policies and Procedures Summary of Changes

New Policy Number: *To be determined by the Chancellor's Office*
Proposed Policy Name: **Outside Employment**
Current Policy Number/Name: **n/a**

New Procedure Number: *To be determined by the Chancellor's Office*
Proposed Procedure Name(s): **Outside Employment**
Current Procedure Number(s)/Name(s): *n/a*

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

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Content from this policy and procedure was previously covered in the Ethical Conduct and Conflict of Interest policy and procedures. It was determined that these areas should be addressed in a separate policy and procedure.

Policy #, Outside Employment

Purpose

This policy provides guidance regarding employment outside of the College.

Policy

Outside employment by College employees shall not be allowed to interfere with the employee’s assigned duties and responsibilities to the College. This includes the solicitation of business for profit, consulting, or other activities.

Employees will only use resources of San Jacinto College to support the educational objectives of the College. An employee will not use facilities, administrative assistance, office supplies and equipment, or other College resources for personal gain. The use of College resources for personal gain is a violation of College policy and state law.

An employee who may have or has a conflict of interest related to outside employment shall disclose the interest to his/her respective leadership chain, including his/her Strategic Leadership Team (SLT) member. The SLT member will notify Human Resources and the Internal Audit Department, who shall review to ensure that the College’s best interests are protected.

Definitions

Outside employment: Any activity for pay performed in addition to the official responsibilities of a College employee.

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 #, Outside Employment

Date of Board Approval	Anticipated October 1, 2018
Effective Date	Anticipated October 2, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

Procedure #, Outside Employment

Associated Policy

Policy #, Outside Employment

Procedures

Full-time employment by San Jacinto College involves the commitment of the individual's time, energy and primary loyalty to the College. Consulting, professional activities, or other outside employment must not impair the individual's ability to fulfill their duties at the College.

Outside employment of any full-time or part-time employee must not involve conflict with the individual's obligation to San Jacinto College or with the objectives of the College. Employees must avoid conflict of interest in all instances of outside employment and consulting.

A full-time or part-time teaching faculty member of San Jacinto College shall not accept a student as a client during a semester in which the student is enrolled in their class. The campus Provost may grant an exception in writing for a compelling reason. This written exception must remain on file in the Human Resources Office.

Employees shall not advertise their services while instructing students or while performing other duties as an employee.

Employees will use resources of San Jacinto College to support the educational objectives of the College. An employee will not use facilities, administrative assistance, office supplies and equipment, or other College resources for personal gain, such use of College resources for personal gain is a violation of College policy and state law.

San Jacinto College recognizes that certain scholarly activities, such as the writing of articles and books, can be beneficial to the individual and to the College. San Jacinto College encourages such professional activities; however, these activities are in addition to the employee's full-time duties expected by the College and are not to be accomplished by utilizing College-paid administrative support.

An employee shall not accept or solicit any gift, favor, service or other benefit that could reasonably be construed by others to influence the employee's discharge of assigned duties and responsibilities.

An employee shall not have a personal financial interest, a business interest or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of the College.

An employee who may have or has a conflict of interest related to outside employment shall disclose the interest to the respective Strategic Leadership Team (SLT) member, Human Resources, and the Internal Audit Department, who shall review to ensure that the college's best interests are protected.

Attachment 3 – Proposed Procedures

Note: See **Policy #, Ethical Conduct and Conflicts of Interest** and associated procedure for additional information on other types of conflicts which must be reported.

Definitions

Outside employment: Any activity for pay performed in addition to the official responsibilities of a College employee.

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

Date of SLT Approval	September 6, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy #, Outside Employment
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

**Action Item “XVI”
Regular Board Meeting September 10, 2018
Consideration of Approval of Policy #, Prevention of Fraud and
Fraudulent Actions - First Reading**

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to increase the awareness of all employees regarding the prevention of fraud. The policy sets the following standards:

- establishes responsibility for the detection, reporting and examination of suspected fraud
- establishes guidelines for processing allegations of fraud in a fair and consistent manner
- ensures that the Chancellor and Board of Trustees receive proper notification of substantiated cases of fraud occurring within the College

The proposed procedure which will not be approved by the Board but provides for the establishment of an anonymous Fraud and Ethics Hotline with rollout by the end of the calendar year.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on October 1, 2018. Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 - Policy VI-EE: Policy for Prevention of Fraud and Fraudulent (current policy)

Attachment 3 – Policy #: Prevention of Fraud and Fraudulent Actions (proposed policy)

**Action Item “XVI”
Regular Board Meeting September 10, 2018
Consideration of Approval of Policy #, Prevention of Fraud and
Fraudulent Actions - First Reading**

Informational Items Only:

Attachment 4 – Procedure 3-21: Prevention of Fraud and Fraudulent Actions (current procedures)

Attachment 5 – Procedure #, Prevention of Fraud and Fraudulent Actions (proposed procedures)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Prevention of Fraud and Fraudulent Actions**

Current Policy Number/Name: **VI-EE - Policy on Prevention of Fraud and Fraudulent Actions**

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

Proposed Procedure Name(s): **Prevention of Fraud and Fraudulent Actions**

Current Procedure Number(s)/Name(s): **3-21 - Procedure on Prevention of Fraud and Fraudulent Actions**

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

<http://www.sanjac.edu/policy-vi-ee-policy-prevention-fraud-and-fraudulent-actions>

<http://www.sanjac.edu/procedure-3-21-prevention-fraud-and-fraudulent-actions>

Primary Owner: Vice Chancellor of Fiscal Affairs

Secondary Owner: Internal Audit Director

Summary of Changes:

Policy Changes

- Added a Purpose statement
- Added definitions.
- References to “his or her” and replaced those references with “their” or “the employee’s”. These changes were made to stay in agreement with the College’s EEO statement.
- Added a line referring to the Procedure on the Prevention of Fraud and Fraudulent Actions.

Procedure Changes

- Added definitions.
- References to “his or her” and replaced those references with “their” or “the employee’s”. These changes were made to stay in agreement with the College’s EEO statement.
- In the introductory paragraph, changed the word “policy” to “procedure” on three separate occasions.
- In the listing of fraud examples, several existing examples of fraud were combined, with some new examples of fraud and fraudulent actions added.
- In the Reporting Fraud section, added a policy reference relating to Policy for Protection from Retaliation for Reporting Suspected Wrongdoing.
- In the Reporting Fraud section, updated who the employee may report suspected violations of policy, etc. to. Removed individual titles and added general title of SLT members. Removed “ethics hotline” (added an additional bullet related to the hotline below).
- In the Reporting Fraud section added the following:

Attachment 1

An employee may also report suspected violations of policy, acts of fraud, waste, abuse and other improprieties via a third-party operated Anonymous Fraud and Ethics Hotline. The contact information for this hotline can be found on the college intranet. This service is available 24 hours a day, 7 days a week, 365 days a year and allows each person to communicate concerns anonymously. Employees can relay specific concerns and will be assigned a personal reference number for follow up purposes.

- In the Examination and Investigation section, changed the words “Internal Auditor” to “Internal Audit Department”.
- Added - Employee Training and Acknowledgement Section
- Removed the paragraph surrounding gifts, as this is covered in Procedure 3-20
- Added - Note: For information on conflicts of interest see Policy on Ethical Conduct and Conflicts of Interest and the associated procedure.

Policy VI-EE: Policy for Prevention of Fraud and Fraudulent Actions

All College employees have a responsibility to ensure that College resources are used for their intended purposes. This policy statement is intended to increase the awareness of all employees regarding the prevention of fraud; to establish responsibility for the detection, reporting, and examination of suspected fraud; to establish guidelines for processing allegations of fraud in a fair and consistent manner; and to ensure that the Chancellor and the Board of Trustees receive proper notification of substantiated cases of fraud occurring within the College.

Policy #:	VI-EE
Policy Name:	Policy for Prevention of Fraud and Fraudulent Actions
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Procedure:	3-21

Policy #, Prevention of Fraud and Fraudulent Actions

Purpose

The purpose of this policy is to increase the awareness of fraud prevention.

Policy

All College employees have a responsibility to ensure that College resources are used for their intended purposes. This policy statement is intended to increase the awareness of all employees regarding the prevention of fraud; to establish responsibility for the detection, reporting, and examination of suspected fraud; to establish guidelines for processing allegations of fraud in a fair and consistent manner; and to ensure that the Chancellor and the Board of Trustees receive proper notification of substantiated cases of fraud occurring within the College.

Definitions

Fraud: Personal enrichment through the deliberate misuse or misapplication of the College’s resources or assets.

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 #, Prevention of Fraud and Fraudulent Actions

Date of Board Approval	Anticipated October 1,2018
Effective Date	Anticipated October 2, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Internal Auditor

Procedure 3-21: Prevention of Fraud and Fraudulent Actions

The focus of this policy is theft; fraud; embezzlement; bribery and kickbacks; misappropriation, misapplication, destruction, removal, or concealment of property; and conflicts of interest. These practices or acts shall be referred to collectively as "fraud" or "fraudulent acts" within this policy. The word "suspected" as used in this policy indicates the presence of reasonable suspicion, based upon factual observations that such practices or acts are occurring or have occurred.

Examples of conduct subject to this policy include, but are not limited to, the following:

- Falsification of records and contracts
- Falsification of payroll records or requests for reimbursement
- Scholarship/financial aid misconduct
- Healthcare/insurance fraud
- Theft or removal of College property
- Use of College vehicles and other property for personal use
- Misapplying a thing of value to obtain a benefit or to harm another person
- Self-dealing (e.g., an employee transacts business with an entity in which the employee is an officer or agent)
- Misuse of College purchasing card
- Non-compliance with restrictions placed on certain accounts, funds, or grants
- Unauthorized purchases
- Requiring subordinates to perform personal tasks for the supervisor while on the College payroll
- Intentionally failing to follow College purchasing guidelines and restrictions to benefit a friend or family member

Reporting Fraud

- The College shall annually notify all employees that it encourages employees to report specific instances of suspected fraud and that retaliation is prohibited against employees who report suspected fraud.
- Employees may report suspected fraud to their supervisors, to an individual with authority over the employee's supervisor, to the College's ethics hotline, to a campus president, to the College's Internal Auditor, or to the Vice Chancellor of Fiscal Affairs. Under no circumstances shall an employee be required to make a fraud report to a person suspected of the fraud.
- Each person who receives a fraud report shall treat the information confidentially and shall share the information only with others in the administration or law enforcement who have a legitimate need to know. Confidentiality is necessary to prevent the destruction, removal, or alteration of evidence; to protect witnesses who have come forward from retaliation; and to minimize the risk of premature disclosure of information that may adversely impact individuals who may be erroneously accused of wrongdoing.

- If the Internal Auditor or Vice Chancellor of Fiscal Affairs receives an allegation of suspected fraud regarding the Chancellor or a Board member, the report shall be promptly shared with the Chairman of the Board of Trustees. If the Chairman of the Board of Trustees is the individual accused of suspected fraud, then the report shall be shared with the Vice Chairman of the Board of Trustees. The board or its designee shall take appropriate action to investigate the complaint. The board may employ an outside investigator or auditor in its discretion.

Examination and Investigation

All fraud reports shall be transmitted to the Internal Auditor through appropriate administrative channels unless the Internal Auditor is the subject of the report in which case the report shall be transmitted to the Vice Chancellor Fiscal Affairs.

The Internal Auditor in consultation with the Vice Chancellor of Fiscal Affairs shall review the report of suspected fraud and determine whether the incident shall be handled internally and administratively or whether an outside auditor, investigator, or other consultant shall be engaged to conduct the review. Audits shall be conducted in accordance with the Standards for the Professional Practice of Internal Auditing and the Institute of Internal Auditors Code of Ethics. The investigator, whether internal or external, shall promptly investigate each complaint, demonstrating appropriate urgency. Prompt investigation means that the investigation is commenced and completed as expeditiously as possible given the nature and complexity of the allegations.

The Internal Auditor and/or Vice Chancellor of Fiscal Affairs shall be permitted to engage experts in any field or area and to receive legal counsel as necessary to develop accurate and reliable evidence regarding the claim.

If the Internal Auditor and Vice Chancellor of Fiscal Affairs determine that temporary suspension or removal of an accused employee from a work site is necessary to preserve evidence, to protect witnesses, or to otherwise ensure the integrity of the investigation, then they shall consult with the Vice Chancellor of Human Resources.

The Internal Auditor (or other designated investigator) shall prepare a written report following completion of the examination. A written report shall be prepared regardless of whether the claim of fraud is substantiated or not. If a claim of fraud is substantiated, the Internal Auditor (or other designated investigator) will prepare a report for the Vice Chancellor of Fiscal Affairs, Chancellor and Chairman of the Board of Trustees describing the amount and type of loss, the means or method used to perpetrate the fraud, and recommendations to reduce or prevent additional losses. The Vice Chancellor of Fiscal Affairs will report the suspected fraud to local law enforcement as necessary or appropriate. The Internal Auditor will prepare a summary of all examinations for review by the Board.

General Considerations Regarding Financial Transactions and the Management of Resources

Each budget manager, along with his or his supervisor, is responsible for financial resource management in compliance with state or federal law, College policy and procedures, sound business practices, and funding restrictions.

The budget manager and supervisor must ensure that adequate separation of duties exists so that no single employee has sole authority over all facets of a transaction. Checks and balances are necessary to ensure proper oversight at each stage of a transaction or action involving payment or use of funds.

Attachment 4 – Current Procedures

All revenue and expenditures must be timely and properly recorded and accounted for. All College employees who manage financial resources or are involved in financial transactions must be familiar with the policies and procedures regarding those transactions.

Various employees within the College will have authority and responsibility for spending College funds. All employees with such authority must take responsibility for understanding the policies and procedures applicable to purchasing, contracts, and vendor relations.

Unauthorized transactions and purchases shall be the personal financial responsibility of the individual committing the funds.

A College employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions of government commits an offense if he solicits, accepts, or agrees to accept any benefit from a person the public servant knows is interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the exercise of his discretion. College employees may not accept from any current or prospective vendor or contractor any cash or negotiable instrument or any gift or benefit having a value greater than \$50. However, items valued at less than \$50 must not be accepted where there is the actual or perceived appearance of preferential treatment or conflict of interest. When in doubt about the permissibility of accepting a nominal gift, or when a concern exists that a vendor or contractor is offering improper gifts, employees may contact the Vice Chancellor of Fiscal Affairs.

Procedure #:	3-21
Procedure Name:	Prevention of Fraud and Fraudulent Actions
Pages:	3
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-EE

Procedure #, Prevention of Fraud and Fraudulent Actions

Associated Policy

Policy #, Prevention of Fraud and Fraudulent Actions

Procedures

The focus of this procedure is theft; fraud; embezzlement; bribery and kickbacks; misappropriation, misapplication, destruction, removal, or concealment of property; and conflicts of interest. These practices or acts shall be referred to collectively as "fraud" or "fraudulent acts" within this procedure. The word "suspected" as used in this procedure indicates the presence of reasonable suspicion, based upon factual observations that such practices or acts are occurring or have occurred.

