

***Board of Trustees
Meeting***

September 9, 2019

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:15 p.m., Monday, September 9, 2019, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, 551.073, and 551.072 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - c. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation.
 - d. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Complete Conflict of Interest Forms**
- VI. Review 2019 Proposed Property Tax Rate, Related Calculations, and Calendar for Adoption**
- VII. Review Contract Authority Policy and Procedure**
- VIII. Review Naming of the Facility and Specified Rooms and Spaces within the Center for Petrochemical, Energy, and Technology**
- IX. Discuss Next Steps with San Jac Promise**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**
- XII. Adjournment**

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, September 6, 2019, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

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

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
 - Recognition of Students who Participated in Research at the University of Iowa Brenda Jones
 - Recognition of Students who Participated in Research at Rice University and CERN in Geneva, Switzerland Brenda Jones
 - Recognition of Occidental Petroleum Corporation for Contributions To the San Jacinto College Foundation and Student Scholarships Ruth Keenan
 - Recognition of San Jacinto College for Being Named a StormReady College by the Houston/Galveston StormReady Advisory Board Teri Zamora
 - Recognition of the Outgoing and Incoming Officers of the Faculty Senate, Staff Organization, and Administrative Organization Brenda Hellyer
Sandra Ramirez
- V. Student Success Presentations**
 - Review Texas Higher Education Coordinating Board (THECB) Almanac 2019 Comparison Metrics for San Jacinto College George González
Rebecca Goosen
Tim Bell
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

In accordance with the San Jacinto Community College District Board of Trustees Bylaws, located on the College's website, a citizen desiring to appear before the Board of Trustees shall complete the Application for Hearing before the Board of Trustees and file said application along with any supporting information concerning the citizen's concern, complaint or commendation, with the Executive Assistant to the Chancellor, ten (10) minutes prior to the start of the posted meeting time. The time allotted each citizen or organization for presentation shall be no more than five (5) minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a San Jacinto Community College District employee or officer will be heard in closed session unless the individual who is the⁴ of 147 subject of the change or complaint requests a public hearing.

VIII. Informative Reports to the Board

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

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of 2019 Proposed Tax Rate, Review of Effective and Rollback Tax Rate Calculations and Approval of Date to Adopt Tax Rate**
- XI. Consideration of Approval of Adopting Prevailing Wage Scale**
- XII. Consideration of Approval of Naming of the Facility and Specified Rooms and Spaces within the Center for Petrochemical, Energy, and Technology**
- XIII. Consideration of Approval of Policy #, Animals on College Property – First Reading (Informational Item)**
- XIV. Consideration of Approval of Policy #, Budget Preparation – First Reading (Informational Item)**
- XV. Consideration of Approval of Policy #, Contract Authority – First Reading (Informational Item)**

PURCHASING REQUESTS

- XVI. Consideration of Purchasing Requests**

CONSENT AGENDA

- XVII. Consent Agenda**
(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)
 - A. Approval of the Minutes for the August 5, 2019 Board Workshop and Regular Board Meeting**
 - B. Approval of the Budget Transfers**
 - C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2019-2020 Part-Time Hourly Rate Schedule**
 - D. Approval of the Affiliation Agreements**
 - E. Approval of the Next Regularly Scheduled Meeting**
- XVIII. Items for Discussion/Possible Action**
(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)
- XIX. Adjournment**
Closed Session Authority

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 103,052,125	\$ 87,839,242
Accounts receivable - taxes	3,606,911	3,979,112
Accounts receivable	21,674,743	17,554,746
Deferred charges	2,028,590	1,300,969
Inventories	359,413	363,167
Total current assets	<u>130,721,782</u>	<u>111,037,236</u>
Noncurrent assets:		
Restricted cash and cash equivalents	210,839,951	142,627,496
Capital assets, net	<u>525,085,263</u>	<u>449,715,023</u>
Total noncurrent assets	<u>735,925,214</u>	<u>592,342,519</u>
Total assets	<u>866,646,996</u>	<u>703,379,755</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	4,631,718	6,924,946
Deferred outflow related to OPEB	2,581,254	-
Deferred outflow related to defeased debt	9,119,799	10,331,984
Total deferred outflows of resources	<u>16,332,771</u>	<u>17,256,930</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,000,059	11,273,388
Accrued liabilities	8,264,166	8,240,077
Accrued compensable absences and deferred compensation	2,259,299	2,282,788
Deferred revenues	<u>20,003,127</u>	<u>18,572,483</u>
Total current liabilities	<u>46,526,651</u>	<u>40,368,736</u>
Noncurrent liabilities:		
Net pension liability	26,598,961	31,890,143
Net OPEB liability	91,125,036	-
Bonds and notes payable	<u>600,553,557</u>	<u>465,158,391</u>
Total noncurrent liabilities	<u>718,277,554</u>	<u>497,048,534</u>
Total liabilities	<u>764,804,205</u>	<u>537,417,270</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,007,220	3,795,258
Deferred inflows related to OPEB	<u>20,148,183</u>	-
Total deferred inflows of resources	<u>26,155,403</u>	<u>3,795,258</u>
<u>Net assets</u>		
Beginning of year	60,632,834	164,328,451
Current year addition	<u>31,387,325</u>	<u>15,095,706</u>
Total net position	<u>\$ 92,020,159</u>	<u>\$ 179,424,157</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

11 Unrestricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/18	% of 8/31/18 Actual
REVENUES:					
State Appropriations	\$ 38,785,179	\$ 35,111,783	90.53	\$ 35,112,608	90.50
Local Taxes - Maintenance & Operations	69,786,000	69,598,175	99.73	65,134,750	99.57
Credit Tuition	45,790,671	43,477,035	94.95	43,738,260	100.05
Credit Fees	16,750,900	17,270,442	103.10	15,845,683	100.03
Credit Exemptions & Waivers	(5,600,000)	(6,577,629)	117.46	(5,571,676)	99.83
Bad Debt	(1,900,000)	(1,741,663)	91.67	(1,719,419)	91.94
Continuing Professional Development	4,438,000	5,493,293	123.78	4,967,268	87.46
Sales & Services	1,778,000	9,462,127	532.18	3,452,968	91.79
Investment Income	1,000,000	2,363,911	236.39	1,071,963	87.99
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>170,828,750</u>	<u>174,457,474</u>	<u>102.12</u>	<u>162,631,005</u>	<u>97.05</u>
EXPENDITURES:					
Instruction	69,100,077	65,328,268	94.54	64,384,490	93.93
Public Service	4,908,046	5,720,360	116.55	5,467,032	85.15
Academic Support	14,986,354	11,705,527	78.11	11,221,020	88.15
Student Services	15,473,299	12,745,044	82.37	12,472,528	89.37
Institutional Support	43,686,379	33,682,176	77.10	33,607,253	88.33
Physical Plant	19,149,737	15,401,205	80.43	16,398,424	84.56
Hurricane Harvey	-	-	-	226,363	-
Total	<u>167,303,892</u>	<u>144,582,580</u>	<u>86.42</u>	<u>143,777,110</u>	<u>90.25</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(10,168)	-
Transfers Out	<u>3,524,858</u>	<u>12,734,270</u>	<u>-</u>	<u>3,011,670</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 17,140,624</u>		<u>\$ 15,852,393</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

Federal Restricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/18	% of 8/31/18 Actual
REVENUES:					
Grants	\$ 68,039,421	\$ 44,034,096	64.72	\$ 47,169,481	98.54
Total	<u>68,039,421</u>	<u>44,034,096</u>	<u>64.72</u>	<u>47,169,481</u>	<u>98.51</u>
EXPENDITURES:					
Instruction	1,050,726	585,119	55.69	381,991	90.04
Public Service	275,111	149,499	54.34	162,393	84.41
Academic Support	17,773,477	3,003,593	16.90	4,045,937	89.54
Student Services	554,511	340,129	61.34	357,466	95.67
Institutional Support	1,465,344	813,276	55.50	864,451	91.31
Scholarships and Fellowships	46,920,252	39,152,201	83.44	41,345,633	99.83
Hurricane Harvey	-	(9,721)	-	11,610	-
Total	<u>68,039,421</u>	<u>44,034,096</u>	<u>64.72</u>	<u>47,169,481</u>	<u>98.51</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

State Restricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/18	% of 8/31/18 Actual
REVENUES:					
State Paid Benefits	\$ 10,632,000	\$ 10,797,948	101.56	\$ 10,395,296	91.52
Grants	4,931,674	2,663,874	54.02	3,070,412	94.54
Total	<u>15,563,674</u>	<u>13,461,822</u>	<u>86.50</u>	<u>13,465,708</u>	<u>92.19</u>
EXPENDITURES:					
Instruction	7,506,219	5,477,777	72.98	4,951,541	90.81
Public Service	355,929	363,136	102.02	337,490	87.11
Academic Support	1,391,639	1,553,335	111.62	1,297,736	81.93
Student Services	1,433,306	1,566,824	109.32	1,469,482	87.46
Institutional Support	2,569,177	2,535,154	98.68	2,969,637	97.74
Scholarships and Fellowships	2,307,404	1,965,596	85.19	2,439,822	99.03
Total	<u>15,563,674</u>	<u>13,461,822</u>	<u>86.50</u>	<u>13,465,708</u>	<u>92.19</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Local Grants	\$ 3,208,916	\$ 2,301,861	71.73	\$ 1,964,192	102.50
Total	<u>3,208,916</u>	<u>2,301,861</u>	<u>71.73</u>	<u>1,964,192</u>	<u>102.50</u>
EXPENDITURES:					
Instruction	35,156	41,048	116.76	37,668	96.55
Public Service	218,084	134,119	61.50	160,238	94.85
Academic Support	1,183,075	166,204	14.05	85,828	92.08
Student Services	143,215	58,429	40.80	34,382	100.00
Institutional Support	77,473	31,813	41.06	18,179	67.33
Scholarships and Fellowships	1,753,853	1,959,912	111.75	1,760,175	103.55
Hurricane Harvey	48,112	48,112	100.00	-	-
Total	<u>3,458,968</u>	<u>2,439,637</u>	<u>70.53</u>	<u>2,096,470</u>	<u>101.65</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(250,052)	(137,764)	-	(161,943)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (12)</u>		<u>\$ 29,665</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 2,000,000</u>	<u>\$ 1,953,766</u>	<u>97.69</u>	<u>\$ 1,951,030</u>	<u>99.65</u>
Total	<u>2,000,000</u>	<u>1,953,766</u>	<u>97.69</u>	<u>1,951,030</u>	<u>99.65</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,000,000</u>	<u>1,571,613</u>	<u>78.58</u>	<u>1,739,538</u>	<u>99.82</u>
Total	<u>2,000,000</u>	<u>1,571,613</u>	<u>78.58</u>	<u>1,739,538</u>	<u>99.82</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 382,153</u></u>		<u><u>\$ 211,492</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 28,112	-	\$ 7,093	100.00
Total	<u>-</u>	<u>28,112</u>	<u>-</u>	<u>7,093</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	2,356	28,874	-	23,816	81.81
Student Services	<u>-</u>	<u>826</u>	<u>-</u>	<u>49,113</u>	<u>96.21</u>
Total	<u>2,356</u>	<u>29,700</u>	<u>-</u>	<u>72,929</u>	<u>90.98</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(2,356)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (1,588)</u>		<u>\$ (65,836)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Auxiliary Services	<u>3,281,000</u>	<u>3,109,485</u>	<u>94.77</u>	<u>2,849,443</u>	<u>97.92</u>
Total	<u>3,281,000</u>	<u>3,109,485</u>	<u>94.77</u>	<u>2,849,443</u>	<u>97.92</u>
EXPENDITURES:					
Non-Instructional Labor	450,372	431,008	95.70	573,819	92.63
Benefits	77,175	366,887	475.40	378,261	91.26
Supplies	614,087	343,990	56.02	451,702	81.17
Travel	161,333	196,173	121.60	448,301	98.40
Contracted Services	461,353	259,128	56.17	271,234	91.84
Scholarships and Fellowships	646,480	940,113	145.42	1,610,891	102.97
Utilities	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>2,411,000</u>	<u>2,537,299</u>	<u>105.24</u>	<u>3,734,208</u>	<u>95.48</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(884,765)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 870,000</u>	<u>\$ 572,186</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

95 Retirement of Indebtedness

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/18	% of 8/31/18 Actual
REVENUES					
Investment Income	\$ -	\$ 405,991	-	\$ 282,779	90.95
Local Taxes - Debt Service	<u>29,268,000</u>	<u>28,515,018</u>	<u>97.43</u>	<u>28,180,975</u>	<u>99.37</u>
Total	<u>29,268,000</u>	<u>28,921,009</u>	<u>-</u>	<u>28,463,754</u>	<u>99.28</u>
EXPENDITURES					
Institutional Support	<u>32,540,450</u>	<u>17,571,590</u>	<u>54.00</u>	<u>16,604,417</u>	<u>91.40</u>
Total	<u>32,540,450</u>	<u>17,571,590</u>	<u>54.00</u>	<u>16,604,417</u>	<u>91.40</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,272,450)	(3,752,950)	-	(1,954,794)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 15,102,369</u>		<u>\$ 13,814,131</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

97 Investment in Plant

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/18	% of 8/31/18 Actual
EXPENDITURES					
Depreciation	\$ 17,500,000	\$ 14,871,360	84.98	\$ 15,404,477	92.00
Capital Purchases	-	(993,389)	-	(658,338)	40.52
Total	17,500,000	13,877,971	-	14,746,139	97.54
Net Increase (Decrease) in Net Position	\$ (17,500,000)	\$ (13,877,971)		\$ (14,746,139)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
State Appropriations	\$ 49,417,179	\$ 45,909,731	92.90	\$ 45,507,904	90.73
Local Taxes - Maintenance & Operations	69,786,000	69,598,175	99.73	65,134,750	99.57
Local Taxes - Debt Service	29,268,000	28,515,018	97.43	28,180,975	99.37
Credit Tuition	47,790,671	45,430,801	95.06	45,689,290	100.03
Credit Fees	16,750,900	17,270,442	103.10	15,845,683	100.03
Credit Exemptions & Waivers	(5,600,000)	(6,577,629)	117.46	(5,571,676)	99.83
Bad Debt	(1,900,000)	(1,741,663)	91.67	(1,719,419)	91.94
Continuing Professional Development	4,438,000	5,493,293	123.78	4,967,268	87.46
Sales & Services	1,778,000	9,490,239	533.76	3,460,061	91.81
Investment Income	1,000,000	2,769,902	276.99	1,354,742	88.59
Investment Income - San Jac Tomorrow Program	-	3,226,008	-	-	-
Auxiliary Services	3,281,000	3,109,485	94.77	2,849,443	97.92
Grants	72,971,095	46,697,970	64.00	50,239,893	98.26
Local Grants	3,208,916	2,301,861	71.73	1,964,192	102.50
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>292,189,761</u>	<u>271,493,633</u>	<u>92.92</u>	<u>258,501,706</u>	<u>97.35</u>
EXPENDITURES:					
Instruction	77,694,534	71,461,086	91.98	69,779,506	93.68
Public Service	5,757,170	6,367,114	110.59	6,127,153	85.47
Academic Support	35,334,545	16,428,659	46.49	16,650,521	87.98
Student Services	17,604,331	14,711,252	83.57	14,382,971	89.36
Institutional Support	80,338,823	54,634,009	68.00	54,063,937	89.77
Physical Plant	19,149,737	15,401,205	80.43	16,398,424	84.56
Scholarships and Fellowships	52,981,509	44,649,322	84.27	47,285,168	99.92
Auxiliary Enterprises	2,411,000	2,537,299	105.24	3,734,208	95.48
Depreciation	17,500,000	14,871,360	84.98	15,404,477	92.00
Hurricane Harvey	-	38,391	-	237,973	-
Capital Purchases	-	(993,389)	-	(658,338)	40.52
Total	<u>308,771,649</u>	<u>240,106,308</u>	<u>77.76</u>	<u>243,406,000</u>	<u>92.59</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,524,858)	(12,734,270)	-	(3,011,670)	-
Transfers Out	<u>3,524,858</u>	<u>12,734,270</u>	<u>-</u>	<u>3,011,670</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (16,581,888)</u>	<u>\$ 31,387,325</u>		<u>\$ 15,095,706</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

91 Capital Projects

	Adjusted Budget	Actual (91.67%)	7/31/18
REVENUES:			
Investment Income	\$ -	\$ 3,226,008	\$ 1,683,768
Total	-	3,226,008	1,683,768
EXPENDITURES:			
Bond Programs	-	77,489,312	34,268,380
Total	-	77,489,312	34,268,380
Net Increase (Decrease) in Net Position	\$ -	\$ (74,263,304)	\$ (32,584,612)

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eleven Months Ended July 31, 2019

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>7/31/18</u>
REVENUES:			
Land Sale Proceeds	<u>\$ 8,843,556</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>8,843,556</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	<u>8,843,556</u>	<u>2,115,393</u>	<u>-</u>
Total	<u>8,843,556</u>	<u>2,115,393</u>	<u>-</u>
TRANSFERS AMONG FUNDS:			
Transfers In	<u>-</u>	<u>(8,843,556)</u>	<u>-</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 6,728,163</u></u>	<u><u>\$ -</u></u>



Monthly Investment Report
July 31, 2019



EASING DOWN THE RIVER

After months of pushing the Fed to cut, the Fed responded with a 25bps cut this month. But the equity markets were sorely disappointed and money ran out of stocks and into bonds for safety, taking rates down dramatically. Because Chair Powell stressed that the ease was *“intended to insure against downside risks from weak global growth and trade policy uncertainty; to help offset the effects these factors are currently having on the economy; and, to promote a faster return of inflation”* and the move was a *“mid-cycle adjustment”*, bedlam reigned. The markets want more and want it now! The markets are pushing back hard against Powell and his *transitory* factors argument. These slowing transitory factors look less and less transitory to the markets.

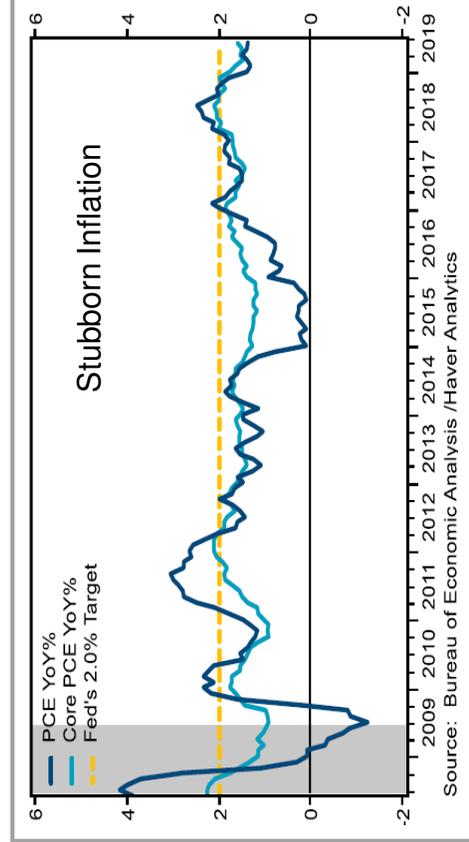
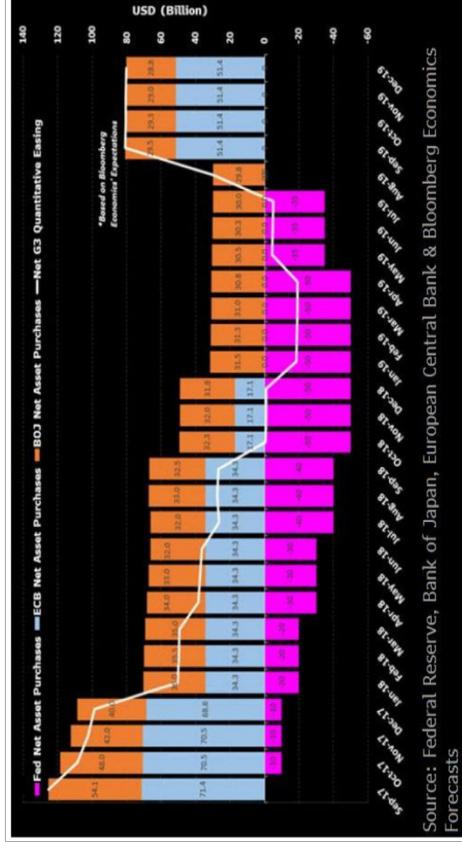
Largely ignored, the Fed did stop their balance sheet unwinding two months early, which is also effectively an ease. They are not alone. The chart shows that bond buying (easing) has reignited globally by central banks as their economies refuse to improve. The ECB left their rates at 0% and is hinting at a new stimulus package. All the central banks would rather enact preventive support than wait until it is too late.

