

*Board of Trustees
Meeting*

December 14, 2015

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

The Board of Trustees of the San Jacinto College Community District will meet at 5:00 p.m., Monday, December 14, 2015, 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 551.072 & 551.074 the Texas Open Meetings Act, for the following purposes:**
 - Real Estate-**
 - a. For the purpose of discussing the purchase, exchange, lease or value of real property.
 - Personnel Matters-**
 - a. 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.
- IV. Reconvene in Open Meeting**
- V. Review the 2014-2015 Comprehensive Annual Financial Report**
- VI. Review Multidisciplinary Studies Associate Degree as Required by Senate Bill 1189**
- VII. Discuss Textbook Adoption Processes**
- VIII. Calendar**
- IX. General Discussion of Meeting Items**
- X. Adjournment**

Additional Closed Session Authority

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

or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, December 11, 2015, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto College Community District will meet at 7:00 p.m. on Monday, December 14, 2015, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
 - JPMorgan Chase Check Presentation Allatia Harris
 - East Harris County Manufacturers Association
Check Presentation Allatia Harris
 - Recognition of Dr. Eddie Weller for Being Elected to the
GPHC Executive Committee Laurel Williamson
 - Recognition of Marie Flickinger for Being Named the
2015 Pasadena Independent School District
Distinguished Citizen Brenda Hellyer
- V. Student Success Presentations**
 - Awards and Graduation Rates Laurel Williamson
 - New Faculty Academy Update Martha Robertson
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statement
 - B. San Jacinto College Foundation Financial Statement
 - 1. October 2015
 - 2. Foundation Financial Statements Audit – June 30, 2015 and 2014
 - C. Capital Improvement Program
 - D. San Jacinto College Building Committee Minutes
 - E. San Jacinto College Finance Committee Minutes

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2015-2016 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of the Memorandum of Agreement for Articulation With Tarleton State University**
- XI. Consideration of Approval to Adopt the Multidisciplinary Studies Associate Degrees as Required by Senate Bill 1189**
- XII. Consideration of Approval of the 2014-2015 Comprehensive Annual Financial Report**
- 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 Authorization for the Chancellor to Complete and Sign Construction and License Agreement with G & H Towing**
- XV. Consideration of Approval of Authorization for the Chancellor to Complete and Sign Contracts or Interlocal Agreements for Fire, Police, and Emergency Response Services at the Maritime Technology and Training Center**

PURCHASING REQUESTS

- XVI. Consideration of Construction Requests**
- XVII. Consideration of Purchasing Requests**

CONSENT AGENDA

XVIII. Consent Agenda

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

- A. Approval of the Minutes for the November 2, 2015 Board Workshop and Regular Board Meeting**
 - B. Approval of the Minutes for the November 16, 2015 Special Board Meeting**
 - C. Approval of the Minutes for the September 22, 2015 Board Strategic Retreat**
 - D. Approval of Correction of Minutes for the September 14, 2015 Board Workshop Related to Closed Session Personnel Matter**
 - E. Approval of the Budget Transfers**
 - F. Approval of Personnel Recommendations**
 - G. Approval of the Affiliation Agreements**
 - H. Approval of the Next Regularly Scheduled Meeting**
- XIX. Items for Discussion/Possible Action**
(Items removed from the Consent Agenda, will be considered at this time)

XX. Adjournment

Closed Session Authority

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

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Current assets:		
Cash and cash equivalents	\$ 61,957,376	61,117,616
Investments	3,447,423	14,344,846
Accounts receivable - taxes	81,533,690	78,694,188
Accounts receivable	15,078,449	15,274,960
Deferred charges	1,214,448	1,270,313
Inventories	462,236	522,096
Total current assets	<u>163,693,622</u>	<u>171,224,019</u>
Noncurrent assets:		
Restricted cash and cash equivalents	83,728,514	59,367,836
Restricted investments	-	1,024,512
Other long term investments	-	8,507,213
Capital assets, net	397,130,904	366,771,352
Total noncurrent assets	<u>480,859,418</u>	<u>435,670,913</u>
Total assets	<u>644,553,040</u>	<u>606,894,932</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	<u>4,542,533</u>	<u>-</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	9,151,191	11,541,291
Accrued liabilities	3,315,040	4,265,994
Accrued compensable absences and deferred compensation	2,592,077	2,747,035
Deferred revenues	79,345,163	76,473,954
Total current liabilities	<u>94,403,471</u>	<u>95,028,274</u>
Noncurrent liabilities:		
Net pension liability	24,842,147	-
Bonds and notes payable	337,949,365	296,951,255
Total noncurrent liabilities	<u>362,791,512</u>	<u>296,951,255</u>
Total liabilities	<u>457,194,983</u>	<u>391,979,529</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>7,599,287</u>	<u>-</u>
<u>Net assets</u>		
Beginning of year	\$ 176,203,176	208,536,020
Current year addition	8,098,127	6,379,383
Total net position - PRELIMINARY	<u>184,301,303</u> \$	<u>214,915,403</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	Prior Year Actual 10/31/14	% of 8/31/15 Actual
REVENUES:					
State Appropriations	\$ 46,094,872	\$ 10,340,641	22.43	\$ 10,442,921	22.49
Local Taxes - Maintenance & Operations	59,125,000	13,829	0.02	99,659	0.18
Local Taxes - Debt Service	22,879,299	89,456	0.39	47,829	0.18
Credit Tuition	41,169,879	24,514,132	59.54	22,786,167	58.25
Credit Fees	14,514,415	7,088,283	48.84	7,193,096	52.39
Credit Exemptions & Waivers	(2,843,954)	(1,892,578)	66.55	(1,685,533)	48.62
Bad Debt	(800,000)	(135,334)	16.92	(534,000)	33.38
Continuing Professional Development	6,445,000	1,548,685	24.03	1,041,368	17.41
Sales & Services	1,507,900	400,301	26.55	412,392	19.52
Investment Income	600,000	43,710	7.29	43,499	16.44
Auxiliary Services	3,590,000	887,103	24.71	672,859	17.91
Grants	67,853,898	19,344,654	28.51	19,953,225	40.31
Local Grants	2,136,334	976,146	45.69	1,213,475	57.37
Total	<u>262,272,643</u>	<u>63,219,028</u>	<u>24.10</u>	<u>61,686,957</u>	<u>25.63</u>
EXPENDITURES:					
Instruction	67,546,952	12,848,985	19.02	12,323,571	18.12
Public Service	5,303,156	1,096,738	20.68	747,862	12.82
Academic Support	28,229,237	3,285,047	11.64	3,128,938	21.43
Student Services	13,089,943	2,082,748	15.91	2,168,491	14.75
Institutional Support	73,270,371	9,737,948	13.29	10,044,866	17.22
Physical Plant	17,876,237	2,381,690	13.32	2,535,796	11.83
Scholarships and Fellowships	52,871,434	20,338,398	38.47	21,023,544	42.88
Auxiliary Enterprises	3,811,798	1,020,170	26.76	1,073,990	21.04
Depreciation	19,589,384	2,505,628	12.79	2,632,569	16.33
Capital Purchases	-	(176,451)	-	(372,053)	6.28
Total	<u>281,588,512</u>	<u>55,120,901</u>	<u>19.57</u>	<u>55,307,574</u>	<u>22.37</u>
TRANSFERS AMONG FUNDS:					
Transfers In	2,805,050	(244,677)	-	(19,090)	-
Transfers Out	(2,805,050)	244,677	-	19,090	-
Net Increase (Decrease) in Net Position	<u>\$ (19,315,869)</u>	<u>\$ 8,098,127</u>		<u>\$ 6,379,383</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 10/31/14</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
State Appropriations	\$ 36,486,413	\$ 8,756,742	24.00	\$ 8,914,285	24.00
Local Taxes - Maintenance & Operations	59,125,000	13,829	0.02	99,659	0.18
Credit Tuition	39,342,879	23,493,610	59.72	21,830,531	58.42
Credit Fees	14,514,415	7,088,283	48.84	7,193,096	52.39
Credit Exemptions & Waivers	(2,843,954)	(1,892,578)	66.55	(1,685,533)	48.62
Bad Debt	(800,000)	(135,334)	16.92	(534,000)	33.38
Continuing Professional Development	6,445,000	1,548,685	24.03	1,041,368	17.41
Sales & Services	1,507,900	388,683	25.78	398,770	19.66
Investment Income	600,000	16,996	2.83	26,173	19.50
Total	<u>154,377,653</u>	<u>39,278,916</u>	<u>25.44</u>	<u>37,284,349</u>	<u>25.20</u>
EXPENDITURES:					
Instruction	65,908,599	11,931,579	18.10	11,745,345	18.51
Public Service	4,851,112	993,930	20.49	660,439	12.76
Academic Support	13,735,960	2,836,750	20.65	2,672,124	23.17
Student Services	12,647,794	1,871,061	14.79	2,006,580	15.08
Institutional Support	36,279,055	6,196,924	17.08	5,758,844	15.10
Physical Plant	17,876,237	2,381,690	13.32	2,535,796	11.83
Total	<u>151,298,757</u>	<u>26,211,934</u>	<u>17.32</u>	<u>25,379,128</u>	<u>16.58</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(45,349)	-	-	-
Transfers Out	2,805,050	165,267	-	15,901	-
Net Increase (Decrease) in Net Position	<u>\$ 273,846</u>	<u>\$ 12,947,064</u>		<u>\$ 11,889,320</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

Federal Restricted Funds

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	Prior Year Actual 10/31/14	% of 8/31/15 Actual
REVENUES:					
Grants	\$ 64,637,819	\$ 18,458,572	28.56	\$ 19,400,882	40.93
Total	<u>64,637,819</u>	<u>18,458,572</u>	<u>28.56</u>	<u>19,400,882</u>	<u>40.93</u>
EXPENDITURES:					
Instruction	666,667	219,788	32.97	66,720	13.19
Public Service	235,956	33,638	14.26	37,593	19.48
Academic Support	14,128,438	226,816	1.61	187,013	12.37
Student Services	384,267	48,013	12.49	34,578	20.44
Institutional Support	1,923,308	157,440	8.19	118,989	11.96
Scholarships and Fellowships	47,299,183	17,772,877	37.58	18,955,989	43.05
Total	<u>64,637,819</u>	<u>18,458,572</u>	<u>28.56</u>	<u>19,400,882</u>	<u>40.93</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

State Restricted Funds

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	Prior Year Actual 10/31/14	% of 8/31/15 Actual
REVENUES:					
State Paid Benefits	\$ 9,608,459	\$ 1,583,899	16.48	\$ 1,528,636	16.45
Grants	3,216,079	886,082	27.55	552,343	26.31
Total	<u>12,824,538</u>	<u>2,469,981</u>	<u>19.26</u>	<u>2,080,979</u>	<u>18.27</u>
EXPENDITURES:					
Instruction	916,070	680,003	74.23	507,594	12.67
Public Service	13,208	38,836	294.03	32,844	10.89
Academic Support	21,217	177,840	838.20	134,245	15.43
Student Services	-	150,003	-	125,294	10.85
Institutional Support	9,611,049	622,095	6.47	767,352	24.99
Scholarships and Fellowships	2,262,994	801,204	35.40	513,650	25.85
Total	<u>12,824,538</u>	<u>2,469,981</u>	<u>19.26</u>	<u>2,080,979</u>	<u>18.27</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 Two Months Ended October 31, 2015

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 10/31/14</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
Local Grants	<u>\$ 2,136,334</u>	<u>\$ 976,146</u>	<u>45.69</u>	<u>\$ 1,213,475</u>	<u>57.37</u>
Total	<u>2,136,334</u>	<u>976,146</u>	<u>45.69</u>	<u>1,213,475</u>	<u>57.37</u>
EXPENDITURES:					
Instruction	55,616	16,278	29.27	3,912	15.77
Public Service	202,880	30,334	14.95	16,986	10.38
Academic Support	343,622	43,641	12.70	135,556	19.81
Student Services	57,882	13,671	23.62	2,039	2.93
Institutional Support	(5,592)	1,228	(21.96)	11,839	13.08
Scholarships and Fellowships	<u>1,482,257</u>	<u>886,929</u>	<u>59.84</u>	<u>794,579</u>	<u>64.31</u>
Total	<u>2,136,665</u>	<u>992,081</u>	<u>46.43</u>	<u>964,911</u>	<u>42.54</u>
TRANSFERS AMONG FUNDS:					
Transfers In	331	(66,261)	-	(19,090)	-
Transfers Out	<u>-</u>	<u>79,410</u>	<u>-</u>	<u>3,189</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (29,084)</u>		<u>\$ 264,465</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 10/31/14</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,827,000</u>	<u>\$ 1,020,522</u>	<u>55.86</u>	<u>\$ 955,636</u>	<u>54.67</u>
Total	<u>1,827,000</u>	<u>1,020,522</u>	<u>55.86</u>	<u>955,636</u>	<u>54.67</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,827,000</u>	<u>877,388</u>	<u>48.02</u>	<u>759,326</u>	<u>42.91</u>
Total	<u>1,827,000</u>	<u>877,388</u>	<u>48.02</u>	<u>759,326</u>	<u>42.91</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>\$ 143,134</u>		<u>\$ 196,310</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 10/31/14</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 11,618	-	\$ 13,622	16.12
Total	<u>-</u>	<u>11,618</u>	<u>-</u>	<u>13,622</u>	<u>16.12</u>
EXPENDITURES:					
Instruction	<u>-</u>	<u>1,337</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>1,337</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 10,281</u>		<u>\$ 13,622</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

Auxiliary Enterprises

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	Prior Year Actual 10/31/14	% of 8/31/15 Actual
REVENUES:					
Sales & Services	\$ -	\$ 15,734	-	\$ -	-
Auxiliary Services	<u>3,590,000</u>	<u>871,369</u>	<u>24.27</u>	<u>672,859</u>	<u>20.34</u>
Total	<u>3,590,000</u>	<u>887,103</u>	<u>24.71</u>	<u>672,859</u>	<u>17.91</u>
EXPENDITURES:					
Non-Instructional Labor	980,251	137,240	14.00	193,134	14.73
Benefits	210,000	78,477	37.37	52,992	10.11
Supplies	726,068	171,010	23.55	201,656	27.23
Travel	264,988	42,225	15.93	51,717	9.26
Contracted Services	383,014	90,046	23.51	72,852	19.48
Scholarships and Fellowships	1,186,827	492,252	41.48	494,092	31.20
Utilities	<u>60,650</u>	<u>8,920</u>	<u>14.71</u>	<u>7,547</u>	<u>58.85</u>
Total	<u>3,811,798</u>	<u>1,020,170</u>	<u>26.76</u>	<u>1,073,990</u>	<u>21.04</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(221,798)	(133,067)	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ (401,131)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 10/31/14</u>	<u>% of 8/31/15 Actual</u>
REVENUES					
Transfers In	\$2,583,252	\$ -	-	\$ -	-
Investment Income	-	26,714	-	17,326	13.30
Local Taxes - Debt Service	<u>22,879,299</u>	<u>89,456</u>	<u>0.39</u>	<u>47,829</u>	<u>0.18</u>
Total	<u>25,462,551</u>	<u>116,170</u>	<u>-</u>	<u>65,155</u>	<u>0.24</u>
EXPENDITURES					
Institutional Support	<u>25,462,551</u>	<u>2,760,261</u>	<u>10.84</u>	<u>3,387,842</u>	<u>21.10</u>
Total	<u>25,462,551</u>	<u>2,760,261</u>	<u>10.84</u>	<u>3,387,842</u>	<u>21.10</u>
TRANSFERS AMOUNG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (2,644,091)</u>		<u>\$ (3,322,687)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 10/31/14</u>	<u>% of 8/31/15 Actual</u>
EXPENDITURES					
Depreciation	\$ 19,589,384	\$ 2,505,628	-	\$ 2,632,569	16.33
Capital Purchases	-	(176,451)	-	(372,053)	6.28
Total	-	2,329,177	-	2,260,516	22.70
Net Increase (Decrease) in Net Position	<u>\$ 19,589,384</u>	<u>\$ (2,329,177)</u>		<u>\$ (2,260,516)</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Two Months Ended October 31, 2015

91 Capital Projects	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>Prior Year Actual 10/31/14</u>
REVENUES:			
Investment Income	\$ -	\$ -	(312)
Total	<u>-</u>	<u>-</u>	<u>(312)</u>
EXPENDITURES:			
2008 Bond Program	<u>-</u>	<u>1,494,266</u>	<u>276,451</u>
Total	<u>-</u>	<u>1,494,266</u>	<u>276,451</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (1,494,266)</u>	<u>\$ (276,763)</u>



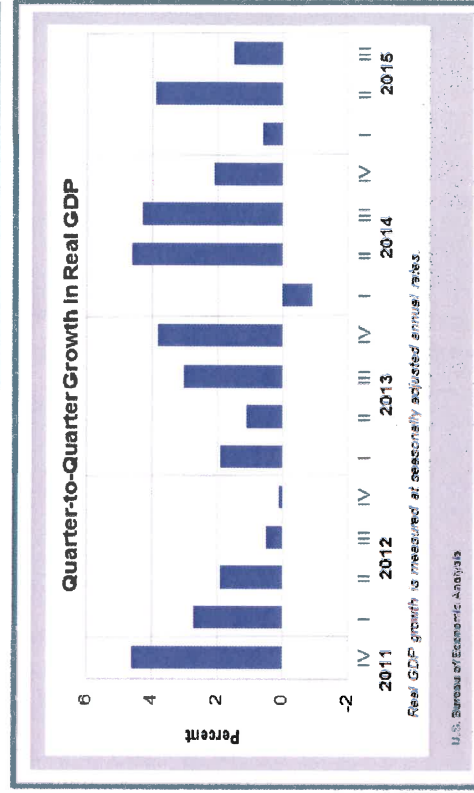
Monthly Investment Report

October 31, 2015

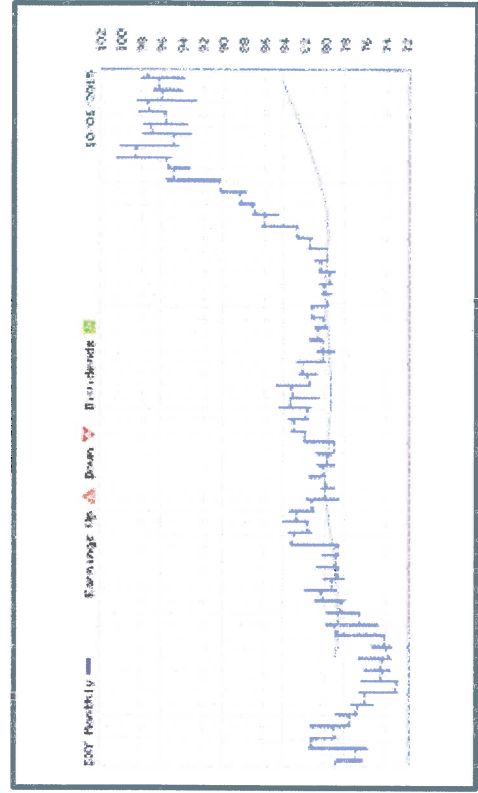


The FOMC Keeps Markets on their Toes

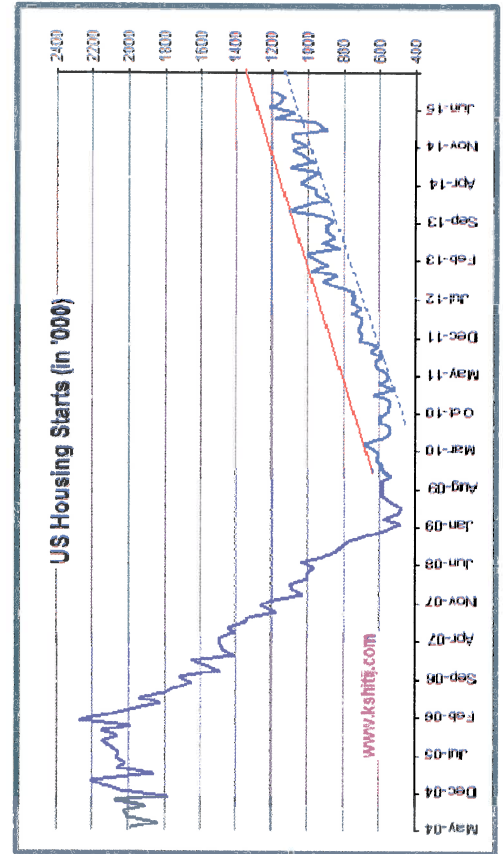
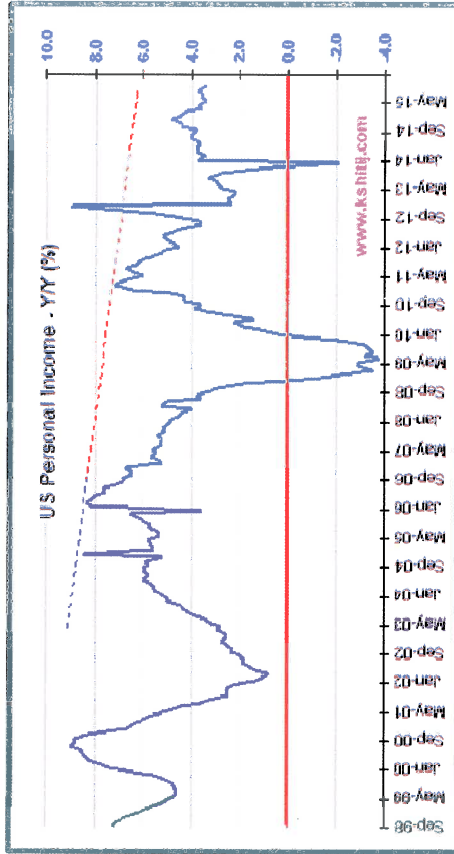
- After pushing expectations out to March last month, the FOMC kept the hope alive for a rate hike in December with their October statement.
- The minutes released this week clearly signaled that the Committee is leaning into a rate move in December. Through their message they are taking steps to direct market expectations to reflect that possibility and indeed the markets took note. Yields are up slightly across the curve as the message is assimilated.
- Part of the strategy shift is a result of a calming of global concerns which might have been a reaction to their directed concerns and inaction in September.
- The inaction in September did boost US and Chinese stocks. Japan, Germany and Australia have all had positive news this month.
- The economy isn't exactly *strong* but it has feet and the recent job data that showed a slowing is not worrying them since we do have a 5.1% unemployment level.
- GDP clearly was disappointing, growing only at a median rate for the year of 1.6%. Be cautious when viewing that data however because each revision has more data to give us an clear picture, which can change dramatically over the quarter.
- But 3Q was strong on household spending and personal consumption. Perhaps even more importantly is the increase in after tax income which drives spending.



Dollar strength 2010-2015



Domestic Ups and Downs



Looking globally it will still be difficult to hike in December. The EU is hinting at increased quantitative easing and the combination would strengthen the dollar and weaken the Euro which will not help US manufacturing or exports.

The US still has its own problems. The dollar is up 25% in the last 2 years versus its major trading partners which ultimately subtracts US jobs.

Jobs in the oil patch are also down. Texas employment growth has stalled due to oil and gas activity.

Personal income barely increased this month and a key *employment cost index*, watched closely by the Fed, stumbled with only a 0.6% increase in three months. On a yearly basis, compensation costs only rose 2% - down from 2.2% last year. Such levels slow demand driven consumption.

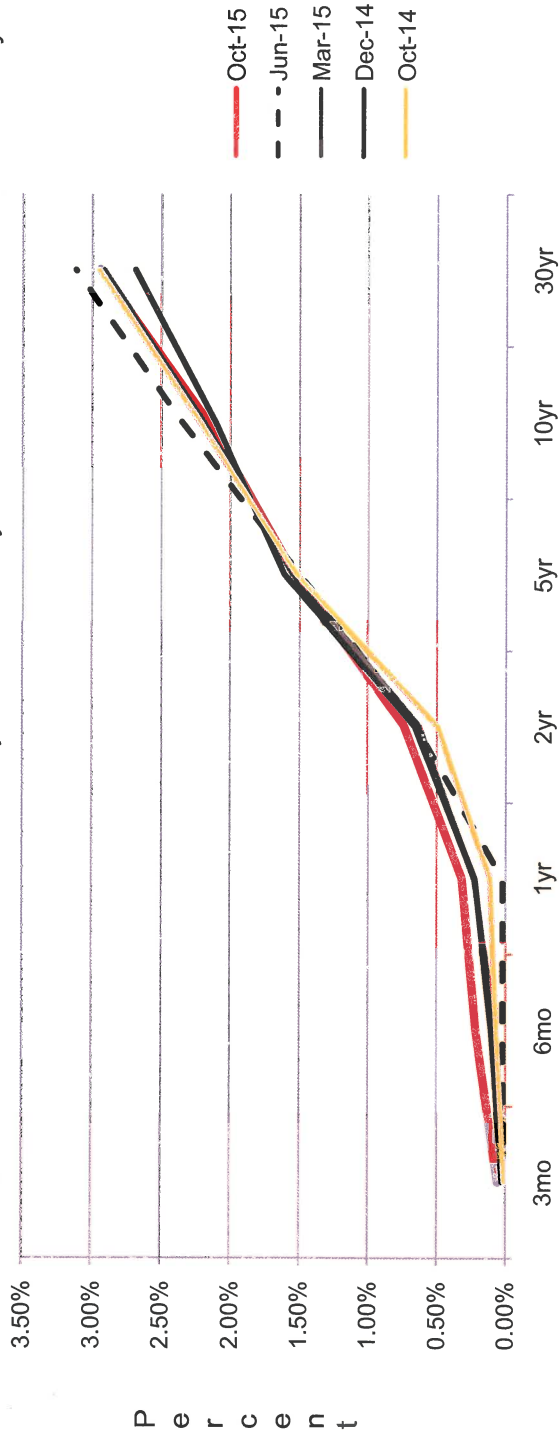
Overall recovery remains sluggish. The housing market is still constrained by tougher lending criteria. Only 29% of new home buyers are 1st time buyers. But lower personal debt is positioning buyers to take on a mortgage.

A bright spot indeed is the compromise which settled the debt ceiling question until 3/2017. It extends the solvency of Social Security and prevents an expected 52% premium hike for 30% of folks on Part B.

The debt ceiling settlement may also raise T-Bill issuance which increases supply and could increase yields.

Rates

- October rates followed September's mantra that 'bad news is good news' i.e. the economy is not strong enough for the Fed to move on a rate hike to buy long Treasuries.
- However short term rates increased nicely as the October statement from the FOMC left open a real possibility of a rate increase in December. The market probability for the December rate increase rose to 48% by month's end.
- Global markets are also settling nicely after the September scare – enough to take reference to them out of the FOMC statement.
- Oil prices, which continue to hover in the \$40 range, continue to cut inflation risks but talk of deflation has decreased. With the continued strength of the dollar the overall volatility and uncertainty will also continue to maintain a safety emphasis.

