

*Board of Trustees  
Meeting*

*August 5, 2019*

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:00 p.m., Monday, August 5, 2019, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, 551.073, and 551.072 of the Texas Open Meetings Act, for the following purposes:**
  - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
  - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
    - Validation of evaluation ratings for members of the Strategic Leadership Team
    - Other Personnel Matters
  - c. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation.
  - d. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Update Board Member Biographies**
- VI. Review Changes to Investment Policy and Broker/Dealer List**
- VII. Notice to Allow Investment Advisor Contract to Expire**
- VIII. Review Proposal to Prepay Some Callable Debt**
- IX. Update on Proposed Service Animals Policy**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**
- XII. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held 2

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

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

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

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

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

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

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

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

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

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

#### Certification as to Posting or Giving of Notice

On this day, August 2, 2019, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, August 5, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Moment of Silence, Invocation, and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
  - Recognition of San Jacinto College District Police Officers for Life-saving Actions and AED Presentation Teri Zamora
  - Recognition of the Purchasing Department for Receiving the 2019 Annual Achievement of Excellence in Procurement Award Teri Zamora
  - Recognition of the Process Technology Troubleshooting Team Van Wigginton
  - Recognition of the Small Business Development Center (SBDC) for Being Named the Texas Gulf Coast SBDC State Star for 2018 Allatia Harris
  - Recognition of Monument Award Recipients Laurel Williamson
- V. Student Success Presentations**
  - KPI Dashboard Update – Spring 2019 Course Retention and Success Michelle Callaway
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

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

- a. June 2019
- b. May 2019
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes
- E. San Jacinto College Finance Committee Minutes

### **ACTION ITEMS**

- IX. Assignments for Board Committees and San Jacinto College Foundation - For Information Only**
- X. Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- XI. Consideration and Approval of Resolution Authorizing the Defeasance of Bonds**
- XII. Consideration of Adoption of Authorized Broker/Dealer List**
- XIII. Consideration Of A Resolution For Casting A Ballot For The Election Of A Person To The Board Of Directors Of The Harris County Appraisal District**
- XIV. Consideration of Approval of the Annual Review of the Investment Policy and Strategy of the College**
- XV. Consideration of Approval of the 2020 Board of Trustees Regularly Scheduled Meeting Dates**
- XVI. Consideration of Approval of Policy III.3006.B, Volunteer Service – Second Reading**
- XVII. Consideration of Approval of Sublease and Lease with LBC at Port of Houston**

### **PURCHASING REQUESTS**

- XVIII. Consideration of Purchasing Requests**

### **CONSENT AGENDA**

- XIX. 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 June 3, 2019 Board Workshop, Public Budget Hearing, and Regular Board Meeting**
  - B. Approval of the Budget Transfers**
  - C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2019-2020 Professional Contracts**
  - D. Approval of the Affiliation Agreements**
  - E. Approval of the Next Regularly Scheduled Meeting**
- XX. Items for Discussion/Possible Action**  
(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)

- XXI. Adjournment**

**Closed Session Authority**

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 105,997,746	\$ 92,142,991
Accounts receivable - taxes	3,606,911	4,183,080
Accounts receivable	17,458,182	15,762,616
Deferred charges	2,028,590	1,467,313
Inventories	359,413	363,167
Total current assets	<u>129,450,842</u>	<u>113,919,167</u>
Noncurrent assets:		
Restricted cash and cash equivalents	228,238,691	146,443,049
Capital assets, net	510,546,663	447,393,229
Total noncurrent assets	<u>738,785,354</u>	<u>593,836,278</u>
Total assets	<u>868,236,196</u>	<u>707,755,445</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	4,631,718	6,924,946
Deferred outflow related to OPEB	2,581,254	-
Deferred outflow related to defeased debt	9,234,529	10,460,538
Total deferred outflows of resources	<u>16,447,501</u>	<u>17,385,484</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,762,425	12,309,481
Accrued liabilities	6,757,493	6,741,881
Accrued compensable absences and deferred compensation	2,259,299	2,282,788
Deferred revenues	12,847,505	13,283,809
Total current liabilities	<u>38,626,722</u>	<u>34,617,959</u>
Noncurrent liabilities:		
Net pension liability	26,598,961	31,890,143
Net OPEB liability	91,125,036	-
Bonds and notes payable	600,758,891	465,324,167
Total noncurrent liabilities	<u>718,482,888</u>	<u>497,214,310</u>
Total liabilities	<u>757,109,610</u>	<u>531,832,269</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,007,220	3,795,258
Deferred inflows related to OPEB	20,148,183	-
Total deferred inflows of resources	<u>26,155,403</u>	<u>3,795,258</u>
<u>Net assets</u>		
Beginning of year	60,632,834	164,328,451
Current year addition	40,785,850	25,184,951
Total net position	<u>\$ 101,418,684</u>	<u>\$ 189,513,402</u>

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

11 Unrestricted Funds

	Adjusted Budget	Actual (83.33%)	% Actual to Adjusted Budget	6/30/18	% of 8/31/18 Actual
REVENUES:					
State Appropriations	\$ 38,785,179	\$ 31,426,016	81.03	\$ 31,426,841	81.00
Local Taxes - Maintenance & Operations	69,786,000	69,394,857	99.44	65,056,328	99.45
Credit Tuition	45,790,671	43,586,883	95.19	43,596,580	99.73
Credit Fees	16,750,900	17,222,572	102.82	15,782,513	99.63
Credit Exemptions & Waivers	(5,600,000)	(6,605,059)	117.95	(5,575,686)	99.90
Bad Debt	(1,900,000)	(1,583,330)	83.33	(1,569,419)	83.91
Continuing Professional Development	4,438,000	4,823,757	108.69	4,410,465	77.65
Sales & Services	1,778,000	9,279,618	521.91	3,067,759	81.55
Investment Income	1,000,000	2,134,235	213.42	926,203	76.03
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>170,828,750</u>	<u>169,679,549</u>	<u>99.33</u>	<u>157,720,184</u>	<u>94.12</u>
EXPENDITURES:					
Instruction	69,089,594	60,934,673	88.20	60,241,510	87.89
Public Service	4,904,417	5,162,620	105.26	4,692,743	73.09
Academic Support	14,990,332	10,726,223	71.55	10,375,199	81.50
Student Services	15,452,591	11,606,796	75.11	11,345,041	81.29
Institutional Support	43,618,713	30,306,391	69.48	30,025,848	78.91
Physical Plant	19,248,244	13,627,101	70.80	14,636,204	75.47
Hurricane Harvey	-	9,721	-	232,995	-
Total	<u>167,303,891</u>	<u>132,373,525</u>	<u>79.12</u>	<u>131,549,540</u>	<u>82.57</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(3,897)	-
Transfers Out	3,524,859	12,721,752	-	2,885,127	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 24,584,272</u>		<u>\$ 23,289,414</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

Federal Restricted Funds

	Adjusted Budget	Actual (83.33%)	% Actual to Adjusted Budget	6/30/18	% of 8/31/18 Actual
REVENUES:					
Grants	\$ 67,839,444	\$ 40,088,718	59.09	\$ 43,382,713	90.62
Total	<u>67,839,444</u>	<u>40,088,718</u>	<u>59.09</u>	<u>43,382,713</u>	<u>90.60</u>
EXPENDITURES:					
Instruction	929,640	577,814	62.15	369,429	87.08
Public Service	275,609	136,704	49.60	146,890	76.35
Academic Support	17,696,978	2,727,206	15.41	3,594,376	79.55
Student Services	554,511	268,405	48.40	321,358	86.01
Institutional Support	1,465,346	721,404	49.23	742,080	78.39
Scholarships and Fellowships	46,917,360	35,666,906	76.02	38,196,970	92.23
Hurricane Harvey	-	(9,721)	-	11,610	-
Total	<u>67,839,444</u>	<u>40,088,718</u>	<u>59.09</u>	<u>43,382,713</u>	<u>90.60</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

State Restricted Funds

	Adjusted Budget	Actual (83.33%)	% Actual to Adjusted Budget	6/30/18	% of 8/31/18 Actual
REVENUES:					
State Paid Benefits	\$ 10,632,000	\$ 9,797,609	92.15	\$ 9,429,206	83.01
Grants	4,916,674	2,549,999	51.86	2,906,592	89.49
Total	<u>15,548,674</u>	<u>12,347,608</u>	<u>79.41</u>	<u>12,335,798</u>	<u>84.45</u>
EXPENDITURES:					
Instruction	7,267,532	4,873,300	67.06	4,395,243	80.61
Public Service	333,253	327,706	98.34	301,061	77.71
Academic Support	1,306,174	1,390,954	106.49	1,141,664	72.08
Student Services	1,360,753	1,431,253	105.18	1,308,407	77.87
Institutional Support	2,973,558	2,375,096	79.87	2,831,398	93.19
Scholarships and Fellowships	2,307,404	1,949,299	84.48	2,358,025	95.71
Total	<u>15,548,674</u>	<u>12,347,608</u>	<u>79.41</u>	<u>12,335,798</u>	<u>84.45</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Local Grants	\$ 2,678,496	\$ 1,984,915	74.11	\$ 1,686,326	88.00
Total	<u>2,678,496</u>	<u>1,984,915</u>	<u>74.11</u>	<u>1,686,326</u>	<u>88.00</u>
EXPENDITURES:					
Instruction	23,656	29,953	126.62	39,168	100.39
Public Service	218,084	123,970	56.85	140,433	83.13
Academic Support	717,364	159,290	22.20	79,484	85.27
Student Services	90,006	56,883	63.20	34,358	99.93
Institutional Support	125,586	61,088	48.64	5,439	20.15
Scholarships and Fellowships	<u>1,753,853</u>	<u>1,678,989</u>	<u>95.73</u>	<u>1,504,734</u>	<u>88.52</u>
Total	<u>2,928,549</u>	<u>2,110,173</u>	<u>72.06</u>	<u>1,803,616</u>	<u>87.45</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(250,053)	(125,246)		(146,961)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (12)</u>		<u>\$ 29,671</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Credit Tuition	\$ 2,000,000	\$ 1,948,205	97.41	\$ 1,940,194	99.09
Total	<u>2,000,000</u>	<u>1,948,205</u>	<u>97.41</u>	<u>1,940,194</u>	<u>99.09</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,000,000</u>	<u>1,551,747</u>	<u>77.59</u>	<u>1,736,880</u>	<u>99.66</u>
Total	<u>2,000,000</u>	<u>1,551,747</u>	<u>77.59</u>	<u>1,736,880</u>	<u>99.66</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 396,458</u>		<u>\$ 203,314</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 2,865	-	\$ 6,961	98.14
Total	<u>-</u>	<u>2,865</u>	<u>-</u>	<u>6,961</u>	<u>98.14</u>
EXPENDITURES:					
Instruction	2,356	27,668	-	20,869	71.69
Student Services	<u>-</u>	<u>827</u>	<u>-</u>	<u>47,950</u>	<u>93.93</u>
Total	<u>2,356</u>	<u>28,495</u>	<u>-</u>	<u>68,819</u>	<u>85.85</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(2,356)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (25,630)</u>		<u>\$ (61,858)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Auxiliary Services	<u>3,281,000</u>	<u>2,783,578</u>	<u>84.84</u>	<u>2,721,590</u>	<u>93.53</u>
Total	<u>3,281,000</u>	<u>2,783,578</u>	<u>84.84</u>	<u>2,721,590</u>	<u>93.53</u>
EXPENDITURES:					
Non-Instructional Labor	450,372	398,403	88.46	541,946	87.49
Benefits	77,175	333,987	432.77	345,719	83.41
Supplies	596,070	319,918	53.67	432,089	77.65
Travel	158,903	186,254	117.21	431,145	94.64
Contracted Services	481,800	243,347	50.51	256,194	86.75
Scholarships and Fellowships	646,480	837,246	129.51	1,493,972	95.50
Utilities	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>2,411,000</u>	<u>2,319,155</u>	<u>96.19</u>	<u>3,501,065</u>	<u>89.52</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(779,475)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 870,000</u>	<u>\$ 464,423</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/18</u>	<u>% of 8/31/18 Actual</u>
<b>REVENUES</b>					
Investment Income	\$ -	\$ 362,015	-	\$ 244,611	78.67
Local Taxes - Debt Service	<u>29,268,000</u>	<u>28,431,180</u>	<u>97.14</u>	<u>28,129,314</u>	<u>99.19</u>
Total	<u>29,268,000</u>	<u>28,793,195</u>	<u>-</u>	<u>28,373,925</u>	<u>98.96</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>32,540,450</u>	<u>16,155,522</u>	<u>49.65</u>	<u>15,143,443</u>	<u>83.36</u>
Total	<u>32,540,450</u>	<u>16,155,522</u>	<u>49.65</u>	<u>15,143,443</u>	<u>83.36</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,272,450)	(3,752,950)	-	(1,954,794)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 16,390,623</u>		<u>\$ 15,185,276</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/18</u>	<u>% of 8/31/18 Actual</u>
EXPENDITURES					
Depreciation	\$ 17,500,000	\$ 13,523,761	77.28	\$ 14,079,260	84.09
Capital Purchases	-	(814,325)	-	(618,394)	38.06
Total	<u>17,500,000</u>	<u>12,709,436</u>	<u>-</u>	<u>13,460,866</u>	<u>89.04</u>
Net Increase (Decrease) in Net Position	<u>\$ (17,500,000)</u>	<u>\$ (12,709,436)</u>		<u>\$ (13,460,866)</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (83.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>6/30/18</u>	<u>% of 8/31/18 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 49,417,179	\$ 41,223,625	83.42	\$ 40,856,047	81.46
Local Taxes - Maintenance & Operations	69,786,000	69,394,857	99.44	65,056,328	99.45
Local Taxes - Debt Service	29,268,000	28,431,180	97.14	28,129,314	99.19
Credit Tuition	47,790,671	45,535,088	95.28	45,536,774	99.70
Credit Fees	16,750,900	17,222,572	102.82	15,782,513	99.63
Credit Exemptions & Waivers	(5,600,000)	(6,605,059)	117.95	(5,575,686)	99.90
Bad Debt	(1,900,000)	(1,583,330)	83.33	(1,569,419)	83.91
Continuing Professional Development	4,438,000	4,823,757	108.69	4,410,465	77.65
Sales & Services	1,778,000	9,282,483	522.07	3,074,720	81.58
Investment Income	1,000,000	2,496,250	249.63	1,170,814	76.56
Investment Income - San Jac Tomorrow Program	-	2,841,596	-	-	-
Auxiliary Services	3,281,000	2,783,578	84.84	2,721,590	93.53
Grants	72,756,118	42,638,717	58.60	46,289,305	90.53
Local Grants	2,678,496	1,984,915	74.11	1,686,326	88.00
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>291,444,364</u>	<u>260,470,229</u>	<u>89.37</u>	<u>248,167,691</u>	<u>93.46</u>
<b>EXPENDITURES:</b>					
Instruction	77,312,778	66,443,408	85.94	65,066,219	87.35
Public Service	5,731,363	5,751,000	100.34	5,281,127	73.67
Academic Support	34,710,848	15,003,673	43.22	15,190,723	80.27
Student Services	17,457,861	13,364,164	76.55	13,057,114	81.12
Institutional Support	80,723,653	49,619,501	61.47	48,748,208	80.94
Physical Plant	19,248,244	13,627,101	70.80	14,636,204	75.47
Scholarships and Fellowships	52,978,617	40,846,941	77.10	43,796,609	92.55
Auxiliary Enterprises	2,411,000	2,319,155	96.19	3,501,065	89.52
Depreciation	17,500,000	13,523,761	77.28	14,079,260	84.09
Hurricane Harvey	-	-	-	244,605	-
Capital Purchases	-	(814,325)	-	(618,394)	38.06
Total	<u>308,074,364</u>	<u>219,684,379</u>	<u>71.31</u>	<u>222,982,740</u>	<u>84.82</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,524,859)	(12,721,752)	-	(2,885,127)	-
Transfers Out	<u>3,524,859</u>	<u>12,721,752</u>	<u>-</u>	<u>2,885,127</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (16,630,000)</u>	<u>\$ 40,785,850</u>		<u>\$ 25,184,951</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

91 Capital Projects

	Adjusted Budget	Actual (83.33%)	6/30/18
REVENUES:			
Investment Income	\$ -	\$ 2,841,596	\$ 1,494,367
Total	-	2,841,596	1,494,367
EXPENDITURES:			
Bond Programs - Expensed	-	-	-
Bond Programs - Capitalized	-	62,750,528	30,471,916
Total	-	62,750,528	30,471,916
Net Increase (Decrease) in Net Position	\$ -	\$ (59,908,932)	\$ (28,977,549)

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Ten Months Ended June 30, 2019

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (83.33%)	6/30/18
REVENUES:			
Land Sale Proceeds	\$ 8,843,556	\$ -	\$ -
Total	8,843,556	-	-
EXPENDITURES:			
Generation Park	8,843,556	1,144,747	-
Total	8,843,556	1,144,747	-
TRANSFERS AMONG FUNDS:			
Transfers In	-	(8,843,556)	-
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (9,988,303)	\$ -



**Monthly Investment Report**  
**June 30, 2019**



# TRADE CROSS WINDS

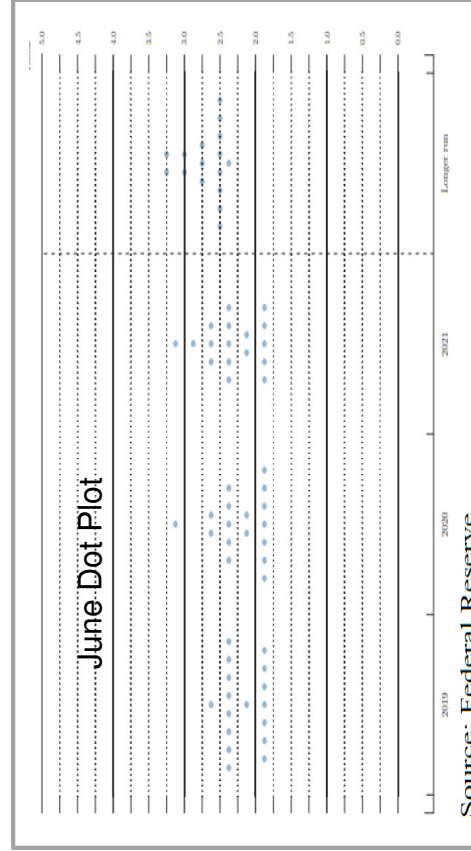
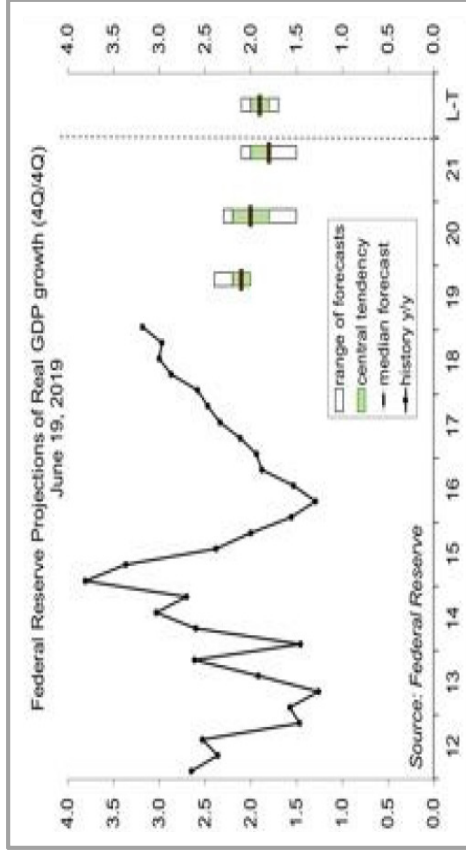
Trade continues to be the story for markets everywhere. The G-20 meeting may have extended the trade talks but because no definitive answer has been found, the market has tended to focus instead on the Fed. The Fed meets at the end of July, so we still have a month to wait on a decision. Until then geopolitical situations remain front and center. Recession risk is rising slightly and markets currently expect - and are pushing - the FOMC to keep it at bay by cutting short-term interest rates at least once. Some participants are pushing for up to three cuts. Lower rates—which tend to spur borrowing and business investment—could help balance out the negative effects of slowing global growth and an ongoing U.S.-China trade war. But is it enough to tip the scales of a data dependent Fed?

The Fed says it “will look at everything” in deciding its next move so the key issue is whether the crosscurrents on trade and concerns on global growth will continue to weigh sufficiently on the outlook and add pressure for additional monetary policy accommodation. While Powell has clearly signaled that the July rate decision will be data dependent, financial market participants heard a different message and are fully factoring in a rate cut. They are pushing rates lower.

As expected the Fed kept rates unchanged in June. But the Committee did soften its tone for an increased willingness to provide accommodation, *if needed*. While the US economy is relatively positive, the FOMC did specifically note a growing uncertainty from conditions abroad, particularly international trade relations, that could warrant a rate reduction sooner rather than later. The decision is to balance risk and rate cuts. The key question is whether the domestic economy is just slowing or is it driving towards recession.

The domestic economy still shows decent slow growth. The GDP was finalized at 3.1%. Housing is slowing as is retail activity, but it is not stopped. The volatility in the markets however, show investors interpretation of Fed remarks and its own presumed ability to push the Fed into a rate cut. That might be just wishful thinking. Without clear economic stress, due to trade or evidence of global deflationary pressure being imported to the US, it is not without reason to believe the Fed will hold rates steady for some time. The curve has resisted a solid inversion between Fed Funds and the 10-year because the domestic economy is simply stuck on a shallow growth trajectory.

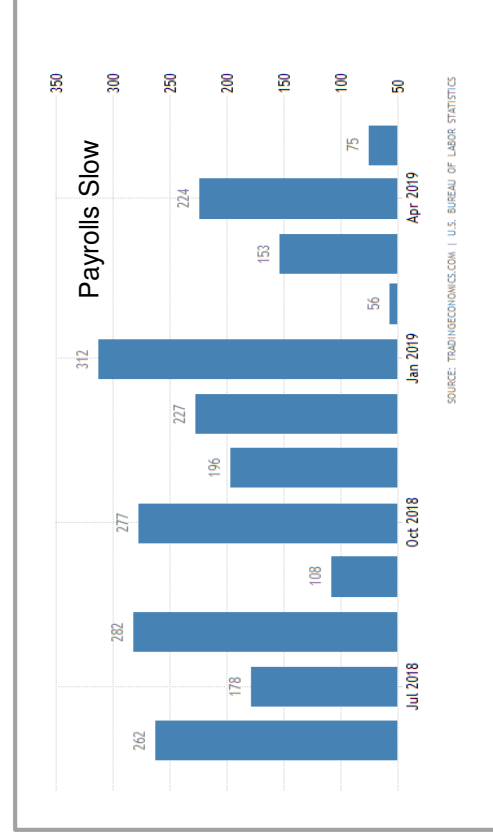
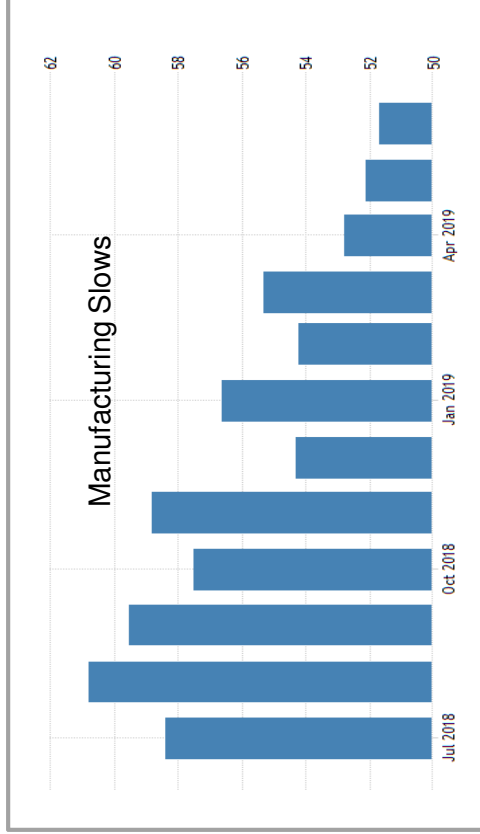
Market participants know it is never smart to fight the Fed. However, it is not wise to read too much into Fed statements for what you want to hear.



# A Plethora of Concerns

The US is definitely slowing. Business fixed investments have fallen off. While this could reflect issues in energy exploration and problems at Boeing, softer global growth and trade policy uncertainties have played an important role. Factory output has also declined. However, we often have mini-recessions in manufacturing, without a recession in the overall economy. The yield curve is the best single indicator of a possible recession, but it's a matter of degrees (it's not a switch that is flipped then the slope goes negative). Currently, the treasury spreads implies about a 35% chance of entering a recession in the next 12 months. While that suggests that a recession is "not likely," the odds are too high for comfort. Payrolls remain strong and wages are rising but not at a pace that would push the CPI over the 2% target. The domestic need for a rate cut is difficult to buy. Also would a Fed rate cut improve the global situation? Politically, the new data-dependent approach, in contrast to the patient approach, smoothed the divisions within the Committee and with the Trump administration without committing to a cut. Maybe that was the plan?

Equity markets around the world will likely contend with slowing global economic growth, as well as other pressures including rising trade tariffs; the possibility the United Kingdom will leave the European Union (Brexit) with no transition plan; and rising tensions around countries including Venezuela, Turkey, Iran and North Korea. Individually these straws may not break their markets, but they are piling up at a vulnerable time. There is a trifecta of concerns internationally. There is a new wave of tension between the US and Iran taking us to more severe sanctions. Turkish unrest over Erdogan's defeat which causes problems for a major US ally. And of course China. There is a much deeper commitment to the trade stance in China because Chinese leaders speak in terms of sovereignty and dignity, while the U.S. frames the negotiations exclusively in trade terms. If China views the negotiations in the context of dignity and sovereignty, the commitment goes well beyond the discomfort of tariff side-effects. Trade negotiations – and their adverse effects may last long into the future.