Examples of conduct subject to this policy include, but are not limited to, the following:

- Misappropriation of college funds, equipment, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Falsification of college records, such as contracts, timesheets, reimbursements, etc.
- Misconduct surrounding financial aid, scholarships, and employee benefits
- Providing false information to others with the intent of obtaining a benefit or harming another person
- Misapplying something of value with the intent of obtaining a benefit or to harming another person
- Self-dealing (e.g., an employee transacts business with an entity in which the employee is an officer or agent)
- Destruction, removal, or personal use of college property, including vehicles
- Bribery and corruptions, including kickbacks
- Misuse of college purchasing card
- Intentional non-compliance with restrictions placed on certain accounts, funds, or grants
- Unauthorized purchases
- Requiring subordinates to perform personal tasks for the supervisor while on the college payroll
- Intentionally failing to follow college purchasing guidelines and restrictions to benefit a friend or family member

Reporting Fraud

- The College, through the internal audit department, shall annually notify all employees that it encourages employees to report specific instances of suspected ethics violations and that retaliation is prohibited against employees who report such violations, as stated in Policy for Protection from Retaliation for Reporting Suspected Wrongdoing and associated Procedure.

- Employees may report suspected violations of policy, acts of fraud, waste and abuse to their supervisors, the Internal Audit Department, or a Strategic Leadership Team member. Under no circumstances shall an employee be required to make a fraud report to a person suspected of the fraud.
- An employee may also report suspected violations of policy, acts of fraud, waste, abuse and other improprieties via a third-party operated Anonymous Fraud and Ethics Hotline. The contact information for this hotline can be found on the College intranet. This service is available 24 hours a day, 7 days a week, 365 days a year and allows each person to communicate concerns anonymously. Employees can relay specific concerns and will be assigned a personal reference number for follow up purposes.
- Each person who receives a report alleging a violation of this procedure shall treat the information confidentially and shall share the information only with others in the administration or law enforcement who have a legitimate need to know. Confidentiality is necessary to prevent the destruction, removal, or alteration of evidence; to protect witnesses who have come forward from retaliation; and to minimize the risk of premature disclosure of information that may adversely impact individuals who may be erroneously accused of wrongdoing.
- If the Internal Auditor or Vice Chancellor of Fiscal Affairs receives an allegation of suspected fraud regarding the Chancellor or a Board member, the report shall be promptly shared with the Chairman of the Board of Trustees. If the Chairman of the Board of Trustees is the individual accused of suspected fraud, then the report shall be shared with the Vice Chairman of the Board of Trustees. The Board of Trustees or its designee shall take appropriate action to investigate the complaint. The Board of Trustees may employ an outside investigator or auditor in its discretion.

Examination and Investigation

All reports alleging a violation of this procedure shall be transmitted to the Internal Audit Department through appropriate administrative channels unless the Internal Audit Department is the subject of the report in which case the report shall be transmitted to the Vice Chancellor Fiscal Affairs.

The Internal Audit Department in consultation with the Vice Chancellor of Fiscal Affairs shall review the report and determine whether the incident shall be handled internally and administratively or whether an outside auditor, investigator, or other consultant shall be engaged to conduct the review. Audits performed by the Internal Audit Department shall be conducted in accordance with the Standards for the Professional Practice of Internal Auditing and the Institute of Internal Auditors Code of Ethics. The investigator, whether internal or external, shall promptly investigate each complaint, demonstrating appropriate urgency. Prompt investigation means that the investigation is commenced and completed as expeditiously as possible given the nature and complexity of the allegations.

The Internal Audit Department and/or Vice Chancellor of Fiscal Affairs shall be permitted to engage experts in any field or area and to receive legal counsel as necessary to develop accurate and reliable evidence regarding the claim.

If the Internal Audit Department and Vice Chancellor of Fiscal Affairs determine that temporary suspension or removal of an accused employee from a work site is necessary to preserve evidence, to protect witnesses, or to otherwise ensure the integrity of the investigation, then they shall consult with the Vice Chancellor of Human Resources.

The Internal Audit Department (or other designated investigator) shall prepare a written report following completion of the examination. A written report shall be prepared regardless of whether the claim of fraud is substantiated or not. If a claim of fraud is substantiated, the Internal Audit Department (or other designated investigator) will prepare a report for the Vice Chancellor of Fiscal Affairs, Chancellor, and Chair of the Board of Trustees describing the amount and type of loss, the means or method used to perpetrate the fraud, and recommendations to reduce or prevent additional losses. The Vice Chancellor of Fiscal Affairs will report the suspected fraud to local law enforcement as necessary or appropriate. The Internal Auditor will prepare a summary of all examinations for review by the Board of Trustees.

Employee Training and Acknowledgement

Training related to awareness and reporting suspected or known policy violations, fraud, waste, abuse, and other improprieties is provided to all college employees on an annual basis. Employees are required to confirm that they have reviewed and understand the related policies and procedures and sign an acknowledgement, of such, on an annual basis.

General Considerations Regarding Financial Transactions and the Management of Resources

Each budget manager, along with their supervisor, is responsible for financial resource management in compliance with state or federal law, college policy and procedures, sound business practices, and funding restrictions.

The budget manager and supervisor must ensure that adequate separation of duties exists so that no single employee has sole authority over all facets of a transaction. Checks and balances are necessary to ensure proper oversight at each stage of a transaction or action involving payment or use of funds.

All revenue and expenditures must be timely and properly recorded and accounted for. All college employees who manage financial resources or are involved in financial transactions must be familiar with the policies and procedures regarding those transactions.

Various employees within the College will have authority and responsibility for spending college funds. All employees with such authority must take responsibility for understanding the policies and procedures applicable to purchasing, contracts, and vendor relations.

Unauthorized transactions and purchases shall be the personal financial responsibility of the individual committing the funds.

Attachment 5 – Proposed Policy

Note: For information on conflicts of interest see Policy #, Ethical Conduct and Conflicts of Interest and the associated procedures.

Definitions

Fraud: Personal enrichment through the deliberate misuse or misapplication of the College’s resources or assets.

Date of SLT Approval	September 4, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy on Prevention of Fraud and Fraudulent Actions
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Internal Audit

Action Item "XVII"
Regular Board Meeting September 10, 2018

Consideration of Approval of Policy #, Protection from Retaliation for Reporting Suspected Wrongdoing - First Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Protection from Retaliation for Reporting Suspected Wrongdoing. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered.

BACKGROUND

The purpose of this policy is to establish that the College is committed to providing a work environment in which employees may express their concerns about suspected wrongdoing without fear of retaliation.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board's second reading of this policy which is anticipated on October 1, 2018. Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 - Policy VI-FF: Policy for Protection from Retaliation for Reporting Suspected Wrongdoing (current policy)

Attachment 3 – Policy #: Protection from Retaliation for Reporting Suspected Wrongdoing (proposed policy)

Informational Items Only:

Attachment 4 – Procedure 3-22: Protection from Retaliation for Reporting Suspected Wrongdoing (current procedures)

Attachment 5 – Procedure #, Protection from Retaliation for Reporting Suspected Wrongdoing (proposed procedures)

Action Item "XVII"
Regular Board Meeting September 10, 2018

**Consideration of Approval of Policy #, Protection from Retaliation for Reporting Suspected
Wrongdoing - First Reading**

RESOURCE PERSONNEL

Stephen Trncak	281-998-6115	Stephen.trncak@sjcd.edu
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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Protection from Retaliation for Reporting Suspected Wrongdoing**

Current Policy Number/Name: **VI-FF Policy for Protection from Retaliation for Reporting Suspected Wrongdoing**

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

Proposed Procedure Name(s): **Protection from Retaliation for Reporting Suspected Wrongdoing**

Current Procedure Number(s)/Name(s): **Procedure 3-22: Protection from Retaliation for Reporting Suspected Wrongdoing**

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Added definitions to policy and procedure.
- References to “his or her” and replaced those references with “their” or “the employee’s.” These changes were made to stay in agreement with the College’s EEO statement.
- Added a line referring to the Procedure on Protection from Retaliation for Reporting Suspected Wrongdoing.
- Introduction Section
 - End of first paragraph changed “sustained” to “substantiated.”
 - Third Paragraph changed “generally should be raised using” to “should be brought forward by following.”
 - Fourth Paragraph changed “generally should be raised using” to “should be brought forward by following.”
- Formal Complaints Section
 - Second paragraph changed “report the conduct at the earliest possible stage” to “report the conduct as soon as practicable.”
- Investigation of Formal Complaints Section
 - First paragraph changed “transmitted” to “routed.”
 - Fourth paragraph changed “implemented during the pendency of the investigation” to “implemented during the investigation.”
- Report Findings Section
 - First paragraph added “or designee” to the second and third sentences.
 - Second paragraph changed “supervisor” to “leader.”

Policy VI-FF: Policy For Protection from Retaliation for Reporting Suspected Wrongdoing

The San Jacinto College is committed to providing a work environment in which employees may express their concerns about suspected wrongdoing without fear of retaliation. The purpose of this policy is to (i) encourage employees to report, or to cause to be reported, incidents and concerns relating to suspected wrongdoing, violations of law or regulations, and misuse of College resources and (ii) prohibit unlawful retaliation against employees who in good faith report suspected wrongdoing or who participate in an investigation pertaining to allegations of wrongdoing.

Policy #:	VI-FF
Policy Name:	Policy For Protection from Retaliation for Reporting Suspected Wrongdoing
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Procedure	3-22

Policy #, Policy for Protection from Retaliation for Reporting Suspected Wrongdoing

Purpose

San Jacinto College is committed to providing a work environment in which employees may express their concerns about suspected wrongdoing without fear of retaliation.

Policy

This policy is established to:

- (i) Encourage employees to report, or to cause to be reported, incidents and concerns relating to suspected wrongdoing, violations of law or regulations, and misuse of College resources;
- (ii) Prohibit unlawful retaliation against employees who in good faith report suspected wrongdoing or who participate in an investigation pertaining to allegations of wrongdoing.

Definitions

Retaliation: Any adverse action taken against an employee for filing a complaint or supporting another employee’s complaint under a variety of laws.

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 #, Protection from Retaliation for Reporting Suspected Wrongdoing.

Date of Board Approval	Anticipated October 1, 2018
Effective Date	Anticipated October 2, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

Procedure 3-22: Protection from Retaliation for Reporting Suspected Wrongdoing

Scope of Policy

Retaliation is workplace conduct or employment decisions that a reasonable employee would view as materially adverse and whose purpose or effect is to discourage employees from exercising their rights under this policy or under the law. These rights include, but are not limited to, filing a complaint under this policy; reporting a violation of law to an appropriate law enforcement agency; assisting another employee in the filing of a complaint; providing information during an investigation or testifying in a legal proceeding; and filing an EEOC charge. Retaliation against employees who engage in protected conduct is expressly prohibited. The protection against retaliation applies to all good-faith complaints, even if the complaints ultimately are not sustained.

Employee complaints about an employee's terms or conditions of employment, including complaints related to harassment, discipline, compensation, and leaves of absence, generally should be raised using the College's employment practices, policies and procedures, including the Policy on Harassment (IV-B-3b), the Policy on Workplace Bullying (IV-B-3c), the Policy on Concerns (IV-I), and the Policy on Grievances (IV-J0).

Student complaints about grades, discipline, or academic records generally should be raised using the College's student services policies, including the Policy on Harassment of Students (IV-3a), the Policy on Grade Appeals (IV-N), the Policy on Student Discipline (VI-O), and the Policy on Student records (IV-P).

Procedure for Submitting a Retaliation Complaint

Informal resolution:

Any employee may seek advice or information on matters related to this policy without having to lodge a formal complaint. Employees may seek informal guidance by contacting the Vice Chancellor of Human Resources or the Vice Chancellor of Fiscal Affairs. The administrator responding to the informal complaint shall maintain a written record of the terms and conditions of any informal resolution.

Formal Complaints:

Formal complaints may be submitted to any of the following: the Vice Chancellor of Human Resources, the Vice Chancellor of Fiscal Affairs, or the Chancellor. Use of the informal resolution process is not a prerequisite to filing a formal complaint.

Employees who are subjected to conduct in violation of this policy are encouraged to report the conduct at the earliest possible stage, before the conduct becomes severe or pervasive, so that the College may take appropriate action to investigate and remedy the improper conduct. A delay in reporting may impair the College's ability to investigate or to take meaningful corrective action.

Formal complaints shall be in writing and shall contain the following information:

1. Complainant's name and contact information;
2. Name and work location of the person(s) accused of retaliation;
3. Date(s) of the alleged retaliation;

Attachment 4- Current Procedures

4. A description of the alleged retaliation, including specific details regarding the conduct that is alleged to be retaliatory;
5. A description of any other relevant information tending to show a retaliatory motive for the conduct;
6. Copies of pertinent documents and physical evidence, when applicable;
7. Names of material witnesses;
8. Remedy requested by the complainant;
9. Complainant's signature and date of submission.

The following communications do not constitute a retaliation complaint for purposes of this policy:

- oral allegations;
- anonymous complaints;
- courtesy copies of correspondence filed with other agencies;
- and informal inquiries seeking advice or information only.

Investigation of Formal Complaints

- All formal complaints shall be transmitted to the Vice Chancellor of Fiscal Affairs for evaluation and processing, unless the Vice Chancellor of Fiscal Affairs is the subject of the complaint. If the Vice Chancellor of Fiscal Affairs is the subject of the formal complaint, then the complaint shall be transmitted to the Vice Chancellor of Human Resources for evaluation and processing. Each person who receives a retaliation report shall treat the information confidentially and shall share the information only with others in the administration who have a legitimate need to know. Confidentiality is necessary to prevent the destruction, removal, or alteration of evidence; to protect witnesses who have come forward from retaliation; and to minimize the risk of premature disclosure of information that may adversely impact individuals who may be erroneously accused.
- Within five working days of receipt of the complaint, the Vice Chancellor of Fiscal Affairs, in consultation with the Vice Chancellor of Human Resources, shall determine (i) whether the allegations in the complaint are subject to this policy and (ii) whether the complaint shall be handled internally and administratively or whether an outside auditor, investigator, or other consultant shall be engaged to conduct the review. If the Vice Chancellors of Fiscal Affairs and Human Resources determine that the complaint is subject to this policy, the Vice Chancellor of Fiscal Affairs shall inform the complainant and shall identify the individual(s) who will conduct the investigation. If the Vice Chancellors of Fiscal Affairs and Human Resources determine that the complaint does not fall within the policy or does not comply with the requirements of this policy, the Vice Chancellor of Fiscal Affairs shall notify the complainant and state the reason for that determination. In the event that the complainant submits a deficient complaint that lacks the information required by this policy, the Vice Chancellor of Fiscal Affairs shall provide the complainant a reasonable opportunity to submit a corrected complaint.
- The Vice Chancellor of Fiscal Affairs and the Vice Chancellor of Human Resources together shall inform the individual accused of retaliation (the "respondent") of the nature of the allegations and the status of the complaint at the point and to the extent that the Vice Chancellors of Fiscal Affairs and Human Resources determine that notification will not compromise the integrity of the investigation. The respondent shall be informed in writing by the Vice Chancellor of Human Resources that contacting the

complainant about the complaint is prohibited and that retaliation of any kind may result in discipline, including termination. In some instances, temporary suspension or removal of the respondent from the work site may be implemented during the pendency of the investigation.