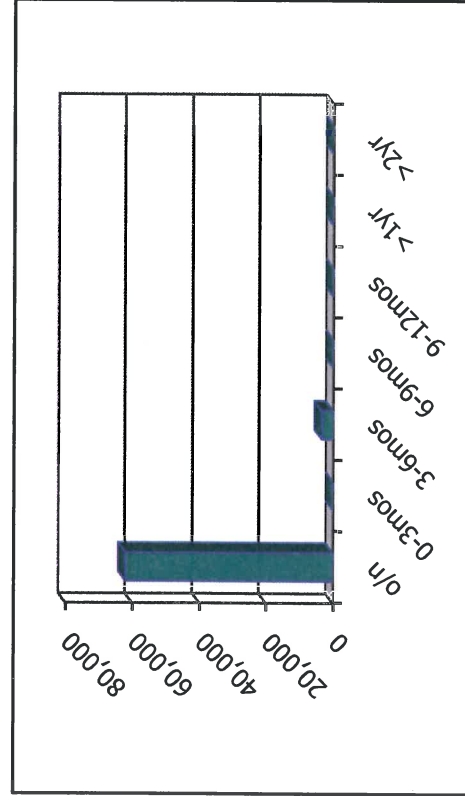
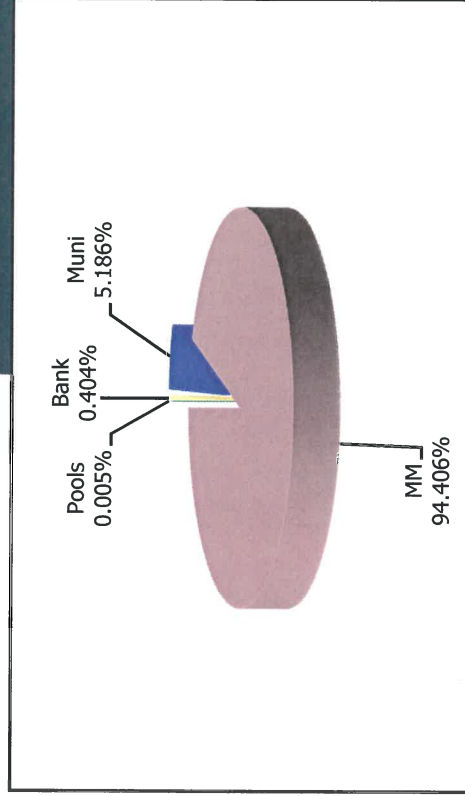


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

General Portfolio San Jacinto College

As of October 31, 2015

- 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 extremely low short-term rates make diversification difficult and they are reasonably expected to continue now at least through 2015. Longer term rates have moved lower and do not provide reward for extension risks.
- Banks remain *uninterested* in new deposits and although state and local bonds continue to add value they have been discovered and are declining in yields.
- Portfolios are cash heavy as we struggle to find value with a flat yield curve which provides little value under six months. Going too long has its risks if rates do rise quickly on news.
- The non-cash portion of your portfolio is yielding 0.611%.

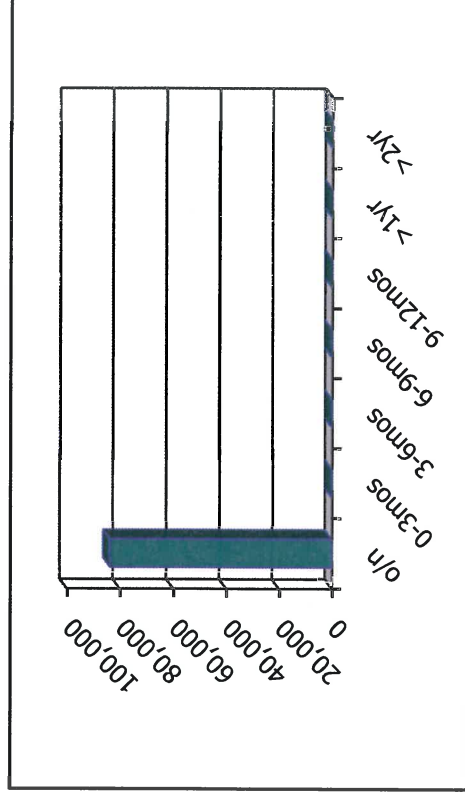
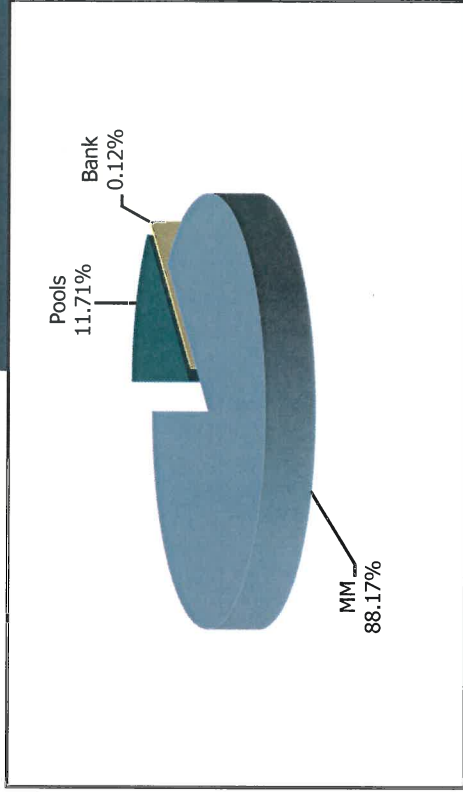


Bond Portfolio

As of October 31, 2015



- 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 extremely low short-term rates make diversification difficult and they are reasonably expected to continue now at least through 2015. Longer term rates have moved lower and do not provide reward for extension risks.
- Banks remain *uninterested* in new deposits and although state and local bonds continue to add value they have been discovered and are declining in yields.
- Portfolios are cash heavy as we struggle to find value with a flat yield curve which provides little value under six months. Going too long has its risks if rates do rise quickly on news.





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San Jacinto Community College
 Portfolio Management
 Portfolio Summary
 October 31, 2015

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	-266,308.34	-266,308.34	-266,308.34	-0.18	1	1	0.000
Municipal Bonds	3,395,000.00	3,421,403.45	3,418,365.14	2.29	994	105	0.611
Investment Pools/Money Markets	145,952,198.85	145,952,198.85	145,952,198.85	97.89	1	1	0.167
Investments	149,080,890.51	149,107,293.96	149,104,255.65	100.00%	24	3	0.177
Total Earnings	October 31	Month Ending	Fiscal Year To Date				
Current Year		22,736.94	45,395.83				

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

William S. Decker
 Vice-Chancellor of Fiscal Affairs
DIRECTOR of Accounting
And Financial Services



San Jacinto Community College
Summary by Type
October 31, 2015
Grouped by Fund

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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	9	83,728,514.11	83,728,514.11	56.15	0.187	1
Subtotal	9	83,728,514.11	83,728,514.11	56.15	0.187	1
Fund: Consolidated Portfolio						
Municipal Bonds	3	3,395,000.00	3,418,365.14	2.29	0.611	105
Passbook/Checking Accounts	9	-266,308.34	-266,308.34	-0.18	0.000	1
Investment Pools/Money Markets	6	62,223,684.74	62,223,684.74	41.73	0.140	1
Subtotal	18	65,352,376.40	65,375,741.54	43.84	0.165	6
Total and Average	27	149,080,890.51	149,104,255.65	100.00	0.177	3



**San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
October 31, 2015**

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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	101,227.58	101,227.58	101,227.58	0.030	0.029	0.030		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	19,983,507.62	19,983,507.62	19,983,507.62	0.200	0.197	0.200		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,801,695.79	8,801,695.79	8,801,695.79	0.200	0.197	0.200		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	19,889.13	19,889.13	19,889.13	0.200	0.197	0.200		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	45,007,643.90	45,007,643.90	45,007,643.90	0.200	0.197	0.200		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,610.04	8,610.04	8,610.04	0.200	0.197	0.200		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	5,813,567.31	5,813,567.31	5,813,567.31	0.090	0.088	0.090		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	3,991,726.44	3,991,726.44	3,991,726.44	0.090	0.088	0.090		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	646.30	646.30	646.30	0.090	0.088	0.090		1
Subtotal and Average				83,728,514.11	83,728,514.11	83,728,514.11		0.184	0.187		1
Total Investments and Average				83,728,514.11	83,728,514.11	83,728,514.11		0.184	0.187		1

Fund GEN - Consolidated Portfolio
Investments by Fund
October 31, 2015

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Passbook/Checking Accounts											
1390012195A	10164	Bank of America - Operating	09/01/2014	154,273.74	154,273.74	154,273.74					1
9999999914	10089	Credit Cards - In Transit	09/01/2014	45,193.29	45,193.29	45,193.29					1
708340062	10086	Disbursements	09/01/2014	-613,285.64	-613,285.64	-613,285.64					1
707759296	10069	JPM - Federal Programs	09/01/2014	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2014	182,189.06	182,189.06	182,189.06					1
707759346	10085	Payroll Fund	09/01/2014	-49,527.70	-49,527.70	-49,527.70					1
9999999913	10088	Petty Cash	09/01/2014	17,810.00	17,810.00	17,810.00					1
707759353	10181	Student Deferred Income	09/01/2014	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2014	-2,961.09	-2,961.09	-2,961.09					1
Subtotal and Average				-266,308.34	-266,308.34	-266,308.34		0.000	0.000		1
Municipal Bonds											
248866WC5	10218	Denton TX	06/04/2013	1,787,217.45	1,770,000.00	1,788,779.70	4.000	0.591	0.599	02/15/2016	106
442331YP3	10216	Houston TX	05/16/2013	625,000.00	625,000.00	625,843.75	0.787	0.776	0.787	03/01/2016	121
796311CJ5	10217	San Antonio TX Drain Utility	05/16/2013	1,006,147.69	1,000,000.00	1,006,780.00	3.000	0.513	0.520	02/01/2016	92
Subtotal and Average				3,418,365.14	3,395,000.00	3,421,403.45		0.602	0.611		104
Investment Pools/Money Markets											
XXX810	10227	East West ICS	09/09/2014	39,991,476.25	39,991,476.25	39,991,476.25	0.200	0.197	0.200		1
86-7200810	10230	East West MM	09/09/2014	114,041.03	114,041.03	114,041.03	0.200	0.197	0.200		1
999999993	10034	LSIP GOF - Operating	09/01/2007	1,710.69	1,710.69	1,710.69	0.090	0.088	0.090		1
707759320	10035	JPM - Money Market	09/01/2007	22,000,592.86	22,000,592.86	22,000,592.86	0.030	0.029	0.030		1
999999996	10038	TCB - Money Market	09/26/2007	114,248.10	114,248.10	114,248.10	0.350	0.345	0.350		1
999999991	10032	TexPool	09/01/2007	1,615.81	1,615.81	1,615.81	0.097	0.095	0.096		1
Subtotal and Average				62,223,684.74	62,223,684.74	62,223,684.74		0.138	0.140		1
Total Investments and Average				65,375,741.54	65,352,376.40	65,378,779.85		0.163	0.165		6



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San Jacinto Community College
Interest Earnings
 Sorted by Fund - Fund
 October 1, 2015 - October 31, 2015
 Yield on Average Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	101,227.58	101,225.09	101,225.25		0.030	0.029	2.49	0.00	2.49
999999999	10084	BOND	RRP	5,813,567.31	6,592,301.22	5,963,879.75		0.090	0.094	475.60	0.00	475.60
999999999	10106	BOND	RRP	646.30	349.76	646.25		0.090	0.091	0.05	0.00	0.05
XXX794	10228	BOND	RRP	19,983,507.62	19,980,114.25	19,980,333.18		0.200	0.200	3,393.37	0.00	3,393.37
XXX844	10229	BOND	RRP	8,801,695.79	8,800,201.22	8,800,297.64		0.200	0.200	1,494.57	0.00	1,494.57
86-72000794	10231	BOND	RRP	19,889.13	23,775.75	19,885.97		0.200	0.200	3.38	0.00	3.38
86-72000844	10232	BOND	RRP	8,610.04	4,718.58	8,608.67		0.200	0.200	1.46	0.00	1.46
86-72004242	10233	BOND	RRP	45,007,643.90	45,007,397.40	45,000,493.15		0.200	0.200	7,643.90	0.00	7,643.90
999999999	10234	BOND	RRP	3,991,726.44	4,253,557.33	4,042,097.53		0.090	0.094	322.47	0.00	322.47
			Subtotal	83,728,514.11	84,763,640.60	83,917,467.41			0.187	13,337.29	0.00	13,337.29
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	1,615.81	570.35	2,004,877.44		0.097	0.100	169.47	0.00	169.47
999999996	10038	GEN	RRP	114,248.10	114,215.24	114,217.36		0.350	0.339	32.86	0.00	32.86
707759320	10035	GEN	RRP	22,000,592.86	27,000,667.89	26,678,082.40		0.030	0.026	592.86	0.00	592.86
999999993	10034	GEN	RRP	1,710.69	1,366.43	1,710.56		0.090	0.096	0.14	0.00	0.14
442331YP3	10216	GEN	MC1	625,000.00	625,000.00	625,000.00	03/01/2016	0.787	0.772	409.90	0.00	409.90
796311CJ5	10217	GEN	MC1	1,000,000.00	1,008,196.92	1,007,106.20	02/01/2016	3.000	0.527	2,500.00	-2,049.23	450.77
248866WC5	10218	GEN	MC1	1,770,000.00	1,792,184.02	1,789,540.53	02/15/2016	4.000	0.614	5,900.00	-4,966.57	933.43
XXX810	10227	GEN	RRP	39,991,476.25	39,984,685.40	39,985,123.52		0.200	0.200	6,790.85	0.00	6,790.85
86-7200810	10230	GEN	RRP	114,041.03	106,624.26	114,022.91		0.200	0.200	19.37	0.00	19.37
			Subtotal	65,618,684.74	70,633,510.51	72,319,680.92			0.153	16,415.45	-7,015.80	9,399.65
			Total	149,347,198.85	155,397,151.11	156,237,148.33			0.171	29,752.74	-7,015.80	22,736.94



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**San Jacinto Community College
 Amortization Schedule
 October 1, 2015 - October 31, 2015
 Sorted By Fund - Fund**

Investment #	Issuer	Fund	Maturity Date	Amort. Date	Beginning Par Value	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	Amounts Amortized And Unamortized As of 10/01/2015	Amount Amortized This Period	Amt Amortized Through 10/31/2015	Amount Unamortized Through 10/31/2015
Consolidated Portfolio													
10218	Denton TX	GEN	02/15/2016		1,770,000.00	4.000	1,930,751.40	160,751.40	1,787,217.45	-138,567.38 22,184.02	-4,966.57	-143,533.95	17,217.45
10217	San Antonio TX Drain Utility	GEN	02/01/2016		1,000,000.00	3.000	1,066,600.00	66,600.00	1,006,147.69	-58,403.08 8,196.92	-2,049.23	-60,452.31	6,147.69
					Subtotal		2,997,351.40	227,351.40	2,793,365.14	-196,970.46 30,380.94	-7,015.80	-203,986.26	23,365.14
					Total		2,997,351.40	227,351.40	2,793,365.14	-196,970.46 30,380.94	-7,015.80	-203,986.26	23,365.14



**San Jacinto Community College
Projected Cashflow Report
Sorted by Monthly
For the Period November 1, 2015 - May 31, 2016**

Patterson & Associates
901 S. MoPac
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Austin, TX 78746

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
February 2016										
02/01/2016	10217	GEN	796311CJ5	Maturity	San Antonio TX Drain Utility	1,000,000.00	1,066,600.00	1,000,000.00	15,000.00	1,015,000.00
02/15/2016	10218	GEN	248866WC5	Maturity	Denion TX	1,770,000.00	1,930,751.40	1,770,000.00	35,400.00	1,805,400.00
					Total for February 2016	2,770,000.00	2,997,351.40	2,770,000.00	50,400.00	2,820,400.00
March 2016										
03/01/2016	10216	GEN	442331YP3	Maturity	Houston TX	625,000.00	625,000.00	625,000.00	2,459.38	627,459.38
					Total for March 2016	625,000.00	625,000.00	625,000.00	2,459.38	627,459.38
					GRAND TOTALS:	3,395,000.00	3,622,351.40	3,395,000.00	52,859.38	3,447,859.38

Foundation Financials

October 2015

San Jacinto College Foundation
Statement of Financial Position
As of October 31, 2015

ASSETS	
Current Assets	
Checking/Savings	
General Fund	\$ 4,990,066
Other Funds	-
Total Checking/Savings	<u>4,990,066</u>
Accounts Receivable	
Interest Income Receivable	53
Pledge Receivables	200,000
Special Events Receivables	49,900
Total Accounts Receivable	<u>249,953</u>
Other Current Assets	
SJC Foundation Investments	5,015,441
Total Other Current Assets	<u>5,015,441</u>
Total Current Assets	<u>10,255,460</u>
TOTAL ASSETS	<u><u>\$ 10,255,460</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Event Payable	635
Grants Payable	108,141
Programs Payable	58,182
Endowments Payable	127,706
Scholarships Payable	144,941
Student Success Payables	70,554
Total Accounts Payable	<u>510,159</u>
Total Current Liabilities	<u>510,159</u>
Total Liabilities	510,159
Equity	
Net Assets	9,490,833
Net Income	254,468
Total Equity	<u>9,745,301</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 10,255,460</u></u>

San Jacinto College Foundation
Statement of Activities
For the Period July 1 to October 31, 2015

	<u>2015</u>	<u>2014</u>	<u>Change</u>
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	\$ 5,000	\$ 100,500	\$ (95,500)
Permanently Restricted	1,770	52,437	(50,667)
Program Sponsorship	122,131	6,000	116,131
Temporarily Restricted	218,176	110,939	107,237
Total Contributions	<u>347,077</u>	<u>269,876</u>	<u>77,201</u>
Other Income			
Special Events	218,984	226,975	(7,991)
Investment Incomes	48,871	127,432	(78,561)
Total Other Income	<u>267,855</u>	<u>354,407</u>	<u>(86,552)</u>
Total Income	614,932	624,283	(9,351)
Expense			
Programs			
Scholarships Awarded	181,198	254,262	(73,064)
Grants Awarded	30,297	6,983	23,314
Programs Sponsored	31,615	-	31,615
Student Success Initiatives	37,695	83,472	(45,777)
Total Programs	<u>280,805</u>	<u>344,717</u>	<u>(63,912)</u>
Supporting Services			
Management and General	3,746	4,865	(1,119)
Fundraising	74,343	89,769	(15,426)
Sponsorship Expense	1,570	3,700	(2,130)
Total Supporting Services	<u>79,659</u>	<u>98,334</u>	<u>(18,675)</u>
Total Expense	<u>360,464</u>	<u>443,051</u>	<u>(82,587)</u>
Net Ordinary Income	254,468	181,232	73,236
Other Income/Expense	-	9	(9)
Net Income	<u>\$ 254,468</u>	<u>\$ 181,241</u>	<u>\$ 73,227</u>



October 1, 2015 to October 31, 2015

Contributions Over \$1000

Donors	Amount	Fund
Corporations	\$140,111	Golf 2015, Programs, Scholarship Donations, Grants
Departments	\$18,104	Scholarship Donations
Foundations	\$16,000	Scholarship Donations
Individuals	\$28,261	Golf 2015, EHCMA, Veteran Student Success Fund, In Memory of Barbara Trncak
Employee Contributions		
Catherine O'Brien	\$500	Catherine O'Brien Emergency Fund
Various	\$2,000	EHCMA
Various	\$600	In Memory of Barbara Trncak
Various	\$5,920	Golf 2015
Various	\$10	John Locke Memorial
Various	\$290	Promise for Their Future Fund
Various	\$40	Veteran's Centers

Foundation Financial Statements Audit
June 30, 2015 and 2014

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.**
(a Texas Nonprofit Corporation)

FINANCIAL STATEMENTS

JUNE 30, 2015 AND 2014
(With Independent Auditor's Report Thereon)

Insight. Oversight. Foresight.SM

 **DoerenMayhew**
CPAs AND ADVISORS

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
of **San Jacinto Community College Foundation, Inc.**

Report on the Financial Statements

We have audited the accompanying financial statements of San Jacinto Community College Foundation, Inc. (the Foundation), which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of San Jacinto Community College Foundation, Inc. as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "Doeren Mayhew".

Houston, Texas
November 11, 2015

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.**
(a Texas Nonprofit Corporation)

**STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2015 AND 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and cash equivalents	\$ 1,512,628	\$ 1,384,266
Unconditional promises to give (notes 3 and 9)	217,498	24,420
Investments (note 4)	<u>8,080,353</u>	<u>7,740,443</u>
 Total assets	 <u>\$ 9,810,479</u>	 <u>\$ 9,149,129</u>
 <u>Liabilities and Net Assets</u>		
Liabilities:		
Scholarships and programs payable (note 5)	<u>\$ 319,646</u>	<u>\$ 403,084</u>
 Total liabilities	 <u>319,646</u>	 <u>403,084</u>
Net assets:		
Unrestricted (note 6)	1,229,003	1,058,903
Temporarily restricted (note 6)	3,802,389	3,453,837
Permanently restricted (notes 6 and 8)	<u>4,459,441</u>	<u>4,233,305</u>
 Total net assets	 <u>9,490,833</u>	 <u>8,746,045</u>
 Total liabilities and net assets	 <u>\$ 9,810,479</u>	 <u>\$ 9,149,129</u>

See accompanying notes to financial statements.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.**
(a Texas Nonprofit Corporation)

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED JUNE 30, 2015**

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Public support and revenues:				
Contributions (notes 7 and 9)	\$ 454,693	\$ 1,184,750	\$ 226,136	\$ 1,865,579
Special events	177,606	-	-	177,606
Interest and dividends	189,007	121,475	-	310,482
Net change in fair value of investments	(61,783)	(308,923)	-	(370,706)
Net assets released from restrictions (note 6)	648,750	(648,750)	-	-
 Total public support and revenues	 1,408,273	 348,552	 226,136	 1,982,961
 Expenses:				
Programs:				
Student scholarships	303,902	-	-	303,902
Grants awarded	171,108	-	-	171,108
Student success initiatives	122,832	-	-	122,832
Programs sponsored	15,305	-	-	15,305
 Total programs	 613,147	 -	 -	 613,147
 Supporting services:				
Management and general (note 7)	486,559	-	-	486,559
Fundraising	129,510	-	-	129,510
Sponsorship expenses	8,957	-	-	8,957
 Total supporting services	 625,026	 -	 -	 625,026
 Total expenses	 1,238,173	 -	 -	 1,238,173
 Change in net assets	 170,100	 348,552	 226,136	 744,788
 Net assets, beginning of year	 1,058,903	 3,453,837	 4,233,305	 8,746,045
 Net assets, end of year	 <u>\$ 1,229,003</u>	 <u>\$ 3,802,389</u>	 <u>\$ 4,459,441</u>	 <u>\$ 9,490,833</u>

See accompanying notes to financial statements.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.**
(a Texas Nonprofit Corporation)

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED JUNE 30, 2014**

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Public support and revenues:				
Contributions (notes 7 and 9)	\$ 396,824	\$ 531,927	\$ 449,664	\$ 1,378,415
Special events	128,118	-	-	128,118
Interest and dividends	161,252	97,249	-	258,501
Net change in fair value of investments	392,869	143,518	-	536,387
Net assets released from restrictions (note 6)	416,263	(416,263)	-	-
			-	
Total public support and revenues	<u>1,495,326</u>	<u>356,431</u>	<u>449,664</u>	<u>2,301,421</u>
Expenses:				
Programs:				
Student scholarships	322,420	-	-	322,420
Grants awarded	158,435	-	-	158,435
Student success initiatives	161,226	-	-	161,226
Programs sponsored	93,843	-	-	93,843
				<u>93,843</u>
Total programs	<u>735,924</u>	<u>-</u>	<u>-</u>	<u>735,924</u>
Supporting services:				
Management and general (note 7)	412,306	-	-	412,306
Fundraising	151,371	-	-	151,371
Sponsorship expenses	9,894	-	-	9,894
				<u>9,894</u>
Total supporting services	<u>573,571</u>	<u>-</u>	<u>-</u>	<u>573,571</u>
Total expenses	<u>1,309,495</u>	<u>-</u>	<u>-</u>	<u>1,309,495</u>
Change in net assets	185,831	356,431	449,664	991,926
Net assets, beginning of year	<u>873,072</u>	<u>3,097,406</u>	<u>3,783,641</u>	<u>7,754,119</u>
Net assets, end of year	<u>\$ 1,058,903</u>	<u>\$ 3,453,837</u>	<u>\$ 4,233,305</u>	<u>\$ 8,746,045</u>

See accompanying notes to financial statements.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.**
(a Texas Nonprofit Corporation)

**STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2015 AND 2014**

	2015	2014
Cash flows from operating activities:		
Change in net assets	\$ 744,788	\$ 991,926
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Net change in fair value of investments	370,706	(536,387)
Contributions permanently restricted	(226,136)	(449,664)
Increase in unconditional promises to give	(193,078)	(18,193)
Decrease in scholarships and programs payable	(83,438)	(28,957)
	<u>612,842</u>	<u>(41,275)</u>
Net cash provided (used) by operating activities		
Cash flows from investing activities:		
Purchases of investments	(1,444,717)	(596,074)
Sales of investments	734,101	93,098
	<u>(710,616)</u>	<u>(502,976)</u>
Net cash used by investing activities		
Cash flows from financing activities:		
Proceeds from contributions permanently restricted	226,136	449,664
	<u>226,136</u>	<u>449,664</u>
Net increase (decrease) in cash and cash equivalents	128,362	(94,587)
Cash and cash equivalents, beginning of year	1,384,266	1,478,853
	<u>1,384,266</u>	<u>1,478,853</u>
Cash and cash equivalents, end of year	<u>\$ 1,512,628</u>	<u>\$ 1,384,266</u>

See accompanying notes to financial statements.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014**

Note 1 - Description of Organization

San Jacinto Community College Foundation, Inc. (the Foundation) was organized in the State of Texas on November 4, 1996 to function as a not-for-profit corporation. The duration of the Foundation is perpetual. The Foundation was established to raise private funds for the San Jacinto Community College District (the College) for charitable, scientific, literary, and educational purposes, which are to be administered by the Foundation solely for the benefit of the College, and to account for and enhance the value of funds submitted to it in support of the educational mission of the College.

The Foundation is supported by private gifts, bequests and donations from individuals and private organizations.

Note 2 - Summary of Significant Accounting Policies

Significant accounting policies followed in the preparation of the financial statements conform to accounting principles generally accepted in the United States of America (U.S. GAAP). The following summarizes the more significant of such principles and practices.

Financial Statement Presentation

The Foundation is required to report information regarding its financial position and activities according to the three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Accordingly, net assets of the Foundation and changes therein are classified and reported as follows:

1. Unrestricted net assets - net assets that are not subject to donor-imposed stipulations. Unrestricted net assets may be designated for specific purpose by action of the Board of Directors.
2. Temporarily restricted net assets - net assets subject to donor imposed stipulations that may or will be met either by action of the Foundation and/or passage of time.
3. Permanently restricted net assets - net assets subject to donor imposed stipulations that they be maintained permanently by the Foundation. Generally, the donors of these assets permit the Foundation to use all or part of the income earned on the related investments for specific or general purposes.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014**

Note 2 - Summary of Significant Accounting Policies (Continued)

Public Support and Revenue

Contributions are generally available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Unconditional promises to give that are due in the next year are recorded at their net realizable value. Unconditional promises to give that are due in subsequent years are discounted to estimate the present value of future cash flows, if material. An allowance of uncollectable promises is provided based on management's evaluation of potential uncollectable promises receivable at year end.

Grants and other contributions of cash and other assets are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction and or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Certain donors have required that investment return (investment income and gains and losses) be restricted for specific purposes. Such amounts are reported as additions or reductions to temporarily restricted net assets.

Contributions of donated non-cash assets are recorded at their fair values in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received.

Cash Equivalents

The Foundation considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Investments

Investments are recorded at fair value as described in Note 4. Investment income and realized and unrealized gain and losses from investment transactions are initially recorded as unrestricted, temporarily restricted, or permanently restricted, based on donor imposed restrictions, if any, and are reflected as net assets released from restrictions in the statement of activities to the extent amounts become available for use during the period. Realized gains and losses are determined using the specific identification method.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014**

Note 2 - Summary of Significant Accounting Policies (Continued)

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Expenses are charged directly to programs and supporting services based on specific identification. No indirect expenses have been allocated to programs.