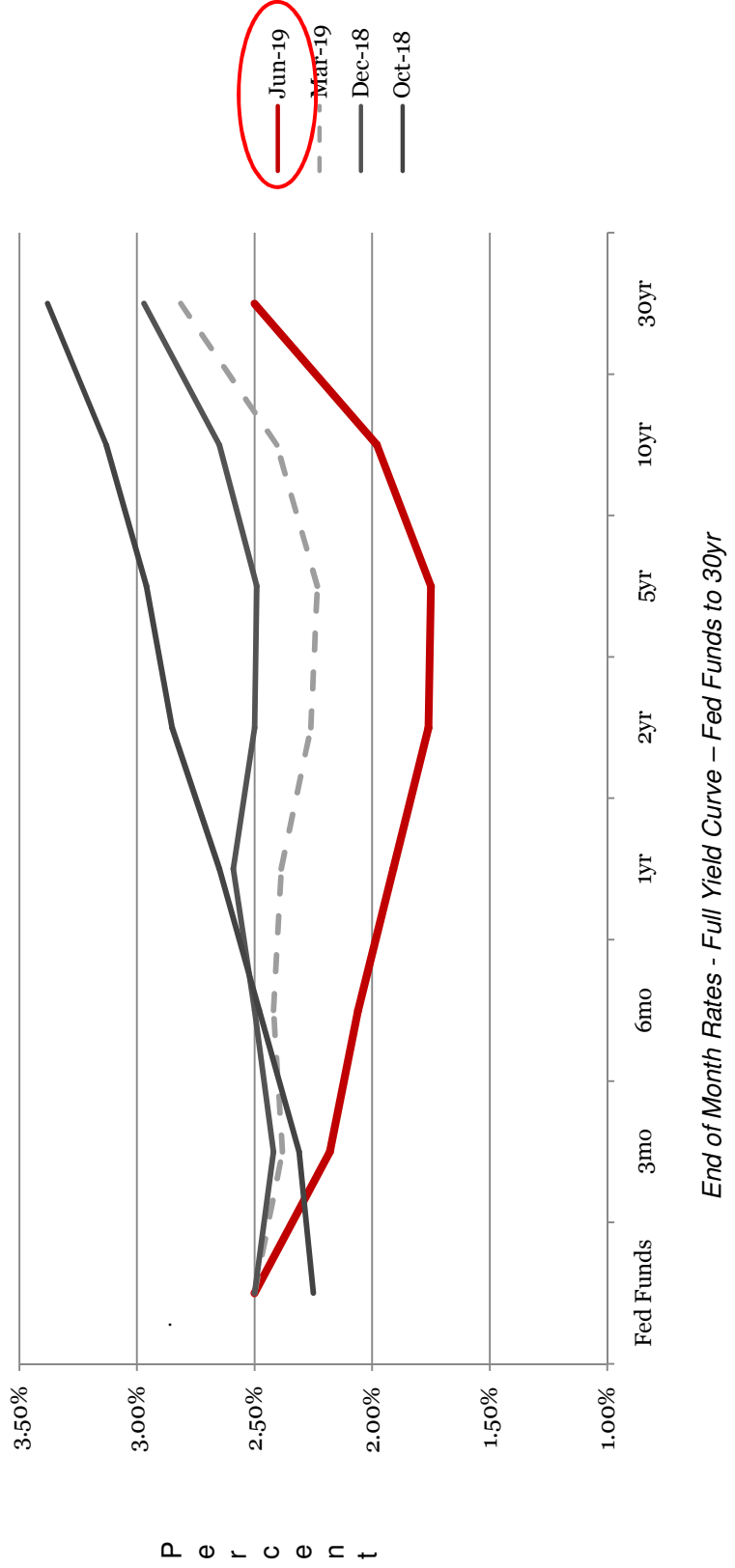


SOURCE: TRADINGECONOMICS.COM | U.S. BUREAU OF LABOR STATISTICS



# The Inversion Increases

- The equity markets remain robust but the inversion in the Treasury curve forced by heightened buying has dipped further signaling a real concern by investors in the economy's health.
- The possibility of lower rates anticipated by the market – although not signaled by the Fed - has convinced investors to lock in some rates as a hedge against lower rates. The buying drives the yield down (prices up). Rate changes during the month clearly showed the value of extending portfolios somewhat as the equity markets and uncertainty drive funds into fixed income markets driving rates lower.
- The long end (30yr) has been slow to believe any news but the move down since last October has finally pushed even the 30 year downward. It is now sitting at 2.50%.
- Part of the move has to be explained also by comparable rates in other major global economies. The yield on the German 10-year is now a *negative!* (-0.60%) That has to make the US at 2.50% look quite attractive. But it also shows a weaker global economy.

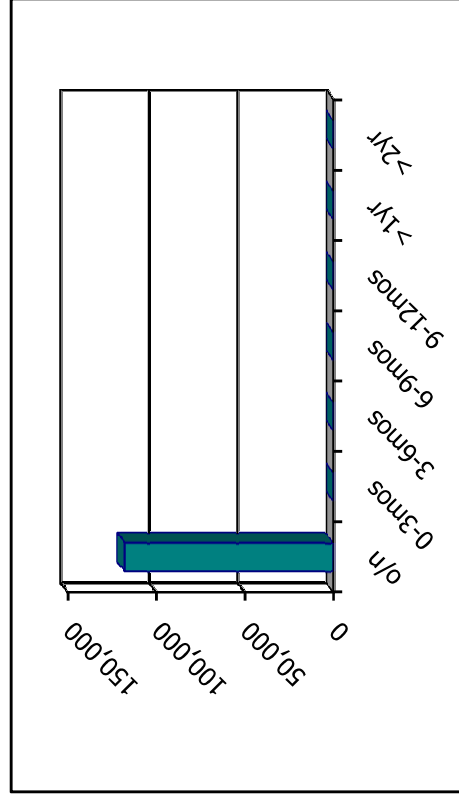
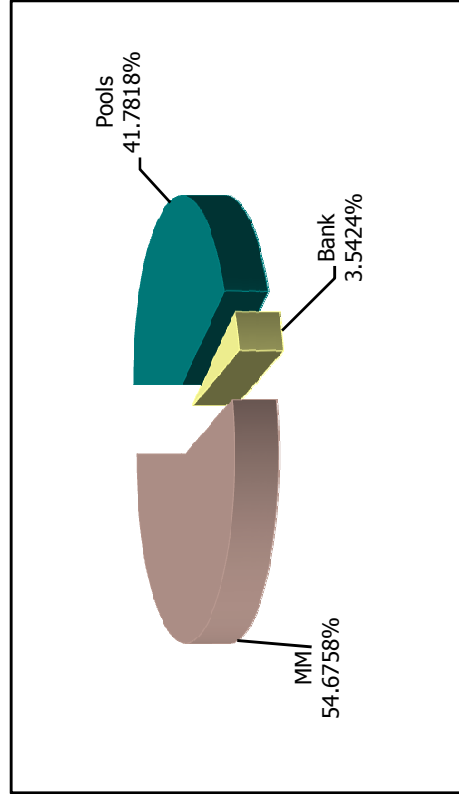




# General Portfolio

As of June 30, 2019

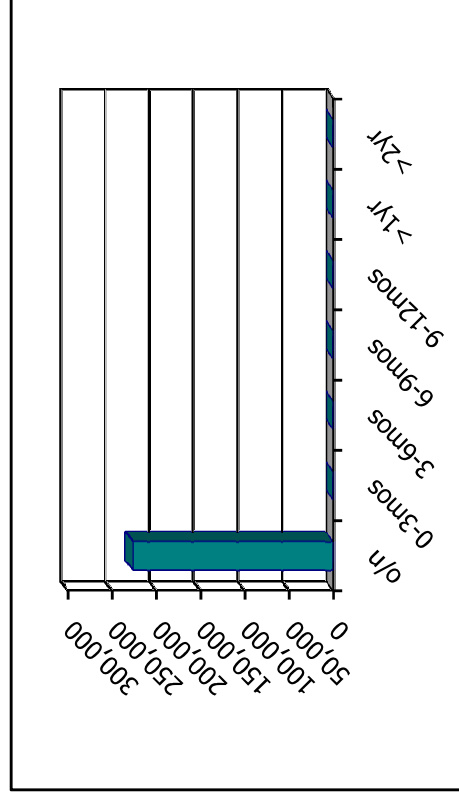
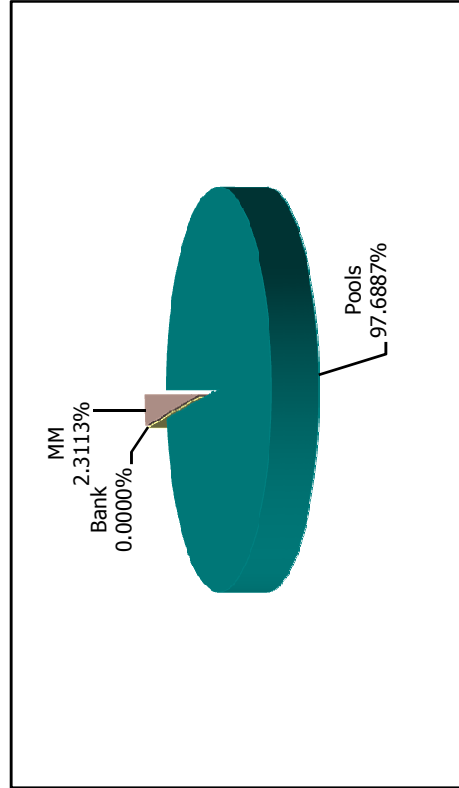
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of a rate increase in 2019 – and possibly two – but not in the first quarter. This slowdown in rate hikes and the potential of decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.



# Bond Portfolio

As of June 30, 2019

- 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 a rate increase in 2019 – and possibly two – but not in the first quarter. This slowdown in rate hikes and the potential of decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.





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

**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 June 30, 2019**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
Passbook/Checking Accounts	4,163,416.37	4,163,416.37	4,163,416.37	1.25	1	1	0.000
Investment Pools/Money Markets	330,073,020.46	330,073,020.46	330,073,020.46	98.75	1	1	2.417
<b>Investments</b>	<b>334,236,436.83</b>	<b>334,236,436.83</b>	<b>334,236,436.83</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>2.387</b>
<b>Total Earnings</b>	<b>June 30</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year	666,973.25		5,337,844.30				

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

Reporting period 06/01/2019-06/30/2019  
 Data Updated: SET\_SJCC: 07/23/2019 09:51  
 Run Date: 07/23/2019 - 09:52

Portfolio SJCC  
 AP  
 PM (PRF\_PM1) 7.3.0  
 Report Ver. 7.3.6.1



**San Jacinto Community College**  
**Summary by Type**  
**June 30, 2019**  
**Grouped by Fund**

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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	9	216,715,791.54	216,715,791.54	64.84	2.475	1
<b>Subtotal</b>	<b>9</b>	<b>216,715,791.54</b>	<b>216,715,791.54</b>	<b>64.84</b>	<b>2.475</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	4,163,416.37	4,163,416.37	1.25	0.000	1
Investment Pools/Money Markets	6	113,357,228.92	113,357,228.92	33.92	2.307	1
<b>Subtotal</b>	<b>15</b>	<b>117,520,645.29</b>	<b>117,520,645.29</b>	<b>35.17</b>	<b>2.225</b>	<b>1</b>
<b>Total and Average</b>	<b>24</b>	<b>334,236,436.83</b>	<b>334,236,436.83</b>	<b>100.00</b>	<b>2.387</b>	<b>1</b>



**San Jacinto Community College  
Fund BOND - Bond Funds  
Investments by Fund  
June 30, 2019**

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Investment Pools/Money Markets</b>										
708340211	10064	JPM - Debt Service	12/05/2007	0.00	0.00	0.00				1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00				1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,008,836.74	5,008,836.74	5,008,836.74	2.170	2.140	2.170	1
86-72000844	10232	East West MM Debt Service	09/09/2014	0.00	0.00	0.00				1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	2,821,984.60	2,821,984.60	2,821,984.60	2.380	2.347	2.380	1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,776,065.17	1,776,065.17	1,776,065.17	2.380	2.347	2.380	1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	39,356,516.57	39,356,516.57	39,356,516.57	2.380	2.347	2.380	1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	16,431,637.41	16,431,637.41	16,431,637.41	2.380	2.347	2.380	1
999999920	10237	TexPool Prime	02/26/2019	151,320,751.05	151,320,751.05	151,320,751.05	2.523	2.488	2.522	1
<b>Subtotal and Average</b>				<b>216,715,791.54</b>	<b>216,715,791.54</b>	<b>216,715,791.54</b>		<b>2.441</b>	<b>2.475</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>216,715,791.54</b>	<b>216,715,791.54</b>	<b>216,715,791.54</b>		<b>2.441</b>	<b>2.475</b>	<b>1</b>

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**June 30, 2019**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM		Maturity Date
								360	365	
<b>Passbook/Checking Accounts</b>										
1390012195A	10164	Bank of America - Operating	09/01/2018	0.00	0.00	0.00				1
9999999914	10089	Credit Cards - In Transit	09/01/2018	44,472.19	44,472.19	44,472.19				1
708340062	10086	Disbursements	09/01/2018	-333,910.81	-333,910.81	-333,910.81				1
707759296	10069	JPM - Federal Programs	09/01/2018	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2018	4,466,779.26	4,466,779.26	4,466,779.26				1
707759346	10085	Payroll Fund	09/01/2018	-29,413.63	-29,413.63	-29,413.63				1
9999999913	10088	Petty Cash	09/01/2018	20,025.00	20,025.00	20,025.00				1
707759353	10181	Student Deferred Income	09/01/2018	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2018	-4,535.64	-4,535.64	-4,535.64				1
<b>Subtotal and Average</b>				<b>4,163,416.37</b>	<b>4,163,416.37</b>	<b>4,163,416.37</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Investment Pools/Money Markets</b>										
86-7200810	10230	East West MM	09/09/2014	63,009,249.92	63,009,249.92	63,009,249.92	2.170	2.140	2.170	1
9999999993	10034	LSIP GOF - Operating	09/01/2007	3,002,305.07	3,002,305.07	3,002,305.07	2.380	2.347	2.380	1
707759320	10035	JPM - Money Market	09/01/2007	1,000,945.06	1,000,945.06	1,000,945.06	1.150	1.134	1.150	1
9999999996	10038	TCB - Money Market	09/26/2007	244,682.36	244,682.36	244,682.36	1.210	1.193	1.210	1
9999999991	10032	TexPool	09/01/2007	1,004,980.34	1,004,980.34	1,004,980.34	2.381	2.348	2.381	1
9999999919	10236	TexPool Prime	11/01/2018	45,095,066.17	45,095,066.17	45,095,066.17	2.523	2.488	2.522	1
<b>Subtotal and Average</b>				<b>113,357,228.92</b>	<b>113,357,228.92</b>	<b>113,357,228.92</b>	<b>2.275</b>	<b>2.307</b>	<b>2.307</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>117,520,645.29</b>	<b>117,520,645.29</b>	<b>117,520,645.29</b>	<b>2.194</b>	<b>2.225</b>	<b>2.225</b>	<b>1</b>

**San Jacinto Community College**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**June 1, 2019 - June 30, 2019**  
**Yield on Average Book Value**

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 Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
999999999	10084	BOND	RRP	2,821,984.60	2,822,843.54	2,817,468.42		2.380	2.376	5,503.14	0.00	5,503.14
9999999916	10106	BOND	RRP	16,431,637.41	16,323,400.20	16,372,131.59		2.380	2.376	31,978.47	0.00	31,978.47
86-72004242	10233	BOND	RRP	5,008,836.74	5,009,554.79	5,001,520.66		2.170	2.150	8,836.74	0.00	8,836.74
9999999917	10234	BOND	RRP	1,776,065.17	1,776,220.38	1,773,197.14		2.380	2.376	3,463.50	0.00	3,463.50
9999999918	10235	BOND	RRP	39,356,516.57	49,267,090.52	45,776,033.13		2.380	2.377	89,426.05	0.00	89,426.05
9999999920	10237	BOND	RRP	151,320,751.05	151,007,654.93	151,038,964.54		2.523	2.522	313,096.12	0.00	313,096.12
			<b>Subtotal</b>	<b>216,715,791.54</b>	<b>226,206,764.36</b>	<b>222,779,315.48</b>			<b>2.470</b>	<b>452,304.02</b>	<b>0.00</b>	<b>452,304.02</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	1,004,980.34	1,005,609.32	2,553,757.80		2.381	2.373	4,980.34	0.00	4,980.34
999999996	10038	GEN	RRP	244,682.36	244,457.33	244,479.83		1.210	1.120	225.03	0.00	225.03
707759320	10035	GEN	RRP	1,000,945.06	1,000,976.50	1,000,159.61		1.150	1.150	945.06	0.00	945.06
707759338	10062	GEN	PA1	4,466,779.26	2,691,394.45	2,868,932.93				0.00	0.00	0.00
707759346	10085	GEN	PA1	-29,413.63	-32,315.22	-32,025.06				0.00	0.00	0.00
708340062	10086	GEN	PA1	-333,910.81	-435,613.06	-425,442.84				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	44,472.19	8,281.14	11,900.25				0.00	0.00	0.00
707759361	10103	GEN	PA1	-4,535.64	-6,827.38	-6,598.21				0.00	0.00	0.00
999999993	10034	GEN	RRP	3,002,305.07	1,009,101.20	1,178,810.86		2.380	2.379	2,305.07	0.00	2,305.07
86-7200810	10230	GEN	RRP	63,009,249.92	62,888,547.57	62,908,580.13		2.170	2.150	111,147.56	0.00	111,147.56
9999999919	10236	GEN	RRP	45,095,066.17	50,108,151.60	45,850,050.06		2.523	2.523	95,066.17	0.00	95,066.17
			<b>Subtotal</b>	<b>117,520,645.29</b>	<b>118,501,788.45</b>	<b>116,172,630.37</b>			<b>2.248</b>	<b>214,669.23</b>	<b>0.00</b>	<b>214,669.23</b>
			<b>Total</b>	<b>334,236,436.83</b>	<b>344,708,552.81</b>	<b>338,951,945.84</b>			<b>2.394</b>	<b>666,973.25</b>	<b>0.00</b>	<b>666,973.25</b>

# Foundation Financials

## May 2019



## San Jacinto College Foundation

### Statement of Financial Position

As of May 31, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,102,052	\$869,961	\$232,091
Other Funds	-	-	-
Total Checking/Savings	<u>1,102,052</u>	<u>869,961</u>	<u>232,091</u>
Accounts Receivable			
Other Receivables	16,500	9,000	7,500
Pledge Receivables	171,200	222,200	(51,000)
Scholarship Receivables	1,920	-	1,920
Special Events Receivables	7,238	2,100	5,138
Total Accounts Receivable	<u>196,858</u>	<u>233,300</u>	<u>(36,442)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,122,993	10,815,319	307,674
Capital Bank CD	207,004	204,801	2,203
Prosperity Bank	206,375	203,573	2,802
Total SJC Short Term Investments	<u>11,536,372</u>	<u>11,223,693</u>	<u>312,679</u>
Total Current Assets	<u>12,835,282</u>	<u>12,326,954</u>	<u>508,328</u>
<b>TOTAL ASSETS</b>	<b><u>\$12,835,282</u></b>	<b><u>\$12,326,954</u></b>	<b><u>\$508,328</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Event Payable	0	635	(635)
Grants Payable	56,829	41,475	15,354
Programs Payable	33,164	49,986	(16,822)
Endowments Payable	127,291	111,795	15,496
Scholarship Payables	161,909	188,998	(27,090)
Student Success Payables	61,467	21,023	40,444
Total Accounts Payable	<u>440,659</u>	<u>413,912</u>	<u>26,747</u>
Total Current Liabilities	<u>440,659</u>	<u>413,912</u>	<u>26,747</u>
Total Liabilities	440,659	413,912	26,747
NET ASSETS			
Net Assets Without Donor Restrictions	2,262,415	2,800,139	(537,724)
Net Assets With Donor Restrictions	9,713,643	8,676,642	1,037,000
Net Assets	<u>11,976,058</u>	<u>11,476,782</u>	<u>526,023</u>
Net Income	418,565	436,259	(17,695)
Total Net Assets	<u>12,394,623</u>	<u>11,913,041</u>	<u>481,582</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$12,835,282</u></b>	<b><u>\$12,326,954</u></b>	<b><u>\$508,328</u></b>

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

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	88,112	195,534	(107,422)	95,500	7,388
Endowments	48,867	223,058	(174,191)	256,000	207,133
Program Sponsorship	497,669	370,493	127,176	250,000	(247,669)
Scholarships	388,014	441,243	(53,229)	602,000	213,986
<b>Total Contributions</b>	<u>1,022,662</u>	<u>1,230,329</u>	<u>(207,666)</u>	<u>1,203,500</u>	<u>180,838</u>
<b>Other Income</b>					
Special Events	114,159	190,434	(76,275)	160,000	45,841
Investment Income	291,768	234,379	57,389	141,823	(149,945)
Realized Gain / (Loss)	(13,819)	15,242	(29,061)	62,500	76,319
Unrealized Gain / (Loss)	50,743	(68,766)	119,509	62,500	11,757
<b>Total Other Income</b>	<u>442,851</u>	<u>371,288</u>	<u>71,562</u>	<u>426,823</u>	<u>(16,028)</u>
<b>Total Income</b>	1,465,513	1,601,617	(136,104)	1,630,323	164,810
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded	449,863	791,052	341,189	710,000	260,137
Programs Sponsored	367,086	150,776	(216,310)	165,000	(202,086)
Student Success Initiatives	116,617	37,132	(79,485)	35,000	(81,617)
<b>Total Programs</b>	<u>933,566</u>	<u>978,960</u>	<u>45,394</u>	<u>910,000</u>	<u>(23,566)</u>
<b>Supporting Services</b>					
Bad Debt Expense	0	0	0	2,000	2,000
<b>Supporting Services</b>					
Management and General	43,379	30,304	(13,075)	51,830	8,451
Fundraising Expense	62,068	145,069	83,001	80,000	17,932
Sponsorship Expense	7,935	11,024	3,089	10,000	2,065
<b>Total Supporting Services</b>	<u>113,382</u>	<u>186,397</u>	<u>73,015</u>	<u>141,830</u>	<u>28,448</u>
<b>Total Expense</b>	<u>1,046,948</u>	<u>1,165,357</u>	<u>118,409</u>	<u>1,053,830</u>	<u>6,882</u>
<b>Net Ordinary Income</b>	418,565	436,259	(17,695)	576,493	157,928
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u>\$418,565</u>	<u>\$436,259</u>	<u>(\$17,695)</u>	<u>\$576,493</u>	<u>\$157,928</u>



Contributions Report  
May 2019

Donors	Amount	Fund
Corporations	8,536	Alumni, Bank of Texas, Energy Venture, Food Pantry
Foundations	13,044	Chickasaw Nation, Collegiate Innovators Alliance, Disaster Relief, Food Pantry, San Jac Star
Individuals	10,800	Central Language Skills, Flickinger Endowed Scholarship, Jennifer Puryear Scholarship, Promise for their Future

**Total Donation                    32,380**

Employee Contributions	5,533	Alumni, Barnes & Noble, Brysch Garza Firefighter Scholarship, Central Language Skills, Chancellor's Cultivation Fund, Food Pantry, Foundation Memorial Fund, Gala, Jennifer Puryear Scholarship, John Locke Memorial Fund, Promise for their Future, The Chickasaw Nation, San Jac Star, Veterans Center
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**Total Contributions            37,913**

# Foundation Financials

June 2019

# San Jacinto College Foundation

## Statement of Financial Position

As of June 30, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,094,924	\$889,102	\$205,822
Other Funds	-	-	-
Total Checking/Savings	<u>1,094,924</u>	<u>889,102</u>	<u>205,822</u>
Accounts Receivable			
Other Receivables	7,500	9,000	(1,500)
Pledge Receivables	171,200	222,100	(50,900)
Scholarship Receivables	510	2,100	(1,590)
Special Events Receivables	8,663	-	8,663
Total Accounts Receivable	<u>187,873</u>	<u>233,200</u>	<u>(45,327)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,453,548	10,803,526	650,022
Capital Bank CD	207,004	204,801	2,203
Prosperity Bank	206,375	203,573	2,802
Total SJC Short Term Investments	<u>11,866,927</u>	<u>11,211,900</u>	<u>655,027</u>
Total Current Assets	<u>13,149,724</u>	<u>12,334,202</u>	<u>815,522</u>
<b>TOTAL ASSETS</b>	<b><u>\$13,149,724</u></b>	<b><u>\$12,334,202</u></b>	<b><u>\$815,522</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Event Payable	0	635	(635)
Grants Payable	51,964	40,554	11,410
Programs Payable	35,164	34,286	878
Endowments Payable	117,679	109,238	8,441
Scholarship Payables	142,711	152,408	(9,697)
Student Success Payables	43,591	21,023	22,568
Total Accounts Payable	<u>391,109</u>	<u>358,144</u>	<u>32,965</u>
Total Current Liabilities	<u>391,109</u>	<u>358,144</u>	<u>32,965</u>
Total Liabilities	391,109	358,144	32,965
NET ASSETS			
Net Assets Without Donor Restrictions	2,270,137	2,771,740	(501,603)
Net Assets With Donor Restrictions	9,705,921	8,705,042	1,000,879
Net Assets	<u>11,976,058</u>	<u>11,476,782</u>	<u>532,241</u>
Net Income	782,557	499,276	283,281
Total Net Assets	<u>12,758,615</u>	<u>11,976,058</u>	<u>782,557</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$13,149,724</u></b>	<b><u>\$12,334,202</u></b>	<b><u>\$815,522</u></b>

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending June 30, 2019

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	88,112	225,534	(137,422)	95,500	7,388
Endowments	49,239	223,098	(173,859)	256,000	206,761
Program Sponsorship	513,560	376,493	137,066	250,000	(263,560)
SJC In Kind	532,852	491,788	41,065	0	(532,852)
Scholarships	429,074	459,138	(30,064)	602,000	172,926
<b>Total Contributions</b>	<u>1,612,836</u>	<u>1,776,051</u>	<u>(163,215)</u>	<u>1,203,500</u>	<u>(409,336)</u>
<b>Other Income</b>					
Special Events	146,292	218,679	(72,387)	160,000	13,708
Investment Income	326,771	263,019	63,752	141,823	(184,948)
Realized Gain / (Loss)	(13,819)	5,914	(19,733)	62,500	76,319
Unrealized Gain / (Loss)	346,831	(99,696)	446,528	62,500	(284,331)
<b>Total Other Income</b>	<u>806,075</u>	<u>387,916</u>	<u>418,159</u>	<u>426,823</u>	<u>(379,252)</u>
<b>Total Income</b>	2,418,911	2,163,967	254,944	1,630,323	(788,588)
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded	449,486	780,162	330,677	710,000	260,514
Programs Sponsored	411,692	161,481	(250,212)	165,000	(246,692)
Student Success Initiatives	116,617	37,132	(79,485)	35,000	(81,617)
<b>Total Programs</b>	<u>977,794</u>	<u>978,775</u>	<u>980</u>	<u>910,000</u>	<u>(67,794)</u>
<b>Supporting Services</b>					
Bad Debt Expense	2,100	0	(2,100)	2,000	(100)
<b>Supporting Services</b>					
Foundation Expenses	52,952	31,764	(21,188)	51,830	(1,122)
Management Expenses	532,852	491,788	(41,065)	0	(532,852)
Fundraising Expense	62,068	150,520	88,452	80,000	17,932
Sponsorship Expense	8,587	11,844	3,257	10,000	1,413
<b>Total Supporting Services</b>	<u>656,460</u>	<u>685,916</u>	<u>29,456</u>	<u>141,830</u>	<u>(514,630)</u>
<b>Total Expense</b>	<u>1,636,354</u>	<u>1,664,691</u>	<u>28,337</u>	<u>1,053,830</u>	<u>(582,524)</u>
<b>Net Ordinary Income</b>	782,557	499,276	283,281	576,493	(206,064)
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u><u>\$782,557</u></u>	<u><u>\$499,276</u></u>	<u><u>\$283,281</u></u>	<u><u>\$576,493</u></u>	<u><u>(\$206,064)</u></u>



Contributions Report  
June 2019

Donors	Amount	Fund
Corporations	44,143	Brenda Hellyer Scholarship, Children's Center North Campus, Disaster Relief, Energy Venture, Golf Tournament, Food Pantry, Maritime Venture Camp, MindTrekks, San Jac Star, SJC Association of Educational Officer Personnel, SJC Foundation Board, South Campus Softball
Foundations	41,500	Dunn Foundation, Golf Tournament
Individuals	5,675	Alumni, Dunn Foundation, Golf Tournament

**Total Donation 91,318**

Employees	4,850	Alumni, Brysch Garza Firefighter, Flickinger Endowment, Food Pantry, Foundation Memorial Fund, Gala, Golf Tournament, John Locke Memorial, Kay Moon & Dick Gregg, Maritime Venture Camp, Promise for their Future, San Jac Star, South Campus Softball, Veteran's Center
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**Total Contributions 96,168**

