

*Board of Trustees  
Meeting*

*September 11, 2017*

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

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

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 of the Texas Open Meetings Act, for the following purposes:**
  - 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.
    - o Validation of evaluation ratings for members of the Strategic Leadership Team
    - o Other Personnel Matters
- IV. Reconvene in Open Meeting**
- V. Property Tax Discussion and Vote to Place a Proposal for the Adoption of an Ad Valorem Tax Rate at a Future Meeting**
- VI. Review Proposed 2008 Bond Contingency Purchases**
- VII. Review Disaster Recovery Actions**
- VIII. Review of Calendar**
  - ACCT Agenda and Voting Delegates
- IX. General Discussion of Meeting Items**
- X. Adjournment**

**Additional Closed Session Authority**

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

purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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 8, 2017, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

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

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

**BOARD MEETING  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

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

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

**V. Student Success Presentations**

Update on Spring 2017 Course Retention and Success

Van Wigginton  
Michelle Callaway

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

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

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

**VIII. Informative Reports to the Board**

- A. San Jacinto College Financial Statement
- B. San Jacinto College Foundation Financial Statement
- 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 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**

- X. **Consideration of Approval of Interlocal Agreement between San Jacinto Community College District and Houston Community College System**
- XI. **Consideration Of A Resolution For Casting A Ballot For The Nomination Of A Person To The Board of Directors Of The Harris County Appraisal District**

**PURCHASING REQUESTS**

- XII. **Consideration of Purchasing Requests**

**CONSENT AGENDA**

- XIII. **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 14, 2017 Board Workshop and Regular Board Meeting**
- B. **Approval of the Budget Transfers**
- C. **Approval of Personnel Recommendations**
- D. **Approval of the Affiliation Agreements**
- E. **Approval of the Next Regularly Scheduled Meeting**

- XIV. **Items for Discussion/Possible Action**

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

- XV. **Adjournment**

**Closed Session Authority**

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

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 78,664,127	\$ 73,659,506
Accounts receivable - taxes	4,229,946	4,429,775
Accounts receivable	17,607,634	18,475,980
Deferred charges	1,319,727	1,693,372
Inventories	443,645	462,236
Total current assets	<u>102,265,079</u>	<u>98,720,869</u>
Noncurrent assets:		
Restricted cash and cash equivalents	180,969,687	214,407,475
Capital assets, net	<u>427,733,944</u>	<u>413,816,121</u>
Total noncurrent assets	<u>608,703,631</u>	<u>628,223,596</u>
Total assets	<u>710,968,710</u>	<u>726,944,465</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	5,502,111	4,542,533
Deferred outflow related to defeased debt	<u>5,451,397</u>	<u>-</u>
Total deferred outflows of resources	<u>10,953,508</u>	<u>4,542,533</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	10,816,138	9,004,483
Accrued liabilities	8,477,975	6,502,009
Accrued compensable absences and deferred compensation	2,612,623	2,592,077
Deferred revenues	<u>19,281,995</u>	<u>19,141,201</u>
Total current liabilities	<u>41,188,731</u>	<u>37,239,770</u>
Noncurrent liabilities:		
Net pension liability	29,942,125	24,842,147
Bonds and notes payable	<u>474,392,263</u>	<u>478,195,625</u>
Total noncurrent liabilities	<u>504,334,388</u>	<u>503,037,772</u>
Total liabilities	<u>545,523,119</u>	<u>540,277,542</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>4,122,366</u>	<u>7,599,287</u>
<u>Net assets</u>		
Beginning of year	166,844,720	176,203,176
Current year addition	<u>5,432,013</u>	<u>7,406,993</u>
Total net position	<u>\$ 172,276,733</u>	<u>\$ 183,610,169</u>

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eleven Months Ended July 31, 2017

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/16	% of 8/31/16 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 46,488,413	\$ 42,424,173	91.26	\$ 41,232,714	90.92
Local Taxes - Maintenance & Operations	64,696,546	63,132,138	97.58	60,739,292	99.46
Local Taxes - Debt Service	27,502,805	26,618,940	96.79	22,406,561	99.45
Credit Tuition	45,355,983	45,040,308	99.30	41,171,294	99.94
Credit Fees	15,571,302	15,437,583	99.14	13,450,881	99.66
Credit Exemptions & Waivers	(4,129,096)	(4,762,746)	115.35	(3,911,404)	99.83
Bad Debt	(2,350,779)	(2,154,881)	91.67	(744,337)	90.72
Continuing Professional Development	5,573,314	4,931,363	88.48	6,407,573	88.16
Sales & Services	1,717,933	2,142,961	124.74	2,268,372	93.44
Loss on Disposal of Fixed Assets	-	(2,086,683)	-	-	-
Investment Income	105,979	1,316,425	1242.16	466,439	84.32
Auxiliary Services	3,373,075	3,062,656	90.80	3,270,294	96.43
Grants	63,195,433	49,221,988	77.89	47,869,279	98.35
Local Grants	2,797,081	2,046,551	73.17	1,895,409	79.34
Total	<u>269,897,989</u>	<u>246,370,776</u>	<u>91.28</u>	<u>236,522,367</u>	<u>97.09</u>
<b>EXPENDITURES:</b>					
Instruction	75,014,285	69,289,591	92.37	65,338,623	94.31
Public Service	5,355,455	5,407,084	100.96	5,837,464	85.21
Academic Support	25,975,279	15,887,338	61.16	14,463,308	90.21
Student Services	16,546,034	13,595,806	82.17	12,879,745	89.51
Institutional Support	73,277,036	55,004,276	75.06	50,308,140	87.09
Physical Plant	18,105,022	14,621,984	80.76	15,647,114	88.17
Scholarships and Fellowships	51,133,148	46,730,847	91.39	46,616,777	98.58
Auxiliary Enterprises	4,490,639	4,022,054	89.57	4,276,697	95.44
Depreciation	20,351,251	17,193,345	84.48	14,594,203	91.68
Capital Purchases	-	(813,562)	-	(846,697)	57.94
Total	<u>290,248,149</u>	<u>240,938,763</u>	<u>83.01</u>	<u>229,115,374</u>	<u>92.28</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(4,077,059)	(3,931,478)	-	(3,190,829)	-
Transfers Out	4,077,059	3,931,478	-	3,190,829	-
Net Increase (Decrease) in Net Position	<u>\$ (20,350,160)</u>	<u>\$ 5,432,013</u>		<u>\$ 7,406,993</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eleven Months Ended July 31, 2017

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
State Appropriations	\$ 36,486,413	\$ 33,008,908	90.47	\$ 32,395,282	90.72
Local Taxes - Maintenance & Operations	64,696,546	63,132,138	97.58	60,739,292	99.46
Credit Tuition	43,628,601	43,103,398	98.80	39,391,304	99.97
Credit Fees	15,571,302	15,437,583	99.14	13,450,881	99.66
Credit Exemptions & Waivers	(4,129,096)	(4,762,746)	115.35	(3,911,404)	99.83
Bad Debt	(2,350,779)	(2,154,881)	91.67	(744,337)	90.72
Continuing Professional Development	5,573,314	4,931,363	88.48	6,407,573	88.16
Sales & Services	1,717,933	1,886,831	109.83	2,138,636	93.64
Loss on Disposal of Fixed Assets	-	(2,086,683)	-	-	-
Investment Income	105,979	311,442	293.87	128,994	88.52
Total	<u>161,300,213</u>	<u>152,807,353</u>	<u>94.73</u>	<u>149,996,221</u>	<u>97.00</u>
EXPENDITURES:					
Instruction	68,073,596	64,119,105	94.19	60,902,870	94.41
Public Service	4,553,353	4,765,136	104.65	5,258,065	85.09
Academic Support	13,343,368	10,956,959	82.12	10,908,822	91.15
Student Services	14,834,408	11,972,469	80.71	11,588,895	89.81
Institutional Support	38,351,103	34,146,121	89.04	34,711,094	89.06
Physical Plant	18,105,022	14,621,984	80.76	15,647,114	88.17
Total	<u>157,260,850</u>	<u>140,581,774</u>	<u>89.39</u>	<u>139,016,860</u>	<u>91.29</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(7,035)	(159,339)	-	(505,960)	-
Transfers Out	4,064,649	3,835,733	-	3,041,000	-
Net Increase (Decrease) in Net Position	<u>\$ (18,251)</u>	<u>\$ 8,549,185</u>		<u>\$ 8,444,321</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eleven Months Ended July 31, 2017

Federal Restricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/16	% of 8/31/16 Actual
REVENUES:					
Grants	\$ 58,080,826	\$ 46,245,483	79.62	\$ 45,254,407	98.44
Total	<u>58,080,826</u>	<u>46,245,483</u>	<u>79.62</u>	<u>45,254,407</u>	<u>98.44</u>
EXPENDITURES:					
Instruction	555,178	383,218	69.03	510,354	96.70
Public Service	263,945	190,491	72.17	173,082	84.04
Academic Support	10,122,722	3,354,554	33.14	2,286,292	86.59
Student Services	285,476	253,565	88.82	236,190	80.14
Institutional Support	1,838,784	1,067,688	58.06	1,042,572	90.12
Scholarships and Fellowships	45,014,721	40,995,967	91.07	41,005,917	99.66
Total	<u>58,080,826</u>	<u>46,245,483</u>	<u>79.62</u>	<u>45,254,407</u>	<u>98.44</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, 2017

State Restricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/16	% of 8/31/16 Actual
<b>REVENUES:</b>					
State Paid Benefits	\$ 10,002,000	\$ 9,415,265	94.13	\$ 8,837,432	91.63
Grants	5,114,607	2,976,505	58.20	2,614,872	96.84
Total	<u>15,116,607</u>	<u>12,391,770</u>	<u>81.97</u>	<u>11,452,304</u>	<u>92.77</u>
<b>EXPENDITURES:</b>					
Instruction	6,304,638	4,692,553	74.43	3,829,956	92.55
Public Service	305,527	291,781	95.50	257,718	87.80
Academic Support	1,611,642	1,404,051	87.12	1,082,577	88.58
Student Services	1,381,704	1,345,497	97.38	1,002,446	88.08
Institutional Support	2,915,339	2,379,027	81.60	3,122,477	93.38
Scholarships and Fellowships	2,597,757	2,278,861	87.72	2,157,130	97.66
Total	<u>15,116,607</u>	<u>12,391,770</u>	<u>81.97</u>	<u>11,452,304</u>	<u>92.77</u>
<b>TRANSFERS AMONG FUNDS:</b>					
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, 2017