Donated Services

The Foundation receives a significant amount of donated services from unpaid volunteers who assist in fundraising and special projects. No amounts have been recognized in the statement of activities because the criteria for recognition have not been satisfied.

Federal Income Tax

The Foundation is a non-profit health organization and is exempt from the federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

U.S. GAAP requires the Foundation's management to evaluate tax positions taken by the Foundation and recognize a tax liability if the Foundation has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Foundation and has concluded that as of June 30, 2015 and 2014, there are no uncertain positions taken or expected to be taken that would require recognition or disclosure within the financial statements. The Foundation is subject to audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Management believes that the Foundation is no longer subject to income tax examinations for years prior to 2011.

Use of Estimates

The preparation of financial statements in accordance with U.S. GAAP requires management to make certain estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Reclassifications

Certain amounts in the 2014 financial statements have been reclassified to conform to the current year presentation.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014**

Note 3 - Unconditional Promises to Give

Unconditional promises to give consist of the following at June 30:

	2015	2014
Amounts to be collected within one year	\$ 67,498	\$ 24,420
Amounts to be collected one to five years	150,000	-
Unconditional promises to give	\$ 217,498	\$ 24,420

Note 4 - Fair Values of Financial Instruments

The Foundation has estimated the fair value of financial instruments in accordance with the requirements of fair value reporting. The Foundation utilizes observable market data when available, or models that utilize observable market data. In addition to market information, the Foundation incorporates transaction specific details that, in management's judgment, market participants would utilize in a fair value measurement.

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (exit price). Inputs used in determining fair value are characterized using a hierarchy that prioritizes inputs depending on the degree to which they are observable. The three levels of the fair value hierarchy are as follows:

Level 1 - Quoted prices in active markets for identical investments.

Level 2 - Other significant observable inputs, including quoted prices for similar investments in active markets or in markets not considered to be active.

Level 3 - Inputs that are not observable from objective sources, including the Foundation's own assumptions in determining the fair value of investments.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value on a recurring basis at June 30, 2015 and 2014. There have been no changes in the methodologies used at June 30, 2015 from June 30, 2014.

Mutual funds: Investments in mutual funds are recorded at the underlying price per unit, which approximates fair value based on the publicly quoted market price of these funds.

Certificates of deposit: Valued at amortized cost, which approximates fair value.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014**

Note 4 - Fair Values of Financial Instruments (Continued)

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while management believes the valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables present the Foundation's fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30:

	Investment Assets at Fair Value as of June 30, 2015			
	Level 1	Level 2	Level 3	Total
Mutual funds:				
Value funds	\$ 3,330,500	\$ -	\$ -	\$3,330,500
Intermediate government funds	2,666,929	-	-	2,666,929
Multi-sector bond funds	878,577	-	-	878,577
Multinational intermediate funds	<u>556,269</u>	<u>-</u>	<u>-</u>	<u>556,269</u>
Total mutual funds	7,432,275	-	-	7,432,275
Certificates of deposit	<u>648,078</u>	<u>-</u>	<u>-</u>	<u>648,078</u>
Total investments at fair value	<u>\$ 8,080,353</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$8,080,353</u>

	Investment Assets at Fair Value as of June 30, 2014			
	Level 1	Level 2	Level 3	Total
Mutual funds:				
Value funds	\$ 2,963,368	\$ -	\$ -	\$2,963,368
Intermediate government funds	2,599,619	-	-	2,599,619
Multi-sector bond funds	895,595	-	-	895,595
Growth funds	491,075	-	-	491,075
Multinational intermediate funds	<u>545,625</u>	<u>-</u>	<u>-</u>	<u>545,625</u>
Total mutual funds	7,495,282	-	-	7,495,282
Certificate of deposit	<u>245,161</u>	<u>-</u>	<u>-</u>	<u>245,161</u>
Total investments at fair value	<u>\$ 7,740,443</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$7,740,443</u>

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014**

Note 5 - Scholarships and Programs Payable

Scholarships and programs payable consist of amounts awarded but not paid. The amounts payable of \$319,646 and \$403,084 as of June 30, 2015 and 2014, respectively, are expected to be paid within one year.

Note 6 - Restrictions and Limitation on Use of Net Assets

Unrestricted net assets in the amounts of \$1,229,003 and \$1,058,903 as of June 30, 2015 and 2014, respectively, were available for any purpose and activities of the Foundation.

Temporarily restricted net assets in the amount of \$3,802,389 and \$3,453,837 as of June 30, 2015 and 2014, respectively, were available primarily to fund scholarships. Net assets of \$648,750 and \$416,263 were released from donor restrictions during the years ended June 30, 2015 and 2014, respectively, by incurring expenses satisfying the purpose specified by donors.

Permanently restricted net assets in the amount of \$4,459,441 and \$4,233,305 as of June 30, 2015 and 2014, respectively, consists of perpetual endowments for scholarships. The income from these endowments can be used to fund scholarships.

Note 7 - Related Party Transactions

The College provides the Foundation with employees, professional services and office supplies at no charge. The College also provides office space to the Foundation at no charge. These donated services and facilities are included as contributions and as management and general expense in the statement of activities and for the years ended June 30, 2015 and 2014, amounted to \$454,693 and \$397,120, respectively.

Note 8 - Permanently Restricted Endowments Funds

The Foundation's endowments consist of donor restricted funds. Net assets associated with endowments are classified and reported based on the existence or absence of donor imposed restrictions. The Board of Directors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor restricted endowment funds absent explicit donor stipulations to the contrary.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014**

Note 8 - Permanently Restricted Endowments Funds (Continued)

As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor restricted endowment fund that is not classified as permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by the UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor restricted endowment funds:

- The duration and preservation of the fund;
- The purposes of the Foundation and the endowment fund;
- General economic conditions;
- The possible effect of inflation and deflation;
- The expected total return from income and the appreciation of investments;
- Other sources of the Foundation; and
- The investment policies of the Foundation.

The changes in endowment net assets for the years ended June 30, 2015 and 2014 consisted of the following:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, June 30, 2013	\$ 668,496	\$ 505,219	\$ 3,783,641	\$ 4,957,356
Investment return:				
Investment income	161,252	-	-	161,252
Net appreciation (realized and unrealized)	-	143,518	-	143,518
Contributions	<u>-</u>	<u>-</u>	<u>449,664</u>	<u>449,664</u>
Endowment net assets, June 30, 2014	829,748	648,737	4,233,305	5,711,790
Investment return:				
Investment income	189,007	-	-	189,007
Net depreciation (realized and unrealized)	-	(308,923)	-	(308,923)
Contributions	<u>-</u>	<u>-</u>	<u>226,136</u>	<u>226,136</u>
Endowment net assets, June 30, 2015	<u>\$ 1,018,755</u>	<u>\$ 339,814</u>	<u>\$ 4,459,441</u>	<u>\$ 5,818,010</u>

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014**

Note 8 - Permanently Restricted Endowments Funds (Continued)

The Foundation has adopted an investment and spending policy for the endowment assets that attempts to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. The Foundation's spending and investment policies work together to achieve this objective. The investment policy establishes an achievable return objective through diversification of asset classes. Actual returns in any given year may vary from this amount. To satisfy its long term rate of return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity based investments to achieve its long-term objective within prudent risk constraints.

Over the long term, the Foundation expects its endowment assets to grow based on the current spending policy. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity for a specific term as well as to provide additional real growth through new gifts and investment returns.

Note 9 - Concentrations

Contributions

Donor amounts that exceed 10% of total contributions are considered significant. Two donors comprise approximately 24% of the Foundation's total contributions for the year ended June 30, 2015. At June 30, 2015, an unconditional promise to give totaling \$200,000 is due from one donor and represents 92% of total unconditional promises to give at June 30, 2015.

Credit Risk

Certain financial instruments and cash potentially subject the Foundation to concentrations of credit risk. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in net values of investment securities will occur in the near term and that such change could materially affect the amounts recorded in the statement of financial position. The Foundation's cash deposits at times exceed federal insured limits, but management believes that this risk has been mitigated by the financial strength of the financial institutions in which the deposits are held.

**SAN JACINTO COMMUNITY COLLEGE
FOUNDATION, INC.
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014**

Note 10 - Subsequent Events

Management has evaluated subsequent events through November 11, 2015, the date which the financial statements were available to be issued. Management has determined that no subsequent events require recognition or disclosure in these financial statements.

*** * * End of Notes * * ***

Construction Projects

As of October 31, 2015

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY13-15 Expenditures	FY16 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
Capital Projects											
F13042 - Admin Campus Master Plan	1,730,000	2,685,000	4,415,000	-	18,354	4,357,350	-	4,357,350	4,357,350	39,296	99.11%
Sub-total	1,730,000	2,685,000	4,415,000	-	18,354	4,357,350	-	4,357,350	4,357,350	39,296	99.11%
Repair and Renovation											
F15072 - CC Frels Dividing Wall 355-361	9,700	38,087	47,787	-	-	34,748	6,445	41,193	-	6,594	86.20%
F15073 - CC Hallway Lamp Replacement	9,762	22,300	32,062	-	176	29,824	-	29,824	-	2,062	93.57%
F15083 - CC Bldg 30 Electrical Upgrades	34,847	-	34,847	-	34,847	-	-	-	-	-	100.00%
F16022 - CC Student Center Shades	7,569	-	7,569	-	7,569	-	-	-	-	-	100.00%
F16024 - CC Dormitory Fire Alarm Devices	4,911	-	4,911	-	-	-	-	-	-	4,911	0.00%
F15076 - NC Admin Suite N-7.228	55,839	-	55,839	-	26,902	28,937	-	28,937	-	-	100.00%
F15079 - NC Utilities Tunnel Condition	25,270	-	25,270	-	18,590	6,680	-	6,680	-	-	100.00%
F15088 - NC Baseball BP Facility	39,600	33,579	73,179	-	50,170	420	-	420	-	22,589	69.13%
F15097 - NC Energy Savings Project	43,226	-	43,226	-	937	42,289	-	42,289	-	-	100.00%
F16007 - NC N-1 Lamp Replacement	56,040	-	56,040	-	56,040	-	-	-	-	-	100.00%
F16014 - NC N10.161 & 137 Reno	16,166	-	16,166	-	16,166	-	-	-	-	-	100.00%
F15068 - SC Multi Purpose Gallery	7,910	2,230	10,140	-	3,955	3,955	1,980	5,935	-	250	97.53%
F15071 - Dist Generation Park Analysis Update	9,170	-	9,170	-	2,055	7,115	-	7,115	-	-	100.00%
F15074 - Dist Building Envelop Standard	9,800	-	9,800	-	4,900	4,900	-	4,900	-	-	100.00%
F15086 - Dist Admin West Lights	104,716	3,940	108,656	-	81,492	27,164	-	27,164	-	-	100.00%
F15092 - Dist A1- 211 Workstation	9,600	-	9,600	-	-	2,808	6,622	9,430	-	171	98.22%
F15093 - Dist SBCD Office Renovation	6,265	1,651	7,916	-	1,904	5,858	(1,498)	4,361	-	1,651	79.15%
F15096 - Dist R S Office -CIO	42,410	-	42,410	-	37,254	-	-	-	-	5,156	87.84%
F15098 - Dist Admin West Bldg Parking Lot P2	6,000	600	6,600	-	3,000	3,000	-	3,000	-	600	90.91%
F16023 - Dist Audit Sound Attenuation	7,679	-	7,679	-	7,679	-	-	-	-	-	100.00%
721101 - CC Misc	3,122	-	3,122	-	2,897	225	-	225	-	-	100.00%
F15003 - CC Misc	10,000	-	10,000	-	2,375	2,946	-	2,946	-	4,679	53.21%
CC - Other Projects	5,000	-	5,000	-	3,232	-	750	750	-	1,018	79.64%
NC - Other Projects	5,000	-	5,000	-	-	-	-	-	-	5,000	0.00%
SC - Other Projects	5,000	-	5,000	-	290	-	-	-	-	4,710	5.80%
D - Other Projects	20,000	-	20,000	-	5,123	-	-	-	-	14,877	25.62%
Sub-total	554,602	102,387	656,988	-	367,553	200,869	14,299	215,168	-	74,267	88.70%
Completed Projects											
TOTALS	2,284,602	2,787,387	5,071,988	-	385,907	4,558,219	14,299	4,572,518	4,357,350	113,563	97.76%

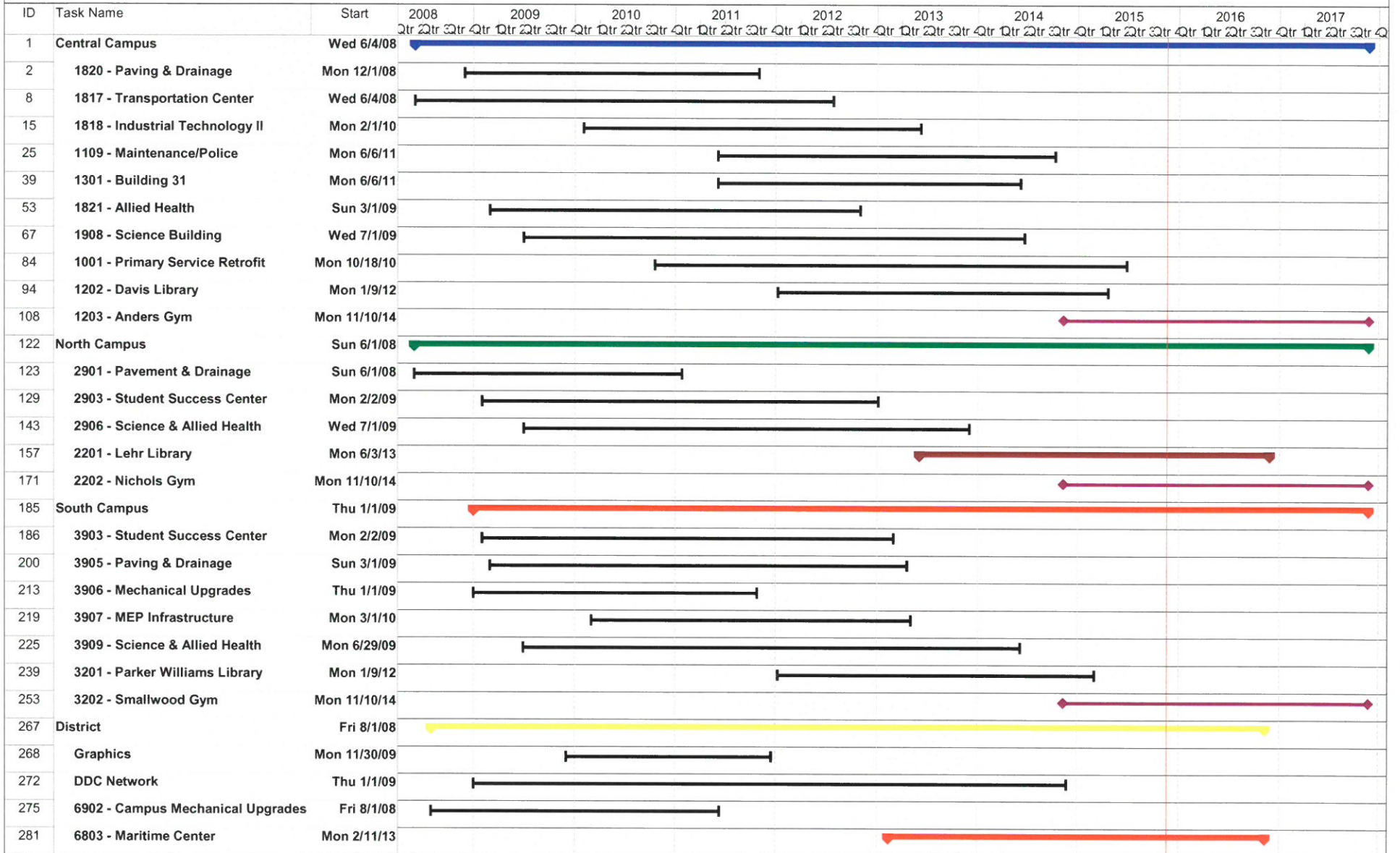
2008 Capital Improvement Program								
As of October 31, 2015								
Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
1001 - CC Primary Service Retrofit	2,774,950	1,742,468	4,517,418	-	9,844	4,470,178	37,396	99.17%
1203 - CC Anders Gym	10,398,474	(9,210,501)	1,187,973	-	-	109,723	1,078,250	9.24%
1102 - CC In-Fill	47,572	1,197,962	1,245,534	-	15,010	1,195,393	35,131	97.18%
1909 - CC Petrochem/Vo Tech Building	-	166,442	166,442	-	100,430	22,512	43,501	73.86%
Sub-total	13,220,996	(6,103,628)	7,117,368	-	125,284	5,797,806	1,194,279	83.22%
North								
2201 - NC Lehr Library	2,022,600	12,026,576	14,049,176	-	4,665,872	8,524,283	859,021	93.89%
2202 - NC Nichols Gym	4,949,996	(4,381,454)	568,542	-	-	18,617	549,925	3.27%
2102 - NC In-Fill	23,086	903,178	926,264	-	39,964	858,461	27,839	96.99%
2402 - NC MET Infrastructure N Library	851,510	(786,417)	65,093	-	-	58,037	7,056	89.16%
Sub-total	7,847,192	7,761,883	15,609,075	-	4,705,836	9,459,398	1,443,841	90.75%
South								
3202 - SC Smallwood Gym	6,919,331	(6,350,774)	568,557	-	-	18,557	550,000	3.26%
3102 - SC In-Fill	23,086	1,326,047	1,349,133	-	54,088	970,387	324,658	75.94%
Sub-total	6,942,417	(5,024,727)	1,917,690	-	54,088	988,944	874,658	54.39%
District								
1828/2814/3817 - D DDC Network	2,190,750	494,572	2,685,322	-	57,221	2,475,974	152,127	94.33%
6803 - Maritime Training Facility	18,000,000	8,433,238	26,433,238	-	3,662,391	21,580,084	1,190,763.75	95.50%
Program Management- 720100	-	1,202,952	1,202,952	-	589,666	11,882	601,404	50.01%
Contingency	19,487,902	(8,474,749)	11,013,152	-	-	-	11,013,152.37	-
Sub-total	39,678,652	1,656,012	41,334,664	-	4,309,278	24,067,940	12,957,447	68.65%
Completed Projects								
1908 - CC Science Building	35,752,627	(148,641)	35,603,986	-	-	35,603,985	-	100.00%
1109 - CC Maintenance & Police Bldg	3,560,360	2,702,048	6,262,408	-	-	6,262,408	-	100.00%
1301 - CC Building 31 Renovation	-	497,887	497,887	-	-	497,887	-	100.00%
1817 - CC Transportation Center	17,333,267	2,998,752	20,332,019	(137,768)	-	20,332,020	-	100.00%
1820 - CC Paving & Drainage	10,490,274	(913,895)	9,576,379	(207,575)	-	9,576,379	-	100.00%
1821 - CC Allied Health Addition	10,568,880	1,189,925	11,758,805	296,549	-	11,758,805	-	100.00%
1202 - CC Davis Library	8,418,096	(155,756)	8,262,340	-	-	8,262,340	-	100.00%
1217 - CC Transportation Center Buildout	-	1,039,383	1,039,383	-	-	1,039,382	-	100.00%
1818 - CC Industrial Tech Buildings	7,758,416	(3,727,679)	4,030,737	-	-	4,030,737	-	100.00%
2401 - NC Outdoor Lighting	13,472	785	14,257	-	-	14,256	-	100.00%
2901 - NC Paving & Drainage	3,142,449	(435,395)	2,707,054	(15,714)	-	2,707,054	-	100.00%
2903 - NC Student Success Center	11,093,580	801,084	11,894,664	(499,063)	-	11,894,664	-	100.00%
2906 - NC Science & Allied Health	42,240,000	(6,014,982)	36,225,018	-	-	36,225,018	-	100.00%
3201 - SC Parker Williams Library	2,449,600	369,372	2,818,972	-	-	2,818,972	-	100.00%
3401 - SC Traffic Signal Relocation	75,988	(25,773)	50,215	-	-	50,215	-	100.00%
3402 - SC Water and Electrical Upgrade	29,305	(5,044)	24,261	-	-	24,261	-	100.00%
3903 - SC Student Success Center	8,220,000	2,074,228	10,294,228	109,650	-	10,294,228	-	100.00%
3905/3911 - SC Paving & Drainage	2,747,068	7,891,993	10,639,061	-	-	10,639,061	-	100.00%
3906 - SC Mechanical Upgrades	1,252,855	(558,604)	694,251	(19,524)	-	694,251	-	100.00%
3907 - SC MEP Infrastructure	4,381,500	283,388	4,664,888	-	-	4,664,889	-	100.00%
3908 - SC Primary Service at New Site	809,625	(809,625)	-	-	-	-	-	-
3909 - SC Science & Allied Health	53,868,525	(6,251,379)	47,617,145	-	-	47,617,145	-	100.00%
6003 - D Graphics	900,000	724,824	1,624,824	-	-	1,624,824	-	100.00%
6902 - D Campus Mechanical Upgrades	1,869,857	518,564	2,388,421	(3,767)	-	2,388,421	-	100.00%
6007 - D Furniture Consultant	335,000	(335,000)	-	-	-	-	-	-
Sub-total	227,310,744	1,710,458	229,021,202	(477,212)	-	229,021,202	-	100.00%
TOTALS	295,000,000	-	295,000,000	(477,212)	9,194,486	269,335,290	16,470,224	94.42%
Fiscal Year 2008 CIP Expenditure	136,403							
Fiscal Year 2009 CIP Expenditure	3,442,083							
Fiscal Year 2010 CIP Expenditure	24,831,811							
Fiscal Year 2011 CIP Expenditure	64,513,921							
Fiscal Year 2012 CIP Expenditure	89,492,069							
Fiscal Year 2013 CIP Expenditure	41,378,480							
Fiscal Year 2014 CIP Expenditure	17,693,910							
Fiscal Year 2015 CIP Expenditure	26,723,926							
Fiscal Year 2015 CIP Expenditure	1,122,687							
Total CIP Expenditure	269,335,290							

2015 Revenue Bond

As of October 31, 2015

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
North - CIT								
North CIT - 904605-722909	47,591,645	-	47,591,645	-	5,315,828	1,215,015	41,060,802	13.72%
Contingency (726900)	2,408,355	-	2,408,355	-	-	-	2,408,355	-
Sub-total	50,000,000	-	50,000,000	-	5,315,828	1,215,015	43,469,157	13.06%

2008 Bond Program



Building Committee Meeting Minutes

December 1, 2015, 4:00 pm,

College Administration East Bldg., Conference Room A1.201

	Attendees:	<p>Members Present: Marie Flickinger, Dan Mims, Keith Sinor</p> <p>Other Trustees Present: John Moon Jr.</p> <p>Others Present: Dean Barnes, Bill Dowell, Randi Faust, Joe Hebert, Brenda Hellyer, Brenda Jones, Bryan Jones, Ann Kokx-Templett, David Laws, Larry Logsdon, Frank Rizzo, Ron Rucker, Janet Slocum</p>
	Agenda Items:	Discussion/Information/Action
I.	Call the Meeting to Order	Meeting called to order at 4:01 p.m. by Marie Flickinger
II.	Roll Call of Committee Members	Roll Call of Committee Members by Marie Flickinger. Dan Mims and John Moon Jr. arrived at 4:45 p.m.
III.	Approval of Minutes from Previous Meeting	Committee reviewed and approved the minutes from the August 25, 2015 meeting.
IV.	Recommended Projects and Delivery Methods which will provide the best value to the College	<p>A. Operating Funds</p> <p>B. Bond Funds</p> <ol style="list-style-type: none"> 1. Approval of Expenditure for Moving Services <ul style="list-style-type: none"> • (Bryan Jones) Approval is requested for an additional \$150,000 required for moving services needed to support projects. The College uses Clark Duncan and Morris currently and are pleased with their work. • (Larry Logsdon) The College has had good experiences and positive feedback using Clark, Duncan and Morris. • (Joe Hebert) Clark, Duncan and Morris is prompt and efficient. 2. Approval of the North Campus Center for Industrial Technology (CIT) Guaranteed Maximum Price (GMP) – Phase II <ul style="list-style-type: none"> • (Bryan Jones) Work included in the Phase I GMP is underway. The approval presented for consideration today is second phase of three for the North Campus Center for Industrial Technology. The second Phase is \$8,047,150 and includes structural steel and concrete. • (Brenda Hellyer) The total construction cost estimates for all phases are still within budget.

Building Committee Meeting Minutes

December 1, 2015, 4:00 pm,

College Administration East Bldg., Conference Room A1.201

		<ul style="list-style-type: none">• (Keith Sinor) Phase II work will be completed in 120 days?• (Bryan Jones) Yes.• (Marie Flickinger) We will spend \$8 million in 120 days?• (Bryan Jones) Yes, we will complete work and purchase construction materials in this amount.• (Frank Rizzo) This Phase II GMP provides for the purchase of structural steel and concrete for the North CIT project and is required in order to stay on schedule.• (Keith Sinor) How much was approved for Phase I?• (Frank Rizzo) The total for Phase I was approximately \$4.26 million. The actual construction number estimated for Phase II is \$7.70 million. Including soft costs, fees and general conditions brings the total to \$8.05 million. The Phase III GMP budget estimate is \$23 million. We are confident that we will come in within budget.• (Keith Sinor) What has been the effect of the phased GMP approach on the total price?• (Frank Rizzo) It has had some effect. This was done to accelerate overall building construction schedule.• (Keith Sinor) How much do you think that would be?• (Frank Rizzo) I don't want to guess. But I could get the figures to you in a few days if wanted.• (Bryan Jones) Considering benefits of the accelerated schedule, such as earlier opening of the building to serve students, we feel that the small added cost is a good investment.• (Keith Sinor) I don't doubt that.• (Frank Rizzo) The site work already approved and underway is on schedule, although the rain has slowed progress.• (Bryan Jones) This building is designed with a structural slab, which is more robust and resists the shifting, expansive soil. We have done this with other buildings constructed in the 2008 Bond program with good results.• (Frank Rizzo) The soil is highly expansive. The structural slab is supported with piers to allow for shifts in the soil with no impact to the building
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Building Committee Meeting Minutes

December 1, 2015, 4:00 pm,

College Administration East Bldg., Conference Room A1.201

		<p>foundation.</p> <ul style="list-style-type: none">• (Bryan Jones) Furniture, Fixture and Equipment are all being specified and costs estimated at this point. Dr. Rucker has been working with the various vendors to get pricing for these items.• (Ron Rucker) We are working diligently to get the best of products and pricing for the College.• (Brenda Hellyer) We have also been working on donations to help offset some of these costs. Allison Diesel has already donated a \$95,000 diesel engine trainer. <p>3. Rizzo & Associates Added Services for North CIT Project</p> <ul style="list-style-type: none">• (Bryan Jones) In May of 2014, a request was made for approval of Rizzo & Associates as program manager with a limited scope for the North CIT project. Consideration is requested at this time for added program management services, which will provide for the full scope of the project.• (Brenda Hellyer) Frank and Ron have estimated the fees associated with completing the project at \$242,835 for a total of \$412,835.• (Bryan Jones) An estimate of the remaining fee and reimbursable expense has been developed. Reimbursables are estimated at \$215,038. Funding will be provided by revenue bonds.• (Marie Flickinger) With Dr. Hellyer overseeing the cost of these projects, we trust her diligence and believe that this action in the best interest of the College. <p>4. Acceptance of Substantial Completion for Maritime Technology & Training Center</p> <ul style="list-style-type: none">• (Bryan Jones) The Maritime Technology and Training Center is in the final stages of completion and approval of Substantial Completion is recommended. Minor items are still to be worked, but these have been identified and will be taken care of in the coming weeks.• (Brenda Hellyer) Grand opening for the building is scheduled for March 8, 2016. The building is beautiful. Our insurance company has been looking at the project to make sure we are covered properly
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Building Committee Meeting Minutes

December 1, 2015, 4:00 pm,

College Administration East Bldg., Conference Room A1.201

		<p style="text-align: center;">before we open the building. There is a concern about the pool and possibly installing a taller fence or covering the pool.</p>
<p>V.</p>	<p>Projects Updates</p>	<p>A. 2008 Bond Funds</p> <p>1. Financial Reports</p> <ul style="list-style-type: none"> • (Brenda Hellyer) We are continuing to close projects as they are completed. Additionally, Bryan, Frank and Ron are working with each campus to develop scopes for each of the three gyms and determine what needs to be patched and painted. • (Marie Flickinger) Question on project number 3908. It looks like the funds have not been used completely. • (Brenda Hellyer) This item is in the closed projects category and is completed. • (Marie Flickinger) Shouldn't this show 100%? • (Frank Rizzo) Funds were used and this project was moved into other work at South. Basically we reallocated this budget into the other project. • (Marie Flickinger) Shouldn't there be an asterisk by this? • (Brenda Hellyer) We will add one. • (Bryan Jones) Also we have been working with Dunn Construction to repair leaks that have become apparent with the South Science and Allied Health Building. They are working diligently on this issue. They have taken responsibility for the workmanship quality and are working closely with the College. <p>2. Revenue Bond</p> <ul style="list-style-type: none"> • (Bryan Jones) A new financial report is provided for review. (No questions or comments.) <p>3. Project Schedule</p> <ul style="list-style-type: none"> • (Bryan Jones) Project schedule is provided for review. (No questions or comments.)