**2008 Bond Program**

Report as of June 30, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>North</b>									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
<b>Sub-total</b>	-	400,000	400,000	-	400,000	-	-	400,000	-
<b>South</b>									
723914 - SC Softball Improvements	850,000	30,389	880,389	-	880,389	81,052	799,171	166	99.98%
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	38,500	-	361,500	9.63%
<b>Sub-total</b>	850,000	430,389	1,280,389	-	1,280,389	119,552	799,171	361,666	71.75%
<b>District</b>									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,435,629)	190,631	-	190,631	-	-	190,631	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	10,735	71,529	917,736	8.23%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	1,311,000	282,440	608,583	419,977	67.97%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
<b>Sub-total</b>	14,676,260	(2,089,606)	12,586,654	(9,595,023)	2,991,631	294,675	684,612	2,012,344	7.78%
<b>2008 Contingency Supplemental Projects</b>									
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	615,000	5,045	460,849	149,106	75.76%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	125,000	26,874	90,696	7,430	94.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	167,000	7,268	132,462	27,270	83.67%
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	100,000	8,400	91,600	-	100.00%
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	250,000	53,500	146,500	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	7,500	564	4,990	1,946	74.05%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	57,083	191,871	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	88,127	88,127	-	88,127	-	-	88,127	-
<b>Sub-total</b>	-	1,801,581	1,801,581	-	1,801,581	158,734	1,118,968	523,879	70.92%
<b>Supplemental Projects closed</b>									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
721915 - CC Police Vehicles	-	121,623	121,623	-	121,623	-	121,623	-	100.00%
721916 - CC FS Passenger Van	-	78,671	78,671	-	78,671	-	78,671	-	100.00%
721917 - CC FS Pick-Up/Mini Van	-	77,729	77,729	-	77,729	-	77,729	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726915 - Dist Inv/Procure Ford Transit 250	-	63,600	63,600	-	63,600	-	63,600	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	2,397,439	2,397,439	-	2,397,439	-	2,397,439	-	100.00%
<b>Projects Closed</b>									
<b>Sub-total</b>	279,473,740	(2,939,803)	276,533,937	9,595,023	286,128,960	-	286,128,960	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>572,961</b>	<b>291,129,150</b>	<b>3,297,889</b>	<b>100.00%</b>



## 2015 Revenue Bond Program

Report as of June 30, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park</b>									
726601 - Generation Park	-	6,787,978	6,787,978	-	6,787,978	10,027	17,223	6,760,728	0.40%
Contingency (726900)	2,408,355	(2,408,355)	-	-	-	-	-	-	-
<b>Sub-total</b>	2,408,355	4,379,623	6,787,978	-	6,787,978	10,027	17,223	6,760,728	0.40%
<b>Projects Closed</b>									
722909 - NC CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722916 - NC CIT Graphics	-	40,779	40,779	-	40,779	-	40,779	-	100.00%
722917 - NC CIT Supplemental	-	25,546	25,546	-	25,546	-	25,546	-	100.00%
722918 - NC CIT Acoustics	-	90,855	90,855	-	90,855	-	90,855	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
<b>Sub-total</b>	47,591,645	(4,379,623)	43,212,022	-	43,212,022	-	43,212,022	-	100.00%
<b>TOTALS</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>10,027</b>	<b>43,229,245</b>	<b>6,760,728</b>	<b>86.48%</b>

2015 Bond Program									
Report as of June 30, 2019									
Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered /Expensed
<b>Central</b>									
731601 - CC Petrochemical Center	52,450,000	(1,746,788)	50,703,212	2,084,418	52,787,630	6,110,591	44,349,161	2,327,878	95.59%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	1,765,949	4,570,352	1,294,088	83.04%
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	4,372,067	20,972,067	528,262	21,500,329	12,030,207	6,414,999	3,055,123	85.79%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	15,854	72,670	2,911,476	2.95%
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	2,670,114	1,222,033	53,246,512	6.81%
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,445,280	111,645	364,649	1,968,986	19.48%
731605 - CC Central Access Security	1,852,000	300,260	2,152,260	58,942	2,211,202	5,421	256,176	1,949,605	11.83%
731606 - CC Frels Renovation	1,153,000	2,774,770	3,927,770	-	3,927,770	861,211	2,661,944	404,615	89.70%
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	744,456	423,846	11,504,527	9.22%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,669,882)	11,015,118	785,541	11,800,659	2,717	556,309	11,241,633	4.74%
71608A - CC McCollum Center Reno Phase II	-	10,822,154	10,822,154	-	10,822,154	31,830	20,756	10,769,568	0.49%
731609 - CC McCollum North Reno	2,535,000	1,255,457	3,790,457	80,671	3,871,128	11,716	59,230	3,800,182	1.83%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	19,746	3,539	1,701,715	1.35%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	19,769	59,449	2,576,168	2.98%
731612 - CC Stadium and Track Demo	174,000	(112,776)	61,224	5,538	66,762	-	66,762	-	100.00%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	50,704	515,104	594,801	48.75%
731614 - CC Central Plant Upgrades	1,160,000	107,367	1,267,367	36,917	1,304,284	84,744	1,162,245	37,295	97.14%
<b>Sub-total</b>	<b>170,717,000</b>	<b>28,192,640</b>	<b>198,909,640</b>	<b>5,756,439</b>	<b>204,666,079</b>	<b>24,536,684</b>	<b>69,114,455</b>	<b>111,014,945</b>	<b>45.76%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	3,439,459	26,284,459	726,989	27,011,448	13,753,629	9,884,400	3,373,418	87.51%
732602 - NC North Data Closets	915,000	(28,840)	886,360	29,112	915,472	32,095	378,745	504,632	44.88%
732604 - NC Lehr Library Demo	650,000	(447,885)	202,115	20,680	222,795	-	222,795	-	100.00%
732605 - NC North Access/Security	877,000	152,434	1,029,434	27,907	1,057,341	2,604	146,424	908,313	14.09%
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	551,638	973,048	14,741,792	9.37%
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	379,289	533,076	8,376,128	9.82%
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,893	12,562,993	480,891	855,071	11,226,831	10.63%
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	34,993	292,402	252,910	56.42%
732610 - NC Underground Utility Tunnel	11,800,000	(7,552,951)	4,047,049	-	4,047,049	386,676	3,543,418	116,954	97.11%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,444,890	3,444,890	-	3,444,890	1,737,793	1,480,060	227,037	93.41%
<b>Sub-total</b>	<b>78,395,000</b>	<b>(4,900,793)</b>	<b>73,494,207</b>	<b>1,902,837</b>	<b>75,397,044</b>	<b>17,359,588</b>	<b>18,309,440</b>	<b>39,728,016</b>	<b>47.31%</b>
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	(4,026,902)	24,373,098	903,770	25,276,868	15,023,621	6,155,335	4,097,912	83.79%
733602 - SC Cosmetology Center	16,213,000	(1,029,970)	15,183,030	515,950	15,698,980	8,147,643	6,113,710	1,437,627	90.84%
733603 - SC Longenecker Reno	22,555,000	(3,315,493)	19,239,507	717,780	19,957,287	13,888,602	3,442,796	2,625,869	86.84%
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	8,092	254,381	502,924	34.29%
733605 - SC South Primary Electrical Upgrade	5,800,000	1,673,272	7,473,272	184,571	7,657,843	2,319,471	360,601	4,977,771	35.00%
733606 - SC South Access/ Security	599,000	109,255	708,255	19,069	727,324	1,763	147,824	577,737	20.57%
733607 - SC South HW/CW Relocation	10,266,000	(1,196,776)	9,069,224	326,687	9,395,911	73,985	350,812	8,971,114	4.52%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	155,104	40,556	964,949	16.86%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	1,413,397	15,216,397	439,253	15,655,650	151,216	309,011	15,195,423	2.94%
733611 - SC Bruce Student Center Reno	10,400,000	(8,677,938)	1,722,062	330,957	2,053,019	-	2,053,019	-	100.00%
733612 - SC HVAC Tech	312,000	3,015,977	3,327,977	177,720	3,505,697	246,788	2,571,370	687,539	80.39%
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	33,534	345,592	201,180	65.33%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,359,191	5,359,191	-	5,359,191	2,915,925	1,419,918	1,023,348	80.90%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(12,339,393)</b>	<b>104,098,607</b>	<b>3,695,453</b>	<b>107,794,060</b>	<b>42,965,744</b>	<b>23,564,924</b>	<b>41,263,392</b>	<b>61.72%</b>
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(22,300,000)	5,700,000	-	5,700,000	17,833	-	5,682,167	-
76603A - MC Maritime Fire Program Relocation	-	1,800,000	1,800,000	-	1,800,000	57,570	-	1,742,430	-
<b>Sub-total</b>	<b>28,000,000</b>	<b>(20,500,000)</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>75,403</b>	<b>-</b>	<b>7,424,597</b>	<b>-</b>
<b>Generation Park</b>									
726601 - Generation Park	-	6,368,466	6,368,466	-	6,368,466	-	-	6,368,466	-
<b>Sub-total</b>	<b>-</b>	<b>6,368,466</b>	<b>6,368,466</b>	<b>-</b>	<b>6,368,466</b>	<b>-</b>	<b>-</b>	<b>6,368,466</b>	<b>-</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	12,836	62,249	10,380,915	0.72%
736604 - Dist Construction Studies	283,820	75,758	359,578	-	359,578	39,299	320,279	-	100.00%
720100 - Program Management - AECOM	-	10,075,202	10,075,202	(9,118,003)	957,199	64,364	-	892,835	6.72%
720100 - Program Management - Other	-	2,084,418	2,084,418	(2,084,418)	-	-	-	-	-
736601 - Contingency	1,166,180	10,487,702	11,653,882	(152,308)	11,501,574	-	-	11,501,574	-
<b>Sub-total</b>	<b>31,450,000</b>	<b>3,179,080</b>	<b>34,629,080</b>	<b>(11,354,729)</b>	<b>23,274,351</b>	<b>116,499</b>	<b>382,528</b>	<b>22,775,324</b>	<b>2.14%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>85,053,917</b>	<b>111,371,348</b>	<b>228,574,735</b>	<b>46.22%</b>

## Generation Park

Report as of June 30, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park - 726601</b>									
904605 - 2015 Revenue Bond	6,787,977	-	6,787,977	-	6,787,977	10,027	17,223	6,760,727	0.40%
929603 - Operational	8,843,556	-	8,843,556	-	8,843,556	4,535,052	1,114,770	3,193,734	63.89%
901609 - 2015 Bond	6,368,466	-	6,368,466	-	6,368,466	-	-	6,368,466	-
901610 - Generation Park Site Infrastructure	4,000,000	-	4,000,000	-	4,000,000	-	-	4,000,000	-
<b>TOTALS</b>	<b>26,000,000</b>	<b>-</b>	<b>26,000,000</b>	<b>-</b>	<b>26,000,000</b>	<b>4,545,079</b>	<b>1,131,993</b>	<b>20,322,928</b>	<b>21.83%</b>

**Repair and Renovation**

Report as of June 30, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expended
<b>Central</b>									
F18053 - CC C26.150 Acoustics Assessment	-	37,000	37,000	-	37,000	35,093	-	1,907	94.85%
F19001 - CC Central Misc.	-	22,500	22,500	-	22,500	12,196	7,161	3,143	86.03%
F19024 - CC C11.1110 Installation of Surgical Lights	-	26,750	26,750	-	26,750	-	3,375	23,375	12.62%
F19035 - CC C1.208 Office of AA CPD	-	14,000	14,000	-	14,000	1,990	-	1,000	92.86%
F19023 - CC C11 EMT Tier 1 Classroom	-	30,037	30,037	-	30,037	27,968	2,069	-	100.00%
F19027 - CC C11 EAST & WES Stairwell Improvement	-	18,640	18,640	-	18,640	-	18,640	-	100.00%
F19028 - CC C19.313 Ventilated Cabinets	-	26,125	26,125	-	26,125	15,775	-	10,350	60.38%
F19040 - CC Courtyard Drains	-	29,500	29,500	-	29,500	29,500	-	-	100.00%
F19047 - CC C14 New Fire Alarm Panel & System	-	140,371	140,371	-	140,371	140,371	-	-	100.00%
F19052 - CC IDH Max Life Cycle	-	21,160	21,160	-	21,160	21,160	-	-	100.00%
F19053 - CC C14 East & West Window Glazing	-	18,066	18,066	-	18,066	18,066	-	-	100.00%
F19054 - CC C11.2090 Data Closet Relocation	-	7,693	7,693	-	7,693	7,693	-	-	100.00%
F19063 - CC C26.145 Replace FFE	-	20,060	20,060	-	20,060	20,060	-	-	100.00%
F19064 - CC C11.1051 Conference Room AV	-	8,400	8,400	-	8,400	8,382	-	18	99.79%
<b>Sub-total</b>		420,302	420,302		420,302	338,254	42,255	39,793	90.53%
<b>North</b>									
F19002 - NC North Misc.	-	22,000	22,000	-	22,000	15,838	6,089	73	99.67%
F19018 - NC N16 North Gym Repainting	-	-	-	-	-	-	-	-	-
F19032 - NC N12 Fire Alarm Wiring	-	22,708	22,708	-	22,708	22,708	-	-	100.00%
F19037 - NC Underground Utility Tunnel	-	22,127	22,127	-	22,127	22,127	-	-	100.00%
F19044 - NC N2.112 Install AV System	-	8,446	8,446	-	8,446	8,446	-	-	100.00%
F19082 - NC N2.124 Replace Tables	-	17,500	17,500	-	17,500	17,498	-	2	99.99%
<b>Sub-total</b>		92,781	92,781		92,781	86,617	6,089	75	99.92%
<b>South</b>									
F18040 - SC S8 Roof Replacement	-	94,000	94,000	-	94,000	37,125	56,875	-	100.00%
F19003 - SC South Misc.	-	27,500	27,500	-	27,500	11,479	15,384	637	97.68%
F19022 - SC S.21.105 Tier Upgrade	-	20,476	20,476	-	20,476	20,476	-	-	100.00%
F19025 - SC S11 New Porch Tile N&S Entrance	-	33,876	33,876	-	33,876	33,876	-	-	100.00%
F19057 - SC S11 Fire Alarm System	-	70,000	70,000	-	70,000	70,000	-	-	100.00%
F19060 - SC S.13 Classroom Renovations	-	35,789	35,789	-	35,789	35,789	-	-	100.00%
F19070 - SC S8.1001e Sit to Stand Workstation	-	766	766	-	766	766	-	-	100.00%
F19071 - SC S7.227 and S8.2049 Furniture Move	-	280	280	-	280	280	-	-	100.00%
F19072 - SC P25 ADA Parking	-	9,303	9,303	-	9,303	9,303	-	-	100.00%
F19080 - SC S7 Roof Replacement	-	42,600	42,600	-	42,600	40,600	-	2,000	95.31%
F19081 - SC Courtyard Sidewalk Repair	-	22,055	22,055	-	22,055	22,055	-	-	100.00%
<b>Sub-total</b>		356,645	356,645		356,645	281,749	72,259	2,637	99.26%
<b>District</b>									
F18046 - DIST A1.200/202 Install Acoustics	-	-	-	-	-	-	-	-	-
F18051 - DIST M1 MTTC Repairs	-	21,600	21,600	-	21,600	16,719	-	4,881	77.40%
F19004 - DIST College Admin Misc.	-	23,920	23,920	-	23,920	11,604	12,316	-	100.00%
F19016 - DIST Marketing Renovation DA2-205	-	18,500	18,500	-	18,500	536	17,056	908	95.09%
F19045 - DIST 225 Maritime Decomm & Remodel	-	58,000	58,000	-	58,000	24,588	32,283	1,129	98.05%
F19048 - DIST A1.114 Remodel	-	7,582	7,582	-	7,582	7,582	-	-	100.00%
F19050 - DIST College Wide Parking Lot Survey	-	19,200	19,200	-	19,200	-	19,200	-	100.00%
F19051 - DIST A2 Window Tinting	-	12,240	12,240	-	12,240	12,240	-	-	100.00%
F19056 - DIST ADA Accessibility Study	-	115,000	115,000	-	115,000	115,000	-	-	100.00%
F19059 - DIST Installation 106 Light Poles	-	7,302	7,302	-	7,302	7,302	-	-	100.00%
F19074 - DIST LED Parking Lot Light Project	-	197,734	197,734	-	197,734	196,247	-	1,487	99.25%
F19076 - DIST Aerospace Workforce Train Center	-	50,000	50,000	-	50,000	41,390	-	8,610	82.78%
F19079 - DIST M1 Lobby Window Tinting	-	11,763	11,763	-	11,763	11,763	-	-	100.00%
<b>Sub-total</b>		542,841	542,841		542,841	444,971	80,855	17,015	96.87%
<b>Contingency (720700)</b>	1,625,229	(1,542,444)	82,785	-	82,785	-	-	82,785	-
<b>Sub-total</b>	1,625,229	(1,542,444)	82,785		82,785			82,785	
<b>Projects Closed</b>									
F18058 - CC C34.132 Heat Units	-	-	-	-	-	-	-	-	-
F18070 - CC C26.100 Repair Hydraulic Lift	-	-	-	-	-	-	-	-	-
F18071 - CC C6.105 AV System	-	7,569	7,569	-	7,569	-	7,569	-	100.00%
F19009 - CC C14 Café Door	-	1,517	1,517	-	1,517	-	1,517	-	100.00%
F19012 - CC C6 Retaining Wall Repair	-	14,783	14,783	-	14,783	-	14,783	-	100.00%
F18073 - NC N12 Structural Condition Assessment	-	10,000	10,000	-	10,000	-	10,000	-	100.00%
F19034 - NC N12.210 New Carpeting	-	10,608	10,608	-	10,608	-	10,608	-	100.00%
F18059 - SC Softball Dugout Renovation	-	48,286	48,286	-	48,286	-	48,286	-	100.00%
F19007 - SC S15.121 Power and Data Addition	-	2,515	2,515	-	2,515	-	2,515	-	100.00%
F19008 - SC S7.266 Power Addition	-	3,292	3,292	-	3,292	-	3,292	-	100.00%
F19030 - SC S8.2117 & S8.2118 Tier 1	-	23,540	23,540	-	23,540	-	23,540	-	100.00%
F19033 - SC S1-13 Window Tint	-	7,765	7,765	-	7,765	-	7,765	-	100.00%
<b>Sub-total</b>		129,875	129,875		129,875		129,875		100.00%
<b>TOTALS</b>	<b>1,625,229</b>	<b>-</b>	<b>1,625,229</b>	<b>-</b>	<b>1,625,229</b>	<b>1,151,591</b>	<b>331,333</b>	<b>142,305</b>	<b>91.24%</b>
<b>Projects Transferred out</b>									
F19018 - NC N16 North Gym Repainting	-	30,000	30,000	-	30,000	-	-	30,000	-
720726 - NC NCIT Filters for Welding	-	32,200	32,200	-	32,200	-	-	32,200	-
F19024 - CC C11.1110 Installation of Surgical Lights	-	16,600	16,600	-	16,600	-	-	16,600	-
<b>Sub-total</b>		78,800	78,800		78,800			78,800	

**BOARD BUILDING COMMITTEE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
July 22, 2019**

Members Present: Marie Flickinger, John Moon, Jr., and Dan Mims

Members Absent: Erica Davis Rouse

Others Trustees Present: None

Others Present: Bill Dowell, Scott Gernander, Joe Hebert, Deborah Paulson, Angela Klaus, Ann Kokx-Templett, Charles Smith, and Teri Zamora

- I. John Moon, Jr. called the Building Committee Meeting to order at 3:31 p.m.
- II. Roll Call of Committee Members by John Moon, Jr. (Dan Mims was suffering from laryngitis and asked Mr. Moon to assist with leading the meeting.)
  - Dan Mims, present
  - Marie Flickinger, present
  - Members absent: Erica Davis Rouse
- III. Approval of Minutes from May 21, 2019 Building Committee Meeting
  - John Moon, Jr. presented the minutes of the May 21, 2019 Building Committee meeting.
    - A motion was made by Marie Flickinger and seconded by Dan Mims to accept the minutes as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Charles Smith)
  - A. Bond Funds
    1. Consideration of Approval to Contract with The Brandt Companies, LLC (Brandt) for the South Campus (SC) Chilled Water Infrastructure Upgrades Project.
      - a. This item requests consideration of approval to contract with Brandt for the SC Chilled Water Infrastructure Upgrade. Detailed project plans and specifications were developed by ACR Engineering, Inc. and were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method.
      - b. This project will replace 8-inch chilled water lines with new 10-inch lines that will provide a 56 percent increase in capacity of the west chiller loop. This project will also include removing the de-commissioned cooling towers behind SC Longenecker Building, completing the circuit between the renovated west chilled water loop and the 12-inch service along Rick Schneider road, and installation isolation valves to facilitate proper repairs when required. The evaluation team determined that the proposal submitted by Brandt was compliant with the specifications and was within the budget. This project is projected to be completed within nine (9) months.
      - c. Discussion was made in regards to why only one bid was received. Public

solicitation was taken in accordance with The Texas Government Code, Section 2269.151; however, it was presumed that other contractors were not interested in a small project with high potential liabilities due to congestion in the courtyard.

2. Consideration of Approval to Contract for Programming and Facility Assessment Services for the Central Campus (CC) McCollum Building Renovation.
  - a. This item requests consideration of approval to contract with HKS Architects, Inc. (HKS) for programming and facility assessment services for the renovation of the CC McCollum Building.
  - b. This action will provide a critical first step in the renovation design process by defining the detailed requirements of the program and processes required for new buildings or renovated spaces.
  - c. The McCollum Building was built in 1964 and is the oldest building owned by the College. A meeting with administration and faculty leaders is projected in the near future to develop a plan for repurposing the building for increased classrooms. Discussion was had as to whether it is better to replace versus repurpose the building. It was noted that the foundation is solid, but the mechanical and electrical components of the building need to be modernized and upgraded. This programming and assessment project is projected to cost \$112,500 and expected to take three (3) months to complete, which then allows a better future plan to be developed.
3. Consideration of Approval of Method of Procurement for the Central Campus (CC) Classroom Building.
  - a. This item requests consideration of approval of Construction Manager-at-Risk (CMR) method of procurement for new construction of the CC Classroom Building.
  - b. Plans are underway for new construction of the CC Classroom Building, and programming for this project has been carried out and documented as of August 24, 2017. The use of CMR is designed to include early involvement of the general contractor with the architect and owner to provide a smooth transition to the construction process. This project is projected to cost \$38,684,587.
  - c. No questions were raised.

#### B. Operating Funds

1. There were no new Operating Fund approval requests this month.

### V. Project Updates

(Discussion led by Charles Smith)

#### A. Bond Funds

1. Safety Metrics – Personnel Injury
  - a. The personnel injury report was presented to the Building Committee, encompassing fourteen (14) projects for June 30, 2019 with 2.5 times more man hours of work since April 2019. The College had one near miss at the North Campus (NC) Spencer Building Renovation when an electrician accidentally grounded a neutral wire and

tripped the main breaker to the building. No injuries or damage was incurred. There was one first aid case in which a worker on the South Campus (SC) Engineering and Technology Building smashed his finger while placing a steel roof deck.

2. Safety Metrics – Property Damage
  - a. There were two (2) property damage incidents noted for this month. Both were on the South Campus (SC) S7 and S9 renovations. Both events, although two (2) weeks apart, involved mason workers who accidentally broke existing water lines.
3. Schedule Updates
  - a. Master Bond Program Schedule
    - Overall the projects are on schedule; however, a revision was made to the Schochler Road realignment to push it back a few months to align with the City of La Porte. The Central Campus (CC) McCollum Renovation was also pushed back a few months to allow time for the proper condition assessment and programming effort. At the South Campus (SC), the proposed Jones Building Renovation has been pushed back to allow some of the current construction to finish before introducing more disruption to the campus.
    - The Central Campus (CC) Davison Building and the CC Classroom Building Renovations were accelerated by a couple months.
  - b. Central Campus – Center for Petrochemical, Energy, and Technology (CPET)
    - The facility is nearly complete with the final touches being added. The last of the furniture is scheduled to arrive within the next few weeks. The faculty has also moved in and is gearing up for fall classes.
    - The first of the Emerson Mobile Instrumentation Trainers are awaiting commissioning.
    - The movers are in the process of unpacking The Glycol Unit Control Room to get it ready for the fall. Integration of donated items is ongoing with substantial completion in July and final completion projected for August 24<sup>th</sup>.
  - c. Central Campus – Welcome Center
    - At the new Welcome Center, the mechanical systems, the roof, and the masonry work are progressing steadily. The installation of windows has begun, and the metal panels will follow.
  - d. Central Campus – Frels Renovation
    - The final work required to turn the building back over to the College is in its final stages and expected to be completed by the first week of August. New flooring is being installed in the area that will serve as the Early College Dining Room.
    - The new bus lanes have been marked and prepared for the first day of school.
  - e. Central Campus - Classroom Building
    - There has been significant amount of activity on the Classroom Building. The project team has had several meetings to work out the technical aspects of the building in order to obtain preliminary pricing from timber component manufacturers.
    - Meetings with the City of Pasadena Building Officials and the Fire Marshall are complete, and the College received enthusiastic support from both.

- A grant request was submitted to the United States Forest Service for development assistance on this project. The College will host a pre-solicitation symposium for prospective contractors on August 14<sup>th</sup>. The projected start date for this project is one year from now.
  
- f. North Campus – Cosmetology and Culinary Center
  - Waterproofing of this building is complete. Windows have been installed and the exterior insulation is being applied before the brick work begins.
  - Inside the building, sheetrock, electrical, and mechanical systems are advancing smoothly.
  
- g. North Campus – Underground Utility Tunnel
  - The tunnel project is almost 100 percent complete with one minor concern being addressed. The tunnel should be poised for another twenty (20) to forty (40) years of dependable service.
  - The temporary pipe used to keep the chilled water flowing during the renovation has been shipped to the College’s South Campus (SC) for use during the utility projects. This project is now closed.
  
- h. North Campus - Burleson Building
  - The new elevator in Burleson was installed and is now operational.
  - The new cafeteria is nearly ready to serve the GPISD students.
  - The west lobby will be the only unfinished section of the building when the Galena park students arrive mid-August. The windows in the west lobby required replacement and because of its arch feature, are custom items. They will not arrive for another few weeks.
  
- i. North Campus – Spencer Building
  - Demolition and asbestos abatement are underway at the Spencer Building. It was discovered that the original walls are completely unreinforced and therefore, the engineers are designing reinforcements by adding framing above the doorframes. At this time, the College is evaluating the cost of replacing walls versus reinforcing.
  - There is a need to remove both an old cupola that is located at the top of the Spencer Building and a deteriorating iron spiral staircase located in that copula. The tower and staircase are considered to be a liability and of little future value to the College. It is proposed that this area should be converted into a student study space.
  - Approval was granted by the Board after clarification was given regarding maintaining access to the roof after the cupola and staircase are removed.
  
- j. South Campus – Cosmetology Building
  - Pre-cast panels have been installed and the courtyard shade structures have been erected.
  - The interior mechanical systems are nearing completion and the walls are being built.
  - The roof is of biggest concern at this time. It was discovered that the materials used are defective, and the sub-contractor and the membrane manufacturer are working with the insulation vendor to rectify the problem. The problem will be resolved



with no additional cost to the College.

- k. South Campus – Longenecker Renovation
  - Repairs to masonry for the first phase of this project are nearing completion.
  - The structural mezzanine required to support the new air handlers is now complete.
  - Demolition of the existing roof will begin next week and re-roofing and replacing of existing skylight with new clerestory should be completed in late September 2019.
  - Phase one (1) is expected to be complete by early next spring (2020).
- l. South Campus – Primary Electrical Upgrade
  - The chilled water and drinking water project is underway. Confirmation of location and routing of known buried systems is complete.
- m. South Campus – Jones Building
  - The Facility Condition Assessment and concept treatment for extending the life of the building by 35 more years is complete.
- n. South Campus – Academic Building Renovation (S-7, S-8 and S-9)
  - Sprinkler work is complete and ceiling tiles are re-installed.
  - Permits with the City of Houston require the College to reroute and inspect fire lines to S7, S8 and S9. S7 has been completed with S8 and S9 to follow. The remaining work should be completed by the end of September 2019. Due to the fire line rerouting, there will be construction at the entrance; however, there are five other operational entrances to the building.
  - The elevator was installed and the dining rooms are nearing completion with projected completion in time for the high school students to start school in mid-August with no major issues.
- o. College Wide – Generation Park
  - The drainage canal and outfall box have been constructed with a large enough pipe to drain 25 acres.
  - The footings and plinths are constructed, and work is beginning on the first-floor slab in an effort to have it completed before steel arrives in August 2019. There are 368 days remaining for completion, which includes seven (7) days of float.
- p. College Wide – Maritime
  - Pre-cast panels have been installed and the courtyard shade structures have been erected.
  - Resolution of outstanding regulatory questions for the outdoor fire trainer installation should be resolved this week, allowing that design to progress. Fire Training classes will start in mid-August 2019.
- 4. Financial Updates
  - a. 2008 Bond
    - 1.1 percent of the 2008 Bond Funds remain unspent.
    - Of the remainder, principle projects include the North Campus (NC) Welcome Center Reconfiguration which is postponed indefinitely and the South Campus (SC) Welcome Center Reconfiguration was moved to late fall per the Boards

request.