Local Restricted Funds

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/16	% of 8/31/16 Actual
REVENUES:					
Local Grants	\$ 2,797,081	\$ 2,046,551	73.17	\$ 1,895,409	79.34
Total	<u>2,797,081</u>	<u>2,046,551</u>	<u>73.17</u>	<u>1,895,409</u>	<u>79.34</u>
EXPENDITURES:					
Instruction	80,873	73,411	90.77	78,059	95.55
Public Service	232,630	159,676	68.64	148,599	86.28
Academic Support	897,547	171,774	19.14	185,617	91.52
Student Services	44,446	24,275	54.62	52,214	99.36
Institutional Support	85,753	64,136	74.79	62,926	99.79
Scholarships and Fellowships	1,793,288	1,650,121	92.02	1,532,527	76.30
Total	<u>3,134,537</u>	<u>2,143,393</u>	<u>68.38</u>	<u>2,059,942</u>	<u>79.82</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(369,208)	(282,166)	-	(271,982)	-
Transfers Out	<u>12,410</u>	<u>17,863</u>	<u>-</u>	<u>149,829</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 19,342</u>	<u>\$ 167,461</u>		<u>\$ (42,380)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eleven Months Ended July 31, 2017

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,727,382</u>	<u>\$ 1,936,910</u>	<u>112.13</u>	<u>\$ 1,779,990</u>	<u>99.28</u>
Total	<u>1,727,382</u>	<u>1,936,910</u>	<u>112.13</u>	<u>1,779,990</u>	<u>99.28</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,727,382</u>	<u>1,805,898</u>	<u>104.55</u>	<u>1,921,203</u>	<u>99.86</u>
Total	<u>1,727,382</u>	<u>1,805,898</u>	<u>104.55</u>	<u>1,921,203</u>	<u>99.86</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 131,012</u></u>		<u><u>\$ (141,213)</u></u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eleven Months Ended July 31, 2017

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 256,130	-	\$ 129,736	90.30
Total	<u>-</u>	<u>256,130</u>	<u>-</u>	<u>129,736</u>	<u>90.30</u>
EXPENDITURES:					
Instruction	<u>-</u>	<u>21,304</u>	<u>-</u>	<u>17,384</u>	<u>90.20</u>
Total	<u>-</u>	<u>21,304</u>	<u>-</u>	<u>17,384</u>	<u>90.20</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	77,882	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 156,944</u>	<u>-</u>	<u>\$ 112,352</u>	<u>-</u>

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eleven Months Ended July 31, 2017

Auxiliary Enterprises

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/16	% of 8/31/16 Actual
REVENUES:					
Sales & Services	\$ 40,000	\$ 105,587	263.97	\$ 111,968	95.30
Auxiliary Services	3,333,075	2,957,069	88.72	3,158,326	96.47
Total	<u>3,373,075</u>	<u>3,062,656</u>	<u>90.80</u>	<u>3,270,294</u>	<u>96.43</u>
EXPENDITURES:					
Non-Instructional Labor	800,452	665,052	83.08	830,086	90.92
Benefits	343,203	404,413	117.83	403,001	91.42
Supplies	830,599	497,365	59.88	608,448	90.56
Travel	500,884	512,722	102.36	505,619	97.53
Contracted Services	379,163	265,429	70.00	320,196	95.04
Capital Outlay	-	-	-	8,848	-
Scholarships and Fellowships	1,621,338	1,667,864	102.87	1,581,905	100.83
Utilities	15,000	9,209	61.39	18,594	82.61
Total	<u>4,490,639</u>	<u>4,022,054</u>	<u>89.57</u>	<u>4,276,697</u>	<u>95.44</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(1,117,564)	(959,398)	-	(1,006,403)	-
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, 2017

95 Retirement of Indebtedness

	Adjusted Budget	Actual (91.67%)	% Actual to Adjusted Budget	7/31/16	% of 8/31/16 Actual
REVENUES					
Investment Income	\$ -	\$ 1,004,983	-	\$ 337,445	82.82
Local Taxes - Debt Service	27,502,805	26,618,940	96.79	22,406,561	99.45
Total	<u>27,502,805</u>	<u>27,623,923</u>	<u>-</u>	<u>22,744,006</u>	<u>99.15</u>
EXPENDITURES					
Institutional Support	30,086,057	17,347,304	57.66	11,369,071	79.91
Total	<u>30,086,057</u>	<u>17,347,304</u>	<u>57.66</u>	<u>11,369,071</u>	<u>79.91</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(2,583,252)	(2,530,575)	-	(1,406,484)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 12,807,194</u>		<u>\$ 12,781,419</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Eleven Months Ended July 31, 2017

97 Investment in Plant

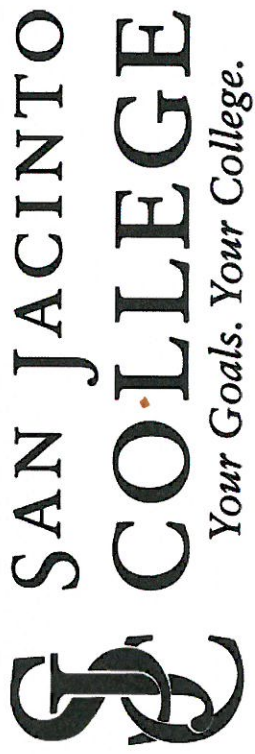
	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>7/31/16</u>	<u>% of 8/31/16 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,351,251	\$ 17,193,345	84.48	\$ 14,594,203	91.68
Capital Purchases	-	(813,562)	-	(846,697)	57.94
Total	<u>20,351,251</u>	<u>16,379,783</u>	<u>-</u>	<u>13,747,506</u>	<u>95.09</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ (16,379,783)</u>		<u>\$ (13,747,506)</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, 2017

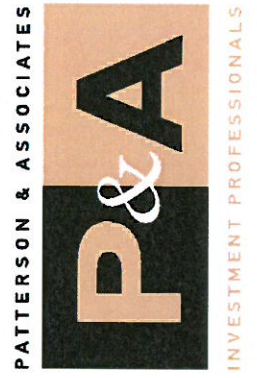
91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (91.67%)</u>	<u>7/31/16</u>
REVENUES:			
Investment Income	\$ -	\$ -	\$ -
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Bond Programs	-	30,055,352	27,662,751
Total	<u>-</u>	<u>30,055,352</u>	<u>27,662,751</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (30,055,352)</u>	<u>\$ (27,662,751)</u>



**Monthly Investment Report**

**July 31, 2017**



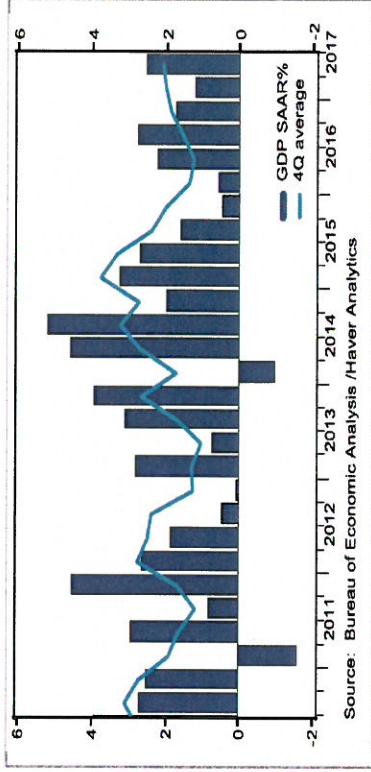
# Economy Shows a Little More Confidence

US economic health improved markedly from the first quarter of 2017. With the consumer opening her wallet (warming up her credit card?) Q2 GDP exceeded expectations. The increase brought the first six months growth to 1.9%. Although the sub-2% rate doesn't indicate solid "strength" it does continue to push us forward. Business, which pushed the Q1 GDP, stepped to the side for the consumer, whose confidence remains at high levels. In fact broader confidence gauge was the second highest since 2000. Respondents seeing jobs as "plentiful" rose while those seeing jobs "hard to get" fell. Nothing says confidence like a paycheck. Not surprisingly non-farm payrolls surged to 222K in June.

The PCE (the FOMC's favorite inflation measure) was also higher than expected which should take us to 1.5%. Manufacturing has come in strong partially because of the weaker US dollar, which makes our products more attractive. Inflation weakened somewhat with falling oil prices pushed by the Middle East. Increased drilling activity has helped employment results, but not the price.

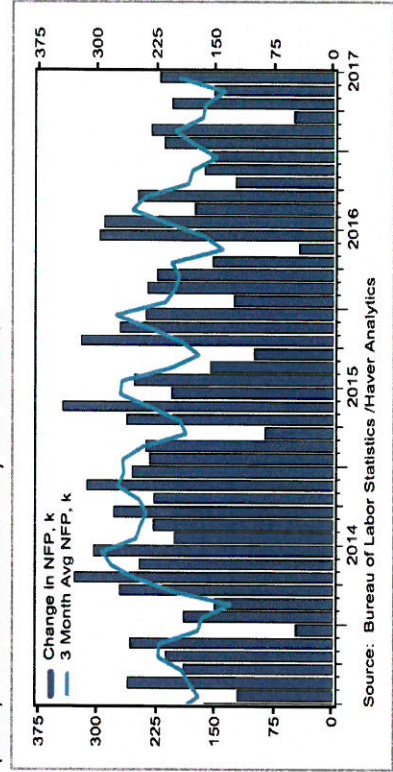
Business inventories subtracted from the overall GDP performance with little accumulation, but conversely that leaves us open for a bigger production increase in Q3. The Fed is seeing "household spending and business fixed investments ...continue to expand." There was no surprise that the FOMC took no action in July. Employment is slightly below their 4.6% estimate of full employment and inflation refuses to rise to the 2% level desired by the Committee.

Existing housing has been a lagging sector but picked up this month. Home sales are snatched up less by investors and more by home owners as inventories tighten and sales increase. This parallels the consumers reduction in home savings as they rush to get low mortgage rates and grab fast moving home sales. Home builders supply side restraints are weakening but will continue to drag on Q2 GDP.



Both single family and multi-family new housing units increased. Apartment supply, which had grown for months at the fastest growth rate since 1980's, has finally moderated with that supply moderating rent increases. This will slow construction in multi-family homes, but also put funds in renter's pockets.