Building Committee Meeting Minutes

December 1, 2015, 4:00 pm,

College Administration East Bldg., Conference Room A1.201

		<p>4. Construction Reports</p> <p>A. North Campus Library</p> <ul style="list-style-type: none">• (Frank Rizzo) We are working on the interior of the building. Water leak testing was completed a couple of weeks ago and no leaks were found. We are ahead of schedule right now by about two months.• (Ron Rucker) We are in the process of moving the books from the old library. The book shelving end panels will be removed on January 4th. Beginning January 25th, new panels and the books will be moved, and on February 1st the new furniture will be moved into the new library. After that, the repurposed furniture will be added. We will be meeting with IT on Friday to develop a schedule for the move. Complete move in with staff is planned for February 29th.• (Brenda Hellyer) The new building changes the appearance of the campus and looks very nice. <p>B. North Campus Center for Industrial Technology</p> <ul style="list-style-type: none">• (Frank Rizzo) Phase II is ready to begin as soon as approved. Schedule for building completion is October 2016.• (Bryan Jones) We have been working with the architect to make sure this building will complement other College buildings on campus.• (Brenda Hellyer) I have an update scheduled on this building on Thursday. <p>C. Maritime Training and Technology Center</p> <ul style="list-style-type: none">• (Frank Rizzo) Staff are moving in. We are working on fine tuning systems and punch list items. This should be completed by the end of the year.• (Ron Rucker) Furniture and equipment is about 98 percent complete. Relocation of the simulators was coordinated by many people and went smoothly. Galley equipment is scheduled for final inspection January 4th and we will be ready for classes to begin on January 19th. <p>D. Gymnasiums</p> <p>(Frank Rizzo) We have met with all three Athletic</p>
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Building Committee Meeting Minutes

December 1, 2015, 4:00 pm,

College Administration East Bldg., Conference Room A1.201

		<p>Directors and are working up the scope of each gymnasium renovation to match the respective budget. We should have it completed by early February. Bids should be available by end of February. At that time, we will come back to you for approval of the project estimated total cost.</p> <p>B. Operating Funds</p> <ol style="list-style-type: none">1. South Campus Multipurpose Gallery<ul style="list-style-type: none">• (Bryan Jones) We have received bids for flooring and lighting for the campus gallery.• (Brenda Hellyer) This was initiated from the campus, it has been discussed several times over the course of approximately 5-7 years. The dollar amount has been scaled back to allow for the campus to assess usage and demand. I would like Brenda Jones to discuss why this is so important to the campus.• (Brenda Jones) This gallery keeps with the College's vision to support student success. Plans include designating a campus curator, holding art tours for local ISD's, helping support art curator internships and scholarships, and working side by side with artists for exhibit of art work are part of this proposal. We also want to draw more of the community to the campus and enhance recruitment.• (Brenda Hellyer) This is a campus priority and it has been determined that the flooring and lighting should be done first. Lighting is estimated at \$55,000 and flooring at \$15,000, for a total of \$70,000. Of the three campuses, the South Campus has the largest enrollment in the Arts.• (Marie Flickinger) What is the status of the music department?• (Brenda Hellyer) All music was moved to Central Campus.• (Marie Flickinger) From what I hear from the local schools, music is preferred over art at South Campus.• (Brenda Hellyer) I cannot justify keeping a course if we do not have the enrollment. I will ask Brenda Jones to follow-up with data.
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Building Committee Meeting Minutes

December 1, 2015, 4:00 pm,

College Administration East Bldg., Conference Room A1.201

		<ul style="list-style-type: none">• (Marie Flickinger) I like the idea to start small and make sure the gallery is successful.• (Keith Sinor) What is the utilization planned for this room?• (Brenda Jones) Many departments are wanting to use this space. We see having quarterly shows with at least one being multi-disciplinary.• (Keith Sinor) How big is the room?• (Bryan Jones) Approximately 2000 square feet.• (Marie Flickinger) Promotion of this room and its activities should be carried out. The community needs to know about events.• (Keith Sinor) How would you deem this a success?• (Brenda Jones) Plans are to track everything that takes place in this space. We want to know internal and external attendance. I will have the curator report activity in the space monthly.• (Brenda Hellyer) We anticipate this request being made at the December 2015 Board Meeting. <p>2. North Batting/Pitching Practice Facility</p> <ul style="list-style-type: none">• (Bryan Jones) We have been working with IBI architects on the practice facility. We recently reviewed the design and recommended changes which the MEP designer is incorporating.• (Brenda Hellyer) The HVAC design was based on the standards for a College building rather than a baseball practice facility. Additionally, much of the HVAC work will be donated so we needed to define scope based on those expectations.• (Keith Sinor) What are you anticipating the cost to be?• (Brenda Hellyer) Right now we have over \$200,000 in cash donations made to the College. We also have HVAC and electrical contractor commitments in donated materials and labor. After all work is complete, and donations taken out, we estimate College out of pocket costs to be in the \$200,000 range, but we will continue to try to limit expenditures.
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Building Committee Meeting Minutes

December 1, 2015, 4:00 pm,

College Administration East Bldg., Conference Room A1.201

VI.	2015 Bond Program Development	<p>Center for Petrochemical, Energy, & Technology</p> <ul style="list-style-type: none"> • (Bryan Jones) Facilities Programming is almost complete with the programming project for the petrochem project. We are also working with IBI Architects to help determine location options and a campus siting plan. Once that is established, we will be ready to move forward with the design. Also, we are working with ACR Engineering on philosophy of infrastructure improvements coming with the 2015 Bond program. • (Brenda Hellyer) Ann Kokx-Templet and I have been working with Clarence Grier to determine parameters and timing for bond sales. We are also working with our consultant, Randy Boeding, on naming rights and options for several components of the petrochem building. Allatia Harris is working with former process technology students to get input on the transition from the classroom to the workplace and suggestions for improvements • (Keith Sinor) Asking a question about North Library – what are the plans for the old building? • (Brenda Hellyer) It will be torn down. The demolition is budgeted in the 2015 bond program. The site will probably be used for the new Cosmetology and Culinary Building.
VII.	Facilities Measures & Reports	<ul style="list-style-type: none"> • (Bryan Jones) Quality Assurance metrics are included in your report. (No comments or questions were made.)
VIII.	Adjournment	Marie Flickinger adjourned the meeting at 4:56 p.m.
	Next Meeting:	January 19, 2015

SAN JACINTO COLLEGE DISTRICT
Finance Committee Meeting
Minutes
December 1, 2015

Members Present: John Moon, Jr., Larry Wilson, Dr. Ruede Wheeler, and Dan Mims

Members Absent: None

Other Trustees Present: Marie Flickinger and Keith Sinor

Others Present: Brenda Hellyer, Lori Barbay and Linda Torres

- I. The meeting was called to order at 5:02 p.m. by Dr. Ruede Wheeler, chairman of the committee.
- II. Roll Call of the Committee Members by Dr. Wheeler
 - a. Dan Mims, present.
 - b. John Moon, Jr., present.
 - c. Larry Wilson, present – joined Executive Session at 5:28 p.m.
 - d. Other Trustees present: Marie Flickinger and Keith Sinor

III. **Adjournment to closed or executive session 5:05 p.m. pursuant to Texas Government Code Section 551.072 & 551.074 the Texas Open Meetings Act, for the following purposes:**

Real Estate

- a. For the purpose of discussing the purchase, exchange, lease or value of real property.

Personnel Matters

- b. 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.

IV. **Reconvened in Open Meeting at 5:38 p.m.**

- V. Dr. Wheeler presented the minutes from the July 21, 2015, Finance Committee Meeting. A motion was made by Larry Wilson to accept the minutes as presented, seconded by John Moon.

VI. Review and Discuss Employee Exit Processing Follow-Up Audit

- a. Linda Torres reviewed the June 30, 2015, follow-up report of the Employee Exit Processing. Ms. Torres stated the process has much improved since the original audit was performed on October 23, 2012. She shared follow-up results with the committee as outlined in the report.
- b. Internal Audit recommendations and management corrective action plans noted in the follow-up audit were:
 - i. Workflow activity reports should be developed and monitored by the Human Resources Department frequently to ensure that notification of emails have been submitted to all applicable departments for each exiting employee. Workflow Activity Reports will be written and placed into the reporting tool (Argos) to use

- for monitoring the Exit Workflows.
- ii. Develop reports to monitor EPAF and Workflow synchronization as well as determine Workflow status in order to comply with the three-day exit checklist completion procedure.
 - iii. Within Workflow, the completion of the exit checklist for exiting employees should be modified as a required item before Workflow is allowed to close. Automation will be built in to the Workflows to require completion of checklists, and Human Resources and IT will research the capability of programmatically sending reminders to leaders who have not completed the current step within a specified time limit.
 - iv. Consider the addition of part-time (including adjunct) employees to the College's exit Workflow process. This process will ensure timely notification to all departments of employee terminations and eliminate human errors. Human Resources will explore the option of including part-time staff and adjunct faculty to the Workflow process.
 - v. Consider implementing an automated process which would disable information technology access, including Banner, on the last date of employment. ITS Enterprise Application Development and Systems Administration concur with Internal Audit's recommendation and will implement all aspects of this recommendation.
 - vi. The Purchasing Department should develop a process to deactivate former employees from the Vendor Master File. Since students are often part-time employees and must remain in the Vendor Master File in order to receive financial aid and tuition reimbursements, it is important to clearly identify and exclude students. Exiting employees will be cross-referenced with active vendor files, and if found, will be deactivated thirty days following the scheduled departure date to ensure accounts payable can make any final payments to the employee if necessary.
 - vii. The Purchasing Department should develop a process for the disabling of mobile technology resources upon the termination of employees and coordinate with college departments regarding the disposition of mobile hardware. Service (access) will be deactivated effective the employee's leave date, or earlier if requested by the approving authority. Purchasing staff will be solely responsible for this function.

VII. Review and Discuss Annual Internal Audit Report

- a. Ms. Torres shared the Summary of FY 2015 Internal Audit Work and Proposed FY 16 Audit Plan.
- b. The report outlines the audits, follow-up audits, projects, unplanned projects, reviews, and the consulting activities performed during fiscal year 2015.
- c. The report also includes the Proposed 2015-16 Audit Plan identifying the areas to be audited.

VIII. Harris County Appraisal District Board of Trustees Nominees

- a. Dr. Hellyer discussed the Harris County Appraisal District nomination for board candidates. Community college district nominees are David Janda and Katherine (Toni) Trumbull.

Finance Committee Meeting Minutes

December 1, 2015

Page 3

- b. The committee made the recommendation to nominate David Janda based on his association with San Jacinto College taxing district (i.e., trustee with La Porte Independent School District and a teacher at Pasadena Independent School District).
- c. This will be an action item on the December 14, 2015, Board of Trustees agenda.

IX. Adjournment a 6:02 p.m.

Action Item “IX”
Regular Board Meeting December 14, 2015
Consideration of Approval of Amendment to the 2015-2016 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve an amendment to the 2015-2016 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grant activity is ongoing as amendments to currently active grants are processed and new grants are awarded. In order to fund the objectives of the grants, grant operating budgets must be established in a timely manner. This request for a budget amendment reflects the additions to restricted revenues and restricted expenses as a result of amendments and new awards received during the month of November 2015.

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 the additionally funded award amounts.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$171,928, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-12-14-15
Attachment 2- Grant Detail-12-14-15

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Michael Lee Moore	281-998-6162	michael.moore@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
December 14, 2015

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education / Texas Higher Education Coordinating Board / RAND Corporation -</u>					
<u>Holistic Advising Continuous Improvement Study (New Grant)</u>					
Federal Grant Revenue	538426	56700	554100	110000	(80,000)
Instructional Supplies - Consumable	538426	56700	711110	460911	<u>80,000</u>
					\$ -
<u>U.S. Department of Education / Texas Higher Education Coordinating Board - Carl Perkins Career and</u>					
<u>Technical Education -Basic Grant (Additional Funds)</u>					
Federal Grant Revenue	528421	56700	554100	110000	(21,928)
Operating Supplies - Consumable	528421	56700	711410	460911	20,884
Indirect Costs	528421	56700	731500	620909	<u>1,044</u>
					-
<u>J. P. Morgan Chase Foundation - Great Jobs=Great Careers=Your Future: High School to</u>					
<u>College to Transition Program (New Grant)</u>					
Local Grant Revenue	571038	56700	554300	110000	(70,000)
Non- Instr Labor Staff	571038	56700	612000	460926	20,332
Stipends- Bilingual	571038	56700	614320	460926	186
Stipends- Acting	571038	56700	614330	460926	1,571
PT - Institutional	571038	56700	614100	460926	1,900
Benefits	571038	56700	650000	460926	7,561
Contractual Svcs- Consultant	571038	56700	731260	460926	5,500
Operating Supplies- Consumable	571038	56700	711410	460926	2,000
Contractual Svcs - Printing	571038	56700	731330	460926	1,000
Contr Svcs- Catering/Meals	571038	56700	731270	460926	7,000
S/A- Stipends	571038	56700	751140	520235	7,500
S/A Departmental Scholarships T&F	571038	56700	751009	520235	<u>15,450</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

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

December 14, 2015 Board Book – Grant Amendments Detail List

U.S. Department of Education / Texas Higher Education Coordinating Board / RAND Corporation – Holistic Advising Continuous Improvement Study (New Grant)

This project is funded by the Institute of Education Sciences within the U.S. Department of Education. The purpose of this grant project is to develop a clear approach to holistic advising, to assist with development of a logic model for implementation and monitoring, and to use evidence to improve the holistic advising practices during each of the four years of the project. Holistic advising takes into account students' personal, social, financial, emotional, developmental, cultural, and ethnic issues to more adequately align program requirements and class scheduling.

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

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

J. P. Morgan Chase Foundation - Great Jobs = Great Careers = Your Future: High School to College to Transition Program (New Grant)

This program continues the work of last year's grant from J. P. Morgan Chase Foundation and was contingent upon quality results, timely reporting, and reapplication for the program. The grant provides a specialized template of services to students in the San Jacinto Community College District service area. The services are designed to help high school juniors and seniors and their families make informed and positive choices for college and careers. Participants include high school juniors and seniors, their families, and high school guidance counselors. A series of presentations, will utilize the grant-created materials to educate students and parents and facilitate student enrollment, course/career selection, and scholarships and financial aid applications. The sessions will also provide additional acclimation to the new college environment.

Action Item “X”
Regular Board Meeting December 14, 2015
Consideration of Approval of the Memorandum of Agreement for
Articulation With Tarleton State University

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the memorandum of agreement for articulation with Tarleton State University, Stephenville, Texas.

BACKGROUND

Tarleton State University is a public, coeducational, state university located in Stephenville, Texas, and is a member of the Texas A&M University System. Tarleton is a growing institution known for its internationally recognized agriculture, nursing, music, medical technology, and teacher education programs.

IMPACT OF THIS ACTION

This memorandum of agreement outlines three areas for expanding the existing partnership between San Jacinto College (SJC) and Tarleton State University (TSU). The intent is to build cooperative programs designed to promote the success of students attending both institutions. This agreement will facilitate access to higher education and provide San Jacinto College students with more transfer options. The three areas of the agreement include the following:

- 1) Program Specific Agreements
- 2) TWO-STEP Program Agreements
- 3) Reverse Transfer Statement

The purpose of Program Specific Agreements is to facilitate both the articulation of credit and transfer of students and add value to their educational experiences. SJC and TSU will work toward a goal of PSAs for all SJC Associate of Arts (AA) and Associate of Science (AS) degrees for which TSU has a baccalaureate counterpart. The purpose of the Tarleton Workforce Opportunities through Seamless Transitions and Educational Partnerships (TWO-STEP) program agreements is to facilitate the articulation of credit and transfer of Associate of Applied Science (AAS) degrees in technical programs for which TSU has an appropriate bachelor’s degree. The TSU Reverse Transfer statement allows students to transfer coursework from TSU back to SJC to complete requirements for an associate degree.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

None.

MONITORING AND REPORTING TIMELINE

This memorandum of agreement shall have a term of three (3) years, with the effective dates being January 1, 2016 through December 31, 2018. This agreement may be renewed for an additional one (1) year term, but not to exceed a total of five (5) years, upon the written mutual consent of both parties. Either party may terminate this Agreement upon 180 days advance

**Action Item “X”
Regular Board Meeting December 14, 2015
Consideration of Approval of the Memorandum of Agreement for
Articulation With Tarleton State University**

notice, in writing, to the other party.

ATTACHMENTS

Attachment 1—Memorandum of Agreement

RESOURCE PERSONNEL

Laurel V. Williamson	281-998-6182	laurel.williamson@sjcd.edu
Catherine O’Brien	281-998-6318	catherine.obrien@sjcd.edu

MEMORANDUM OF AGREEMENT

San Jacinto Community College District

and

Tarleton State University

This Memorandum of Agreement (hereinafter "MOA") is made by and between San Jacinto Community College District, a public junior college and political subdivision of the State of Texas (hereinafter "SJCD"), and Tarleton State University, a member of the Texas A&M System, and an agency of the State of Texas, with its primary offices located in Stephenville, Texas (hereinafter "TSU").

In order to be responsive to the needs of a growing student constituency, SJCD and TSU seek to establish a collaborative relationship. This MOA describes SJCD's and TSU's partnership as building cooperative programs designed to promote the success of students and facilitate access to higher education.

This MOA outlines three areas (hereinafter "Programs") in which to expand SJCD's and TSU's existing partnership by building cooperative programs designed to promote the success of students attending both academic institutions and facilitate access to higher education in the common geographical service region. These areas include:

- 1) Program Specific Agreements
- 2) TWO-STEP Program Agreements
- 3) Reverse Transfer Statement

Program Specific Agreements (PSAs)

The purpose of PSAs is to facilitate both the articulation and transfer of students and add value to their educational experience. SJCD and TSU will work toward a goal of PSAs for all Associate of Arts (AA) and Associate of Science (AS) degrees at SJCD for which TSU has a baccalaureate counterpart. The PSAs will be designed to maximize the amount of academic course work completed at SJCD that can be applied to a TSU baccalaureate degree, providing students with economic incentives that encourage access and success in their higher education endeavors. These PSAs will be available on a web page hosted on TSU's website and maintained by a designated academic representative of both institutions. This page will be accessible from internet home pages of both institutions, ensuring availability to the students, counselors and advisors of both academic institutions.

TWO-STEP Program Agreements

The purpose of the Tarleton Workforce Opportunities through Seamless Transitions and Educational Partnerships (TWO-STEP) program agreements is to facilitate the articulation and transfer of Associate of Applied Science (AAS) degrees and/or technical courses to a Bachelor's degree program. TSU offers the following degree programs that are interdisciplinary in nature and allow students to transfer a block of technical courses from SJCD: the Bachelor of Applied Arts and Sciences (BAAS), the Bachelor of Applied Technology (BAT), Bachelor of Applied Science (BAS), and the Bachelor of Science in Applied Science (BSAS). The BAAS and BSAS allow the student to apply vocational or technical training to his/her degree program while the BAT typically requires the student to have completed an associate's degree in an appropriate technical field. Students in these degree programs must meet all TSU requirements that are established as conditions for baccalaureate degrees unless specific waivers have been approved. These include, but are not restricted to, general education requirements, residency requirements, and upper-level hour requirements. Students in these degree programs may not get a minor in any support area required for the degree. The TWO-STEP Agreements will be available on a web page hosted on TSU's website and maintained by a designated academic representative of both institutions. This page will be accessible from internet home pages of both institutions, ensuring availability to the students, counselors and advisors of both academic institutions.

Reverse Transfer Statement

“Reverse Transfer” allows students to transfer coursework from Tarleton State University back SJCD to complete requirements for an associate’s degree. This program is specifically designed to allow students to receive the advantages pursuant to completion of the associate’s degree when they leave SJCD prior to degree completion. Tarleton State University and SJCD will develop a reverse transfer process to provide students with the opportunity to complete the associate’s degree while working on their Tarleton State University bachelor’s degree. Student records will be exchanged between Tarleton State University and SJCD for this purpose, strictly adhering to all privacy regulations and ensuring compliance with House Bill 3025.

Provisions for Agreement Implementation, Maintenance and Revision:

The Provost and Executive Vice President for Academic Affairs at TSU and Associate Vice President of Academic Outreach at SJCD will:

1. Designate a contact person at each institution to oversee implementation of this Agreement.
2. Review the Agreement and make recommendations to the respective individuals named above for its termination or expansion.

To become effective, all agreements with respect to a Program (each a “Program Agreement”) must be reduced to writing and executed by authorized representatives of both SJCD and TSU. In the event of conflict between a Program Agreement and this MOA, this MOA shall govern.

Provisions for Agreement Initiation, Renewal and Termination:

This MOA shall have a term of three (3) years, with the effective dates being January 1, 2016 through December 31, 2018. This MOA may be renewed for an additional one (1) year term, but not to exceed a total of five (5) years, upon the written mutual consent of both parties. Either party may terminate this Agreement upon 180 days advance notice, in writing, to the other party. In the event of termination, TSU agrees to ensure students seeking admission, enrolled, or newly accepted into a Program governed by this MOA prior to the effective termination date will be given the opportunity to complete their Program under the terms of this MOA and any applicable Program Agreement.

Miscellaneous:

- A. Assignability: Neither Party may assign its rights or duties under this Agreement nor any Program Agreement without the prior written consent of the other Parties.
- B. Amendments to this MOA or any Program Agreement must be in writing and signed by an authorized representative of each Party.
- C. Notice: Any notice, demand, or communication required, permitted, or desired to be given under this Agreement, shall be deemed effectively given when delivered personally, sent by telecopy, or mailed by prepaid Certified Mail, return receipt requested, addressed to the Party at the following addresses:

TSU: Tarleton State University
Attn: Dr. Anthony Edwards
Box T-0008
Stephenville, TX 76402

With a copy to: Tarleton State University
Attn: Contract Specialist
Box T-0600
Stephenville, Texas 76402

SJCD: Dr. Brenda Hellyer
Chancellor
San Jacinto College District
8060 Spencer Hwy
Pasadena, TX 77505

- D. **Enforceability:** Should any provision of this Agreement be held invalid or unconstitutional by a government body or court of competent jurisdiction, that holding shall not diminish the validity of any other provision of this Agreement.
- E. This Agreement shall be governed by and interpreted in accordance with the laws of the state of Texas. Venue for any dispute arising out of this Agreement shall be in Erath County, Texas in accordance with Section 85.18 of the Texas Education Code.
- F. It is expressly agreed and understood between the parties that nothing contained herein shall be construed to constitute a waiver by either SJCD or TSU of its right to claim such exemptions, privileges, and immunities as may be provided by law.
- G. **Construction:** Common nouns and pronouns and all other terms shall be deemed to refer to the masculine, feminine, neuter, and singular and/or plural, as the identity of the person or persons, firm, or association may in the context require.
- H. **Binding Effect:** The provisions of this Agreement shall inure to the benefit of, and shall be binding upon the heirs, personal representatives, successors, assigns, estates, and legatees of each of the parties.
- I. **Multiple Copies:** This Agreement and its Amendments, if any, shall be in writing and may be executed in multiple copies. Each multiple copy, if any, shall be deemed an original, but all multiple copies together shall constitute one and the same instrument.
- J. **Waiver of Breach:** The waiver by either Party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision.
- K. **Force Majeure:** Each party shall be excused from any breach of this Agreement which is proximately caused by government regulation, war, strike, act of God, or other similar circumstance normally deemed outside the control of well-managed businesses.
- L. **Entire Agreement:** This Agreement constitutes the Entire Agreement between the Parties hereto with respect to the subject matter hereof and supersedes all previous or contemporaneous agreements, understandings or negotiations between the parties.
- M. No financial implications concerning the transfer or exchange of cash, equipment, or real estate is intended or implied by this agreement. SJCD and TSU are separate and independent institutions of higher education and intend to remain so. The administrators of SJCD and TSU are authorized to prepare and implement plans of action and procedures necessary to effect this agreement.

- N. Any materials produced and distributed by SJCD and/or TSU which uses the name, image, likeness or specifically references this agreement or makes any general representation regarding each other's institution must be approved by the respective party in writing prior to its use. Each of the parties shall remain the sole owner of all rights in and to its respective name, tradenames, trademarks, service marks, trade secrets, patents and other intellectual property rights, as the same now exist or as they may hereafter be modified in the future by either party during the term of this Agreement (collectively, the "Intellectual Property Rights").

IN WITNESS WHEREOF, the Parties have executed this Agreement in duplicate originals effective as of the date and year first above written.

Tarleton State University

San Jacinto College District



Karen R. Murray
kforeman@tarleton.edu

10/28/2015

Dr. Karen R. Murray

Date

Dr. Brenda Hellyer

Date

Action Item “XI”
Regular Board Meeting December 14, 2015
Consideration of Approval to Adopt the Multidisciplinary Studies
Associate Degrees as Required by Senate Bill 1189

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees adopt the multidisciplinary studies associate degrees as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

BACKGROUND

Senate Bill 1189, passed by the 84th Legislature, Regular Session, requires the governing board of each public junior college to establish a multidisciplinary studies associate degree program. The requirement applies to each college in a district which for San Jacinto College would be our three main campuses. The legislation calls for a multidisciplinary studies associate degree program which requires students

- (a) to successfully complete the college’s core curriculum; and
- (b) to meet with an academic advisor prior to the start of the semester or term immediately following the term the student successfully completes a cumulative total of 30 or more semester credit hours; and
- (c) in consultation with an academic advisor, complete a degree plan that accounts for all remaining credit hours to complete the degree program to transfer to a field of study or major at a university of the student’s choice.