- The designated investigator, whether internal or external, shall promptly investigate each complaint, demonstrating appropriate urgency. Prompt investigation means that the investigation is commenced and completed as expeditiously as possible given the nature and complexity of the allegations. The designated investigator shall interview the complainant, the respondent, and other persons whom the investigator determines may possess pertinent factual information. The complainant and respondent shall cooperate in the scheduling of an interview and shall promptly respond to the investigator's requests for information.
- To maintain the integrity of an on-going investigation, all individuals who are involved in the investigation, including the complainant and the respondent, shall exercise good judgment and refrain from discussing the matter with third parties and other employees or students who do not have a legitimate, business-related need to know. Persons who violate the confidentiality rights of other individuals or who engage in conduct that reasonably may be perceived as witness intimidation or retaliation may be subject to discipline.
- The College's objective is to complete the investigation within 35 calendar days of receipt of the complaint. If the investigator determines that additional time is needed, he or she shall promptly notify the complainant, the respondent, and the administrator facilitating the investigation.
- Retaliation complaints against the Chancellor or a Board member shall be submitted directly to the Chairman of the Board of Trustees. If the Chairman of the Board of Trustees is the individual accused of retaliation, then the report shall be submitted to the Vice Chairman of the Board of Trustees. The board shall take appropriate action to investigate the complaint.

Report of Findings

The designated investigator shall submit a proposed statement of findings and copies of relevant documents to the Vice Chancellors of Fiscal Affairs and Human Resources. The investigator and the Vice Chancellors of Fiscal Affairs and Human Resources shall meet to determine whether further investigation is needed. Once the investigation is determined to be concluded, the investigator shall provide a summary of the fact-finding report to the Vice Chancellors Fiscal Affairs and Human Resources. In collaboration with the Vice Chancellor of Fiscal Affairs, The Vice Chancellor of Human Resources shall determine whether there is evidence of a policy violation and whether corrective action or other remedy is warranted. The Vice Chancellor of Human Resources shall communicate his or her recommendations in writing to the Chancellor. In the event of a complaint against the Chancellor or a Trustee, the Board shall make these determinations.

The Vice Chancellor of Human Resources shall notify the complainant, respondent, and supervisor of the respondent of the findings and the administration's response to the findings. If the complainant or respondent is dissatisfied with the administration's response to the findings, the affected employee may appeal in writing to the Chancellor or his or her designee. The grievant must file his or her appeal within five business days of receipt of the administration's response. The appeal must be received by the Chancellor prior to the deadline. The Chancellor or designee shall schedule a meeting with the employee within five business days of receipt of the appeal. The Chancellor or designee shall reply in writing within five business days after the meeting. The meeting with the Chancellor shall be based on the investigation. No new information will be received by the Chancellor unless the grievant establishes good cause for not having submitted the information during the investigation. The deadlines in this paragraph may be extended by mutual consent.

If the decision of the Chancellor or his or her designee is not satisfactory to the employee, the employee may present the grievance to the Board at the next regular meeting in accordance with the policy for hearing of citizens.

Deadlines Applicable to Texas Whistleblower Act Complaints

The Texas Whistleblower Act prohibits retaliation against public employees who in good faith report violations of law to an appropriate law enforcement agency. (Section 554.002 of the Texas Government Code.) A public employee may file suit for damages and/or reinstatement, lost wages, court costs, and legal fees.

An appropriate law enforcement authority is one that the employee believes in good faith is authorized to regulate or enforce the law alleged to be violated or to investigate or prosecute a violation of criminal law. Before filing suit relating to a suspension, termination, or other adverse personnel action, a public employee first must file a complaint using the employer's complaint procedure. The employee must invoke the complaint procedure "not later than the 90th day after the date the alleged violation [of the Whistleblower Act] occurred or was discovered using reasonable diligence."

If the College does not render a final decision on the complaint before the 61st day after the complaint procedure was invoked, the employee may elect to:

- Exhaust the College's complaint procedure, in which case the employee must sue not later than 30th day after those procedures are exhausted (i.e., completed all steps of the College complaint process); or
- Terminate the College complaint procedure, in which event the employee may sue within the time remaining (i.e., file suit not later than the 90th day on which the alleged violation occurred or was discovered by the employee through reasonable diligence).

Additional information regarding the Texas Whistleblower Act is available on the web page of the Office of the Texas Attorney General.

Prevention of Retaliation

The College shall annually notify all employees that retaliation is prohibited against employees who report suspected wrongdoing. Additionally, the College shall publish on its web page information that informs employees how to file a complaint.

Procedure #:

3-22

Procedure Name:

Protection from Retaliation for Reporting Suspected Wrongdoing

Pages:

3

Adopted Date:

Revision/Reviewed Date:

Effective Date:

Associated Policy:

VI-FF

Procedure #, Protection from Retaliation for Reporting Suspected Wrongdoing

Associated Policy

Policy #, Protection from Retaliation for Reporting Suspected Wrongdoing

Procedures

1. Introduction

Retaliation is workplace conduct or employment decisions that a reasonable employee would view as materially adverse and whose purpose or effect is to discourage employees from exercising their rights under this procedure or under the law. These rights include, but are not limited to, filing a complaint under this procedure; reporting a violation of law to an appropriate law enforcement agency; assisting another employee in the filing of a complaint; providing information during an investigation or testifying in a legal proceeding; and filing an Equal Employment Opportunity Commission (EEOC) charge. Retaliation against employees who engage in protected conduct is expressly prohibited. The protection against retaliation applies to all good-faith complaints, even if the complaints ultimately are not substantiated.

Employees who intentionally file a false or improper report of wrongdoing will be subject to disciplinary action up to and including termination.

Employee complaints about an employee's terms or conditions of employment, including complaints related to harassment, discipline, compensation, and leaves of absence, should be brought forward by following the College's employment practices, policies and procedures, including the **Policy on Harassment** and the **Policy on Concerns and Grievances**.

Student complaints about grades, discipline, or academic records should be brought forward by following the College's student services policies, including the **Policy for Student Harassment**, the **Policy for Students Appealing a Final Grade**, the General **Policy on Student Conduct and Discipline**, and the **Policy on Student records**.

2. Procedure for Submitting a Retaliation Complaint

Informal resolution:

Any employee may seek advice or information on matters related to this procedure without having to lodge a formal complaint. Employees may seek informal guidance by contacting the Vice Chancellor of Human Resources or designee. The administrator responding to the informal complaint shall maintain a written record of the terms and conditions of any informal resolution.

Formal Complaints:

Formal complaints may be submitted to the Vice Chancellor of Human Resources, or designee. Use of the informal resolution process is not a prerequisite to filing a formal complaint.

Employees who are subjected to conduct in violation of this procedure are encouraged to report the conduct, as soon as practicable, before the conduct becomes severe or pervasive, so that the College may take appropriate action to investigate and remedy the improper conduct. A delay in reporting may impair the College's ability to investigate or to take corrective action.

Formal complaints shall be in writing and shall contain the following information:

1. Complainant's name and contact information
2. Name and work location of the person(s) accused of retaliation
3. Date(s) of the alleged retaliation
4. A description of the alleged retaliation, including specific details regarding the conduct that is alleged to be retaliatory
5. A description of any other relevant information that shows a retaliatory motive for the conduct
6. Copies of pertinent documents and physical evidence, when applicable
7. Names of material witnesses
8. Remedy requested by the complainant
9. Complainant's signature and date of submission

The following communications do not constitute a retaliation complaint for purposes of this procedure:

- oral allegations
- anonymous complaints
- courtesy copies of correspondence filed with other agencies
- informal inquiries seeking advice or information only

3. Investigation of Formal Complaints

- All formal complaints shall be sent to the Vice Chancellor of Human Resources, or designee, for evaluation and processing, unless the Vice Chancellor of Human Resources is the subject of the complaint. If the Vice Chancellor of Human Resources is the subject of the formal complaint, then the complaint shall be routed to the Chancellor for evaluation and processing. Retaliation complaints against the Chancellor or a Board member shall be submitted directly to the Chairman of the Board of Trustees. If the Chairman of the Board of Trustees is the individual accused of retaliation, then the report shall be submitted to the

Vice Chairman of the Board of Trustees. The Board shall take appropriate action to investigate the complaint.

- Each person who receives a retaliation report shall treat the information confidentially and shall share the information only with others in the administration who have a legitimate need to know. Confidentiality is necessary to prevent the destruction, removal, or alteration of evidence; to protect witnesses who have come forward from retaliation; and to minimize the risk of premature disclosure of information that may adversely impact individuals who may be erroneously accused.
- Within five (5) working days of receipt of the complaint, the Vice Chancellor of Human Resources, or designee, shall determine (i) whether the allegations in the complaint are subject to this procedure and (ii) whether the complaint shall be handled internally and administratively or whether an outside auditor, investigator, or other consultant shall be engaged to conduct the review. If the Vice Chancellor of Human Resources, or designee, determines that the complaint is subject to this procedure, the Vice Chancellor of Human Resources shall inform the complainant and shall identify the individual(s) who will conduct the investigation. If the Vice Chancellor of Human Resources, or designee, determines that the complaint does not fall within the procedure or does not comply with the requirements of this procedure, the Vice Chancellor of Human Resources shall notify the complainant and state the reason for that determination. In the event that the complaint lacks sufficient information, the Vice Chancellor of Human Resources, or designee, shall provide the complainant a reasonable opportunity to submit additional information.
- The Vice Chancellor of Human Resources, or designee, shall inform the individual accused of retaliation (the "respondent") of the nature of the allegations and the status of the complaint at the point and to the extent that the Vice Chancellor of Human Resources, or designee, determine that notification will not compromise the integrity of the investigation. The respondent shall be informed in writing by the Vice Chancellor of Human Resources, or designee, that contacting the complainant about the complaint is prohibited and that retaliation of any kind may result in disciplinary action, up to and including termination. In some instances, temporary suspension or removal of the respondent from the work site may be implemented during the investigation.
- The designated investigator, whether internal or external, shall promptly investigate each complaint, demonstrating appropriate urgency. Prompt investigation means that the investigation is commenced and completed as expeditiously as possible given the nature and complexity of the allegations. The designated investigator shall interview the complainant, the respondent, and other persons whom the investigator determines may possess pertinent factual information. The complainant and respondent shall cooperate in the scheduling of an interview and shall promptly respond to the investigator's requests for information.

- To maintain the integrity of an on-going investigation, all individuals who are involved in the investigation, including the complainant and the respondent, shall exercise good judgment and refrain from discussing the matter with third parties and other employees or students who do not have a legitimate, business-related need to know. Persons who violate the confidentiality rights of other individuals or who engage in conduct that reasonably may be perceived as witness intimidation or retaliation may be subject to disciplinary action up to and including termination.
- The College's objective is to complete the investigation within thirty (30) calendar days of receipt of the complaint. If the investigator determines that additional time is needed, he or she shall promptly notify the complainant, the respondent, and the administrator facilitating the investigation.

4. Report of Findings

The designated investigator shall submit a proposed statement of findings and copies of relevant documents to the Vice Chancellor of Human Resources, or designee. The investigator and the Vice Chancellor of Human Resources, or designee, shall meet to determine whether further investigation is needed. Once the investigation is determined to be concluded, the investigator shall provide a summary of the fact-finding report to the Vice Chancellor of Human Resources, or designee. The Vice Chancellor of Human Resources shall determine whether there is evidence of a procedure violation and whether corrective action or other remedy is warranted. The Vice Chancellor of Human Resources, or designee, shall communicate the findings to the Chancellor. In the event of a complaint against the Chancellor or a Trustee, the Board shall make these determinations.

The Vice Chancellor of Human Resources, or designee, shall notify the complainant, respondent, and leader of the respondent of the findings and the administration's response to the findings. If the complainant or respondent is dissatisfied with the administration's response to the findings, the affected employee may appeal in writing to the Chancellor or designee. The grievant must file the appeal within five (5) working days of receipt of the administration's response. The appeal must be received by the Chancellor prior to the deadline. The Chancellor or designee shall schedule a meeting with the employee within five (5) working days of receipt of the appeal. The Chancellor or designee shall reply in writing within ten (10) working days after the meeting. No new information will be received by the Chancellor unless the grievant establishes good cause for not having submitted the information during the investigation. The deadlines may be extended by mutual consent.

If the decision of the Chancellor or his or her designee is not satisfactory to the employee, the employee may present the grievance to the Board at the next regular meeting in accordance with the procedure for hearing of citizens.

5. Deadlines Applicable to Texas Whistleblower Act Complaints

The Texas Whistleblower Act prohibits retaliation against public employees who in good faith report violations of law to an appropriate law enforcement agency. (Section 554.002 of the Texas Government Code.) A public employee may file suit for damages and/or reinstatement, lost wages, court costs, and legal fees.

An appropriate law enforcement authority is one that the employee believes in good faith is authorized to regulate or enforce the law alleged to be violated or to investigate or prosecute a violation of criminal law. Before filing suit relating to a suspension, termination, or other adverse personnel action, a public employee first must file a complaint using the employer's complaint procedure. The employee must invoke the complaint procedure "not later than the 90th day after the date the alleged violation [of the Whistleblower Act] occurred or was discovered using reasonable diligence."

If the College does not render a final decision on the complaint before the 61st day after the complaint procedure was invoked, the employee may elect to:

- Exhaust the College's complaint procedure, in which case the employee may sue not later than 30th day after those procedures are exhausted (i.e., completed all steps of the College complaint process); or
- Terminate the College complaint procedure, in which event the employee may sue within the time remaining (i.e., file suit not later than the 90th day on which the alleged violation occurred or was discovered by the employee through reasonable diligence).

Additional information regarding the Texas Whistleblower Act is available on the web page of the Office of the Texas Attorney General.

6. Prevention of Retaliation

The College shall publish on its web page information that informs employees how to file a complaint.

Definitions

Retaliation: Any adverse action taken against an employee for filing a complaint or supporting another employee's complaint under a variety of laws.