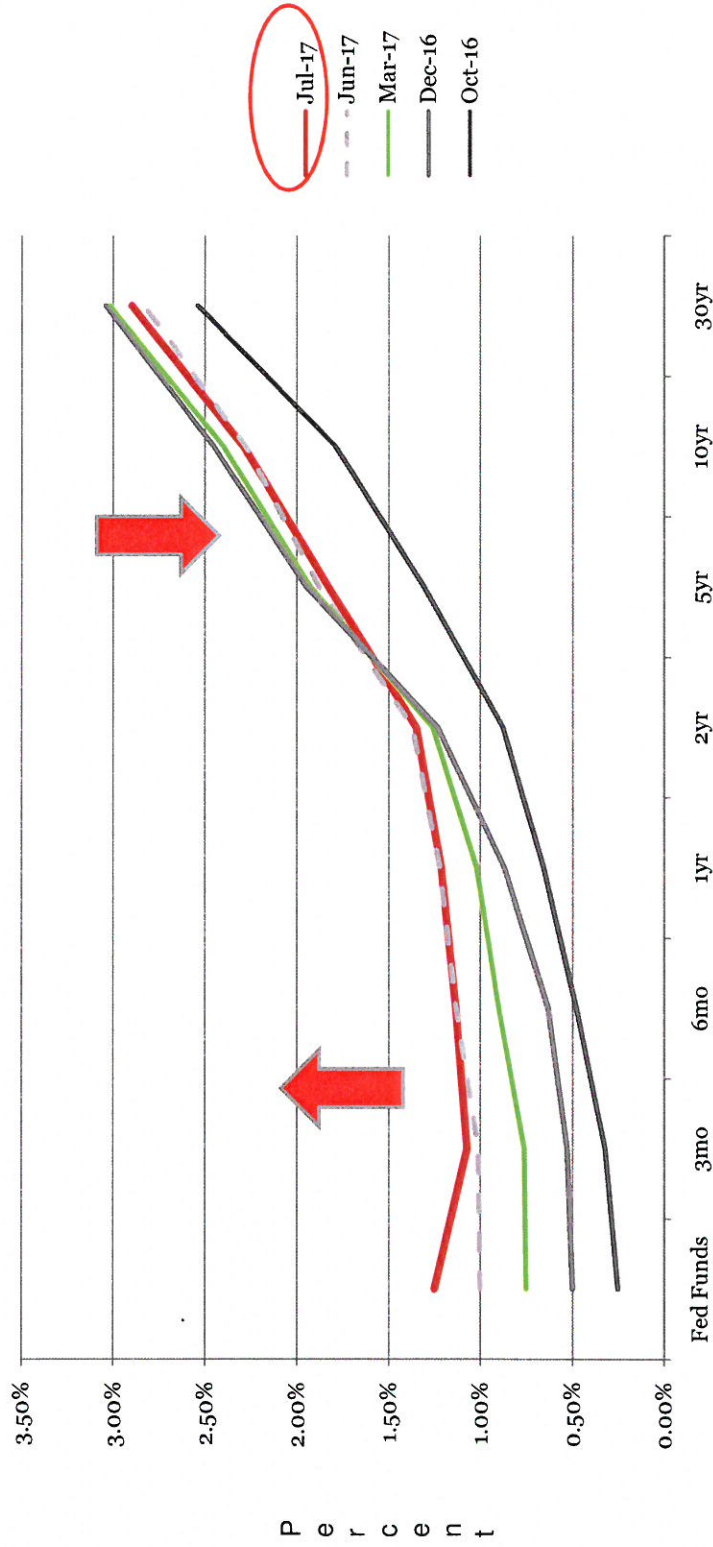
With positive but moderate job creation, wage growth has also climbed 2.5% which is positively moving to the increases we saw last December (2.9%). It remains stubbornly low however.





# Rates Flattening is a Scary Sign

- Rates continue to flatten as the FOMC stays optimistic on inflation kicking in later this year – there are numerous factors to this particular curve which do not point to a flat curve recession
- Rates are making a dangerous move to a flat curve (short rates moving up and longer rates moving down)
- The short end has moved up with Fed hikes rates, but demand keeps short rates low
- The long end faces challenges from low inflation, but may start to turn with a weaker dollar in place
- As low as our US rates are, they remain above other global options – this may turn as other central banks raise rates

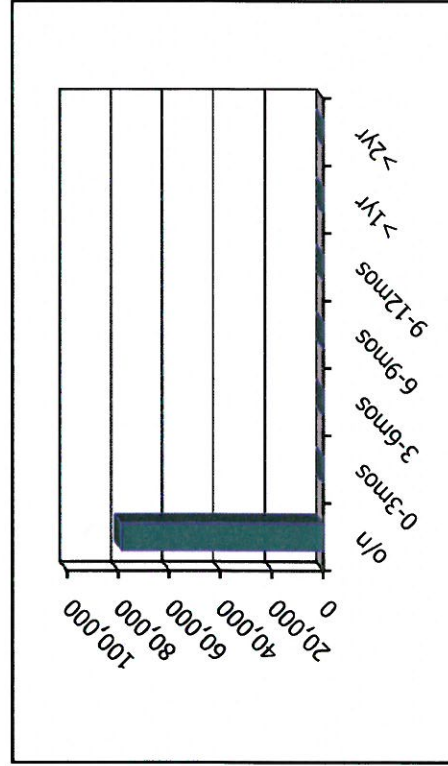
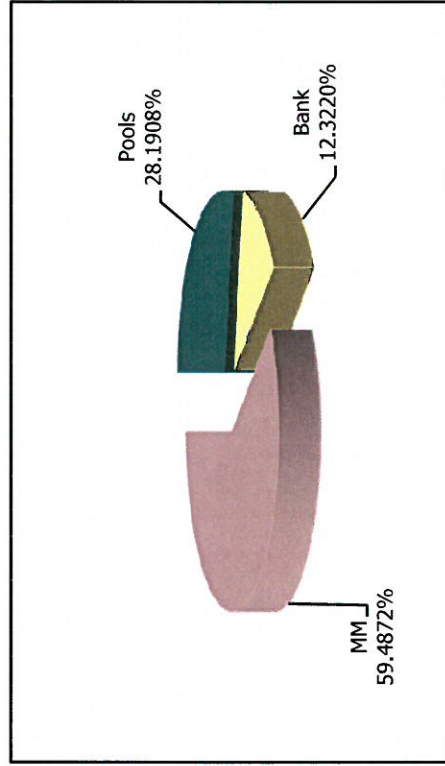


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

# General Portfolio

As of July 31, 2017

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will easily best the pools.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive with decreased supply.
- It is time to reduce cash balances and stretch out longer and into the two year area if possible.





# Bond Portfolio

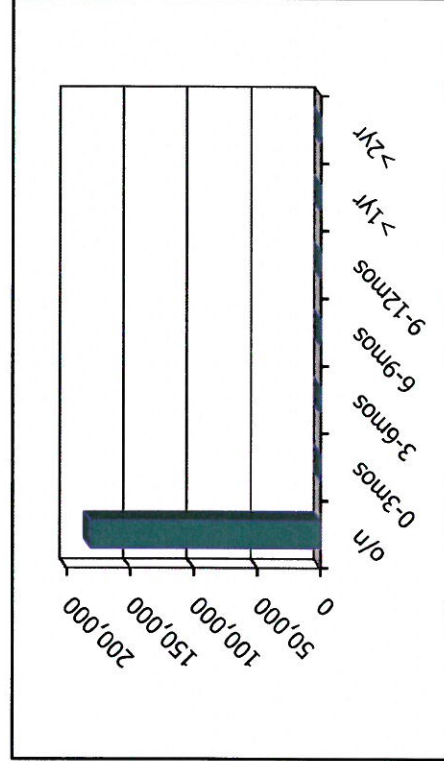
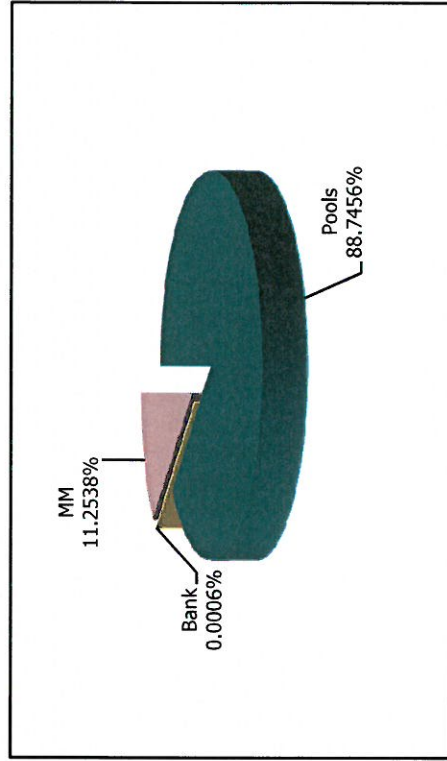
As of July 31, 2017

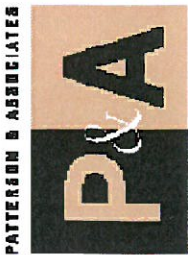
PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will easily best the pools.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive with decreased supply.
- It is time to reduce cash balances and stretch out longer and into the two year area if possible.





PATTERSON & ASSOCIATES

INVESTMENT PROFESSIONALS

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

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	9,692,542.74	9,692,542.74	9,692,542.74	3.73	1	1	0.000
Investment Pools/Money Markets	249,941,271.17	249,941,271.17	249,941,271.17	96.27	1	1	0.948
<b>Investments</b>	<b>259,633,813.91</b>	<b>259,633,813.91</b>	<b>259,633,813.91</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.912</b>

Total Earnings	July 31 Month Ending	Fiscal Year To Date
Current Year	193,208.06	1,326,851.14

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.