The Texas Higher Education Coordinating Board adopted rules specific to multidisciplinary studies associate degree programs at its regular meeting on October 22, 2015. The rules are contained in Texas Administrative Code, Title 19, Part 1, Chapter 9, Subchapter L, § 9.550-9.555.

IMPACT OF THIS ACTION

San Jacinto Community College implemented these degrees, effective Fall 2014. This action is documenting the Board’s official adopting of these degrees as the College’s multidisciplinary degrees as mandated by the State of Texas.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

None.

MONITORING AND REPORTING TIMELINE

The adoption of multidisciplinary degrees must be reported to the Texas Higher Education Coordinating Board by February 29, 2016.

Action Item “XI”
Regular Board Meeting December 14, 2015
Consideration of Approval to Adopt the Multidisciplinary Studies
Associate Degrees as Required by Senate Bill 1189

ATTACHMENTS

- Attachment 1 – Certification of Multidisciplinary Degree–Behavioral Social Science
- Attachment 2 – Certification of Multidisciplinary Degree–Biological and Physical Sciences
- Attachment 3 – Certification of Multidisciplinary Degree–Communications
- Attachment 4 – Certification of Multidisciplinary Degree–Computer Science
- Attachment 5 – Certification of Multidisciplinary Degree–Fine Arts
- Attachment 6 – Certification of Multidisciplinary Degree–Physical Sciences

RESOURCE PERSONNEL

Laurel V. Williamson	281-998-6182	laurel.williamson@sjcd.edu
Catherine O’Brien	281-998-6318	catherine.obrien@sjcd.edu

(Your College Letterhead)

December 15, 2015

Rex C. Peebles
Assistant Commissioner
Academic Quality and Workforce
Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711

Dear Dr. Peebles:

I certify, as chair of the governing board of San Jacinto Community College District, that the board adopted CIP Code 301701 and CIP Code Title Behavioral Sciences as the multidisciplinary studies associate degree program as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

(Signed)

Dan Mims
Chairman, Board of Trustees

(Date)

Attachment 2

(Your College Letterhead)

December 15, 2015

Rex C. Peebles
Assistant Commissioner
Academic Quality and Workforce
Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711

Dear Dr. Peebles:

I certify, as chair of the governing board of San Jacinto Community College District, that the board adopted CIP Code 400101 and CIP Code Title Biological and Physical Sciences as the multidisciplinary studies associate degree program as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

(Signed)

Dan Mims
Chairman, Board of Trustees

(Date)

Attachment 3

(Your College Letterhead)

December 15, 2015

Rex C. Peebles
Assistant Commissioner
Academic Quality and Workforce
Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711

Dear Dr. Peebles:

I certify, as chair of the governing board of San Jacinto Community College District, that the board adopted CIP Code 230101 and CIP Code Title English Language and Literature, General as the multidisciplinary studies associate degree program as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

(Signed)

Dan Mims
Chairman, Board of Trustees

(Date)

(Your College Letterhead)

December 15, 2015

Rex C. Peebles
Assistant Commissioner
Academic Quality and Workforce
Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711

Dear Dr. Peebles:

I certify, as chair of the governing board of San Jacinto Community College District, that the board adopted CIP Code 110201 and CIP Code Title Computer Programming/Programmer, General as the multidisciplinary studies associate degree program as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

(Signed)

Dan Mims
Chairman, Board of Trustees

(Date)

(Your College Letterhead)

December 15, 2015

Rex C. Peebles
Assistant Commissioner
Academic Quality and Workforce
Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711

Dear Dr. Peebles:

I certify, as chair of the governing board of San Jacinto Community College District, that the board adopted CIP Code 500101 and CIP Code Title Visual and Performing Arts as the multidisciplinary studies associate degree program as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

(Signed)

Dan Mims
Chairman, Board of Trustees

(Date)

(Your College Letterhead)

December 15, 2015

Rex C. Peebles
Assistant Commissioner
Academic Quality and Workforce
Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711

Dear Dr. Peebles:

I certify, as chair of the governing board of San Jacinto Community College District, that the board adopted CIP Code 400101 and CIP Code Title Physical Sciences as the multidisciplinary studies associate degree program as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

(Signed)

Dan Mims
Chairman, Board of Trustees

(Date)

Action Item "XII"
Regular Board Meeting December 14, 2015

Consideration of Approval of the 2014-2015 Comprehensive Annual Financial Report

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve acceptance of the comprehensive annual financial report and the independent auditor's reports for the fiscal year ended August 31, 2015.

BACKGROUND

The comprehensive annual financial report (CAFR) for the fiscal year ended August 31, 2015 and the independent auditor's reports thereon are presented for Board review and acceptance. The independent auditing firm of Doeren Mayhew CPAs and Advisors has issued an unmodified or "clean" opinion on the College's financial statements and federal and state assistance programs.

The College is required to meet the reporting quality standards of the Texas Higher Education Coordinating Board as presented in its annual financial report reporting requirements manual. For the report for the fiscal year ended August 31, 2015, the College has elected to meet the higher quality standards of the Government Finance Officers Association (GFOA) in an attempt to qualify the report for the GFOA Certificate of Achievement for Excellence in Financial Reporting. The GFOA certificate is only awarded to government units and public employee retirement systems whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting.

IMPACT OF THIS ACTION

The State of Texas, the Texas Higher Education Coordinating Board, and the U.S. Government Department of Education require that the College have its accounting records audited annually by a firm of independent certified public accountants. The related audit opinions and financial report must be accepted by the Board of Trustees. Acceptance of the CAFR by the Board of Trustees will allow the College to meet reporting and filing timelines.

BUDGET INFORMATION

No budget impact.

MONITORING AND REPORTING TIMELINE

None.

ATTACHMENTS

None.

RESOURCE PERSONNEL

William E. Dickerson

281-998-6142

bill.dickerson@sjcd.edu

Action Item "XIII"
Regular Board Meeting December 14, 2015
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 Chancellor recommends that the Board of Trustees approve a resolution casting a ballot for the election of David Janda as a member of the Harris County Appraisal District (HCAD) Board of Trustees for a two-year term beginning January 1, 2016.

BACKGROUND

Senate Bill 359 (SB 359), passed by the 83rd Texas Legislature became effective on June 14, 2013, and provides for participation by community college districts in the selection of appraisal district directors to terms that begin after 2014. In response, the HCAD Board adopted Resolution 2013-01 in 2013 and reconfirmed through resolution 2015-5 on September 9, 2015. Additionally, Resolution 2015-5 amends the procedures and/or process deadlines for electing HCAD board members. The deadline for the governing body of entities to file a copy of the resolution that appoints a single person to represent the Board is December 15, 2015.

SB 359 provides that community college districts will participate collectively in the selection of directors and at the same voting authority as a single independent school district (ISD). There are four community college districts in Harris County: San Jacinto, Houston, Lone Star and Lee. These four entities will collectively have one vote in the election for the HCAD board. The one vote will be 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.

On October 5, 2015, the San Jacinto College Board of Trustees approved the nomination of Ms. Katherine (Toni) Trumbull. This nomination was submitted to HCAD. The nomination process closed on October 15, 2015. Two nominations (Ms. Katherine (Toni) Trumbull and Mr. David L. Janda) were received for the board position representing school districts other than Houston Independent School District and the community college districts. Mr. David L. Janda has ties to the San Jacinto College District. Specifically he serves as a Trustee for La Porte ISD and as a teacher with Pasadena ISD. Based on these strong connections and understanding of the areas in the San Jacinto College taxing district, it is recommended that the Board of Trustees cast a ballot for Mr. David L. Janda.

IMPACT OF THIS ACTION

Adoption of the proposed Resolution will cast the College's ballot for David L. Janda as a member of the HCAD Board of Trustees. The term will be for two years beginning January 1, 2016.

Action Item "XIII"
Regular Board Meeting December 14, 2015
Consideration Of A Resolution For Casting A Ballot For The Election
Of A Person To The Board of Directors Of The Harris County Appraisal District

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget implication.

MONITORING AND REPORTING TIMELINE

The Resolution will be filed immediately following approval.

ATTACHMENTS

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

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

Attachment 3 - October 19, 2015, letter from Chief Appraiser Sands Stiefer

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6150

Brenda.hellyer@sjcd.edu

RESOLUTION

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

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

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

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

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

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

Section 3. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than December 15, 2015.

PASSED AND APPROVED this 14th day of December, 2015.

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

(For Use by Junior College Districts)

**CERTIFICATION OF BALLOT
FOR BOARD OF DIRECTORS
HARRIS COUNTY APPRAISAL DISTRICT**

I, Dan Mims, certify that on the 14th day of December, 2015, the Board of Trustees of San Jacinto Community College District did by resolution cast its ballot for the following nominee to serve as a member of the Board of Directors of the Harris County Appraisal District.

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

David L. Janda, Jr. [X]

Katherine (Toni) Trumbull []

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

WITNESS MY HAND this 14th day of December, 2015.

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

RECEIVED OCT 23 2015



Harris County Appraisal District
Interoffice Memorandum

OFFICE OF THE CHIEF APPRAISER

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

FROM: Sands Stiefer, Chief Appraiser

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

DATE: October 19, 2015

The nomination period for board candidates representing the small cities, school districts, junior college districts and conservation & reclamation districts closed October 15, 2015. 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.

David L. Janda, Jr. and Katherine (Toni) Trumbull are nominees for the board position representing school districts other than Houston ISD and the junior college districts.

James P. Avioli and Ed Heathcott are nominees for the board position representing cities other than the City of Houston.

Glenn Peters and John E. Sherman are nominees for the position representing the conservation and reclamation districts.

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

Presiding Officers of Taxing Units

October 19, 2015

Page 2

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

Each governing body must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.*** The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Sands Stiefer, 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. Tuesday, December 15, 2015.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted.

Prior to December 20, 2015, the chief appraiser will count the votes, declare the results, and notify the winners, the nominees, and the presiding officers of each taxing unit. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

These procedures do not apply to Harris County, the City of Houston, or the Houston Independent School District. Those units will select their board member by adopting a resolution appointing such member by December 15, 2015, and delivering an original or certified copy to the Office of the Chief Appraiser.

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

Attachments

c: HCAD Board Members
Tax Assessors
Attorneys

Action Item “XIV”
Regular Board Meeting December 14, 2015
Consideration of Approval of Authorization for the Chancellor to
Complete and Sign Construction and License Agreement with G & H Towing

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve authorization for the Chancellor to complete and sign a construction and license agreement with G & H Towing Company. The final agreement will be brought back to the Board of Trustees for ratification.

BACKGROUND

G & H Towing Company (G & H) has been a strong partner and advocate for development and expansion of the College’s maritime training program including being an advisor on curriculum and the construction of the Maritime Technology and Training Center. Additionally, over the past two years, the College and G & H have been in discussions about the College’s need for access to a dock for training purposes and G & H’s need for a crew change location.

Legal counsel was engaged for both entities and a construction and license agreement has been negotiated and developed. The agreement is in its final stages of review. The purpose of the agreement is to provide G & H with a small portion (southeast corner, approximately 25,000 square feet) of the College’s property adjacent to the new Maritime Technology & Training Center, to build a pier. The pier, a 32-car parking lot, and security fencing will be constructed by G & H at no cost to the College. The dock will be used by G & H to swap out their tug crews and will provide practical training opportunities for the College’s maritime students. Additionally, the dock will also provide the College with a pier to tie-up small boats.

The cost of the pier and other improvements is still being determined but the value is estimated at approximately \$750,000. G & H is still awaiting Port of Houston formal approval which is expected to occur at the next Port Commissioner meeting. Once approved, construction will take approximately 120 days to complete. Except for the parking lot and fencing, construction will take place from the water.

IMPACT OF THIS ACTION

G & H has submitted all construction drawings to the College for approval. The term of the agreement is 15 years with two five-year renewal extensions. The agreement includes standard termination clauses including Mutual Consent, Termination for Cause, Termination for Expansion of Easement, Termination for Material Change in Financial Condition, and Termination for Public Purpose. The agreement insures that G & H will comply with all appropriate college, state and federal insurance, hazardous material, and environmental requirements.

The agreement clearly states the College reserves the right to use all improvements (except the parking lot) for training and other instructional purposes on a not to interfere basis. The agreement states G & H is responsible for the maintenance of all improvements constructed under this agreement.

The agreement addresses liability issues through insurance coverage and indemnification by

Action Item “XIV”
Regular Board Meeting December 14, 2015
Consideration of Approval of Authorization for the Chancellor to
Complete and Sign Construction and License Agreement with G & H Towing

G & H including that G & H is liable for its activities and any activities of third parties who they permit to use the pier and facilities. San Jacinto College, to the extent that the law permits any liability, would be responsible for its own acts. The College would also be responsible for the repair of any damage to the pier that is caused by the College’s use of the pier. The College’s legal counsel felt there is limited liability to the College under this agreement due to its immunity.

The latest version of this agreement is with G & H for its approval. The Chancellor is requesting approval to complete and sign the final construction and license agreement once final approval is received from legal counsel. It is anticipated that the final documents will be ready within the next couple of weeks. The execution of the agreement along with the approval from the Port of Houston will allow for the construction work to begin sometime in January.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The College and its maritime students will benefit from the investment being made by G & H. The financial cost to the College has been for legal fees.

MONITORING AND REPORTING TIMELINE

The final construction and license agreement will be brought back to the Board of Trustees for ratification, which is anticipated in February 2016.

ATTACHMENTS

Attachment 1- Draft Construction and License Agreement

RESOURCE PERSONNEL

Brenda Hellyer 281-998-6100 brenda.hellyer@sjcd.edu

CONSTRUCTION AND LICENSE AGREEMENT

This Construction and License Agreement (the “Agreement”) is entered into by **SAN JACINTO COMMUNITY COLLEGE DISTRICT**, a public junior college established pursuant to Chapter 130 of the Texas Education Code, institution of higher education as defined in Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas (“SJCCD” or “College”) and **G & H TOWING COMPANY**, a corporation organized and existing under the laws of the State of Texas (“G & H”) with an effective date of _____, 201__ (“Effective Date”). As used herein, individually, SJCCD and G & H shall be referred to as “Party” and collectively, as “Parties.”

RECITALS

WHEREAS, the College owns certain real property containing approximately 13.060 acres located in Harris County, Texas, as more particularly described on Exhibit A (“College Property”); and

WHEREAS, G & H has agreed to construct and donate to SJCCD a pier, a vessel mooring facility, a storage unit, sidewalk, concrete parking area, gate or gates, security fencing, enclosed or fenced trash dumpster site, and related improvements (“Improvements”) over a portion of the College Property, which area is more particularly described on Exhibit B and depicted on Exhibit B-1 (“Improvement Area”); and

WHEREAS, during the Term (as hereinafter defined), under the terms and conditions set forth herein, both Parties intend to use the Improvements and to have reasonable ingress and egress over and across the College Property to access the Improvements.

NOW THEREFORE, for the mutual covenants and promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the SJCCD and G & H, agree to the following:

TERMS AND CONDITIONS OF AGREEMENT

Article 1: Incorporation

1.1 The foregoing recitals are incorporated into this Agreement for all purposes.

Article 2: Construction of Improvements

2.1 Construction of Improvements. G & H will be responsible for the design and construction of the Improvements, which Improvements will be constructed within the Improvement Area. The Improvements will include the amenities, general design elements, and materials set forth on Exhibit C (“Design Criteria”) and will be constructed with a completion date on or before the date agreed upon in writing by the Parties (“Completion Date”). The design of that part of the Improvements that includes the parking, security fencing, sidewalks, enclosed or fenced trash dumpster site, and other Improvements near and around the parking area to be constructed by G & H (“Parking Area Improvements”) will be consistent in design to that of similar SJCCD improvements

on the College Property. The Parking Area Improvements will include a gate that is to be locked with accessibility through a key pad, a paved area for the parking of approximately 32 vehicles, and security fencing surrounding the parking area. G & H will construct the Parking Area Improvements to be of a grade that is consistent with the grading of the College Property surrounding the Improvements and the drainage system for the Improvements will conform to and correlate with the drainage system on the College Property. The Improvements will include a sidewalk to be constructed from the College's instructional facility to the pier. Prior to construction of the Improvements, G & H will submit to the College for review and approval a copy of the site plan, schematic design, drawings, construction plans, other design documents, specifications, materials, and timelines for the Improvements, including the Parking Area Improvements (collectively "Specifications"). In addition to any other review performed by SJCCD, the College's engineer shall review the drainage plans and specifications for the Parking Area Improvements prior to construction by G & H. The timeline included in the Specifications shall be consistent with achieving final installation and construction by the Completion Date. G & H shall construct the Improvements or cause the Improvements to be constructed in accordance with the Specifications approved by SJCCD in writing and all requirements of any governmental authorities having jurisdiction over the site where the Improvements will be located, including any approvals required of the POHA (see Section 2.2). SJCCD shall have the right to approve the contractor selected by G & H and has the right to assert any reasonable objections to such contractor(s). G & H shall obtain payment and performance bonds in the amount of the construction contract and will carry or require the contractor to carry property, liability, and automobile insurance during the time construction is taking place. No liens shall be permitted or attached to the College Property due to any act or omission of G & H or its contractors or that results from construction of the Improvements.

- 2.2 Approvals; Licenses; and Permits. During the Term, G & H will obtain and maintain any licenses or permits required for the construction and operation of the pier, vessel mooring facility, and other Improvements including, without limitation, any approvals, licenses, and permits from the Port of Houston Authority ("POHA") and the Corps of Engineers.
- 2.3 License to Enter Property. From the Effective Date through the completion of construction, SJCCD grants to G & H and its contractors, subcontractors, consultants, and agents the right to enter the College Property for the purpose of construction of the Improvements. Subject to SJCCD's right to move any driveways through the College Property, access to G & H will be over and through a driveway currently located as described in Exhibit D and generally depicted in Exhibit D-1 and over and through a driveway currently located as described in Exhibit E and generally depicted in Exhibit E-1 (The property described in Exhibits D and E shall be referred to herein as "Driveways").
- 2.4 Work by Contractors. All contractors, subcontractors, consultants, and any other person who enter the College Property under the authority granted to G & H under this Agreement shall perform their work so as to avoid disruption to College activities; and shall refrain from using tobacco products, drinking alcoholic beverages, carrying

weapons and ammunition, and speaking profane and/or offensive language. Except as may be required or contemplated for instruction purposes, no person who enters the Property under the authority granted to G & H under this Agreement shall engage in any interactions of any nature whatsoever with students, instructors, or other College personnel. G & H will include a provision setting forth the foregoing prohibitions in its contract with its contractor with such prohibition applicable to all construction workers, whether the contractor's own forces or the forces of contractor's subcontractors and trade contractors. G & H shall require its contractor's, subcontractor's, and trade contractor's employees to park only in areas designated for such parking by G & H and SJCCD. Any vehicles not parked in the appropriate locations may be towed at the vehicle owner's sole expense. All areas of the College's Property, other than the defined construction area (which shall be the Improvement Area), shall be off limits to contractor's forces, unless their work assignment specifies otherwise. G & H shall require its contractor and all employees, agents, subcontractors, or trade contractors to follow the tree ordinance of the municipality in which the College Property is located. Additionally, if not covered by the municipal tree ordinance, G & H or the contractor shall barricade and protect all trees on the College Property that are in the Improvement Area or near the Improvement Area where construction will take place.

- 2.5 Turning Basin Expansion Easement. The Parties acknowledge that the portion of the Improvements that extend into the Bayport Turning Basin are subject to that certain Easement and Agreement recorded under Clerk's File No. 20120068055, Harris County, Texas ("Easement"). The Easement permits the POHA to expand, excavate, construct, operate, and maintain the Bayport Turning Basin. Accordingly, the Parties agree that the Improvements are at risk of demolition and/or removal at such time as the POHA may exercise its rights under the Easement, that SJCCD shall have no liability for the destruction and/or removal of such Improvements, and that in the event of demolition and/or removal of the Improvement, this Agreement shall terminate and neither Party shall have any further obligations under this Agreement.

Article 3: Ownership of Improvements

- 3.1 SJCCD shall own all Improvements and have all ownership rights to the Improvements subject to the right of use by G & H granted under this Agreement.

Article 4: Maintenance of Improvements

- 4.1 Maintenance and Repairs to the Improvements. During the Term, G & H, at its cost and expense, shall maintain the Improvements in good order and condition. All maintenance and repairs of the Improvements shall be performed in a timely manner so as not to adversely affect the use of the Improvements by either Party. The College shall have no obligation to renovate or otherwise alter the Improvements or the College Property to accommodate the G & H's use. Notwithstanding the foregoing, in the event that G & H fails to maintain the Improvements as required herein, the College shall provide written notice to G & H and except in the event that the failure to maintain the Improvements or the Improvement Area would create a safety concern or materially affect the health or

safety of any person, G & H shall remedy the problem, repair any damage, and restore the Improvement Area to its proper condition. If G & H fails to cure the problem within such fifteen (15) day period following written notice, SJCCD shall have the right, but not the obligation, to use its own forces or those of a contractor or other service provider of its choice to make such repairs as are necessary and advisable and G & H shall reimburse the College within fifteen (15) days of receiving an invoice from the College for the actual costs of such repairs expended by the College. The obligation of G & H to perform repairs and to reimburse the College for repairs and maintenance performed during the Term of this Agreement survive the Expiration Date or earlier termination under this Agreement. In the event that SJCCD agrees to permit any third parties invitees of SJCCD to utilize the Improvements, SJCCD will include in the agreements with those third-parties the obligation to indemnify SJCCD and also be responsible for any damages to the Improvements. In the event of damages to the Improvements caused by SJCCD third-parties, SJCCD will either require such third parties to repair the Improvements or if SJCCD recovers from such third parties reimbursement for the cost of repairs, it will reimburse G & H for any amounts G & H spent in repairing the Improvements or otherwise will permit G & H to pursue recovery from those third-parties as may be required or permitted by law. If SJCCD approves any third party invitee of G & H (other than the G & H Parties, who have the right to enter the Property and use the Improvements), G & H will include in its agreements with such third parties the obligation to indemnify SJCCD and be responsible for repairing any damage such third parties make to the Improvements.

Article 5: Use of Improvements

- 5.1 Use by G & H. During the Term (as hereinafter defined), SJCCD hereby grants permission to the G & H Parties (as hereinafter defined) to enter the College Property through existing the Driveways (and subject to the College's right to move the Driveways to any other location on the College Property so long as G & H will be able to access the Improvement Area), use the portion of the College Property as is reasonably necessary to access the Improvements, and to use the Improvements for vessel mooring and as a crew change facility. As used herein, the term "G & H Parties" shall mean G & H; G & H employees, agents, contractors, the contractors' employees, subcontractors, and trade contractors; and any other third party invitee of G & H that SJCCD approves to enter the Property, including the Improvement Area. Except for any parking of G & H vehicles, the use of the other Improvements such as the pier and mooring facilities by G & H is expected to be intermittent, short term use for crew changes. The Parties agree to confer from time to time as reasonably necessary in order to agree upon a schedule of use. Subject to the written approval of SJCCD as to location and nature of the signage, G & H shall have the right to post signage upon the Improvements. G & H shall provide a code to SJCCD for any locked gates or other locked areas within the Improvements.
- 5.2 Use by SJCCD. SJCCD reserves the right to use the Improvements (other than the parking lot which is reserved for the sole use of G & H personnel) for training and other instructional purposes during times when not in use by G & H or during times and in a manner that will not interfere with G & H's use of the Improvements. SJCCD agrees that

it will not permit any third party to place permanent advertisements or signage upon the Improvements which are for the benefit of those third-parties. Otherwise, SJCCD shall have the right to post signage upon the Improvements so long as such signage does not block any signage by G & H and so long as such signage is consistent with SJCCD's educational purpose. Notwithstanding the foregoing, temporary signage that may be used for a special event will not be in contravention of the signage requirements and limitations set forth in this Section 5.2. SJCCD acknowledges that G & H reserves the right to require the execution by individuals, even those affiliated with SJCCD, of Releases, Indemnity Agreements, and Hold Harmless Agreements before entrance upon vessels operated by G & H will be permitted, said permission always to be granted or denied within the sole discretion of G & H.

- 5.3 Prohibited Uses. G & H may use the Improvements only for purposes set forth in this Agreement. G & H may not grant the use of the Improvements to any persons other than the G & H Parties as defined in Section 5.1 or other persons who have been approved by SJCCD; and during the time of construction and any repairs to the Improvements, to its contractors. G & H shall not use, occupy, or permit any other person to use the Improvements or any portion of the College Property in a manner (a) that would cause damage to any part of the College Property; (b) that would result in any substance being present or any operation being performed that might emit significantly offensive odors into the Improvements or the College Property, or the adjacent properties; (c) that is considered an unlawful purpose; (d) that would increase the insurance rate of the College Property; or (e) that results in any rubbish, glass receptacles, or any other trash or debris being present or thrown onto the Improvements or College Property.
- 5.4 Hazardous Materials. G & H will not and will not permit any person to introduce onto, maintain or store at, or use at the College Property, including, the Improvements, any Hazardous Materials (as hereinafter defined). For purposes of this Agreement, the term "Hazardous Materials" means all pollutants, contaminants and other materials, substances and wastes which are hazardous, toxic, caustic, harmful or dangerous to human health or the environment, including (a) except as set forth herein, petroleum or petroleum products, fractions, derivatives or additives, natural or synthetic gas, urea formaldehyde, foam insulation, polychlorinated biphenyls, and radon gas; (b) radioactive materials, substances, and waste and radiation; (c) any flammable substances or explosives; (d) all asbestos (friable or non-friable) and lead-based paint; (e) any substances included within the definitions of "hazardous substances," "hazardous materials," "toxic substances," "solid waste," "toxic chemicals," "toxic pollutants," "contaminants," "pollutants," "solid waste," "hazardous wastes," "extremely hazardous substances," "restricted hazardous wastes," or words of similar import under any Environmental Law; and (f) any other substance to which exposure is prohibited, limited, or regulated under any Environmental Law. The term "Environmental Law" shall mean any federal, state, or local laws, ordinances, codes, rules, regulations, judicial or administrative orders or judgments, common law duty, permits, certifications, registrations, licenses, or policies directed to, governing, addressing, or imposing liability or use, storage, treatment, transportation, manufacture, refinement, handling, production, disposal, or other standards of conduct with respect to or otherwise relating to (i) protection of human health, natural resources,

or the environment; or (ii) manufacturing, processing, distribution, use, treatment, storage, disposal, release or threatened release, spilling, leaking, pumping, pouring, emitting, injecting, depositing, discharging, escaping, dumping, leaching or leaking of Hazardous Materials (as herein defined). Such laws shall include, but not be limited to, the following acts, as amended: the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended (42 U.S.C. § 9.601 et. seq.); the Hazardous Materials Transportation Act, as amended (49 U.S.C. § 18.01 et. seq.); the Resource Conservation and Recovery Act, as amended (42 U.S.C. § 69.01 et. seq.); the Toxic Substances Control Act; the Clean Water Act; the Clean Air Act; the Safe Drinking Water Act, and in the regulations adopted in publications promulgated pursuant to those statutes. Notwithstanding the foregoing, the parties acknowledge that the G & H may store fuel and filters for the G & H vessels in the Improvements under the condition that (i) all fuel and filters shall be properly stored, maintained, and disposed of in accordance with all Applicable Law; and (ii) if the fuel or storage of filters causes or results in any damage to the College Property or is otherwise found to create a condition requiring cleanup, special action, or special treatment under any Environmental Law, G & H shall be liable for the costs of such cleanup, special action, or special treatment. G & H also shall be liable for any damages and actions resulting from or in connection with the failure of any G & H Party to comply with any Environmental Law Liability under this Section 5.4, including the liability for cleanup, special action, or special treatment resulting from or caused by acts or omissions of any G & H Party, survives the Term or earlier termination of this Agreement.