Attachment 5 – Proposed Procedures

Date of SLT Approval	September 6, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy #, Protection from Retaliation for Reporting Suspected Wrongdoing
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Action Item “XVIII”
Regular Board Meeting September 10, 2018
Consideration of Approval of Policy #: Payroll – First Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Payroll. 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

The purpose of this policy is to ensure timely and accurate payroll payment and timekeeping records. Revised procedures were also developed to support the payroll policy and are provided to the Board for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on October 1, 2018.

The practice of paying employees on the last work day prior to a holiday was rooted in the historic need to hand out physical payroll checks. In today’s electronic environment, this practice is no longer needed. Changes to the policy and procedure eliminate the concept of paying employees only on College work days and allows the college to adhere to normally scheduled pay dates. This effectively moves the December monthly pay date from last working day (mid-December) to the last banking day in December for employees paid monthly, and according to the normally scheduled pay date for employees paid bi-weekly. This change could also affect pay dates around holidays at other times of the year dependent upon that year’s calendar (Good Friday, 4th of July, Thanksgiving break, etc.) In no instance would an employee be paid later than their normal pay date.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy V-E: Policy for Payroll (current policy)
- Attachment 3 – Policy #: Payroll Policy (proposed policy)

Action Item “XVIII”
Regular Board Meeting September 10, 2018
Consideration of Approval of Policy #: Payroll – First Reading

Informational items only:

Attachment 4 – Procedure 4-7- Direct Deposit (current procedure - rescind)

Attachment 5 – Procedure 4-7-A - Payroll (current procedure)

Attachment 6 – Procedure #, Payroll (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Payroll**

Current Policy Number/Name: POLICY V-E: Policy for Payroll

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

Proposed Procedure Name(s): **Payroll**

Current Procedure Number(s)/Name(s): Direct Deposit Procedure 4-7 and 4-7-a Payroll

Action Recommended for Policy: Revised

Action Recommended for Procedures: 4-7 Rescind; 4-7-a Revised

Web Links:

<http://www.sanjac.edu/policy-v-e-policy-payroll>

<http://www.sanjac.edu/procedure-4-7-direct-deposit>

<http://www.sanjac.edu/procedure-4-7-payroll>

Primary Owner: Teri Zamora, VCFA

Secondary Owner: Denise Segelquist, Payroll Manager

Summary of Changes:

Policy for Payroll changes

- Changed payroll papers and information to documentation
- Changed responsibility from supervisor to leader
- Removed reference to retirements under TRS or ORP
- Removed specific reference to pay dates and left in per pay schedules published by payroll
- Added definitions for exempt and non-exempt

Procedures for Direct Deposit – formerly 4-7

- Eliminated Direct Deposit 4-7 as a separate procedure and incorporated in new procedure

Procedures for Payroll – formerly 4-7-a

- Removed reference to specific pay dates
- Added verbiage related to monthly and bi-weekly pay for employees including the 10-day lag time from entry to pay date
- Clarified that non-exempt employees should enter their hours daily using the web time entry system
- Clarified exempt and non-exempt pay for days/hours worked
- Clarified overtime and other types of leave for non-exempt and exempt reporting
- Changed responsibility from supervisor to leader

Attachment 1

- Removed reference to employees hired since September 2009.
- Added definitions for exempt and non-exempt

Important Change

- The practice of paying employees on the last work day prior to a holiday was rooted in the historic need to hand out physical payroll checks. In today's electronic environment, this practice is no longer needed. Changes to the policy and procedure eliminate the concept of paying employees only on college work days and allows the College to adhere to normally scheduled pay dates. This effectively moves the December monthly pay date from last working day (mid-December) to the last banking day in December for employees paid monthly, and according to the normally scheduled pay date for employees paid bi-weekly. This change could also affect pay dates around holidays at other times of the year dependent upon that year's calendar (Good Friday, 4th of July, Thanksgiving break, etc.) In no instance would an employee be paid later than their normal pay date.

Policy V-E: Policy for Payroll

Payroll procedures are designed to protect both the school and the individual from tax or insurance errors.

All employees must have all payroll papers and required information on file in the Human Resource Office on or before the third day of employment. In no case will an employee be paid without proper documentation on file.

The responsibility for accurate payroll reporting rests with the supervisor; however, dock time, overtime, vacation, etc., are also screened by District Payroll and Human Resources.

The college reserves the right to determine the employee's last working day in the event of the employee's resignation or termination. Retirements are always effective the last day of the month for employees retiring under the Teacher Retirement System or the Optional Retirement System.

Staff employees paid only for hours worked, who qualify for partial benefits, receive sick leave and are eligible for retirement and insurance, but do not receive holiday or vacation pay.

In general, employees are paid on the last working day of the month, according to the pay schedule published by payroll. Full-time employees are paid from the first day through the last day of the month. Part-time employees are paid from a specified date each month to a specified date the following month. Employees hired and/or terminated during a month will be paid only for actual days worked during that month.

Employee salaries must be approved by the Board of Trustees.

Policy #:	V-E
Policy Name:	Policy for Payroll
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	May 2, 1994; May 10, 2004; and February 5, 2008
Effective Date:	March 2, 1981; May 2, 1994; May 10, 2004; and February 5, 2008
Associated Procedure:	4-7-a

Policy #, Payroll

Purpose

The purpose of this policy is to ensure timely and accurate payroll payment and timekeeping records.

Policy

New employees must have all required payroll documentation on file in the Human Resources Office on or before the third day of employment. A new employee without proper documentation on file may experience a delay in payment.

Employees are paid according to the payroll calendars published by payroll and based on salary schedules approved by the Board of Trustees.

Definitions

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

Exempt: An employee classification not eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Non-exempt: An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

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 #, Payroll

Date of Board Approval	Anticipated October 1, 2018
Effective Date	Anticipated October 2, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Manager, Payroll

Procedure 4-7: Direct Deposit

The College prefers and encourages automatic deposit of monthly salary for all or part of an employee's pay in his/her checking and/or saving account. Forms for direct deposit are available in the Business Office of each campus.

Procedure #:	4-7
Procedure Name:	Direct Deposit
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure 4-7-a: Payroll

Full-time employees should report to Human Resources to complete all necessary payroll, employment, retirement and insurance forms on their first day of employment. Part-time employees may complete these documents on the campus of employment.

Employees are generally paid on the last working day of the month. Full-time employees' monthly checks reflect payment for the entire month, from the first day through the last day of the month. Part-time employees are paid from the middle of the month to the middle of the following month (i.e. October paychecks for part-time employees reflect payment for time from the middle of September to the middle of October).

New employees whose first day of employment is not the first working day of the month, will be paid only their actual days worked during their first month of employment. New employees will only receive sick and vacation time for their first month of employment if they begin on the first working day of the month. Employees who resign or are terminated during a month, will be paid only for actual days worked during their last month of employment.

Each employee eligible for over-time (non-exempt) must keep a time sheet of hours worked per week. Overtime and/or Compensatory time (Comp time) earned are recorded for all eligible employees on the Report of Overtime Earned form. Hours accounted for under approved leaves (sick, vacation, personal business, funeral, etc) are submitted on the Request for Leave Approval form to the employee's supervisor. The responsibility for accurate payroll reporting rests with the supervisor; however, dock time, overtime, vacation, etc., may be screened by District Payroll and Human Resources.

Employees in a leave without pay status (dock mode) will receive instructions from Human Resources in the event benefits are affected by their absence. Employees off work and in a dock mode prior to a holiday, will not receive pay for that holiday. Likewise, an employee in a leave without pay status for an entire month will not accrue vacation time for that month.

The college reserves the right to determine the employee's last working day in the event of the employee's resignation or termination. Retirements are always effective the last day of the month for employees retiring under the Teacher Retirement System or the Optional Retirement System.

Full-time hourly, non-exempt employees will be paid for hours worked on payroll documents submitted monthly by the appropriate department. Effective September 1, 2009, these employees are eligible for the same Board approved benefits and retirement plans that other full-time employees receive.

All employee salaries must be approved by the board of regents.

Procedure #:	4-7-a
Procedure Name:	Payroll
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	September 15, 2009
Effective Date:	September 15, 2009
Associated Policy:	V-E

Procedure #, Payroll

Associated Policy

Policy #, Payroll

Procedures

Full-time employees and part-time faculty should complete onboarding forms, including payroll, employment, retirement, and insurance documents, electronically or in person (as assigned) no later than the third day of employment. Part-time employees may complete these documents on the campus of employment.

Full-time exempt employees are compensated monthly and the paycheck reflects payment for the entire month, from the first day through the last day of the month. Part-time faculty who are paid by the course are also paid monthly based on courses taught in the parts of term that fall within the month's pay period. Full-time exempt employees and part-time faculty paid by the course will be paid monthly on the last banking day of each month.

Full-time non-exempt and part-time staff and student employees are paid bi-weekly. Bi-weekly paydays are every other Wednesday according to the pay schedule published by payroll. There is a 10-day lag from the end of the 2-week cycle until payday. The hours paid are based on submission and approval of time entered via web time entry. If a bi-weekly payday falls on a banking holiday, employees will be paid the day before the banking holiday.

New exempt employees whose first day of employment is not the first working day of the month, will be paid a prorated amount during their first month of employment.

Each employee eligible for overtime (non-exempt) must daily record hours worked via web time entry. Hours accounted for under approved leaves (sick, vacation, personal business, bereavement, etc.) are also recorded in web time entry for non-exempt employees. Exempt employees, including faculty and administrators, will submit absences on the appropriate Request for Leave Approval form to the employee's leader. Accurate payroll reporting is the responsibility of the leader; however, overtime, vacation, and other types of leave, may be reviewed by the College's Payroll and Human Resources Departments, as needed.

Employees in a leave without pay status will receive instructions from Human Resources in the event benefits are affected by their absence. Employees in a leave without pay status prior to a holiday will not receive pay for that holiday. Additionally, an employee in a leave without pay status for an entire month will not accrue vacation time for that month.

The College reserves the right to determine the employee's last working day in the event of the employee's resignation or termination. A resignation date is the last date the employee physically works for the College. A resignation date may not be extended using personal, holiday, and/or vacation leave.

Retirements are always effective the last day of the month for employees retiring under the Teacher Retirement System or the Optional Retirement System, however, the last day worked can be anytime during the month of retirement.

Attachment 6 – Proposed Procedures

Direct Deposit - The College encourages automatic deposit of all or part of an employee's pay into the checking and/or saving account of the financial institution of their choice.

Definitions

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

Exempt: An employee classification not eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Non-exempt: An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Date of SLT Approval	September 5, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy #, Payroll
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Manager, Payroll

Action Item “XIX”
Regular Board Meeting September 10, 2018
Consideration of Approval of Policy #: Auditing Courses – First Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on auditing courses. 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

The purpose of this policy is to inform students of the ability to audit a course and recognizes that there are specific requirements set forth by the College that a student must meet in order to audit a course. Revised procedures were also developed to support this policy and are provided to the Board for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on October 1, 2018.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 - Policy #: Auditing Courses (proposed policy)

Informational items only:

Attachment 3 – Procedure 6-5: Auditing Classes (current procedures)

Attachment 6 – Procedure ##, Auditing Courses (proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Auditing Courses**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s): **Auditing Courses**

Current Procedure Number(s)/Name(s): Procedure 6-5 Auditing Classes

Action Recommended for Policy: New

Action Recommended for Procedures: Revision

Web Links: <http://www.sanjac.edu/procedure-6-5-auditing-classes>

Primary Owner: Laurel Williamson, Deputy Chancellor and President

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

Summary of Changes:

- The proposed policy for Auditing Classes will be associated with Procedure 6-5 Auditing Courses.
- Changed the title of Procedure 6-5 from “classes” to “courses” to be consistent with language found in the procedure and consistent with the associated policy language.
- Changes to policy associations were made.
 - Policy V-H Policy on Tuition, Fees, Deposits, and Refunds will be brought forward for review at a later date.
 - Policy VI-P Policy on Student Records will be brought forward for review at a later date.

Policy #, Auditing Courses

Purpose

This policy informs students of the ability to audit a course and recognizes that there are specific requirements set forth by the San Jacinto College that a student must meet in order to audit a course.

Policy

San Jacinto College supports students who wish to audit a course. Specific conditions must be met in order for students to be eligible or approved to audit a course. Requirements exist prior to a student being eligible to audit a course and certain requirements exist after a student has become eligible for auditing a course. Students who have an interest in auditing a course are encouraged to visit the Admissions Office on a campus. For more detailed information including requirements to audit a course, refer to the College Catalog or College website.

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

Definitions

Audit a Course: The ability to take a course without the benefit of receiving a grade or credit for the course.

Associated Procedures

Procedure #, Auditing Courses

Date of Board Approval	Anticipated October 1, 2018
Effective Date	Anticipated October 2, 2018
Primary Owner	Deputy Chancellor and College President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure 6-5: Auditing Classes

Approval to audit a credit course may be granted to individuals who complete the audit application with the enrollment services office.

- Auditors (including senior citizens) must enroll for the course after the first class meeting during the official registration period but before the second class meeting.
- Not all courses are available to audit. Courses that have met the maximum occupancy cannot be audited. CPD classes are not available to audit.
- Students must meet all prerequisite and skill level requirements for the course being audited.
- Financial Aid does not cover the cost to audit a course.
- Students must purchase the required materials, including books, for the course.
- Audit students will have access to all buildings services, and technology, including Blackboard and SOS.
- Audit students must obtain a student ID from the library and a parking permit from the business office.
- Audited coursework will be posted on the transcript with a grade of AUDIT.
- Audit students are required to conform to the same conduct in the classroom and on campus as credit students and must comply with the policies, rules, regulations and generally accepted practices of the College (see SJCD Handbook and Code of Conduct).
- Audit students must pay the same day they register, either in full or by enrolling in a payment plan, if available, at a campus Business Office. Tuition is based on residency status. The General Service Fee will apply to all students as a one time fee per semester.
- Refunds for dropping an audited course will follow the same schedule as the regular refund schedule. Please see Enrollment Services for assistance in dropping an audit class.
- Senior citizens 65 or older may audit a credit course without paying for tuition, but they must pay all applicable fees, including the general service and related lab fees or incidental fees.

Procedure #:	6-5
Procedure Name:	Auditing Classes
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure #, Auditing Courses

Associated Policy

Policy #, Auditing Courses

Policy V-H Policy on Tuition, Fees, Deposits, and Refunds

Policy VI-P Policy on Student Records

Procedures

Approval to audit a credit course may be granted to individuals who complete the audit application with the Admissions office on each campus.