*[Signature]*  
 \_\_\_\_\_  
 Vice Chancellor of Fiscal Affairs

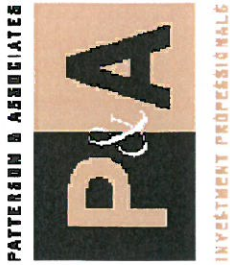
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**San Jacinto Community College**  
**Summary by Type**  
**July 31, 2017**  
**Grouped by Fund**

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	180,969,687.26	180,969,687.26	69.70	0.957	1
<b>Subtotal</b>	<b>10</b>	<b>180,969,687.26</b>	<b>180,969,687.26</b>	<b>69.70</b>	<b>0.957</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	9,692,542.74	9,692,542.74	3.73	0.000	1
Investment Pools/Money Markets	6	68,971,583.91	68,971,583.91	26.56	0.924	1
<b>Subtotal</b>	<b>15</b>	<b>78,664,126.65</b>	<b>78,664,126.65</b>	<b>30.29</b>	<b>0.810</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>259,633,813.91</b>	<b>259,633,813.91</b>	<b>100.00</b>	<b>0.912</b>	<b>1</b>



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

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	446.66	446.66	446.66	0.140	0.138	0.140		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	1,751,090.08	1,751,090.08	1,751,090.08	1.010	0.996	1.010		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,105,996.58	8,105,996.58	8,105,996.58	1.010	0.996	1.010		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,214.27	250,214.27	250,214.27	1.010	0.996	1.010		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	10,008,570.94	10,008,570.94	10,008,570.94	1.010	0.996	1.010		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,214.28	250,214.28	250,214.28	1.010	0.996	1.010		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	6,134,018.94	6,134,018.94	6,134,018.94	0.950	0.936	0.950		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	519,862.98	519,862.98	519,862.98	0.950	0.936	0.950		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	145,607,797.56	145,607,797.56	145,607,797.56	0.950	0.936	0.950		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	8,341,474.97	8,341,474.97	8,341,474.97	0.950	0.936	0.950		1
<b>Subtotal and Average</b>				<b>180,969,687.26</b>	<b>180,969,687.26</b>	<b>180,969,687.26</b>		<b>0.944</b>	<b>0.957</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>180,969,687.26</b>	<b>180,969,687.26</b>	<b>180,969,687.26</b>		<b>0.944</b>	<b>0.957</b>		<b>1</b>

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2016	443.53	443.53	443.53					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	21,716.80	21,716.80	21,716.80					1
708340062	10086	Disbursements	09/01/2016	-420,883.45	-420,883.45	-420,883.45					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	10,115,597.74	10,115,597.74	10,115,597.74					1
707759346	10085	Payroll Fund	09/01/2016	-41,623.14	-41,623.14	-41,623.14					1
9999999913	10088	Petty Cash	09/01/2016	20,685.00	20,685.00	20,685.00					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-3,393.74	-3,393.74	-3,393.74					1
				<b>Subtotal and Average</b>	<b>9,692,542.74</b>	<b>9,692,542.74</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	40,302,721.18	40,302,721.18	40,302,721.18	1.010	0.996	1.010		1
86-7200810	10230	East West MM	09/09/2014	250,214.28	250,214.28	250,214.28	1.010	0.996	1.010		1
999999993	10034	LSIP GOF - Operating	09/01/2007	3,006,022.59	3,006,022.59	3,006,022.59	0.950	0.936	0.950		1
707759320	10035	JPM - Money Market	09/01/2007	6,001,791.93	6,001,791.93	6,001,791.93	0.200	0.197	0.200		1
999999996	10038	TCB - Money Market	09/26/2007	240,431.58	240,431.58	240,431.58	0.350	0.345	0.350		1
999999991	10032	TexPool	09/01/2007	19,170,402.35	19,170,402.35	19,170,402.35	0.971	0.958	0.971		1
				<b>Subtotal and Average</b>	<b>68,971,583.91</b>	<b>68,971,583.91</b>		<b>0.911</b>	<b>0.924</b>		<b>1</b>
				<b>Total Investments and Average</b>	<b>78,664,126.65</b>	<b>78,664,126.65</b>		<b>0.799</b>	<b>0.810</b>		<b>1</b>

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	446.66	446.56	446.56		0.140	0.264	0.10	0.00	0.10
999999999	10084	BOND	RRP	6,134,018.94	6,221,443.38	6,186,295.73		0.950	0.947	4,976.86	0.00	4,976.86
9999999916	10106	BOND	RRP	8,341,474.97	8,223,933.06	8,266,016.34		0.950	0.948	6,651.88	0.00	6,651.88
XXX794	10228	BOND	RRP	1,751,090.08	1,751,054.08	1,750,103.17		1.010	0.750	1,115.08	0.00	1,115.08
XXX844	10229	BOND	RRP	8,105,996.58	8,099,497.92	8,100,938.02		1.010	0.750	5,161.36	0.00	5,161.36
86-72000794	10231	BOND	RRP	250,214.27	250,154.11	250,016.85		1.010	1.009	214.27	0.00	214.27
86-72000844	10232	BOND	RRP	250,214.28	250,154.11	250,016.85		1.010	1.009	214.27	0.00	214.27
86-72004242	10233	BOND	RRP	10,008,570.94	10,006,164.37	10,000,674.18		1.010	1.009	8,570.94	0.00	8,570.94
9999999917	10234	BOND	RRP	519,862.98	1,311,025.93	1,029,462.83		0.950	0.940	821.75	0.00	821.75
9999999918	10235	BOND	RRP	145,607,797.56	146,309,596.24	146,022,672.31		0.950	0.947	117,485.64	0.00	117,485.64
			<b>Subtotal</b>	<b>180,969,687.26</b>	<b>182,423,469.76</b>	<b>181,856,642.86</b>			<b>0.940</b>		<b>0.00</b>	<b>145,212.16</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	19,170,402.35	15,270,021.98	17,227,327.29		0.971	0.973	14,233.37	0.00	14,233.37
999999996	10038	GEN	RRP	240,431.58	240,360.13	240,362.43		0.350	0.350	71.45	0.00	71.45
707759320	10035	GEN	RRP	6,001,791.93	10,003,337.01	7,016,617.42		0.200	0.301	1,791.93	0.00	1,791.93
999999993	10034	GEN	RRP	3,006,022.59	7,759,938.88	7,482,768.62		0.950	0.948	6,022.59	0.00	6,022.59
XXX810	10227	GEN	RRP	40,302,721.18	40,270,765.42	40,277,503.27		1.010	0.750	25,662.28	0.00	25,662.28
86-7200810	10230	GEN	RRP	250,214.28	250,154.11	250,016.85		1.010	1.009	214.28	0.00	214.28
			<b>Subtotal</b>	<b>68,971,583.91</b>	<b>73,794,577.53</b>	<b>72,494,595.88</b>			<b>0.780</b>		<b>0.00</b>	<b>47,995.90</b>
			<b>Total</b>	<b>249,941,271.17</b>	<b>256,218,047.29</b>	<b>254,351,238.74</b>			<b>0.894</b>		<b>0.00</b>	<b>193,208.06</b>

**San Jacinto College Foundation**  
Statement of Financial Position  
As of July 31, 2017

**ASSETS**

Current Assets	
Checking/Savings	
General Fund	\$1,157,299
Other Funds	-
Total Checking/Savings	<u>1,157,299</u>
Accounts Receivable	
Pledge Receivables	413,200
Scholarship Receivables	5,000
Special Events Receivables	26,055
Total Accounts Receivable	<u>444,255</u>
Other Current Assets	
Short Term Investments	
Goldman Sachs	9,957,266
Capital Bank CD	203,475
Prosperity Bank	202,257
Total SJC Short Term Investments	<u>10,362,997</u>
Total Current Assets	<u>11,964,552</u>

**TOTAL ASSETS** \$11,964,552

**LIABILITIES & EQUITY**

Liabilities	
Current Liabilities	
Accounts Payable	
Event Payable	635
Grants Payable	54,152
Programs Payable	33,164
Endowments Payable	105,481
Scholarship Payables	97,816
Student Success Payables	8,493
Total Accounts Payable	<u>299,742</u>
Total Current Liabilities	<u>299,742</u>
Total Liabilities	299,742
Equity	
Net Assets	11,582,225
Net Income	82,584
Total Equity	<u>11,664,809</u>

**TOTAL LIABILITIES & EQUITY** \$11,964,552

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending July 31, 2017

	Current Year	Last Year	Favorable / (Unfavorable)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Grant Contributions	\$0	\$0	\$0
Permanently Restricted	290	140,865	(\$140,575)
Program Sponsorship	0	10,000	(\$10,000)
Temporarily Restricted	17,480	10,510	6,970
<b>Total Contributions</b>	<u>17,770</u>	<u>161,375</u>	<u>(143,605)</u>
<b>Other Income</b>			
Special Events	6,600	280	6,320
Investment Income	2,038	3,901	(1,862)
Realized Gain / (Loss)	0	1,211,430	(1,211,430)
Unrealized Gain / (Loss)	68,368	(1,200,167)	1,268,535
<b>Total Other Income</b>	<u>77,006</u>	<u>15,444</u>	<u>61,562</u>
<b>Total Income</b>	94,776	176,819	(82,043)
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	10,525	20,681	10,156
Grants Awarded	535	0	(535)
<b>Total Programs</b>	<u>11,060</u>	<u>20,681</u>	<u>9,621</u>
<b>Supporting Services</b>			
Management and General	532	1,604	1,072
Sponsorship Expense	600	0	(600)
<b>Total Supporting Services</b>	<u>1,132</u>	<u>1,604</u>	<u>472</u>
<b>Total Expense</b>	<u>12,192</u>	<u>22,285</u>	<u>10,093</u>
<b>Net Ordinary Income</b>	82,584	154,534	(71,950)
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$82,584</u>	<u>\$154,534</u>	<u>(\$71,950)</u>





Contributions Report  
July 2017

<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	\$9,666	Golf
Foundations	6,000	Air Products Scholarship Jennifer Puryear Memorial Scholarship, Veteran's Center
Individuals	600	
<b>Total Donation</b>	<b>16,266</b>	
<b>Employee Contributions</b>		
Various	3,888	Brysch Garza Firefighter Scholarship, Dunseith Sr. Memorial, Golf, John Locke Memorial, Library Fund, Promise for Their Future, Robert and Johana Thomas Scholarship, Veteran's Center
<b>Total Employee Contributions</b>	<b>3,888</b>	
<b>Total Contributions</b>	<b>\$20,154</b>	