- Wayfinding signage is in design.
- Renovations to the District Administration Buildings are nearing completion.
- The Science Park project is still under review.

a. 2015 Revenue Bond

- The 2015 Revenue Bond is fully committed with only Generation Park as the active project.

b. 2015 Bond

- 46 percent of the 2015 Bond proceeds have been encumbered or spent and it is projected that the number will rise to 56 percent once the GMPs for North Campus (NC) Spencer, Brightwell, Wheeler (SBW) and Generation Park have been signed.

c. Generation Park

- Most of the funds spent to date have come from the sale of the Middlebrook property.

B. Operating Funds

1. Safety Metrics

- a. One near miss was noted in which an employee stepped down off a scissor lift and twisted his knee. This was converted to a lost time injury in July when the employee underwent surgery.

2. Schedule Update

- a. Minor projects were pushed to the end of the year due to absorption of the S8 roofing project into the bond budget which meant that many of the projects were started in January.

3. Financial Reports

- a. Work order productivity, spares inventory, customer satisfaction, and custodial cost are all trending normal while utilities expense increased by 8.5 percent which is actually light for this time of year.

VI. Status of Delegated Authority

- A. An updated report on status of delegation of authority was presented with no comments.

VII. Adjournment – The meeting was adjourned at 4:03 p.m.

**BOARD FINANCE COMMITTEE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
July 22, 2019**

Members Present: Dr. Ruede Wheeler and Larry Wilson

Members Absent: Marie Flickinger and Keith Sinor

Other Trustees Present: Dan Mims

Others Present: Brenda Hellyer (via phone conference), Teri Zamora, and Deborah Paulson

- I. Dr. Ruede Wheeler, Chair, Finance Committee called the meeting to order at 5:00 p.m.
- II. Roll call of the Committee members was taken:
  - Dr. Ruede Wheeler, present
  - Larry Wilson, present
  - Marie Flickinger, absent
  - Keith Sinor, absent
  - Acknowledged that Trustee Dan Mims was present
- III. Approval of Minutes from the May 21, Finance Committee Meeting
  - R. Wheeler presented the minutes from the May 21, 2019, Finance Committee Meeting.
    - A motion was made by L. Wilson and seconded by D. Mims to accept the minutes as presented.
- IV. Review Investment Policy Changes and Broker Dealer List
  - T. Zamora reminded the Committee that annual review is required for compliance with the Public Funds Investment Act.
    - Suggested revisions to the Investment Policy were presented to the Committee.
      - Accurately identify three separate funds: Operating, Bond/Construction, and Debt Service
      - Clarify that both government pools and authorized broker/dealers must sign an acknowledgement of receipt of the San Jacinto Community College District (SJCCD) policy
      - Clearly define the College's benchmark yield periods as 1-Year, 2-Year, 3-Year Treasury yields as appropriate
        - R. Wheeler asked what the College's yield is.
        - T. Zamora replied that the yield is slightly over 2 percent.
  - T. Zamora presented the Committee with the proposed Broker Dealer list.
    - The College has not received any new credentialed proposals from additional brokers within the last year.
      - L. Wilson asked if these brokers would primarily buy government bonds and

asked for clarification regarding whether or not this is working within the stock market.

- T. Zamora confirmed that this is not the stock market, and the list of permissible investment securities are outlined within the Investment Policy.

V. Discuss of Investment Advisor

- T. Zamora proposed the discontinuation of investment advisor services, as the current investment portfolio of the College, does not present a need for them.
  - Current service provided by the investment advisor primarily includes producing the investment report, which can be produced internally, saving the College that expense of approximately \$28,000 annually.
    - The Committee agreed with the recommendation.

VI. Proposal to Prepay Callable Debt

- T. Zamora cited the Cash on Hand Policy, the Debt Management policy, and the reduction of interest over the life of the debt as reasons for the proposal.
  - There is currently no callable debt but if the money is placed in escrow to be paid when due, then the cash and debt will be removed from the balance sheet during August 2019.
    - L. Wilson asked if that helps the College's credit rating.
    - T. Zamora confirmed that it does, because when it goes into escrow it is as if the debt was paid early and will help boost the College's credit rating.
    - D. Mims asked if the College would save close to \$7 million, and T. Zamora confirmed.
  - T. Zamora updated the Committee regarding the monthly unrestricted cash balance in the current fiscal year.
    - She explained how the data follows the College's business cycle. She noted that November is historically the lowest month because Spring tuition collection has not been begun yet, and this period is prior to property tax collection.
      - L. Wilson questioned how the College should meet the four to six-month target of the Cash on Hand Policy.
      - T. Zamora responded that the College needs to have approximately \$86 million and added that the College did meet the 6-month target most months, but in others, it met the 4-month target.
  - T. Zamora continued that for February of 2021, the College has \$28,170,000 in callable GO Bonds and \$1,595,000 in Maintenance Tax Notes.
    - Her proposal is to pay \$7,005,000 of the GO Bonds and all the Maintenance Tax Notes.
    - By prepaying this debt, the College's calculated savings in interest are \$6,683,586.
      - L. Wilson asked if the College has the funds to pay this amount, above the funding set aside for the Cash on Hand.
      - T. Zamora advised that the College would be able to meet both obligations.
      - R. Wheeler noted if the College pays this amount, then moving into fall,

the debt will be considerably lower and the College will start building additional cash revenues.

- T. Zamora confirmed that is the case and explained that this is one way the College is seeking to minimize costs. It has been some time since the College prepaid debt, so this will probably be the largest prepayment over the next few years. A review of cash balances will be conducted annually with recommendations to prepay debt being considered annually as well.
- The Committee was in support of this action.

VII. Discussion of the Harris County Appraisal District (HCAD) Board of Directors Election

- T. Zamora informed the Committee that this request is for a vote for an HCAD Board member to finish the current term that ends December 31, 2019.
  - All the Independent School Districts (ISD), except Houston ISD, and the four Community Colleges in Harris County make one collective vote.
  - The Committee agreed with recommending Dee Anne Thomson to the HCAD Board at the August 5, 2019 meeting.

VIII. The meeting Adjourned at 5:21 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

This item is for informational purposes only. No formal Board action is required.

### **BACKGROUND**

#### Board Committees

While the Board of Trustees of San Jacinto Community College District functions as a Board of the whole, standing committees have been established in the past. Such committees are utilized for ongoing major activities and provide an opportunity for full use of the Board member’s time, commitment, and expertise. Such committees review recommendations for approval by the entire Board, and they do not supplant the responsibility of the full Board of Trustees. The bylaws for the Board of Trustees provide that the Board Chair may appoint members to the committees.

The Board’s bylaws define two Board Committees: Building Committee and Finance Committee. The Building Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for master planning and developing, including: facility and infrastructure needs assessment, construction, and other capital improvement projects, budget requirements, bids and awarding contracts, major change orders, and acceptance of completed projects. The Finance Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for the annual audit report, investment policy changes and strategies, budget assumptions and updates, debt analysis, revenue and expense analysis, procurement recommendations, and other fiscal strategies and impacts. The Finance Committee also reviews the action plan, audit reports, and other recommendations from the College’s Internal Audit Department.

#### San Jacinto College Foundation (SJCF)

The SJCF was created in 1996 as a separate 501(c)(3), and its bylaws provide that up to three (3) director positions may be held by members of the Board of Trustees. The terms for Foundation Directors are four (4) years but may be for shorter terms as needed.

### **IMPACT OF THIS ACTION**

#### Board Committees

Chair Marie Flickinger appoints the membership of each committee as follows:

Finance Committee    1. Keith Sinor, Committee Chair  
                                  2. Dr. Ruede Wheeler  
                                  3. Larry Wilson

Building Committee    1. Dan Mims, Committee Chair  
                                  2. Erica Davis Rouse  
                                  3. John Moon, Jr.

As Chair, Trustee Flickinger will serve on both committees.

**Action Item “IX”  
Regular Board Meeting August 5, 2019  
Assignments for Board Committees and  
San Jacinto College Foundation - For Information Only**

It is anticipated that each committee will meet monthly. All meetings will be posted according to the Open Meetings Act which will allow Trustees to attend meetings of each committee. Minutes from each committee will be included as an informational item in the monthly materials provided for the Board of Trustees.

San Jacinto College Foundation (SJCF)

The following trustees will serve on the Board of Directors for the SJCF:

1. To be filled
2. To be filled

It is anticipated that the SJCF will have bi-monthly or quarterly meetings.

Monthly Financial Statements and donor reports, along with the annual audit of the SJCF, are provided as an informational item in the monthly materials for the Board of Trustees.

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

None

**MONITORING AND REPORTING TIMELINE**

Committee appointments will be reviewed as needed but no longer than every two years from appointment.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Marie Flickinger	281-998-6100	marie.flickinger@sjcd.edu
Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu

**Action Item “X”**  
**Regular Board Meeting August 5, 2019**  
**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 months of June and July 2019.

**IMPACT OF THIS ACTION**

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

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

Restricted revenues and restricted expenses will each be increased by \$13,729,347, 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-08-05-19

Attachment 2- Grant Detail-08-05-19

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu



SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
August 5, 2019

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Labor - H1-B Scaling Apprenticeship Through Sector-Based Strategies (Texas is IT!)</u>					
<u>(New Grant)</u>					
Federal Grant Revenue	531719	56700	554100	110000	(12,000,000)
Non-Instructional Labor	531719	56700	610000	460961	845,274
Fringe Benefits	531719	56700	651000	460961	236,677
Supplies	531719	56700	710000	460961	21,176
Travel	531719	56700	721000	460961	15,798
Contractual Svcs	531719	56700	731000	460961	512,691
Contractual Svcs - Sub-recipient	531719	56700	731550	460961	4,503,639
Contractual Svcs - Indirect costs	531719	56700	731500	620909	108,195
Student Aid - Scholarships	531719	56700	751009	520235	<u>5,756,550</u>
					\$ -

<u>U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2019-2020</u>					
<u>(New Grant)</u>					
Federal Grant Revenue	538441	56700	554100	110000	(559,000)
Federal Grant Revenue	538442	56700	554100	110000	(91,000)
Non-Instructional Labor	538441	56700	610000	460961	289,000
Instructional Labor - Adjunct	538441	56700	621100	460961	44,800
Instructional Labor - Adjunct	538442	56700	621100	460961	60,100
Fringe Benefits	538441	56700	651000	460961	100,500
Fringe Benefits	538442	56700	651000	460961	3,005
Supplies	538441	56700	710000	460961	20,740
Travel	538441	56700	721000	460961	12,000
Contractual Svcs	538441	56700	731000	460961	14,500
Contractual Svcs - Indirect costs	538441	56700	731500	620909	41,300
Contractual Svcs - Indirect costs	538442	56700	731500	620909	6,895
Student Aid - Scholarships	538441	56700	751009	520235	36,160
Student Aid - Scholarships	538442	56700	751009	520235	<u>21,000</u>

<u>National Science Foundation -Louis Stokes Alliances for Minority Participation (LSAMP)</u>					
<u>(New Grant)</u>					
Federal Grant Revenue	531743	56700	554100	110000	(454,370)
Non-Instructional Labor	534713	56700	610000	460913	55,727
PT-Institutional	534713	56700	614100	460913	4,561
Fringe Benefits	534713	56700	651000	460913	16,520
Supplies	534713	56700	710000	460913	7,967
Travel	534713	56700	721000	460913	5,741
Contractual Svcs	531743	56700	731000	460913	16,835
Contractual Svcs - Sub-recipient	531743	56700	731550	460913	207,522
Contractual Svcs - Indirect costs	531743	56700	731500	620909	28,242
Student Aid - Scholarships	531743	56700	751009	520235	<u>111,255</u>

U.S. Department of Education/Texas Higher Education Coordinating Board - Perkins State Leadership Grant 2019-2020

(New Grant)

Federal Grant Revenue	538423	56700	554100	110000	(199,977)
PT-Institutional	538423	56700	614100	460111	38,400
Fringe Benefits	538423	56700	650000	460111	1,152
Supplies	538423	56700	710000	460115	43,325
Travel	538423	56700	721000	160112	<u>117,100</u>

Houston Airport System Development Corporation - The San Jacinto College EDGE Center

(New Grant)

Local Grant Revenue	570000	56700	554300	110000	(425,000)
Contractual Svcs	570000	56700	731000	160912	<u>425,000</u>

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.

Grant Funding Summary by Agency:

U.S. Department of Labor	\$ 12,000,000
U.S. Department of Education	849,977
National Science Foundation	454,370
Houston Airport System Development Corporation	<u>425,000</u>
	\$ 13,729,347

U.S. Department of Labor - H1-B Scaling Apprenticeship Through Sector-Based Strategies (Texas is IT!) (New Grant)

Texas is IT! (TXIT) apprenticeship project will train 5,000 apprentices and pre-apprentices over 48 months. The project partner colleges, located strategically across Texas, have service areas containing over 18 million Texas residents. These partners are Alamo Colleges District, Austin Community College District, Dallas County Community College District, and San Jacinto College. This project focuses on dynamic information technology (IT) needs and includes employers in IT, advanced manufacturing, and healthcare, which represent a cross-sector of partnerships. These national industry project partners include IBM Corporation, Lockheed Martin Corporation's IT-Related Occupations, Rackspace, Cerner Corporation, and Cisco Systems. Other partners include the Texas Workforce Commission, the California Division of Apprenticeship Standards, and the American Association of Community Colleges. TXIT Goals are to: (1) increase the number of apprentices in the IT occupation; (2) create new apprenticeships, modify and scale existing ones; (3) bring new IT employers into the apprenticeship system; and (4) scale program nationwide. Further, the TXIT program is designed to support diversity and expects to increase access to industry-recognized credentials to underrepresented apprenticeship populations, particularly veterans, military spouses, transitioning service members, women, people of color, and ex-offenders.

U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2019-2020 (New Grant)

Nine service providers combined, including San Jacinto College, Texas Workforce Commission, and the Houston-Galveston Area Council, have a successful history of providing effective adult education programs in the different areas that are affected by this grant. These institutions provide Adult Basic Education, Adult Secondary Education, English Literature and Civics programs. Efforts include work with Corrections and Temporary Assistance for Needy Families. All partners promote English as a Second Language and encourage General Educational Development testing preparation. The partners will work together to support families and increase job-readiness through literacy, while recognizing the different hurdles individual families face.

National Science Foundation -Louis Stokes Alliances for Minority Participation (LSAMP) (New Grant)

The Louis Stokes B2B Alliance: Harris County Community College Alliance (HCCCA) will be a new alliance led by San Jacinto College, and joined by Houston Community College. The geographic region of the HCCCA encompasses concentrations of major STEM industries in four areas, including aerospace (NASA-Johnson Space Center), biomedical and life science research (Texas Medical Center), oil and energy (Houston energy corridor and petrochemical complex), and logistics and maritime (Houston Ship Channel). HCCCA will impact 2,140 students (duplicated), with a minimum of 350 students (unduplicated) ultimately transferring to a STEM program at a four-year institution. Program activities focus on three areas: 1) recruitment and

outreach to ISDs with bridge programs from high school to college; 2) retention by building a community of STEM scholars that provide student support and opportunities for underrepresented/underserved students to acquire knowledge and skills within a STEM academic culture; and 3) transfers by providing students with specialized advising and a guided pathways to transfer to a four-year institution. Further, embedded within the program activities are opportunities for HCCCA students to earn stipends for work performed in support of STEM/LSAMP activities, other scholarships, work-study opportunities, and external part-time job opportunities.

U.S. Department of Education/Texas Higher Education Coordinating Board - Perkins State Leadership Grant 2019-2020 (New Grant)

Leading the Way (LtW) is a partnership with Project Lead The Way (PLTW). PLTW has worked with K-12 students and teachers for more than 20 years to develop in-demand, transportable knowledge and skills through pathways in computer science, engineering, and biomedical science. Working with PLTW, the LtW program will support the Texas Higher Education Coordinating Board's statewide goals of the 60x30TX program to increase the number of students with access to the PLTW curricula and promote accelerated college credit attainment through a crosswalk between PLTW curricula and Workforce Education Course Manual (WECM) courses. Specific objectives include:

- 20 high school teachers will receive professional development in PLTW over two years.
- At least 5 school districts will receive funding for participation fees, teacher professional development and travel, and some instructional supplies for PLTW classrooms.
- A matrix will be published showing the common elements between PLTW courses and similar WECM and other similar courses and programs to guide colleges across the state in granting credit for prior learning for PLTW courses.

Houston Airport System Development Corporation – The San Jacinto College EDGE Center (New Grant)

At Ellington Airport, home to the Houston Spaceport Support Center, San Jacinto College (SJC) will develop a training center that will provide students with education, technical training, and job development for the region's aerospace industry. The Houston Airport System Development Corporation (HASDC) has awarded funds to SJC for buildout of the space required to support academic and workforce aerospace and aeronautical training including expenses for necessary infrastructure upgrades. Called The Edge Center, the facility will include up to five new classrooms, a flight simulator space, a reception area, and office space. The initial training programs offered will be composites manufacturing and repair technician, aerospace electrical assembly technician, aerospace structures technician, mechatronics, and industrial automation technician.

**Action Item “XI”**  
**Regular Board Meeting August 5, 2019**

**Consideration and Approval of Resolution Authorizing the Defeasance of Bonds**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees consider and approve a resolution authorizing the defeasance of bonds, via the deposit of monies to an escrow to provide for the prepayment of a portion of the Limited Tax General Obligation Building and Refunding Bonds, Series 2011 (the GO Bonds) and the Maintenance Tax Refunding Bonds, Series 2011 (the MTC Bonds) and to authorize the Vice Chancellor of Fiscal Affairs to prepare, distribute, and execute all necessary documents and statements related thereto.

**BACKGROUND**

This action facilitates the repayment of the aforementioned bonds, and avoids all future payments.

Maturities selected for defeasance from the GO Bonds are callable on February 15, 2021 at \$100.00 par. Administration proposes the defeasance of \$7,005,000 of the GO Bonds. This action will place an estimated \$7,346,841 in escrow with Wells Fargo Bank, NA (the Bank/Escrow Agent).

Maturities selected for defeasance from the MTC Bonds include all remaining maturities. These maturities are callable on February 15, 2021 at \$100.00 par, if not maturing earlier. Administration proposes defeasance of \$1,595,000 of the MTC Bonds. This action will place an estimated \$1,656,048 in escrow with the Bank/Escrow Agent.

This recommendation was reviewed with the Board’s Finance Committee on July 22, 2019.

**IMPACT OF THIS ACTION**

The aggregate deposit of approximately \$9,002,889 will occur on or about August 20, 2019, to an escrow account with the Bank/Escrow Agent and will be held in cash and primarily investments in State and Local Government Series (SLGS) and Open-Market Securities (OMS) securities. The exact amount of deposit will vary with the interest rate at the time of deposit. Investments in the escrow will provide the Bank/Escrow Agent with cash flows sufficient to match future payment requirements of the GO Bonds and MTC Bonds until the earlier of maturity or redemption date. Total remaining principal and interest payments for the GO Bonds and MTC Bonds total approximately \$15,686,475. This action will produce an estimated savings of \$6,683,586 in gross debt service savings which results in an estimated Net Present Value savings of \$3,234,630 or 37.61% of defeased par.

The recommended action meets all Conditions for Debt Defeasance as included in Policy III.3001.D, Debt Management.

The source of funds to prepay the debt is Unrestricted Cash on Hand. This is in accordance with the target levels for Days Cash on Hand which is set at four to six months of the annual current Unrestricted and Auxiliary Funds budgets per Policy III.3001.B, Finance Standards.

**Action Item “XI”**  
**Regular Board Meeting August 5, 2019**

**Consideration and Approval of Resolution Authorizing the Defeasance of Bonds**

A summary of Days Cash on Hand is included as Attachment 2, and demonstrates that the College’s low cash balance occurs annually each November. After making this prepayment of approximately \$9.0 million, the College would have still been in excess of the four month Days Cash on Hand target at the end of November 2018, due to the \$14.3 million amount held above the minimum target at that time.

**ATTACHMENTS**

Attachment 1 – Certificate for Resolution and Board Resolution  
Attachment 2 – Days Cash on Hand

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
William E. Dickerson	281-998-6142	bill.dickerson@sjcd.edu

Attachment 1

Exhibit 1

**CERTIFICATE FOR RESOLUTION**

STATE OF TEXAS                                 §  
   §  
COUNTY OF HARRIS AND CHAMBERS       §

We, the undersigned officers of the Board of Trustees (the “Board”) of San Jacinto Community College District (the “District”), hereby certify as follows:

The Board convened in a regular meeting on the \_\_ day of \_\_\_\_\_, 2019, at the regular meeting place thereof, within said District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

The Board of Trustees of the District now consists of the following members:

- |                           |                     |
|---------------------------|---------------------|
| Marie Flickinger          | Chair               |
| John Moon, Jr.            | Vice Chair          |
| Keith Sinor               | Secretary           |
| Erica Davis Rouse         | Assistant Secretary |
| Dan Mims                  | Member              |
| Dr. Ruede Wheeler, D.D.S. | Member              |
| Larry Wilson              | Member              |

and all of such persons were present, except \_\_\_\_\_, thus constituting a quorum. Whereupon, among other business, the following was transacted at such meeting: a written

**RESOLUTION AUTHORIZING THE DEFEASANCE OF BONDS**

was duly introduced for the consideration of such Board. After presentation and due consideration, it was then duly moved and seconded that such resolution be adopted; and, after due discussion, such motion, carrying with it the adoption of such resolution, prevailed, and carried by the following vote:

AYES \_\_\_        NAYS \_\_\_        ABSTAIN \_\_\_

A true, full, and correct copy of the aforesaid resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that such resolution has been duly recorded in the Board’s minutes of such meeting; that the above and foregoing paragraph is a true, full, and correct excerpt from the Board’s minutes of such meeting pertaining to the adoption of such resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the date, hour, place, and purpose of the aforesaid meeting, and that the resolution would be introduced and considered for adoption at such meeting, and each of such officers and members consented, in advance, to the holding of such meeting for such purpose; that such meeting was open to the public as required by law; and

Attachment 1

that public notice of the date, hour, place and subject of such meeting was given as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED this \_\_\_ day of \_\_\_\_\_, 2019.

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

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

(SEAL)



**RESOLUTION AUTHORIZING THE DEFEASANCE OF BONDS**

WHEREAS, the Board of Trustees (the “Board”) of San Jacinto Community College District (the “District”) previously issued the District’s Limited General Obligation Building and Refunding Bonds, Series 2011 and Maintenance Tax Refunding Bonds, Series 2011; and

WHEREAS, the District desires to establish a defeasance escrow to defease all or a portion of such bonds identified in Exhibit A attached hereto in advance of their scheduled maturities (the “Defeased Bonds”); and

WHEREAS, Chapter 1207, Texas Government Code, authorizes the District to accomplish such defeasance by depositing directly with a paying agent for the Defeased Bonds (or other qualified escrow agent) available funds of the District into an escrow fund (the “Escrow Fund”) in an amount sufficient, after considering investment earnings (if any), to provide for the payment, redemption, or defeasance of all or a portion of the Defeased Bonds, and provides that such deposit shall constitute the making of firm banking and financial arrangements for the discharge and final payment or redemption of the Defeased Bonds; and

WHEREAS, upon such deposit, the Defeased Bonds shall no longer be regarded as being outstanding, except for the purpose of being paid from funds on deposit in the Escrow Fund, and the pledges, liens, trusts, and all other covenants, provisions, terms, and conditions of the order(s) authorizing the issuance of the Defeased Bonds shall be, with respect to the Defeased Bonds, discharged, terminated, and defeased.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SAN JACINTO COMMUNITY COLLEGE DISTRICT:**

**Section 1. Defeasance.** The Board hereby authorizes the deposit of surplus funds for the District in an amount sufficient, after considering investment earnings (if any), to defease and redeem all or a portion of the Defeased Bonds identified in Exhibit A prior to their scheduled maturities; provided, however, that in no event shall the deposit of such funds, in the aggregate, exceed \$9,500,000. The Board hereby authorizes the Chair, Vice Chair, Secretary of the Board, and the Vice Chancellor of Fiscal Affairs (collectively, the “Authorized Officers”) to take all actions necessary, including executing any and all certificates, agreements, and other instruments necessary or appropriate to defease and redeem the Defeased Bonds. Without limiting the generality of the foregoing, the Authorized Officers shall be authorized to select the Defeased Bonds to be redeemed and defeased.

**Section 2. Escrow Agreement.** The discharge and defeasance of the Defeased Bonds shall be effectuated pursuant to the terms and provisions of an Escrow Agreement to be entered into by and between the District and Wells Fargo Corporate Trust Services (the “Escrow Agent”), the terms and provisions of which are hereby approved, subject to such insertions, additions and modifications as shall be, in the opinion of the Authorized Officers, necessary (a) to carry out the program designed for the District by PFM Financial Advisors LLC (the “Financial Advisor”), which shall be certified as to mathematical accuracy by the report of Robert Thomas CPA, LLC or another certified public accountant or firm (the “Verification Agent”) thereof (the “Report”), (b) to maximize the District’s present value savings and/or to

minimize the District's costs of defeasing the Defeased Bonds, (c) to comply with all applicable laws and regulations relating to the defeasance of the Defeased Bonds and (d) to carry out the other intents and purposes of this Resolution, and the Authorized Officers are hereby authorized to execute and deliver such Escrow Agreement on behalf of the District in multiple counterparts and the Secretary or the Assistant Secretary of the Board is hereby authorized to attest thereto.

**Section 3. Purchase of Escrowed Securities.** To assure the purchase of the Escrowed Securities referred to in the Escrow Agreement, the Authorized Officers and the Escrow Agent are hereby authorized to subscribe for, agree to purchase, and purchase obligations which are authorized investments for escrow accounts pursuant to Section 1207.062, Texas Government Code, in such amounts and maturities and bearing interest at such rates as may be provided for in the Report, and to execute any and all subscriptions, purchase agreements, commitments, letters of authorization and other documents necessary to effectuate the foregoing, and any actions heretofore taken for such purpose are hereby ratified and approved.

**Section 4. Redemption Prior to Maturity.** The Defeased Bonds shall be paid on their respective stated maturity dates or redemption dates. Any Defeased Bonds selected to be redeemed pursuant to this Resolution are hereby called for redemption on the redemption dates shown on Exhibit A attached hereto. The District authorizes and directs the Authorized Officers to provide notice of such redemption and a notice of Material Event to be given in accordance with the order(s) authorizing the issuance of the Defeased Bonds.

**Section 5. Material Event.** The Board hereby approves the filing of a material event notice in accordance with the Securities and Exchange Commission's Rule 15(c)2-12 and the continuing disclosure agreement set forth in the order(s) authorizing the issuance of the Defeased Bonds.

**Section 6. Costs and Fees.** The Board hereby approves payment from lawfully available District funds of professional fees and expenses of the District's Bond Counsel, the District's Financial Advisor, the Escrow Agent, the Verification Agent, the paying agent/registrar for the Defeased Bonds, and any other party whose services have been determined by the District to be necessary to accomplish the purpose and intent of this Resolution.

**Section 7. Open Meeting.** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code.

**Section 8. Effectiveness.** This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

*[Signature page follows]*

Attachment 1

PASSED AND APPROVED this \_\_ day of \_\_\_\_\_, 2019.