- 5.5 Wake Action and Wetlands. The Parties shall collaborate on using the Improvements in a manner that will not result in the College Property, including the Improvement Area, becoming subject to any jurisdictional wetlands. G & H shall communicate with any G & H Party using the Improvements that such use shall be conducted in a manner that would avoid creating sufficient wave action or otherwise inducing any part of the College Property becoming subject to jurisdictional wetlands.
- 5.6 Liability for Third Parties. G & H assumes full responsibility for any damages, losses, and liabilities caused by the acts or omissions of any G & H Party. In the event that G & H or any G & H employee, agent, contractors, or any other third party invitee of G & H or other authorized to be on the College Property by G & H causes damage to or engages in any act or omission that results or is connected to any damage to the Improvements or the College Property, including the Improvement Area, G & H shall repair or cause to be repaired such damage and restore the College Property to substantially the same condition as prior to such damage. G & H shall not be responsible for any damage, losses, or liabilities caused by SJCCD or any third party invitee of SJCCD, which does not include any third party invitee of G & H that was approved by SJCCD. The obligations of G & H under this Section 5.6 survive the expiration or earlier termination of this Agreement.

Article 6: Applicable Law

6.1 Applicable Law. The Parties agree to perform under this Agreement in compliance with the applicable federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, (a) the following federal statutes as may be amended: Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1974; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; Environmental Laws; laws relating to jurisdictional wetlands; and the Affordable Care Act; (b) the Texas constitution; (c) applicable provisions of the Texas Education Code; and (d) Texas Higher Education Coordinating Board (“THECB”) guidelines and requirements. The Parties agree to comply with applicable SJCCD board policies and procedures as other policies and procedures agreed upon by the Parties. The foregoing as set forth in this Section 6.1 and any other laws, rules, and guidelines applicable to the subject matter of this Agreement collectively shall be referred to as "Applicable Law" or "Applicable Laws" when used herein

Article 7: Term of Agreement; Renewal; Termination

7.1 Term. This Agreement shall commence on the Effective Date (“Commencement Date”) and expire on the date that if fifteen (15) years thereafter (“Expiration Date”). The period between the Commencement Date and the Expiration Date or the Commencement Date and the effective date of termination if terminated earlier than the Expiration Date shall be referred to as the “Term.”

7.2 Renewal. Upon mutual agreement of the Parties, this Agreement may be renewed for up to two (2) additional five (5) year terms. Each shall be referred to herein as “Renewal Term” and collectively “Renewal Terms.” If the Agreement is renewed for one or more Renewal Terms, the term “Term” as used herein shall include the time within such Renewal Term or Renewal Terms and the term “Expiration Date” shall be modified to mean the last day of the then current Renewal Term.

7.3 Termination. In addition to any other rights of termination herein, the Parties may terminate this Agreement under the following circumstances:

(a) Mutual Consent. Upon mutual consent, the Parties may terminate this Agreement at any time. Termination under this Section 7.3(a) shall be without any penalties and without further obligations upon the part of either Party, other than those stipulated herein as requiring to be performed on or before the Expiration Date or those surviving the Term as set forth in this Agreement.

(b) Termination for Cause: Either Party may terminate this Agreement for cause in the event of default by the other Party. Except in the event of a default that affects the safety or health of College’s employees and/or students or the public, the non-defaulting Party will give the Party alleged to be in default thirty (30) days written notice of its intention to terminate this Agreement if such deficiencies are not

Attachment 1

corrected within fifteen (15) days (the “Cure Period”). The written notice will include information relating to the deficiencies at issue. In the case of default that affects the health and safety of the College’s employees and/or students or the public, this Agreement may be terminated immediately and the non-defaulting Party may pursue any remedies available under law.

- (c) Termination for Expansion of Easement. In the event that the POHA exercises its rights under the Easement and expands the Turning Basin in a manner that materially affects the Improvements or either Party’s use of the Improvements, either Party may terminate this Agreement and neither Party shall have any further obligations under this Agreement except for those that expressly survive termination or the Term as set forth herein.
- (d) Termination for Material Change in Financial Condition: In the event a petition in bankruptcy is filed by or against either Party which is not dismissed within 30 days thereafter, or if either Party shall be adjudicated as bankrupt or insolvent, or shall file any petition or answer seeking any reorganization, composition, readjustment, liquidation or similar relief under any present or future statutes, law or regulation, or shall seek or consent to or acquiesce in the appointment of any trustee, or shall make any general assignment for the benefit of creditors, or shall admit in writing its inability to pay its debts generally as they become due, then the other Party may immediately terminate this Agreement in whole or in part.
- (e) Termination for Public Purposes. SJCCD shall have the right to terminate this Agreement in the event that the SJCCD governing board determines that the Improvement Area is needed for College purposes. In the event of termination for public purposes, SJCCD will give G & H at least ninety (90) days written notice prior to termination. In the event of termination under this Section 7(e) on or before _____, SJCCD will reimburse G & H the sum of \$_____ representing expenses incurred by G&H for the construction and maintenance of the Improvements.

7.4 Disposition of Improvements. Upon termination of this Agreement under Sections 7.3(a), (c), (d), or (e), G & H shall not be responsible for or required to remove the Improvements. G & H shall not be responsible for or required to remove the Improvements for termination under Section 7.3(b) except for a breach by G & H that results in unrepaired damage to or the failure to maintain the Improvements unless SJCCD elects to restore and repair the Improvements at G & H’s sole cost.

Article 8: Relationship of the Parties

- 8.1 No Partnership or Joint Venture. Nothing in this Agreement is intended to create a partnership or joint venture between the Parties or the Parties hereto and any other person. Nothing contained herein shall be construed or deemed to make the College liable for any obligations incurred by G & H in construction or in the conduct of its business and no party dealing with G & H shall be entitled to look to the College or to the College's interest in the College Property or the Improvements for the recovery of any sum owed by G & H or any damages for which G & H may be liable. Likewise, nothing contained herein shall be construed or deemed to make G & H liable for any obligations incurred by SJCCD in the conduct of its business and no party dealing with the College shall be entitled to look to G & H for the recovery of any sum owed by the College or any damages for which the College may be liable.
- 8.2 Construction of Agreement. This Agreement was created by arm's length negotiations between the Parties. This Agreement shall not be construed more strictly against one Party than against the other merely by virtue of the fact that it may have been prepared primarily by counsel for one of the Parties.
- 8.3 No Leasehold Interest. The rights created under this Agreement or for the use of and license to use the College Property and Improvements expressly provided herein and do not constitute nor are intended to create any leasehold rights in G & H.

Article 9: Liability

- 9.1 **INDEMNIFICATION BY G & H. G & H, ON BEHALF OF ITSELF AND ANY AND ALL G & H PARTIES AND ANY THIRD PARTY INVITEES OF G & H, HEREBY AGREES TO INDEMNIFY AND HOLD THE COLLEGE, TRUSTEES, OFFICERS, EMPLOYEES, AGENTS, SUCCESSORS, OR ASSIGNS (collectively and any one of them shall be referred to herein as "COLLEGE PARTIES") HARMLESS FROM AND AGAINST ALL CLAIMS, SUITS, LOSSES, PROCEEDINGS, ACTIONS, CAUSES OF ACTION, RESPONSIBILITIES, LIABILITIES, DEMANDS, AND COSTS (INCLUDING, WITHOUT LIMITATION, REASONABLE ATTORNEYS' FEES, JUDGMENTS, COURT COSTS AND EXECUTIONS) (INDIVIDUALLY, "CLAIM" AND COLLECTIVELY, "CLAIMS") WHICH MAY BE ASSERTED AGAINST THE COLLEGE PARTIES ARISING FROM, CAUSED BY, RELATED TO, OR CONNECTED WITH ANY ACT OR OMISSION OF G & H, ANY OF THE G & H PARTIES, AND ANY THIRD PARTY INVITEE OF G & H; THE ENTRY BY G & H, ANY OF THE G & H PARTIES, AND/OR ANY THIRD PARTY INVITEE OF G & H UPON THE COLLEGE PROPERTY; CONSTRUCTION AND MAINTENANCE OF THE IMPROVEMENTS; USE OF THE IMPROVEMENTS BY G & H PARTIES; THE ENVIRONMENTAL PROHIBITIONS AND OBLIGATIONS SET FORTH IN THIS AGREEMENT; THE FAILURE TO ACQUIRE OR MAINTAIN ANY LICENSES OR PERMITS REQUIRED UNDER THIS AGREEMENT OR BY APPLICABLE LAW; OR THE EXERCISE OF ANY**

RIGHT GRANTED UNDER THIS AGREEMENT, REGARDLESS OF THE NATURE OF THE CLAIM (WHETHER PERSONAL INJURY, CONTRACTUAL, PROPERTY DAMAGE, ENVIRONMENTAL CONTAMINATION, OR OTHER); EXCEPT TO THE EXTENT THAT CLAIM ARISES SOLELY OUT OF THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE COLLEGE OR ANY OF THE COLLEGE PARTIES.

9.2 DISCLAIMER OF LIABILITY BY COLLEGE.

NEITHER THE COLLEGE NOR ANY OF THE COLLEGE PARTIES SHALL BE LIABLE OR RESPONSIBLE FOR ANY CLAIMS FOR ANY INJURY TO ANY PERSON OR TO ANY PROPERTY OF THE G & H PARTIES OR FOR ANY CLAIM THAT MAY BE ASSERTED BY G & H OR THE G & H PARTIES RESULTING FROM ANY CAUSE WHATSOEVER INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, THEFT, OR VANDALISM; EXCEPT FOR CLAIMS THAT MAY BE COVERED BY THE INSURANCE CARRIED BY THE COLLEGE ON THE COLLEGE PROPERTY; AND G & H UNCONDITIONALLY RELEASES THE COLLEGE PARTIES FROM ANY LIABILITY FOR SUCH CLAIM OR LOSS.

9.3 Release by the College. **TO THE EXTENT PERMITTED BY LAW, THE COLLEGE HEREBY RELEASES G & H FROM ANY AND ALL CLAIMS CAUSED SOLELY BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE COLLEGE OR BY ANY OF THE COLLEGE PARTIES.**

9.4 Survival of the Indemnification, Disclaimer, and Release. The indemnification by G & H and the disclaimer and release of the College under this Article 9 shall survive the expiration of the Term or earlier termination of this Agreement.

9.5 No Waiver of Immunity. Nothing contained in this Agreement is intended to or shall be deemed as waiving any immunities to which the College is entitled under law.

Article 10: Insurance

10.1 Insurance Coverage. During the Term and for the period thereafter as required to cover its obligations under this Agreement, G & H shall obtain and keep in force comprehensive general liability, automobile, property damage insurance, and other insurance as set forth on Exhibit F of this Agreement insuring the College against any liability for bodily injury, automobile liability, and property damage claims arising out of the use of the College Property and exercise of the rights granted under this Agreement. Additionally, G & H shall require its contractor(s) to carry insurance as set forth on Exhibit G of this Agreement. The College will maintain insurance coverage on the College Property in the types and amounts of insurance carried by the College on its other properties.

- 10.2 Coverage Amounts. The general liability coverage carried by G & H will have a combined single limit in an amount not less than \$1,000,000 bodily injury and the property insurance shall be not less than \$1,000,000 covering the Improvements and any damage caused by G & H or its employees, agents, or contractors to the College Property. All such insurance policies maintained by G & H shall name the College as an additional insured thereunder. The policies maintained by the G & H as required in this Article 10 shall include a waiver of subrogation as to the College.
- 10.3 Certificates. Within ten (10) days of the Effective Date, G & H shall deliver to the College a copy of the certificate and any endorsements for the insurance required under this Article 10. Certificates of insurance and endorsements shall state in particular those insured, the extent of insurance, location and operation to which the insurance applies, the expiration date, and cancellation and reduction notices. Certificates, endorsements, and insurance policies shall include the following clause: "This policy shall not be non-renewed, canceled, or reduced in required limits of liability or amounts of insurance until notice has been mailed to San Jacinto Community College District. Date of cancellation or reduction may not be less than thirty (30) days after the date of mailing notice."

Article 11: Miscellaneous Provisions

- 11.1 Entire Agreement. This Agreement represents the entire agreement and understanding between the Parties as to the subject matter herein and supersedes all previous agreements or understandings between the Parties, whether verbal or written. This Agreement may not be altered or amended except by written agreement signed by both Parties.
- 11.2 Governing Law; Venue. This Agreement shall be governed interpreted by, and construed in accordance with the laws of the State of Texas without regard to its choice of law provisions. Exclusive venue for any dispute relating to this Agreement or the subject matter hereof shall be in a court of competent jurisdiction located in Harris County, Texas.
- 11.3 Headings and Captions. The headings and captions appearing in this Agreement have been included only for convenience and shall not affect or be taken into account in the interpretation of this Agreement.
- 11.4 Assignment. This Agreement shall not be assignable by either Party.
- 11.5 Severability – In case any provision hereof shall for any reason be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
- 11.6 No Third Party Beneficiaries. This Agreement is made for the sole benefit of SJCCD and G & H. Nothing in this Agreement will create or be deemed to create a relationship

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between the Parties to this Agreement and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary.

- 11.7 Notices. All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed to have been duly given by (a) delivered personally; (b) sent by reputable, courier prepaid; (c) sent via registered or certified mail, return receipt requested postage prepaid; or (d) delivered by electronic means in a manner permitted under the Texas Electronics Communications Act, which the Parties adopt, including facsimile and electronic mail, if such notices are properly addressed as follows:

If to the College: San Jacinto Community College District
Attn:
4624 Fairmont Parkway
Pasadena, Texas 77504
Facsimile:
Email:

With a copy to: W.W. Pickavance, Jr., RADM USN (Ret)
c/o San Jacinto Community College District
4624 Fairmont Parkway
Pasadena, Texas 77504
Facsimile:
Email: wwpick@gmail.com

With a copy to: Thompson & Horton, LLP
Attn: Maureen Singleton
3200 Southwest Freeway, Suite 2000
Houston, Texas 77027
Facsimile: 713-583-7909
Email: msingleton@thompsonhorton.com

If to G & H: G & H Towing Company
Attn: Stephen Huttman, President
200 Pennzoil Road, Galveston, Texas
P.O. Drawer 2270
Galveston, Texas 77553
Facsimile:
Email: SHuffman@gandhtowing.com

With a copy to: James R. Watkins
Royston, Rayzor, Vickery, & Williams, LLP
The Hunter Building
306 22nd Street, Suite 301
Galveston, Texas 77550
Facsimile: 409-763-3853
Email: james.watkins@Roystonlaw.com

Attachment 1

11.8 Counterparts; Electronic Signatures. This Agreement may be executed in two (2) or more counterparts, each of which shall be considered an original and binding upon the Party executing the same, but both of which shall constitute one and the same Agreement. The Parties agree to accept electronic signatures and electronic copies of the Agreement and other communications for purposes of an original and intend that this Agreement be subject to the Texas Electronics Transaction Act.

This Agreement is executed below and entered into as of the Effective Date of _____, 201__.

**SAN JACINTO COMMUNITY COLLEGE
DISTRICT**

G & H TOWING COMPANY

By: _____
Brenda Hellyer
Chancellor

By: _____
Stephen Huttman
President

Action Item "XV"
Regular Board Meeting December 14, 2015

Consideration of Approval of Authorization for the Chancellor to Complete and Sign Contracts or Interlocal Agreements for Fire, Police, and Emergency Response Services at the Maritime Technology and Training Center

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve authorization for the Chancellor to complete and sign contracts or interlocal agreements for fire, police, and emergency response services at the Maritime Technology and Training Center. The final agreements will be brought back to the Board of Trustees for ratification.

BACKGROUND

The College's new Maritime Technology and Training Center will open in January 2016. This facility is located in the Pasadena Industrial District and in close proximity to the cities of Shore Acres and La Porte. The College is currently negotiating with Shore Acres for police coverage and is working with La Porte for fire and emergency response services. Meetings and draft agreements to clarify details on these services are continuing. It is anticipated that these agreements will be finalized over the next few weeks.

IMPACT OF THIS ACTION

The Chancellor is requesting approval to complete and sign the final agreements once approval is received from legal counsel.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Funds for police coverage will be allocated from the Chancellor's contingency. It is anticipated that the costs associated for these services will be no more than \$50,000. Funds for fire and emergency services will be allocated from the Chancellor's contingency. The cost is anticipated to be minimal unless an emergency event occurs. Such cost structure are still under negotiation.

MONITORING AND REPORTING TIMELINE

The final agreements will be brought back to the Board of Trustees for ratification, which is anticipated in February 2016.

ATTACHMENTS

None.

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
CONSTRUCTION RECAP
DECEMBER 14, 2015**

I. EQUIPMENT, SUPPLIES & SERVICES BIDS

RFP # 16-07	
Maritime Advanced Navigation Systems (pgs. 2-4)	<u>\$ 344,000</u>
TOTAL OF ALL BIDS	344,000

II. CONSTRUCTION REQUEST PROJECTS

Construction Request #1 - Guaranteed Maximum Price for North Campus Center for Industrial Technology (pgs. 5-8)	\$ 8,047,150
Construction Request #2 - Modify Program Management Services Contract (pgs. 9-13)	457,873
Construction Request #3 - Additional Funds for Moving Services (pg. 14)	150,000
Construction Request #4 - Ratification of Maritime Technology & Training Center Substantial Completion (pg.15)	<u>-</u>
TOTAL OF CONSTRUCTION REQUESTS	8,655,023
 GRAND TOTAL:	 <u><u>\$ 8,999,023</u></u>

Consideration of Approval to Purchase for Maritime Advanced Navigation Systems**ADMINISTRATION RECOMMENDATION/REPORT**

The Chancellor recommends the Board of Trustees approve a contract to upgrade and expand the maritime navigation systems from Transas for the Maritime program.

BACKGROUND

The Maritime program has been using the Transas Advanced Navigation Simulation suite of products NTPRO 4000, NAVI-SAILOR 3000, TGS 5000 version 8.1 and hardware provided through a grant since 2010. The system's hardware and software are obsolete and are incapable of supporting the planned program expansion once Maritime moves in the new facility. The training system is used for multiple courses as well as the following certifications: RADAR (Radio Detection And Ranging), ARPA (Automatic Radar Plotting Aid), ECDIS (Electronic Chart Display & Information System), and GMDSS (Global Maritime Distress and Safety System). Coast Guard regulated class size for the current simulation suite is limited to a maximum of ten for RADAR/ARPA/ECDIS and six for GMDSS, due to the limited number of simulators currently in the classroom.

A request for proposal (RFP), Project Number 16-07, was issued to procure the additional equipment to upgrade and expand the maritime advanced navigation systems. One response was received and evaluated by a team consisting of Continuing and Professional Development Maritime instructors and the Director of IT Construction & Facilities who determined the proposal submitted by the Transas main office would provide the best value to the College.

IMPACT OF THIS ACTION

The existing hardware and operating systems are no longer supported by Transas. This leads to the possibility that they may fail resulting in the loss of student availability for classroom training. The current equipment cannot support the future class sizes for the Maritime program. This purchase will provide the needed system update and expansion of current hardware and materials for all navigation courses while maximizing the utilization of the advanced navigation labs designed in the new Maritime facility. The updated Navigation training systems will enable the College to increase class sizes from ten to twenty-four for RADAR/ARPA/ECDIS, and from six to twelve for GMDSS. These upgrades will enable SJCCD to better meet the needs of local industry by providing students who have completed their training with the most current systems available. The courses affected by the navigation labs are RADAR, ARPA, ECDIS, GMDSS and the AAS program class of NAUT 2272.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The initial cost of this purchase is \$344,000 with an estimated annual expenditure of \$14,000. The initial purchase is to be paid out of the 2008 Building Program funds allocated to the Maritime Project. The annual expenditure is to be funded by the Continuing and

Consideration of Approval to Purchase for Maritime Advanced Navigation Systems

Professional Development department’s operating budget for the subsequent years, subject to approval by the Board.

MONITORING AND REPORTING TIMELINE

The initial award term will be for a one-time purchase with the option to purchase the software maintenance agreement over a five (5) year period, after the initial year.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Bryan Elliott	281-974-2200	bryan.elliott@sjcd.edu
Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Project Name Maritime Advanced Navigation System
Project Number RFP 16-07
Number of Evaluators 3

Stated Criteria	Criteria Explanation	Total Points Available	Transas
Services Provided by the Firm	Provide complete description of goods and/or services available/offered to the College and the methods to be used.	105	94
Price Proposal	Furnish a complete and total price being proposed for delivery of the goods and/or services as stated in this solicitation.	75	67
Qualifications and Experience of Firm	Include description of the firm, including firm's history, size, and professional staff composition.	60	58
Project Approach and Services	Include details pertaining to firm's approach, implementation, product identification and capabilities.	60	57
		300	276
			Total Points Received

Construction Request #1
Regular Board Meeting December 14, 2015
Consideration of Approval of the Guaranteed Maximum Price for
North Campus Center for Industrial Technology, Phase II

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve a Guaranteed Maximum Price (GMP) with Durotech, Inc. for Phase II of the new North Campus Center for Industrial Technology (CIT).

BACKGROUND

Durotech was awarded the Construction Manager-at-Risk contract, Project 14-16, in October 2014 to construct the new North Campus CIT. The company provided preconstruction services to the design team during the detailed planning and design phases of the project. The GMP for Phase I site improvements was approved by the Board at the Special Meeting in August 2015 and Phase I construction is underway. After completion of the foundation and structural design package (Phase II), Durotech solicited and received bids for Phase II of the project GMP. The proposals received were assessed for accuracy and scope and based upon this evaluation, sub-contractors who offered the best value to the College were selected. The contract includes the requirement for the contractor to comply with Chapter 2258 of the Texas Government Code regarding applicable prevailing wage rates.

IMPACT OF THIS ACTION

The CIT project was planned as a three-phase construction project to ensure construction will be completed in the shortest time possible. Phase I included the site improvements; Phase II includes the foundation and structural components of the facility; and Phase III will complete the remaining construction elements. The building is scheduled to be complete in October 2016.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for Phase II is \$8,047,150 and comprises one of three parts of the total GMP for the project. This project is funded by the revenue bond program.

MONITORING AND REPORTING TIMELINE

All Phase II work is estimated to be completed within one hundred twenty (120) calendar days from the Notice to Proceed.

ATTACHMENTS

Attachment 1 – Exhibit C Guaranteed Maximum Price, Phase II

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Randi Faust	281-998-6106	randi.faust@sjcd.edu

EXHIBIT C-3

GUARANTEED MAXIMUM PRICE AMENDMENT, PHASE II

This Guaranteed Maximum Price Amendment ("Amendment") amends the Contract between the San Jacinto Community College District ("SJCCD," "College," or "Owner") and Durotech, Inc. ("Construction Manager") for the Owner's Project No. 14-16: Center for Industrial Technology, North Campus – Phase II as of December 14, 2015 ("Amendment Effective Date").

1. Pursuant to Section 5.01(g) of the Agreement and as otherwise required by provisions of the Contract, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price for Phase I as set forth in this Amendment. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Total Project Cost for Phase I shall not exceed. The Total Project Cost consists of the Cost of Work of \$7,504,369 inclusive of the Construction Contingency Allowance of \$178,675 as described in Section 5.01(g)(6) of the Agreement and the Owner's Contingency Allowance of \$178,675 as described in Section 5.01(g)(5) of the Agreement; Construction Manager's Fee of 1.85% of the Cost of the Work as set forth in Section 7.02 of the Agreement; and the General Conditions Fee, \$397,937 as set forth in Exhibit H of the Agreement inclusive of the costs of payment and performance bonds, insurance, and permits, as that term is defined in Article 8 of this Agreement. The scope of work and projects included in this Amendment No. 2 are set forth on Tabs 3-9, attached hereto.
2. The Total Project Cost for Phase II is guaranteed by the Construction Manager not to exceed Eight Million, Forty-Seven Thousand, One Hundred Fifty and no/100 Dollars (\$8,047,150.00), subject to additions and deductions by Change Order as provided in the Contract Documents.
3. An itemized statement of the Guaranteed Maximum Price that was submitted as a proposal and approved by the Owner organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price is attached to this Amendment as Exhibit C-4 ("GMP Proposal"). Upon acceptance and execution of this Amendment, the GMP Proposal and all GMP Supporting Documents become a part of this Amendment and are incorporated herein for all purposes.
4. The Construction Manager shall achieve Substantial Completion of the entire Work for Phase I not later than July 7, 2016.

**SAN JACINTO COMMUNITY COLLEGE
DISTRICT**

Signed By: _____

Name: Brenda Hellyer

Title: Chancellor

Date: _____

DUROTECH, INC.

Signed By:  _____

Name: David Rowe

Title: CEO

Date: 11-20-15'

EXHIBIT C-4

GUARANTEED MAXIMUM PRICE PROPOSAL, PHASE II

We hereby submit to the Board of Trustees of SJCCD for the use and benefit of SJCCD and pursuant to the provisions of Section 5 of the Construction Management At-Risk Agreement by and between SJCCD and Contractor a Guaranteed Maximum Price (GMP) for Project Number 14-16: Center for Industrial Technology, North Campus – Phase II (as defined in the Agreement) based on the Contract Documents (as defined in the Agreement) developed for the Project, as follows:

1. A not-to-exceed amount for the reimbursable Cost of the Work provided by the Agreement (exclusive of contingencies for design, bidding, and price escalation) and inclusive of: *(provide detailed breakdown by project element, phase, stage, schedule of values, separate subcontract, or as otherwise specified by the Owner for this Project and copies of trade contractor / subcontractor bids attached as GMP Supporting Documents)*

\$7,147,018

2. A total, not-to-exceed amount for Construction Contingency Allowance for design completion, assumptions and clarifications, bidding, and price escalation: *(provide detailed breakdown of allowances and exclusions as required by Agreement or as specified by the Owner, which are attached as GMP Supporting Documents)*

\$178,675

3. Owner's Contingency Allowance. * Any unused amount will be deducted from the Guaranteed Maximum Price by Change Order.

\$178,676

4. Total of the Construction Manager's Construction Phase Fees pursuant to the Agreement.

\$144,844

5. An amount for general conditions items described in Exhibit H to the Agreement derived from the unit prices and based on the duration of the project (exclusive of contingencies for design, bidding, and price escalation): *(provide detailed breakdown by project element, phase, stage, schedule of values, separate subcontract, or as otherwise specified by the Owner for this Project and as set forth in the Contract, which are attached as GMP Supporting Documents)*

\$397,937

TOTAL OF 1 THROUGH 5

\$8,047,150

Attached to this Proposal is the list of Assumptions and Clarifications, Drawings, and Specifications on which the GMP is based, all of which are part of the GMP Supporting Documents and are incorporated into this Proposal.

This figure shall be the Guaranteed Maximum Price (GMP) that we hereby guarantee to the Owner shall not be exceeded. Attached is a breakdown showing the dollar amount allocated to each bidding package; all of which totals the GMP amount.

*Expenditure from Allowance amounts shall be only upon written approval from the Owner by execution of an Allowance Expenditure Authorization (AEA). Expenditures shall be kept within the amounts set forth, unless specific approval and written authorization by the Owner provides otherwise. Balances of Allowances not expended shall revert to the Owner.

Submitted by:

CONSTRUCTION MANAGER:

DUROTECH, INC.