2008 Capital Improvement Program									
Report As of July 31, 2017									
Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed	
<b>Central</b>									
<b>North</b>									
2612 - NC Plant Chiller	14,225	1,651,097	1,665,322	-	192,348	1,450,465	22,509	98.65%	
<b>Sub-total</b>	<b>14,225</b>	<b>1,651,097</b>	<b>1,665,322</b>	<b>-</b>	<b>192,348</b>	<b>1,450,465</b>	<b>22,509</b>	<b>98.65%</b>	
<b>South</b>									
3914 - SC Softball Improvements	850,000	-	850,000	-	94,860	-	755,140	11.16%	
<b>Sub-total</b>	<b>850,000</b>	<b>-</b>	<b>850,000</b>	<b>-</b>	<b>94,860</b>	<b>-</b>	<b>755,140</b>	<b>11.16%</b>	
<b>District</b>									
720100 - Program Management	-	623,136	623,136	-	64,842	28,036	530,258	14.90%	
726800 - Contingency	14,626,260	(7,342,982)	7,283,279	-	-	-	7,283,279	-	
726907 - Graphics Phase II	50,000	-	50,000	-	29,679	-	20,321	59.36%	
<b>Sub-total</b>	<b>14,676,260</b>	<b>(6,719,846)</b>	<b>7,956,415</b>	<b>-</b>	<b>94,521</b>	<b>28,036</b>	<b>7,833,858</b>	<b>1.54%</b>	
<b>Projects Substantially Complete</b>									
2601 - NC Baseball Batting and Pitching	475,965	114,992	590,957	16,903	9,032	572,420	9,505	98.39%	
<b>Sub-total</b>	<b>475,965</b>	<b>114,992</b>	<b>590,957</b>	<b>16,903</b>	<b>9,032</b>	<b>572,420</b>	<b>9,505</b>	<b>98.39%</b>	
<b>Projects Closed</b>									
1001 - CC Primary Service Retrofit	2,774,950	1,695,228	4,470,178	-	-	4,470,178	-	100.00%	
1102 - CC In-Fill	47,572	1,148,648	1,196,220	-	-	1,196,220	-	100.00%	
1109 - CC Maintenance & Police Bldg	3,560,360	2,702,048	6,262,408	-	-	6,262,408	-	100.00%	
1202 - CC Davis Library	8,418,096	(155,756)	8,262,340	-	-	8,262,340	-	100.00%	
1203 - CC Anders Gym	10,398,474	(10,288,751)	109,723	-	-	109,723	-	100.00%	
1217 - CC Transportation Center Buildout	-	1,039,383	1,039,383	-	-	1,039,383	-	100.00%	
1301 - CC Building 31 Renovation	-	497,887	497,887	-	-	497,887	-	100.00%	
1817 - CC Transportation Center	17,333,267	2,998,752	20,332,019	(137,768)	-	20,332,019	-	100.00%	
1818 - CC Industrial Tech Buildings	7,758,416	(3,727,679)	4,030,737	-	-	4,030,737	-	100.00%	
1820 - CC Paving & Drainage	10,490,274	(913,895)	9,576,379	(207,575)	-	9,576,379	-	100.00%	
1821 - CC Allied Health Addition	10,568,880	1,189,925	11,758,805	296,549	-	11,758,805	-	100.00%	
1908 - CC Science Building	35,752,627	(148,641)	35,603,986	-	-	35,603,986	-	100.00%	
1909 - CC Petrochem/Vo Tech Building	-	175,822	175,822	-	-	175,822	-	100.00%	
2102 - NC In-Fill	23,086	835,842	858,928	-	-	858,928	-	100.00%	
2201 - NC Lehr Library	2,022,600	11,807,330	13,829,930	(33,068)	-	13,829,930	-	100.00%	
2202 - NC Nichols Gym	4,949,996	(4,931,379)	18,617	-	-	18,617	-	100.00%	
2401 - NC Outdoor Lighting	13,472	785	14,257	-	-	14,257	-	100.00%	
2402 - NC MET Infrastructure N Library	851,510	(792,067)	59,443	-	-	59,443	-	100.00%	
2901 - NC Paving & Drainage	3,142,449	(435,395)	2,707,054	(15,714)	-	2,707,054	-	100.00%	
2903 - NC Student Success Center	11,093,580	801,084	11,894,664	(499,063)	-	11,894,664	-	100.00%	
2906 - NC Science & Allied Health	42,240,000	(6,014,982)	36,225,018	-	-	36,225,018	-	100.00%	
3102 - SC In-Fill	23,086	947,381	970,467	-	-	970,467	-	100.00%	
3201 - SC Parker Williams Library	2,449,600	369,372	2,818,972	-	-	2,818,972	-	100.00%	
3202 - SC Smallwood Gym	6,919,331	(6,900,774)	18,557	-	-	18,557	-	100.00%	
3401 - SC Traffic Signal Relocation	75,988	(25,773)	50,215	-	-	50,215	-	100.00%	
3402 - SC Water and Electrical Upgrade	29,305	(5,044)	24,261	-	-	24,261	-	100.00%	
3601 - SC Softball Press Box	26,500	2,291	28,791	-	-	28,791	-	100.00%	
3903 - SC Student Success Center	8,220,000	2,074,228	10,294,228	109,650	-	10,294,228	-	100.00%	
3905/3911 - SC Paving & Drainage	2,747,068	7,891,993	10,639,061	-	-	10,639,061	-	100.00%	
3906 - SC Mechanical Upgrades	1,252,855	(558,604)	694,251	(19,524)	-	694,251	-	100.00%	
3907 - SC MEP Infrastructure	4,381,500	283,388	4,664,888	-	-	4,664,888	-	100.00%	
*3908 - SC Primary Service at New Site	809,625	(809,625)	-	-	-	-	-	-	
3909 - SC Science & Allied Health	53,868,525	(6,251,380)	47,617,145	-	-	47,617,145	-	100.00%	
1828/2814/3817 - D DDC Network	2,190,750	318,314	2,509,064	-	-	2,509,064	-	100.00%	
6003 - D Graphics	900,000	724,824	1,624,824	-	-	1,624,824	-	100.00%	
6007 - D Furniture Consultant	335,000	(335,000)	-	-	-	-	-	-	
6601 - D Generation Park	200,000	12,577	212,577	-	-	212,577	-	100.00%	
6602 - D District Board Room Renovation	144,951	1,521	146,472	-	-	146,472	-	100.00%	
6705 - D Data Networking	3,100,000	130,204	3,230,204	-	-	3,230,204	-	100.00%	
6803 - Maritime Training Facility	18,000,000	9,081,110	27,081,110	248,293	-	27,081,110	-	100.00%	
6902 - D Campus Mechanical Upgrades	1,869,857	518,564	2,388,421	(3,767)	-	2,388,421	-	100.00%	
<b>Sub-total</b>	<b>278,983,550</b>	<b>4,953,756</b>	<b>283,937,306</b>	<b>(261,987)</b>	<b>-</b>	<b>283,937,306</b>	<b>-</b>	<b>100.00%</b>	
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>(245,084)</b>	<b>390,761</b>	<b>285,988,227</b>	<b>8,621,012</b>	<b>97.08%</b>	
*Funds reallocated to other projects.									
	FY 2008	136,403	FY 2012	89,492,069	FY 2016	11,729,185			
	FY 2009	3,442,083	FY 2013	41,378,480	FY 2017	6,046,439			
	FY 2010	24,831,811	FY 2014	17,693,910					
	FY 2011	64,513,921	FY 2015	26,723,926					
Total CIP Expenditures						285,988,227			

## 2015 Revenue Bond

As of July 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>North - CIT</b>								
North CIT - 904605-722909	47,591,645	-	47,591,645	-	696,334	41,244,049	5,651,262	88.13%
District - Campus Purchases	-	48,952	48,952	-	48,952	-	-	100.00%
Contingency (726900)	2,408,355	(48,952)	2,359,403	-	-	-	2,359,403	-
<b>Sub-total</b>	50,000,000	-	50,000,000	-	745,286	41,244,049	8,010,665	83.98%

Fiscal Year 2015 CIP Expenditure	\$ 843,435
Fiscal Year 2016 CIP Expenditure	21,702,061
Fiscal Year 2017 CIP Expenditure	18,698,553
Total CIP Expenditure	\$ 41,244,049