Right after Powell’s statement, that trade had returned to a “simmer”, the White House reacted with additional tariffs to start September 1 – coincidentally?? These are different in that they do not target materials, but the consumer for the first time.

With further deterioration in the latest news on business investments, housing and manufacturing and the entrenched low inflation, more escalations in trade conflict makes it highly likely that a second cut will come this year – perhaps even in September.

The Fed continues however to reiterate that the US economy is not at risk. In July there were YOY increases in consumer confidence and jobs. But, the Chicago business barometer has eased to a contraction mode (below 50) and earnings were disappointing for the quarter with energy as a major factor. It is business and not the consumer that has lost confidence. New orders and business activity are down because business is more attentive to trade conditions.

Inflation is stubbornly staying below the Fed’s 2% target. Lower costs on Chinese products was a consideration, but as tariffs are drawn on consumer products, inflation should rise. That would hold true if the Chinese hadn’t drawn a new arrow out of their trade quiver. As the Chinese leaders have said, they do not want a trade war but they also are not afraid to fight.



The Start of Something Bigger?

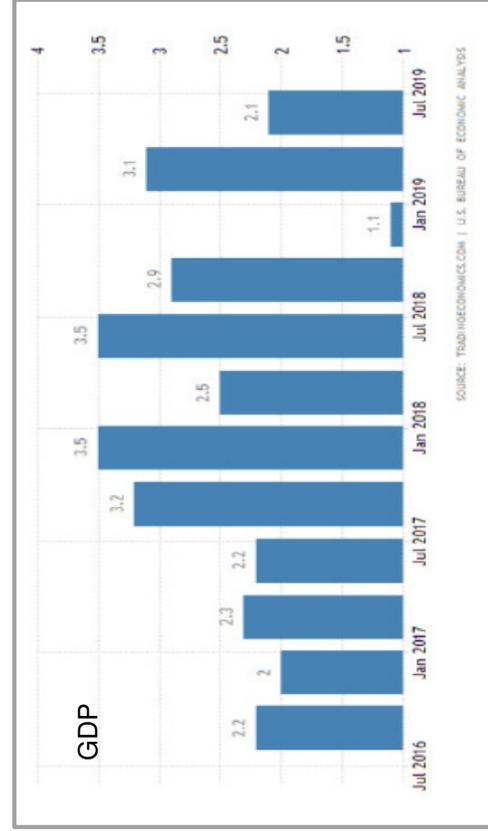
Now the Chinese are adding a currency component to the trade war. In such a controlled economy, China can manipulate their currency and has been trying to support the Yuan. China will move to decrease the value of the Yuan or let it drop, as a defense against their domestic weakness brought on by the trade conflict. They have let the Yuan fall to the *magical 7* value level, which has previously been their line in the sand. Domestically China's lower currency will balance the effect of the US tariffs, but just how far can they push their economy? They cannot let the Yuan get too strong or rich Chinese will buy even more real assets outside China. The US is limited in its ability to fight currency manipulation by China, but if China needs dollars to buy essentials they cannot let it fall too far. They may think extremely long-term, but the country has some major problems which grow each day this conflict continues.

In addition to the trade conflict, China is facing a major hostile political situation in Hong Kong which, if it escalates, will cause them to fight on two fronts.

The China/US trade situation is not the only dangerous global trade situation. The new British PM, Boris Johnson, came into office declaring that even a *no-deal* Brexit will occur in October – deal or no deal. Such a move has been dreaded by world markets for months. The ramifications are not totally clear, but it will definitely be detrimental to all world trade. On an eastern front, Japan and South Korea have ratcheted up the tension in the far east.

A two-year budget deal was completed this month, which temporarily alleviated the US debt ceiling issue. With this the issuance of T-Bills will be increased by the Treasury, which could support short-term rates slightly. The federal government borrowing is moving to top \$1trillion for the second year in a row. Such large issuances should have a sizeable impact on rates but with rates so low, markets appear unfazed by it.

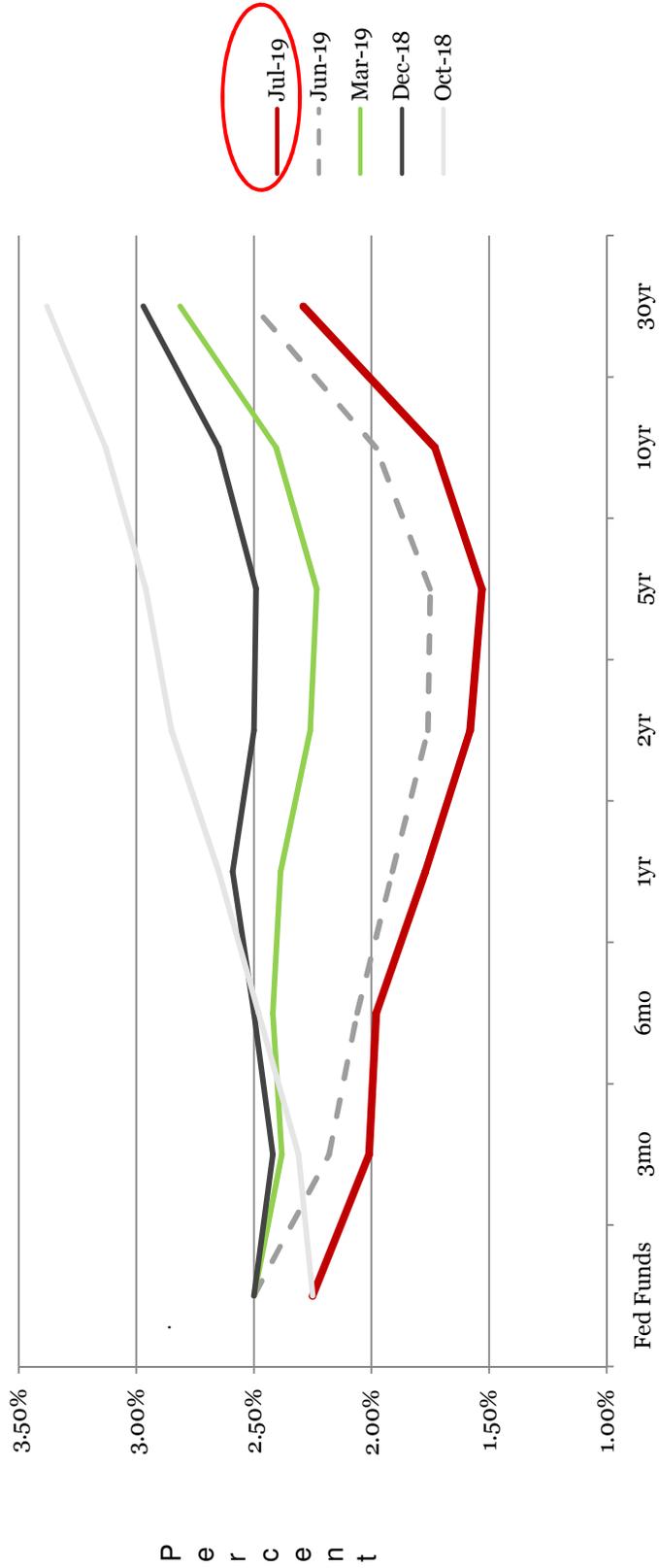
It appears that all this uncertainty makes us forget that the US economy continues to perk along and is not going into recession as long as the consumer, who makes up 68% of GDP, remains upbeat and confident. The current expansion is the longest on record going back to 1854. 2Q GDP growth came in at 2.1%, down from 1Q but still positive news. Durable goods are up. Payrolls, though soft, also confirm domestic strength and point to wage increases. The IMF has cut its global growth projections but interestingly raised the US projection. No one path is clearly differentiated. Time will tell.





A Major Treasury Price Rally

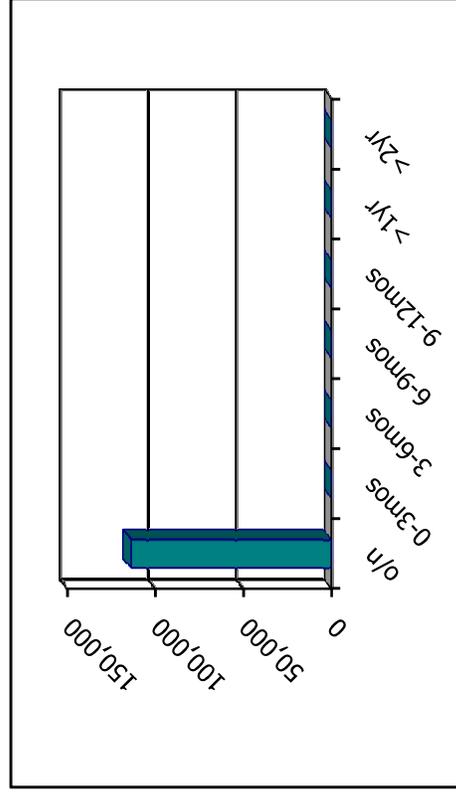
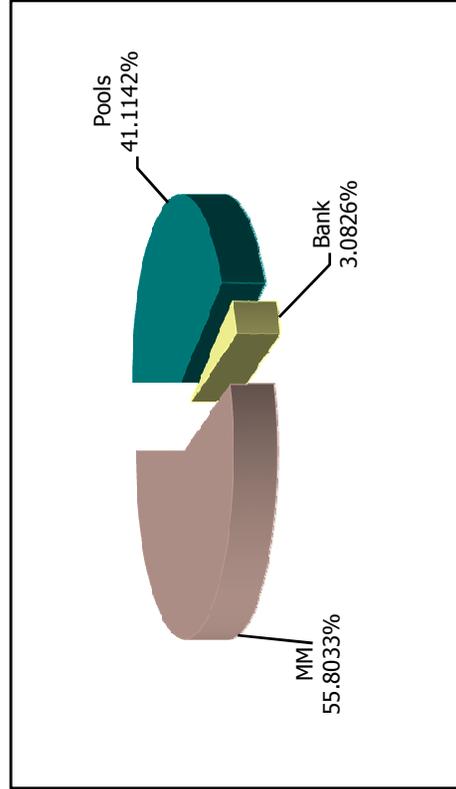
- The equity markets were seriously disappointed that the FOMC did not state its intention to launch into a spiral of rate cuts. That, along with additional tariffs being threatened September 1, threw the bond markets into a major *risk-on* trade and yields plummeted as investors ran for cover.
- The Fed will also stop the unwinding of its balance sheet two months early, slowing supply in the long end. But a deal on the budget and debt ceiling for 2 years will have the Treasury issuing Bills in larger auctions, which may support the short end at least partially.
- Part of the move continues to be comparable rates in other major global economies. The yield on the German 10-year is now a *negative!* (-0.52%) That has to make the US at even 1.73% look attractive. But it also shows a weaker global economy.
- Positioning portfolios in an inverted curve is tough. The advantage of holding short-term assets makes extension difficult, but as overnight rates sink to the lower rates and another rate cut is expected, the T-Bills and other discounts look very favorable.



General Portfolio

As of July 31, 2019

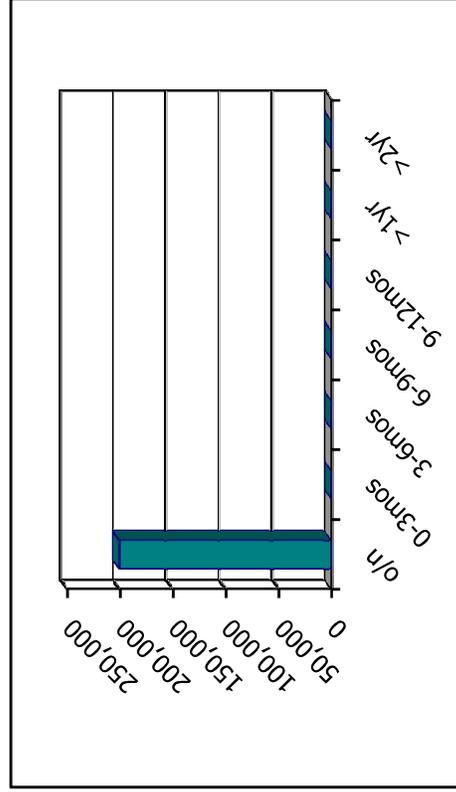
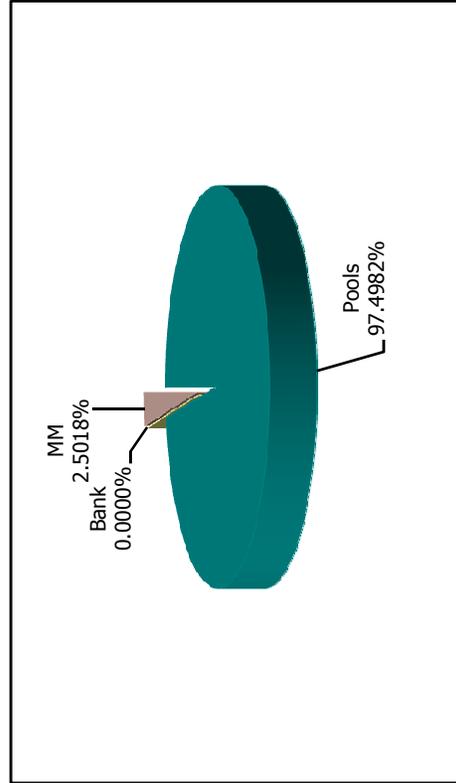
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our ongoing anticipation of lower rates in 2019. These rate cuts and the potential of more decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.



Bond Portfolio

As of July 31, 2019

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our ongoing anticipation of lower rates in 2019. These rate cuts and the potential of more decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.





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**San Jacinto Community College
 Portfolio Management
 Portfolio Summary
 July 31, 2019**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	3,601,487.39	3,601,487.39	3,601,487.39	1.15	1	1	0.000
Investment Pools/Money Markets	310,290,588.98	310,290,588.98	310,290,588.98	98.85	1	1	2.406
Investments	313,892,076.37	313,892,076.37	313,892,076.37	100.00%	1	1	2.378

Total Earnings	July 31 Month Ending	Fiscal Year To Date
Current Year	658,065.13	5,995,909.43

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

Teri Zamora
 Teri Zamora, Vice Chancellor of Fiscal Affairs
 8-20-19

Reporting period 07/01/2019-07/31/2019
 Data Updated: SET_SJCC: 08/19/2019 15:44
 Run Date: 08/19/2019 - 15:45

Portfolio SJCC
 AP
 PM (PRE_PM1) 7.3.0
 Report Ver. 7.3.6.1



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San Jacinto Community College
Summary by Type
July 31, 2019
Grouped by Fund

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	200,216,852.28	200,216,852.28	63.79	2.463	1
Subtotal	9	200,216,852.28	200,216,852.28	63.79	2.463	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	3,601,487.39	3,601,487.39	1.15	0.000	1
Investment Pools/Money Markets	6	110,073,736.70	110,073,736.70	35.07	2.300	1
Subtotal	15	113,675,224.09	113,675,224.09	36.22	2.228	1
Total and Average	24	313,892,076.37	313,892,076.37	100.00	2.378	1



**San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
July 31, 2019**

Patterson & Associates
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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Investment Pools/Money Markets										
708340211	10064	JPM - Debt Service	12/05/2007	0.00	0.00	0.00				1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00				1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,009,130.14	5,009,130.14	5,009,130.14	2.170	2.140	2.170	1
86-72000844	10232	East West MM Debt Service	09/09/2014	0.00	0.00	0.00				1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,875,147.41	3,875,147.41	3,875,147.41	2.370	2.337	2.370	1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,774,321.67	1,774,321.67	1,774,321.67	2.370	2.337	2.370	1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	21,143,308.81	21,143,308.81	21,143,308.81	2.370	2.337	2.370	1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	16,772,926.36	16,772,926.36	16,772,926.36	2.370	2.337	2.370	1
999999920	10237	TexPool Prime	02/26/2019	151,642,017.89	151,642,017.89	151,642,017.89	2.500	2.465	2.499	1
Subtotal and Average				200,216,852.28	200,216,852.28	200,216,852.28		2.430	2.463	1
Total Investments and Average				200,216,852.28	200,216,852.28	200,216,852.28		2.430	2.463	1

Fund GEN - Consolidated Portfolio
Investments by Fund
July 31, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM	YTM	Maturity Days To	
								360	365		Date Maturity
Passbook/Checking Accounts											
1390012195A	10164	Bank of America - Operating	09/01/2018	0.00	0.00	0.00				1	
9999999914	10089	Credit Cards - In Transit	09/01/2018	113,918.04	113,918.04	113,918.04				1	
708340062	10086	Disbursements	09/01/2018	-209,531.47	-209,531.47	-209,531.47				1	
707759296	10069	JPM - Federal Programs	09/01/2018	0.00	0.00	0.00				1	
707759338	10062	JPM - Operating	09/01/2018	3,710,559.82	3,710,559.82	3,710,559.82				1	
707759346	10085	Payroll Fund	09/01/2018	-26,512.65	-26,512.65	-26,512.65				1	
9999999913	10088	Petty Cash	09/01/2018	18,025.00	18,025.00	18,025.00				1	
707759353	10181	Student Deferred Income	09/01/2018	0.00	0.00	0.00				1	
707759361	10103	JPM - Workmen's Comp	09/01/2018	-4,971.35	-4,971.35	-4,971.35				1	
				Subtotal and Average	3,601,487.39	3,601,487.39		0.000	0.000	0.000	1

Investment Pools/Money Markets											
86-7200810	10230	East West MM	09/09/2014	63,133,159.39	63,133,159.39	63,133,159.39	2.170	2.140	2.170	1	
9999999993	10034	LSIP GOF - Operating	09/01/2007	3,594,561.32	3,594,561.32	3,594,561.32	2.370	2.337	2.370	1	
707759320	10035	JPM - Money Market	09/01/2007	0.00	0.00	0.00				1	
9999999996	10038	TCB - Money Market	09/26/2007	245,265.57	245,265.57	245,265.57	1.210	1.193	1.210	1	
9999999991	10032	TexPool	09/01/2007	3,005,555.08	3,005,555.08	3,005,555.08	2.388	2.354	2.387	1	
9999999919	10236	TexPool Prime	11/01/2018	40,095,195.34	40,095,195.34	40,095,195.34	2.500	2.465	2.499	1	
				Subtotal and Average	110,073,736.70	110,073,736.70		2.269	2.300	2.300	1
				Total Investments and Average	113,675,224.09	113,675,224.09		2.197	2.228	2.228	1