- Course auditors (including senior citizens) must enroll for the course after the first class meeting during the official registration period but before the second class meeting.
- Not all courses are available to audit. Courses that have met the maximum occupancy cannot be audited. Continuing & Professional Development (CPD) or non-credit courses are not available to audit.
- Students must meet all prerequisite and skill level requirements for the course being audited.
- Financial Aid does not cover the cost to audit a course.
- Students must purchase the required materials, including books, for the course.
- Audit students will have access to all building services and technology, including Blackboard and SOS.
- Audit students must obtain a student ID from the Admissions office and a parking permit from the Business office.
- Audited coursework will be posted on the transcript with a grade of “AUDIT.”
- Audit students are required to conform to the same conduct in the classroom and on campus as credit students and must comply with the policies, rules, regulations, and generally accepted practices of the College (see the Student Handbook and the Code of Student Conduct).
- Audit students must pay the same day they register, either in full or by enrolling in a payment plan, if available, at a campus Business Office. Tuition is based on residency status. The General Service Fee will apply to all students as a one-time fee per semester.
- Refunds for dropping an audited course will follow the same schedule as the regular refund schedule. Please see the Admissions office for assistance in dropping an audit course.
- Senior citizens 65 or older may audit a credit course without paying for tuition, but they must pay all applicable fees, including the general service and related lab fees or incidental fees.

Definitions

Audit a Course: The ability to take a course without the benefit of receiving a grade or credit for the course.

Attachment 4 – Proposed Procedure

Date of SLT Approval	August 6, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy #, Auditing Courses Policy VI-P Policy on Student Records Policy V-H Policy on Tuition, Fees, Deposits, and Refunds
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on student attendance. 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

The purpose of this policy is to explain the importance of attending all classes. Information in this policy was previously included in a procedure that is being recommended to rescind. Procedures were also revised and developed to support this policy and are provided to the Board for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on October 1, 2018.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Procedure 6-3: Student Attendance (current procedure being rescinded and modified to become new policy)

Attachment 3 - Policy #: Student Attendance (proposed policy)

Informational items only:

Attachment 4 – Procedure 6-3-d Student Absences for Religious Holidays (current procedures)

Attachment 5 – Procedure #, Student Absences for Religious Holidays (proposed procedures)

Attachment 6 - Procedure 6-3-e Military Service (current procedures)

Attachment 7 – Procedure #, Military Service (proposed procedures)

Attachment 8 - Procedure 6-3-f Shift Workers (current procedures)

Attachment 9 – Procedure #, Shift Workers (proposed procedures)

Action Item “XX”
Regular Board Meeting September 10, 2018
Consideration of Approval of Policy #: Student Attendance – First Reading

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Student Attendance**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s): **Student Absences for Religious Holidays, Military Service, Shift Workers**

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

Procedure 6-3 Student Attendance (rescind),

Procedure 6-3-d Student Absences for Religious Holidays (revision)

Procedure 6-3-e Military Service (revision)

Procedure 6-3-f Shift Workers (revision)

Action Recommended for Policy: New (modifying Procedure 6-3 Student Attendance to become policy)

Action Recommended for Procedures: Rescind and Revisions

Web Links: <http://www.sanjac.edu/procedure-6-3-student-attendance>

<http://www.sanjac.edu/procedure-6-3-d-student-absences-religious-holidays>

<http://www.sanjac.edu/procedure-6-3-e-military-service>

<http://www.sanjac.edu/procedure-6-3-f-shift-workers>

Primary Owner: Deputy Chancellor and College President

Secondary Owner: Provosts

Summary of Changes:

- Modified current procedure 6-3 student attendance to become new policy, Student Attendance.
- Associated three current procedures are being revised and linked to the new policy, Student Attendance.

Procedure 6-3: Student Attendance

Students are required to attend all lecture and laboratory periods. Through regular class attendance, students receive benefits beyond the acquisition of information: they gain insight into issues, gain increased understanding of complex topics, frequently experience a change of attitude, and receive other similar benefits. These benefits cannot always be measured or graded because of the limitations of the examination process or the grading system, but they are nevertheless at the very heart of the educational process. For this reason, regular class attendance is deemed an important requirement of success in every class at the college.

Thus, the college does not condone "cuts" on the part of students, nor does it allow instructors to give "walks" or dismiss classes early. Instructors pace instruction to regular class attendance, not allowing the pace of the class to be slowed by students who do not attend regularly.

The instructor keeps an accurate record of each student's attendance. Students who miss class for approved college activities are given the opportunity to do required classwork without penalty. Each instructor makes his or her other policies about missed work and excessive absences clear in the beginning-of-class handouts.

Certain departments or programs may be governed by accreditation or certification standards that require more stringent attendance policies. Instructors are made aware of the special attendance requirements by the department chairman or the dean.

- Excessive Absence
- Student Initiated Withdrawal
- Administrative Withdrawal for TSI
- Student Absences for Religious Holidays
- Military Service
- Shift Workers

Procedure #:

6-3

Procedure Name:

Student Attendance

Pages:

1

Adopted Date:

Revision/Reviewed Date:

Effective Date:

Associated Policy:

Policy # Student Attendance

Purpose

The purpose of this policy is to explain the importance of students attending all classes.

Policy

Students are required to attend all face-to-face or online classes and associated labs. Students are required to pay attention to and participate to all online course and associated lab requirements. Through regular class attendance, students receive benefits beyond the acquisition of information: they gain insight into issues, gain increased understanding of complex topics, frequently experience a change of attitude, and receive other similar benefits. These benefits cannot always be measured or graded because of the limitations of the examination process or the grading system, but they are nevertheless at the very heart of the educational process. For this reason, regular class attendance is deemed an important requirement of success in every face-to-face and online course at the college.

Thus, the College does not condone "cuts" on the part of students, nor does it allow faculty members to give "walks" or dismiss classes early. Faculty members pace instruction to regular class attendance, not allowing the pace of the class to be slowed by students who do not attend regularly.

The faculty member keeps an accurate record of each student's attendance. Students who miss class for approved college activities are given the opportunity to do required classwork without penalty. Each faculty member makes his or her other guidelines about missed work and excessive absences clear in the beginning-of-class handouts. Students are strongly encouraged to inform faculty members of their absences from class so as to facilitate open communication about class attendance requirements.

Certain departments or programs may be governed by accreditation or certification standards that require more stringent attendance guidelines. Faculty members are made aware of the special attendance requirements by the Department Chairman or the Dean.

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

Procedures

Procedure #, Student Absences for Religious Holidays

Procedure #, Military Service

Procedure #, Shift Workers

Date of Board Approval	Anticipated October 1, 2018
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Effective Date	Anticipated October 2, 2018
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Attachment 3 – Proposed Policy

Primary Owner	Deputy Chancellor & College President
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Secondary Owner	Provosts
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Procedure 6-3-d: Student Absences for Religious Holidays

In accordance with Senate Bill 738, a student who is absent from class for the observance of a religious holiday will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence, provided that

1. no later than the fifteenth day after the first day of the semester, the student has notified each instructor concerning the date he or she will be absent for the religious holiday, and
2. written notification of the intended absence is delivered personally to each instructor. The notification must be signed and dated by the instructor, who should keep a copy of the notification, returning the original to the student.

A student who is excused under Senate Bill 738 will not be penalized for the absence, but may be penalized for failure to complete the assignment or examination satisfactorily.

Procedure #:	6-3-d
Procedure Name:	Student Absences for Religious Holidays
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure #, Student Absences for Religious Holidays

Associated Policy

Policy #, Student Attendance

Procedures

In accordance with House Bill 256, a student who is absent from class for the observance of a religious holiday will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time (set by the instructor) after the absence, provided that:

1. no later than the fifteenth day after the first day of the semester, the student has notified each faculty member concerning the date he or she will be absent for the religious holiday, and
2. written notification of the intended absence is delivered personally to each faculty member. The notification must be signed and dated by the faculty member, who should keep a copy of the notification, returning the original to the student.

A student who is excused under House Bill 256 will not be penalized for the absence but may be penalized for failure to complete the assignment or examination satisfactorily.

Date of SLT Approval	September 5, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy #, Student Attendance
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Provosts

Procedure 6-3-e: Military Service

Students who are called up for active military duty after the date for withdrawal with a guaranteed "W" are allowed to withdraw with a "W" even if they are failing at the time they are activated.

Procedure #:	6-3-e
Procedure Name:	Military Service
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure #, Military Service

Associated Policy

Policy #, Student Attendance

Procedures

Students who are called up for active military duty, after the last day to withdraw or drop, are allowed to drop with a W even if they are failing at the time they are activated. Students must provide a copy of their active duty orders to the Veterans Services office.

Date of SLT Approval	September 5, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy #, Student Attendance
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Provosts

Procedure 6-3-f: Shift Workers

San Jacinto College has always tried to accommodate shift workers. Sometimes this requires that a student does work for two different instructors. The two instructors need to communicate to make this work. The initial instructor carries the shift worker on his or her roll and records absences, tardies, and grades as directed by the second instructor. This procedure is followed to comply with official census data requirements and audits. Department chairmen or deans should be informed about shift workers who attend two different sections of a course.

Procedure #:	6-3-f
Procedure Name:	Shift Workers
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure #, Shift Workers

Associated Policy

Policy #, Student Attendance

Procedures

San Jacinto College has always tried to accommodate shift workers. Sometimes this requires that a student completes course assignments, attends class, and takes examinations from two different faculty members. The two faculty members need to communicate and collaborate to accommodate these instances. The initial faculty member carries the shift worker on his or her roll and records absences, tardies, and grades as directed by the second faculty member. This procedure is followed to comply with official census data requirements and audits. Department Chairs should be informed by faculty members of shift workers who attend two different sections of a course.

Date of SLT Approval	September 5, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy #, Student Attendance
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Provosts

Consideration of Authorization to Plan, Develop, & Construct New Facility at Generation Park

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize college personnel to plan, develop, and construct a new facility and infrastructure at property owned in Generation Park.

BACKGROUND

The development of Generation Park at the northernmost edge of the San Jacinto College taxing area has the following attributes:

- Generation Park exists in Northeast Harris County on 4,000 acres, of which approximately 10% has development commitments.
- The park is a diversified, master-planned commercial development encompassing various industries along with apartments and retail facilities.
- The area was relatively unaffected by Hurricane Harvey.
- The population around Generation Park is growing at approximately twice the rate of the rest of the College district.

The College owns 56.826 acres in a central portion of the park, at northern edge of College's taxing district. Both a demographic study by Facilities Programming and a preliminary site planning project by Gensler, were recently completed for the entire acreage.

The current development proposal consists of a 50,000 square foot facility to accommodate general education and other academic classes. Subsequent buildout on the land at Generation Park will move forward in the future as demand dictates. The current proposal will also include necessary infrastructure, parking and other amenities to accommodate the first phase of development.

IMPACT OF THIS ACTION

This action will allow employees to effectively move forward with the goal of opening a facility at Generation Park in approximately two years.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The project will be funded from existing revenue bonds and general obligation bonds along with proceeds from a land sale projected to close within the next 120 days. The total estimated funding is projected at \$20 to \$22 million.

MONITORING AND REPORTING TIMELINE

The Board of Trustees will be kept informed of the development and budget activities.

Action Item “XXI”
Regular Board Meeting September 10, 2018

Consideration of Authorization to Plan, Develop, & Construct New Facility at Generation Park

ATTACHMENTS

Attachment 1 – Site development for first building at Generation Park

RESOURCE PERSONNEL

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

PHASE 1

SUMMARY

50,000 TOTAL GSF
500 TOTAL PARKING SPACES
1 ACADEMIC BUILDING

- 1 PHASE 1 ACADEMIC BUILDING
50,000 GSF
2 Levels
- 2 MAIN CAMPUS ENTRANCE WITH
WITH MEDIAN CUT & MONUMENT
SIGNAGE
- 3 SECONDARY CAMPUS ENTRANCE
WITH MONUMENT SIGNAGE
- 4 PIPELINE EASEMENT
- 5 VEGETATED PERIMETER BUFFER
- 6 PEDESTRIAN PATH WITH
INTEGRATED BIOSWALE



**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
September 10, 2018**

I.	EQUIPMENT, SUPPLIES & SERVICES BIDS	
CMR #18-37	Contract for Construction Manager-at-Risk for Renovation of North Campus Wheeler, Brightwell, Spencer, Burleson Buildings (pgs. 2-4)	\$2,348,588
CMR #18-40	Contract for Construction Manager-at-Risk for Renovation of South Campus Longenecker Building (pgs. 5-7)	1,328,137
CMR #18-41	Contract for Construction Manager-at-Risk for Renovation of South Campus Academic Buildings (pgs. 8-10)	694,969
IFB #19-04	Purchase Delta V Equipment (pg. 11-12)	110,429
IFB #19-05	Purchase Maintenance Training Simulator Platforms (pg. 13-15)	<u>1,162,000</u>
TOTAL OF ALL BIDS		5,644,123
II.	PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS	
Purchase Request #1	Contract for Architectural Services for Renovation of North Campus Wheeler, Brightwell, Spencer Buildings (N-10, N-9, N-8) (pgs. 16-17)	1,608,610
Purchase Request #2	Contract for Architectural Services for College Wayfinding Signage Project (pgs. 18-19)	84,000
Purchase Request #3	Contract for Additional Engineering Services for the Central Campus Petrochemical Process Training Unit (pgs. 20-21)	88,200
Purchase Request #4	Purchase Dell Laptops (pgs. 22-23)	800,000
Purchase Request #5	Purchase Graduation Event License (pg. 24)	109,375
Purchase Request #6	Annual Expenditures for Video Production Services (pg. 25)	60,000
Purchase Request #7	Purchase Lifecycle Dynamic Simulator Equipment (pgs. 26-27)	<u>496,999</u>
TOTAL OF PURCHASE REQUESTS		3,247,184
GRAND TOTAL:		<u>\$ 8,891,307</u>

**Consideration of Approval to Contract for Construction Manager at Risk for Renovation of
North Campus Wheeler, Brightwell, Spencer, Burleson Buildings**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees authorize the Chancellor to negotiate and execute a contract for Construction Manager-at-Risk (CMR) with The Whiting-Turner Contracting Company (Whiting-Turner) for renovation of the North Campus Wheeler, Brightwell, Spencer, and Burleson Buildings, (N-10, 9, 8, and 7). This authorization will include spending authority for pre-construction consulting, reviews, and related expenses.

BACKGROUND

In December 2016, the Board authorized the CMR delivery method for the North Campus Wheeler, Brightwell, and Spencer Buildings, and in April 2018 the Board authorized the CMR delivery method for the North Campus Burleson Building. Project Number 18-37 grouped both of those proposed projects into a two-step solicitation to procure CMR services in accordance with the Texas Government Code, Section 2269.251. A Request for Qualifications (RFQ) was issued on June 28, 2018, and submittals were received from four (4) firms. Evaluation and ranking of the submittals was based on criteria published in the RFQ.