**2015 Bond - San Jac Tomorrow Capital Improvement Program**

Report as of July 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
1601 - CC Petrochemical Center	52,450,000	337,630	52,787,630	-	1,360,983	2,428,168	48,998,479	7.18%
1601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	632,297	84,963	6,913,129	9.40%
1601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	-	-	7,946,009	-
1602 - CC Welcome Center	16,600,000	2,810,920	19,410,920	-	777,343	114,830	18,518,747	4.60%
1602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	70,780	-	2,929,220	-
1603 - CC Class Room Building	47,155,000	(1,475,952)	45,679,049	-	44,300	26,650	45,608,099	0.16%
1604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	-	29,000	-	2,338,503	1.22%
1605 - CC Central Access Security	1,852,000	(578,768)	1,273,232	-	29,976	191	1,243,065	2.37%
1606 - CC Frels Demo	1,153,000	-	1,153,000	-	-	-	1,153,000	-
1607 - CC Davison Building Reno	14,970,000	(468,561)	14,501,439	-	-	-	14,501,439	-
1608 - CC McCollum Center Reno	24,685,000	(772,641)	23,912,359	-	-	-	23,912,359	-
1609 - CC McCollum North Reno	2,535,000	(79,346)	2,455,655	-	-	-	2,455,655	-
1610 - CC Ball Demo	1,725,000	-	1,725,000	-	-	-	1,725,000	-
1611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	-	-	-	2,570,930	-
1612 - CC Stadium and Track Demo	174,000	(5,446)	168,554	-	-	-	168,554	-
1613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	-	235,642	3,174	884,876	21.25%
1614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	-	63,460	-	1,060,232	-
<b>Sub-total</b>	<b>170,717,000</b>	<b>18,112,052</b>	<b>188,829,052</b>	<b>-</b>	<b>3,243,781</b>	<b>2,657,976</b>	<b>182,927,295</b>	<b>3.13%</b>
<b>North</b>								
2601 - NC Cosmetology & Culinary Center	22,845,000	(715,048)	22,129,952	-	19,597	67,207	22,043,148	0.39%
2602 - NC North Data Closets	915,000	(28,640)	886,360	-	34,140	-	852,220	3.85%
2604 - NC Lehr Library Demo	650,000	(20,345)	629,655	-	87,704	117,934	424,017	32.66%
2605 - NC North Access/Security	877,000	93,950	970,950	-	22,482	191	948,277	2.34%
2606 - NC Wheeler Reno	14,300,000	(447,590)	13,852,410	-	10,800	-	13,841,610	0.08%
2607 - NC Brightwell Reno	6,628,000	(207,456)	6,420,544	-	-	-	6,420,544	-
2608 - NC Spencer Reno	13,000,000	(406,900)	12,593,100	-	-	-	12,593,100	-
2609 - NC North DDC Network	580,000	(18,154)	561,846	-	110,361	1,600	449,885	19.93%
2610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	381,348	28,852	5,089,800	7.46%
2612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	-
<b>Sub-total</b>	<b>76,395,000</b>	<b>(7,850,183)</b>	<b>68,544,817</b>	<b>-</b>	<b>666,432</b>	<b>215,784</b>	<b>67,662,601</b>	<b>1.29%</b>
<b>South</b>								
3601 - SC Engineering & Technology Center	28,400,000	(888,920)	27,511,080	-	10,016	100,361	27,400,703	0.40%
3602 - SC Cosmetology Center	16,213,000	(507,466)	15,705,534	-	13,146	53,476	15,638,912	0.42%
3603 - SC Longenecker Reno	22,555,000	(705,972)	21,849,028	-	35,068	4,117	21,809,843	0.18%
3604 - SC South Data Closets	765,000	(23,944)	741,056	-	20,140	-	720,916	2.72%
3605 - SC South Primary electrical Upgrade	5,800,000	(181,540)	5,618,460	-	-	-	5,618,460	-
3606 - SC South Access/ Security	599,000	214,250	813,250	-	18,735	191	794,324	2.33%
3607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	-	-	-	9,944,674	-
3608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
3610 - SC Jones Reno	13,803,000	(432,034)	13,370,966	-	-	-	13,370,966	-
3611 - SC Bruce Student Center Reno	10,400,000	(325,520)	10,074,480	-	719,133	1,020,054	8,335,293	17.26%
3612 - SC HVAC Tech	312,000	2,000,000	2,312,000	-	33,700	4,300	2,274,000	1.64%
3613 - SC South DDC Network	580,000	(18,154)	561,846	-	145,077	1,950	414,819	26.17%
<b>Sub-total</b>	<b>110,853,000</b>	<b>(1,226,934)</b>	<b>109,626,066</b>	<b>-</b>	<b>995,015</b>	<b>1,184,449</b>	<b>107,446,602</b>	<b>1.99%</b>
<b>Maritime</b>								
6603 - MC Maritime Expansion	28,000,000	(13,000,000)	15,000,000	-	-	-	15,000,000	-
<b>Sub-total</b>	<b>28,000,000</b>	<b>(13,000,000)</b>	<b>15,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000,000</b>	<b>-</b>
<b>Admin</b>								
6602 - College Development	30,000,000	-	30,000,000	-	-	-	30,000,000	-
6604 - Dist Construction Studies	-	315,510	315,510	-	75,040	225,242	15,228	95.17%
6605 - Dist Access/Security	-	166,400	166,400	-	3,747	-	162,653	2.25%
720100 - Program Management	-	9,118,003	9,118,003	-	661,891	1,681,825	6,774,287	25.70%
736601 - Contingency	-	3,400,152	3,400,152	-	-	-	3,400,152	-
<b>Sub-total</b>	<b>30,000,000</b>	<b>13,000,065</b>	<b>43,000,065</b>	<b>-</b>	<b>740,678</b>	<b>1,907,067</b>	<b>40,352,320</b>	<b>6.16%</b>
<b>Projects Closed</b>								
2603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
2611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-
3609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-
<b>Sub-total</b>	<b>9,035,000</b>	<b>(9,035,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>5,645,906</b>	<b>5,965,276</b>	<b>413,388,818</b>	<b>2.73%</b>

Fiscal Year 2016 CIP Expenditure 654,917  
 Fiscal Year 2017 CIP Expenditure 5,310,359  
 Total CIP Expenditure 5,965,276

## Energy Conservation and Air Monitoring Project

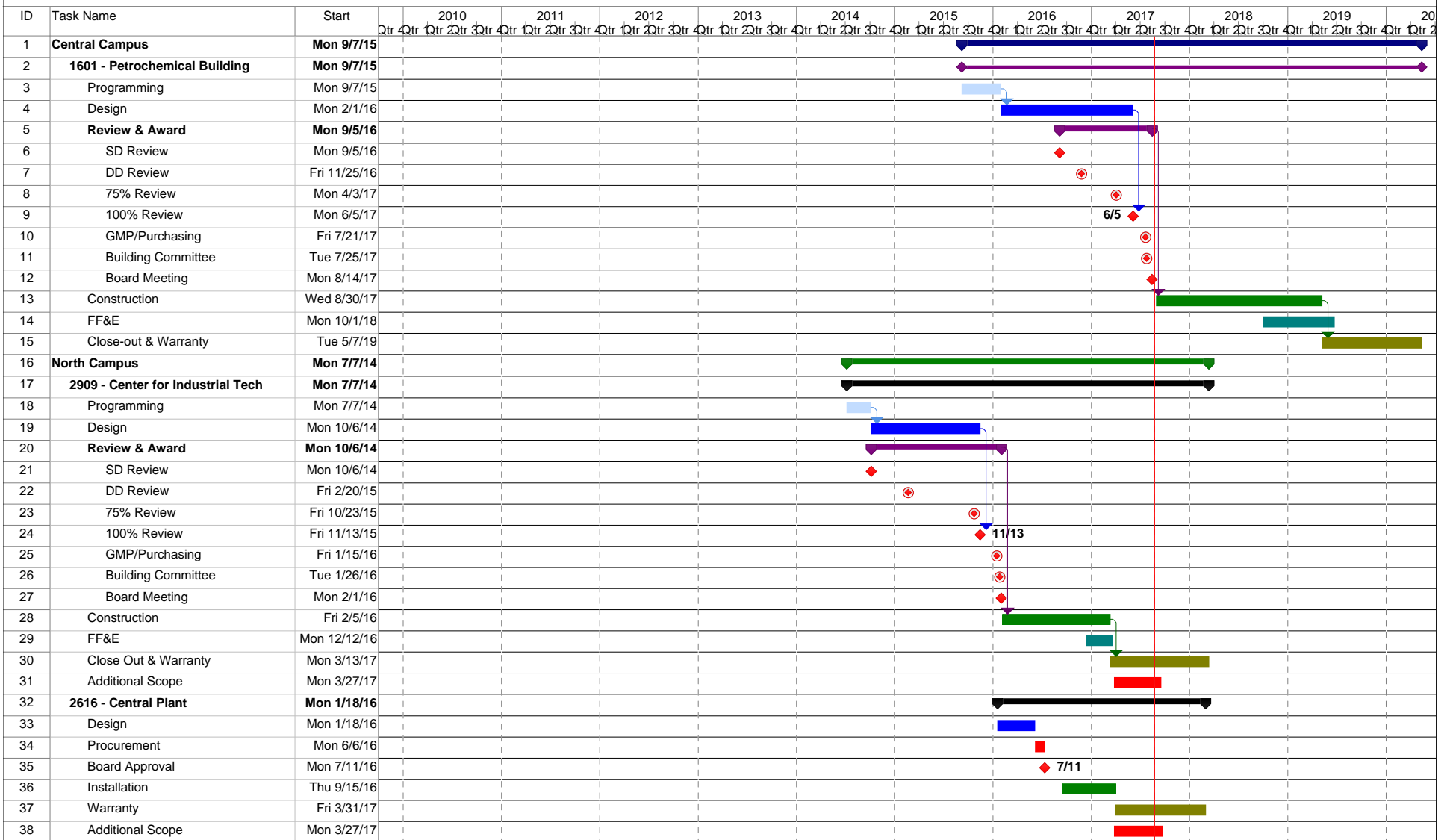
As of July 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered /Expensed
<b>College Wide</b>								
E17001 - Energy Project		151,783	151,783	-	129,065	15,725	6,993	95.39%
Contingency	1,400,000	(151,783)	1,248,217	-	-	-	1,248,217	-
<b>Sub-total</b>	1,400,000	-	1,400,000	-	129,065	15,725	1,255,210	10.34%