San Jacinto Community College
Interest Earnings
 Sorted by Fund - Fund
 July 1, 2019 - July 31, 2019
 Yield on Average Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
999999999	10084	BOND	RRP	3,875,147.41	2,821,984.60	3,492,784.33		2.370	2.368	7,023.13	0.00	7,023.13
999999916	10106	BOND	RRP	16,772,926.36	16,431,637.41	16,581,929.84		2.370	2.371	33,385.35	0.00	33,385.35
86-72004242	10233	BOND	RRP	5,009,130.14	5,008,836.74	5,000,294.52		2.170	2.150	9,130.14	0.00	9,130.14
999999917	10234	BOND	RRP	1,774,321.67	1,776,065.17	1,771,346.24		2.370	2.371	3,567.19	0.00	3,567.19
999999918	10235	BOND	RRP	21,143,308.81	39,356,516.57	31,209,130.79		2.370	2.382	63,145.13	0.00	63,145.13
999999920	10237	BOND	RRP	151,642,017.89	151,320,751.05	151,331,114.50		2.500	2.500	321,266.84	0.00	321,266.84
	Subtotal			200,216,852.28	216,715,791.54	209,386,600.23			2.460	437,517.78	0.00	437,517.78
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	3,005,555.08	1,004,980.34	2,632,081.56		2.388	2.485	5,555.08	0.00	5,555.08
999999996	10038	GEN	RRP	245,265.57	244,682.36	244,793.39		1.210	1.277	265.57	0.00	265.57
707759320	10035	GEN	RRP	0.00	1,000,945.06	0.00				0.00	0.00	0.00
707759338	10062	GEN	PA1	3,710,559.82	4,466,779.26	4,442,385.08				0.00	0.00	0.00
707759346	10085	GEN	PA1	-26,512.65	-29,413.63	-29,320.05				0.00	0.00	0.00
708340062	10086	GEN	PA1	-209,531.47	-333,910.81	-329,898.57				0.00	0.00	0.00
999999913	10088	GEN	PA1	18,025.00	20,025.00	19,960.48				0.00	0.00	0.00
999999914	10089	GEN	PA1	113,918.04	44,472.19	46,712.38				0.00	0.00	0.00
707759361	10103	GEN	PA1	-4,971.35	-4,535.64	-4,549.70				0.00	0.00	0.00
999999993	10034	GEN	RRP	3,594,561.32	3,002,305.07	2,299,276.17		2.370	2.283	4,458.63	0.00	4,458.63
86-7200810	10230	GEN	RRP	63,133,159.39	63,009,249.92	63,021,798.68		2.170	2.150	115,072.73	0.00	115,072.73
999999919	10236	GEN	RRP	40,095,195.34	45,095,066.17	44,841,780.49		2.500	2.500	95,195.34	0.00	95,195.34
	Subtotal			113,675,224.09	117,520,645.29	117,185,019.93			2.216	220,547.35	0.00	220,547.35
	Total			313,892,076.37	334,236,436.83	326,571,620.15			2.373	658,065.13	0.00	658,065.13

San Jacinto College Foundation

Statement of Financial Position

As of July 31, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,085,643	\$942,393	\$143,249
Other Funds	-	-	-
Total Checking/Savings	<u>1,085,643</u>	<u>942,393</u>	<u>143,249</u>
Accounts Receivable			
Other Receivables	7,500	9,000	(1,500)
Pledge Receivables	171,100	222,000	(50,900)
Scholarship Receivables	5,510	2,100	3,410
Special Events Receivables	8,663	-	8,663
Total Accounts Receivable	<u>192,773</u>	<u>233,100</u>	<u>(40,327)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,480,520	10,915,811	564,709
Capital Bank CD	207,004	204,801	2,203
Prosperity Bank	206,375	203,573	2,802
Total SJC Short Term Investments	<u>11,893,899</u>	<u>11,324,185</u>	<u>569,714</u>
Total Current Assets	<u>13,172,314</u>	<u>12,499,678</u>	<u>672,636</u>
TOTAL ASSETS	<u>\$13,172,314</u>	<u>\$12,499,678</u>	<u>\$672,636</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Event Payable	0	635	(635)
Grants Payable	51,964	89,054	(37,090)
Programs Payable	34,664	34,286	378
Endowments Payable	131,879	134,638	(2,759)
Scholarship Payables	152,624	239,102	(86,478)
Student Success Payables	43,591	14,756	28,835
Total Accounts Payable	<u>414,722</u>	<u>512,471</u>	<u>(97,749)</u>
Total Current Liabilities	<u>414,722</u>	<u>512,471</u>	<u>(97,749)</u>
Total Liabilities	414,722	512,471	(97,749)
NET ASSETS			
Net Assets Without Donor Restrictions	2,123,147	2,720,755	(597,608)
Net Assets With Donor Restrictions	10,635,469	9,255,303	1,380,166
Net Assets	<u>12,758,615</u>	<u>11,976,058</u>	<u>684,808</u>
Net Income	(1,023)	11,149	(12,172)
Total Net Assets	<u>12,757,592</u>	<u>11,987,208</u>	<u>770,385</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$13,172,314</u>	<u>\$12,499,678</u>	<u>\$672,636</u>

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

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	0	49,112	(49,112)	91,000	91,000
Endowments	75	40	35	201,600	201,525
Program Sponsorship	2,659	0	2,659	300,000	297,341
Scholarships	15,755	1,733	14,022	698,400	682,645
Total Contributions	<u>18,489</u>	<u>50,885</u>	<u>(32,396)</u>	<u>1,291,000</u>	<u>1,272,511</u>
Other Income					
Special Events	8,250	11,704	(3,454)	270,000	261,750
Investment Income	(320)	5,845	(6,165)	141,823	142,143
Realized Gain / (Loss)	0	0	0	62,500	62,500
Unrealized Gain / (Loss)	27,750	106,512	(78,762)	62,500	34,750
Total Other Income	<u>35,681</u>	<u>124,061</u>	<u>(88,381)</u>	<u>536,823</u>	<u>501,142</u>
Total Income	54,169	174,947	(120,777)	1,827,823	1,773,654
Expense					
Programs					
Scholarships Awarded	34,574	160,594	126,020	350,000	315,426
Programs Sponsored	19,289	0	(19,289)	580,000	560,711
Student Success Initiatives	0	0	0	150,000	150,000
Total Programs	<u>53,863</u>	<u>160,594</u>	<u>106,731</u>	<u>1,080,000</u>	<u>1,026,137</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	2,000
Supporting Services					
Foundation Expenses	1,329	2,603	1,274	51,830	50,501
Fundraising Expense	0	0	0	150,000	150,000
Sponsorship Expense	0	600	600	10,000	10,000
Total Supporting Services	<u>1,329</u>	<u>3,203</u>	<u>1,874</u>	<u>211,830</u>	<u>210,501</u>
Total Expense	<u>55,192</u>	<u>163,797</u>	<u>108,605</u>	<u>1,293,830</u>	<u>1,238,638</u>
Net Ordinary Income	(1,023)	11,149	(12,172)	533,993	535,016
Other Income / Expenses					
Increase/Decrease in Net Position	<u>(\$1,023)</u>	<u>\$11,149</u>	<u>(\$12,172)</u>	<u>\$533,993</u>	<u>\$535,016</u>



Contributions Report
July 2019

Donors	Amount	Fund
Corporations	17,900	Golf Tournament, Hold'em and Hit'em Scholarship, MindTrekks
Foundations	2,083	Brenda Hellyer Scholarship, San Jac Star
Individuals	685	Alumni, Golf Tournament, Jennifer Puryear Scholarship, Promise for their Future, Veteran's Center

Total Donation 20,668

Employee Contributions	1,028	Chancellor's Cultivation Fund, Food Pantry, Foundation Memorial Fund, San Jac Star, Veteran's Center,
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Total Contributions 21,696

2008 Bond Program

Report as of July 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
Sub-total	-	-	-	-	-	-	-	-	-
North									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
Sub-total	-	400,000	400,000	-	400,000	-	-	400,000	-
South									
723914 - SC Softball Improvements	850,000	32,548	882,548	-	882,548	52,821	829,560	167	99.98%
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	38,500	-	361,500	9.63%
Sub-total	850,000	432,548	1,282,548	-	1,282,548	91,321	829,560	361,667	71.80%
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,437,788)	188,472	-	188,472	-	-	188,472	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	10,735	71,529	917,736	8.23%
726811 - A,1/A.2 Building Renovations	-	1,311,000	1,311,000	-	1,311,000	288,657	615,898	406,445	69.00%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
Sub-total	14,676,260	(2,091,765)	12,584,495	(9,595,023)	2,989,472	300,892	691,927	1,996,653	7.89%
2008 Contingency Supplemental Projects									
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	615,000	5,045	460,849	149,106	75.76%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	125,000	26,874	90,696	7,430	94.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	167,000	3,634	136,096	27,270	83.67%
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	100,000	8,400	91,600	-	100.00%
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	250,000	53,500	146,500	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	7,500	564	4,990	1,946	74.05%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	57,083	191,871	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	88,127	88,127	-	88,127	-	-	88,127	-
Sub-total	-	1,801,581	1,801,581	-	1,801,581	155,100	1,122,602	523,879	70.92%
Supplemental Projects closed									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
721915 - CC Police Vehicles	-	121,623	121,623	-	121,623	-	121,623	-	100.00%
721916 - CC FS Passenger Van	-	78,671	78,671	-	78,671	-	78,671	-	100.00%
721917 - CC FS Pick-Up/Mini Van	-	77,729	77,729	-	77,729	-	77,729	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726915 - Dist Inv/Procure Ford Transit 250	-	63,600	63,600	-	63,600	-	63,600	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
Sub-total	-	2,397,439	2,397,439	-	2,397,439	-	2,397,439	-	100.00%
Projects Closed									
Sub-total	279,473,740	(2,939,803)	276,533,937	9,595,023	286,128,960	-	286,128,960	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	547,313	291,170,488	3,282,199	100.00%

2015 Revenue Bond Program

Report as of July 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park									
726601 - Generation Park	-	6,787,978	6,787,978	-	6,787,978	8,189	19,061	6,760,728	0.40%
Contingency (726900)	2,408,355	(2,408,355)	-	-	-	-	-	-	-
Sub-total	2,408,355	4,379,623	6,787,978	-	6,787,978	8,189	19,061	6,760,728	0.40%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722916 - NC - CIT Graphics	-	40,779	40,779	-	40,779	-	40,779	-	100.00%
722917 - NC - CIT Supplemental	-	25,546	25,546	-	25,546	-	25,546	-	100.00%
722918 - NC - CIT Acoustics	-	90,855	90,855	-	90,855	-	90,855	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
Sub-total	47,591,645	(4,379,623)	43,212,022	-	43,212,022	-	43,212,022	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	8,189	43,231,083	6,760,728	86.48%

2015 Bond Program

Report as of July 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(1,746,788)	50,703,212	2,084,418	52,787,630	4,490,238	46,830,956	1,466,436	97.22%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	1,483,622	4,852,679	1,294,088	83.04%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	7,946,009	44,070	5,513,838	2,388,101	69.95%
731602 - CC Welcome Center	16,600,000	4,372,067	20,972,067	528,262	21,500,329	7,739,522	10,696,853	3,063,953	85.75%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	15,591	79,277	2,905,132	3.16%
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	2,631,228	1,384,886	53,122,544	7.03%
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,445,280	97,556	384,114	1,963,610	19.70%
731605 - CC Central Access Security	1,852,000	300,260	2,152,260	58,942	2,211,202	2,356	257,271	1,951,574	11.74%
731606 - CC Freis Renovation	1,153,000	2,774,770	3,927,770	-	3,927,770	774,509	2,788,610	364,651	90.72%
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	718,305	429,695	11,524,829	9.06%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,669,882)	11,015,118	785,541	11,800,659	2,717	556,309	11,241,633	4.74%
71608A - CC McCollum Center Reno Phase II	-	10,822,154	10,822,154	-	10,822,154	28,777	34,266	10,759,111	0.58%
731609 - CC McCollum North Reno	2,535,000	1,255,457	3,790,457	80,671	3,871,128	8,212	63,097	3,799,819	1.84%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	20,627	6,320	1,698,053	1.56%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	15,356	61,020	2,579,010	2.88%
731612 - CC Stadium and Track Demo	174,000	(112,776)	61,224	5,538	66,762	-	66,762	-	100.00%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	22,461	542,302	595,846	48.66%
731614 - CC Central Plant Upgrades	1,160,000	107,367	1,267,367	36,917	1,304,284	9,810	1,242,837	51,638	96.04%
Sub-total	170,717,000	28,192,640	198,909,640	5,756,439	204,666,079	18,104,956	75,791,096	110,770,027	45.88%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	3,439,459	26,284,459	726,989	27,011,448	11,299,946	12,550,874	3,160,628	88.30%
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	13,394	396,453	505,625	44.77%
732604 - NC Lehr Library Demo	650,000	(447,885)	202,115	20,680	222,795	-	222,795	-	100.00%
732605 - NC North Access/Security	877,000	152,434	1,029,434	27,907	1,057,341	1,108	146,943	909,291	14.00%
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	497,176	1,016,319	14,752,983	9.30%
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	351,282	559,590	8,377,601	9.81%
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	2,996,486	886,361	8,679,946	30.91%
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	34,009	292,745	253,550	56.31%
732610 - NC Underground Utility Tunnel	11,600,000	(7,552,951)	4,047,049	-	4,047,049	388,794	3,552,186	106,070	97.38%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,444,890	3,444,890	-	3,444,890	854,802	2,370,564	219,525	93.63%
Sub-total	78,395,000	(4,900,793)	73,494,207	1,902,837	75,397,044	16,436,995	21,994,830	36,965,219	50.97%
South									
733601 - SC Engineering & Technology Center	28,400,000	(4,026,902)	24,373,098	903,770	25,276,868	12,640,569	8,513,302	4,122,996	83.69%
733602 - SC Cosmetology Center	16,213,000	(1,029,970)	15,183,030	515,950	15,698,980	7,134,438	7,247,191	1,317,351	91.61%
733603 - SC Longenecker Reno	22,555,000	(3,315,493)	19,239,507	717,760	19,957,267	13,155,775	4,150,459	2,651,034	86.72%
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	6,851	254,833	503,712	34.19%
733605 - SC South Primary Electrical Upgrade	5,800,000	1,673,272	7,473,272	184,571	7,657,843	2,309,776	364,033	4,984,033	34.92%
733606 - SC South Access/ Security	599,000	109,255	708,255	19,069	727,324	796	148,178	578,350	20.48%
733607 - SC South HW/CW Relocation	10,266,000	(1,196,776)	9,069,224	326,687	9,395,911	47,012	366,735	8,982,164	4.40%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	112,482	81,898	966,229	16.75%

733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	1,413,397	15,216,397	439,253	15,655,650	119,574	327,504	15,208,572	2.86%
733611 - SC Bruce Student Center Reno	10,400,000	(8,677,938)	1,722,062	330,957	2,053,019	-	2,053,019	-	100.00%
733612 - SC HVAC Tech	312,000	3,015,977	3,327,977	177,720	3,505,697	236,686	2,572,098	696,913	80.12%
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	32,550	345,935	201,819	65.22%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,359,191	5,359,191	-	5,359,191	2,914,524	1,452,188	992,480	81.48%
Sub-total	116,438,000	(12,339,393)	104,098,607	3,695,453	107,794,060	38,711,033	27,877,374	41,205,653	61.77%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(22,300,000)	5,700,000	-	5,700,000	17,833	-	5,682,167	0.31%
76603A - MC Maritime Fire Program Relocation	-	1,800,000	1,800,000	-	1,800,000	318,893	14,463	1,466,644	18.52%
Sub-total	28,000,000	(20,500,000)	7,500,000	-	7,500,000	336,726	14,463	7,148,811	4.68%
Generation Park									
726601 - Generation Park	-	6,368,466	6,368,466	-	6,368,466	75,548	-	6,292,918	-
Sub-total	-	6,368,466	6,368,466	-	6,368,466	75,548	-	6,292,918	-
Admin									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	12,836	62,249	10,380,915	0.72%
736604 - Dist Construction Studies	283,820	76,502	360,322	-	360,322	39,466	320,856	-	100.00%
720100 - Program Management - AECOM	-	10,075,202	10,075,202	(9,118,003)	957,199	-	-	957,199	-
720100 - Program Management - Other	-	2,084,418	2,084,418	(2,084,418)	-	-	-	-	-
736601 - Contingency	1,166,180	10,486,958	11,653,138	(152,308)	11,500,830	-	-	11,500,830	-
Sub-total	31,450,000	3,179,080	34,629,080	(11,354,729)	23,274,351	52,302	383,105	22,838,944	1.87%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	73,717,560	126,060,868	225,221,572	47.01%

Generation Park

Report as of July 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond	6,787,977	-	6,787,977	-	6,787,977	8,189	19,061	6,760,727	0.40%
929603 - Operational	8,843,556	-	8,843,556	-	8,843,556	5,585,863	2,115,393	1,142,300	87.08%
901609 - 2015 Bond	6,368,466	-	6,368,466	-	6,368,466	-	-	6,368,466	-
901610 - Generation Park Site Infrastructure	4,000,000	-	4,000,000	-	4,000,000	-	-	4,000,000	-
TOTALS	26,000,000	-	26,000,000	-	26,000,000	5,594,052	2,134,454	18,271,494	29.73%