On July 30, 2018, the four (4) highest-ranked firms were asked to submit a response to a Request for Proposals, the second phase of the two-step process. In addition, each firm made a presentation to the evaluation committee on August 7, 2018. The four finalists were ranked using numerical assessments from each segment, with Whiting-Turner receiving the highest overall score.

IMPACT OF THIS ACTION

This project includes the partial renovation of the 70,968 square foot (sf) Wheeler Building, the 42,822 sf Brightwell Building, the 52,000 sf Spencer Building, and the 48,730 sf Burleson Building to support various academic programs. The project includes partial interior renovations of each building to meet current minimum code and accessibility standards for their intended uses; upgrade of all mechanical, electrical, and plumbing systems with less than five (5) years of estimated life remaining; asbestos abatement as required; reconfiguration of walls as required to meet the functional needs of the various academic programs; and such cosmetic improvements as available construction funds allow.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the Construction Manager's total compensation will consist of a preconstruction fee of \$38,388, estimated general conditions fee of \$1,422,771, and the construction management fee of 3.55 percent applied to the final construction cost of work, for an estimated compensation total of \$2,348,588. The total project budget is \$41,642,744, which will not be exceeded.

Consideration of Approval to Contract for Construction Manager at Risk for Renovation of North Campus Wheeler, Brightwell, Spencer, Burleson Buildings

The project's guaranteed maximum price (GMP) for construction will be developed as design and construction plans progress. Initial spending against this contract up to \$100,000 is authorized for pre-construction consulting, reviews, and related expenses. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design of the project is active. Completion of design, permitting, and construction is anticipated to require approximately thirty-two (32) months due to phasing considerations.

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

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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**CMR 18-37 Construction Manager-at-Risk
North Campus Renovations: Buildings 7, 8, 9, 10**

Attachment No. 1 – Tabulation

QUALIFICATIONS SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Bartlett Cocke General Contractors	312.25	78.06	40%	31.23
2	Structure Tone Southwest, Inc.	299.55	74.89	40%	29.96
3	Tellepsen Builders	337.67	84.42	40%	33.77
4	The Whiting-Turner Contracting Company	316.80	79.20	40%	31.68

PRESENTATION SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Bartlett Cocke General Contractors	294.00	73.50	30%	22.05
2	Structure Tone Southwest, Inc.	318.20	79.55	30%	23.87
3	Tellepsen Builders	312.80	78.20	30%	23.46
4	The Whiting-Turner Contracting Company	331.80	82.95	30%	24.89

PRICING SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Bartlett Cocke General Contractors	242.21	60.55	30%	18.17
2	Structure Tone Southwest, Inc.	400.00	100.00	30%	30.00
3	Tellepsen Builders	292.64	73.16	30%	21.95
4	The Whiting-Turner Contracting Company	364.56	91.14	30%	27.34

<i>Average Score = Total Score Divided by 4 Evaluators</i>
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18-37 FINAL SCORES - RANKED		
#	Contractor	Score
1	The Whiting-Turner Contracting Company	83.91
2	Structure Tone Southwest, Inc.	83.82
3	Tellepsen Builders	79.18
4	Bartlett Cocke General Contractors	71.44

CMR 18-40
Regular Board Meeting September 10, 2018
Consideration of Approval to Contract for Construction Manager at Risk for
Renovation of South Campus Longenecker Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees authorize the Chancellor to negotiate and execute a contract for Construction Manager-at-Risk (CMR) with Flintco, LLC (Flintco) for renovation of the South Campus Longenecker Building (S-8). This authorization will include spending authority for pre-construction consulting, reviews, and related expenses.

BACKGROUND

In February 2018, the Board authorized the CMR delivery method for the South Campus Longenecker Building. Project Number 18-40 utilized a two-step solicitation process to procure these services in accordance with the Texas Government Code, Section 2269.251. A Request for Qualifications (RFQ), the first phase of the two-step process, was issued on June 28, 2018 and submittals were received from eight (8) firms. Evaluation and ranking of the submittals was based on criteria published in the RFQ.

On July 31, 2018, the four (4) highest-ranked firms were asked to submit a response to a Request for Proposals, the second phase of the two-step process. In addition, each firm made a presentation to the evaluation committee on August 8, 2018. The four finalists were ranked using numerical assessments from each segment, with Flintco receiving the highest overall score.

IMPACT OF THIS ACTION

This project includes the partial renovation of the 93,311 square foot Longenecker Building at the South Campus to support various academic and student service programs. The project includes a partial interior renovation of the building to meet current minimum code and accessibility standards; upgrade of all mechanical, electrical, and plumbing systems with less than five (5) years of estimated life remaining; reconfiguration of walls to meet the functional needs of the various occupants; and such cosmetic improvements as available construction funds allow.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the Construction Manager's total compensation will consist of a preconstruction fee of \$15,000, estimated general conditions fee of \$909,409, and the construction management fee of 2.9 percent applied to the final cost work, for an estimated compensation total of \$1,328,137. The total of the project budget is \$22,116,788, which will not be exceeded.

The project's guaranteed maximum price (GMP) for construction will be developed as design and construction plans progress. Initial spending against this contract up to \$100,000 is authorized for pre-construction consulting, reviews, and related expenses. This expenditure will be funded from the 2015 Bond Program.

CMR 18-40
Regular Board Meeting September 10, 2018
Consideration of Approval to Contract for Construction Manager at Risk for
Renovation of South Campus Longenecker Building

MONITORING AND REPORTING TIMELINE

Design of the project is active. Completion of design, permitting, and construction is expected to require no more than twenty-two (22) months.

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

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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**CMR 18-40 Construction Manager-at-Risk
South Campus Longenecker Renovation**

Attachment No. 1 – Tabulation

QUALIFICATIONS SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Flintco, LLC	248.00	82.67	40%	33.07
2	Structure Tone Southwest, Inc.	256.25	85.42	40%	34.17
3	Tellepsen Builders	246.00	82.00	40%	32.80
4	The Whiting-Turner Contracting Company	257.75	85.92	40%	34.37

PRESENTATION SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Flintco, LLC	267.50	89.17	30%	26.75
2	Structure Tone Southwest, Inc.	239.50	79.83	30%	23.95
3	Tellepsen Builders	251.25	83.75	30%	25.13
4	The Whiting-Turner Contracting Company	199.75	66.58	30%	19.98

PRICING SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Flintco, LLC	300.00	100.00	30%	30.00
2	Structure Tone Southwest, Inc.	270.97	90.32	30%	27.10
3	Tellepsen Builders	252.74	84.25	30%	25.27
4	The Whiting-Turner Contracting Company	261.54	87.18	30%	26.15

Average Score = Total Score Divided by 3 Evaluators

18-40 FINAL SCORES - RANKED		
#	Contractor	Score
1	Flintco, LLC	89.82
2	Structure Tone Southwest, Inc.	85.21
3	Tellepsen Builders	83.20
4	The Whiting-Turner Contracting Company	80.50

CMR 18-41
Regular Board Meeting September 10, 2018
Consideration of Approval to Contract for Construction Manager at Risk for
Renovation of South Campus Academic Buildings

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees authorize the Chancellor to negotiate and execute a contract for Construction Manager-at-Risk (CMR) with Tellepsen Builders, LP (Tellepsen) for renovation of the South Campus Academic Buildings (S-7 and S-9). This authorization will include spending authority for pre-construction consulting, reviews, and related expenses.

BACKGROUND

In April 2018, the Board authorized the CMR delivery method for the South Campus Academic buildings. Project Number 18-41 utilized a two-step solicitation process to procure these services for Buildings S-7 and S-9 in accordance with the Texas Government Code, Section 2269.251. A Request for Qualifications (RFQ), the first phase of the two-step process, was issued on June 28, 2018, and submittals were received from eight (8) firms. Evaluation and ranking of the submittals was based on criteria published in the RFQ.

On August 1, 2018, the five (5) highest-ranked firms were asked to submit a response to a Request for Proposals, the second phase of the two-step process. In addition, each firm made a presentation to the evaluation committee on August 9, 2018. The five finalists were ranked using numerical assessments from each segment, with Tellepsen receiving the highest overall score.

IMPACT OF THIS ACTION

This project includes the partial renovation of the 106,224 square foot (sf) S-7 and 106,224 sf S-9 buildings at the South Campus to support Early College High School (ECHS) academic programs. The project includes partial interior renovations of each building to meet current minimum code and accessibility standards; upgrade of all mechanical, electrical, and plumbing systems with less than five (5) years of estimated life remaining; reconfiguration of walls to meet the functional needs of the various tenant schools; and such cosmetic improvements as available construction funds allow.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the Construction Manager's total compensation will consist of a preconstruction fee of \$6,500, estimated general conditions fee of \$512,698, and the construction management fee of 3 percent applied to the final cost of the work, for an estimated compensation total of \$694,969. The total project budget is \$8,010,000, which will not be exceeded.

The project's guaranteed maximum price (GMP) for construction will be developed as design and construction plans progress. Initial spending against this contract up to \$100,000 is

CMR 18-41
Regular Board Meeting September 10, 2018
Consideration of Approval to Contract for Construction Manager at Risk for
Renovation of South Campus Academic Buildings

authorized for pre-construction consulting, reviews, and related expenses. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design of the project is active. Completion of the design, permitting and construction are expected to require approximately thirteen (13) months.

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

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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**CMR 18-41 Construction Manager-at-Risk
South Campus Renovations: Buildings 7 and 9**

Attachment No. 1 – Tabulation

QUALIFICATIONS SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Anslow Bryant Construction	251.50	83.83	40%	33.53
2	Brookstone, LP	256.75	85.58	40%	34.23
3	Flintco, LLC	250.25	83.42	40%	33.37
4	Structure Tone Southwest, Inc.	255.60	85.20	40%	34.08
5	Tellepsen Builders, L.P.	258.95	86.32	40%	34.53

PRESENTATION SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Anslow Bryant Construction	240.25	80.08	30%	24.03
2	Brookstone, LP	259.00	86.33	30%	25.90
3	Flintco, LLC	266.50	88.83	30%	26.65
4	Structure Tone Southwest, Inc.	255.25	85.08	30%	25.53
5	Tellepsen Builders, L.P.	277.00	92.33	30%	27.70

PRICING SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Anslow Bryant Construction	300.00	100.00	30%	30.00
2	Brookstone, LP	238.10	79.37	30%	23.81
3	Flintco, LLC	241.20	80.40	30%	24.12
4	Structure Tone Southwest, Inc.	260.34	86.78	30%	26.03
5	Tellepsen Builders, L.P.	260.36	86.79	30%	26.04

<i>Average Score = Total Score Divided by 3 Evaluators</i>
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18-41 FINAL SCORES - RANKED		
#	Contractor	Score
1	Tellepsen Builders, L.P.	88.26
2	Anslow Bryant Construction	87.56
3	Structure Tone Southwest, Inc.	85.64
4	Flintco, LLC	84.14
5	Brookstone, LP	83.94

IFB 19-04
Regular Board Meeting September 10, 2018
Consideration of Approval to Purchase Delta V Equipment for
Central Campus Petrochemical Process Training Unit

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees purchase a DeltaV Control System from Puffer-Sweiven LP to be utilized as part of the petrochemical process training unit at Central Campus.

BACKGROUND

The Center for Petrochemical, Energy, and Technology building will include laboratories and a control room that will both operate and simulate the live processes associated with the petrochemical process training unit that is being constructed adjacent the new facility. The control room equipment that needs to be purchased will include computer hardware, a server, computer switches and Delta V licensing to run the control room operations

An invitation for bids, Project Number 19-04, was issued to procure DeltaV Control System Equipment. One (1) response was received and evaluated and it was determined the response submitted by Puffer-Sweiven LP would provide the best value to the College and the department.

IMPACT OF THIS ACTION

Exposure to this equipment will allow students the hands-on training experience necessary to operate the adjacent process training unit in a teaching and learning environment. This experience will expose them to the same equipment they will encounter in the industry.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure is \$110,429. This expenditure will be funded from the 2015 Bond Program budget.

MONITORING AND REPORTING TIMELINE

The equipment will be purchased by September 30, 2018 and delivered in coordination with the construction of the facility.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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Project Name Delta V Equipment
Project Number 19-04

Final Ranking

Vendor Name	Total Bid Price
Puffer-Sweiven LP	\$110,429

IFB 19-05

Regular Board Meeting September 10, 2018
Consideration of Approval to Purchase Maintenance Training Simulator Platforms
for Central Campus Petrochemical Process Training Unit

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees purchase Maintenance Training Simulator (MTS) platform equipment from Emerson Process Management LLLP to be utilized as part of the petrochemical process training unit at Central Campus.

BACKGROUND

The Center for Petrochemical, Energy, and Technology building will include laboratories and a control room that will both operate and simulate the live processes associated with the petrochemical process training unit that is being constructed adjacent the new facility. The MTS platform equipment is constructed from process control technology used in real processes and can be used to train students on instruments used to monitor and control industrial processes including temperature, pressure, flow, level and final control valves. The MTS features control loops for flow control and tank level as well as the possibility to create cascade control loop strategies within a fully functioning DeltaV distributed control system.

An invitation for bids, Project Number 19-05, was issued to procure MTS Platform equipment. One (1) response was received and it was determined the response submitted by Emerson Process Management LLLP would provide the best value to the College and the department.

IMPACT OF THIS ACTION

The platform control system delivers a plant-like experience in the classroom. The compact, flexible, modular design allows it to fit through a standard classroom door. Exposure to this equipment will allow students the hands-on training experience they will encounter in the plants while reducing risk. The equipment also includes an extensive task-based performance support video library with interactive learning opportunities on topics such as calibration, diagnostic, troubleshooting, maintenance and much more.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure is \$1,162,000. This expenditure will be funded from the 2015 Bond Program budget.

MONITORING AND REPORTING TIMELINE

The equipment will be purchased by September 30, 2018 and delivered in coordination with the construction of the facility.

ATTACHMENTS

Attachment 1 – Tabulation

IFB 19-05

Regular Board Meeting September 10, 2018
Consideration of Approval to Purchase Maintenance Training Simulator Platforms
for Central Campus Petrochemical Process Training Unit

RESOURCE PERSONNEL

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Project Name Maintenance Training Simulator Platforms
Project Number 19-05

Final Ranking

Vendor Name	Total Bid Price
Emerson Process Management LLLP	\$1,162,000

Purchase Request #1
Regular Board Meeting September 10, 2018

**Consideration of Approval to Contract for Architectural Services for Renovation of
North Campus Wheeler, Brightwell, Spencer Buildings (N-10, N-9, N-8)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve a contract with HKS Architects to provide architectural services for the North Campus Wheeler, Brightwell, and Spencer (N-10, 9, and 8) building renovations.

BACKGROUND

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm would best suit the respective projects. It was recommended that HKS is the firm best suited to design the North Campus Wheeler, Brightwell, and Spencer building renovations.