Fiscal Year 2017 CIP Expenditure      15,725

\* The Actual Budget on Banner stands at \$151,783.00

**Central Campus CPET  
North Campus CIT  
Master Schedule**



# 2015 Bond Program Master Schedule

ID	Task Mode	Task Name	Duration	Start	Finish	2017		2018		2019		2020		2021		2022
						1st Quarter	3rd Quarter	1st Quarter	3rd Quarter	1st Quarter	3rd Quarter	1st Quarter	3rd Quarter	1st Quarter	3rd Quarter	1st Quarter
0		<b>2015 Bond Master Schedule</b>	<b>1305 days?</b>	<b>Wed 8/24/16</b>	<b>Tue 8/24/21</b>											
1		<b>Central Campus</b>	<b>1288 days</b>	<b>Wed 8/24/16</b>	<b>Sun 8/1/21</b>											
2		<b><u>Petro-Chem Move In Completion</u></b>	<b>1 day</b>	<b>Mon 4/1/19</b>	<b>Mon 4/1/19</b>											
3		Central Plant Upgrade	334 days	Fri 3/31/17	Wed 7/11/18											
9		Stadium & Track Demolition	130 days	Fri 9/15/17	Thu 3/15/18											
14		Welcome Center	562 days	Wed 3/1/17	Thu 4/25/19											
20		Expanded Welcome Center Site Development (Package	340 days	Thu 6/15/17	Wed 10/3/18											
25		Davison Bldg. Renovation	489 days	Wed 8/8/18	Mon 6/22/20											
31		Anderson Demolition	200 days	Mon 10/14/19	Fri 7/17/20											
36		Ball Demolition	200 days	Mon 10/14/19	Fri 7/17/20											
41		Classroom Building	560 days	Mon 6/10/19	Fri 7/30/21											
47		Bldg. 02-Early College HS	360 days	Thu 3/15/18	Wed 7/31/19											
53		McCullum Center Section Renovation	520 days	Fri 6/1/18	Thu 5/28/20											
59		McCullum North Wing Renovation	260 days	Fri 10/4/19	Thu 10/1/20											
65		Frels Demolition	240 days	Mon 8/31/20	Fri 7/30/21											
70		<b>North Campus (pending final campus site plan)</b>	<b>1256 days</b>	<b>Tue 11/1/16</b>	<b>Tue 8/24/21</b>											
71		Lehr Library Demolition	180 days	Mon 3/13/17	Fri 11/17/17											
76		Cosmetology/Culinary Center	731 days	Tue 11/1/16	Tue 8/20/19											
82		Underground Utility Tunnel Renovation	619 days	Wed 3/1/17	Mon 7/15/19											
88		Spencer Building Renovation	505 days	Wed 11/1/17	Tue 10/8/19											
94		Brightwell Building Renovation	505 days	Wed 10/3/18	Tue 9/8/20											
100		Wheeler Building Renovation	525 days	Wed 8/21/19	Tue 8/24/21											
106		<b>South Campus (pending final campus site plan)</b>	<b>1305 days?</b>	<b>Wed 8/24/16</b>	<b>Tue 8/24/21</b>											
107		Bruce Student Center Renovation (Phase I)	174 days	Tue 12/13/16	Fri 8/11/17											
115		Bruce Student Center Renovation (Phase II)	510 days	Wed 9/11/19	Tue 8/24/21											
121		HVAC Tech Renovation	390 days	Wed 5/24/17	Tue 11/20/18											
128		Engineering & Technology Center	659 days	Wed 1/25/17	Mon 8/5/19											
134		Cosmetology Center	663 days	Fri 11/25/16	Tue 6/11/19											
140		Longenecker Building Renovation (Phase I)	410 days	Fri 6/30/17	Thu 1/24/19											
146		Longenecker Building Renovation (Phase II)	245 days	Fri 11/2/18	Thu 10/10/19											
150		Bldg. 07-Early College HS	490 days	Fri 8/25/17	Thu 7/11/19											
156		Jones Bulding Renovation	510 days	Tue 9/3/19	Mon 8/16/21											
162		Expansion of Building 23 (HVAC Tech)	1 day?	Wed 8/24/16	Wed 8/24/16											
168		Primary Electrical Service Upgrade	401 days	Fri 5/5/17	Fri 11/16/18											
174		HW/CW Piping Replacement	485 days	Tue 6/20/17	Mon 4/29/19											
180		Sanitary Sewer Rehabilitation	320 days	Mon 6/12/17	Fri 8/31/18											
186		<b>Campus Wide Projects</b>	<b>1212 days?</b>	<b>Mon 1/2/17</b>	<b>Tue 8/24/21</b>											
187		DDC Network (Campus Wide Package #1)	336 days	Mon 1/2/17	Mon 4/16/18											
193		Access/Security (Campus Wide)	140 days	Mon 5/1/17	Fri 11/10/17											
195		Data Closets (Campus Wide Package #1)	410 days	Wed 1/25/17	Tue 8/21/18											
201																

Project: 2015 Bond Master Schedule

Task		Inactive Task		Manual Summary Rollup		External Milestone		Progress	
Split		Inactive Milestone		Manual Summary		Deadline		Manual Progress	
Milestone		Inactive Summary		Start-only		Path Driving Predecessor Milestone Task			
Summary		Manual Task		Finish-only		Path Driving Predecessor Summary Task			
Project Summary		Duration-only		External Tasks		Path Driving Predecessor Normal Task			





# R&R Project Schedule

Wed 8/23/17 4:23 PM

ID	Task Name	Duration	Start	Finish	Text1	Comments	
1	F17052 S Training Fix	1 day	Wed 2/22/17	Wed 2/22/17	Pending		
2	F17070 N Campus C/U Cable	1 day	Tue 5/16/17	Tue 5/16/17	Pending		
3	F17073 S.12 Tint Windows	1 day	Mon 6/5/17	Mon 6/5/17	Investigating		
4	F17075 C.34.200 APC Sys UP	1 day	Mon 7/3/17	Mon 7/3/17	Investigating		
5	F17078 C.3.107 Projector Sys	1 day	Tue 7/25/17	Tue 7/25/17	Investigating		
6	F17008 A.1 ADA RR 1	164 days	Mon 1/16/17	Thu 8/31/17	Approved	Consolidation Study	
7	F17024 A.1 Bike Rack	164 days	Mon 1/16/17	Thu 8/31/17	Approved	Consolidation Study	
8	F17029 A.1 Landscape	164 days	Mon 1/16/17	Thu 8/31/17	Approved	Consolidation Study	
9	F17031 A.1 ADA RR 2	164 days	Mon 1/16/17	Thu 8/31/17	Approved	Consolidation Study	
10	F17035 N.12 Fire Alarm	164 days	Mon 1/16/17	Thu 8/31/17	Approved	Awaiting punch completion	
11	F17053 A.1 Parking LED	99 days	Mon 4/17/17	Thu 8/31/17	Approved	Consolidation Study	
12	F17054 A.1 HVAC Engr	99 days	Mon 4/17/17	Thu 8/31/17	Approved	Consolidation Study	
13	F16089 N.10.149 FFE	98 days	Thu 9/1/16	Mon 1/16/17	Completed		
14	F17005 A Misc Storage	190 days	Thu 9/8/16	Wed 5/31/17	Completed		
15	F17012 N.10.252 Elec	9 days	Thu 9/22/16	Tue 10/4/16	Completed		
16	F17013 N.10.230 Elec	9 days	Thu 9/22/16	Tue 10/4/16	Completed		
17	F17015 S.6.160 Door	23 days	Fri 9/23/16	Tue 10/25/16	Completed		
18	F16098 S.8.2014 Tier I	66 days	Mon 1/16/17	Mon 4/17/17	Completed		
19	F16099 S.8.1062 Tier I	66 days	Mon 1/16/17	Mon 4/17/17	Completed		
20	F17001 C Misc	164 days	Mon 1/16/17	Thu 8/31/17	Completed	ECD 08/31	
21	F17002 N Misc	164 days	Mon 1/16/17	Thu 8/31/17	Completed	ECD 08/31	
22	F17003 S Misc	164 days	Mon 1/16/17	Thu 8/31/17	Completed	ECD 08/31	
23	F17004 A Misc	164 days	Mon 1/16/17	Thu 8/31/17	Completed	ECD 08/31	
24	F17006 N.1.122 Light Dim	32 days	Mon 1/16/17	Tue 2/28/17	Completed		
25	F17011 S.8.2002 AECOM B/C	61 days	Mon 1/16/17	Mon 4/10/17	Completed		
26	F17016 C.1.129 Unit Ctr	61 days	Mon 1/16/17	Mon 4/10/17	Completed		
27	F17018 C.1.154 Window Film	12 days	Mon 1/16/17	Tue 1/31/17	Completed		
28	F17021 C.3.152 Adjunct Spac	12 days	Mon 1/16/17	Tue 1/31/17	Completed		
29	F17023 N.9.100 Window Film	12 days	Mon 1/16/17	Tue 1/31/17	Completed		

Project: R&R Project Schedule 0  
Date: Wed 8/23/17

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

# R&R Project Schedule

Wed 8/23/17 4:23 PM

ID	Task Name	Duration	Start	Finish	Text1	Comments	
30	F17025 S.1 HVAC Controls	54 days	Mon 1/16/17	Thu 3/30/17	Completed		
31	F17026 C.3.116 Fam RR	22 days	Mon 1/16/17	Tue 2/14/17	Completed		
32	F17027 M.211 Fam RR	32 days	Mon 1/16/17	Tue 2/28/17	Completed		
33	F17028 C.17 Humidity Study	127 days	Mon 1/16/17	Tue 7/11/17	Completed		
34	F17040 A.2.208 Off Reno	164 days	Mon 1/16/17	Thu 8/31/17	Completed	ECD 08/31	
35	F17046 S.1 CR Reno	64 days	Mon 3/20/17	Thu 6/15/17	Completed		
36	F16097 C.11 (3) CR	76 days	Mon 4/17/17	Mon 7/31/17	Completed		
37	F16106 C.30.115 Tier I	65 days	Mon 4/17/17	Fri 7/14/17	Completed		
38	F17033 C.30.109 Elec	76 days	Mon 4/17/17	Mon 7/31/17	Completed		
39	F16035 C.32 Slab	32 days	Mon 4/17/17	Tue 5/30/17	Completed		
40	F17038 C.3/C.14 Card Access	65 days	Mon 4/17/17	Fri 7/14/17	Completed		
41	F17039 C.34.116 Elec	65 days	Mon 4/17/17	Fri 7/14/17	Completed		
42	F17041 N LC FFE	65 days	Mon 4/17/17	Fri 7/14/17	Completed		
43	F17042 C.11 Elevator Contro	76 days	Mon 4/17/17	Mon 7/31/17	Completed		
44	F17043 CC LS FFE	56 days	Mon 4/17/17	Mon 7/3/17	Completed		
45	F17044 C.16.101 Nat Gas	55 days	Mon 4/17/17	Fri 6/30/17	Completed		
46	F17045 A.2.112i Off Reno	18 days	Mon 4/17/17	Wed 5/10/17	Completed		
47	F17056 C.16.104 Tier I	65 days	Mon 4/17/17	Fri 7/14/17	Completed		
48	F17057 C.14.200/204 AV	32 days	Mon 4/17/17	Tue 5/30/17	Completed		
49	F17062 A.1.203 AV	35 days	Mon 4/17/17	Fri 6/2/17	Completed		
50	F17068 A.2.204 EM Office	55 days	Fri 6/16/17	Thu 8/31/17	Completed	ECD 08/31	
51	F17069 S LC FFE	48 days	Tue 6/27/17	Thu 8/31/17	Completed	ECD 08/31	
52	F17064 N.10.113 CR Reno	31 days	Thu 7/20/17	Thu 8/31/17	Completed	ECD 08/31	
53	F17065 N.10.123 CR Reno	31 days	Thu 7/20/17	Thu 8/31/17	Completed	ECD 08/31	

Project: R&R Project Schedule 0  
Date: Wed 8/23/17

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

**SAN JACINTO COLLEGE DISTRICT**  
**Building Committee Meeting**  
**September 6, 2017**

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

Members Absent: Marie Flickinger

Others Trustees Present: None

Others Present: Bill Dowell, Ken English (AECOM), Mike Harris, Brenda Hellyer, Bryan Jones, Angela Klaus, Ann Kokx-Templet, Chet Lewis, Janet Slocum, Charles Smith