Repair and Renovation

Report as of July 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F18053 - CC C26.150 Acoustics Assessment	-	37,000	37,000	-	37,000	35,093	-	1,907	94.85%
F19001 - CC Central Misc.	-	54,645	54,645	-	54,645	42,524	12,121	-	100.00%
F19023 - CC C11 EMT Tier 1 Classroom	-	30,037	30,037	-	30,037	5,418	24,619	-	100.00%
F19028 - CC C19.313 Ventilated Cabinets	-	26,125	26,125	-	26,125	15,775	-	10,350	60.38%
F19035 - CC C1.208 Office of AA CPD	-	14,000	14,000	-	14,000	1,990	11,010	1,000	92.86%
F19040 - CC Courtyard Drains	-	29,500	29,500	-	29,500	29,500	-	-	100.00%
F19047 - CC C14 New Fire Alarm Panel & System	-	140,371	140,371	-	140,371	140,371	-	-	100.00%
F19052 - CC IDH Max Life Cycle	-	21,160	21,160	-	21,160	21,160	-	-	100.00%
F19054 - CC C11.2090 Data Closet Relocation	-	7,693	7,693	-	7,693	7,693	-	-	100.00%
F19063 - CC C26.145 Replace FFE	-	20,060	20,060	-	20,060	20,060	-	-	100.00%
F19064 - CC C11.1051 Conference Room AV	-	8,400	8,400	-	8,400	8,382	-	18	99.79%
F19073 - CC - C34-C45 Cart Path	-	9,787	9,787	-	9,787	9,787	-	-	100.00%
Sub-total	-	398,778	398,778	-	398,778	337,753	47,750	13,275	96.67%
North									
F19002 - NC North Misc.	-	28,522	28,522	-	28,522	22,360	6,089	73	99.74%
F19037 - NC Underground Utility Tunnel	-	22,127	22,127	-	22,127	22,127	-	-	100.00%
F19044 - NC N2.112 Install AV System	-	8,446	8,446	-	8,446	8,446	-	-	100.00%
F19082 - NC N2.124 Replace Tables	-	17,500	17,500	-	17,500	17,498	-	2	99.99%
Sub-total	-	76,595	76,595	-	76,595	70,431	6,089	75	99.90%
South									
F18040 - SC S8 Roof Replacement	-	95,987	95,987	-	95,987	39,112	56,875	-	100.00%
F19003 - SC South Misc.	-	29,200	29,200	-	29,200	11,786	17,134	280	99.04%
F19022 - SC S.21.105 Tier Upgrade	-	20,476	20,476	-	20,476	20,476	-	-	100.00%
F19025 - SC S11 New Porch Tile N&S Entrance	-	33,876	33,876	-	33,876	16,938	16,938	-	100.00%
F19057 - SC S11 Fire Alarm System	-	70,000	70,000	-	70,000	70,000	-	-	100.00%
F19060 - SC S.13 Classroom Renovations	-	35,789	35,789	-	35,789	35,789	-	-	100.00%
F19070 - SC S8.1001e Sit to Stand Workstation	-	766	766	-	766	766	-	-	100.00%
F19071 - SC S7.227 and S8.2049 Furniture Move	-	280	280	-	280	280	-	-	100.00%
F19072 - SC P25 ADA Parking	-	10,641	10,641	-	10,641	9,303	-	1,338	87.43%
F19080 - SC S7 Roof Replacement	-	42,600	42,600	-	42,600	40,600	-	2,000	95.31%
F19081 - SC Courtyard Sidewalk Repair	-	22,055	22,055	-	22,055	22,055	-	-	100.00%
Sub-total	-	361,670	361,670	-	361,670	267,105	90,947	3,618	99.00%
District									
F18046 - DIST A1.200/202 Install Acoustics	-	-	-	-	-	-	-	-	-
F18051 - DIST M1 MTTTC Repairs	-	21,600	21,600	-	21,600	16,719	-	4,881	77.40%
F19004 - DIST College Admin Misc.	-	24,490	24,490	-	24,490	9,341	14,463	686	97.20%
F19016 - DIST Marketing Renovation DA2-205	-	18,500	18,500	-	18,500	272	17,320	908	95.09%
F19045 - DIST 225 Maritime Decomm & Remodel	-	58,000	58,000	-	58,000	24,588	32,283	1,129	98.05%
F19048 - DIST A1.114 Remodel	-	7,582	7,582	-	7,582	7,582	-	-	100.00%
F19055 - DIST Maritime -M1 Life Safety Composite	-	8,660	8,660	-	8,660	8,560	-	100	98.85%
F19056 - DIST ADA Accessibility Study	-	115,000	115,000	-	115,000	115,000	-	-	100.00%
F19059 - DIST Installation 106 Light Poles	-	7,302	7,302	-	7,302	7,302	-	-	100.00%
F19074 - DIST LED Parking Lot Light Project	-	197,734	197,734	-	197,734	196,247	-	1,487	99.25%
F19076 - DIST Aerospace Workforce Train Center	-	50,000	50,000	-	50,000	42,590	-	7,410	85.18%
F19079 - DIST M1 Lobby Window Tinting	-	11,763	11,763	-	11,763	11,763	-	-	100.00%
Sub-total	-	520,631	520,631	-	520,631	439,964	64,066	16,601	96.81%
Contingency (720700)	1,621,218	(1,581,778)	39,440	-	39,440	-	-	39,440	-

Sub-total	1,621,218	(1,581,778)	39,440	-	39,440	-	-	39,440	-
Projects Closed									
F18058 - CC C34.132 Heat Units	-	-	-	-	-	-	-	-	-
F18070 - CC C26.100 Repair Hydraulic Lift	-	-	-	-	-	-	-	-	-
F18071 - CC C6.105 AV System	-	7,569	7,569	-	7,569	-	7,569	-	100.00%
F19009 - CC C14 Café Door	-	1,517	1,517	-	1,517	-	1,517	-	100.00%
F19012 - CC C6 Retaining Wall Repair	-	14,783	14,783	-	14,783	-	14,783	-	100.00%
F19024 - CC C11.1110 Installation of Surgical Lights	-	3,375	3,375	-	3,375	-	3,375	-	100.00%
F19027 - CC C11 EAST & WES Stairwell Improvement	-	18,640	18,640	-	18,640	-	18,640	-	100.00%
F19053 - CC C14 East & West Window Glazing	-	18,066	18,066	-	18,066	-	18,066	-	100.00%
F18073 - NC N12 Structural Condition Assessment	-	10,000	10,000	-	10,000	-	10,000	-	100.00%
F19018 - NC N16 North Gym Repainting	-	-	-	-	-	-	-	-	-
F19032 - NC N12 Fire Alarm Wiring	-	22,708	22,708	-	22,708	-	22,708	-	100.00%
F19034 - NC N12.210 New Carpeting	-	10,608	10,608	-	10,608	-	10,608	-	100.00%
F18059 - SC Softball Dugout Renovation	-	48,286	48,286	-	48,286	-	48,286	-	100.00%
F19007 - SC S15.121 Power and Data Addition	-	2,515	2,515	-	2,515	-	2,515	-	100.00%
F19008 - SC S7.266 Power Addition	-	3,292	3,292	-	3,292	-	3,292	-	100.00%
F19030 - SC S8.2117 & S8.2118 Tier 1	-	23,540	23,540	-	23,540	-	23,540	-	100.00%
F19033 - SC S1-13 Window Tint	-	7,765	7,765	-	7,765	-	7,765	-	100.00%
F19050 - DIST College Wide Parking Lot Survey	-	19,200	19,200	-	19,200	-	19,200	-	100.00%
F19051 - DIST A2 Window Tinting	-	12,240	12,240	-	12,240	-	12,240	-	100.00%
Sub-total	-	224,104	224,104	-	224,104	-	224,104	-	100.00%
TOTALS	1,621,218	-	1,621,218	-	1,621,218	1,115,253	432,956	73,009	95.50%
Projects Transferred out									
F19018 - NC N16 North Gym Repainting	-	30,000	30,000	-	30,000	-	-	30,000	-
720726 - NC NCIT Filters for Welding	-	32,200	32,200	-	32,200	-	-	32,200	-
F19024 - CC C11.1110 Installation of Surgical Lights	-	16,600	16,600	-	16,600	-	-	16,600	-
Sub-total	-	78,800	78,800	-	78,800	-	-	78,800	-

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
August 27, 2019**

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

Members Absent: None

Other Trustees Present: None

Others Present: Scott Gernander, Mike Harris, Joe Hebert, Brenda Hellyer, Mini Izaguirre, Bryan Jones, Angela Klaus, Ann Kokx-Templet, Deborah Paulson, Charles Smith and Teri Zamora

- I. Dan Mims, Building Committee Chair, called the meeting to order at 3:31 p.m.
- II. Roll call of the Committee members was taken:
 - Marie Flickinger, present
 - John Moon, Jr., present
 - Erica Davis Rouse, present
 - Members absent: None
- III. Approval of Minutes from the July 22, 2019, Building Committee Meeting
 - D. Mims presented the minutes from the July 22, 2019, Building Committee Meeting.
 - A motion was made by J. Moon and seconded by M. Flickinger to accept the minutes as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - Bond Funds
 - Consideration of Approval of Additional Funds for Architect Services
 - This item requests additional funds for architectural services provided by Kirksey Architects, Inc. (Kirksey) for the construction of the South Campus Engineering and Technology Building.
 - This action will increase Kirksey's contract value for architect services to align with the increased cost associated with the South Campus Engineering and Technology Building construction.
 - The estimated expenditure of this request is \$88,000.
 - Additional work was required for concrete consulting, reimbursables and a request for a FEMA variance due to the site location lying within a floodplain.
 - No other questions or comments were noted.
 - Consideration of Approval to Contract for Construction Manager at Risk Services for Central Campus Davison Renovation
 - This item requests consideration to contract with Brookstone, LP to renovate the Central Campus Davison Building.

- This action will allow the College to renovate the Central Campus Davison Building as the existing systems are at end of life. Also, a renovation project would allow the College to bring the building up to current applicable codes with updated areas for instruction.
- A question was raised in regards to Brookstone's history with the College and it was noted that this has been positive. Brookstone is currently engaged with the South Campus Cosmetology Center.
- M. Flickinger asked for more details in regards to whether the building will be gutted and renovated, or repaired. C. Smith replied with specific construction details noting full renovation of the building and the inclusion of departments such as Audio, Engineering, Criminal Justice, Finance, and Information Technology.
- D. Mims inquired about the foundation of the building. This was noted to be in satisfactory condition.
- Consideration of Approval for Additional Contingency Funds for South Campus Chilled Water Infrastructure Upgrade
 - This item requests additional contingency funds for the contract with The Brandt Companies (Brandt) for the South Campus Chilled Water Infrastructure Upgrades project.
 - In August 2019, the Board approved a contract with Brandt for the South Campus Chilled Water Infrastructure Upgrades project. Detailed project plans and specifications developed by ACR Engineering, Inc. (ACR) were used as part of the documentation package on which Brandt based their scope of work and fee. After Board approval it was discovered that the contingency amount of \$84,000 was based upon five percent of the cost of work, not the total contract value. In addition, ACR will be making changes to the current design due to overlapping projects that are likely to increase the overall project value.
 - A question was raised by the Committee as to who was at fault for the oversight. It was determined that Brandt's initial calculation was inconsistent with the College standards due to Brandt basing its contingency on the cost of the work and not the total cost of the project. It was also noted that, during design, some items had already been identified that will need to be funded by the contingency line item. After re-reviewing Brandt's initial contract, San Jacinto College initiated the Amendment to Brandt's contract for additional possible contingency expenditures. These additional funds will allow the College to move forward with construction without possibly putting the project on hold should contingency items be encountered.
 - A Committee member asked if the process to add additional contingency funds was customary. C. Smith stated that the College has been required to request additional funds for contingency in the past on a different project and different contractor. He noted that the College has worked with Brandt in the past with satisfactory results and has clarified the contingency expectation. The funds were included in the original total bond budget.
- Consideration of Approval of Method of Procurement for the College-Wide Elevator Modernization
 - This item requests approval to use Competitive Sealed Proposal (CSP)

- procurement methodology for the college-wide elevator modernization program.
- The College currently has forty-seven (47) elevators in service, with an average age of approximately seventeen (17) years. Beyond thirty (30) years of age, parts become increasingly difficult to source when repairs are required. Fifteen (15) elevators with an average age of thirty-eight (38) years are under consideration for modernization. The estimated cost of work for the college-wide elevator modernization project is \$1,000,000. Approximately \$600,000 of these expenditures will be funded by the 2015 Bond Program. Remaining upgrades will be prioritized through the Facilities Services department's operating budget over the next several fiscal years.
- There was considerable discussion on the plan for future expenditures. The plan will provide an anticipated replacement/repair cycle but will be driven based on actual needs and breakdowns.
- Consideration of Approval for Additional Funds for Architecture Services for South Campus Longenecker Renovation
 - This item requests additional funds for architectural services provided by Page Southerland Page, Inc. (Page) for the South Campus Longenecker Building Renovation from the 2015 Bond Program. This action will increase Page's contract value for architect services to align with the increased cost associated with the South Campus Longenecker Building Renovation project. The estimated additional expenditure of the request is \$100,000. This expenditure will be funded from the 2015 Bond Program. The funds to execute the additional scope of work are already captured in the applicable Bond Program budgets.
 - Questions were raised in regards to the need for further details about the renovation of Longenecker. C. Smith explained the Longenecker Building has three sections, S7, S8, and S9 and explained in detail about the various plumbing and electrical lines routed to them. He noted that after the initial design was finalized and reviewed, a scope of work change was initiated based on the fact that the initial design displayed pipes running up the front of the building which was not aesthetically pleasing. The new design will require additional work and materials.
- Consideration of Approval of Method of Procurement for College-Wide Access Controls Expansion
 - This item requests approval to use the Competitive Sealed Proposal (CSP) procurement methodology for the college-wide access controls expansion project.
 - New hardware is required to expand electronic locking and proximity card readers throughout multiple facilities across the College.
 - As part of the 2015 Master Security Plan, estimates and funding were included in the 2015 Bond Program for existing facilities that do not currently have electronic access and are not slated for major renovations. This action will complete the college-wide access controls expansion project and provide for consistent and efficient management of building access control.
- Consideration of Approval of Adopting Prevailing Wage Scale

- This item requests approval to adopt the June 2019 PBK Architects prevailing wage rates schedule for school construction trades for the Texas Gulf Coast Area as the official prevailing wage rates of San Jacinto College.
- Texas Government Code 2258 requires that all contracts for public works awarded by the College stipulate the prevailing wage rates for each craft or type of worker required to execute the contract. The College last adopted prevailing wage rates at the Board's regularly scheduled meeting on June 4, 2018. The survey upon which those rates were based has now been updated by PBK Architects to comply with statutory requirements.
- Operating Funds – No Requests

V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
 - Safety Metrics
 - The OSHA Recordable Incident Rate (RIR) for the Central Campus – Petrochemical, Energy and Technology (CPET) project was less than one-sixth of the industry-wide rate for construction and 61 percent of the industry rate for petrochemical manufacturing. As a whole, the Bond Program is tracking at 0.488, which is about seven (7) times better than the general construction industry.
 - No near misses reported
 - Two (2) first aid incidents were reported
 - A roofer at South Campus Cosmetology suffered from heat stress and was taken by ambulance to a nearby hospital for evaluation.
 - An electrician at North Campus Cosmetology was injured when his hand slipped and struck a metal wall stud causing a puncture wound through his glove. The wound was bandaged, and he returned to work.
 - Schedule Updates
 - The majority of the Bond projects remain on schedule with the exception of Generation Park. The Generation Park project has been delayed due to the late shipment of steel, but the construction team is continuing to work to meet the August 2020 deadline. The College has effectively completed construction and move-in at Central Campus CPET, Central Campus Frel's Building, North Campus Burleson Building, and South Campus Longenecker North and South Buildings. The College expects completion of the Central Campus Welcome Center, North Campus Cosmetology and Culinary Center, South Campus Cosmetology Center, and South Campus Engineering and Technology Buildings in early of 2020.
 - Progress Updates
 - Central Campus – Petrochemical, Energy and Technology
 - Construction is complete and the majority of the thirty-five (35) labs are ready for instruction. Move in is underway, and the building's Grand Opening is scheduled for September 18, 2019.
 - Commissioning of the Process Training Unit for CPET is projected to be completed August 27, 2019 and should be available for instruction next week.

- Central Campus – Welcome Center
 - Exterior finishes are essentially complete, and work has begun on final grading and site development.
 - Interior finishes are underway with most mechanical, electrical, and plumbing systems completed and air conditioning operable since August 2, 2019.
- Central Campus – Frels Building
 - Work has been completed and the building turned over to the College for occupancy by Pasadena Independent School District.
 - The elevator at Frels will be modernized at a later date.
- Central Campus – Classroom Building
 - The College held a mandatory pre-solicitation conference on August 14, 2019 with thirty (30) people in attendance representing thirteen (13) area contractors. A solicitation has been issued and will be brought to the Board in October 2019.
 - The College was awarded a U.S. Forest Service Mass Timber grant. The intent of the grant program is to inspire interest in mass timber projects by showcasing them in a highly visible project on higher education campuses. Ten (10) institutions in the United States were awarded this grant. Three of the ten were granted to Texas institutions; Rice, Stephen F. Austin and San Jacinto College. San Jacinto College was the only community college selected. San Jacinto College was further distinguished by having both the lowest tuition and highest enrollment of all the awardees.
- North Campus – Cosmetology and Culinary Center
 - Exterior waterproofing is complete. The roof base sheet has been installed, and the masonry is nearing completion.
 - The HVAC system is now operational. Windows are nearing completion, and sheetrock is being installed.
- North Campus – Spencer Building
 - New air conditioning ducts and electrical conduits are being installed.
 - Temporary pumps are supplying chilled water to the parts of the building that remain in service while the mechanical rooms are being updated.
- North Campus – Burluson Building
 - Classrooms have been improved, a new laboratory has been added, and the new cafeteria is now serving Galena Park Early College High School students.
- North Campus – Engineering and Technology Building
 - Roof installation began in July 2019.
 - Mechanical systems and walls are progressing.
- South Campus – Cosmetology Center
 - Interior insulation is complete. Windows are being installed and mechanical systems are nearing completion. Interior walls are being erected and finishes have begun.
- South Campus – Longenecker Building (S7, S8, and S9)
 - In S8, replacement of mechanical systems for the first renovation phase is nearing completion.

- Installation of new walls, door frames, and drywall are beginning.
- Roof replacement is moving slowly. The building failed the roofing “Pull” test and required the demolition of the entire roof system.
- The roof had twenty (20) out of twenty-four (24) roof drains fail. The College did not have designs from the previous S8 roof and therefore, did not project these unforeseen roofing issues which will require additional spending authority in the near future due to increased labor and materials expenditure.
- All work in S7 and S9 is complete, including new ADA entrances.
- The roofing “Pull” test was successful and will not require the same extensive demolition and renovation as was required with S8.
- New elevator towers have been added.
- New dining areas have been completed and are in use.
- South Campus – Electrical Infrastructure Project
 - Contractors are hydro-excavating buried utilities to expose potential conflicts with their planned routing of a new electrical duct bank for the campus. Much of the courtyard will be excavated and later recovered during the coming months.
 - The old chiller yard behind S8 is being modified for a new electrical switchgear for buildings S7, S8, and S9.
- Generation Park
 - The floor slab was poured on August 12, 2019.
 - The project is currently delayed by approximately 28 days due to the steel fabricator pushing back delivery on the steel order to September 30, 2019. Efforts are currently underway to adjust scheduling to allow the building to be turned over to the College early August 2020.
- Financial Updates
 - 2008 Bond - This report was presented with no comments.
 - 2015 Revenue Bond - This report was presented with no comments.
 - Generation Park - This report was presented with no comments.
- Operating Funds (Discussion led by Bryan Jones)
 - Safety Metrics
 - Three (3) minor incidents occurred in July. Two (2) sprain/contusion incidents were experienced by two (2) separate grounds keepers, and a spider bite incident was experienced by an electrician.
 - One (1) lost time incident occurred when an employee hyperextended his knee upon exiting a College vehicle, requiring subsequent medical treatment.
 - Schedule Updates
 - The report was presented with no comments.
 - Progress Updates
 - All 34 open R&R projects will close in time for close of fiscal year 2019.
 - Financial Updates
 - Repair and Renovation - This report was presented with no comments.

VI. Status of Delegation Of Authority

- An updated report on status of delegation of authority was presented with no comment. All delegated items have now been completed.

VII. Additional Questions:

- B. Hellyer: Does the Committee prefer to review and approve the College's procurement method, or would the Committee rather not be presented the procurement method and only be presented with the project approval? Requesting approval from the Committee for the procurement method can delay the start of a project by a few weeks to a month.
 - C. Smith provided detailed information as to all the different methods of procurement and to the process of procurement determination. The Committee stated that they prefer to know what projects are coming up, but they do not necessarily need to approve the method of procurement.
- B. Hellyer asked C. Smith to provide an update on the Fire Protection move to the Maritime Center.
 - The Fire Protection program has successfully moved to the Maritime Campus. Additional phases of the project will move forward after completion of a current topography survey.
- E. Davis Rouse: Is there a new plan for the 2008 Bond Science Park project?
 - Plans are being developed with the new focus on creating decentralized paths and sitting areas.