By: 

Name: David Rowe

Title: CEO

NOTE: When invoicing, please refer to Project No. 14-16.

Construction Request #2
Regular Board Meeting December 14, 2015

Consideration of Approval to Modify Program Management Services Contract

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve a modification to the program management consulting services contract with Rizzo & Associates, LLC to include services related to the design and construction of the North Campus Center for Industrial Technology (CIT).

BACKGROUND

Rizzo & Associates was engaged to provide project program administration services for the 2008 Bond capital improvement program. The company's services include, but are not limited to, development of project budgets and schedules, coordination of programming and site planning, preconstruction services administration, construction means and methods advising, management of design and construction, commissioning, and administration of follow-up warranty services.

In May 2014, the Board approved a limited scope for Rizzo & Associates to provide technical and administrative oversight for the CIT at North Campus. It is requested, as this project moves into the construction phase, Rizzo & Associates be contracted to provide full program management services for this same project.

The services provided by Rizzo & Associates for the College has shown them to be competent in planning and developing projects. It is believed Rizzo & Associates will be successful in managing the CIT project through completion as well.

IMPACT OF THIS ACTION

Design of the CIT project is underway. The Board approved the guaranteed maximum price for the first phase of construction in August 2015. Approval of this request will provide for the continuation of the project management function as work continues on-site.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In May 2014, the Board approved an estimated expenditure of \$170,000. The base fee for additional services to be provided by Rizzo & Associates is estimated to be \$242,835 for a total of \$412,835. Reimbursables, which are comprised of the contractor's proportionate salaries expended on this project, are estimated to be \$215,038. Funding will be provided by revenue bonds.

MONITORING AND REPORTING TIMELINE

Program management services will be monitored throughout the entire project by Facilities Services personnel. This project is scheduled to be complete in October 2016.

Construction Request #2
Regular Board Meeting December 14, 2015
Consideration of Approval to Modify Program Management Services Contract

ATTACHMENTS

Attachment 1 - Addendum Number Ten to Program Management Consulting Services Agreement

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Randi Faust	281-998-6106	randi.faust@sjcd.edu

**ADDENDUM TO PROGRAM MANAGEMENT
CONSULTING SERVICES AGREEMENT**

This **ADDENDUM NO. TEN** ("Addendum") **TO PROGRAM MANAGEMENT CONSULTING SERVICES AGREEMENT**, effective as of December 14, 2015, by and between **SAN JACINTO COMMUNITY COLLEGE DISTRICT**, a public community college established under Chapter 130 of the Texas Education Code and a political subdivision of the State of Texas, ("College" or "Owner") and **RIZZO & ASSOCIATES, LLC**, a Texas limited liability company, ("Program Manager").

WITNESSETH, THAT:

WHEREAS, the College and the Program Manager entered into that certain Program Management Consulting Services Agreement ("Original Agreement") with an effective date of September 1, 2009; and

WHEREAS, the College and the Program Manager have previously entered into Addendum No. Eight effective March 31, 2014 regarding Additional Services Project Development and Construction of North Twenty Four Acres; and

WHEREAS, the College and the Program Manager wish to terminate and replace Addendum No. Nine in its entirety with Addendum No. Ten; and

WHEREAS, the College and the Program Manager amended the Original by that certain Tenth Amendment to the Original Agreement with an effective date of December 14, 2015 (the term "Agreement" in this Addendum shall mean the Original Agreement as amended by the Tenth Amendment); and

WHEREAS, the parties now desire that the Program Manager perform Additional Services for one or more projects, such projects defined in Exhibit A, attached hereto and incorporated herein ("Additional Services Project Development and Construction of North Campus Center for Industrial Technology").

WHEREAS, at its meeting on December 14, 2015, the SJCCD Board of Trustees ("Board") approved procurement of description services from Contractor in accordance with the terms and conditions set forth in the Action Item presented to the Board; and

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Addendum**
 - (a) This Addendum supplements the Agreement by adding Additional Services as permitted and described in Section 7 of the Agreement. The Additional Services includes performance of some or all of the functions and types of services as described in Section 2 of the Agreement.

(b) For the provision of Additional Services on the Additional Services Project Development and Construction of North Campus Center for Industrial Technology, the College will compensate the Project Manager the fixed fee amount of 0.85% times the Owner's project budget for the Additional Services Project Development and Construction of North Campus Center for Industrial Technology as of the effective date of the Addendum for services to be performed as described in Section 2 of the Agreement. The process for and method of payment to the Program Manager for the Additional Services on Additional Services Project Development and Construction of North Campus Center for Industrial Technology shall be as set forth in the Agreement.

2. **Continued Force and Effect.** This Addendum is a part of the Agreement. Except as specifically supplemented by this Addendum, the Agreement shall remain in full force and effect. Any capitalized terms used in this Addendum that are not otherwise defined herein shall have the same meaning as set forth in the Agreement. The paragraph or section numbering system of the Agreement is continued in this Agreement. This Addendum is not required to be co-terminus with the Agreement and may extend beyond the term of the Agreement. In such instances, the terms and conditions of the Agreement shall be incorporated within and continue to apply through the expiration of the period of time as agreed upon within this Addendum, and the terms and conditions of the Agreement will be deemed continuing and in full force and effect.

3. **Counterparts.** This Addendum may be executed in any number of counterparts, provided each of the parties hereto executes at least one counterpart; each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

4. **Governing Law and Venue.** This Addendum shall be construed and enforced in accordance with the laws of the State of Texas, without regard to choice of law provisions.

5. **Facsimile.** This Addendum may be executed by facsimile, and such signatures shall have the same force and effect as originals.

EXECUTED effective as of the 14th of December, 2015:

College:

Program Manager:

**SAN JACINTO COMMUNITY
COLLEGE DISTRICT**

RIZZO & ASSOCIATES, LLC

By: _____
Name: Brenda Hellyer
Title: Chancellor

By: _____
Name: Frank Rizzo
Title: Principal

Date Executed by College _____

Date Executed by Program Manager _____

**EXHIBIT A TO ADDENDUM NO. TEN
TO PROGRAM MANAGEMENT CONSULTING SERVICES AGREEMENT**

PROJECT

Project: North Campus Center for Industrial Technology

Estimated Project Budget: \$48,568,766

Estimated Program Manager Fee: \$412,835

Estimated Reimbursable Fee: \$215,038

Reimbursable fees shall be allocated to this project based upon actual time worked.

PROGRAM MANAGEMENT SCOPE OF SERVICES

The scope of work for this Project shall include all services outlined in Section 2 of the Original Agreement. Services shall be performed for building of a new approximately 107,000 square foot technical training center comprised of classrooms and high bays. The project will also require development of the site to include grading and drainage systems, a detention pond, installation of water, waste water, and natural gas lines. Installation of new electrical service and construction of a small stand-alone chiller plant will be required for this location. There will also be a reconfiguration of the intersection at Uvalde Road and Cravens Drive to accommodate vehicles turning left off of Uvalde and to make it safe for pedestrian traffic crossing Uvalde.

Construction Request #3
Regular Board Meeting December 14, 2015
Consideration of Approval of Additional Funds for Moving Services

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of moving services from Clark, Duncan & Morris, Inc.

BACKGROUND

A request for proposals, Project Number 12-06, was issued in January 2012 to procure campus-wide moving services. The Board approved the original contract with Clark, Duncan & Morris, Inc. in April 2012. The College has several large moves scheduled for the current fiscal year associated with opening the new Maritime Technology and Training Center, renovating space for the Marketing and Information Technology Services departments, relocating the Office of Grants Management, and miscellaneous repair and renovation projects.

IMPACT OF THIS ACTION

Facilities Services coordinates and schedules all moves within the College and must rely on an external moving company to assist with planning and facilitating the movement of personnel and physical assets within the College. The need is intensified by the number and size of moves scheduled for the current year. Approval of additional funding for scheduled moving services will prevent projects from being unduly hindered and delay occupancy of newly renovated and constructed buildings.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2015, the Board approved an annual expenditure of \$100,000 for moving services. This request would increase the previously amount approved by \$150,000 for a total of \$250,000. Of this total amount, \$75,000 will be funded by the Facilities Services department's 2015-2016 operating budget and \$175,000 will be funded by the 2008 Bond Program.

MONITORING AND REPORTING TIMELINE

The moves are planned to start in December 2015 and completed by August 2016.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Larry Logsdon	281-998-6118	larry.logsdon@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Construction Request #4
Regular Board Meeting December 14, 2015
Consideration of Approval of Maritime Technology &
Training Center Substantial Completion**

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees authorize the Chancellor to sign the Certificate of Substantial Completion for the Maritime Technology & Training Center.

BACKGROUND

At the June 2014 Board meeting, a Guaranteed Maximum Price contract in the amount of \$19,504,151 was awarded to Tellepsen Builders, LP for construction of a new maritime facility. Construction has been successfully completed and the new building will begin serving students on January 19, 2016.

The Certificate of Substantial Completion is significant in that the Architect and Construction Manager-at-Risk (CMR) certify the constructed facility is materially complete except for punch list corrections that need to be completed. Substantial completion allows the CMR to reduce the site staffing levels and transfer responsibility for insuring the structure to the Owner. Acceptance by the Owner at the earliest date possible reduces construction costs.

IMPACT OF THIS ACTION

The Certificate of Substantial Completion will confirm acceptance of the building by the College subject to agreed punch list items. Acceptance of the Certificate of Substantial Completion will also commence the associated warranty periods.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Following final financial review and closure of project documentation, any remaining funds from this project will be transferred to the 2008 Bond Capital Improvement Program general contingency.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Randi Faust	281-998-6106	randi.faust@sjcd.edu

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
DECEMBER 14, 2015**

I. EQUIPMENT, SUPPLIES & SERVICES BIDS

RFP #16-03	Promotional Items (pgs. 2-4)	\$	400,000
RFP #16-04	Printing Collaterals (pgs. 5-7)		235,000
RFP #16-05	Helicopter Training (pgs. 8-10)		<u>420,000</u>
TOTAL OF ALL BIDS			1,055,000

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

Purchase Request #1 -	Lease Extension for Facility Located at 3234 E. Pasadena Freeway (pgs. 11-17)	\$	294,000
Purchase Request #2 -	Additional Funds for Electrical Services (pg.18)		<u>210,000</u>
TOTAL OF PURCHASE REQUESTS			504,000
GRAND TOTAL:			<u><u>\$ 1,559,000</u></u>

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve multiple contracts to purchase promotional items, screen printed apparel, embroidered apparel/items, awards and trophies from J. Harding, Boundless Network, Brand IQ and Popular Embroidery.

BACKGROUND

A request for proposals (RFP), Project Number 16-03, was issued to procure promotional items. Twelve responses were received and evaluated by a team consisting of Marketing, Recruiting Initiatives, and Student Life staff who determined the proposals submitted by J. Harding, Boundless Network, Brand IQ and Popular Embroidery would provide the best value to the College.

J. Harding and Popular Embroidery currently provide the College with these types of services utilizing contracts through cooperative purchasing agencies. Both have exhibited satisfactory and proven records of service, provide a single contact person, perform high-quality embroidery and t-shirt printing, and have an assortment of promotional items accessible. It is recommended that the College award multiple contracts and broaden available options to include Boundless Network and Brand IQ to increase business with local vendors. It is common to have a variety of promotional, t-shirt and apparel projects in process simultaneously. Having access to more than one firm will allow for the College to receive more economical pricing and better service.

IMPACT OF THIS ACTION

The College orders promotional items and apparel to promote the College name in the community, at recruiting events, and for general marketing purposes. Printed apparel with the College name embroidered on it is used for uniform wear in some departments, such as Facilities and Maintenance. Awards are used for employee and student recognition. Overall, promotional items, apparel, awards and trophies are a necessity to continue building College awareness in the community.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$400,000. This expenditure is funded by various departmental 2015-2016 operating budgets.

MONITORING AND REPORTING TIMELINE

The initial award term will be from the date of contract award, ending December 14, 2016, with renewal options of four (4) one-year time periods.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Project Name Promotional Items
Project Number 16-03
Number of Evaluators 5

Stated Criteria	Criteria Explanation	Total Points Available	Astro Apparel & Uniforms	Big Hit Productions	Boundless Network	Brand IQ	Buffalo Specialties	Butler Business Products	Cutting Edge Advertising	FR Girls of Texas	Ichi-Ban Trophy & Engraving	J. Harding	Popular Embroidery	Urban Circle
Project Approach and Services	Management and technical approach to the scope of services, breadth and depth of the Plan Detail.	25	0.00	17.90	22.75	21.75	21.65	19.25	18.85	18.60	3.00	24.25	22.40	21.40
Qualifications and Experience of Firm and Personnel	Firm's references, experience, and reputation. Professional experience and qualifications of the individuals assigned to the account.	20	0.00	13.40	17.40	18.52	17.32	16.00	13.80	13.88	2.80	18.96	18.12	17.20
Products	Summary of the types of items the firm provides	15	1.80	10.80	14.25	13.86	13.41	10.80	9.15	9.90	1.80	14.10	13.05	12.60
Price Proposal	Catalog Price Discounts	40	7.68	25.60	35.20	35.44	34.48	22.48	33.04	30.24	2.88	37.04	35.60	32.80
		100	9.48	67.70	89.60	89.57	86.86	68.53	74.84	72.62	10.48	94.35	89.17	84.00
			Total Points Received											

Final Ranking

Vendor Name	Total Score
J. Harding	94.35
Boundless Network	89.60
Brand IQ	89.57
Popular Embroidery	89.17
Buffalo Specialties	86.86
Urban Circle	84.00
Cutting Edge Advertising	74.84
FR Girls of Texas	72.62
Butler Business Products	68.53
Big Hit Productions	67.70
Ichi-Ban Trophy & Engraving	10.48
Astro Apparel & Uniforms	9.48

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve contracts to purchase printing services of collateral materials from Southwest Precision Printers (SWPP) and Chas P. Young for the College.

BACKGROUND

A request for proposals (RFP) Project Number 16-04, was issued to procure printing of collateral materials. Five responses were received and evaluated by a team consisting of the Marketing department staff who determined the proposals submitted by SWPP and Chas P. Young would provide the best overall value to the College. In the instance where there may be multiple or overlapping projects, it would be advantageous to have access to more than one firm to provide services of this nature. Therefore, it is recommended the College make an award to two firms.

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

The department recommends awarding a contract to Chas P. Young because they too can provide high quality printing at comparable prices, making them competitive and a good secondary source for certain print projects.

IMPACT OF THIS ACTION

The Marketing department produces over 1,000 print pieces each year, ranging from recruiting collateral materials and commencement programs to departmental brochures and theater programs. Such printing services have helped the College build awareness in its service area and aid with recruiting initiatives. Printing services are a necessity to maintain this status and to ensure enrollment retention and awareness of the College and its programs in the community.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$235,000. This expenditure will be funded by various departmental 2015-2016 operating budgets.

MONITORING AND REPORTING TIMELINE

The initial award term will be from the date of contract award, ending August 31, 2016, with renewal options of four (4) one-year time periods.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Project Name Printing Collaterals
Project Number 16-04
Number of Evaluators 3

Stated Criteria	Criteria Explanation	Total Points Available	Southwest Precision Printers	Chas P. Young	The Document Group	Capital Printing	Absolute Color
Project Management and Services	Management and technical approach to the scope of services, breadth and depth of the Plan Detail.	35.00	34.42	33.25	27.42	23.33	1.75
Qualifications and Experience of Firm	Firm's references, experience, and reputation	35.00	35.00	35.00	27.42	22.17	1.75
Qualifications and Experience of Personnel	Professional experience and qualifications of the individuals assigned to the account	15.00	15.00	14.50	12.25	5.50	0.00
Price Proposal	Price Discounts	15.00	13.65	14.25	12.50	13.30	13.55
		100.00	98.07	97.00	79.59	64.30	17.05
Total Points Received							

Final Ranking

Vendor Name	Total Score
Southwest Precision Printers	98.07
Chas P. Young	97.00
The Document Group	79.59
Capital Printing	64.30
Absolute Color	17.05

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve a contract to provide helicopter flight training services from Veracity Aviation, LLC for the Aviation Technology department.

BACKGROUND

The College has provided quality flight training to aviation students since 1968. The College currently provides students the ability to receive fixed wing aircraft training and is in the process of adding a rotor wing option to the program. Veracity Aviation is an approved Federal Aviation Administration (FAA) Part 141 helicopter training school that will provide training in conjunction with the College's current FAA Part 141 ground school. Veracity will provide private, instrument, commercial, and flight instructor training. The Aviation department has adjusted the training course outline and student learning objectives in anticipation of offering these courses. The addition of a helicopter training provider diversifies our program and provides a lucrative alternative career path for students.

A request for proposals (RFP), Project Number 16-05, was issued to procure helicopter flight training services. One response was received and evaluated by a team consisting of Business and Technology faculty and staff who determined the proposal submitted by Veracity Aviation would provide the best value to the College.

IMPACT OF THIS ACTION

The demand for trained pilots is currently far greater than the supply in both the helicopter and airline industries. Veracity's FAA Part 141 program complements the College's FAA Part 141 ground school. This is a regulatory as well as a collegiate partnership between the contractor and the Aviation Technology department. Providing this alternative option ensures the program's competitive involvement as an educational program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$420,000. This expenditure is funded by the Aviation Technology department's 2015-2016 operating budget and subsequent year budgets, subject to approval by the Board. The revenue source for such expenditures is student flight fees. Additionally, student proficiency will ultimately impact the actual cost to the student (i.e. less time to master a skill will require less flight and instructor time). The training cost is passed on to the student as a flight fee with no additional mark up or handling fee by the College.

MONITORING AND REPORTING TIMELINE

The initial award term will be for one (1) year, September 1, 2016 through August 31, 2017, with renewal options of two (2) two-year time periods.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Jeffrey Parks	281-998-1806	jeffrey.parks@sjcd.edu
Mark Deschner	281-476-1865	mark.deschner@sjcd.edu
Randi Faust	281-998-6106	randi.faust@sjcd.edu

Project Name Helicopter Flight Training Services
Project Number RFP 16-05
Number of Evaluators 4

Stated Criteria	Criteria Explanation	Total Points Available	Veracity Aviation, LLC
Qualification and Experience of Firm and Personnel	Firm's demonstrated experience, references, and staff compilation	25	24.50
Student Statistics	Number of students that started and completed the courses	20	17.00
Aircraft Equipment and Financial Capability	Condition of equipment and financial statements	30	22.50
Safety, Accident and Maintenance Report	Review of FAA report, insurance loss runs, and safety policies	15	13.25
Price Proposal	Hourly rates and total estimated costs for courses	10	10.00
		100	87.25
			Total Points Received

Purchase Request #1
Regular Board Meeting December 14, 2015
Consideration of Approval to Extend Lease for Facility
Located at 3234 East Pasadena Freeway

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve an extension on the lease of the building at 3234 East Pasadena Freeway.

BACKGROUND

The college entered into a lease agreement in January 2010 for a facility located at 3234 East Pasadena Freeway to house the Maritime Program as well as Applied Trades and Technology Programs (AT&T). Since that time the college has executed two amendments for extension in October 2013 and in January 2015. In order to accommodate the maritime bridge simulators which were installed in 2013, the AT&T program equipment was relocated to Building C31. This equipment will be returned to the leased facility once the new Maritime facility is opened. Programs in the AT&T area are expanding and the increase of equipment for these new programs increased the need for space. The bond election has provided funding for the building of additional facilities but those facilities will not be available for some time.

IMPACT OF THIS ACTION

The attached document demonstrates the minimum plan for additional classes in the leased facility as well as the courses that can be added on campus with the move of equipment to the leased facility. The continued lease of this facility will allow for growth in programs as well as immediate attention to industry demand until additional space is available.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The annual cost of the lease is \$98,000 with estimated annual utility expenses of \$2,400. In consideration of the estimated \$164,179 income generated from the additional courses to be taught in the repurposed leased facility, the cost of the lease will be covered by Continuing and Professional Development. See detail in attached document. The total lease payment expenditure for this extension shall be \$294,000.

MONITORING AND REPORTING TIMELINE

The extension of the lease will be from July 1, 2016 through June 30, 2019.

ATTACHMENTS

Attachment 1 – Third Amendment to Lease
Attachment 2 – Use Plan

**Purchase Request #1
Regular Board Meeting December 14, 2015
Consideration of Approval to Extend Lease for Facility
Located at 3234 East Pasadena Freeway**

RESOURCE PERSONNEL

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Allatia Harris	281-998-7401	allatia.harris@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Modification of Lease and Third Amendment to Lease Agreement

Date:

Lease and First and Second Amendments

Date: Lease: January 1, 2010, First Amendment: October 8, 2013, Second Amendment: September 8, 2014

Landlord: St. Charles Interest, Inc.

Tenant: San Jacinto Community College District

Premises:

Street address/suite: 3234 East Pasadena Frwy.

City, county, state, zip: Pasadena, TX

Commencement Date: Lease: January 1, 2010, First Amendment: October 8, 2013, Second Amendment: January 1, 2015

Lease and First Amendment Termination Date: December 31, 2014

Second Amendment Termination Date: June 30, 2016

Subject to the following terms and conditions, Landlord and Tenant hereby modify the above described Lease and First and Second Amendments between them for the property located at 3234 East Pasadena Frwy., Pasadena, TX, said property being further identified in the attached Exhibit "A".

The above described Lease between Landlord and Tenant is extended for the following term:

New Lease Commencement Date: July 1, 2016

New Lease Termination Date: June 30, 2019

The monthly rental rate shall remain \$8,190.00 per month. Additionally, Tenant agrees that should they desire to extend their Lease of the Premises beyond June 30, 2019, a written lease agreement must be signed by both parties prior to December 31, 2018.

All other terms of the Lease remain as stated in the Lease.

The Lease is ratified as modified.

St. Charles Interest, Inc.

BY: _____
Charles C. Lary, III President

San Jacinto Community College District

BY: _____
Name:
Title:

Exhibit "A"

DESCRIPTION

Of 0.825 acres of land out of Block 1, Reserve "A" of St. Charles Place Subdivision, as recorded in Harris County Film Code No. 359050, and located in the Thomas Earle Survey, Abstract No. 18, Harris County, Texas, said 0.825 acres of land being more particularly described by metes and bounds as follows: (Bearings based upon Harris County Film Code No. 359050)

COMMENCING at a 5/8 inch iron rod set for the northwest corner of said Block 1, Reserve "A", and located in the southerly right-of-way line of State Highway No. 225;

THENCE South 87°32'43" East along the southerly right-of-way line of said State Highway No. 225, a distance of 520.42 feet to a 5/8 inch iron rod set for the PLACE OF BEGINNING of the herein described tract;

THENCE South 87°32'43" East continuing along the southerly right-of-way line of said State Highway No. 225, a distance of 135.00 feet to a 5/8 inch iron rod set for corner;

THENCE South 00°25'00" East a distance of 263.30 feet to a 5/8 inch iron rod set for corner in the south line of said Block 1, Reserve "A", also being the north line of Deepwater Terrace, as recorded in Volume 38, Page 73 of the Map Records of Harris County, Texas;

THENCE South 89°35'00" West along the common line of said Block 1, Reserve "A" and said Deepwater Terrace, a distance of 134.83 feet to a 5/8 inch iron rod set for corner;

THENCE North 00°25'00" West a distance of 269.91 feet to the PLACE OF BEGINNING of the herein described tract and containing within these calls 35,947 square feet or 0.825 acres of land.

WITNESS MY HAND AND SEAL THIS THE 09TH DAY OF APRIL, 1996.



J. GARLYN RAINWATER
Registered Professional Land Surveyor No. 4722



FOSTER - RAINWATER & ASSOCIATES SURVEYING
3425 Federal Street
Pasadena, Texas 77504
Phone No.: (713) 941-0070

Job No.: 93178

WS5/95FILES/93178E

TO: Allatia Harris
FROM: Sallie Kay Janes
DATE: November 3, 2015
SUBJECT: Revenue Plan for Covering Expenses for Building on Hwy 225

BACKGROUND

The expenses related to the occupancy of the Maritime and Technical Training Center on Hwy 225 are – annual lease of \$98,000 and utilities of approximately \$2400 annually – for a total of **\$100,400**. (The lessor has agreed not to change the lease rate.)

The need for space for Continuing and Professional Development include:

- Office space for Program Director and faculty
- Office space for Grant personnel (could use vacated space of program staff)
- Classroom and lab space for-
 - PLC
 - CNC
 - Computer/IT
 - Business classes
 - Crane Simulator

Space in B31 is limited. PLC and CNC equipment is cramped due to craft trades equipment being purchased.

Applied Technology, Computer/IT and Business & Professions were in the black for 2014-15.

ATT - \$299,790 + \$526.31 = **\$300,316.31**

C/IT - **\$8,030**

Business & Professions – (\$13,849.06)+24,023.47 = **\$10,174.41**

Maintaining this total net amount, the expenses for the building could be covered.

The new planned facilities that could relieve the need for more space will not be available immediately. Therefore, the need to continue the lease and provide for the expansion of the training in the areas listed is critical.

PLAN

Plans for the future occupancy of the facility once the maritime program vacates, include courses in the Computer/IT program area that includes computer related technologies and courses in the Business and Professions program area. Additional courses may be taught in the facility but these are the ones we are confident will be taught in the facility.

The crane simulator will also be moved to this facility due to the climate control that exists in this facility that does not exist in its present location. Working with WGMA crane simulation classes are being planned but specific course prices and scheduling have not yet been determined.

Therefore, the tables below indicate the net revenue that can be accurately predicted at a minimum.

All course revenues are based on a minimum of 10 students per class.

Computer/IT – Computer-related Technologies

Course	Contact Hours	Price	Expenses	Margin
Intro to PLCs	40	\$ 7,000.00	2200	\$ 4,800.00
Advanced PLC	40	\$ 7,000.00	2200	\$ 4,800.00
Troubleshooting Ladder Logic	24	\$ 5,340.00	1320	\$ 4,020.00
PID Loops	32	\$ 6,220.00	1760	\$ 4,460.00
Intro to CNC & Manual Machining	72	\$ 8,760.00	3960	\$ 4,800.00
Intermediate CNC	64	\$ 8,320.00	3520	\$ 4,800.00
Simtronics Training	40	\$ 7,000.00	2200	\$ 4,800.00
Totals		\$ 49,640.00		\$ 32,480.00

Business and Professions - Building on 225

Course	Month	FEES	GROSS	Expenses	NET
Exemplar Global Certified ISO 9001:2015; Lead Auditor Training	January	\$1,795.00	17,950.00	3,000.00	14,950.00
Fundamentals of Finance & Accounting for Nonfinancial Managers	February	\$1,795.00	17,950.00	3,000.00	14,950.00
Exemplar Global Certified ISO 9001:2015; 14001:2015; & OHSAS 18001:2015 Lead Auditor Training	March	\$1,795.00	17,950.00	3,000.00	14,950.00
Lean Six Sigma Green Belt Instructor Led	April	\$2,500.00	25,000.00	3,000.00	22,000.00
Lean Six Sigma Black Belt Instructor Led	May	\$3,000.00	30,000.00	3,000.00	27,000.00
Total Revenue			108,850.00		93,850.00

Once the equipment is moved from Building C31, space will be made available for the following new courses to be offered in Building C31.