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Chair, Board of Trustees  
San Jacinto Community College District

ATTEST:

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Secretary, Board of Trustees  
San Jacinto Community College District

(SEAL)

**EXHIBIT A**

The Board hereby authorizes the deposit of surplus funds of the District in an amount sufficient, after considering investment earnings (if any), to defease and redeem all or a portion of the Defeased Bonds identified below prior to their scheduled maturities.

**Limited Tax General Obligation Building and Refunding Bonds, Series 2011**

<u>Maturity</u>	<u>Interest Rate</u>	<u>Principal Amount</u>	<u>Call Date</u>	<u>Call Price</u>
February 15, 2040	5.00%	\$ 9,640,000	February 15, 2021	100% of par
		<u>\$ 9,640,000</u>		

**Maintenance Tax Refunding Bonds, Series 2011**

<u>Maturity</u>	<u>Interest Rate</u>	<u>Principal Amount</u>	<u>Call Date</u>	<u>Call Price</u>
February 15, 2020	4.00%	\$ 425,000		
February 15, 2021	4.00%	435,000		
February 15, 2022	4.00%	735,000	February 15, 2021	100% of par
		<u>\$ 1,595,000</u>		

**San Jacinto College**  
**HISTORICAL DAYS CASH ON HAND**  
**FISCAL YEARS 2018 AND 2019**  
**IN COMPLIANCE WITH POLICY III.3001.B, FINANCE STANDARDS**

FISCAL YEAR 2019	2019 Unrestricted and Auxiliary Expense Budgets
Annual Budget	\$173,224,750
Six Months Cash Amount	\$86,612,375
Four Months Cash Amount	\$57,741,583

	Unrestricted Cash Balance	Unrestricted Amount in Excess (Deficit) of 4 months target	Unrestricted Amount in Excess (Deficit) of 6 months target
8/31/2019			
7/31/2019			
6/30/2019	\$105,997,746	\$48,256,163	\$19,385,371
5/31/2019	\$106,854,618	\$49,113,035	\$20,242,243
4/30/2019	\$116,696,788	\$58,955,205	\$30,084,413
3/31/2019	\$118,870,436	\$61,128,853	\$32,258,061
2/28/2019	\$125,360,632	\$67,619,049	\$38,748,257
1/31/2019	\$93,613,217	\$35,871,634	\$7,000,842
12/31/2018	\$80,014,842	\$22,273,259	(\$6,597,533)
11/30/2018	\$72,080,827	\$14,339,244	(\$14,531,548)
10/31/2018	\$78,301,367	\$20,559,784	(\$8,311,008)
9/30/2018	\$80,911,802	\$23,170,219	(\$5,700,573)

FISCAL YEAR 2018	2018 Unrestricted and Auxiliary Budgets
Annual Budget	\$ 168,781,152
Six Months Cash Amount	\$ 84,390,576
Four Months Cash Amount	\$ 56,260,384

	Unrestricted Cash Balance	Unrestricted Amount in Excess (Deficit) of 4 months target	Unrestricted Amount in Excess (Deficit) of 6 months target
8/31/2018	\$88,301,084	\$ 32,040,700	\$ 3,910,508
7/31/2018	\$87,839,242	\$ 31,578,858	\$ 3,448,666
6/30/2018	\$92,142,992	\$ 35,882,608	\$ 7,752,416
5/31/2018	\$97,405,404	\$ 41,145,020	\$ 13,014,828
4/30/2018	\$103,634,466	\$ 47,374,082	\$ 19,243,890
3/31/2018	\$107,867,008	\$ 51,606,624	\$ 23,476,432
2/28/2018	\$109,257,719	\$ 52,997,335	\$ 24,867,143
1/31/2018	\$90,339,220	\$ 34,078,836	\$ 5,948,644
12/31/2017	\$72,719,209	\$ 16,458,825	\$ (11,671,367)
11/30/2017	\$64,148,287	\$ 7,887,903	\$ (20,242,289)
10/31/2017	\$71,416,711	\$ 15,156,327	\$ (12,973,865)
9/30/2017	\$73,651,304	\$ 17,390,920	\$ (10,739,272)

**Action Item “XII”  
Regular Board Meeting August 5, 2019  
Consideration of Adoption of Authorized Broker/Dealer List**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees adopt the Authorized Broker/Dealer List.

**BACKGROUND**

The Investment Policy of San Jacinto 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. 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.

Broker/Dealers who approach the College and provide the proper documentation are recommended for addition to the list on an annual basis. At this time, there are no new Broker/Dealers to be added.

The proposed Broker/Dealer List was reviewed with the Board’s Finance Committee on July 22, 2019.

**IMPACT OF THIS ACTION**

Any securities purchased for the College’s investment portfolio will be purchased through a competitive bid process. Approval of the Authorized Broker/Dealer List will enhance competition as the College solicits prices for security purchases.

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

No budget or staffing implications

**MONITORING AND REPORTING TIMELINE**

Monthly investment reports are included in the Board packet for review.

**ATTACHMENTS**

Attachment 1 – Authorized Broker/Dealer List

**RESOURCE PERSONNEL**

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

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

August 2019

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.

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 2019-2020 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

**Action Item “XIII”**  
**Regular Board Meeting August 5, 2019**  
**Consideration Of A Resolution For Casting A Ballot For The Election**  
**Of A Person To The Board Of Directors Of The Harris County Appraisal District**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a resolution casting a ballot for the election of Dee Anne Thomson as a member of the Harris County Appraisal District (HCAD) Board of Trustees, representing school districts, other than Houston Independent School District, and the junior college districts, for the remainder of an unexpired term ending on December 31, 2019.

**BACKGROUND**

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

There are four community college districts in Harris County: San Jacinto, Houston, Lone Star, and Lee. These four entities collectively have one vote in the election for the HCAD Board. The one vote is determined by a canvassing of votes for the four community colleges by the Chief Appraiser. The vote to be cast is for the person who receives the most votes from the four entities. If the four votes result in a tie, the winner will be determined by the Chief Appraiser by a random drawing. The deadline for the governing body of entities to file a copy of the resolution that appoints a representative to the HCAD Board is August 9, 2019.

Mr. Pete Pape was elected to a two-year term on the HCAD Board in December 2017 and was eligible due to his position on the Goose Creek Channelview Independent School District (ISD) Board of Trustees. His term on the ISD Board has ended, rendering him ineligible to continue as a member of the HCAD Board of Trustees. Four nominations were received for the HCAD Board representing school districts, other than Houston Independent School District, and the community college districts. Dee Anne Thomson has served on the La Porte ISD Board of Trustees since 2010, was re-elected in May 2019 for an additional three-year term and has extensive career experience in the logistics field in the local geographic area. Based on her knowledge derived from both governance and business perspectives, the members of the Board’s Finance Committee on July 22, 2019, recommended the San Jacinto Community College District Board of Trustees cast a ballot for Dee Anne Thomson.

**IMPACT OF THIS ACTION**

Adoption of the proposed Resolution will cast the College’s ballot for Dee Anne Thomson as a member of the HCAD Board of Trustees. The term will be for the remainder of an unexpired term ending December 31, 2019.



**Action Item “XIII”**  
**Regular Board Meeting August 5, 2019**  
**Consideration Of A Resolution For Casting A Ballot For The Election**  
**Of A Person To The Board Of Directors Of The Harris County Appraisal District**

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

No budget implication.

**MONITORING AND REPORTING TIMELINE**

The Resolution will be filed immediately following approval.

**ATTACHMENTS**

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

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

Attachment 3 – July 9, 2019, Letter from Chief Appraiser Roland Altiner

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

Brenda.hellyer@sjcd.edu

RESOLUTION

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

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

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

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

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

Section 2. That San Jacinto Community College District does hereby cast its vote for Dee Anne Thomson, to fill the position on the board of directors of the Harris County Appraisal District, representing and to be filled by the junior college districts participating in the appraisal district, for the two-year term of office ending in December 31, 2019.

Section 3. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than August 9, 2019.

PASSED AND APPROVED this 5<sup>th</sup> day of August, 2019.

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

ATTEST:

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

Attachment 2

*(For Use by Junior College Districts)*

CERTIFICATION OF BALLOT  
FOR BOARD OF DIRECTORS  
HARRIS COUNTY APPRAISAL DISTRICT

I, \_\_\_\_\_, certify that on the 5th day of  
August, 2019, the Board of Trustees of San Jacinto Community College District did by  
resolution cast its ballot for the following nominee to serve as a member of the Board of  
Directors of the Harris County Appraisal District for the remainder of the two-year term of  
office ending December 31, 2019.

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

Dee Anne Thomson [X]

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

WITNESS MY HAND this 5th day of August, 2019.

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

ATTEST:

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



**Harris County Appraisal District  
Interoffice Memorandum**

**OFFICE OF THE CHIEF APPRAISER**

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**TO:** PRESIDING OFFICERS OF JUNIOR COLLEGES AND SCHOOL DISTRICTS  
OTHER THAN HOUSTON INDEPENDENT SCHOOL DISTRICT SERVED  
BY THE HARRIS COUNTY APPRAISAL DISTRICT

**FROM:** ROLAND ALTINGER, CHIEF APPRAISER

**SUBJECT:** ELECTION OF BOARD OF DIRECTORS OF THE HARRIS COUNTY  
APPRAISAL DISTRICT

**DATE:** JULY 9, 2019

The nomination period for board candidates representing the school districts other than Houston Independent School District and junior college districts closed July 5, 2019. The names of all candidates officially nominated to me on or before that date are reflected on the enclosed "Certification of Ballot" forms.

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

To assist you in the election procedure, I have enclosed a Certification of Ballot and a suggested form of resolution for casting your vote for the candidate representing your type of taxing unit. The governing body of each taxing unit is entitled to one vote for the candidate of its choice from the names appearing on the appropriate Certification of Ballot. Please note, the junior college districts vote collectively. Each board of trustees for the respective junior college districts may file a vote by resolution with the chief appraiser; however, the collective vote of the junior college districts will thereafter be cast for the candidate who receives the most votes from among the junior college districts.

Each governing body must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.*** The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. Friday, August 9, 2019.*** The outside of the envelope

Attachment 3

Presiding Officers of Taxing Units  
July 9, 2019  
Page 2

should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted.

By August 16, 2019, the chief appraiser will count the votes, declare the results, and notify the winners, the nominees, and the presiding officers of each taxing unit. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

The candidate chosen will only be serving as director for the remainder of Pete Pape's unexpired term ending December 31, 2019. All of the taxing jurisdictions will be receiving another packet in August with instructions on the upcoming elections for the full board which will serve for the two-year term beginning on January 1, 2020.

If you have questions about the board selection process, please call me at (713) 957-5670.

Sincerely,



Roland Altinger  
Attachments

cc: HCAD Board Members  
Presiding Officers of Junior Colleges and School Districts Other than Houston  
Independent School District

**Action Item “XIV”  
Regular Board Meeting August 5, 2019  
Consideration of Approval of the Annual Review of the  
Investment Policy and Strategy of the College**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

The Investment Policy and Strategy of San Jacinto College requires that the Board of Trustees, at least annually, review and approve appropriate changes as required by Texas Government Code 2256. The Board approved the last revisions on August 6, 2018. The current changes are recommended to clarify and provide consistent language and terminology. These changes were reviewed by the Board’s Finance Committee on July 22, 2019.

**IMPACT OF THIS ACTION**

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

- clarifies that the College maintains three separate portfolios representing the major fund types of the College;
- states that collateralized mortgage obligations have the same three-year maturity date limitation as other investments;
- clarifies that broker/dealer firms must receive a copy of the College’s Investment Policy and acknowledge awareness and controls prior to executing a transaction; and
- designates 1-Year, 2-Year, and 3-Year Treasury yields as the College’s benchmarks.

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

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

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

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

**MONITORING AND REPORTING TIMELINE**

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

**Action Item “XIV”  
Regular Board Meeting August 5, 2019  
Consideration of Approval of the Annual Review of the  
Investment Policy and Strategy of the College**

**ATTACHMENTS**

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

Attachment 2 – Policy III.3001.A: Investment Policy and Strategy

**RESOURCE PERSONNEL**

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Bill Dickerson

281-998-6142

bill.dickerson@sjcd.edu

## **Policy III.3001.A, Investment Policy and Strategy**

### **Purpose**

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

### **Policy**

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

### **Authority**

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

### **Applicability**

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

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

## **OBJECTIVES**

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

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

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

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

**YIELD:** It will be the objective of the College to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements, investment



strategies, and state and federal laws governing investment of public funds. The investment portfolio shall be designed with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints and the cash flow characteristics. The College will utilize the six-month Treasury Bill and one-year Treasury Note as benchmarks for the portfolios' performance and risk level.

## **STRATEGY**

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

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

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

### **A. Operating Funds and Commingled Pools Containing Operating Funds**

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

### **B. Debt Service Funds**

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

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

**CB. Bond Funds, Construction, Special Projects or Special Purpose Funds**

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

**STANDARD OF CARE – PRUDENT PERSON STANDARD**

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

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

**INVESTMENT TRAINING**

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

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

**DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

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

### **Board of Trustees**

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

### **Investment Committee**

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

### **Investment Officer(s)**

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

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

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

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

### **ETHICS AND CONFLICTS OF INTEREST**

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

## **AUTHORIZED INVESTMENTS**

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

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

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

**PROHIBITED INVESTMENTS**

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

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

**DIVERSIFICATION**

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

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

Attachment 1 – Track Changes

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

**MAXIMUM MATURITIES**

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

**AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

**Policy Certification**

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

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

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

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

### **COLLEGE DEPOSITORY**

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

### **INTERNAL CONTROL**

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

### **Loss of Rating**

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

### **Monitoring FDIC Status**

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

### **COLLATERALIZATION**

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

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

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

**Authorized Collateral**

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

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

**Voluntary Collateral Pooling Alternative**

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

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

**SAFEKEEPING**

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

**DELIVERY VERSUS PAYMENT**

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

**REPORTING**

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

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



Attachment 1 – Track Changes

- f. The account, fund, or pooled group fund for which each investment was acquired.
- g. The earnings for the period
- h. The overall yield for the portfolio(s) and its benchmark yield for the period are designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

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

**INTERNAL CONTROLS**

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

**Cash Flow Forecasting**

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

**INVESTMENT POLICY ADOPTION**

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

**Procedures**

There are no associated procedures with this policy.

Date of Board Approval	<del>August 6, 2018</del> <u>Anticipated August 5, 2019</u>
Effective Date	<del>August 7, 2018</del> <u>Anticipated August 6, 2019</u>
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, <del>of</del> Accounting and Financial Services



## **Policy III.3001.A, Investment Policy and Strategy**

### **Purpose**

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

### **Policy**

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

### **Authority**

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

### **Applicability**

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

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

## **OBJECTIVES**

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

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

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

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

**YIELD:** It will be the objective of the College to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements, investment

strategies, and state and federal laws governing investment of public funds. The investment portfolio shall be designed with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints and the cash flow characteristics. The College will utilize the six-month Treasury Bill and one-year Treasury Note as benchmarks for the portfolios' performance and risk level.

## **STRATEGY**

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

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

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

### **A. Operating Funds and Commingled Pools Containing Operating Funds**

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

### **B. Debt Service Funds**

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

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

### **C. Bond Funds, Construction, Special Projects or Special Purpose Funds**

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

#### **STANDARD OF CARE – PRUDENT PERSON STANDARD**

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

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

#### **INVESTMENT TRAINING**

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

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

#### **DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

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

## **Board of Trustees**

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

## **Investment Committee**

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

## **Investment Officer(s)**

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

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

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

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

## **ETHICS AND CONFLICTS OF INTEREST**

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

## **AUTHORIZED INVESTMENTS**

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

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

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

**PROHIBITED INVESTMENTS**

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

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

**DIVERSIFICATION**

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

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



## **MAXIMUM MATURITIES**

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

## **AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

## **Policy Certification**

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

- Received, and thoroughly reviewed the Policy, and
- Acknowledges that the pool or broker/dealer has implemented reasonable controls and procedures in an effort to preclude investment transactions with the College that are not authorized by the College’s Policy.

Any College Investment Adviser shall certify to the Policy.

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

### **COLLEGE DEPOSITORY**

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

### **INTERNAL CONTROL**

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

### **Loss of Rating**

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

### **Monitoring FDIC Status**

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

### **COLLATERALIZATION**

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

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

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

### **Authorized Collateral**

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

A. FDIC insurance coverage.

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

### **Voluntary Collateral Pooling Alternative**

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

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

### **SAFEKEEPING**

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

### **DELIVERY VERSUS PAYMENT**

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

### **REPORTING**

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

- a. Description of each investment and depository position.
- b. Book and market values at the beginning and end of the reporting period
- c. Additions and changes to the market value during the period
- d. The book and market value of each separately invested asset
- e. The maturity date of each separately invested asset
- f. The account, fund, or pooled group fund for which each investment was acquired.
- g. The earnings for the period
- h. The overall yield for the portfolio(s) and its benchmark yield for the period are designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

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

**INTERNAL CONTROLS**

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

**Cash Flow Forecasting**

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

**INVESTMENT POLICY ADOPTION**

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

**Procedures**

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 5, 2019
Effective Date	Anticipated August 6, 2019
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Accounting and Financial Services

**Consideration of Approval of the 2020 Board of Trustees Regularly Scheduled Meeting Dates**

**ADMINISTRATION RECOMMENDATION/REPORT**

The Chancellor recommends the Board of Trustees approve the 2020 Board of Trustees regularly scheduled meeting dates.

**BACKGROUND**

The Board of Trustees operates on a calendar of meetings which are traditionally the first Monday of each month. Periodic changes to this meeting structure may occur as needed. Establishing an annual calendar allows for advanced notice of regularly scheduled meetings.

**IMPACT OF THIS ACTION**

The Board’s meeting calendar sets various timelines and reporting dates throughout the College’s operating cycle. This calendar reflects changes to the traditional Board meeting schedule (first Monday of each month) in order to address known scheduling conflicts such as holidays, speaking engagements, and conferences.

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

None

**MONITORING AND REPORTING TIMELINE**

Monthly meetings will occur as scheduled unless prior approval is obtained by the Board of Trustees.

**ATTACHMENTS**

Attachment 1- 2020 Board Meeting Dates

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Mandi Reiland	281-998-6100	mandi.reiland@sjcd.edu

**San Jacinto College District  
Board of Trustees**

**2020 Board Meeting Dates**

February 3, 2020

March 2, 2020

April 6, 2020

May 4, 2020

June 1, 2020

No July Meeting

August 3, 2020

August 31, 2020

(September Meeting - Due to Labor Day Holiday)

October 5, 2020

November 2, 2020

December 7, 2020

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Volunteer Service.

### **BACKGROUND**

The purpose of this policy is to enable San Jacinto College to utilize volunteers while minimizing risk and protecting the interests of the College, its volunteers, and the community it serves.

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

### **IMPACT OF THIS ACTION**

This policy went to first reading of the Board on June 3, 2019. This policy and associated procedures were sent to the College community on May 31, 2019 through June 17, 2019. Six comments were received that resulted in changes to the policy and procedure (see Attachment 2 and 4 – track changes). Procedures are provided for informational purposes and will not be voted on.

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

No budgetary impact.

### **MONITORING AND REPORTING TIMELINE**

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

### **ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy III.3006.B, Volunteer Service (proposed policy – track changes version)

Attachment 3 – Policy III.3006.B, Volunteer Service (proposed policy – clean version)

Informational Items Only:

Attachment 4 – Procedure III.3006.B.a, Volunteer Service (proposed procedure – track changes version)

Attachment 5 – Procedure III.3006.B.a, Volunteer Service (proposed procedure – clean version)

**Action Item “XVI”**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval Policy III.3006.B, Volunteer Service – Second**  
**Reading**

**RESOURCE PERSONNEL**

Sandra Ramirez                      281-998-2648                      sandra.ramirez@sjcd.edu





## Policies and Procedures Summary of Changes

New Policy Number: **III.3006.B**

Proposed Policy Name: **Volunteer Service**

Current Policy Number/Name: N/A

New Procedure Number: **III.3006.B.a**

Proposed Procedure Name(s): **Volunteer Service**

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

### Summary of Changes:

- New policy to define a volunteer as an individual providing service for, or on behalf of SJC without compensation.
- New procedure to define the process for utilizing internal and external volunteers.
- Updated in both the policy and procedure: definition of Volunteer as someone who is not an employee.
- Changed “SJC” to “the College” or “San Jacinto College” throughout the procedure.
- Inserted into procedure that employees of the College are governed by the Fair Labor Standards Act and will be compensated if volunteering at the College’s request, or under the College’s direction or control, or while the employee is required to be on the premises.
- Added clarity to procedure around when a non-exempt employee who volunteers will be compensated.
- Added to procedure that current employees do not require a background check.



## Policy III.3006.B, Volunteer Service

### Purpose

San Jacinto College recognizes the need for volunteer service. The purpose of this policy is to enable the College to utilize volunteers while minimizing risk and protecting the interests of the College, its volunteers, and the community it serves.

### Policy

It is the policy of San Jacinto College to utilize volunteers for certain events and activities at the College. These volunteers are not compensated in any way and do not receive any type of benefits from the College.

### Definitions

**Volunteer:** A person providing a service for, or on behalf of San Jacinto College. This service may be on the premises of the College, or at an activity related to or sponsored by the College at an offsite location. The volunteer, who is not an employee of the College, does not receive compensation in excess of reimbursement for approved expenses.

Under Texas Education Code Section 51.937, individuals who volunteer at institutions of higher education may not be held liable for actions that are relevant to or within the scope of the duties of the volunteer's position, and that involve the exercise of judgment or discretion on the part of the volunteer.

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 III.3006.B.a, Volunteer Service

Date of Board Approval	Anticipated August 5, 2019
Effective Date	Anticipated August 6, 2019
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources



## **Policy III.3006.B, Volunteer Service**

### **Purpose**

San Jacinto College recognizes the need for volunteer service. The purpose of this policy is to enable the College to utilize volunteers while minimizing risk and protecting the interests of the College, its volunteers, and the community it serves.

### **Policy**

It is the policy of San Jacinto College to utilize volunteers for certain events and activities at the College. These volunteers are not compensated in any way and do not receive any type of benefits from the College.

### **Definitions**

**Volunteer:** A person providing a service for, or on behalf of San Jacinto College. This service may be on the premises of the College, or at an activity related to or sponsored by the College at an offsite location. The volunteer, who is not an employee of the College, does not receive compensation in excess of reimbursement for approved expenses.

Under Texas Education Code Section 51.937, individuals who volunteer at institutions of higher education may not be held liable for actions that are relevant to or within the scope of the duties of the volunteer's position, and that involve the exercise of judgment or discretion on the part of the volunteer.

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 III.3006.B.a, Volunteer Service

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Date of Board Approval	Anticipated August 5, 2019
Effective Date	Anticipated August 6, 2019
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

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## **Procedure III.3006.B.a, Volunteer Service**

### **Associated Policy**

Policy III.3006.B, Volunteer Services

### **Procedures**

A person will only be considered a volunteer for San Jacinto College (~~SJC~~[the College](#)) after having received official authorization from the hiring leader/organizer and Human Resources. Authorization will only be given in compliance with this procedure.

### **Types of Volunteer Activities and Service**

Some volunteer opportunities are of short duration (*e.g.*, assisting at an awards banquet or fundraising, speaker at an event, or other temporary activity not of a recurring nature). -Other opportunities may be more complex, time-consuming or recurring in nature (*e.g.*, athletic coaches, theatrical production, or laboratory work). -The examples identified are not meant to be all-inclusive. There are many other volunteer opportunities with the College.

Volunteers are prohibited from operating heavy equipment and machinery, including College-owned vehicles; entering into any contract on behalf of ~~SJC~~[the College](#); or handling firearms or weapons of any kind. -Individuals providing volunteer service at ~~an SJC~~[the College](#) child-care facility must follow all state regulations and local procedures applicable to child-care facilities.

~~SJC~~[The College](#) volunteers must abide by ~~SJC~~[San Jacinto College](#) policies and procedures, including but not limited to those relating to safety, confidentiality, use of technology, harassment-free workplace, and drug/alcohol use.

Volunteers [who are not employees of the College](#), are not covered by the Fair Labor Standards Act, ~~and~~ are not considered employees for any purpose. ~~Volunteers who are not employees of the College, and~~ receive no compensation or benefits from ~~SJC~~[the College](#) in return for their service.

Employees of the College are covered and governed by the Fair Labor Standards Act. Time spent in work for public or charitable purposes at the College's request, or under the College's direction or control, or while the employee is required to be on the premises, is considered compensable working time.

The term “volunteer” as used in this procedure excludes ~~SJC~~[San Jacinto College](#) students participating in activities that are part of a course or program in which the student is enrolled.

### **Who May Volunteer**

Anyone, including alumni, students, parents, spouses, and retirees, may provide volunteer service to ~~SJC~~[the College](#) with the following restrictions:



- Any individual who is 16 years or older may qualify as a volunteer for ~~SJC~~the College. However, individuals who are 16 or 17 must obtain written consent from a parent/guardian before qualifying to engage in volunteer service for ~~SJC~~the College. -The leader must determine the age of every volunteer. The volunteer’s age must be verified by a driver’s license, passport, or birth certificate. To give consent, a parent/guardian must fill out, sign, and return the ~~SJC~~**San Jacinto College Parental Consent Form**.
- A current ~~SJC~~College employee who is non-exempt under the Fair Labor Standards Act may not perform any volunteer activity that is similar to or related to the individual’s regular work at ~~SJC~~the College. -If the volunteer work being performed is similar to the individual’s regular duties, this must be compensated. Non-exempt employees must receive written approval from their leader before engaging in volunteer activities for ~~SJC~~the College or other entities during scheduled work hours. If an employee works on behalf of the College during normal work hours, the employee will receive compensation.
- Leaders should contact Human Resources – Compensation Office to ensure consistency in pay practices and for guidance to determine if the activity is considered voluntary or a compensable work assignment.
- Volunteer positions require a criminal background check. -Every prospective volunteer except current employees, will be required to sign a release form for the background check.
- Current employees will not need to complete a background release form. A new background check is not necessary since active employees have already been cleared for work using this same background check process when hired.

Volunteers shall not be treated as a replacement for employees.

### **Responsibilities of the Activity’s Organizers**

NOTE: While the following process pertains to all volunteers, certain programs, such as athletics and theater, may have supplemental requirements.

All hiring leaders/organizers must comply with the process below. Leaders/organizers must also provide the volunteer with the appropriate forms required for the activity so that the volunteer is able to comply with the process.

- When selecting and engaging volunteers, the hiring leader/organizer must ensure that the individual has adequate experience, qualifications, and training for the task ~~they will be~~ required to perform.
- The hiring leader/organizer for the volunteer program should Human Resources – Employment Office to obtain the necessary forms to begin the background check process.
- The leader/organizer must provide the volunteer with, and the volunteer must complete, the forms listed below. **Current ~~SJC~~College employees only need to complete form number 2, Waiver of Liability and Hold Harmless Agreement.**

1. **Volunteer Profile Form;**
  2. **Waiver of Liability and Hold Harmless Agreement;**
  3. **Record Release Authorization and DPS Computerized Criminal History (CCH) Verification;**
  4. **Volunteer Service Agreement Form; and**
  5. **[SJC-San Jacinto College](#) Parental Consent Form.**
- The completed forms should be returned to ~~the Employment Office in~~ Human Resources – [Employment Office](#) so that the background check(s) can be initiated no more than thirty (30) days and no less than ten (10) days before the volunteer event is to take place.
  - Human Resources – [Employment](#) -will ~~run~~[process](#) three (3) separate background checks on every volunteer. The department/program is responsible for the cost of the background checks.
    - The national background check is completed using a third-party company. This background typically takes no longer than two (2) weeks to process. If the volunteer has lived in multiple counties or states, the background may take longer than two (2) weeks to be completed.
    - Texas DPS: The State background check is ~~run~~[processed](#) through the Texas Department of Public Safety. This background generates results immediately.
    - National Sexual Offenders (NSO): The NSO background check is ~~run~~[processed](#) through a national database of sexual offenders. This background generates results immediately.
  - If results are generated from any of the three background checks on the volunteer(s), the Human Resources Employment Manager, or designee, will review the findings. The decision to allow or deny someone the right to volunteer based on their background is made by the Human Resources Employment Manager, or designee.
    - If any volunteer is denied the ability to volunteer with the College, the hiring leader/organizer of the volunteer program will be notified via phone by Human Resources.
    - The leader/organizer should inform the volunteer(s) that a letter will be emailed to them based on the decision that was made by Human Resources.
    - The volunteer will receive a letter from Human Resources stating that their volunteer opportunity with the College has been denied. The letter will include next steps that can be taken if the volunteer believes the information found on the background is inaccurate.
  - The hiring leader/organizer will be notified via email from Human Resources once all three (3) of the background checks have been successfully completed for the volunteers(s). The volunteer applicant may not perform any volunteer duties until the Human Resources Department has notified the relevant parties that the volunteer applicant has been authorized to volunteer.
  - It is the responsibility of the hiring leader/organizer to notify the volunteer(s) that they have been cleared to volunteer with [SJC-the College](#) and to notify the volunteer(s) of their start date.