VIII. Adjournment – The meeting Adjourned at 4:40 p.m.

**BOARD FINANCE COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
August 27, 2019**

Members Present: Marie Flickinger, Dr. Ruede Wheeler, and Larry Wilson

Members Absent: Keith Sinor

Other Trustees Present: None

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

- I. Dr. Ruede Wheeler called the meeting to order at 5:00 p.m.
- II. Roll call of the Committee members was taken:
 - Marie Flickinger, present
 - Dr. Ruede Wheeler, present
 - Larry Wilson, present
 - Keith Sinor, absent
- III. Approval of Minutes from the July 22, 2019, Finance Committee Meeting
 - R. Wheeler presented the minutes from the July 22, 2019, Finance Committee Meeting.
 - A motion was made by L. Wilson and seconded by M. Flickinger to accept the minutes as presented.
- IV. Review and Discuss Internal Audits:
 - L. Torres, Director of Internal Audit, updated the Committee regarding two audit reports.
 - Surplus Property Audit
 - L. Torres reviewed the executive summary of the Surplus Property Audit Report, which included a detailed evaluation of the operational efficiency, internal controls, and compliance with internal and external regulations and policies surrounding the Surplus Property function between January 1, 2018 and December 31, 2018. The following observations and corresponding Corrective Action Plans (CAP) were noted:
 - Observation: Physical Storage and Type On-Hand
 - CAP – Steps will be taken to enhance the physical security and organization of the Surplus Property storage areas.
 - Observation: Property Transfer Preference
 - CAP – A statement will be added to the website advising of preference to ensure compliance with the statute.
 - Observation: Fixed Asset Disposition
 - CAP – To ensure that the Fixed Asset Coordinator has been timely notified of the sale items, Auxiliary Services has requested Lone Star Auctioneers provide the sales reports directly to Fixed Asset Coordinator.
 - R. Wheeler asked where the storage units were located.

- L. Torres advised that they are in multiple locations throughout the district.
 - B. Hellyer added that multiple storage areas can cause some delays in pick up times and at some point, things simply need to be discarded.
 - T. Zamora affirmed that the team tackled clearing out items with no resale value over the summer.
 - M. Flickinger asked when the auction is held.
 - L. Torres replied that the auction is held online on a regular basis
 - B. Hellyer explained that the College partners with Lone Star Auctioneers, and their website lists the available items from our entity and others.
 - T. Zamora added that the team has looked at the internal operating cycle, which when coupled with a more detailed approach to documentation, reveals opportunities to expedite the process. For example, if an item hasn't sold at auction, then there is a deadline in which it needs to be discarded.
 - L. Torres clarified that the process has been to auction items in lots, so that the complete lot must be taken once the lot is sold. However, this may not always be the best plan. In some instances, a whole lot may not sell and then stays in storage through future auction cycles.
 - M. Flickinger offered the idea of donating unsold items to a charity.
 - B. Hellyer responded that the College could do that or discard. Both options are being reviewed.
- Financial Aid Audit
- L. Torres reviewed the executive summary of the Fixed Assets audit report, which included a detailed evaluation of the operational efficiency, internal controls, and compliance with internal and external regulations and policies surrounding Financial Aid between January 1, 2018 and December 31, 2018. The following observations and corresponding CAPs were noted:
 - Observation: Texas Educational Opportunity Grant (TEOG) Matching Requirements
 - CAP – A report was obtained from the Information Technology Services (ITS) Department which extracts the tuition charges by student. Financial Aid staff will use the report to compare authorized awards to charges by student.
 - T. Zamora advised that this TEOG issue is also a common finding with the Texas Higher Education Coordinating Board (THECB) when they audit various institutions. She received an update that Financial Aid already began the corrective plan for this issue. It is a manual process for 2019 but automated controls will be in place for 2020.
 - Observation: State Financial Aid Reporting Missed Deadlines
 - CAP – The Dean of Financial Aid and the South Campus Financial Aid Manager will submit Financial Aid Database (FAD) Cycle 2 Report on time.
 - T. Zamora commented that the state portal was experiencing

technical difficulties, which contributed to the late report.

- Observation: Faculty Attendance Reporting
 - CAP – The Financial Aid Department will collaborate with implementing policies and procedures established by the College. A report has been requested from ITS to identify faculty who fail to certify their roster on timely manner. The Dean of Financial Aid will forward the report to the Vice-Chancellor and College President after Return to Title IV calculations are completed for each semester commencing with the fall 2019 semester.
 - L. Torres expounded that the findings demonstrated an inconsistency with faculty assessing attendance at the midpoint date, not the census date. Having inaccurate records due to students dropping around the midpoint date, forces the College to recover the funding that was originally refunded to the student in error. That can be a difficult task if the student doesn't return.
 - R. Wheeler commented that faculty need to be complying with this guideline.
 - B. Hellyer responded that communication is improving, and the Faculty Senate will support administration in this. They understand the importance of it. B. Hellyer continued that the majority of faculty are complying, and this is being pursued aggressively.
- Observation: Records Security Procedures/Family Educational Rights and Privacy (FERPA)
 - CAP – The Dean will create more detailed written procedures clarifying steps to safeguard against improper distribution of information via digital (email, text, and mobile app), telephone, and face-to-face conversations. The procedures will also include instructions on how to check Cornerstone to ensure all Financial Aid employees have completed the college-wide online training.
 - CAP – The Dean of Financial Aid will reinstate a more detailed FERPA training that was discontinued when the current online training was implemented.
- Observation: Record Retention Procedures
 - CAP – The Financial Aid Dean will update the current financial aid procedures manual to explain that records are to be maintained at least five years as required by the State of Texas.
- B. Hellyer concluded that each of these items will be corrected in the Fall 2019 semester except the Faculty Attendance Reporting CAP of the Financial Aid Audit which has a completion target in January 2020.
 - M. Flickinger asked L. Torres if employees took the audit CAPs seriously.
 - L. Torres confirmed that they do and Financial Aid in particular invites more frequent internal audits to continually improve their processes.
- L. Torres shared results from the Annual Internal Audit Report for the 2018-2019 audit year (September 1, 2018 to August 31, 2019), with corresponding recommendations by the Internal Audit Department.

- The total number of audits for the year included:
 - Five Initial Audits were opened, including the Financial Aid and Surplus Property Audits previously discussed
 - Twenty Follow Up Audits with open items, some dating as far back as 2010
 - Thirteen Cash Counts
 - Statuses for Initial Audits, Cash Counts, and Follow-Up Audits were listed in detail to the Committee.
- Activity also included the roll out of Ethics Training for all full-time employees and the EthicsPoint Hotline.
 - Feedback has been positive.
 - B. Hellyer reminded the Committee that the EthicsPoint Hotline is the anonymous tip line where employees can report instances that they feel need to be addressed.
 - L. Torres concluded that there were only four reports utilizing the EthicsPoint Hotline, none of which rose to the level of fraud or anything of that nature. Each of them was successfully resolved by the appropriate SLT member.
- The Annual Risk Assessment and Proposed 2019-2020 Audit Plan were presented to the Committee for questions and input.
 - T. Zamora commented that this plan is a good mix of operational and financial items.
 - B. Hellyer added that she and T. Zamora reviewed the Internal Audit's recommendations, made some revisions, and this is the plan that is recommended to the Committee.
 - The Committee was in agreement of the 2019-2020 Audit Plan.

V. Review and Discuss 2019-2020 Property Tax Rate

- T. Zamora reviewed the 2019-2020 Property Tax calculations.
 - The final certified taxable values for FY 2020 are estimated at \$61.52 billion, demonstrating a 12.22% increase over last year.
 - R. Wheeler commented that it is a substantial increase.
 - T. Zamora affirmed the comment and added that it surpassed the original forecast.
 - R. Wheeler asked if there was conjecture as to why there was such an increase.
 - M. Flickinger replied that the tax base had an overall increase in our service area.
 - T. Zamora advised that the increase is a result of higher valuations and new construction in the region. Approximately 60% was due to value increase and 40% was from new construction.
 - L. Wilson questioned if protests on valuations were still in progress.
 - T. Zamora confirmed that is true and \$4.16 is currently under protest.
 - M. Flickinger commented that much of Clear Brook is residential, and many of them flooded during Harvey. Many of them have not been restored.
 - T. Zamora offered that as the homes were restored their valuations were raised.
 - In light of the new tax base, the College will be able to lower the overall tax rate to \$0.178169, a 0.6% decrease. This makes it the lowest tax rate by the College since 2016.
 - Although the overall rate is lower, due to the College's debt rate being higher, the College will not be able to use the Effective Tax Rate and therefore must hold two Tax Hearings.

August 27, 2019 Draft Board Finance Committee Meeting Minutes – Final after Committee approval at next meeting

- The proposed, tentative timeline was shared with the Committee:
 - September 9, 2019 Board Meeting
 - Discuss the Tax Rate
 - September 13, 2019
 - Publish the “Notice of Public Hearing on Tax Increase”
 - September 24, 2019 at 5:00 p.m. between the Board Building and Finance Committees
 - First Public Hearing
 - September 27, 2019 at 11:00 a.m.
 - Second Public Hearing
 - September 30, 2019
 - Publish the “Notice of Tax Revenue Increase”
 - October 7, 2019 Board Meeting
 - Adopt the Tax Rate

VI. The meeting adjourned at 5:34 p.m.

Action Item “IX”
Regular Board Meeting September 09, 2019
Consideration of Approval of Amendment to the 2019-2020 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$207,746, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-09-09-19

Attachment 2- Grant Detail-09-09-19

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
September 9, 2019

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical</u>					
<u>Education - Basic Grant 2020 (New Grant)</u>					
Federal Grant Revenue	538433	56700	554100	110000	(105,623)
Non-Instructional Labor	538433	56700	610000	460111	15,000
Fringe Benefits	538433	56700	651000	460111	4,000
Supplies	538433	56700	710000	460115	40,000
Travel	538433	56700	721000	160112	1,342
Equipment	538433	56700	741000	160118	40,000
Contractual Svcs - Indirect costs	538433	56700	731500	620909	<u>5,281</u>
					\$ -
<u>U.S. Department of Labor/American Association of Community Colleges - Expanding Community College</u>					
<u>Apprenticeships (New Grant)</u>					
Federal Grant Revenue	531720	56700	554100	110000	(42,888)
Non-Instructional Labor	531720	56700	610000	460961	23,520
Fringe Benefits	531720	56700	651000	460961	6,586
Supplies	531720	56700	710000	460961	1,200
Travel	531720	56700	721000	460961	2,582
Student Aid - Scholarships	531720	56700	751009	520235	<u>9,000</u>
					-
<u>U.S. Department of Education - TRiO program - Talent Search IV (Additional Funds)</u>					
Federal Grant Revenue	538429	56700	554100	110000	(3,540)
Supplies	538429	56700	710000	460913	1,398
Travel	538429	56700	721000	460913	1,000
Contractual Svcs	538429	56700	731000	460913	1,090
Contractual Svcs - Indirect costs	538429	56700	731500	620909	<u>52</u>
					-
<u>Texas Higher Education Coordinating Board - Texas Regional Alignment Networks (TX RAN)</u>					
<u>(Additional Funds)</u>					
State Grant Revenue	555022	56700	554200	110000	(15,000)
Supplies	555022	56700	710000	460926	4,000
Travel	555022	56700	721000	460926	5,000
Contractual Svcs	555022	56700	731000	460926	<u>6,000</u>
					-
<u>San Jacinto College Foundation - Student Success Initiatives Fall 2019 Awards</u>					
<u>(Additional Funds)</u>					
Local Grant Revenue	571060	56700	554300	110000	(29,195)
Supplies	571060	56700	710000	466202	16,072
Travel	571060	56700	721000	561422	4,285
Contractual Svcs	571060	56700	731000	561403	3,788
Student Aid - Scholarships	571060	56700	751009	520235	2,400
Telecommunications	571060	56700	761520	466217	<u>2,650</u>
					-

American Welding Society Foundation - Workforce Development Grant (New Grant)

Local Grant Revenue	570028	56700	554300	110000	(11,500)	
Supplies	570028	56700	710000	160914	<u>11,500</u>	-
Net Increase (Decrease)						<u>\$ -</u>

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 109,163
U.S. Department of Labor	42,888
Texas Higher Education Coordinating Board	15,000
San Jacinto College Foundation	29,195
American Welding Society Foundation	<u>11,500</u>
	\$ 207,746

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2020 (New Grant)

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

U.S. Department of Labor/American Association of Community Colleges - Expanding Community College Apprenticeships (New Grant)

San Jacinto College will identify and deliver training needs, and assess apprentices' achievement of skills. This program is a collaboration with the Texas Carpenters and Millwrights, Technical Training Facility in Houston (TCMTTF). The program has been producing well-trained apprentices in the Houston area for more than 10 years. Through TCMTTF, approximately 50 carpenter apprentices and 150 millwright apprentices will be trained. Further, working with Emerald Standard Services Inc., 24 electrician apprentices will be produced. This program will provide a minimum of 224 apprentices.

U.S. Department of Education - TRiO program - Talent Search IV (Additional Funds)

The Talent Search program identifies and assists individuals from disadvantaged backgrounds and who have the potential to succeed in higher education. The program provides academic, career, and financial counseling and encourages them to graduate from high school, and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages persons who withdrew early from formal instruction to re-enter and complete secondary or postsecondary level education programs. The goal of the five-year Talent Search program is to increase the number of youths from disadvantaged backgrounds to complete high school and enroll in and complete their postsecondary education. This is year four of a five-year cycle.

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

This program coordinates college readiness and success plans with strategies for persistence and timely graduation included in the Texas Higher Education Coordinating Board's "Closing the Gaps" plan. The program has developed and shared a database that tracks students' academic progress across institutional levels, from pre-kindergarten through elementary, middle and high school, and on through college.

San Jacinto College Foundation - Student Success Initiatives Fall 2019 Awards (Additional Funds)

San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. These grants are pilot projects, which, if successful, may continue with express permission of the College if funds are available.

American Welding Society Foundation - Workforce Development Grant (New Grant)

The San Jacinto College Welding and Inspection Programs continue to address shortages of both welders and inspectors in the Houston region. This project will enhance the training of students by increasing the quantity of tools and replica samples students can work with during class times. Ultimately, maximizing the number of students who can train for technical jobs. This especially helps working students by providing resources to offer additional courses at varying times, such as evenings and weekends.

Action Item “X”
Regular Board Meeting September 9, 2019

Consideration of Approval of 2019 Proposed Tax Rate, Review of Effective and Rollback Tax Rate Calculations and Approval of Date to Adopt Tax Rate

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the proposed tax rate of \$0.178169 for the public’s consideration and planned adoption on October 7, 2019, and discuss the effective, rollback and proposed tax rate calculations. The proposed tax rate of \$0.178169 is \$0.001160 lower than last year’s 2018 adopted rate.

BACKGROUND

A taxing unit must calculate and publish its effective and rollback tax rates before adopting an actual rate. The purpose of this requirement is to make taxpayers aware of the tax rate proposed and to allow taxpayers, in certain cases, to rollback or limit a tax increase.

The effective tax rate, calculated to be \$0.165837, is the rate that would provide the taxing unit with about the same amount of revenue it received in the previous year. The total tax rate for 2018 was \$0.179329. The effective tax rate was influenced by the fact that the College issued an additional \$150 million of General Obligation debt in February 2019, causing a need for larger tax funded interest and principal payments. Without considering the need for these debt payments, the effective tax rate solely for the maintenance and operations (M&O) tax rate was \$0.117640. The proposed M&O tax rate of \$0.117251 is less than the effective M&O rate.

The rollback tax rate, calculated to be \$0.187969, is the rate that would provide the taxing unit with approximately the same amount of tax revenue it received the previous year, plus an extra eight percent increase, in addition to sufficient funds to pay debts in the coming year. The rollback tax rate is the highest tax rate allowed without voter approval.

IMPACT OF THIS ACTION

The proposed tax rate compares to previous tax year as follows:

Tax Rate	Proposed 2019 Tax Rate	Actual 2018 Tax Rate	Difference
M&O (Operations)	0.117251	0.127210	-0.009959
I&S (Debt)	0.060918	0.052119	0.008799
Total Tax Rate	0.178169	0.179329	-0.001160

The Board of Trustees will discuss and approve a proposed tax rate for the public’s consideration and schedule two public hearings. A Notice of Public Hearing will be published in the Houston Chronicle on Friday, September 13 and in other local publications according to their publication schedules, in order to comply with the Truth-in-Taxation, Property Tax Code, Chapter 26. On October 7, 2019, the Board will finalize and adopt a 2019 tax rate.

The two public hearings and tax rate adoption are scheduled as follows:

The first public hearing will be held on Tuesday, September 24, 2019 at 5:00 p.m. in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont

Action Item “X”
Regular Board Meeting September 9, 2019

Consideration of Approval of 2019 Proposed Tax Rate, Review of Effective and Rollback Tax Rate Calculations and Approval of Date to Adopt Tax Rate

Parkway, Pasadena, Texas.

The second public hearing will be held on Friday, September 27, 2019 at 11:00 a.m. in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The San Jacinto Community College Board will vote to adopt the 2019 tax rate at its regularly scheduled meeting on Monday, October 7, 2019 at 7:00 p.m. in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The proposed Maintenance and Operations tax rate for 2019 is \$0.117251 per \$100 assessed valuation, generating the approximate amount of tax revenue to support the fiscal year 2019-2020 (FY2020) unrestricted budget.

The proposed Debt Service tax rate for 2019 is \$0.060918 per \$100 assessed valuation, generating the approximate amount of tax revenue need to meet debt payment obligations for FY2020.

MONITORING AND REPORTING TIMELINE

Updates will be provided to the Board of Trustees through monthly College financial statements.

ATTACHMENTS

Attachment 1 – 2019 Effective and Rollback Tax Rate Worksheet

RESOURCE PERSONNEL

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2019 Tax Rate Calculation Worksheet

Date: 08/19/2019 03:26 PM

Taxing Units Other Than School Districts or Water Districts**San Jacinto Community College District**

Taxing Unit Name

Phone (area code and number)

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the effective tax rate and rollback tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest.

School districts do not use this form, but instead use Comptroller Form 50-859 Tax Rate Calculation Worksheet for School Districts.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 Water District Rollback Tax Rate Worksheet.

This worksheet is provided to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: Effective Tax Rate (No New Taxes)

The effective tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the effective tax rate should decrease.

The effective tax rate for a county is the sum of the effective tax rates calculated for each type of tax the county levies.