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

IMPACT OF THIS ACTION

This action requests authorization to enter into a contract for architectural/engineering design of the North Campus Wheeler, Brightwell, and Spencer building renovations. The scope of their work will include the creation of architectural drawing for the renovation of interior, mechanical, electrical, and plumbing systems to meet current minimum code, as well as accessibility and program requirements.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The architect's proposed fee for the North Campus renovations for the Wheeler, Brightwell, and Spencer buildings renovation is 7 percent of the cost of work, plus allowable reimbursable fees. The estimated cost of work for the project is \$22,923,000, resulting in an estimated architect fee of \$1,604,610. Additionally, the reimbursable fees are estimated at \$4,000.

The estimated architect fee per building is as follows: Wheeler, \$689,982; Brightwell, \$385,106; and Spencer, \$529,522. This fee proposal is within the Board approved guidelines established for renovation projects in the 2015 Bond Program. These expenditures will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Architectural design of these projects is scheduled to begin in September 2018, and construction work substantially complete by July 2021. Design will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

Purchase Request #1
Regular Board Meeting September 10, 2018
Consideration of Approval to Contract for Architectural Services for Renovation of
North Campus Wheeler, Brightwell, Spencer Buildings (N-10, N-9, N-8)

ATTACHMENTS

None

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Purchasing Request #2
Regular Board Meeting September 10, 2018
Consideration of Approval to Contract for Architectural Services for
College Wayfinding Signage Project

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve a contract with Collaborate Architects, LLC (Collaborate) to provide architectural design and project management services for the College Wayfinding Signage Project.

BACKGROUND

Due to the construction of new buildings and the demolition of existing buildings and structures funded from the 2015 Bond Program, updates to wayfinding signage need to be implemented. These include updates to exterior directional signs and campus maps at the Central, North, and South campuses. In addition, other signage projects including updates to interior room signs and fire egress signs, updates to parking lot and traffic signs, and modifications to campus monument signs need to be addressed as well.

Architectural services are required to develop designs, construction drawings, and bidding packages for this project; project management services are required to schedule and oversee the work. A request for qualifications, Project Number 18-15, was issued to establish a pool of qualified architectural firms for minor projects, which the Board approved in December 2017. Collaborate is one of the architectural firms approved for minor projects and has been selected as the architect and project manager for this project.

IMPACT OF THIS ACTION

This action requests authorization to enter into a contract with Collaborate to provide architectural and project management services necessary to complete the project.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for architectural and project management services is \$84,000. The project will be funded from 2008 Bond contingency funds.

MONITORING AND REPORTING TIMELINE

Phase 1 of the College Wayfinding Signage Project will update monument signs and will be completed within six (6) months. It is anticipated that the following phases will be completed within eighteen (18) months.

ATTACHMENTS

None

Purchasing Request #2
Regular Board Meeting September 10, 2018
Consideration of Approval to Contract for Architectural Services for
College Wayfinding Signage Project

RESOURCE PERSONNEL

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Purchase Request #3
Regular Board Meeting September 10, 2018

**Consideration of Approval to Contract for Additional Engineering Services for the
Central Campus Petrochemical Process Training Unit**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve a contract amendment with Tellepsen Engineering LLC (Tellepsen) to provide construction administration services for the Central Campus Petrochemical Process Training Unit.

BACKGROUND

In September 2016, the Board authorized the Chancellor to enter into a contract with Tellepsen to provide engineering design services for the petrochemical process training unit to be constructed at the College's Central Campus Center for Petrochemical, Energy, and Technology (CPET). Tellepsen Corporation had previously been determined to be the most highly qualified respondent to Request for Qualifications (RFQ) 16-32 - Design Services for Petrochemical Process Training Unit, based on receiving the highest cumulative score in the evaluation process.

At the recommendation of industry representatives then engaged in planning for the project, construction administration services were excluded from the negotiated contract. As the process plant enters the construction phase, the need for partial construction administration services from the Engineer of Record has emerged. These services include answering Requests for Information, reviewing and approving component submittals, periodically observing the progress and quality of the work, and potentially modifying aspects of the design as required for satisfactory completion of the project.

IMPACT OF THIS ACTION

Approval of this request will allow construction of the Process Training Unit to continue as planned, without additional delay and with the knowledge that any issues arising during construction will have been evaluated from a process and public safety perspective.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Tellepsen has proposed a not to exceed fee of \$88,200, approximately 15 percent of the original design fee. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Construction of this project has begun. Additional engineering services will begin immediately upon approval of the Board. Design and construction will be monitored by the College's Facilities Services personnel and reported monthly to the Board Building Committee. Program management will be conducted by Rizzo and Associates.

Purchase Request #3
Regular Board Meeting September 10, 2018
Consideration of Approval to Contract for Additional Engineering Services for the
Central Campus Petrochemical Process Training Unit

ATTACHMENTS

None

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ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the purchase of Dell computers from Dell Marketing L.P. (Dell) for the Health Profession Opportunity Grant.

BACKGROUND

The healthcare industry has a continual need to increase the number of certified and trained workers to add to the applicant pool for the hire of qualified workers. San Jacinto Community College District (SJCCD) is the recipient of a Health and Human Services funded Health Profession Opportunity Grant (HPOG). The HPOG program is a demonstration project for Temporary Assistance for Needy Families recipients and other low-income individuals. In an effort to address the barrier of accessibility to technology for low-income students, the HPOG allows for the purchase of laptops for qualified grant students in a “loan to own” program.

The laptops will be procured utilizing Dell’s Contract Number DIR-TSO-3763 awarded through the Department of Information Resources cooperative contracts program which complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

IMPACT OF THIS ACTION

The goal of HPOG is to increase retention and completion rates for students as they move along their health care career pathway. Students will be issued laptops on a loaner basis while they are in their program of study and upon completion of the program, the laptop ownership will be transferred to the student. The SJCCD HPOG grant intends to purchase approximately 380 laptops and services from Dell before September 29, 2018, the end of the HPOG current fiscal year term. An additional 230 laptops will be purchased during HPOG’s next fiscal year funding cycle as well.

BUDGET INFORMATION

Laptops and technical services for those laptops will be funded from the Health Profession Opportunity Grant from the Department of Health and Human Service, Administration for Children and Families, Office of Family Assistance, Award No. 90FX0035-01-00. The combined estimated expenditure over both fiscal year terms will be \$800,000.

MONITORING AND REPORTING TIMELINE

Weekly collaboration meetings will occur to implement the computer distribution and equipment maintenance components, as well as a bi-annual reporting of results, successes and challenges post implementation.

Purchase Request #4
Regular Board Meeting September 10, 2018
Consideration of Approval to Purchase Dell Laptops

ATTACHMENTS

None

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

Purchase Request #5
Regular Board Meeting September 10, 2018
Consideration of Approval to Purchase Graduation Event License

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve an event license contract with the Houston Astros as the venue for the December 2018 graduation ceremony.

BACKGROUND

This is a licensing agreement with the Houston Astros to host the College's fall commencement ceremony at Minute Maid Park on Sunday, December 16, 2018 at 2:00 PM. This is the fourth San Jacinto College commencement event held at Minute Maid Park and will serve graduating students from Summer and Fall 2018 semesters. The venue will easily accommodate guest seating of 10,000. The attendance at previous commencement events was estimated at 8,700 guests, 819 graduation participants, and 300 faculty.

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

IMPACT OF THIS ACTION

The Fall 2018 commencement ceremony will host an estimated 950 student participants and their guests. If this agreement is not approved it will be necessary to locate another venue that will accommodate graduates, faculty, and guests for the fall ceremony.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$109,375. This expenditure will be funded from the Student Services department's 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #6
Regular Board Meeting September 10, 2018

Consideration of Approval to Annual Expenditures for Video Production Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve annual expenditures for video production services with Hack Studios, Interact Communications, Inc., and Stray Dog Studios, LLC, for the Marketing, Public Relations (PR) and Government Affairs department.

BACKGROUND

The San Jacinto College Marketing, Public Relations and Government Affairs department utilizes video production services as an effective way to communicate important information to current and prospective students. Through a request for proposals, Project Number 18-06, Interact Communications, Inc., Hack Studios, and Stray Dog Studios were selected to provide these services to the College. The Board approved these contracts in October 2017. All three vendors have a proven record of producing high quality videos and providing excellent service.

IMPACT OF THIS ACTION

The College has multiple departments that require use of professional video production services for a wide range of projects and events. The College's Marketing, Public Relations and Government Affairs department does not have in-house resources or personnel to meet this need. Projects include production of videography for promotional and media projects. Videos are used for recruiting, as well as informing students about available services, programs, and opportunities. One of the best practices in reaching our target audience is through video. The new College website redesign will incorporate more video features, and any videos produced may also be used for that purpose.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$60,000. This expenditure is funded from the Marketing, PR and Government Affairs department's 2018-2019 operating budget. Departments requesting specific promotional videos for their own purposes will use their departmental budget to acquire those videos.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #7
Regular Board Meeting September 10, 2018

Consideration of Approval to Purchase Lifecycle Dynamic Simulator Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the purchase of Lifecycle Dynamic Simulator (LDS) equipment from Emerson Process Management (Emerson) for the Center for Petrochemical, Energy, and Technology (CPET) at Central Campus.

BACKGROUND

The CPET building will include laboratories and a control room that will both operate and simulate the live processes associated with the petrochemical process training. In order to create real world experience for industry personnel learning to become plant operators, the LDS solution was developed by Emerson to achieve training by implementing a virtual plant. This technology is used to create a real world process plant that can be used to train students to monitor and control industrial processes including temperature, pressure, flow, level and control valves.

Emerson is the sole supplier of LDS and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1506 has been assigned.

IMPACT OF THIS ACTION

Purchase and installation of the LDS equipment will provide proven benefits training operators and operational excellence. Implementing a LDS is the first step towards the goal of operational certainty and top performance. The proposed LDS solution can be used to enhance control performance by providing an environment for process control improvement while reducing the risks and errors in new and existing control system configurations. It will improve operator performance by allowing training on startup, shutdown, abnormal situations, and infrequent plant upsets. In addition, the solution has been proven to accelerate new operator skill development and facilitate knowledge transfer from experienced to inexperienced operators. Finally, it will reduce risk of plant operations by supporting testing of process safety levels of protection and other operational testing without affecting the actual plant.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request is \$496,999. Funding will be provided from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The procurement, installation, and testing will take approximately twenty-one (21) weeks after Board approval. This project will be monitored by San Jacinto College Facilities Services personnel.

Purchase Request #7
Regular Board Meeting September 10, 2018

Consideration of Approval to Purchase Lifecycle Dynamic Simulator Equipment

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Item "A"
Regular Board Meeting September 10, 2018
Approval of the Minutes for the August 6, 2018
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the August 6, 2018, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
August 6, 2018
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse (arrived during closed session), Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson (arrived during closed session), Chancellor: Brenda Hellyer Other: Teri Crawford, George González, Mandi Reiland, Laurel Williamson, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 4:50 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse Rouse (arrived during closed session), Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson (arrived during closed session),
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.073 of the Texas Open Meetings Act, for the following purposes: Personnel Matters and Prospective Donation	Adjourned to closed session at 4:52 p.m. 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. <ul style="list-style-type: none"> • Validation of evaluation ratings for members of the Strategic Leadership • Other Personnel Matters Brenda Hellyer present for this item. b. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation. Brenda Hellyer present for this item.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 5:33 p.m.
V.	Review of Legislative	Teri Crawford and Teri Zamora were present for this item.

	<p>Appropriations Request</p>	<p>Brenda Hellyer explained that the response to the Legislative Appropriations Request (LAR) was due to the Legislative Budget Board (LBB) in the Governor’s office on Friday, August 3, 2018. A copy of the submitted statement was distributed to the Board for review as an informational item. The LAR requires a comment about significant changes in the provision of services by the College. Our statement explained the transformational change that continues to create efficiencies and provide value to our students and our community. Several items of significance were highlighted in the statement including:</p> <ul style="list-style-type: none"> • Broadly implementing Open Educational Resources providing more effective and faculty-driven resources for students in their course work while significantly reducing the cost of textbooks to students. • Implementation of Guided Pathways across the College. This streamlines degree programs and cross references university transfer programs with our top two transfer universities. This helps students navigate schedules and choose courses that will transfer to their desired degree program. • San Jacinto College is systematically and carefully increasing eight-week course offerings to help students complete their courses and encourage part-time students to take one extra course during the 16-week semester. • Implementation of "Aid Like a Paycheck" and financial counseling are moving to a second year at scale after some adjustments the College will implement based on Fall 2017, Spring 2018, and Summer 2018 results. This work has helped students reduce debt and the College will continue tracking with the adjustments being implemented for Fall 2018. • San Jacinto College will continue work on safety and security measures for students and employees. The College has initiated some of this work and continues to work through assessment and funding to update priority items. • San Jacinto College is working with Houston-area businesses and higher-education institutions to update curriculum, to implement initiatives that foster innovation and advanced manufacturing, to upskill current workers, and to train an incoming
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		<p>workforce for the highly technical jobs that this region would like to attract.</p> <p>Brenda also explained that the College was required to include demographic information and the purpose for any new funding requested. San Jacinto College included a statement indicating its support for the \$1.9 billion formula funding request submitted by the Texas Association of Community Colleges (TACC) in its letter dated July 24, 2018. With additional funds the College will: continue the implementation of Guided Pathways, continue the implementation of Open Educational Resources, implement safety and security measures on all campuses, and continue at scale the Aid Like a Paycheck program (including financial counseling for students wishing to use loans to supplement their educational costs). The LAR also required a statement that background checks are conducted on all candidates to be hired by the College as permitted by the Texas Government Code, Sec. 411.094 and Texas Education Code.</p> <p>Brenda reviewed the remaining required pages of the submitted legislative appropriations request which includes: organizational chart, budget base request, and enrollment data, and number of employees enrolled in state benefits programs.</p> <p>Brenda referenced the Texas Community College policy priorities for the 86th legislative session and the TACC approved formula recommendations for community colleges for the FY 2020-2021 biennium. The FY 2020-2021 formula recommendations adopted by both the TACC and Community College Association of Texas Trustees (CCATT) Boards are fully aligned with the formula recommendations adopted by the Texas Higher Education Coordinating Board (THECB) and the Community and Technical Colleges Formula Advisory Committee. The total recommendation is for an increase of \$144.8 million to \$ 1,912.2 million for the biennium. This funding level will enable the colleges to meet the goals of the 60x30TX plan. The recommendations include: funding an increase based on projected growth in contact hours and success points, adjusted 1.7 percent for inflation; funding the contact hour formula at a rate of \$5.49 per contact hour for the biennium; funding success points at \$215 per point (this is a 25% increase from the current rate of \$172);</p>
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		<p>maintaining the funding level for core operations at \$1.36 million per district for the biennium; and maintaining the current funding level for Bachelor of Applied Technology for the four community colleges eligible for this funding, adjusted for projected growth.</p> <p>Brenda explained that it is important for the 50 community colleges to be united with one ask for the legislative session. She and other community college leaders will be testifying in Austin in the coming months.</p> <p>Brenda reviewed an 18-year comparison of budgeted unrestricted revenue by type including state allocation, ad valorem taxes, tuition and fees, and other areas. The Board had previously asked to review such a comparison in order to better understand the decline in state revenue. The dollar amount of state revenue has increased from \$31.7 million to \$38.8 million over the 18 years. As a percentage of unrestricted revenue, the state allocation has declined from 41 percent to 23 percent.</p>
<p>VI.</p>	<p>Review Unrestricted Net Position and Cash on Hand Recommendation</p>	<p>Teri Crawford and Teri Zamora were present for this item.</p> <p>Teri Zamora reviewed the unrestricted net position and cash on hand recommendation. She reviewed the comparison between cash/investments and net position. Teri Z. explained that adequate liquid reserves relative to debt and operating expenditures are important to ensure continued operations of the College in the case of a financial challenge. She estimates that the College has approximately six months in cash reserves. Maintaining adequate cash reserves is important for the College to mitigate the following: operating risk, funding/legislative risk, event or business disruption risk, and competitive risk.</p> <p>Additionally, bond rating agencies and lenders assess the adequacy of an institution’s liquid reserves as a primary metric in the assignment of credit ratings. San Jacinto College’s current general obligation bond ratings are: S&P: AA Moody’s: Aa2</p> <p>Keith Sinor asked if the state could access these reserve funds and if it is likely to happen. Teri Z. explained that it is unlikely that the state would access the funds and would be dependent on changes in laws from the legislature.</p>