Attachment 4 – Track Changes

- All leaders will be informed of the requirements of this Volunteer Service Procedure. All volunteers must be informed that they will receive no compensation or benefits in exchange for their service.
- The department or program must retain all completed lists and forms of volunteers for three (3) years.
- If an individual is a returning volunteer, but the break in service is greater than one (1) year, all applicable forms and processes must be completed again.

**Dismissal**

Volunteer service at ~~SJC~~[the College](#) is non-contractual. ~~SJC~~[The College](#) may terminate the service of any volunteer at any time without prior notice.

Any ~~SJC~~[College](#) employee serving as a volunteer who violates ~~SJC~~[San Jacinto College](#) policies or procedures will be subject to disciplinary action up to and including termination.

**Definitions**

**Volunteer:** A person providing a service for, or on behalf of San Jacinto College. This service may be on the premises of the College, or at an activity related to or sponsored by the College at an off-site location. The [volunteer, who is not an employee of the College](#), does not receive compensation in excess of reimbursement for approved expenses.

Under Texas Education Code Section 51.937, individuals who volunteer at institutions of higher education may not be held liable for actions that are relevant to or within the scope of the duties of the volunteer's position, and that involve the exercise of judgment or discretion on the part of the volunteer.

Date of SLT Approval	May 28, 2019
Effective Date	Anticipated August 6, 2019
Associated Policy	Policy III.3006.B, Volunteer Service
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources



## **Procedure III.3006.B.a, Volunteer Service**

### **Associated Policy**

Policy III.3006.B, Volunteer Service

### **Procedures**

A person will only be considered a volunteer for San Jacinto College (the College) after having received official authorization from the hiring leader/organizer and Human Resources. Authorization will only be given in compliance with this procedure.

### **Types of Volunteer Activities and Service**

Some volunteer opportunities are of short duration (*e.g.*, assisting at an awards banquet or fundraising, speaker at an event, or other temporary activity not of a recurring nature). Other opportunities may be more complex, time-consuming or recurring in nature (*e.g.*, athletic coaches, theatrical production, or laboratory work). The examples identified are not meant to be all-inclusive. There are many other volunteer opportunities with the College.

Volunteers are prohibited from operating heavy equipment and machinery, including College-owned vehicles; entering into any contract on behalf of the College; or handling firearms or weapons of any kind. Individuals providing volunteer service at the College child-care facility must follow all state regulations and local procedures applicable to child-care facilities.

The College volunteers must abide by San Jacinto College policies and procedures, including but not limited to those relating to safety, confidentiality, use of technology, harassment-free workplace, and drug/alcohol use.

Volunteers who are not employees of the College, are not covered by the Fair Labor Standards Act, are not considered employees for any purpose, and receive no compensation or benefits from the College in return for their service.

Employees of the College are covered and governed by the Fair Labor Standards Act. Time spent in work for public or charitable purposes at the College's request, or under the College's direction or control, or while the employee is required to be on the premises, is considered compensable working time.

The term "volunteer" as used in this procedure excludes San Jacinto College students participating in activities that are part of a course or program in which the student is enrolled.

### **Who May Volunteer**

Anyone, including alumni, students, parents, spouses, and retirees, may provide volunteer service to the College with the following restrictions:

- Any individual who is 16 years or older may qualify as a volunteer for the College. However, individuals who are 16 or 17 must obtain written consent from a parent/guardian before qualifying to engage in volunteer service for the College. The

leader must determine the age of every volunteer. The volunteer's age must be verified by a driver's license, passport, or birth certificate. To give consent, a parent/guardian must fill out, sign, and return the **San Jacinto College Parental Consent Form**.

- A current College employee who is non-exempt under the Fair Labor Standards Act may not perform any volunteer activity that is similar to or related to the individual's regular work at the College. If the volunteer work being performed is similar to the individual's regular duties, this must be compensated. Non-exempt employees must receive written approval from their leader before engaging in volunteer activities for the College or other entities during scheduled work hours. If an employee works on behalf of the College during normal work hours, the employee will receive compensation.
- Leaders should contact Human Resources – Compensation Office to ensure consistency in pay practices and for guidance to determine if the activity is considered voluntary or a compensable work assignment.
- Volunteer positions require a criminal background check. Every prospective volunteer will be required to sign a release form for the background check.
- Current employees will not need to complete a background release form. A new background check is not necessary since active employees have already been cleared for work using this same background check process when hired.

Volunteers shall not be treated as a replacement for employees.

### **Responsibilities of the Activity's Organizers**

NOTE: While the following process pertains to all volunteers, certain programs, such as athletics and theater, may have supplemental requirements.

All hiring leaders/organizers must comply with the process below. Leaders/organizers must also provide the volunteer with the appropriate forms required for the activity so that the volunteer is able to comply with the process.

- When selecting and engaging volunteers, the hiring leader/organizer must ensure that the individual has adequate experience, qualifications, and training for the task required to perform.
- The hiring leader/organizer for the volunteer program should Human Resources – Employment Office to obtain the necessary forms to begin the background check process.
- The leader/organizer must provide the volunteer with, and the volunteer must complete, the forms listed below. **Current College employees only need to complete form number 2, Waiver of Liability and Hold Harmless Agreement.**

- 1. Volunteer Profile Form;**
- 2. Waiver of Liability and Hold Harmless Agreement;**
- 3. Record Release Authorization and DPS Computerized Criminal History (CCH) Verification;**
- 4. Volunteer Service Agreement Form; and**
- 5. San Jacinto College Parental Consent Form.**

- The completed forms should be returned to Human Resources – Employment Office so that the background check(s) can be initiated no more than thirty (30) days and no less than ten (10) days before the volunteer event is to take place.
- Human Resources – Employment will process three (3) separate background checks on every volunteer. The department/program is responsible for the cost of the background checks.
  - The national background check is completed using a third-party company. This background typically takes no longer than two (2) weeks to process. If the volunteer has lived in multiple counties or states, the background may take longer than two (2) weeks to be completed.
  - Texas DPS: The State background check is processed through the Texas Department of Public Safety. This background generates results immediately.
  - National Sexual Offenders (NSO): The NSO background check is processed through a national database of sexual offenders. This background generates results immediately.
- If results are generated from any of the three background checks on the volunteer(s), the Human Resources Employment Manager, or designee, will review the findings. The decision to allow or deny someone the right to volunteer based on their background is made by the Human Resources Employment Manager, or designee.
  - If any volunteer is denied the ability to volunteer with the College, the hiring leader/organizer of the volunteer program will be notified via phone by Human Resources.
  - The leader/organizer should inform the volunteer(s) that a letter will be emailed to them based on the decision that was made by Human Resources.
  - The volunteer will receive a letter from Human Resources stating that their volunteer opportunity with the College has been denied. The letter will include next steps that can be taken if the volunteer believes the information found on the background is inaccurate.
- The hiring leader/organizer will be notified via email from Human Resources once all three (3) of the background checks have been successfully completed for the volunteers(s). The volunteer applicant may not perform any volunteer duties until the Human Resources Department has notified the relevant parties that the volunteer applicant has been authorized to volunteer.
- It is the responsibility of the hiring leader/organizer to notify the volunteer(s) that they have been cleared to volunteer with the College and to notify the volunteer(s) of their start date.
- All leaders will be informed of the requirements of this Volunteer Service Procedure. All volunteers must be informed that they will receive no compensation or benefits in exchange for their service.
- The department or program must retain all completed lists and forms of volunteers for three (3) years.

- If an individual is a returning volunteer, but the break in service is greater than one (1) year, all applicable forms and processes must be completed again.

**Dismissal**

Volunteer service at the College is non-contractual. The College may terminate the service of any volunteer at any time without prior notice.

Any College employee serving as a volunteer who violates San Jacinto College policies or procedures will be subject to disciplinary action up to and including termination.

**Definitions**

**Volunteer:** A person providing a service for, or on behalf of San Jacinto College. This service may be on the premises of the College, or at an activity related to or sponsored by the College at an off-site location. The volunteer, who is not an employee of the College, does not receive compensation in excess of reimbursement for approved expenses.

Under Texas Education Code Section 51.937, individuals who volunteer at institutions of higher education may not be held liable for actions that are relevant to or within the scope of the duties of the volunteer's position, and that involve the exercise of judgment or discretion on the part of the volunteer.

Date of SLT Approval	May 28, 2019
Effective Date	Anticipated August 6, 2019
Associated Policy	Policy III.3006.B, Volunteer Service
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 “XVII”**  
**Regular Board Meeting August 5, 2019**

**Consideration of Approval of Sublease and Lease with LBC at Port of Houston**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the execution of a sublease of approximately 8.0 acres contiguous to the College’s Maritime Center from LBC Houston, LP (LBC), and simultaneously lease approximately 0.18 acres of existing Maritime Center property to LBC at the Port of Houston.

**BACKGROUND**

In 2016, the Port of Houston leased 16.3 acres to LBC for the purpose of constructing a dock and expanding their operation as a tank terminal. This acreage is located adjacent to the College’s existing Maritime Center. A dock for use by LBC will be constructed on the shore side of the property, leaving the back portion available for lease to the College for future growth and development.

As consideration for the sublease of the 8.0 acres, the College agrees to pay \$10.00 during the term of the lease, and also lease 0.18 acres of College property to LBC to facilitate their project.

Other benefits from a partnership with LBC include a gift to the SJC Foundation of \$200,000 for scholarships, a 125 foot boat dock to be constructed by LBC for use by the College, extensive site work and parking lot development to help prepare the 8.0 acres for future use by the College, two internship positions, and participation in the College’s curriculum development process.

The acreage leased to the College is available for any purpose that the college is permitted to use property as a public, governmental entity, with the additional restriction that it is subject to all provisions of the Master Lease existing between LBC and the Port of Houston Authority of Harris County (Port of Houston). The term of the lease is the same as the term of the Master Lease between LBC and the Port of Houston, ending in 2066.

**IMPACT OF THIS ACTION**

Approval by the Board of Trustees will provide the College with options for future expansion at the Maritime Center.

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

No significant budget effect will result from the lease and sublease.

**MONITORING AND REPORTING TIMELINE**

Any future development plans will be brought to the Board of Trustees for approval.

**Action Item “XVII”**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval of Sublease and Lease with LBC at Port of Houston**

**ATTACHMENTS**

Attachment 1 – Map of LBC and Maritime Center

**RESOURCE PERSONNEL**

Brenda Hellyer	281-478-6150	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu



SJC New Maritime Facility

16 Acre Land Tract

LBC North Plant Expansion

LBC

State Hwy 146 S

Boggy Bayou

Port of Houston

Oilfield

PortIDr

Inspectorate America Corporation Bayport

Total Petrochemicals Refining USA, Inc.

LBC Houston, TX

SAPROLU HIGH AMERICA

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
August 5, 2019**

<b>PURCHASE REQUESTS AND CONTRACT RENEWALS</b>	
Purchase Request #1 2020 Annual Renewals (pgs. 2-13)	\$52,391,239
Purchase Request #2 Purchasing Cooperatives (pgs. 14-15)	-
Purchase Request #3 Contract for South Campus Chilled Water Infrastructure Upgrades (pgs. 16-18)	2,708,100
Purchase Request #4 Architectural Programming and Facility Assessment Services for the Central Campus McCollum Building Renovation (pgs. 19-20)	112,500
Purchase Request #5 Method of Procurement for the Central Campus Classroom Building (pgs. 21-22)	-
Purchase Request #6 Contract for Strategic Energy Management Consultant Services (pgs. 23-25)	100,000
Purchase Request #7 Contract for Leasing Technology Services (pgs. 26-28)	1,280,000
Purchase Request #8 Contract for Welding Consumables and Supplies (pgs. 29-31)	350,000
Purchase Request #9 Contract for Food Distributor (pgs. 32-33)	325,000
Purchase Request #10 Renew the Contract for Flood Insurance (pgs. 34-35)	200,000
Purchase Request #11 Purchase Curriculum Materials, Training, and Coaching Services (pgs. 36-37)	66,000
Purchase Request #12 Additional Funds for Training Equipment for Central Campus Petrochemical Process Training Unit (pgs. 38-39)	37,800
Purchase Request #13 Additional Funds and Contract Extension for Petrochemical Consulting Services (pg. 40)	<u>23,750</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$57,594,389</b>

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following purchase requests which encompass the annual contract renewals and anticipated expenditures from existing suppliers utilizing operational, grants, auxiliary, and bond program budget funds in excess of \$50,000 during the 2019-2020 fiscal year. Funds will not be expended before the beginning of the 2019-2020 fiscal year.

***Auxiliary Services* **\$5,160,000****

Barnes & Noble to provide bookstore operations procured through RFP 18-22. This is the second year of an eight-year contract. The estimated annual expenditure is \$5,000,000.

Pepsico to provide beverage vending and pouring rights procured through RFP 18-27. This is the second year of a five-year contract. The estimated annual expenditure is \$90,000.

United States Postal Services for the campus post offices and mailing services. The sole source number is 1106. The estimated annual expenditure is \$70,000.

***Continuing and Professional Development (CPD)* **\$4,042,000****

Alliance Safety Council to provide training materials for the Certified Occupational Safety Specialist program. The sole source number is 1334. The estimated annual expenditure is \$90,000.

LZ Technology, Inc. to provide internship staffing services procured through RFP 19-02. This is the second year of a five-year contract. The estimated annual expenditure is \$3,800,000.

Texas Carpenters and Millwrights Training Trust Fund to provide apprenticeship training services funded from the U.S. Department of Labor and Texas Workforce Commission. The estimated annual expenditure is \$152,000.

***Educational Technology* **\$1,145,000****

Blackboard to provide the annual software license and maintenance for the Blackboard online class delivery, and web support services. The sole source number is 1225. This is the third year of a five-year contract. The contract expires August 31, 2022. The estimated annual expenditure is \$1,000,000.

Kaltura, Inc. to provide media streaming services procured through RFP 13-14. This is the seventh year of a possible eight-year contract. The estimated annual expenditure is \$75,000.

Turnitin to provide a plagiarism detection and student feedback tool for faculty and students as a building block in Blackboard. The sole source number is 1375. The estimated annual expenditure is \$70,000.

***Facilities and Construction***

**\$8,727,500**

ACR Engineering to provide professional services, including building commissioning and mechanical, electrical, and plumbing (MEP) engineering. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond Program projects. The estimated annual expenditure is \$175,000 and will be funded from Bond funds.

Affiliated Engineer to provide professional services, including MEP engineering. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$75,000 and will be funded from Bond funds.

Apollo BBC to provide professional services, including envelope consulting and testing services. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$125,000 and will be funded from Bond funds.

ASA Dally, Inc. to provide professional services, including structural engineering. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$75,000 and will be funded from Bond funds.

Brooks & Sparks, Inc. to provide professional services, including civil engineering. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$60,000 and will be funded from Bond funds.

Collaborate Arch, LLC, Courtney Harper & Partners, Page Southerland Page, Inc, PBK, Inc., and Harrison Kornberg Architects to provide architectural services and project management for small projects. This pool of architects was procured through RFQ 18-15 to be contracted per project as needed; the pool will expire December 2022. The estimated annual expenditure is \$500,000, comprised of an estimated \$300,000 from operational funds and \$200,000 Bond funds.

Construction Masters of Houston to provide job order contracting services procured through the Choice Partners purchasing cooperative, contract number 15/041JN-04. The contract expires August 17, 2020. The estimated annual expenditure is \$800,000, comprised of an estimated \$300,000 from operational funds, \$500,000 from Bond funds.

City of Houston to provide impact fees, boiler renewals, permits, inspection fees, water and sewer services. This is as a sole source provider in a regulated market. The estimated annual expenditure is \$380,000.

City of La Porte to provide water and sewer services. This is as a sole source provider in a regulated market. The estimated annual expenditure is \$100,000.

**Purchase Request #1  
Regular Board Meeting August 5, 2019  
Consideration for Annual Renewals**

City of Pasadena to provide trash removal, water and sewer services. This is as a sole source provider in a regulated market. The estimated annual expenditure is \$450,000.

Digital Air Control (DAC) to provide professional services, including heating, ventilation, air conditioning (HVAC) testing and balancing services. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$250,000 and will be funded from Bond funds.

Elevator Transportation Services (ETS) to provide elevator modernization services procured through Region 5 ESC purchasing cooperative. The contract expires January 30, 2020. The estimated cost of modernization is \$100,000.

Enterprise Fleet Management to provide leased fleet vehicles procured through the E&I purchasing cooperative, contract number CNR-01399 expires December 31, 2021. The estimated annual expenditure is \$110,000.

Facility Programming & Consulting Inc. to provide architectural programming services. This vendor was procured through RFQ 16-12 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$200,000 and will be funded from Bond funds.

Global Industrial to provide maintenance and operational equipment and supplies for the Facilities Services department procured through the BuyBoard purchasing cooperative, contract number 577-18. The contract expires November 30, 2021. The estimated annual expenditure is \$55,000.

Grainger to provide maintenance, repair and operational equipment and supplies for the Facilities Services department's inventory control program, and special projects procured through the National IPA and E&I purchasing cooperative, contract numbers Region IV ESC-TX and CNR-01248, respectively. The contracts expire March 31, 2020 and December 31, 2020. The estimated annual expenditure is \$525,000.

Hagerty Consulting, Inc. to provide disaster recovery project management services, procured through the GSA purchasing cooperative, contract number GS-00F-334CA. The contract expires September 29, 2020. If required, the estimated expenditure would be \$750,000.

Harris County FWSD No. 51 to provide water and sewer services. This is a sole source provider in a regulated market. The estimated annual expenditure is \$100,000.

HTS Consultants to provide professional services, including geotechnical testing and materials testing services. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$75,000 and will be funded from Bond funds.

HVAC Mechanical Services of Texas Ltd, dba Hunton Trane, to provide heating, ventilation and air conditioning maintenance services procured through the Choice Partners purchasing

**Purchase Request #1**  
**Regular Board Meeting August 5, 2019**  
**Consideration for Annual Renewals**

cooperative, contract number 19/036MR-03. This is the first year of a possible four-year contract. The contract expires May 14, 2020. The estimated annual expenditure is \$275,000.

Lee Construction & Maintenance Company (LMC Corporation) to provide job order contracting services procured through the Choice Partners purchasing cooperative, contract number 16/041JN-07. The contract expires August 15, 2020. The estimated annual expenditure is \$300,000, comprised of an estimated \$150,000 from operational funds and \$150,000 from Bond funds.

Lowes to provide maintenance, repair and operational equipment and supplies procured through the National IPA and E&I purchasing cooperatives. Contract numbers, respectively, are Region IV ESC-TX and CNR-01375. The contracts expire March 31, 2020 and June 30, 2020, respectively. The estimated annual expenditure is \$60,000.

Millennium Project Solutions, Inc. to provide job order contracting services procured through the Choice Partners purchasing cooperative, contract number 16/041JN-07. The contract expires August 17, 2020. The estimated annual expenditure is \$425,000, comprised of an estimated \$150,000 from operational funds and \$275,000 from Bond funds.

Nalco Water to provide water treatment chemicals and services on water circulated utility systems procured through RFP 18-32. This is the second year of a possible five-year contract. The contract expires October 1, 2023. The estimated annual expenditure is \$130,000.

National Precisionaire, LLC to provide professional services, including HVAC testing and balancing services. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$175,000 and will be funded from Bond funds.

Sherwin-Williams Co. to provide paint supplies, procured through the E&I purchasing cooperative, contract number CNR-01400. The contract expires July 31, 2021. The estimated annual expenditure is \$60,000.

Siemens Building Technologies, Inc. to provide fire and intrusion alarm monitoring services, and life safety systems, procured through the GSA contract number GS-07F-217CA. This is the fifth year of a five-year contract. The current contract expires August 31, 2020. The estimated annual expenditure is \$192,500.

Siemens Building Technologies, Inc. to provide maintenance and energy management systems, products and services procured through the GSA purchasing cooperative, contract number GS-06F-0033P. The contract expires March 29, 2024. The estimated annual expenditure is \$375,000.

Siemens Building Technologies, Inc. to provide fire protection system inspections and supplies procured through the Sourcewell purchasing cooperative, contract number 031517-SIE. The contract expires June 30, 2021. The estimated annual expenditure is \$300,000.



**Purchase Request #1  
Regular Board Meeting August 5, 2019  
Consideration for Annual Renewals**

Suncoast Resources Inc. and O'Rourke Petroleum to provide gasoline and diesel fuel. Fuel purchases are exempt from competitive sourcing per section 44.031 of the Texas Education Code. The combined estimated annual expenditure for both suppliers is \$150,000.

Technical Air Balance, Inc. to provide professional services, including HVAC testing and balancing services. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$75,000 and will be funded from Bond funds.

Terracon Consultants, Inc. to provide professional services, including environmental services, geotechnical testing, materials testing, building commissioning, MEP engineering, and structural engineering. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$900,000 and will be funded from Bond funds.

Tolunay Wong Engineers, Inc. to provide professional services, including environmental services. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$75,000 and will be funded from Bond funds.

Walter P Moore and Associates, Inc. to provide professional services, including envelope consulting and testing services and structural engineering. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed for 2015 Bond program projects. The estimated annual expenditure is \$75,000 and will be funded from Bond funds.

Waste Management to provide waste disposal services procured through RFP 18-02. This is the third year of a possible five-year contract. The contract expires September 10, 2022. The estimated annual expenditure is \$130,000.

Texan Floor Service to provide carpet and flooring services procured through RFP 18-11. This is the second year of a possible five-year contract. The contract expires August 6, 2023. The estimated annual expenditure is \$125,000.

***Fiscal Affairs***

***\$3,199,239***

Claims Administrative Services, Inc. to provide workers' compensation insurance procured through an interlocal agreement. The annual fixed cost for one year is \$66,277 with a claims liability not to exceed \$401,962, for a total of \$468,239.

Harris County Appraisal District to provide property appraisal and tax collection services. The sole source number is 1115. The estimated annual expenditure is \$770,000.

Heartland/TouchNet to provide merchant credit card services procured through RFP 15-14. This is the final year of a possible five-year contract. The contract expires August 31, 2020. The estimated annual expenditure is \$440,000.

**Purchase Request #1  
Regular Board Meeting August 5, 2019  
Consideration for Annual Renewals**

McGriff, Seibels & Williams Insurance for property insurance coverage procured through RFP 17-11. The additional estimated expenditure due to completion of new buildings is \$400,000.

Rogers, Morris & Grover LLP to provide legal services. Legal services are classified as professional services pursuant to Section 2254 of the Texas Government Code. The estimated annual expenditure is \$150,000.

TouchNet to provide student payment center software procured through RFP 17-10. This is the third year of a seven-year contract. The contract expires August 31, 2024. The estimated annual expenditure is \$225,000.

Thompson & Horton LLP to provide legal services. Legal services are classified as professional services pursuant to Section 2254 of the Texas Government Code. The estimated annual expenditure is \$275,000.

Texas Association of School Boards (TASB) Risk Management Fund for unemployment compensation insurance procured through an interlocal agreement. The estimated annual expenditure is \$171,000.

United States Department of Veteran Affairs (Veteran Affairs DMC) for refund of veteran student tuition. The sole source number is 1524. The estimated annual expenditure is \$300,000.

***General Operations*** ***\$14,041,000***

Amazon Marketplace to provide a wide array of material and supplies procured through the U.S. Communities purchasing cooperative, contract number R-TC-17006. The contract expires January 18, 2022. The estimated annual expenditure is \$175,000.

Airgas LLC to provide welding and medical gases procured through the E&I purchasing cooperative, contract number CNR01362. The contract expires September 30, 2024. The estimated annual expenditure is \$110,000.

Alternative Communication Services to provide remote communication access real-time translation (CART) services procured through RFP 18-23. This is the second year of a five-year contract. The contract expires May 31, 2020. The estimated annual expenditure is \$80,000.

A-Rocket Moving & Storage to provide moving services procured through RFP 16-24. This renewal will exercise the third of four one-year renewal options available. The contract expires August 31, 2021. The estimated annual expenditure is \$850,000 and will be funded from Bond funds.

CenterPoint Energy Resources is the sole source provider for natural gas in the regulated-portion of the market. The estimated annual expenditure is \$200,000.

**Purchase Request #1**  
**Regular Board Meeting August 5, 2019**  
**Consideration for Annual Renewals**

College Board to provide Texas Success Initiative (TSI) Assessment tests. The sole source number is 1384. The estimated annual expenditure is \$165,000.

Communication Access Ability Group to provide sign language interpreting services procured through RFP 18-24. This is the second year of a five-year contract. The estimated annual expenditure is \$600,000.

Constellation to provide natural gas in the non-regulated portion of the market procured through the US Communities purchasing cooperative, contract number 2018-017. The contract term is from July 1, 2019 through March 31, 2022. The estimated annual expenditure is \$115,000.

Constellation to provide electricity services procured through RFP 14-14. This is the final year of a five-year contract and expires in December 2019. From December 2019 – December 2025 electricity will be provided under a contract procured through the US Communities cooperative contract number 2018-017.. The estimated annual expenditure is \$3,000,000.

DS Services (Sparkletts) to provide drinking water and coolers procured through the Choice Partners purchasing cooperative, contract number 17/029TJ-01. The contract expires June 19, 2020. The estimated annual expenditure is \$60,000.

Fisher Scientific to provide science and lab supplies and equipment procured through the US Communities purchasing cooperative, contract number C15-JL-12 and BuyBoard purchasing cooperative, contract number 573-18. The contracts expire June 30, 2020 and October 31, 2021, respectively. The estimated annual expenditure is \$100,000.

Furniture Marketing Group, Inc. (FMG) and Facility Interiors (FI) to provide furniture and installation services procured through multiple cooperative contracts: U.S. Communities contract number 4400003402, expires December 31, 2020; Choice Partners contract number 15/031CG-08, expires July 20, 2020; and National IPA contract number P15-150, expires March 31, 2020. The estimated annual expenditure is \$5,500,000, comprised of an estimated \$500,000 from operational funds and an estimated \$5,000,000 from Bond funds.

Konica Minolta to provide leased copiers procured through the DIR purchasing cooperative, contract number DIR-TSO-3082 and the Sourcewell cooperative, contract number 083116-KON. The contract expires on October 19, 2020. The estimated annual expenditure is \$318,000.

Lab Resources Inc. to provide technical training equipment and supplies for instructional programs procured through the Choice Partners purchasing cooperative, contract number 13/062DG-29. The contract expires September 19, 2020. The estimated annual expenditure is \$60,000.

Laerdal Medical Corporation to provide medical equipment and supplies procured through the First Choice purchasing cooperative, contract number FC 2252 and the BuyBoard purchasing cooperative, contract number 530-17. The contracts expire December 31, 2021 and May 31, 2020, respectively. The estimated annual expenditure is \$300,000.