Effective Tax Rate Activity	Amount/Rate
1. 2018 total taxable value. Enter the amount of 2018 taxable value on the 2018 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-third over-appraisal corrections from these adjustments. This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (will deduct taxes in Line 14). ¹	\$54,198,844,996
2. 2018 tax ceilings. Counties, cities and junior college districts. Enter 2018 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2018 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$0
3. Preliminary 2018 adjusted taxable value. Subtract Line 2 from Line 1.	\$54,198,844,996
4. 2018 total adopted tax rate.	\$0.179329/\$100
5. 2018 taxable value lost because court appeals of ARB decisions reduced 2018 appraised value.	
A. Original 2018 ARB Values.	\$2,757,940,306
B. 2018 values resulting from final court decisions.	\$2,429,851,808
C. 2018 value loss. Subtract B from A. ³	\$328,088,498
6. 2018 taxable value, adjusted for court-ordered reductions. Add Line 3 and Line 5C.	\$54,526,933,494
7. 2018 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2018. Enter the 2018 value of property in deannexed territory. ⁴	\$0
8. 2018 taxable value lost because property first qualified for an exemption in 2019. Note that lowering the amount or percentage of an existing exemption does not create a new	

exemption or reduce taxable value. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost to freeport or goods-in-transit exemptions.	
A. Absolute exemptions. Use 2018 market value:	\$3,219,573
B. Partial exemptions. 2019 exemption amount or 2019 percentage exemption times 2018 value:	\$43,241,538
C. Value loss. Add A and B. ⁵	\$46,461,111
9. 2018 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2019. Use only properties that qualified in 2019 for the first time; do not use properties that qualified in 2018.	
A. 2018 market value:	\$0
B. 2019 productivity or special appraised value:	\$0
C. Value loss. Subtract B from A. ⁶	\$0
10. Total adjustments for lost value. Add lines 7, 8C and 9C.	\$46,461,111
11. 2018 adjusted taxable value. Subtract Line 10 from Line 6.	\$54,480,472,383
12. Adjusted 2018 taxes. Multiply Line 4 by line 11 and divide by \$100.	\$97,699,286
13. Taxes refunded for years preceding tax year 2018. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2018. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2018. This line applies only to tax years preceding tax year 2018. ⁷	\$1,093,855
14. Taxes in tax increment financing (TIF) for tax year 2018. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2019 captured appraised value in Line 16D, enter 0. ⁸	\$0
15. Adjusted 2018 taxes with refunds and TIF adjustment. Add Lines 12 and 13, subtract Line 14. ⁹	\$98,793,141
16. Total 2019 taxable value on the 2019 certified appraisal roll today. This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 18). These homesteads include homeowners age 65 or older or disabled. ¹⁰	
A. Certified values:	\$52,214,541,054
B. Counties: Include railroad rolling stock values certified by the Comptroller's office:	\$0
C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:	\$0
D. Tax increment financing: Deduct the 2019 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2019 taxes will be deposited	\$0

into the tax increment fund. Do not include any new property value that will be included in Line 21 below. ¹¹	
E. Total 2019 value. Add A and B, then subtract C and D.	\$52,214,541,054
17. Total value of properties under protest or not included on certified appraisal roll. ¹²	
A. 2019 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value. ¹³	\$4,160,954,496
B. 2019 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value. ¹⁴	\$5,143,055,703
C. Total value under protest or not certified: Add A and B.	\$9,304,010,199
18. 2019 tax ceilings. Counties, cities and junior colleges enter 2019 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2018 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁵	\$0
19. 2019 total taxable value. Add Lines 16E and 17C. Subtract Line 18.	\$61,518,551,253
20. Total 2019 taxable value of properties in territory annexed after Jan. 1, 2018. Include both real and personal property. Enter the 2019 value of property in territory annexed. ¹⁶	\$65,774,530
21. Total 2019 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2018. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2018, and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2019. ¹⁷	\$1,880,672,406
22. Total adjustments to the 2019 taxable value. Add Lines 20 and 21.	\$1,946,446,936
23. 2019 adjusted taxable value. Subtract Line 22 from Line 19.	\$59,572,104,317
24. 2019 effective tax rate. Divide Line 15 by Line 23 and multiply by \$100. ¹⁸	\$0.165837/\$100
25. COUNTIES ONLY. Add together the effective tax rates for each type of tax the county levies. The total is the 2019 county effective tax rate. ¹⁸	

¹Tex. Tax Code Section 26.012(14)

²Tex. Tax Code Section 26.012(14)

³Tex. Tax Code Section 26.012(13)

⁴Tex. Tax Code Section 26.012(15)

⁵Tex. Tax Code Section 26.012(15)

⁹Tex. Tax Code Section 26.012(13)

¹⁰Tex. Tax Code Section 26.012

¹¹Tex. Tax Code Section 26.03(c)

¹²Tex. Tax Code Section 26.01(c) and (d)

¹³Tex. Tax Code Section 26.01(c)

⁶Tex. Tax Code Section 26.012(15)
⁷Tex. Tax Code Section 26.012(13)
⁸Tex. Tax Code Section 26.03(c)

¹⁴Tex. Tax Code Section 26.01(d)
¹⁵Tex. Tax Code Section 26.012(6)
¹⁶Tex. Tax Code Section 26.012(17)

SECTION 2: Rollback Tax Rate

The rollback tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O):** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus eight percent. This rate accounts for such things as salaries, utilities and day-to-day operations.
2. **Debt:** The debt tax rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The rollback tax rate for a county is the sum of the rollback tax rates calculated for each type of tax the county levies. In most cases the rollback tax rate exceeds the effective tax rate, but occasionally decreases in a taxing unit's debt service will cause the effective tax rate to be higher than the rollback tax rate.

Rollback Tax Rate Activity	Amount/Rate
26. 2018 maintenance and operations (M&O) tax rate.	\$0.127210/\$100
27. 2018 adjusted taxable value. Enter the amount from Line 11.	\$54,480,472,383
28. 2018 M&O taxes.	
A. Multiply Line 26 by Line 27 and divide by \$100.	\$69,304,608
B. Cities, counties and hospital districts with additional sales tax: Amount of additional sales tax collected and spent on M&O expenses in 2018. Enter amount from full year's sales tax revenue spent for M&O in 2018 fiscal year, if any. Other taxing units enter 0. Counties exclude any amount that was spent for economic development grants from the amount of sales tax spent.	\$0
C. Counties: Enter the amount for the state criminal justice mandate. If second or later year, the amount is for increased cost above last year's amount. Other taxing units enter 0.	\$0
D. Transferring function: If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in H below. The taxing unit receiving the function will add this amount in H below. Other taxing units enter 0.	\$0
E. Taxes refunded for years preceding tax year 2018: Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2018. This line applies only to tax years preceding tax year 2018.	\$775,944
F. Enhanced indigent health care expenditures: Enter the increased amount for the current year's enhanced indigent health care expenditures above the preceding tax year's enhanced indigent health care expenditures, less any state assistance.	\$0
G. Taxes in TIF: Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2019 captured appraised value in Line 16D, enter 0.	\$0
H. Adjusted M&O Taxes. Add A, B, C, E and F. For taxing unit with D, subtract if discontinuing function and add if receiving function. Subtract G.	\$70,080,552

29. 2019 adjusted taxable value. Enter Line 23 from the Effective Tax Rate Worksheet.	\$59,572,104,317
30. 2019 effective maintenance and operations rate. Divide Line 28H by Line 29 and multiply by \$100.	\$0.117640/\$100
31. 2019 rollback maintenance and operation rate. Multiply Line 30 by 1.08.	\$0.127051/\$100
<p>32. Total 2019 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <ul style="list-style-type: none"> (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year and (4) are not classified in the taxing unit's budget as M&O expenses <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. Enter debt amount.</p> <p>B. Subtract unencumbered fund amount used to reduce total debt.</p> <p>C. Subtract amount paid from other resources.</p> <p>D. Adjusted debt. Subtract B and C from A.</p>	<p>\$37,476,437</p> <p>\$0</p> <p>\$0</p> <p>\$37,476,437</p>
33. Certified 2018 excess debt collections. Enter the amount certified by the collector.	\$0
34. Adjusted 2019 debt. Subtract Line 33 from Line 32D.	\$37,476,437
35. Certified 2019 anticipated collection rate. Enter the rate certified by the collector. If the rate is 100 percent or greater, enter 100 percent.	100.00%
36. 2019 debt adjusted for collections. Divide Line 34 by Line 35	\$37,476,437
37. 2019 total taxable value. Enter the amount on Line 19.	\$61,518,551,253
38. 2019 debt tax rate. Divide Line 36 by Line 37 and multiply by \$100.	\$0.060918/\$100
39. 2019 rollback tax rate. Add Lines 31 and 38.	\$0.187969/\$100
40. COUNTIES ONLY. Add together the rollback tax rates for each type of tax the county levies. The total is the 2019 county rollback tax rate.	

SECTION 3: Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its effective and rollback tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its effective tax rate and/or rollback tax rate because it adopted the additional sales tax.

Activity	Amount/Rate
<p>41. Taxable Sales. For taxing units that adopted the sales tax in November 2018 or May 2019, enter the Comptroller's estimate of taxable sales for the previous four quarters.²⁰ Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2018, skip this line.</p>	\$0
<p>42. Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.²¹ Taxing units that adopted the sales tax in November 2018 or in May 2019. Multiply the amount on Line 41 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95.²² - or - Taxing units that adopted the sales tax before November 2018. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.</p>	\$0
<p>43. 2019 total taxable value. Enter the amount from Line 37 of the Rollback Tax Rate Worksheet.</p>	\$61,518,551,253
<p>44. Sales tax adjustment rate. Divide Line 42 by Line 43 and multiply by \$100.</p>	\$0/\$100
<p>45. 2019 effective tax rate, unadjusted for sales tax.²³ Enter the rate from Line 24 or 25, as applicable, on the Effective Tax Rate Worksheet.</p>	\$0.165837/\$100
<p>46. 2019 effective tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2018 or in May 2019. Subtract Line 44 from Line 45. Skip to Line 47 if you adopted the additional sales tax before November 2018.</p>	\$0.165837/\$100
<p>47. 2019 rollback tax rate, unadjusted for sales tax.²⁴ Enter the rate from Line 39 or 40, as applicable, of the Rollback Tax Rate Worksheet.</p>	\$0.187969/\$100
<p>48. 2019 rollback tax rate, adjusted for sales tax. Subtract Line 44 from Line 47.</p>	\$0.187969/\$100

¹⁷Tex. Tax Code Section 26.012(17)

¹⁸Tex. Tax Code Section 26.04(c)

¹⁹Tex. Tax Code Section 26.04(d)

²⁰Tex. Tax Code Section 26.041(d)

²¹Tex. Tax Code Section 26.041(i)

²²Tex. Tax Code Section 26.041(d)

²³Tex. Tax Code Section 26.04(c)

²⁴Tex. Tax Code Section 26.04(c)

SECTION 4: Additional Rollback Protection for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes anyland, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the TexasCommission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Additional Rollback Protection for Pollution Control Activity	Amount/Rate
49. Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ²⁵ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ²⁶	\$0
50. 2019 total taxable value. Enter the amount from line 37 of the Rollback Tax Rate Worksheet.	\$61,518,551,253
51. Additional rate for pollution control. Divide line 49 by line 50 and multiply by \$100.	\$0/\$100
52. 2019 rollback tax rate, adjusted for pollution control. Add Line 51 to one of the following lines (as applicable): Line 39, Line 40 (counties) or Line 48 (taxing units with the additional sales tax).	\$0.187969/\$100

SECTION 5: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

Effective tax rate (Line 24; line 25 for counties; or line 46 if adjusted for sales tax)	\$0.165837
Rollback tax rate (Line 39; line 40 for counties; or line 48 if adjusted for sales tax)	\$0.187969
Rollback tax rate adjusted for pollution control (Line 52)	\$0.187969

SECTION 6: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the taxing unit.

print here

Printed Name of Taxing Unit Representative

sign here _____

Taxing Unit Representative

_____ Date

²⁵Tex. Tax Code Section 26.045(d)

²⁶Tex. Tax Code Section 26.045(i)

**Action Item “XI”
Regular Board Meeting September 9, 2019
Consideration of Approval of Adopting Prevailing Wage Scale**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt the prevailing wage rates – school construction trades for the Texas Gulf Coast Area as the official prevailing wage rates of San Jacinto College.

BACKGROUND

Texas Government Code 2258 requires that all contracts for public works awarded by the College stipulate the general prevailing wage rates for each craft or type of worker required to execute the contract. The College is further tasked with ensuring that all contractors and sub-contractors pay their employees in accordance with this schedule, or impose a penalty of \$60 per worker per day for any infractions. Enforcement of the prevailing wage rate rules is not discretionary.

The College last adopted prevailing wage rates at the Board's regularly scheduled meeting on June 4, 2018. The survey upon which those rates were based has now been updated by PBK Architects to comply with statutory requirements.

IMPACT OF THIS ACTION

This action enables the College to ensure construction cost effectiveness and remain compliant with state law.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This action will not affect any Bond program project budget, but will improve the efficacy of expenditures.

MONITORING AND REPORTING TIMELINE

Each project will be awarded at a contract price to be approved by the Board and reported upon monthly.

ATTACHMENTS

- Attachment 1 - Board Resolution
- Attachment 2 - Prevailing Wage Rates

RESOURCE PERSONNEL

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**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District (“College”) hereby makes the following findings in connection with College public works projects:

1. Texas Government Code Chapter 2258 requires governmental entities to adopt Prevailing Wage Rates setting the minimum hourly wages paid to be paid to construction workers engaged in public works projects for the College;
2. PBK Architects, Inc., on behalf of school districts and junior college districts in the Houston area, conducted a survey of Prevailing Wage Rates for construction trades in accordance with the requirements of Texas Government Code Chapter 2258;
3. The results of such survey are attached as Exhibit “A.”

BE IT, THEREFORE, RESOLVED that San Jacinto Community College District hereby adopts the Prevailing Wages reflected in Exhibit A for use on all College public works projects advertised on or after September 10, 2019.

Passed the 9th day of September 2019.

Marie Flickinger
President, Board of Trustees
San Jacinto Community College District

Attest: _____
Keith Sinor
Secretary, Board of Trustees
San Jacinto Community College District

Exhibit A

Prevailing Wage Rate Determination Information

The following information is from Chapter 2258 Texas Government Code:

Sec. 2258.021. Right to be Paid Prevailing Wage Rates.

- (a) A worker employed on a public work by or on behalf of the state or a political subdivision of the state shall be paid:
 - (1) not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed; and
 - (2) not less than the general prevailing rate of per diem wages for legal holiday and overtime work.
- (b) Subsection (a) does not apply to maintenance work.
- (c) A worker is employed on a public work for the purposes of this section if the worker is employed by a contractor or subcontractor in the execution of a contract for the public work with the state, a political subdivision of the state, or any officer or public body of the state or a political subdivision of the state.

Sec. 2258.023. Prevailing Wage Rates to be paid by Contractor and Subcontractor; Penalty.

- (a) The contractor who is awarded a contract by a public body or a subcontractor of the contractor shall pay not less than the rates determined under Section 2258.022 to a worker employed by it in the execution of the contract.
- (b) A contractor or subcontractor who violates this section shall pay to the state or a political subdivision of the state on whose behalf the contract is made, \$60 for each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates stipulated in the contract. A public body awarding a contract shall specify this penalty in the contract.
- (c) A contractor or subcontractor does not violate this section if a public body awarding a contract does not determine the prevailing wage rates and specify the rates in the contract as provided by Section 2258.022.
- (d) The public body shall use any money collected under this section to offset the costs incurred in the administration of this chapter.
- (e) A municipality is entitled to collect a penalty under this section only if the municipality has a population of more than 10,000.

Sec. 2258.051. Duty of Public Body to Hear Complaints and Withhold Payment.

A public body awarding a contract, and an agent or officer of the public body, shall:

- (1) take cognizance of complaints of all violations of this chapter committed in the execution of the contract; and
- (2) withhold money forfeited or required to be withheld under this chapter from the payments to the contractor under the contract, except that the public body may not withhold money from other than the final payment without a determination by the public body that there is good cause to believe that the contractor has violated this chapter.

Prevailing Wage Rates – School Construction Trades

Effective: June 12, 2019

Texas Gulf Coast Area

CLASSIFICATION	2019 HOURLY RATE
ASBESTOS WORKER	\$18.00
BRICKLAYER; MASON	\$18.98
CARPENTER; CASEWORKER	\$18.90
CARPET LAYER; FLOOR INSTALLER	\$19.80
CONCRETE FINISHER	\$13.90
DATA COMM/TELE COMM	\$22.58
DRYWALL INSTALLER; CEILING INSTALLER	\$16.40
ELECTRICIAN	\$25.50
ELEVATOR MECHANIC	\$31.50
FIREPROOFING INSTALLER	\$19.17
GLAZIER	\$19.67
HEAVY EQUIPMENT OPERATOR	\$21.00
INSULATOR	\$14.90
IRONWORKER	\$23.00
LABORER, HELPER	\$11.75
LATHERER; PLASTERER	\$18.60
LIGHT EQUIPMENT OPERATOR	\$13.25
METAL BUILDING ASSEMBLER	\$16.33
MILLWRIGHT	\$26.30
PAINTER; WALL COVERING INSTALLER	\$14.67
PIPEFITTER	\$25.17
PLUMBER	\$31.00
ROOFER	\$15.10
SHEET METAL WORKER	\$20.25
SPRINKLER FITTER	\$20.61
STEEL ERECTOR	\$23.33
TERRAZZO WORKER	\$16.42
TILE SETTER	\$15.30
WATERPROOFER; CAULKER	\$14.90

This document was developed by PBK Architects, Inc., in strict accordance with Chapter 2258 of the Texas Government Code.

Prevailing Wage Rates

Worker Classification Definition Sheet

CLASSIFICATION	DEFINITION
ASBESTOS WORKER	Worker who removes and disposes of asbestos materials.
BRICKLAYER; MASON	Craftsman who works with masonry products, stone, brick, block, or any material substituting those materials and accessories.
CARPENTER; CASEWORKER	Worker who build wood structures or structures of any material which has replaces wood. Includes rough and finish carpentry, hardware and trim.
CARPET LAYER; FLOOR INSTALLER	Worker who installs carpets and /or floor coverings, vinyl tile.
CONCRETE FINISHER	Worker who floats, trowels, and finishes concrete.
DATA COMM/TELE COMM	Worker who installs data/telephone and television cable and associate equipment and accessories.
DRYWALL; CEILING INSTALLER	Worker who installs metal framed walls and ceiling, drywall coverings, ceiling grids, and ceilings.
ELECTRICIAN	Skilled craftsman who installs or repairs electrical wiring and devices. Includes fire alarm systems and HVAC electrical controls.
ELEVATOR MECHANIC	Craftsman skilled in the installation and maintenance of elevators.
FIREPROOFING INSTALLER	Worker who sprays or applies fire proofing materials.
GLAZIER	Worker who installs glass, glazing, and glass framing.
HEAVY EQUIPMENT OPERATOR	Includes but not limited to: all CAT tractors, all derrick-powered, all power operated cranes, back-hoes, back-fillers, power operated shovels, winch trucks, and all trenching machines.
INSULATOR	Worker who applies, sprays, or installs insulation.
IRONWORKER	Skilled craftsman who erects structural steel framing, and installs structural concrete Rebar.
LABORER, HELPER	Worker qualified for only unskilled or semi-skilled work. Lifting, carrying materials or tools, hauling, digging, clean up.
LATHERER; PLASTERER	Worker who installs metal framing and lath. Worker who applies plaster to lathing and installs associated accessories.
LIGHT EQUIPMENT OPERATOR	Includes but not limited to , air compressors, truck crane drivers, flex planes, building elevators, form graders, concrete mixers less than 14cf), conveyers.
METAL BUILDING ASSEMBLER	Worker who assembles pre-made metal buildings.
MILLWRIGHT	Mechanic specializing in the installation of heavy machinery, conveyance, wrenches, dock levelers, hydraulic lifts, and align pumps.
PAINTER; WALL COVERING INSTALLER	Worker who prepares wall surfaces and applies paint and/or wall coverings, tape, and bedding.
PIPEFITTER	Trained worker who installs piping systems, chilled water piping and hot water (boiler) piping, pneumatic tubing controls, chillers, boilers, and associated mechanical equipment.
PLUMBER	Skilled craftsman who installs domestic hot and cold water piping, waste piping, storm system piping, water closets, sinks, urinals, and related work.
ROOFER	Worker who installs roofing materials, Bitumen (asphalt and coal tar) felts, flashings, all types of roofing membranes, and associated products.
SHEET METAL WORKER	Worker who installs sheet metal products, Roof metal, flashings and curbs, ductwork, mechanical equipment, and associated metals.
SPRINKLER FITTER	Worker who installs fire sprinklers systems and fire protectant equipment.
STEEL ERECTOR	Worker who erects and dismantles structural steel frames of buildings and other structures.
TERRAZZO WORKER	Craftsman who places and finishes Terrazzo
TILE SETTER	Worker who prepares wall and/or floor surfaces and applies ceramic tiles to these surfaces.
WATERPROOFER; CAULKER	Worker who applies water proofing material to buildings. Products include sealant, caulk, sheet membranes, and liquid membranes, sprayed, rolled or brushed.

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the naming of the facility and specified rooms and spaces within the Center for Petrochemical, Energy, and Technology at San Jacinto College Central Campus.

BACKGROUND

The College has completed construction of the Center for Petrochemical, Energy, and Technology (CPET) and opened the facility to students on August 26, 2019 for Fall 2019 instruction.

Throughout the development of the program and building, numerous industry representatives have supported the project with their time and work on committees. In addition, donations and gifts have been received from industry and industry-related partners.