		<p>Such changes would not be just directed at San Jacinto College but would have to apply to all governmental agencies.</p> <p>Teri Z. explained further impact on unrestricted net position. Similar to GASB 68, which dealt with pensions, GASB 75 deals with the liability related to the cost of health insurance and other benefits provided for retirees. GASB 75 will be implemented as of August 31, 2018, and all community colleges in Texas are awaiting final information from ERS to make the appropriate entries. Most community colleges in Texas are expecting to have negative Unrestricted Net Position following implementation of GASB 75. After implementation of GASB 68 and GASB 75, Unrestricted Net Position ceases to be a good measure of financial health for governmental institutions. The Board will receive updates on GASB 75 impact after additional information is received.</p> <p>Teri Z. stated that the recommendation is to continue to be conservative in spending and review appropriate financial health measures periodically. Also, the recommendation is to establish four to six months of each year’s current annual unrestricted and auxiliary budgets as the target level for the College’s cash on hand.</p> <p>Brenda explained that a policy on finance standards that is being sent to the Board for first reading at tonight’s meeting. This policy has been distributed to the College community for input.</p>
<p>VII.</p>	<p>Review Texas Higher Education Coordinating Board (THECB) Almanac 2018 Comparison Metrics for San Jacinto College</p>	<p>Laurel Williamson and George González were present for this item.</p> <p>George González reviewed the THECB Alamac 2018 comparison metrics for San Jacinto College. This data supports Goal 1, 3, and 5 of the Strategic Plan 2016-2018.</p> <p>In the group of ten largest community colleges in Texas, San Jacinto College had the highest 3-year and second-highest 6-year full-time student graduation rates and the highest 3-year and 6-year part-time student graduation rates. San Jacinto College ranked first on three of the four graduation rate measures.</p>

		<p>In the group of ten largest community colleges in Texas, for students who graduated from an academic program, San Jacinto College ranked highest in the percentage of who are employed and enrolled in higher education in Texas.</p> <p>In the group of ten largest community colleges in Texas, for students who graduated from a technical program, San Jacinto College ranked highest in the percentage of who are employed and/or enrolled in higher education in Texas.</p> <p>In the group of ten largest community colleges in Texas, for students who had a Texas Success Initiative (TSI) Math obligation, San Jacinto College ranked highest in the percentage who met their TSI Math obligation.</p> <p>From Academic Year (AY) 2013 to AY2017, the average time to earn an associate degree for San Jacinto College graduates has decreased from 4.5 years to 4.1 years. Over that same timeframe, the average semester credit hours (SCH) to associate degree has decreased from 94 to 87.</p> <p>The group discussed how the amount of data and reliable information available has increased in the last ten to twelve years. The review of this data has been an important factor in understanding gaps in performance.</p> <p>Brenda discussed the additional data that is available to Board members at the back of their handouts. She specifically called attention to the Pell data. This is an area that the College needs to work on.</p> <p>Erica Davis Rouse asked about if the application for the Pell grant is defaulted. Laurel Williamson explained that legally you cannot default it. Brenda clarified that the form is complicated, and we have working group looking for ways to educate and simplify the process for students. We are working with school districts to find ways to encourage more students to complete these applications.</p> <p>Brenda explained that George is currently analyzing data on student debt and how that amount is being calculated. The Board Members expressed that they would like to see additional data on categories where the College is not in the top performance. The Board would like to see the good and bad data.</p>
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		<p>Erica asked about dual credit enrollment and funding. Brenda explained that the College does not have specific goals on enrollment, but that we are currently reviewing our financial model for sustainability. We are reviewing what our goals should be, and our current dual credit enrollment is approximately 15 percent of our total enrollment.</p> <p>The group discussed the recent dual credit studies that were discussed by Commissioner Parades.</p> <p>The Board members thanked Laurel, George, and their teams for their continued work. Brenda asked the Board members to review the presentation and if any additional questions arise to let her know. Marie suggested presenting some of this information at the upcoming State of the College event.</p>
VIII.	General Discussion of Meeting Items	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Brenda provided clarifications on the banking signatures and resolutions. This action is to add Teri Zamora and Dianne Duron as signing authorities.</p> <p>Teri Zamora explained that the investment policy would usually go to the finance committee for review prior to full Board review and approval, but we did not have a meeting last month.</p> <p>Brenda stated that an update would be provided to the building committee on the status of the recent delegations of authority.</p>
IX.	Review of Calendar	Brenda reviewed the calendar with the Board.
X.	Adjournment	Workshop adjourned at 6:54 p.m.

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

August 6, 2018

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, August 6, 2018, 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:	Debra Acuff	Allatia Harris	Heather Rhodes
	Joshua Banks	Joseph Hebert	Shelley Rinehart
	Lindsay Banks	Ed Hugetz	Carla Ruffins
	Rhonda Bell	Clare Iannelli	Juan Sanchez-Munoz
	Hilda Boyce	Mini Izaguirre	Thomas Schoenbein
	Lester Byrd	Sallie Kay Janes	Kelly Simons
	Pam Campbell	Bryan Jones	Debbie Smith
	Tonja Conerly	Ruth Keenan	Danny Snooks
	Teri Crawford	Tami Kelly	Steve Trncak
	William Davis	Faiza Khoja	Akif Uzman
	Suzanne Deblanc	Ann Kokx-Templett	Leigh Von Horn
	Bill Dickerson	Helen LaCour	Bill Welch
	Bill Dowell	Scott Marzilli	Jackie Welch
	Dawson Dreiling	Kevin McKisson	Niki Whiteside
	Chris Duke	Paula Mendoza	Van Wigginton
	Dianne Duron	Robert Merino	Laurel Williamson
	Iweanya Edward	Kevin Morris	Teri Zamora
	Mark Emery	Sarah Noster	Joanna Zimmerman
	Maria Fargo	Juliana Nichols	
	Amanda Fenwick	Bill Raffetto	
	Charles Gengler	Sandra Ramirez	
	George González	Mandi Reiland	
	Rebecca Goosen	Sherilyn Reynolds	

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:05 p.m.

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

Invocation and Pledges to the Flags: The invocation was given by Allatia Harris. The pledges to the American flag and the Texas flag were led by Keith Sinor.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Dr. Laurel Williamson provided an update on the partnership expansion and introductions for the signing ceremony with University of Houston-Downtown (UH-D). Dr. Juan Munoz spoke about the partnership and an official signing ceremony commenced. Representatives from UH-D included: Juan Munoz, Mike Emery, Charles Gengler, Ed Hugetz, Faiza Khoja, Scott Marzillla, Paula Mendoza, Akif Uzman, and Leigh Von Horn.
2. Van Wigginton recognized the Central Campus Phi Beta Lambda (PBL) State and National student awards. Present for this recognition: Helen LaCour (advisor), Sherilyn Reynolds (advisor), Dawson Dreiling, and Sarah Noster.
3. Dr. Bill Raffetto recognized Juliana Nichols for being National Runner up in Medical Technology at Skills USA.
4. Ruth Keenan recognized Jackie Welch for receiving the San Jacinto College Foundation Distinguished Service Award.

Student Success Presentations: Dr. Laurel Williamson, Niki Whiteside, Tonja Conerly, and Hilda Boyce provided an update on the courses materials initiatives.

Communications to the Board:

1. A thank you was sent from the family of Thaddeus King for the plant sent in his memory.
2. A thank you was sent to the Board from Ruth and Gordie Keenan, for the plant sent in memory of his mother.
3. A thank you was sent to the Board from Bo Hopper and Mandi Reiland, for the plant sent in memory of his grandfather.
4. A copy of the Opportunity News was provided to each Board member.

Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board: There were no citizens desiring to be heard before the Board.

Informative Reports:	Chair Marie Flickinger indicated such reports were in the Board documents and online.
	<ul style="list-style-type: none"> A. San Jacinto College Financial Statements B. San Jacinto College Foundation Financial Statements C. Capital Improvement Program
Motion 9886 Consideration of Approval of Policy VI.6004.B: Student Conduct and Discipline – Second Reading	<p>Motion was made by Larry Wilson, seconded by Erica Davis Rouse, for approval of Policy VI.6004.B: Student Conduct and Discipline – Second Reading.</p> <p>Motion Carried.</p> <p>Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None</p>
Motion 9887 Consideration of Approval of Policy VI.6004.C: Student Complaints – Second Reading	<p>Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for Approval of Policy VI.6004.C: Student Complaints – Second Reading.</p> <p>Motion Carried.</p> <p>Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None</p>
Motion 9888 Consideration of Approval of Policy VI.6004.D: Campus Sexual Misconduct – Second Reading	<p>Motion was made by Erica Davis Rouse, seconded by Keith Sinor for approval of Policy VI.6004.D: Campus Sexual Misconduct – Second Reading.</p> <p>Motion Carried.</p> <p>Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None</p>
Motion 9889 Consideration of Approval of Banking and Investment Resolutions	<p>Motion was made Keith Sinor, seconded by Dan Mims, for Approval of Banking and Investment Resolutions.</p> <p>Motion Carried.</p> <p>Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None</p>

<p>Motion 9890 Consideration of Approval of the Annual Review of the Investment Policy and Strategy of the College</p>	<p>Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for Approval of the Annual Review of the Investment Policy and Strategy of the College.</p> <p>Motion Carried.</p> <p>Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None</p>
<p>Motion 9891 Consideration of Approval of Reauthorization of Full-time Salary Schedules, Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2018-2019</p>	<p>Motion was made by Larry Wilson, seconded by Erica Davis Rouse, for Approval of Reauthorization of Full-time Salary Schedules, Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2018-2019.</p> <p>Motion Carried.</p> <p>Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson Nays: None</p>
<p>Consideration of Approval of Policy III.3000.A: Campus Carry – First Reading</p>	<p>Informational item on Policy III.3000.A: Campus Carry – First Reading (Information Only).</p> <p>No vote needed.</p> <p>Brenda Hellyer stated that this is a revision to the current policy. This modification will clarification on college events with minors. There will also be a clarification on prohibiting handguns in college owned or leased vehicles.</p>
<p>Consideration of Approval of Policy #: Finance Standards - First Reading</p>	<p>Informational item on Policy #: Finance Standards – First Reading (Information Only).</p> <p>No vote needed.</p>
<p>Motion 9892 Consideration of Purchasing Requests</p>	<p>Motion was made by Dan Mims, seconded by Erica Davis Rouse, for approval of the purchasing requests.</p> <p>RFP #18-11 Contract for Carpet and Flooring Services \$150,000</p> <p>RFP #18-30</p>

Contract for Media Buying and Placement Services	1,000,000
Purchase Request #1 Approval of Guaranteed Maximum Price for North Campus Cosmetology and Culinary Center	22,000,000
Purchase Request #2 Approval of Guaranteed Maximum Price for South Campus Cosmetology Center	13,300,000
Purchase Request #3 Additional Funds for Program Management Services	600,000
Purchase Request #4 Additional Funds for Medical Equipment and Supplies	50,000
Purchase Request #5 Additional Funds for Industrial Technology Tools and Equipment	50,000
Purchase Request #6 Additional Funds for Science Lab Supplies and Equipment	40,000
Purchase Request #7 Approval of Contract Extension for Petrochemical Consulting Services	<u>98,750</u>
TOTAL OF PURCHASE REQUESTS:	\$37,288,750

Motion Carried.

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

Nays: None

**Motion 9893
Consent Agenda**

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

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

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 8:04 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

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

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The September 10, 2018 Board Meeting
 Fiscal Year 2017 - 2018

DISTRICT	ELEMENT OF COST	DEBIT	CREDIT
	INSTRUCTION	-	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	392
	STUDENT SERVICES	1,642	-
	INSTITUTIONAL SUPPORT	1,284	8,482
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
CENTRAL	INSTRUCTION	2,188	1,250
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	629
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
NORTH	INSTRUCTION	2,337	2,260
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	1,548	1,284
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
SOUTH	INSTRUCTION	5,298	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	-
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
		14,297	14,297

RECOMMENDATION

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

Central Campus

Department

Phlebotomy Program

Affiliation Entity

Houston Methodist St. John Hospital

Eye Care Technology Program

Limcer, Inc.

South Campus

Department

LVN/Paramedic to ADN Transition and Vocational Nursing Program

Affiliation Entity

Garden Terrace

Physical Therapist Assistant Program

Valeo Human Performance dba Valeo Physical Therapy

Occupational Therapy Assistant Program

Hope Village

Pharmacy Technician Programs (South and North Campuses)

San Jacinto Methodist Hospital dba Houston Methodist San Jacinto Hospital

North Campus

Department

Mental Health Program

Affiliation Entity

Nehemiah’s Wall of Crosby

Health Information Management Program

Omega Medical Billing & Coding

Health Information Management Program

Kinetic Orthotic & Prosthetic Solutions

Health Information Management Program

Vu Theriot, M.D.

Health Information Management Program

CHI St. Joseph Health

Health Information Management/Cancer Data Program

Houston Methodist Hospital-TMC

Medical Assisting Program

Hugo R. Gonzalez & Associates, P.A.

Medical Assisting Program

La Porte Medical Clinic

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

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Item “E”
Regular Board Meeting September 10, 2018
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, October 1, 2018.