**Purchase Request #1**  
**Regular Board Meeting August 5, 2019**  
**Consideration for Annual Renewals**

McKesson Medical Surgical Government Solutions (formerly Moore Medical) to provide medical equipment and supplies procured through the Sourcewell purchasing cooperative, contract number 061417-MML. The contract expires July 25, 2021. The estimated annual expenditure is \$70,000.

Office Depot to provide general office supplies procured through the Purchasing Solutions Alliance (PSA) purchasing cooperative, contract number 16-208. The contract expires July 14, 2020. The estimated annual expenditure is \$675,000.

Pasadena Sporting Goods to provide athletic equipment and supplies procured through the Buy Board purchasing cooperative, contract number 583-19. The contract expires March 31, 2022. The estimated annual expenditure is \$60,000.

Pocket Nurse to provide medical equipment and supplies procured through the Region 5 ESC purchasing cooperative. The contract expires May 31, 2020. The estimated annual expenditure is \$150,000.

Sam's Club to provide grocery and general retail store items procured through IFB 16-20. The contract expires August 31, 2020. The estimated annual expenditure is \$88,000.

Sierra Stage Coaches to provide charter bus services procured through RFP 16-02. This renewal will exercise the final one-year renewal option available. The contract expires August 31, 2020. The estimated annual expenditure is \$110,000.

Snap-On Industrial to provide technical training equipment and supplies for instructional programs procured through the TXMAS cooperative contracts program, contract number TXMAS-17-51V02. The contract expires on January 31, 2021. The estimated annual expenditure is \$100,000.

Southwest Airlines to provide airline services procured on a best value basis per occurrence. The estimated annual expenditure is \$250,000.

Sterlington Medical to provide automated external defibrillators (AED) and service procured through the BuyBoard purchasing cooperative, contract number 530-17 expires May 31, 2020. The estimated annual expenditure is \$65,000.

Technical Laboratory Systems Inc. to provide technical training equipment and supplies for instructional programs procured through the Choice Partners purchasing cooperative contract number 18/056KD-61. The contract expires September 18, 2020. The estimated annual expenditure is \$100,000.

Texas Association of Community Colleges (TACC) for annual membership dues and assessments. The sole source number is 1116. The estimated annual expenditure is \$90,000.

Verizon Wireless to provide wireless service for phones, wi-fi devices and tablets for procured through the DIR purchasing cooperative, contract number DIR-TSO-3415. The contract expires April 27, 2020. The estimated annual expenditure is \$450,000.

**Purchase Request #1  
Regular Board Meeting August 5, 2019  
Consideration for Annual Renewals**

VWR International (Ward's Natural Science and Sargent Welch) to provide science and lab supplies and equipment procured through the BuyBoard purchasing cooperative, contract number 573-18, and E & I purchasing cooperative, contract number CNR-01459. The contracts expire October 31, 2021 and June 30, 2023 respectively. The estimated annual expenditure is \$200,000.

***ITS*** ***\$12,700,000***

AT&T to provide campus interconnect and telephone services procured through DIR purchasing cooperative, contract number DIR-TSO-3420 and DIR-TSO-4084. The contract expires June 10, 2020 and March 15, 2022, respectively. The estimated annual expenditure is \$360,000.

Avaya to provide phone system maintenance and support procured through the DIR purchasing cooperative, contract number DIR-TSO-2654. The contract agreement expires May 31, 2020. The estimated annual expenditure is \$181,000.

Apple Store to provide computer supplies and equipment procured through the DIR purchasing cooperative, contract number DIR-TSO-3789. The contract expires November 7, 2021. The estimated annual expenditure is \$103,000.

B & H Foto and Video to provide photo supplies and equipment procured through the E&I purchasing cooperative, contract number CNR01341. The contract expires July 31, 2023. The estimated annual expenditure is \$285,000, comprised of an estimated \$175,000 from operational funds and \$110,000 from Bond funds.

CDW-G to provide annual software maintenance licenses, computer supplies, and equipment, procured through Choice Partners and National IPA purchasing cooperatives. Contract numbers, respectively, are 18/056KD-13 and 130733. The contracts expire September 19, 2022 and July 31, 2021. The estimated annual expenditure is \$160,000.

Carahsoft Technology Corporation to provide professional services and miscellaneous IT software procured through the DIR purchasing cooperative, contract number DIR-TSO-4162. The contract expires May 10, 2023. The estimated annual expenditure is \$240,000.

Comcast to provide internet connectivity procured through RFP 18-09. This is the third year of a five year contract. The contract expires October 24, 2022. The estimated annual expenditure is \$150,000.

Dell Financial Services, LLC to provide computer leasing and equipment procured through the DIR purchasing cooperative, contract number DIR-TSO-3763. The contract expires January 10, 2024. The estimated annual expenditure is \$1,756,000.

Dell Marketing, LP to provide computer supplies and Microsoft license agreements procured through the DIR purchasing cooperative, contract number DIR-TSO-3763. The contract expires January 10, 2024. The estimated annual expenditure is \$1,063,000, comprised of an estimated \$953,000 from operational funds and \$110,000 from Bond funds.

**Purchase Request #1**  
**Regular Board Meeting August 5, 2019**  
**Consideration for Annual Renewals**

Ellucian to provide annual software licenses and maintenance for the Banner software system procured through the Texas A&M Corpus Christi Texas Connection Consortium inter-agency agreement. Also included are Banner functional and technical consultation and Banner data implementation services. The estimated annual expenditure is \$620,000.

Gartner, Inc. to provide subscription IT support services procured through the DIR purchasing cooperative, contract number DIR-TSO-4099. The contract expires April 6, 2023. The estimated annual expenditure is \$239,000.

GovConnection Inc. to provide computer supplies, and equipment, procured through NIPA/TCPN purchasing cooperative, contract number R160202. The contract expires July 31, 2021. The estimated annual expenditure is \$145,000, comprised of an estimated \$95,000 from operational funds and \$50,000 from Bond funds.

Giva to provide annual site license and LDAP integration, sole source number is 1455. The estimated annual expenditure is \$75,000.

JourneyEd.com Inc. to provide Adobe creative cloud licenses procured through IFB 18-07. This is the final year of a three-year contract. The contract expires October 30, 2020. The estimated annual expenditure is \$132,000.

Layer3 Communications, LLC to provide software, hardware, products and services for telephone, servers, network and wireless equipment procured through the DIR and TIPS purchasing cooperatives, contract numbers DIR-TSO-3972 and 180306, respectively. The contracts expire August 22, 2021, and May 28, 2021. The estimated annual expenditure is \$1,843,000, comprised of an estimated \$1,560,000 from Bond funds and \$283,000 from operational funds.

Hyland to provide ImageNow software, sole source number is 1468, and Intelligent Capture for Transcripts software maintenance and support through the DIR purchasing cooperative, contract number DIR-TSO-3418. The contract expires March 11, 2021. The estimated annual expenditure is \$115,000.

Mythics, Inc. to provide Oracle software licenses and maintenance procured through the DIR purchasing cooperative, contract DIR-TSO-4158. The contract expires July 30, 2022. The estimated annual expenditure is \$475,000.

Oracle America to provide software licenses and maintenance procured through the DIR purchasing cooperative, contract DIR-TSO-4158. The contract expires July 30, 2022. The estimated annual expenditure is \$70,000.

Network Cabling Services (NCS) to provide audio video installation and equipment, and cabling services for projects across all campuses, procured through the BuyBoard purchasing cooperative and College issued solicitation, contract numbers 563-18 and RFP 17-20, respectively. The contracts expire May 31, 2021 and September 18, 2022. The estimated annual expenditure is \$3,067,000, comprised of an estimated \$2,140,000 from Bond funds and \$927,000 from operational funds.

**Purchase Request #1  
Regular Board Meeting August 5, 2019  
Consideration for Annual Renewals**

PCM Gov, Inc. to provide hardware, software, networking equipment, storage, peripherals, supplies, Citrix subscription licenses and software renewals through DIR, Choice Partners, and BuyBoard purchasing cooperatives, contract numbers DIR-TSO-3778, 18/056KD-48 and 579-19, respectively. The contracts expire May 2, 2021, September 18, 2022 and December 31, 2021. The estimated annual expenditure is \$178,000, comprised of an estimated \$118,000 from operational funds and \$60,000 from Bond funds.

PCPC Direct to provide uninterruptible power supplies (UPS)/battery backups for data center power system maintenance. Choice Partners contract number 17/026KH-29. The contract expires June 19, 2021. The estimated annual expenditure is \$103,000.

RealThink LLC to provide consulting services for the Information Technology Services department. The contract expires September 10, 2020 with the option to extend for two (2) additional one-year terms. The estimated annual expenditure is \$320,000.

Southern Computer Warehouse (SCW) to provide computer supplies and equipment procured through Choice Partners and BuyBoard purchasing cooperatives, contract numbers 18/009KD-03 and 579-19, respectively. The contracts expire March 31, 2020 and December 31, 2021. The estimated annual expenditure is \$200,000, comprised of an estimated \$80,000 from Bond funds and \$120,000 from operational funds.

SHI Government Solutions Inc. to provide maintenance, peripherals and supplies through multiple purchasing cooperatives. Choice Partners 18/056KD-57, expires September 18, 2022, and BuyBoard 579-19 expires December 31, 2021. The estimated annual expenditure is \$125,000.

Texas A&M University Corpus Christi for maintenance of Banner, DegreeWorks, E-Learning, and Recruiter software modules, and anticipated consulting to support Banner XE and Pathways procured through an interagency contract. The estimated annual expenditure is \$840,000.

***Lease Agreements* \$362,000**

Houston Pilots Association to provide a vessel piloting simulator for the Maritime program. The lease agreement is a five-year term with an expiration date of December 31, 2018, with the option to extend for an additional five-year term. Annual lease payments of \$55,000.

Apartments are leased to provide housing for student athletes on scholarship. Lease agreements range from nine to twelve-month terms based on availability and requirements specific to each complex. Leasing of real property is exempt from competitive bidding requirements in Chapter 44 of the Texas Education Code.

Domain New Forest Apartments, LP	\$172,000
Beamer Place	\$135,000

***Library Services***

***\$860,000***

Amigos Library Services, Thomson/Gale, Infobase Publishing, Online Computer Library Center, Inc., Oxford University Press, R.R. Bowker, LLC, Springshare, Inc., and various other suppliers to provide access to digital library databases. Library purchases are exempt from competitive bidding per Sections 44.0311(c) and 130.0101 of the Texas Education Code. The combined estimated annual expenditure is \$140,000.

Schroeder's Book Haven, Yankee Book Peddler Inc., Thomson/Gale, West Group and various other suppliers to provide library books, equipment, and supplies. Library purchases are exempt from competitive bidding per Sections 44.0311(c) and 130.0101 of the Texas Education Code. The combined estimated annual expenditure is \$460,000.

EBSCO Subscription Services to provide access to digital library databases. Library purchases are exempt from competitive bidding per Sections 44.0311(c) and 130.0101 of the Texas Education Code. The estimated annual expenditure is \$165,000.

Innovative Interfaces to provide hosting and maintenance services of the Sierra Integrated Library System and subscription services to InnView. The sole source number is 1387. The estimated annual expenditure is \$95,000.

***Marketing***

***\$2,154,500***

Academic Marketing Services dba Aperture Content Marketing to provide turnkey magazine production services procured through RFP 17-01. This renewal will exercise the second of three one-year renewal options available. The contract expires October 10, 2020. The estimated annual expenditure is \$315,000.

Clear Channel Outdoor to provide outdoor advertising/billboards for marketing purposes. The sole source number is 1418. The estimated annual expenditure is \$165,000.

Downs Government Affairs to provide federal government relations services procured through RFP 17-14. This is the third year of a possible five-year contract. The contract expires April 10, 2022. The estimated annual expenditure is \$69,000.

Gilbreath Communications to provide media buying and placement services procured through RFP 18-30. This renewal will exercise the first of four one-year renewal options available. The contract expires August 31, 2020. The estimated annual expenditure is \$1,000,500.

Stray Dog Studios, LLC to provide video production services through RFP 18-06. This renewal will exercise the first of three one-year renewal options available. The contract expires October 2, 2020. The estimated annual expenditure is \$75,000.

Houston Chronicle to provide advertising services for marketing and legal notices posted by the College. The sole source number is 1194. The estimated annual expenditure is \$530,000.



## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve utilization of purchasing cooperatives on an as-needed basis for authorized expenditures for the fiscal year 2019-2020.

## **BACKGROUND**

San Jacinto College participates in various purchasing cooperatives, group purchasing organizations, government purchasing alliances, interagency agreements, bids and contracts both in and out of the State of Texas. The purpose of the cooperatives is to provide lower prices and better-quality products for educational institutions belonging to the cooperatives and allows the College to take advantage of leveraged buying through these various agreements. The contracts awarded through these cooperatives are competitively bid and comply with the State of Texas competitive bidding requirements. Many of these agreements have incorporated the new federal regulation language required when spending federal funds.

## **IMPACT OF THIS ACTION**

The purchase of products and services through competitively bid purchasing cooperatives allows the College to leverage buying power by pooling the purchasing volume of multiple governmental and educational institutions in order to obtain the best value for the cooperative members. Utilizing these competitively bid contracts also saves time and money as these contracts are readily available for use when a need arises and precludes the requirement to initiate a formal solicitation process. Buying through the cooperatives meets the requirements of the State bidding laws and College purchasing policies.

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

Items purchased through the cooperatives will be procured utilizing individual departmental budgets.

## **MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

Attachment 1 - List of Interlocal Purchasing Cooperatives

## **RESOURCE PERSONNEL**

Ann Kokx-Templet

281-998-6103

ann.kokx-templet@sjcd.edu

**Attachment #1 – List of Interlocal Purchasing Cooperatives**

City of Houston and Metropolitan Transit Authority  
Claims Administrative Services (CAS)  
Educational & Institutional Cooperative Purchasing (E&I)  
FirstChoice Cooperative (FCC)  
GoodBuy Purchasing Cooperative ESC Region 2  
Harris County Department Education - Choice Partners  
Houston-Galveston Area Council (H-GAC)  
Horizon Resource Group  
National Association of Educational Procurement (NAEP)  
OMNIA Partners, Public Sector (Formerly National IPA and U.S. Communities Government Purchasing Alliance)  
Provista  
Purchasing Solutions Alliance (PSA)  
Region 4 Education Service Center (ESC)  
Region 5 Education Service Center (ESC)  
Region 19 Education Service Center (ESC)  
Sourcewell (Formerly NJPA)  
State of Texas Cooperative Purchasing Program  
Tarrant County Cooperative Purchasing Program  
Texas Association of School Boards (TASB) – BuyBoard  
Texas Correctional Industries (TCI)  
Texas Department of Information Resources (DIR)  
Texas Interlocal Purchasing System (TIPS)  
Texas Investment Provider Selection Committee (TIPSC)  
Texas Multiple Award Schedule (TXMAS)  
Texas Procurement and Support Services (TPASS)  
Texas State Management Travel Program (TSTMP)  
TIBH Industries Inc.  
U.S. General Services Administration (GSA), Schedules 70 and 84

**Purchase Request #3**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval to Contract for the South Campus**  
**Chilled Water Infrastructure Upgrades**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with The Brandt Companies, LLC for the South Campus Chilled Water Infrastructure Upgrades project.

**BACKGROUND**

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

A request for Competitive Sealed Proposals, Project Number 19-23, was issued to procure services for this project. One (1) response was received and evaluated by a team comprised of representatives from Facilities Services, ACR and AECOM. The evaluation team determined the proposal submitted by The Brandt Companies, LLC was compliant with the specifications and was within budget.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to contract for necessary chilled water upgrades. The project consists of two phases. Phase 1 covers the partial underground pipe rerouting of the secondary chilled water loop along the roof of S7, S8, and S9, installation of new isolation valves in underground vaults, secondary pumps replacement and installation of new tertiary pumps at buildings S7, S9, and S11. Phase 2 covers the interconnection between the water loop servicing the 35-acre portion of the campus and the main chilled water loops and installation of new isolation valves and an underground vault.

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

The amount proposed by the supplier for completion of the both phases of the South Campus Chilled Water Infrastructure Upgrades project is \$2,708,100 which includes contingency funds. The expenditure will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Construction of this project will require approximately nine (9) months following approval to proceed and will be monitored by the College's Facilities and Construction Services personnel. Program management will be provided by AECOM.

**ATTACHMENTS**

Attachment 1 – Tabulation

**Purchase Request #3**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval to Contract for the South Campus**  
**Chilled Water Infrastructure Upgrades**

**RESOURCE PERSONNEL**

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

**Project** South Campus Chilled Water Infrastructure Upgrades  
**Project#** CSP 19-23  
**Number of Evaluators** 4

<b>Criteria</b>	<b>Explanation of Criteria</b>	<b>Total Points Available</b>	<b>The Brandt Companies, LLC</b>
Proposed Amount	Base Price	120	120.00
Section 1	General: Staffing Approach, Management Plan, Schedule, Current Workload, etc.	80	63.00
Section 2	History	40	31.50
Section 3	Safety	40	33.00
Section 4	Financial	40	38.50
Section 5	Audited Financial Statements	40	32.00
Section 6	References	40	28.00
<i>100 Points Each x 4 Evaluators</i>			
<b>Total</b>		<b>400</b>	<b>346.00</b>
			<b>Received</b>

**Purchase Request #4**  
**Regular Board Meeting August 5, 2019**

**Consideration of Approval to Contract for Programming and Facility Assessment Services  
for the Central Campus McCollum Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for programming and facility assessment services from HKS Architects, Inc. (HKS) for the renovation of the Central Campus McCollum Building.

**BACKGROUND**

Programming services provides a critical first step in the renovation design process by defining the detailed requirements of the programs and processes required for new buildings or renovated spaces. The details required to complete the program are gathered collaboratively from all stakeholders by defining the vision, goals and needs as they relate to the program features, instructional requirements, physical adjacencies, space allocation, and equipment requirements.

Facility Condition Assessments verify the condition of an existing building with respect to current code requirements and life-cycle consideration in order to establish the range of modifications allowable within an established budget.

Architectural programming services are classified as professional services pursuant to Section 2254 of the Texas Government Code. HKS is one of the seven architectural firms approved for the pool of architects to be utilized for the 2015 Bond Program as a result of RFQ 16-15.

**IMPACT OF THIS ACTION**

HKS will provide critical project development services for the renovation project, which will facilitate the coordination of the construction and reduce the impact to the students and employees of the College.

Facility program development is indispensable in capturing the multiple and dynamic variables which combine the proposed new and existing educational offerings and facility requirements in order to meet the needs of our constituents and community. Determining proper adjacencies, access, interactions and overall space requirements before the renovation provides best overall value in the building life cycle for the College.

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

The estimated expenditure of this request is \$112,500. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Programming and facility assessment services are expected to last approximately twelve (12) weeks with additional time provided for final review. Progress will be monitored by the College's Construction personnel. Program management will be provided by AECOM.

**Purchase Request #4**  
**Regular Board Meeting August 5, 2019**

**Consideration of Approval to Contract for Programming and Facility Assessment Services  
for the Central Campus McCollum Building Renovation**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #5  
Regular Board Meeting August 5, 2019  
Consideration of Approval of Method of Procurement for  
the Central Campus Classroom Building**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the Construction Manager-at-Risk (CMR) method of procurement for new construction of the Central Campus Classroom Building.

**BACKGROUND**

Plans are underway for new construction of the Central Campus Classroom Building. Programming for this project have been carried out and documented as of August 24, 2017, and architectural services are being provided by Kirksey Architects.

The CMR method of procurement is recommended for this project. CMR has proven to be an effective procurement methodology that accommodates flexibility in scope development while maintaining control of risk and assures delivery of good value. A specifications package will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.251.

**IMPACT OF THIS ACTION**

The CMR method is designed to include early involvement of the general contractor with the architect and owner to provide a smooth transition to the construction process. Additionally, the CMR method allows for correction of potential mistakes or unneeded expenses with early discovery and resolution.

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

The estimated construction expenditure for the Central Campus Classroom Building is \$38,684,587. This project will be funded through the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Design and construction of the project will require approximately 30 months. Following selection of a Construction Manager-at-Risk contractor and receipt of subcontractor bids, a Guaranteed Maximum Price (GMP) will be brought to the Board for consideration and approval.

Design and construction will be monitored by the College's Facilities and Construction personnel. Program management will be conducted by AECOM.

**ATTACHMENTS**

None



**Purchase Request #5  
Regular Board Meeting August 5, 2019  
Consideration of Approval of Method of Procurement for  
the Central Campus Classroom Building**

**RESOURCE PERSONNEL**

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

**Purchase Request #6**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval to Contract for**  
**Strategic Energy Management Consultant Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with ESA Energy Systems Associates to provide strategic energy management consulting services for the Fiscal Initiatives and Capital Projects department.

**BACKGROUND**

The Facilities Energy Management department, under Fiscal Initiatives and Capital Projects, has a long history of managing the College's installed utilities to maximize user comfort within acceptable efficiency limits. As the College seeks to improve its ability to respond to uncertain climate, energy and fiscal positions in the future; the use of a consultant to assist the College in the development and implementation of a strategic energy management plan is the most expedient path forward. The expected result is a set of institutionalized practices that build long-term relationships with energy users, continuously improve energy efficiency, maintain the value of College assets, and the ability to report progress to stakeholders in a consistent manner.

A request for proposals, Project Number 19-20, was issued to procure strategic energy management consultant services. Four responses were received and evaluated by a team of Facilities Energy Management staff who determined the proposal submitted by ESA Energy Systems Associates most closely aligned with the intended vision and would provide the best value to the College.

**IMPACT OF THIS ACTION**

The consultant will be on call to assist the College with creating a strategic energy management plan, benchmarking performance against similar institutions, auditing and retro-commissioning of buildings and equipment, and providing technical assistance with new energy initiatives; including consideration of energy dashboards, renewable power, distributed generation, and behavior modification.

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

The estimated annual expenditure is \$100,000. This expenditure is funded from the Facilities Initiatives and Capital Projects Department's 2019-2020 operating budget and subsequent year budgets, subject to approval by the Board.

**MONITORING AND REPORTING TIMELINE**

The initial one (1) year award term will commence on September 1, 2019, with renewal options of two (2) one-year terms.

**Purchase Request #6  
Regular Board Meeting August 5, 2019  
Consideration of Approval to Contract for  
Strategic Energy Management Consultant Services**

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Project Name** Strategic Energy Management Consultant Services  
**Project Number** RFP 19-20  
**Number of Evaluators** 4

Stated Criteria	Criteria Explanation	Total Points Available	ESA Energy Systems Assoc.	McKinstry	CES / Way, Ltd	Cenergistic
Price Proposal	Evaluated on a best overall value approach for the College	100	100.0	100.0	100.0	50.0
Qualifications & Experience of Firm	History and references	80	67.0	60.0	46.0	39.0
Qualifications & Experience of Personnel	Project-staffing plan to include resumes of "key" staff members	60	49.0	46.0	43.0	41.0
Project Understanding and Management	Technical approach, implementation, and capabilities	60	55.0	41.0	40.0	34.0
Firm's Project Experiences	Project experience in each of the subject areas in paragraph 5.3	60	47.0	42.0	36.0	35.0
Additional Requirements	Customer service, comparison to competitors, and added value services	40	34.0	30.0	26.0	26.0
		<b>400</b>	<b>352.0</b>	<b>319.0</b>	<b>291.0</b>	<b>225.0</b>
<b>Total Points Received</b>						

Final Ranking	
Vendor Name	Total Score
<b>ESA Energy Systems Assoc.</b>	352.0
<b>McKinstry</b>	319.0
<b>CES / Way, Ltd</b>	291.0
<b>Cenergistic</b>	225.0

**Purchase Request #7**  
**Regular Board Meeting August 5, 2019**

**Consideration of Approval to Contract for Leasing Technology Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for technology leasing providers with First American Education Finance and SHI Government Solutions for the Information Technology Services department.

**BACKGROUND**

Information Technology Services currently leases essential use technology. This is a common industry practice as it spreads the costs over the term of the lease, thus balancing the impact to each fiscal year budget. These assets are owned at the end of the lease. Additionally, leasing helps normalize budget peaks as there are less fluctuations year-over-year. Lastly, leasing provides the financial vehicle needed to provide consistency around replacing outdated equipment, which in turn improves both employee and student access to reliable systems.

A request for proposal, Project Number 19-21, was issued to procure a technology leasing provider. Six responses were received and evaluated by a team consisting of Business Office, Budget and Information Technology Services staff who determined the proposals submitted by First American Education Finance and SHI Government Solutions would best meet the needs and provide the best value to the College.

**IMPACT OF THIS ACTION**

Approval of this request will allow Information Technology Services to lease new essential technology from a variety of manufacturers, replace obsolete technology, and meet service level expectations at a competitive price.

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

The estimated annual expenditure is \$1,280,000. This expenditure is funded from the Information Technology Services Department's 2019-2020 operating budget and subsequent year budgets, subject to approval by the Board.

**MONITORING AND REPORTING TIMELINE**

The initial five (5) year award term will commence on September 1, 2019, with renewal options of two (2) two-year time periods.

**ATTACHMENTS**

Attachment 1 - Tabulation

**Purchase Request #7**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval to Contract for Leasing Technology Services**

**RESOURCE PERSONNEL**

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Zachary Braaksma	281-998-6382	zachary.braaksma@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Project Name** Technology Leasing Provider  
**Project Number** RFP 19-21  
**Number of Evaluators** 5

Stated Criteria	Criteria Explanation	Total Points Available	First American Education Finance	SHI	Dell Financial Services	Banc of America Public Capital Corp	Frost Bank	JP Morgan Chase Bank, N.A.
Total Cost of Ownership	Evaluated on a best overall value approach for the College	250	250.0	180.0	145.0	*	*	*
Requirements Understanding Compliance	Master lease agreement with public sector and higher ed.	150	128.0	126.0	96.0	*	*	*
Qualifications & Experience	History and experience in master lease agreements	100	79.0	92.0	70.0	*	*	*
		<b>500</b>	<b>457.0</b>	<b>398.0</b>	<b>311.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Points Received</b>								

Final Ranking	
Vendor Name	Total Score
<b>First American Education Finance</b>	457.0
<b>SHI</b>	398.0
<b>Dell Financial Services</b>	311.0
<b>Banc of America Public Capital Corp</b>	*
<b>Frost Bank</b>	*
<b>JP Morgan Chase Bank, N.A.</b>	*

\* Proposal did not comply with SJCCD business model.

**Purchase Request #8**  
**Regular Board Meeting August 5, 2019**

**Consideration of Approval to Contract for Welding Consumables and Supplies**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for welding consumables and supplies with Matheson Tri-Gas, Lincoln Electric, DF Sales TX LLC, and Gas and Supply for the Welding Technology program.

**BACKGROUND**

Welding Technology courses have been offered at Central Campus since 1972 and at North Campus since 1976. The programs offer an Associate Degree in Applied Science in Welding Technology; two (2) Certificates of Technology: Combination Welder and Gas Shielded Welding; two (2) Occupational Certificates: Stick Pipe Welder and Art Welding; and one (1) Level 2 Certificate: Industrial Welder.

The Central Campus Welding department currently has 118 welding booths, and the North Campus Welding department currently has 120 welding booths.

An invitation for bids, Project Number 19-22, was issued to procure welding consumables and supplies used for instructional purposes by the Welding Technology program. Five (5) responses were received and it was determined that the bids submitted by Matheson Tri-Gas, Lincoln Electric, DF Sales TX LLC, and Gas and Supply were responsive to all bid requirements and would provide the best value to the College.

**IMPACT OF THIS ACTION**

Consumable welding products such as welding rods, wires, and tools are needed on a daily basis to teach welding students. Contracting for these products at a discounted rate will provide a greater cost savings, which can be applied to offset other expenses and provide a readily available supply source.

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

The estimated annual expenditure is \$350,000. This expenditure is funded from the Welding Technology departments' 2019-2020 operating budget and subsequent year budgets, subject to approval by the Board.