Gifts of \$100,000 or more, whether made to the San Jacinto College Foundation or to San Jacinto College, qualify the donor for a naming opportunity within the CPET. This is in accordance with the College’s existing Policy VI-S: Policy on Naming College Facilities and Academic and Support Entities and related procedure.

The donors and named spaces to be approved are:

DONOR	NAMED SPACE
BIC Magazine/BIC Recruiting	Soft Seating Areas
Dow Foundation	Equipment Trainer Lab
Eaton	Commons Area
Emerson	Distributed Control System Lab, Control Room, Valve Lab
Hunter	Blast-Resistant Building
INEOS Olefins and Polymers, USA	Instrumentation Lab
KCI ValveWorld	Mechanical Skills Lab
Kuraray	Chemistry/Physics Lab
Olympus Corporations	Non-Destructive Testing Lab
Siemens Analytic Products & Solutions	Analyzer Lab
Swagelok	Instrumentation Lab
nVent Thermal Management	AC/DC Lab
<i>Pending</i>	Building

IMPACT OF THIS ACTION

The naming rights have allowed the College and the Foundation to secure donations to benefit the CPET.

Action Item "XII"
Regular Board Meeting September 9, 2019

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The donation total of approximately \$10.7 million associated with the naming agreements will be used to equip and otherwise benefit the programs associated with the Center for Petrochemical, Energy, and Technology.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

None

RESOURCE PERSONNEL

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**Action Item “XIII”
Regular Board Meeting September 9, 2019
Consideration of Approval of Policy #, Animals on
College Property – First Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Animals on College Property. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

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

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

IMPACT OF THIS ACTION

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

Because of the significant changes, the Animals on College Property policy and associated procedures were submitted for comments to the College community on September 6, 2019. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on October 7, 2019. Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

**Action Item “XIII”
Regular Board Meeting September 9, 2019
Consideration of Approval of Policy #, Animals on
College Property – First Reading**

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy #, Animals on College Property (proposed policy)

Informational Items Only:

Attachment 3 – Procedure #, Animals on College Property (proposed procedure)

RESOURCE PERSONNEL

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Sandra Ramirez

281-998-2648

sandra.ramirez@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: To be determined

Proposed Policy Name: **Animals on College Property**

Current Policy Number/Name: N/A

New Procedure Number: To be determined

Proposed Procedure Name(s): **Animals on College Property**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Web Links: New for Proposed Policy and Proposed Procedure - To be determined

Primary Owner:

Deputy Chancellor and College President

Vice Chancellor, Human Resources and Organizational and Talent Effectiveness

Secondary Owner:

Associate Vice Chancellor, Student Services,

Vice President, Human Resources

Summary of Changes:

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

Attachment 1

- The new policy and procedure directs employees who are requesting the use of an animal for an instructional purpose.
- Both the policy and procedure have been reviewed and approved by the College's Attorney, the Associate Vice Chancellor of Student Services, the Dean of Compliance and Judicial Affairs, the Deans of Student Development, the Deans of Health and Natural Sciences, the Vice Chancellor of Human Resources, and the Human Resources Benefits Team.
- The new policy directs individuals to the more specific new Procedure (# TBD) Animals on College Property.

Policy #, Animals on College Property

Purpose

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

Policy

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

Service Animals

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

Emotional Support Animals

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

Animals on College Property for Instruction

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

Definitions

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

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

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

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

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

Attachment 2

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

Associated Procedures

Procedure #, Animals on College Property

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

Procedure #, Animals on College Property

Associated Policy

Policy #, Animals on College Property

Procedures

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

San Jacinto College has the right to remove from college property any animal causing a disturbance, without any prior approval. Problems include, but are not limited to: incessant noise, harassing or intimidating behavior towards people, or damage of college property or the property of other students or employees while on college property. Individuals found in violation of this procedure and the associated policy may be subject to investigation by either the Campus Police Department, the Compliance & Judicial Affairs office, or Human Resources.

Service Animals

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

1. Is the animal necessary to assist with the individual's disability? Note: You cannot ask the person what the individual's disability is or ask for documentation of the disability.

2. What work and/or task is the service animal trained to perform? Note: You cannot request that the service animal perform the task and you cannot ask for documentation for the service animal.

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

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

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

Service Animals In-Training

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

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

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

Emotional Support Animals

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

Responsibilities of the Service or Emotional Support Animal Owner

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

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

Service and Emotional Support Animals in Laboratories and Clinical Settings:

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

Animals on College Property for Instruction

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

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

Instructional Animal Requests

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

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

Responsibilities of the Instructional Animal Owner or Responsible Party:

- Ensure the instructional animal has all required vaccinations (including the rabies vaccine) and provide the required documentation upon request.
- Ensure the instructional animal has its required license from the city or state in which it is registered.

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

Definitions

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

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

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

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

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

Attachment 3

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

Action Item “XIV”
Regular Board Meeting September 9, 2019
Consideration of Approval of Policy #, Budget Preparation – First Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to Policy V-A on Budget Preparation. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

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

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

IMPACT OF THIS ACTION

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

This policy and associated procedure were sent to the College community on September 6, 2019. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on October 7, 2019. The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

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

Action Item “XIV”
Regular Board Meeting September 9, 2019
Consideration of Approval of Policy #, Budget Preparation – First Reading

Attachment 3 – Policy #, Budget Preparation (proposed policy)

Informational Items Only:

Attachment 4 – Procedure #, Budget Preparation (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: To be determined

Proposed Policy Name: **Budget Preparation**

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

New Procedure Number: To be determined

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

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: New

Web Links:

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

Primary Owner: Chancellor

Secondary Owner: Vice Chancellor, Fiscal Affairs

Summary of Changes:

Policy Changes

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

Procedure Changes

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

Policy V-A: Policy on Budget Preparation

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

Attachment 2 – Current Policy

AVAILABILITY OF PROPOSED BUDGET

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

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

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

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

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

PUBLIC MEETING ON THE BUDGET

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

Education Code 44.004; Gov't Code 551.041, 551.043

BUDGET ADOPTION

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

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

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

AUTHORIZED EXPENDITURES

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

Attachment 2 – Current Policy

COMMITMENT OF
CURRENT
REVENUE

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

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

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

REPORTING

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

Policy #:

V-A

Policy Name:

Policy on Budget Preparation

Pages:

2

Adopted Date:

March 2, 1981

Revision/Reviewed Date:

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

Effective Date:

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

Associated Procedure:

Policy #, Budget Preparation

Purpose

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

Policy

The College shall produce a budget annually that conforms to the requirements of the Texas Higher Education Coordinating Board and that meet the standards of the Commission on Colleges of the Southern Association of College and Schools.

Budget Officer

The Chancellor shall serve as budget officer for the College.

Duties

The budget officer's duties shall include:

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

Deputy Budget Officer

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

Preparation

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

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

Availability of Proposed Budget

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

Public Hearing on the Budget

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

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

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

Budget Adoption

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

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

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

Authorized Expenditures

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

The College shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in part. Nor shall the College pay or authorize the payment of any claim against the College under any agreement or contract made without authority of law.

Commitment of Current Revenue

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

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

Budget Amendments

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

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

Associated Procedures

Procedure #, Budget Preparation

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

Procedure #, Budget Preparation

Associated Policy

Policy #, Budget Preparation

Procedures

Budget Planning

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

Calendar

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

Reporting

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

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

Action Item “XV”
Regular Board Meeting September 9, 2019
Consideration of Approval of Policy #, Contract Authority – First Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the new Contract Authority policy and rescind current Policy V-M: Contract Compliance. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

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

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

IMPACT OF THIS ACTION

This policy and associated procedure were sent to the College community on September 6, 2019. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on October 7, 2019. The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

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

Attachment 3 – Policy #, Contract Authority (proposed policy)

Informational Items Only:

Attachment 4 – Procedure #, Contract Authority

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Contract Authority**

Current Policy Number/Name: V-M: Policy on Contract Compliance (rescind)

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

Proposed Procedure Name(s): **Contract Authority**

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

Action Recommended for Policy:

New and Rescind

Action Recommended for Procedures: New

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Chief Procurement Officer

Summary of Changes:

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

Policy V-M: Policy on Contract Compliance

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

Policy #:

V-M

Policy Name:

Policy on Contract Compliance

Pages:

1

Adopted Date:

Revision/Reviewed Date:

Effective Date:

Associated Procedure:

Policy #, Contract Authority

Purpose

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

Policy

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

Authority

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

The following types of contracts will require Board approval:

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

The Board grants the Chancellor or designee the authority to approve amendments to contracts up to ten percent of the approved amount, not to exceed \$50,000, and to accelerate the timing of spending within the contract when needed to conduct College business and accomplish strategic priorities in a timely manner.

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

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

Signature Authority

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

No employee or agent of the College will have the authority to enter into any contract on behalf of the College, except as otherwise expressly provided by this policy. If a College employee

signs a contract without authority, or falsely represents to a third party that he or she has authority to sign a contract, the employee may be held personally responsible to the third party in accordance with law. An agreement that is not expressed in writing and approved and executed in accordance with this policy will not be binding or enforceable against the College.

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

Definitions

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

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

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

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

Associated Procedures

Procedure #, Contract Authority

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

Procedure #, Contract Authority

Associated Policy

Policy #, Contract Authority

Purpose

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

Delegation of Authority

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

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

Additional Delegations

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

Dollar Threshold

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

Contract Review

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

Contract modifications that increase the contract value shall be approved by the corresponding delegation of authority for the revised total contract amount, including obtaining Board approval

Attachment 4 – Proposed Procedure

in accordance with Board policy, if necessary.

Definitions

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

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

SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
September 9, 2019

PURCHASE REQUESTS AND CONTRACT RENEWALS	
Purchase Request #1	
Additional Funds for Architect Services (pg. 2)	\$88,000
Purchase Request #2	
Contract for Construction Manager at Risk For Central Campus Davison Renovation (pgs. 3-5)	745,083
Purchase Request #3	
Additional Contingency Funds for South Campus Chilled Water Infrastructure Upgrades (pg. 6)	144,000
Purchase Request #4	
Method of Procurement for College-Wide Elevator Modernization (pgs. 7-8)	1,000,000
Purchase Request #5	
Additional Funds for Architect Services for South Campus Longenecker Renovation (pg. 9)	100,000
Purchase Request #6	
Method of Procurement for College-Wide Access Controls Expansion (pgs. 10-11)	1,000,000
Purchase Request #7	
Funds for Custodial Services (pgs. 12-13)	3,520,000
Purchase Request #8	
Renew a Contract for Training Program Services with ACC, COM, and LEE (pgs. 14-15)	<u>235,000</u>
TOTAL OF PURCHASE REQUESTS	<u><u>\$6,832,083</u></u>

Purchase Request #1
Regular Board Meeting September 9, 2019
Consideration of Approval of Additional Funds for Architect Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for architectural services provided by Kirksey Architects, Inc. (Kirksey), for the construction of the South Campus Engineering and Technology Building.

BACKGROUND

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

In June 2017, the Board approved a contract with Kirksey to provide architectural services for the construction of the South Campus Engineering and Technology Building. Additional services were required for the continuation of construction and included pursuit of a Letter of Map Revision Based on Fill (LOMR-F) for the building due to the site location within a floodplain; additional concrete consulting and additional signage design were not included in the original agreement. Architect reimbursables were incorporated in the contract, but the corresponding value was not captured in the original request for approval.

IMPACT OF THIS ACTION

This action will increase Kirksey's contract value for architect services to align with the increased cost associated with the South Campus Engineering and Technology Building project.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure of this request is \$88,000, bringing the total Board approval of this contract to \$1,532,324. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

These projects will be monitored by the College's Construction personnel and program management provided by AECOM personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #2
Regular Board Meeting September 9, 2019
Consideration of Approval to Contract for Construction Manager at Risk
For Central Campus Davison Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for Construction Manager-at-Risk (CMR) with Brookstone, LP to renovate the Central Campus Davison Building.

BACKGROUND

In April 2019, the Board authorized the CMR delivery method for the Central Campus Davison renovation. Project Number 19-29 utilized a two-step solicitation process to procure services for this project in accordance with the Texas Government Code, Section 2269.251. A Request for Qualifications (RFQ), the first phase of the two-step process, was issued on July 1, 2019 and submittals were received from seven (7) firms. Evaluation and ranking of the submittals was based on criteria published in the RFQ.

The five (5) highest-ranked firms were invited to participate in the second phase of the two-step process. This included a request for price proposals along with presentations to the evaluation committee by each firm. Each step was scored and ranked using a numerical assessment, with Brookstone, LP receiving the highest overall score.

IMPACT OF THIS ACTION

This action will allow the College to renovate the Central Campus Davison Building. The building is 49,352 square feet and was constructed in 1980. An extensive renovation is required in order to replace systems that are at their end of life, to bring the building up to current applicable codes, and to provide updated areas for instruction and faculty spaces. The scope of the project will involve transforming the old labs, classrooms, and faculty offices into efficient and functional spaces that match the College's vision for the future.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the Construction Manager's total compensation will consist of a preconstruction fee of \$39,000, an estimated general conditions fee of \$526,683, and the construction management fee of 1.95 percent. The fee will be applied to the final Cost of the work, which will not exceed \$9,200,000. The total estimated compensation is \$745,083.

This project will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design activities began in April 2019 and are scheduled to be completed in November 2019. Construction activities are scheduled to start in late Fall 2019 and be completed by December 2020. Completion of the design and construction are expected to require twenty-one (21) months.

Purchase Request #2
Regular Board Meeting September 9, 2019
Consideration of Approval to Contract for Construction Manager at Risk
For Central Campus Davison Renovation

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

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
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Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**CMR 19-29 Construction Manager-at-Risk
Central Campus Davison Renovation**

Attachment No. 1 – Tabulation

QUALIFICATIONS SUMMARY

Contractor	Total Score	Average Score	Weight	Final Score
Brookstone, LP	301.00	75.25	40%	30.10
Crain Group, L.L.C.	279.50	69.88	40%	27.95
E.E. Reed Construction, L.P.	269.50	67.38	40%	26.95
Flintco, LLC	297.00	74.25	40%	29.70
MORGANTI TEXAS, INC.	299.50	74.88	40%	29.95
Structure Tone Southwest, Inc.	309.00	77.25	40%	30.90
Tellepsen Builders, L.P.	338.00	84.50	40%	33.80

PRESENTATION SUMMARY

Contractor	Total Score	Average Score	Weight	Final Score
Brookstone, LP	349.00	87.25	30%	26.18
Flintco, LLC	297.00	74.25	30%	22.28
MORGANTI TEXAS, INC.	184.00	46.00	30%	13.80
Structure Tone Southwest, Inc.	307.00	76.75	30%	23.03
Tellepsen Builders, L.P.	347.00	86.75	30%	26.03

PRICING SUMMARY

Contractor	Total Score	Average Score	Weight	Final Score
Brookstone, LP	383.34	95.83	30%	28.75
Flintco, LLC	314.97	78.74	30%	23.62
MORGANTI TEXAS, INC.	400.00	100.00	30%	30.00
Structure Tone Southwest, Inc.	352.58	88.14	30%	26.44
Tellepsen Builders, L.P.	248.30	62.08	30%	18.62

Average Score = Total Score Divided by 4 Evaluators

FINAL SCORES - RANKED	
Contractor	Score
Brookstone, LP	85.03
Structure Tone Southwest, Inc.	80.37
Tellepsen Builders, L.P.	78.45
Flintco, LLC	75.60
MORGANTI TEXAS, INC.	73.75

Purchase Request #3
Regular Board Meeting September 9, 2019
Consideration of Approval of Additional Contingency Funds for
South Campus Chilled Water Infrastructure Upgrades

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional contingency funds for the contract with The Brandt Companies (Brandt) for the South Campus Chilled Water Infrastructure Upgrades project.

BACKGROUND

In August 2019, the Board approved a contract with Brandt for the South Campus Chilled Water Infrastructure Upgrades project. Detailed project plans and specifications developed by ACR Engineering, Inc. were used as part of the documentation package on which Brandt based their scope of work and fee. After Board approval, it was discovered the contingency amount of \$84,000 was based upon five percent of the cost of work, not the total contract value. In addition, ACR Engineering, Inc. will be making changes to the current design due to overlapping projects that will intersect with this project.

IMPACT OF THIS ACTION

Due to these additional aspects, it was felt a larger contingency would be required. The larger contingency will guarantee all potential work will be covered.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure of this request is \$144,000, which will increase the total contract value to \$2,852,100. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This project will be monitored by the College's Construction personnel and program management will be provided by AECOM personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Competitive Sealed Proposal (CSP) methodology for the college-wide elevator modernization.

BACKGROUND

The College currently has forty-seven (47) elevators in service, with an average age of approximately seventeen (17) years. Beyond thirty (30) years of age, parts become increasingly difficult to source when repairs are required. Occasionally, as new parts are installed, a cascade of alterations and replacements is required to bring the system into compliance with applicable codes and manufacturer's service bulletins. Adding further complication, this cascading process is unique to each separate make and model elevator system. The activities may involve activities ranging from replacing the elevator controls, to providing firefighter's operation and emergency recall capabilities, to replacing the entire elevator cab assembly.

Fifteen (15) elevators with an average age of thirty-eight years are under consideration for modernization. It is recommended the use of the Competitive Sealed Proposal (CSP) methodology be used for this project as it has proven to be an effective procurement methodology for projects of this size and complexity. Elevators will be independently evaluated to prepare a modernization plan for each unit in accordance with the performance specification requirements of ASME 17.3, which will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.151.

IMPACT OF THIS ACTION

This action will provide the mechanism to allow the College to obtain competitive proposals for the repair or replacement of individual elevators in the modernization program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of work for this phase of the College-wide elevator modernization project is \$1,000,000. Approximately \$600,000 of these expenditures will be funded by the 2015 Bond Program. Remaining upgrades will be prioritized through the Facilities Services department's operating budgets over the next several fiscal years.

MONITORING AND REPORTING TIMELINE

Following selection of the CSP contractor per elevator package, a contract award will be brought to the Board for consideration and approval. The entire process to procure and upgrade each, individual elevator will require approximately six months.

Design and construction will be monitored by the College's Construction and Facilities Services personnel. Program management of Bond expenditures will be provided by AECOM.

Purchase Request #4
Regular Board Meeting September 9, 2019
Consideration of Approval of Method of Procurement for
College-Wide Elevator Modernization

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #5
Regular Board Meeting September 9, 2019
Consideration of Approval of Additional Funds for Architect Services for
South Campus Longenecker Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for architectural services provided by Page Southerland Page, Inc. (Page) for the South Campus Longenecker Building Renovation from the 2015 Bond Program.

BACKGROUND

In February 2018, the Board approved a contract with Page to design the renovation of the South Campus Longenecker Building based on an estimated cost of renovations of \$13,429,670. Subsequent changes to the original plan have been required in order to coordinate with the South Campus electrical infrastructure upgrade and the renovations of buildings S-7 and S-9.

Architectural services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are awarded based on the firm's qualifications relative to each project. Page was one of the seven architectural firms who were approved to be utilized for the 2015 Bond Program.

IMPACT OF THIS ACTION

This action will increase Page's contract value for architect services to align with the increased cost associated with the South Campus Longenecker Building Renovation project.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated additional expenditure with this request is \$100,000. This will bring the total approved expenditure to \$1,095,077 and will be funded from the 2015 Bond Program. The cost to execute the additional scope of work is captured in the applicable Bond Program budgets.

MONITORING AND REPORTING TIMELINE

This project will be monitored by the College's Construction personnel and program management provided by AECOM personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Competitive Sealed Proposal (CSP) methodology for the college-wide access controls expansion project.

BACKGROUND

Plans are underway to expand the existing College-wide access control system. New hardware and installation is required to expand electronic locking and proximity card readers into multiple facilities across the district.