Applied Trades and Technology

Courses	Semester 2016	CTH	Students	Tuition	Total Tuition	Expense	Net Revenue
NCCER Electrical	Spring	128	10	665	6,650	5,324	1,326
NCCER Indust. Carpent. – Level 1	Spring	128	13	665	8,645	5,324	3,321
Maintenance	Spring	32	12	400	4,800	1,274	3,526
NCCER - TBD	Summer	128	12	665	7,980	5,324	2,656
Maintenance	Summer	32	12	400	4,800	1,274	3,526
NCCER Indust. Carpent. –Level 1	Fall	128	13	665	8,645	5,324	3,321
NCCER Indust. Carpent. – Level 2	Fall	128	13	665	8,645	5,324	3,321
NCCER Electrical	Fall	128	10	665	6,650	5,324	1,326
Maintenance	Fall	32	12	400	4,800	1,274	3,526
Other TBD							12,000
Totals		864	107		61,615	35,766	37,849

Applied Trades and Technology

Considering the total of the projected net revenues of **\$126,330**, building expenses will be covered. Additional courses for the crane simulator and courses from other program areas will also add to the possible revenue.

Office space is needed for staff and faculty for the above mentioned courses. A Program Director will move to that building and provide general oversight.

There is no need to reconfigure the building. It will be used as it is. The crane simulator will be placed where the bridge simulators are located. There may be a need for additional computers, pending additional courses to be taught at the facility.

TIMING

As soon as the maritime program has been moved to the new Maritime Center, the equipment needed for the above listed programs can be moved to the facility on Hwy 225.

Due to the amount of time it will take to build and renovate new buildings as approved by the Board of Trustees, the extension for the lease of the building at 3234 Hwy 225 should be extended by 3 years to June 2019.

Purchase Request #2
Regular Board Meeting December 14, 2015
Consideration of Approval of Additional Funds for Electrical Services

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the expenditure of additional funds for electrical services from Alpha Electric Company.

BACKGROUND

The Facilities Services department is responsible for maintaining the College's electrical and lighting systems. Services from an outside electrical maintenance firm is required for larger projects and on an as needed basis to assist with emergency repairs that arise throughout the year. Some larger projects that have been completed or are scheduled are retrofitting lamps at North Campus, upgrading the electrical at Central Campus Building 30, and installing track lighting for renovation of an exhibition gallery at the South Campus.

A request for proposals, Project Number 15-11, was issued in April 2015 to procure electrical maintenance services. The Board approved a contract with Alpha Electric Company in June 2015.

IMPACT OF THIS ACTION

The selected vendor will provide electrical maintenance services when the College does not have the capability to perform these services with our own staff due to the complexity of the project or the time constraints required to complete the work. The qualified licensed electrical contractor will supply staff and equipment on a project specific basis.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In June 2015, the Board approved an estimated expenditure of \$120,000 for electrical services. This request would increase the total amount approved by \$210,000 to a total of \$330,000. This expenditure will be funded by the Facilities Services department's 2015-2016 operating budget.

MONITORING AND REPORTING TIMELINE

The current contract term is June 1, 2015 through May 31, 2016 with renewal options of four one-year time periods remaining.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ron Andell	281-929-4659	ron.andell@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Item "A"
Regular Board Meeting December 14, 2015
Approval of the Minutes for the November 2, 2015
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the November 2, 2015, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
November 2, 2015
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Others: Lisa Brown, Teri Crawford, John Hopkins, Ann Kokx-Templet, Mandi Reiland, Steve Trncak, Niki Whiteside, Laurel Williamson
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Workshop began at 5:03 p.m.
II.	Roll Call of Board Members	Board Members: Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072 & 551.074, of the Texas Open Meetings Act, for the following purposes: Legal Matter, Real Estate, and Personnel Matters	Adjourned to closed session at 5:03 p.m. Lisa Brown, Teri Crawford, John Hopkins, and Steve Trncak were present for the Legal Matter. Teri Crawford, Ann Kokx-Templet, and Steve Trncak were present for Real Estate. Teri Crawford and Steve Trncak were present for the Personnel Matters.

<p>IV.</p>	<p>Reconvene in Open Meeting</p>	<p>Reconvened in open meeting at 6:08 p.m.</p> <p>Laurel Williamson and Niki Whiteside joined the meeting.</p>
<p>V.</p>	<p>Distance Learning Update</p>	<p>Niki Whiteside gave an overview of Distance Learning. She explained that the primary reason San Jac students take distance learning classes is for flexibility of schedule. The lowest success rates for distance learning are with first time in college (FTIC) students. Five year trend for A-C success rates show a rate of 70.3% for Fall 2014. This is an improvement of 3.8% over the five year period. Challenges for distance learning include testing and student authentication, test proctoring, state approvals, and advisory committee recommendations. Proctoring is an issue that will need to be addressed for future growth as well as testing and student authentication. Niki discussed the future goals for distance learning. The goals are as follows:</p> <ul style="list-style-type: none"> • improve student A-C success, • ACAdemic II, • course developments (R2T and advisory committees), • additional faculty training, • distance learning student orientation, • early intervention with high risk students, • practicums/internships/clinicals, and • marketing. <p>Niki explained that through focus on A-C Success, course design based on quality matters standards and development of course templates in Blackboard have been developed and utilized to make improvements. Also, ready-to-teach classes and course reviews were two ways to expand and improve student success in distance learning.</p> <p>Niki discussed other online schools which include WGU and University of Phoenix.</p> <p>Larry asked if a few years ago we were only offering general studies.</p> <p>Niki explained that there have been more than just general studies classes offered.</p> <p>Marie asked how many students are enrolled in distance learning. Niki answered there are approximately 10,000 unduplicated.</p>

		<p>Marie asked how we got our subject matter experts to agree on one book and how can we get the rest of the college to do this. Brenda explained that we are implementing a task force that is working on this. They started and they are meeting weekly. It is difficult but they are working through it.</p> <p>Laurel stated that the resistance is coming more from long term faculty that may have bad memories of past experience regarding textbooks.</p> <p>Marie remembers that Barnes and Noble recommended to implement college wide text books to lower the price for students. Laurel explained the timeline of the committee is December/January.</p> <p>Dan asked how other colleges compare in success rates for FTIC distance learning students.</p> <p>Niki stated that she does not have the numbers in front of her but she can work with the research office to collect this data.</p>
<p>VI.</p>	<p>Performance Management Distribution Curves</p>	<p>Steve Trncak gave an overview of the Performance Management (PM) Distribution Curves. He highlighted pages 5, 8, 11, and 14 of the handout. Page 5 illustrates the college wide comparison for validation. The breakdown of percentages per rating for 2014-2015 is as follows:</p> <ul style="list-style-type: none"> • Exceptional 14.60% • Notable 37.54% • Valuable 46.03% • Room for Improvement 1.43% • Unacceptable 0.40% <p>Page 8 includes the 2014-2015 staff validated distribution curve with a breakdown of ratings as follows:</p> <ul style="list-style-type: none"> • Exceptional 5.87% • Notable 19.44% • Valuable 24.60% • Room for Improvement 1.03% • Unacceptable 0.24% <p>Page 11 shows the 2014-2015 administration validated distribution curve breakdown:</p> <ul style="list-style-type: none"> • Exceptional 2.22% • Notable 3.49% • Valuable 2.46% • Room for Improvement 0.16% • Unacceptable 0.00%

		<p>Page 14 has the 2014-2015 faculty comparison of validated ratings as listed below:</p> <ul style="list-style-type: none"> • Exceptional 6.51% • Notable 14.60% • Valuable 18.97% • Room for Improvement 0.24% • Unacceptable 0.16% <p>In summary, the College has been utilizing this system for five years and employees have a better understanding of the system and process.</p>
VII.	Harris County Appraisal District Board of Directors Candidates	<p>Brenda Hellyer explained that last month the Board of Trustees voted to nominate Toni Trumbull for the Harris County Appraisal District (HCAD) Board. We received a letter from HCAD stating there are two candidates on the ballot because two people were nominated. Brenda reviewed the two candidates, Toni Trumbull and David Janda, for the Harris County Appraisal District Board of Directors. Brenda will get additional feedback and will review with the Finance Committee in December. The Board of Trustees will need to vote for one at the December 14, 2015 Board meeting.</p>
VIII.	Calendar	<p>Brenda reviewed the Board calendar</p>
IX.	General Discussion of Meeting Items	<p>There were no other items discussed.</p>
X.	Adjournment	<p>Workshop adjourned at 6:54 p.m.</p>

**San Jacinto College District
Board Meeting Minutes**

November 2, 2015

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, November 2, 2015, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.

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

Chancellor: Brenda Hellyer

Others Present:

Richard Bailey	Kevin McKisson
Rhonda Bell	Kerry Mix
Pam Campbell	Kevin Morris
Teri Crawford	Alexander Okwonna
Suzanne DeBlanc	Carolina Redmond
Bill Dickerson	Shelley Rinehart
Bill Dowell	Kelly Simons
Amanda Fenwick	Debbie Smith
George González	Mary Smith-Hill
Allatia Harris	Danny Snooks
Padmaja Jedarthan	Rob Stanicic
Brenda Jones	JD Taliaferro
Bryan Jones	Steve Trncak
Ruth Keenan	Van Wigginton

Call the Meeting to order: Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:02 p.m.

Roll Call of Board Members: Marie Flickinger
Brad Hance
John Moon, Jr.
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Invocation and Pledges to the Flags:

The invocation was given by Laurel Williamson. The pledges to the American flag and the Texas flag were led by Larry Wilson.

Special Announcements, Recognitions, and Presentations:

1. Dan Mims introduced the doctoral students for the Roueche Graduate Center, Governance and Administration Class that were present to observe the meeting.
2. Ruth Keenan introduced Harold Armstrong with the PVF Roundtable Scholarship Program for a check presentation.

Student Success Presentations:

1. George González presented High School Capture Rates.

Communications to the Board:

1. A thank you was sent to the Board from Dana Cragin, for the plant sent in memory of her mother.
2. A thank you was sent to the Board from Teri Crawford, for the plants sent in memory of her Aunt and her Uncle.
3. A thank you was sent to the Board from Steve Trncak, for the plant sent in memory of his wife, Barbara.
4. A thank you was sent to the Board from Heather Rittenbery, for the plant sent in memory of her son, Cooper.
5. A thank you was sent to the Board from Stephen Alexander, for the plant sent in memory of his mother.
6. A thank you was sent to the Board from Olga Nava, for the plant send in memory of her Uncle.

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

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

Informative Reports:

Dan Mims indicated such reports were in the board documents.

Motion 9663 Consideration of Approval of Amendment to the 2015-2016 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants

Motion was made by Marie Flickinger, seconded by John Moon, Jr., for Approval of Amendment to the 2015-2016 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9664
Consideration of the
Ratification of the
Purchase of
Election Services**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for Consideration of the Ratification of the Purchase of Election Services.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9665
Consideration of
Approval of
Interlocal
Agreement with the
City of Frisco, TX**

Motion was made by Larry Wilson, seconded by Brad Hance, for Approval of Interlocal Agreement with the City of Frisco, TX.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9666
Consideration of
Approval of an
Articulation
Agreement Between
San Jacinto College
and Baylor
University**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for Approval of an Articulation Agreement Between San Jacinto College and Baylor University.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9667
Consideration of
Approval of
Possible Litigation
Against Area
Businesses or
Individuals
Regarding
Infringement of
College
Trademarks**

The action item was amended to the following wording:
Consideration of Approval of Litigation Against Wes Geddes and San Jac CHL, LLC Regarding Infringement of College Trademarks

Motion was made by Larry Wilson, seconded by Brad Hance, for Approval of Litigation Against Wes Geddes and San Jac CHL, LLC Regarding Infringement of College Trademarks as amended.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9668
Consideration of
Construction
Requests**

Motion was made by Dr. Ruede Wheeler, seconded by Brad Hance, for approval of the construction requests.

Construction Request #1 Method of Procurement for Central Campus Center for Petrochemical, Energy, and Technology	_____ -
Total:	\$ -

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9669
Consideration of
Purchasing
Requests**

Motion was made by Keith Sinor, seconded by Marie Flickinger, for approval of the purchasing requests.

RFP #16-02 Charter Bus Services	\$190,000
RFP #16-01 Digital Concert Organ	75,000
Purchase Request #1 Method of Procurement and Funding for Office Renovations at the College Administration East Building, Phase II	175,000
Purchase Request #2 Welding Trainers	120,579
Purchase Request #3 Simtronics Software	76,850
Purchase Request #4 Electronic Access Controls	75,000
Purchase Request #5 Graduation Event License	<u>63,464</u>
Total:	\$775,893

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9670
Consent Agenda**

Chairman Mims informed the Board that the consent agenda did not include the September 22, 2015 Board Strategic Retreat minutes. The item was not listed on the posted consent agenda. The item will be brought to the Board for approval at the December meeting. The items in the consent agenda for approval were Item A and Item C through F.

- A. Approval of the Minutes for the October 5, 2015 Board Workshop and Regular Board Meeting
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting

Motion was made by Marie Flickinger, seconded by John Moon, Jr., to approve the consent agenda.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler

Nays: None

Adjournment: Meeting Adjourned at 7:39 p.m.

Item "B"
Regular Board Meeting December 14, 2015
Approval of the Minutes for the November 16, 2015
Special Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the November 16, 2015, Special Board Meeting.

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

November 16, 2015

The Board of Trustees of the San Jacinto Community College District met at 5:15 p.m., Monday, November 16, 2015, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Special Board Meeting.

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

Absent: Brad Hance

Chancellor: Brenda Hellyer

Others Present: Teri Crawford
Amanda Fenwick
Bo Hopper
Ginger Lambert
Lorenzo Najera
Mandi Reiland
Danny Snooks

Call the Meeting to order: Chair Dan Mims called the special meeting of the Board of Trustees to order at 5:15 p.m.

Roll Call of Board Members: Marie Flickinger
Brad Hance – Absent
John Moon, Jr.
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Motion 9671 Consideration of Approval to Adopt Order Canvassing Returns and Declaring Results of Election. Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson, for approval to Adopt Order Canvassing Returns and Declaring Results of Election.

Motion Carried.
Yeas: Flickinger, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Adjournment: Meeting Adjourned at 5:16 p.m.

Item “C”
Regular Board Meeting December 14, 2015
Approval of the Minutes for the September 22, 2015
Board Strategic Retreat

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the September 22, 2015, Board Strategic Retreat.

SAN JACINTO COLLEGE DISTRICT
Board of Trustees Strategic Retreat Minutes
September 22, 2015

Members Present: Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

Absent: Marie Flickinger

Others Present: Brenda Hellyer & Mandi Reiland

I. The meeting was called to order at 4:00 p.m. by Dan Mims.

II. Discussion on 2015 Building Program

A. Bond Election

- a. Brenda covered the legal requirements for bond documents. All bond documents must be translated in English, Spanish, Vietnamese, and Chinese. The election costs with Harris County are approximately \$189,000. On Election Day we plan to have a gathering possibly in the Board room to monitor results. Early voting results are available shortly after 7:00 p.m.
- b. Brenda gave an overview of the community support that is being led by JoAnn Delgado, Ben Meador, Wayne Oquin, and Herman Williams. Several endorsements have been received. Brenda also explained the informational campaign and community presentations scheduled. Presentations to Senior groups, Students, Faculty and Staff are underway.
- c. A meeting has been set up with the Houston Chronicle Editorial Board to explain the Bond.
- d. Brenda asked the Board to let us know if we have missed some group or outreach effort.

B. Consultants

- a. Reviewed the current consultants being utilized by the College.

Engineers:

Structural – Walter P. Moore, Cardno Haynes Whaley,
Henderson Rodgers

Mechanical, Electrical, and Plumbing (MEP) – JSE, DBR,
KME, ACR

Landscape Architect – Jarrieau (out of business), Morris,
M2L

Civil – Brooks & Sparks

Geotechnical – HTS

Commissioning – ACR

Architects:

Page

IBI Group
Gensler
Morris Architects

- b. As the College prepares for 2015 work, we will need to determine how many consultants in each area and how they will be managed.
- c. The contract with the architects provides that the College can choose the engineers or the architect has the option. If architects select engineers, the College can make the final approval.
- d. Discussions occurred regarding RFQ processes for architects. Also discussed that we wanted to understand how engineer selection could impact project management and fees with architects and if the College needs a pool of engineers for smaller projects.
- e. The group discussed program management options and Brenda distributed the CMAA Program Manager guide to provide an overview of fee structures for program managers.
- f. Board members have been pleased with program management services for the 2008 bond. Moving forward they want to understand how best to manage costs and ensure best value. A process needs to be developed for the 2015 bond.
- g. Additionally, Brenda stated that a RFQ for a bond financial advisor should be considered. She is still giving consideration to timing.

III. Discussion on Naming Facilities

- a. Brenda covered handout for facilities names that have or will be demolished.
- b. Dan recommended that the new library at North be named after Dr. Lehr since he had a long-term impact on the North Campus and the North area community. There were no issues with this proposal. An action will need to be brought to the Board.
- c. The Board will need to decide if the new classroom building at Central will be named Frels or something different. The group did not necessarily see the need to rename new facilities after Frels, Ball, and Anderson. They will consider in the future.

IV. Wrap-up with Summary for Follow-up

- a. Board calendar was distributed.
- b. Decided the Foundation Holiday Party will be held on December 2.

V. Adjournment – 5:46 p.m.

Item “D”
Regular Board Meeting December 14, 2015
Approval of Correction of Minutes for the September 14, 2015
Board Workshop Related to Closed Session Personnel Matter

RECOMMENDATION

The Chancellor recommends approval of correction of September 14, 2015, Board Workshop minutes related to the closed session personnel matter.

BACKGROUND

The minutes reported there was a personnel matter on the agenda but it did not list specifically that it was for the validation of the Strategic Leadership Team. The agenda was posted with this specification, but the minutes should reflect this detail also.

IMPACT OF THIS ACTION

This approval allows the document to be corrected to reflect the proper listing of personnel items.

ATTACHMENTS

Attachment 1 – September 14, 2015 Board Workshop minutes as approved at the
October 5, 2015 Board Meeting

Attachment 2 – September 14, 2015 Board Workshop minutes with correction (highlighted in
yellow)

RESOURCE PERSONNEL

Brenda Hellyer 281-998-6100 brenda.hellyer@sjcd.edu

**San Jacinto College District Board Workshop
September 14, 2015
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Ruede Wheeler, Larry Wilson Absent: Keith Sinor Chancellor: Brenda Hellyer Others: Lisa Brown, Teri Crawford, John Hopkins, Ken Lynn, Mandi Reiland
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Workshop began at 5:17 p.m.
II.	Roll Call of Board Members	Board Members: Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson Absent: Keith Sinor
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.073 & 551.074, of the Texas Open Meetings Act, for the following purposes: Legal Matter, Personnel Matters, and Consideration of a Negotiated Contract for a	Adjourned to closed session at 5:18 p.m. Teri Crawford as well as Lisa Brown and John Hopkins with Thompson & Horton, were present for the legal matter discussion. Teri Crawford and Lisa Brown were present for the consideration of a negotiated contract for a prospective gift discussion at the executive session.

Attachment 1

	Prospective Gift	
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:35 p.m.
V.	Enrollment Update	<p>Brenda Hellyer gave enrollment update. Currently, fall to fall headcount is up 1.7% across the three campuses and contact hours are up 1.4%. Central Campus has had a slight decline in headcount but is up in contact hours by 1.3%. North Campus is up 6.5% on headcount and up 4.1% in contact hours This is largely due to dual credit and early college high school enrollment. South Campus is up 1.7% on headcount and contact hours are down 0.3%. The decline is in its technical programs.</p> <p>Our goal was to have a 1.5% increase in enrollment and we are almost there.</p>
VI.	Property Tax Rate Discussion	<p>Ken Lynn gave an update on the property tax calculations.</p> <ul style="list-style-type: none"> • This calculation had been approved by the Harris County Appraisal District (HCAD). The next step is for the Chancellor to recommend rates to the Board. • The 2014 total taxable value is \$44,158,753,240. • Ken gave an overview of the value loss and adjustments to the taxable value. • The 2015 total taxable value is \$48,045,715,553. • Ken gave an overview of the adjustments to the 2015 taxable value. • The 2015 adjusted taxable value is \$46,929,277,613. • The effective tax rate for 2015 is \$0.175783/\$100. • Ken gave an overview of the M&O taxes and debt service rates. • Ken explained the taxable appraised value handout that covers the certified total appraised value (TAV) with a HCAD certified roll as of August 28, 2015. • On the uncertified or work in progress, Ken used a conservative factor of 114.4% based on past value conversions from protested and uncertified to certified for 2012 through 2014. • Ken gave two scenarios for tax rates for the Board to review.

Attachment 1

		<ul style="list-style-type: none"> • Brenda explained the first option was adopting the effective tax rate and the second option was to adopt slightly less (.002 cents). • Marie asked why it is the College’s responsibility to not go over a certain amount if we have not received the final tax rolls. Ken explained that HCAD has complied with the laws of the tax code and it is a matter of time to process and resolve all protests. • The tax rate will be considered for adoption by the Board of Trustees at the October 5, 2015, meeting. • The Board members saw no issues with the recommendation to keep the tax rate the same and adopt the effective tax rate. • The tax rate will be posted in the newspaper.
VII.	2015 Bond Process Update	Brenda showed the Board the Senior bond mail out and the general bond mail out.
VIII.	Calendar	<p>Brenda reviewed the Board calendar:</p> <ul style="list-style-type: none"> • 9/16 Pasadena Rodeo San Jac Night • 9/22 Board Retreat, 4:00 p.m., Building and Finance Committee Meetings will be cancelled • 9/23 Clear Lake Chamber Luncheon • 10/21 Houston Hispanic Chamber Elected Officials Reception • 10/14 – 10/17 ACCT Conference
IX.	General Discussion of Meeting Items	There were no other items discussed.
X.	Adjournment	Workshop adjourned at 6:59 p.m.

**San Jacinto College District Board Workshop
September 14, 2015
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Ruede Wheeler, Larry Wilson Absent: Keith Sinor Chancellor: Brenda Hellyer Others: Lisa Brown, Teri Crawford, John Hopkins, Ken Lynn, Mandi Reiland
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Workshop began at 5:17 p.m.
II.	Roll Call of Board Members	Board Members: Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson Absent: Keith Sinor
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.073 & 551.074, of the Texas Open Meetings Act, for the following purposes: Legal Matter, Personnel Matters (Validation of Strategic Leadership)	Adjourned to closed session at 5:18 p.m. Teri Crawford as well as Lisa Brown and John Hopkins with Thompson & Horton, were present for the legal matter discussion. Teri Crawford and Lisa Brown were present for the consideration of a negotiated contract for a prospective gift discussion at the executive session.

Attachment 2

	Team), and Consideration of a Negotiated Contract for a Prospective Gift	
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:35 p.m.
V.	Enrollment Update	<p>Brenda Hellyer gave enrollment update. Currently, fall to fall headcount is up 1.7% across the three campuses and contact hours are up 1.4%. Central Campus has had a slight decline in headcount but is up in contact hours by 1.3%. North Campus is up 6.5% on headcount and up 4.1% in contact hours This is largely due to dual credit and early college high school enrollment. South Campus is up 1.7% on headcount and contact hours are down 0.3%. The decline is in its technical programs.</p> <p>Our goal was to have a 1.5% increase in enrollment and we are almost there.</p>
VI.	Property Tax Rate Discussion	<p>Ken Lynn gave an update on the property tax calculations.</p> <ul style="list-style-type: none"> • This calculation had been approved by the Harris County Appraisal District (HCAD). The next step is for the Chancellor to recommend rates to the Board. • The 2014 total taxable value is \$44,158,753,240. • Ken gave an overview of the value loss and adjustments to the taxable value. • The 2015 total taxable value is \$48,045,715,553. • Ken gave an overview of the adjustments to the 2015 taxable value. • The 2015 adjusted taxable value is \$46,929,277,613. • The effective tax rate for 2015 is \$0.175783/\$100. • Ken gave an overview of the M&O taxes and debt service rates. • Ken explained the taxable appraised value handout that covers the certified total appraised value (TAV) with a HCAD certified roll as of August 28, 2015. • On the uncertified or work in progress, Ken used a conservative factor of 114.4% based on past value conversions from protested and uncertified to certified for 2012 through 2014.

Attachment 2

		<ul style="list-style-type: none"> • Ken gave two scenarios for tax rates for the Board to review. • Brenda explained the first option was adopting the effective tax rate and the second option was to adopt slightly less (.002 cents). • Marie asked why it is the College’s responsibility to not go over a certain amount if we have not received the final tax rolls. Ken explained that HCAD has complied with the laws of the tax code and it is a matter of time to process and resolve all protests. • The tax rate will be considered for adoption by the Board of Trustees at the October 5, 2015, meeting. • The Board members saw no issues with the recommendation to keep the tax rate the same and adopt the effective tax rate. • The tax rate will be posted in the newspaper.
VII.	2015 Bond Process Update	Brenda showed the Board the Senior bond mail out and the general bond mail out.
VIII.	Calendar	<p>Brenda reviewed the Board calendar:</p> <ul style="list-style-type: none"> • 9/16 Pasadena Rodeo San Jac Night • 9/22 Board Retreat, 4:00 p.m., Building and Finance Committee Meetings will be cancelled • 9/23 Clear Lake Chamber Luncheon • 10/21 Houston Hispanic Chamber Elected Officials Reception • 10/14 – 10/17 ACCT Conference
IX.	General Discussion of Meeting Items	There were no other items discussed.
X.	Adjournment	Workshop adjourned at 6:59 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve budget transfers for 2015-2016 which have been made in accordance with State accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Mini Izaguirre

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SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The December 14, 2015 Board Meeting
 Budget Transfers Related to Fiscal Year 2015 - 16

DISTRICT	ELEMENT OF COST	DEBIT	CREDIT
	INSTRUCTION	-	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	136
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	136	25,638
	PHYSICAL PLANT	18,000	-
	AUXILIARY ENTERPRISES	-	-
CENTRAL	INSTRUCTION	2,898	10,180
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	10,180	-
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
NORTH	INSTRUCTION	4,976	500
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	3,300
	STUDENT SERVICES	500	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
SOUTH	INSTRUCTION	2,766	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	298	-
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
		39,754	39,754

RECOMMENDATION

Recommend Board approval of the following Affiliation Agreements:

Central Campus

Department

Respiratory Care, Surgical Technology,
Medical Laboratory, Pharmacy and
Nursing Programs
(Central and South Campus)

Surgical Technology Program

Medical Imaging

Emergency Medical Technology
(Central and North Campus)

Dental Assisting Program

Dental Assisting Program

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

Associate Degree Nursing, RN Mobility,
Vocational Degree Nursing, Dietetic,
Emergency Medical Technician, Health
Information Management, Medical Laboratory
Technician, Medical Radiography, Pharmacy
Technician, Physical Therapy Assistant,
Respiratory Therapy, Surgical Technology,
EKG Tech and Phlebotomy

Surgical Technology Program

South Campus

Department

Physical Therapist Assistant Program

Affiliation Entity

CHCA Woman's Hospital LP dba
The Woman's Hospital of Texas

San Jacinto Methodist Hospital

Bay Area Regional Medical Center

Pearland Emergency Medical
Services

Meyerland Family Dentistry

Sima Dental P.A.

Memorial Hermann Greater Heights
Hospital

Clear Lake Regional Medical Center

Houston Methodist St. John Hospital

Affiliation Entity

Global Rehab

Item "G"
Regular Board Meeting December 14, 2015
Approval of the Affiliation Agreements

North Campus

Department

Mental Health Program

Health Information Management

Emergency Medical Technology-
Amendment to Medical Directors Agreement

Affiliation Entity

Into Action Recovery Centers

West Calcasieu Cameron Hospital

Baylor College of Medicine

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

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Item "H"
Regular Board Meeting December 14, 2015
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, February 1, 2016.