**MONITORING AND REPORTING TIMELINE**

The initial award term will be one (1) year from the date of the final execution of the contract, with renewal options of four (4) one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation



**Purchase Request #8**  
**Regular Board Meeting August 5, 2019**

**Consideration of Approval to Contract for Welding Consumables and Supplies**

**RESOURCE PERSONNEL**

James Ragaisis	281-476-1806	james.ragaisis@sjcd.edu
Heather Rhodes	281-998-6150x7106	heather.rhodes@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Project Name** Welding Consumables and Supplies  
**Project Number** 19-22

### Final Ranking

Vendor Name	Number of Items Bid	Number of Items Lowest Bidder
Matheson Tri-Gas	98	47
Lincoln Electric	49	35
DF Sales TX LLC	117	24
Gas and Supply	114	16
Steel Supply, L.P.	93	3

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Ben E. Keith Foods for food products and supplies for the Culinary, Childcare, and Auxiliary Services departments.

**BACKGROUND**

A request for proposals, Project Number 19-27, was issued to procure food and supplies. Two responses were received and evaluated by a team consisting of the College’s Culinary and Auxiliary Services departments who determined the proposal submitted by Ben E. Keith Foods would provide the best value to the College. This contract does not include milk, bread, and produce as they are procured through separate contracts tailored for those categories.

**IMPACT OF THIS ACTION**

Ben E. Keith Foods will provide food products and supplies on an as-needed basis and will be utilized by the culinary students for course work and food preparation training. Ben E. Keith Foods will also provide food and products required needed to prepare meals at the two childcare lab schools and the menu items offered at all three campus cafes.

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

The estimated annual expenditure is \$325,000. This expenditure will be funded from the individual departments 2019-2020 operating budget and subsequent year budgets, subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The initial one (1) year award term will commence on September 1, 2019, with renewal options of four (4) one-year terms.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Hilda Boyce	281-998-2627	<a href="mailto:hilda.boyce@sjcd.edu">hilda.boyce@sjcd.edu</a>
Mary Johnson	281-998-4715	<a href="mailto:mary.johnson@sjcd.edu">mary.johnson@sjcd.edu</a>
James Ragaisis	281-476-1806	<a href="mailto:james.ragaisis@sjcd.edu">james.ragaisis@sjcd.edu</a>
Heather Rhodes	281-459-7106	<a href="mailto:heather.rhodes@sjcd.edu">heather.rhodes@sjcd.edu</a>
Gwen Henderson	281-998-6326	<a href="mailto:gwen.henderson@sjcd.edu">gwen.henderson@sjcd.edu</a>

**Project Name**                      Food Distributor  
**Project Number**                    RFP 19-27  
**Number of Evaluators**            3

<b>Evaluation Criteria</b>	<b>Total Points Available</b>	<b>Ben E. Keith Foods</b>	<b>Sysco Houston, Inc</b>
<b>Price Proposal</b>	<b>90</b>	78	74
<b>Product Availability, Quality and Substitution Policy</b>	<b>60</b>	50	52
<b>Management / Customer Services</b>	<b>60</b>	51	47
<b>Delivery and Order</b>	<b>30</b>	28	26
<b>Reputation of Supplier</b>	<b>30</b>	26	25
<b>Value Added Services</b>	<b>30</b>	24	26
	<b>300</b>	257	250
		<b>Total Points Received</b>	

<b>Final Ranking</b>	
<b>Vendor Name</b>	<b>Scores</b>
<b>Ben E. Keith Foods</b>	<b>257</b>
Sysco Houston, Inc	250

**Purchase Request #10**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval to Renew the Contract for Flood Insurance**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve renewal of the contract with Rick Tinker Insurance Agency to provide flood insurance for all campus facilities.

**BACKGROUNDS**

A request for qualifications, Project Number 15-12, was issued in April 2015 to procure flood insurance for the College. The Board approved the original contract with Rick Tinker Insurance Agency in July 2015.

All flood insurance policies are issued through the National Flood Insurance Program (NFIP) which standardizes the premium rate charged by agencies for flood insurance coverage. The College has historically purchased insurance through NFIP to supplement the flood insurance coverage included in the College's property insurance policy. The NFIP coverage offsets the higher deductibles associated with the property insurance policy. The additional insurance is also designed to offset the escalating repair costs to buildings and its contents for damage caused by rising water.

**IMPACT OF THIS ACTION**

Approval of this request will authorize Rick Tinker Insurance to continue the risk assessment required to adequately assess the College's properties for potential flood risk and present recommendations for appropriate coverage levels. Unlike other types of property insurance policies, flood insurance policies are issued on an individual building basis which provides greater flexibility in maximizing cost avoidance relative to the assessed risk for each building.

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

The estimated annual expenditure for the annual policies is \$185,000. This expenditure will be funded from the Safety, Health, Environmental and Risk Management department's 2018-2019 operating budgets. As new buildings are completed during the upcoming fiscal year, an estimated additional \$15,000 will be needed to cover those buildings and will be funded from the department's 2019-2020 budget for a combined expenditure of \$200,000.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the final renewal option available for the contract with the agency. The new contract term will be August 19, 2019 through August 18, 2020.

**ATTACHMENTS**

None

**Purchase Request #10**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval to Renew the Contract for Flood Insurance**

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #11**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval to Purchase**  
**Curriculum Materials, Training, and Coaching Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of curriculum materials, training, and coaching services from Avid for Higher Education (AHE) for college-wide faculty professional development opportunities and student support in teaching GUST (Guided Studies) Student Learning Outcomes (SLO), Student Success SLO, and distance learning classes.

**BACKGROUND**

This will be the second year that San Jacinto College has worked with AHE to offer faculty professional development with AHE supports. Many of the Technical, Health Sciences, English, Math, and Distance Learning faculty attended sessions offered by San Jacinto College and AHE during the 2018-2019 academic year to learn about AHE support tools for teaching GUST and Student Success Learning Outcomes.

Avid for Higher Education is a sole source provider of curriculum materials, training and coaching services and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1509 had been assigned.

**IMPACT OF THIS ACTION**

AHE is an approved sole source proprietary provider of the Writing to Learn, Inquiry, Collaboration, Organization, and Reading to Learn (WICOR) curriculum. Many of the College's constituent school districts use the WICOR curriculum with their students and statistics show that providing the same methodology for college students will increase student success and completion. The College plans to use this product to support the Technical and Health Sciences Faculty teaching GUST classes and faculty that are developing hybrid 8-week courses. Professional development for 2019-2020 will include course mapping with all faculty to develop hybrid courses while embedding AHE services and techniques to support student learning.

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

The total expenditure for this request is \$66,000 and will be funded from the Frontier Set grant funds.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**Purchase Request #11  
Regular Board Meeting August 5, 2019  
Consideration of Approval to Purchase  
Curriculum Materials, Training, and Coaching Services**

**RESOURCE PERSONNEL**

Martha Robertson	713-754-8409	martha.robertson@sjcd.edu
Kelly Mizell	281-459-7163	kelly.mizell@sjcd.edu
Lori Bush	281-998-6123	lori.bush@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu



**Purchase Request #12**  
**Regular Board Meeting August 5, 2019**

**Consideration of Approval of Additional Funds for Training Equipment  
for Central Campus Petrochemical Process Training Unit**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of instrumentation technology training equipment from Puffer-Sweiven LP for the Central Campus Center for Petrochemical, Energy, and Technology (CPET) facility.

**BACKGROUND**

Puffer Sweiven LP provides training equipment for the CPET facility's instrumentation technology laboratories and adjacent training unit. The College has procured equipment from them for several years, as they are an established supplier who provides quality products and services at competitive prices.

Earlier in the year, two formal solicitations were issued and awarded to Puffer-Sweiven LP to provide equipment to support instruction in the new CPET laboratories. There is a need to procure additional equipment from this supplier before the facility is opened to students, all of which will be procured in compliance with the College's purchasing guidelines.

**IMPACT OF THIS ACTION**

The purchase of training equipment will provide students access to more relevant training and will serve both credit and incumbent training students. It will include training on equipment that is utilized in the industry and give students the opportunity to learn about specific pieces of equipment, what applications they are used in, and how they function independently. This equipment will enhance the training experience and will expose the students to the same equipment they will encounter in the workplace. This will enhance the instrumentation program and make it more robust for the students.

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

In September 2018 and June 2019, the Board approved expenditures totaling \$203,976 for training equipment. This request would increase the total amount approved by \$37,800 for a total of \$241,776. This expenditure will be funded from the Instrumentation Technology department's 2018-2019 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**Purchase Request #12**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval of Additional Funds for Training Equipment**  
**for Central Campus Petrochemical Process Training Unit**

**RESOURCE PERSONNEL**

Jim Griffin	281-542-2089	james.griffin@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Purchase Request #13**  
**Regular Board Meeting August 5, 2019**  
**Consideration of Approval of Additional Funds and Contract Extension**  
**for Petrochemical Consulting Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve additional funds and a contract extension with R. Boeding Group, LLC (Randy Boeding) to provide consulting services related to the Central Campus Center for Petrochemical, Energy, and Technology.

**BACKGROUND**

The College engaged Randy Boeding in June 2015 to facilitate visioning, planning, and development of industry relationships associated with the new Center for Petrochemical, Energy, and Technology on Central Campus. As the project nears completion, there are still a few key deliverables where continued engagement of the consultant is needed in order to seamlessly bring the entire project to fruition. Consulting services are classified as professional services pursuant to Section 2254 of the Texas Government Code.

**IMPACT OF THIS ACTION**

The approval of the additional funds and extension of the contract through November 30, 2019 will enable Randy Boeding to finalize the remaining donations agreements with industry partners as well as facilitate preparations related to the grand opening event. Mr. Boeding will also coordinate the donation of the glass lab design and several industry-specific software installations, as well as the development of business plans for industry access to the new facility and the glycol process unit.

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

The maximum expenditure for this request is \$23,750. These services will be funded from departmental funds in the 2018-2019 and 2019-2020 operating budgets.

**MONITORING AND REPORTING TIMELINE**

The need for consulting services will continue through November 30, 2019. Jim Griffin, Associate Vice Chancellor / Senior Vice President, Center for Petrochemical, Energy, and Technology will oversee the services provided.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Jim Griffin	281-524-2089	james.griffin@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

**Item "A"**  
**Regular Board Meeting August 5, 2019**  
**Approval of the Minutes for the June 3, 2019**  
**Board Workshop, Public Budget Hearing, and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the June 3, 2019, Board Workshop, Public Budget Hearing, and Regular Board Meeting.

**San Jacinto College District Board Workshop  
June 3, 2019  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Sandra Ramirez, Mandi Reiland, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:15 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters</b>	Adjourned to closed session at 5:16 p.m.  Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session.  a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.  It was determined that there were no legal matters to discuss during this executive session.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 5:42 p.m.
<b>V.</b>	<b>Discuss Board Oath of Office and Officers Election Process</b>	Brenda Hellyer explained that Danny Snooks will administer the oath at the Board meeting to Larry Wilson and Marie Flickinger. All of this will occur by the American flag in the Board room. Following the oath, the election of officers will take place. A process was

		<p>provided to the members. Brenda asked if any discussion was needed. Members did not require discussion.</p>
<p><b>VI.</b></p>	<p><b>Review of 2019 - 2020 Budget</b></p>	<p>Teri Zamora reviewed the Fiscal Year 2020 Budget Development presentation. Teri explained that this was reviewed in the last Finance Committee meeting. She explained that she would review the items that were still pending as of that date.</p> <p>Teri explained that the State allocation is \$42,079,966 million. This amount is composed of contact hours at \$2.72 per contact hour and student success points at \$202.75 per student success point.</p> <p>Brenda referenced a handout she was going to use for legislative update. This handout breaks down the numbers that Teri referenced. The financial results of the legislative session are as follows:</p> <ul style="list-style-type: none"> <li>• \$3.3 million total increase to San Jacinto College</li> <li>• Increase from \$172 to \$202.75 per success point for success points funding</li> <li>• Increase from \$2.70 to \$2.72 per contact hour for contact hour funding</li> <li>• Increase in College retirement contributions to TRS at approximately \$350,000 annual increase</li> </ul> <p>Teri reviewed budget priorities for fiscal year 2020.</p> <p>Erica Davis Rouse asked about new position for Generation Park. Teri replied that the handout should state “new positions.” This line item includes all of the new positions related to the new bond facilities and the first building and start of Generation Park.</p> <p>Keith Sinor asked about the increased institutional support on page three of the proposed budget statements. Teri explained that the bulk of this are the raises, but it is budgeted in this area until the final evaluations are complete. At this point, the dollars are reallocated into the department budgets.</p> <p>Teri reviewed the proposed restricted budget. She explained the state funded benefits. There was an error on the total of expenses for FY2020. The group discussed</p>

		<p>corrections and the revenues and expenses balance. The correct proposed FY2020 amount is \$101,240,116.</p> <p>Teri clarified that the athletics related budget was finalized and now reflects closer to the actual from previous years. The amount needed was not budgeted correctly in the past years, so now budgeted amounts reflect a more accurate budget. Teri also explained that a committee is being formed to review scholarships and the scholarship process.</p> <p>Dan Mims asked what year we are on for our book store contract. Teri stated the contract was signed last April so this is the second year.</p> <p>Erica asked about restricted revenue for federal financial aid on page 4. She observed that the numbers are down and asked what is driving that. Teri responded that on Pell and Federal loans, the numbers are estimates based on enrollment of qualified students. The members discussed current and future grants.</p> <p>Brenda explained the process for the public budget hearing that takes place immediately before the Board Meeting.</p>
<p><b>VII.</b></p>	<p><b>Review 2019-2020 Annual Priorities</b></p>	<p>Brenda explained that the SLT members, with input from their teams, developed the annual priorities for 2019-2020. Their teams are developing details to accomplish each priority. Brenda provided brief explanation of each priority. The 2019-2020 annual priorities are as follows:</p> <ul style="list-style-type: none"> <li>• Expansion of Transfer Opportunities and Awareness</li> <li>• Transition to Workforce</li> <li>• Opening New Facilities</li> <li>• System Technology and Architecture including Student Continuum Taskforce Assessment</li> <li>• Opening of Generation Park Campus</li> <li>• Equity Focus: High School Populations, Adult Populations, and San Jac Promise Program</li> <li>• Positioning for the Future</li> </ul> <p>The next step after Board approval is for employees to develop individual performance plans based on the annual priorities.</p>

<p><b>VIII.</b></p>	<p><b>Update on 86<sup>th</sup> Legislative Session</b></p>	<p>Brenda provided an overview of the 86<sup>th</sup> legislative session. This was a good funding year for San Jacinto College. Our student success points and contact hours increased.</p> <p>The financial results of the legislative session are as follows:</p> <ul style="list-style-type: none"> <li>• \$3.3 million total increase to San Jacinto College (8 percent)</li> <li>• Increase from \$172 to \$202.75 per success point for success points funding</li> <li>• Increase from \$2.70 to \$2.72 per contact hour for contact hour funding</li> <li>• Increase in College retirement contributions to TRS at approximately \$350,000 annual increase</li> </ul> <p>Brenda explained that there was a little hiccup in the funding when the Legislative Budget Board did the initial formula runs. They recalculated the runs, and we ended up with an increase. After the correction, community colleges ended up receiving \$68 million in additional funding.</p> <p>She added that one significant item from the session was keeping community colleges at the 8 percent rollback rate for property taxes. She added a few shout outs of the elected officials that helped keep this going.</p> <p>Brenda stated that the transfer bill was approved. There will be a committee composed of community college representatives and university reps to work on this.</p> <p>She explained that there were a couple of bills on dual credit degree plans.</p> <p>Brenda added that one bill regarding the decrease of required hours in cosmetology from 1,500 to 1,000 was passed. We are working through this and adjusting as needed. Brenda stated that we are confirming if any of the other licensure changes impact our programs.</p> <p>Erica asked if we see independent school districts in a better position to contribute to the dual credit costs. Brenda said that we are still looking at the models, and we are going to have conversations with them about this.</p>
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		<p>Brenda explained that an interim study may be requested regarding community college service and taxing areas. The question is how to sustain small or rural colleges that have small taxing areas with large service areas. Even without an interim charge, the Texas Association of Community Colleges (TACC) will most likely take the lead on this study. Additionally, TACC will pursue outside assistant such as consultants and grant funding. Brenda clarified that she is waiting for the final charge of this study.</p> <p>Brenda summarized that this was a great session for community colleges.</p>
<b>IX.</b>	<b>Review Disaster Recovery Services Requests</b>	<p>Teri reviewed two purchase requests for disaster recovery services. She explained that one is for a designated vendor, Mooring USA, and the other item is an amount for undesignated vendors. The request for Mooring for approval of \$750,000 and the undesignated vendors request approves \$2 million. Approving contracts and obtaining authorization in advance will assist with FEMA reimbursements on disaster recovery.</p> <p>Brenda and Teri will keep the Board posted if any of the funds or requests are needed.</p>
<b>X.</b>	<b>Review of Calendar</b>	<p>Brenda reviewed the calendar with the Board.</p>
<b>XI.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Erica Davis Rouse asked for clarification on the Service Animals policy and procedure. She asked was the College's liability is. Brenda will look into this and bring additional information back at the next workshop.</p> <p>Larry Wilson asked how many service animals are on campus. Brenda stated she does not have an exact number, but Sandra will bring additional information to the next workshop.</p> <p>Erica asked if we are responsible for damages caused by service animals. Sandra will provide additional information at the next workshop.</p>

		Sandra stated that this policy and procedure went through legal review, but clarifications can be provided to the Board on this item.
<b>XII.</b>	<b>Adjournment</b>	Workshop adjourned at 6:32 p.m.

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

**June 3, 2019**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, June 3, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Taylor Arbuckle	Brenda Jones
Rhonda Bell	Bryan Jones
Barbara Brown	Tami Kelly
Michelle Callaway	Ann Kokx-Templett
Pam Campbell	Kevin McKisson
Cristina Cárdenas	Kevin Morris
Teri Crawford	Jon Nelson
Suzanne DeBlanc	Rosalyn Parker
Kim Delauro	Bill Raffetto
Duron Dianne	Sandra Ramirez
William E Dickerson	Heather Rhodes
Chris Duke	Shelley Rinehart
Osasere Edo-Ewansiha	Martha Robertson
Teddy Farias	Gabe Rodriquez
Amanda Fenwick	Ron Sanchez
Scott Gernander	Debbie Smith
George González	Danny Snooks
Rebecca Goosen	John Stauffer
Jim Griffin	Van Wigginton
Jannely Gutierrez	Laurel Williamson
Allatia Harris	Carol Wilson
Joseph Hebert	Teri Zamora
Rosie Helms	Joanna Zimmermann
Mini Izaguirre	
Sallie Kay Janes	

<b>Public Budget Hearing:</b>	Chair Marie Flickinger called the Public Budget Hearing to order at 7:00 p.m. Teri Zamora reviewed the 2019-2020 budget presentation. There were no citizens desiring to speak in the public comment portion of the hearing.  The hearing was adjourned at 7:17 p.m.
<b>Call the Meeting to order:</b>	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:18 p.m.
<b>Roll Call of Board Members:</b>	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Dr. Laurel Williamson. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.
<b>Special Announcements, Recognitions, Introductions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Dr. Bill Raffetto presented on the College-Wide Literary Magazine. Students present were invited to read their work from the magazine.</li> <li>2. Recognition of Monument Award Recipients was tabled and will be presented at a future Board Meeting.</li> <li>3. Recognition of the PTEC Troubleshooting Team was tabled and will be presented at a future Board Meeting.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. Michelle Callaway presented an update on the FTIC Fall-to-Spring Persistence.</li> </ol>
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A thank you was sent to the Board from Brittany Heim for the plant sent in memory of her grandfather.</li> <li>2. A thank you was sent to the Board from Bill Dowell for the plant sent in memory of his sister.</li> <li>3. A thank you was sent to the Board from Mary Johnson for the plant sent in memory of her husband.</li> <li>4. A copy of the June Opportunity News was distributed.</li> </ol>
<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	There were no citizens requesting to be heard before the Board.
<b>Informative Reports:</b>	Chair Marie Flickinger indicated such reports were in the Board documents and online.

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

**Oath of Officer Administered to Recently Elected Trustees** Mr. Danny Snooks swore in re-elected Trustees Marie Flickinger and Larry Wilson.

**Motion 9965 Consideration of Approval of Election of Officers for the Board of Trustees** Larry Wilson nominated Marie Flickinger for the office of Chair. No further nominations were received for Chair.  
**Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

Larry Wilson nominated John Moon, Jr. for the office of Vice Chair. No further nominations were received for Vice Chair.

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

Larry Wilson nominated Keith Sinor for the office of Secretary. No further nominations were received for Secretary.

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

Larry Wilson nominated Erica Davis Rouse for the office of Assistant Secretary. No further nominations were received for Assistant Secretary.

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

**Motion 9966 Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants** Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.  
**Motion Carried.**  
**Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

- Motion 9967**      Motion was made by Keith Sinor, seconded by Dan Mims, for approval of  
**Consideration of**      Proposed Budget for 2019 – 2020.  
**Approval of**  
**Proposed**  
**Budget for 2019**      **Motion Carried.**  
**– 2020**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None
- Motion 9968**      Motion was made by Erica Davis Rouse, seconded by John Moon, Jr., for  
**Consideration of**      approval of the 2019-2020 Annual Priorities.  
**Approval of the**  
**2019-2020**  
**Annual**      **Motion Carried.**  
**Priorities**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None
- Motion 9969**      Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for  
**Consideration of**      approval Full-time Salary Schedules, Part-time Hourly Pay Rates, and  
**Approval of**      Stipends and Market Premiums for 2019-2020.  
**Full-time Salary**  
**Schedules, Part-**      **Motion Carried.**  
**time Hourly Pay**  
**Rates, and**  
**Stipends and**      **Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Market**      **Nays:** None  
**Premiums for**  
**2019-2020**
- Consideration of**      Informational Item on Policy #, Service Animals – First Reading  
**Approval of**      (Informational Only).  
**Policy #, Service**  
**Animals – First**  
**Reading**
- No vote required.**
- Consideration of**      Informational Item on Policy #, Volunteer Service – First Reading  
**Approval of**      (Informational Only).  
**Policy #,**  
**Volunteer**  
**Service – First**      **No vote required.**  
**Reading**
- Motion 9970**      Motion was made by John Moon, Jr., seconded by Keith Sinor, for approval of  
**Consideration of**      the purchasing requests.  
**Purchasing**  
**Requests**

Purchase Request #1 RFP 19-10 - Purchase Cosmetology Equipment and Furniture	\$260,000
Purchase Request #2 IFB 19-25 - Purchase Fabricated Valve Stations and Valves for the Center for Petrochemical, Energy, and Technology	93,547
Purchase Request #3 RFP 19-26 - Purchase Non-Destructive Testing Lab Equipment for the Center for Petrochemical, Energy, and Technology	420,000
Purchase Request #4 Purchase Audio Visual Equipment and Services	1,450,000
Purchase Request #5 Additional Funds for Architectural Services of Maritime Center Expansion	61,789
Purchase Request #6 Contract for Asbestos Abatement Monitoring for North Campus Wheeler, Brightwell, Spencer Buildings	114,087
Purchase Request #7 Amend Contract for Central Campus Frels Building ECHS Renovation	50,000
Purchase Request #8 Contract for Architectural Services for South Campus S-7 and S-9 Roof Replacement	86,000
Purchase Request #9 Contract for Replacement of South Campus Student Center Fire Alarm System	70,000
Purchase Request #10 Purchase Automated External Defibrillators	90,000
Purchase Request #11 Contract for LED Parking Lot Lighting Project	200,000
Purchase Request 12 Purchase Lab Casework for the Central Campus Science Building	26,250
Purchase Request #13 Purchase Microscopes	107,000
Purchase Request #14 Renew Contract for Disaster Recovery Services	750,000

Purchase Request #15 Purchase a Courseware Subscription	100,000
Purchase Request #16 Purchase Benchtop Analytical Instruments	95,000
Purchase Request #17 Purchase Achieving the Dream Coaching Services	52,000
Purchase Request #18 Purchase Patient Simulator Manikins & Automated Medication Dispensing System	300,000
Purchase Request #19 Additional Funds for Computer Supplies and Equipment	50,000
Purchase Request #20 Additional Funds for IT Consulting Services	30,000
Purchase Request #21 Additional Funds for Library Hosting, Maintenance & Subscription Services	6,000
Purchase Request #22 Additional Funds for Medical and Science Supplies and Equipment	250,000
Purchase Request #23 Approve Emergency Disaster Recovery Services	2,000,000
Purchase Request #24 Additional Funds for Data Cabling, Audiovisual Equipment and Services	<u>200,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$6,961,673</b>

**Motion Carried.**

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

**Nays:** None

**Motion 9971  
Consent Agenda**

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

- A. Approval of the Minutes for the May 6, 2019 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations as presented in the closed session of the workshop



- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

**Motion Carried.**

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

**Nays:** None

**Items for  
Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Meeting Adjourned at 7:49 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

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

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

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

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The August 5, 2019 Board Meeting  
 Fiscal Year 2018 - 2019

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 36,763	\$ 7,104
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 3,710	\$ 35,930
STUDENT SERVICES	\$ 8,618	\$ 3,560
INSTITUTIONAL SUPPORT	\$ 2,544	\$ 8,301
PHYSICAL PLANT	\$ 3,261	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 54,895</b>	<b>\$ 54,895</b>

**RECOMMENDATION**

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

**Central Campus**

Department

Affiliation Entity

Eye Care Technology Program

Majestic Optical

Associate Degree Nursing Program  
(First Amendment)

The Methodist Hospital dba Houston  
Methodist

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

Baywood Crenshaw LLC dba Baywood  
Crossing Rehabilitation & Healthcare Center

Associate Degree Nursing and BSN  
Program, Surgical Technology, Associate  
Degree Nursing, Health Information  
Management and Coding Program,  
Mental Health Services including  
Licensed Chemical Dependency  
Counselors, Substance Abuse Prevention  
Specialist, Mental Health/Psychiatric Technician  
Programs  
(First Amendment)  
(Central, South and North Campus)

St. Joseph Medical Center

**South Campus**

Department

Affiliation Entity

Occupational Therapy Assistant Program  
(First Amendment)

Houston Methodist San Jacinto Hospital dba  
Houston Methodist Baytown Hospital

Occupational Therapy Assistant Program

Medcare Pediatric Rehab Center

Physical Therapy Assistant Program

Orange County Physical Therapy

Clinical Physical and/or Occupational Therapy  
Program

Texas Children’s Hospital

Physical Therapy Assistant Program

Aveanna Healthcare LLC

**Item “D”  
Regular Board Meeting August 5, 2019  
Approval of the Affiliation Agreements**

**North Campus**

Department

Affiliation Entity

Health Information Management Program

Texas Otolaryngology Partners

Health Information Management Program

Intracare Hospital North

Health Information Management Program

Triumph Rehabilitation Hospital of NE  
Houston dba Kindred Rehabilitation Hospital  
Northeast Houston

Health Information Management Program

Crenshaw Ambulatory Surgical Center

Health Information Management and  
Medical Assisting Program

Clear Lake Brain and Spinal Institute

Health Information Management/  
Cancer Data Management Programs

UT Southwestern Medical Center

Health Information Management Program

Houston Methodist Sugar Land Hospital

Health Information Management Program

Houston Methodist Baytown Hospital

Health Information Management/Mental Health  
Programs

Crenshaw Interventional Pain Specialist  
Kyser Counseling

Medical Assisting Program

AR Texas Pediatrics, PLLC

Medical Assisting Program

Kidney Associates, PLLC

Medical Assisting Program

The New Horizons Wellness Center

Mental Health Program

AAMA, Inc.

Mental Health Program

New Dimensions Day Treatment

Medical Assisting Program

Galena Park ISD

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**Item "D"**  
**Regular Board Meeting August 5, 2019**  
**Approval of the Affiliation Agreements**

**CONTACT PERSONNEL**

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**Item “E”**  
**Regular Board Meeting August 5, 2019**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, September 9, 2019.