The Competitive Sealed Proposal (CSP) methodology is recommended for this project as it has proven to be an effective procurement methodology for projects of this size and complexity. The package of specifications and plans will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.151.

IMPACT OF THIS ACTION

The Master Security Plan for the College calls for the expansion of electronic access controls into all College facilities. Newly constructed and renovated facilities are receiving electronic access controls as part of the construction and renovation process. The 2015 Bond Program funds electronic access controls for other facilities within the Access Security Project for the Central, North and South campuses. The action under consideration provides the method of procuring the services needed to complete the access controls within those three projects.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction work for the access controls expansion project is \$1,000,000. These expenditures will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design and construction of the College-wide access controls expansion project is estimated to be completed in June 2020. Following selection of a CSP contractor, a contract award will be brought to the Board for consideration and approval.

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

ATTACHMENTS

None

**Purchase Request #6
Regular Board Meeting September 9, 2019
Consideration of Approval of Method of Procurement for
College-Wide Access Controls Expansion**

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of funds for the continuation of custodial services from GCA Education Services of Texas, Inc. for the College.

BACKGROUND

Custodial services are necessary to ensure a clean and sanitary environment for all students, faculty, staff, and guests at the College. The College requires a service level be provided college-wide to meet the Association of Plant Administrators (APPA): Leadership in Educational Facilities Level 2 standards as well as the National Association for the Education of Young Children (NAEYC) accreditation standards for childcare facilities. Additional services provided by the custodial firm ensure building access for non-electronically controlled buildings and provide logistical support for College and community events. The College continues to add square footage to the contract to support the new buildings built as part of the 2015 Bond Program.

A request for proposals, Project Number 18-05, was issued in October 2017 to procure custodial services for the College. The Board approved a contract with GCA Education Services of Texas, Inc. in December 2017.

IMPACT OF THIS ACTION

The custodial services contractor is responsible for cleaning and maintaining all College-owned facilities across four campuses with 68 buildings, comprised of approximately three (3) million square feet of classroom, office, lab spaces, and support functions, on 474 acres. The custodial services contractor provides the necessary custodial services and event setup required to maintain the facilities in a clean, safe, and efficient manner.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In December 2017, the Board approved the contract for custodial services for the initial eighteen months of a fifty-four month term (term ending in February 2021). This request will approve the annual expenditure of \$3,520,000 for the next twelve-month period in the initial term. This expenditure will be funded from the Facilities Services department's 2019-2020 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #7
Regular Board Meeting September 9, 2019
Consideration of Approval of Funds for Custodial Services

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #8
Regular Board Meeting September 9, 2019
Consideration of Approval to Renew the Contract for Training Program Services
with ACC, COM, and LEE

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract for training program services with Alvin Community College (“ACC”), College of the Mainland (“COM”), and Lee College (“Lee”) for the Continuing & Professional Development (CPD) Division.

BACKGROUND

This recommendation is a continuation of contracts previously approved at the November 6, 2017, December 11, 2017, and January 28, 2019 Board meetings respectively. At those times the Board approved interlocal agreements with ACC, COM, and Lee to provide recruiting, employer engagement, career readiness and placement services for qualified participants selected in accordance with a grant-funded training program focused on healthcare training for a targeted segment of the population. Through these contracts ACC and COM will also provide assistance to participants on filing for financial aid at Workforce Solutions Offices in order for participants to receive supportive resources.

The colleges have worked well together and have delivered appropriate services and training. Use of an interlocal contract between two or more such parties is one of the approved methods of procurement for the College in accordance with Section 44.031 (4) of the Texas Education Code and Chapter 791.011 of the Local Government Code.

IMPACT OF THIS ACTION

The College is the recipient of a Health Profession Opportunity Grant (HPOG) whose goal is to assist the healthcare industry increase the number of trained and certified workers in the applicant pool. The HPOG funded Health Career Pathways Partnership (HCPP) program is a demonstration project focused on temporary assistance for needy families recipients and other low-income individuals.

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Training will be funded from the HPOG from the Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance, Award No. 90FX0035-01-00. The estimated expenditure with ACC is \$85,000, COM is \$100,000, and Lee is \$50,000.

Purchase Request #8
Regular Board Meeting September 9, 2019
Consideration of Approval to Renew the Contract for Training Program Services
with ACC, COM and LEE

MONITORING AND REPORTING TIMELINE

The agreement shall commence on September 30, 2019 and terminate on September 29, 2020.

ATTACHMENTS

None

RESOURCE PERSONNEL

Lydia Chavez-Garcia	281-476-1815	lydia.chavezgarcia@sjcd.edu
DeShawn Pitre	281-998-6150	deshawn.pitre@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Ann Kokx-Temple	281-998-6103	ann.kokx-templet@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

Item "A"
Regular Board Meeting September 9, 2019
Approval of the Minutes for the August 5, 2019
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the August 5, 2019, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
August 5, 2019
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Sandra Ramirez, Mandi Reiland, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:03 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, 551.073, and 551.072 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Personnel Matters, Prospective Donation, and Real Estate	<p>Adjourned to closed session at 5:04 p.m.</p> <p>Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session with the exception of item b.</p> <ul style="list-style-type: none"> a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. <ul style="list-style-type: none"> • Validation of evaluation ratings for members of the Strategic Leadership Team • Other Personnel Matters c. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation. d. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. <p>It was determined that there were no legal matters to discuss during this executive session.</p>

IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:12 p.m.
V.	Update Board Member Biographies	Brenda Hellyer asked the members to review their respective biographies at their places and make changes. Any changes need to be sent to Mandi Reiland.
VI.	Review Changes to Investment Policy and Broker/Dealer List	<p>Brenda explained that this was reviewed at the Board Finance Committee meeting on July 22, 2019.</p> <p>Teri Zamora reviewed the action item and each change in the policy which are summarized as follows:</p> <ul style="list-style-type: none"> • Clarifies that the College maintains three separate portfolios representing the major fund types of the College • States that collateralized mortgage obligations have the same three-year maturity date limitation as other investments • Clarifies that broker/dealer firms must receive a copy of the College’s Investment Policy and acknowledge awareness and controls prior to executing a transaction • Designates 1-Year, 2-Year, and 3-Year Treasury yields as the College’s benchmarks <p>Teri also explained that this policy is required to be reviewed at least annually.</p> <p>Teri explained that the action item on the adoption of the authorized broker/dealer list recertifies the current list. Broker/Dealers who approach the College and provide the proper documentation are recommended for addition to the list on an annual basis. At this time, there are no new Broker/Dealers to be added.</p> <p>Brenda stated that the recent interest rate environment has enabled the College to place the majority of its funds with governmental pools, which do not require the involvement of broker/dealers and have greater liquidity. However, as conditions change, it is prudent to have an approved list for use when needed.</p>
VII.	Notice to Allow Investment Advisor Contract to Expire	Brenda explained that this was reviewed at the Board Finance Committee meeting on July 22, 2019.

		<p>Teri explained that we are giving notice to the Board that the College is intending for the contract on the investment advisor services to expire. Staff under Teri’s review can manage these functions and will acquire a new external contract if needed in the future.</p> <p>Brenda stated the investment report at the beginning of the Board book will have a changed format and no economic market analysis will be provided.</p>
<p>VIII.</p>	<p>Review Proposal to Prepay Some Callable Debt</p>	<p>Brenda explained that this was reviewed at the Board Finance Committee meeting on July 22, 2019.</p> <p>Teri reviewed the rationale for prepayment. She explained that this proposal honors the Days on Hand Cash Provision in Policy III.3001.B which states that the Board has the legal power and duty to act as a fiduciary in the management of funds. The target level for the College’s Days Cash on Hand is four (4) to six (6) months of the annual current unrestricted and auxiliary funds budgets.</p> <p>The prepayment also honors the Debt Management Policy Objectives in Policy III.3001.D. This proposal lowers interest costs to taxpayers, manages the cost of capital, and will help preserve or enhance the College’s credit ratings. She also explained that this reduces total debt on the balance sheet sooner and reduces budget needs moving forward for debt repayment. This proposal includes maintenance tax notes which are paid from unrestricted funds thus releasing funds to be used in another manner. The proposal includes general obligation (GO) bond debt paid from property tax collection which allows the College to approve a lower tax rate.</p> <p>Teri reviewed the chart showing the past two years’ unrestricted and auxiliary cash balances by month. It was noted that November 30 has the lowest cash balance each year due to the College’s business cycle. She explained that the College does not want to have a cash balance lower than the 4-month target level at any point during the year.</p> <p>Teri continued that for February of 2021, the College has \$28,170,000 in callable GO Bonds and \$1,595,000 in callable Maintenance Tax Notes. Her proposal is to pay \$7,005,000 of the GO Bonds and all the Maintenance Tax</p>

		<p>Notes. By prepaying this debt, the College’s calculated savings in future interest payments is \$6,683,586. This prepayment will require approximately \$9 million cash to pay principle and interest. Paying this amount will still leave approximately five months cash on hand at November 30.</p> <p>Teri also explained the steps for repayment which are:</p> <ul style="list-style-type: none"> • Notify Paying Agent • Obtain approval from Board of Trustees and Execute Board Resolution • Calculate Final Savings • Prepare Financial and Legal Paperwork <ul style="list-style-type: none"> • Financial Advisor – PFM Financial Advisors LLC • Bond Counsel – Hunton Andrews Kurth LLP • Place Funds in Escrow with Paying Agent prior to August 31, 2019 <p>Marie Flickinger asked how much the College’s total debt is. Teri answered approximately \$700 million, of which \$600 million is bonds and notes.</p>
<p>IX.</p>	<p>Update on Proposed Service Animals Policy</p>	<p>Sandra Ramirez explained that at the June 3, 2019 Board meeting, a policy and procedure on service animals was presented to the Board for first reading. This policy and procedure were sent to the college community for feedback. Based on the feedback that was received, significant changes are being made to the policy and procedure. The questions and comments received were around lab spaces, so she will work that into the procedures. Sandra explained that she is working with student services and instructional deans to cover all areas and combine this into a policy and procedure called animals on college property. This will include animals in instructional spaces as well.</p> <p>Dan Mims asked if we distinguish between service animals and emotional support animals. Sandra explained the difference between the two and stated that we have knowledge of two services animals currently. After the policy and procedure are in place we</p>

		may get additional clarification on emotional support animals that are currently on campuses.
X.	Review of Calendar	Brenda reviewed the calendar with the Board.
XI.	General Discussion of Meeting Items	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Erica Davis Rouse asked if Brenda had any particular expenditures to review with the Board members.</p> <p>Brenda explained that the majority of the expenditures are in Purchase Request #1 which consists of the annual renewals.</p> <p>Erica also asked about the recognitions that would take place at the Board meeting.</p> <p>Brenda provided a brief overview of each recognition.</p>
XII.	Adjournment	Workshop adjourned at 6:40 p.m.

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

August 5, 2019

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

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

Chancellor: Brenda Hellyer

Others Present:

Kevin Adams	Brenda Jones	Andrea Vasquez
Sandra Alaniz	Bryan Jones	Wayne Wauters
Joshua Banks	Tami Kelly	Niki Whiteside
Dean Barnes	Angela Klaus	Van Wigginton
Rhonda Bell	Ann Kokx-Templet	Laurel Williamson
Lee Benjamins	Patsy Laredo	Noveta Wimbley
Marsha Bowden	Linda Matlock	Teri Zamora
Gary Bucek	Kevin McKisson	Joe Zwiercan
Michelle Callaway	DeRhonda McWaine	
Pam Campbell	Kevin Morris	
Jacob Colderon	Alexander Okwonna	
Hector Covo	Rod Parker	
Janet Cowey	William Petty	
Teri Crawford	Bill Raffetto	
Suzanne DeBlanc	James Ragaisis	
Vicki Del Bello	Sandra Ramirez	
Kimberly DeLauro	Heather Rhodes	
Shanna Dement	Shelley Rinehart	
Chris Duke	Martha Robertson	
Teddy Farias	Ron Sanchez	
Amanda Fenwick	Genevieve Scholes	
George González	Debbie Smith	
Rebecca Goosen	John Stauffer	
Jim Griffin	Janice Sullivan	
Allatia Harris	Dominic Trejo	
Joseph Hebert	Adan Trejo, III	
Rosie Helms	Adan Trejo, Jr.	
Mini Izaguirre	Christina Valdez	
Kenneth Jackson	Sara Valdez	
Sallie Kay Janes	Trini Valdez	

Call the Meeting to order:	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:00 p.m.
Roll Call of Board Members:	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
Moment of Silence, Invocation, and Pledges to the Flags:	Marie Flickinger led a moment of silence in honor of Lorenzo Najera. The invocation was given by Van Wigginton. The pledges to the American flag and the Texas flag were led by Larry Wilson.
Special Announcements, Recognitions, Introductions, and Presentations:	<ol style="list-style-type: none"> 1. Teri Zamora recognized the San Jacinto College District Police Officers for Life-saving Actions, and she presented a presentation on AED's. 2. Teri Zamora recognized the Purchasing Department for Receiving the 2019 Annual Achievement of Excellence in Procurement Award. 3. Van Wigginton recognized the Process Technology Troubleshooting Team. 4. Dr. Sallie Kay Janes recognized the Small Business Development Center (SBDC) for being named the Texas Gulf Coast SBDC State Star for 2018. 5. Dr. Sallie Kay Janes recognized the U.S. Department of Labor H1-B Scaling Apprenticeship Through Sector-Based Strategies (Texas is IT!) new grant. (This recognition was not posted but was recognized at this point in the meeting because the grant is being approved within the agenda and representation was present.) Stephen Dodd with IBM spoke briefly about the grant. 6. Dr. Laurel Williamson recognized the Monument Award Recipients from the Faculty Credentialing Team.
Student Success Presentations:	<ol style="list-style-type: none"> 1. Michelle Callaway presented an update on the Spring 2019 Course Retention and Success. To provide additional context to the data presented, James Ragaisis and Dr. Alexander Okwonna presented on Instructional Initiatives and Strategies to Increase Student Retention and Success.
Communications to the Board:	<ol style="list-style-type: none"> 1. A thank you was sent to the Board from Rosie Helms for the plant sent in memory of her mother-in-law. 2. A thank you was sent to the Board from Laurel Williamson for the plant sent in memory of her aunt. 3. A thank you was sent to the Board from Ros Parker for the plant sent in memory of her mother. 4. A thank you was sent to the Board from Brenda Hellyer for the plant sent in memory of her uncle. 5. A copy of the August Opportunity News was distributed. 6. A copy of the Summer 2019 Senior Focus was distributed.

Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board: There were no citizens requesting to be heard before the Board.

Informative Reports: Chair Marie Flickinger indicated such reports were in the Board documents and online.

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

Assignments for Board Committees and San Jacinto College Foundation - For Information Only Chair Marie Flickinger appointed the membership of each committee as follows:

- | | |
|--------------------|--|
| Finance Committee | 1. Keith Sinor, Committee Chair
2. Dr. Ruede Wheeler
3. Larry Wilson |
| Building Committee | 1. Dan Mims, Committee Chair
2. Erica Davis Rouse
3. John Moon, Jr. |

As Chair, Trustee Flickinger will serve on both committees.

Trustees to serve on the Board of Directors for the San Jacinto College Foundation will be appointed at a later date.

Motion 9972 Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants. Motion was made by Dan Mims, seconded by Larry Wilson, for approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

Federal and State Grants

- Motion 9973**
Consideration and Approval of Resolution Authorizing the Defeasance of Bonds
 Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson, for approval of Resolution Authorizing the Defeasance of Bonds.
Motion Carried.
Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 9974**
Consideration of Adoption of Authorized Broker/Dealer List
 Motion was made by Keith Sinor, seconded by Erica Davis Rouse, for adoption of Authorized Broker/Dealer List.
Motion Carried.
Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 9975**
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
 Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval Of A Resolution For Casting A Ballot For The Election Of A Person To The Board Of Directors Of The Harris County Appraisal District.
Motion Carried.
Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 9976**
Consideration of Approval of the Annual Review of the Investment Policy and Strategy of the College
 Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of the Annual Review of the Investment Policy and Strategy of the College.
Motion Carried.
Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 9977**
Consideration of Approval of the 2020 Board of Trustees Regularly Scheduled Meeting Dates
 Motion was made by Keith Sinor, seconded by Erica Davis Rouse for approval of the 2020 Board of Trustees Regularly Scheduled Meeting Dates.
Motion Carried.
Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Motion 9978 Motion was made by John Moon, Jr., seconded by Keith Sinor, for approval of
Consideration of Policy III.3006.B, Volunteer Service – Second Reading.
Approval of
Policy **Motion Carried.**
III.3006.B,
Volunteer **Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Service – Second **Nays:** None
Reading

Motion 9979 Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for
Consideration of approval of Sublease and Lease with LBC at Port of Houston.
Approval of
Sublease and **Motion Carried.**
Lease with LBC **Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
at Port of **Nays:** None
Houston

Motion 9980 Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for
Consideration of approval of the purchasing requests.
Purchasing
Requests

Purchase Request #1	
2020 Annual Renewals	\$52,391,239
Purchase Request #2	
Purchasing Cooperatives	-
Purchase Request #3	
Contract for South Campus Chilled Water	
Infrastructure Upgrades	2,708,100
Purchase Request #4	
Architectural Programming and Facility Assessment	
Services for the Central Campus McCollum Building	
Renovation	112,500
Purchase Request #5	
Method of Procurement for the Central Campus	
Classroom Building	-
Purchase Request #6	
Contract for Strategic Energy Management Consultant Services	100,000
Purchase Request #7	
Contract for Leasing Technology Services	1,280,000
Purchase Request #8	
Contract for Welding Consumables and Supplies	350,000

Purchase Request #9 Contract for Food Distributor	325,000
Purchase Request #10 Renew the Contract for Flood Insurance	200,000
Purchase Request #11 Purchase Curriculum Materials, Training, and Coaching Services	66,000
Purchase Request #12 Additional Funds for Training Equipment for Central Campus Petrochemical Process Training Unit	37,800
Purchase Request #13 Additional Funds and Contract Extension for Petrochemical Consulting Services	<u>23,750</u>
TOTAL OF PURCHASE REQUESTS	\$57,594,389

Motion Carried.

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

Nays: None

**Motion 9981
Consent Agenda**

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

- A. Approval of the Minutes for the June 3, 2019 Board Workshop, Public Budget Hearing, and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2019-2020 Professional Contracts
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Meeting Adjourned at 7:57 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The September 9, 2019 Board Meeting
 Fiscal Year 2018 - 2019

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 6,031	\$ -
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 1,824	\$ 5,869
STUDENT SERVICES	\$ 22,474	\$ 209
INSTITUTIONAL SUPPORT	\$ 22,709	\$ 49,461
PHYSICAL PLANT	\$ 2,500	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 55,539	\$ 55,539

RECOMMENDATION

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

South Campus

Department

Affiliation Entity

Occupational Therapy Assistant Program

Cornerstone Specialty Hospital of Houston

Occupational Therapy Assistant Program

Amazing Place

Occupational Therapy Assistant Program

Lula’s Place Adult Day Facility

Occupational Therapy Assistant Program

Sensory Solutions 4 Kids, Inc.

Physical Therapist Assistant Program

Cleveland Physical Therapy LTD

Physical Therapist Assistant Program

Lake Houston Physical Therapy, Limited Partnership

Physical Therapist Assistant Program

Kingwood Physical Therapy, LTD

North Campus

Department

Affiliation Entity

Health Information Management Program

Jose Mayen, MD

Health Information Management Program

Texas Institution of Chest & Sleep Disorders

Medical Assisting Program

Allergy and Asthma Specialty Center

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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Laurel Williamson

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Item "E"
Regular Board Meeting September 9, 2019
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, October 7, 2019.