- I. The meeting was called to order at 3:30 p.m. by Committee Chair, Dan Mims.
- II. Roll Call of Committee Members by Dan Mims
  - a. Erica Davis Rouse, present.
  - b. Marie Flickinger, absent.
  - c. John Moon, Jr., present.
  - d. Other Trustees present: None
- III. Approval of Minutes from the July 25, 2017 Building Committee Meeting
  - a. Dan Mims presented the minutes of the July 25, 2017 Building Committee meeting. A motion was made by Erica Davis Rouse to accept the minutes as presented. This was seconded by John Moon, Jr. The minutes were approved as presented.
- IV. Presentations
  - a. Review of Methods of Procurement for Construction Projects
    - i. A presentation was made on Construction Delivery Methods in the State of Texas and available for use by the College. This included topics on the process of best value, evaluation criteria, and business forms of delivery methods for construction projects. It was noted that the evaluation criteria includes qualifications for experience with higher education and/or high schools and no longer provides any specific weighting criteria for prior experience with the College.
  - b. Proposed Projects to be Funded from the 2008 Bond Contingency
    - i. A listing of projects was presented for Board consideration which would use funds from the 2008 Bond Contingency. The total proposed projects and equipment was \$4.2 million with the majority coming from information technology equipment and software.
- V. Recommended Projects and Delivery Methods which will provide the best value to the College
  - a. Consideration of Approval to Purchase Robots in the Advanced Manufacturing Lab of the North Campus Center for Industrial Technology (CIT)
    - i. This request provides approval to purchase specific robots and associated software that will provide training on use of automated material handling robots

and processes which are representative of various manufacturing scenarios. This purchase will support Continuing and Professional Development (CPD) industry training goals for state-of-the-art robotic material handling equipment to be used in the Advanced Manufacturing Lab at the North CIT building.

- b. Consideration of Approval to Award Contract for Construction Manager-at-Risk for South Campus Engineering and Technology Building
  - i. This request provides approval to contract with Tellepsen Builders, L.P. to serve as the general contractor in constructing the new South Campus Engineering and Technology Building.
- c. Consideration of Approval to Contract for MEP Commissioning and Building Envelope Services for Central Campus Welcome Center
  - i. This action requests authorization to contract with Terracon to perform third-party monitoring and oversight of the technical design, proper construction and verification of operations of the systems incorporated in the Welcome Center project. Terracon was included in a pool of recommended technical professional consultants approved by the Board, November 7, 2016.
- d. Consideration of Approval to Purchase Network and Wireless Equipment, 2008 Bond Funds
  - i. Approval of this request will provide funding for upgrades to our critical data network infrastructure and help ensure availability of our network systems by replacing aging and less capable equipment.
- e. Consideration of Approval to Award Contract for Architect Services for South Campus Softball Field Improvements
  - i. This request was withdrawn by administration.

#### VI. Project Updates – Bond

- a. North Campus - Chiller Replacement
  - i. The North Campus Chiller Replacement project has one warranty item remaining to be completed before closure of the project.
- b. Central Campus – Center for Petrochemical, Energy, & Technology
  - i. Earthmoving equipment should be brought on site in the next one to two weeks. It was intended that this work would begin this week, but has been delayed due to the storm and flooding impacts from hurricane Harvey. The facilities department is working with the City of Pasadena regarding parking spaces, but resolving this issue was also delayed due to Harvey. Design work on the process plant will conclude in October 2017.
  - ii. Groundbreaking for the building project is scheduled for September 20, 2017, at

11:00 a.m.

- c. Central Campus – Plant Upgrades
  - i. Progress on the design work is moving ahead on schedule and discussions with the engineer started today.
- d. Central Campus – Stadium and Track Demolition
  - i. Creation of the design documents has begun.
- e. Central Campus – Welcome Center Site and Extended Site
  - i. Tellepsen is engaged and now working on cost estimation with the architect and College personnel.
  - ii. Extended site work design will take place in parallel with the Welcome Center.
- f. Central Campus – Classroom Building Remodel
  - i. Programming of this project is underway, and a draft is expected in the next few weeks.
- g. North Campus – Lehr Library Demolition
  - i. The demolition is completed. The installation of the irrigation system has commenced.
- h. North Campus – Cosmetology/Culinary
  - i. Tellepsen is engaged and has begun preliminary cost estimation work.
- i. North Campus – Tunnel Renovation
  - i. The campus electrical system was shut down due to rising flood waters from Harvey. During the flooding event, the utility tunnel filled with water. It was noted by electrical utility consultants that the electrical power conductors and the field splices enclosed in the tunnel are rated for full submersion. The purpose for the electrical shutdown was to protect the main campus power switch at Uvalde and Cravens. After the utility tunnel was drained and an inspection was completed, the power was successfully and safely returned to the campus without incident.
- j. South Campus – Bruce Student Center
  - i. All work, except a subsequently discovered HVAC modification, has been completed. The project is expected to be completed in two weeks and close-out proceedings will commence.
- k. South Campus – HVAC Tech

- i. The architect has conducted their final assessment of the building, and it is expected that a report will be generated in two weeks.
  - l. South Campus – Engineering and Technology building
    - i. Once the proposed Construction Manager-at-Risk is approved by the Board, the College will begin preconstruction studies.
  - m. South Campus – Early College High School
    - i. Evaluations are being carried out on the buildings proposed for use of the early college high schools. These studies will help guide the renovation design process.
  - n. Campus Wide – Direct Digital Control (DDC) Network
    - i. Many failed temperature sensors were replaced at all three campuses and additional deferred maintenance work is being carried out without interruption of business.
  - o. Campus Wide – Access/Security
    - i. Internal review of the report was delayed due to impacts from Harvey and will resume next week.
  - p. Campus Wide – Data Closets
    - i. Back-up generators at the Interactive Learning Centers have been identified to support the Information Technology data centers. A final design for these packages is near completion.
  - q. Campus Wide – Acoustical Study
    - i. Field testing has been completed and an initial review is being performed by AECOM and College personnel. Also, the consultant performing the study will produce an acoustics design standard that will be used for coming building designs.
- VII. Project Updates – Operating
  - a. Energy Conservation and Air Monitoring Project
    - i. This project is in process. A prototype installation of LED lights has been completed and the presentation of the operation and quality of light was well received. Completion is schedule for July 2018.
- VIII. Adjournment – The meeting was adjourned at 4:48 p.m.

**San Jacinto College District  
Finance Committee Meeting Minutes  
September 6, 2017**

Members Present: Keith Sinor, Ruede Wheeler, and Larry Wilson

Members Absent: Marie Flickinger

Other Trustees Present: None

Others Present: Lori Barbay, Brenda Hellyer, Chet Lewis, and Linda Torres

- I. The meeting was called to order at 5:02 p.m. by Ruede Wheeler, Chair, Finance Committee. Roll call of Committee members was taken.
  - Marie Flickinger, absent.
  - Keith Sinor, present.
  - Ruede Wheeler, present.
  - Larry Wilson, present.
  
- II. Approval of Minutes from the June 20, 2017, Finance Committee Meeting.
  - Dr. Wheeler presented the minutes from the June 20, 2017, Finance Committee Meeting. A motion was made by Mr. Wilson, and seconded by Mr. Sinor to accept the minutes as presented.
  
- III. Review and Discuss Internal Audit Cash Count Observation, Follow-Up Audits and Departmental Audit
  - Linda Torres, Director of Internal Audit, updated the Committee on reports and audits done by the Internal Audit Department.
    - A cash count observation was performed on June 28, 2017, at the Café on the Central Campus. There were no issues noted.
    - A follow-up review was performed on May 18, 2017, to the Continuing and Professional Development (CPD) Commercial Truck Driving original audit performed on March 28, 2016. During the review it was noted that of the five original Corrective Action Plans (CAPs), of which, three were completed, one was partially completed, and one was incomplete:
      - Contract Compliance was noted as partially completed. The new estimated completion date is August 2017.
      - Budget Development was noted as incomplete. The new estimated completion date is for the FY18 budget.
    - A follow-up review was performed on May 17, 2017, to the CPD Third-Party Billing original audit performed on July 21, 2014. During the review it was noted that one CAP identified as partially completed as of August 31, 2016:
      - Maritime Registration and Invoicing was noted as partially completed. The new estimated completion date was August 2017.
    - A follow-up review was performed on May 30, 2017, to the Procurement Card original audit performed on October 13, 2014. During the review it was noted that one CAP identified as partially completed as of November 17, 2016:
      - Instances of Non-Compliance and Notification was noted as partially completed. The new estimated completed date was July 2017.
    - A comprehensive audit was conducted between September 1, 2015, and December 31, 2016, for the Welding Technology Departments on both the Central and North Campuses. The Observations and Corrective Action Plan Summary was shared with the Committee as well as the risk score and estimated completion date for each of the seven CAPs noted:
      - Contract Oversight; estimated completion date was immediately for Central

Campus, and September 2017 for North Campus.

- Procurement Approvals; estimated completion date was immediately for both campuses.
- Equipment Maintenance Schedule; estimated completion date for Central Campus is October 2017, and September 2017 for North Campus.
- Tools and Supplies Inventory Procedures; estimated completion date is September 2017, with refinement over the course of Fiscal Year 18 for both campuses.
- Fixed Assets; estimated completion date is September 2017 for North Campus.
- Employee Exit-Processing; estimated completion date was immediately for North Campus.
- Cost Efficiency; estimated completion date was June 8, 2017, at which time the possibility of class seat changes for Fall 2017 would be explored.

IV. Review and Discuss Investment Policy V-O

- Mr. Lewis informed the Committee that every year the Investment Policy is reviewed by the Investment Committee. After approval the Policy is then shared with our auditors and the College's investment advisors. He reviewed the updated version with two updates to the policy related to mutual funds and policy certification resulting from changes during the recent legislative session.
- The revisions will be made along with the updates related to formatting for Board policies. Approval of the Investment Policy will be an Action Item for the October 2, 2017, Board of Trustees Meeting.

V. Review and Discuss 2017 Property Tax Calculations

- Dr. Hellyer informed the Committee that tax documentation from Harris County was just received. A discussion took place on what is known at this time.
- Mr. Lewis stated that valuations would not be impacted for the current year, but the effects of Harvey on property values would occur in the subsequent tax year.
- Mr. Lewis noted will review the information and will provide an update at the board workshop on September 11, 2017. If the Board were to decide to go above the effective tax rate, there would need to be two public hearings and a vote to adopt the higher rate. A potential schedule of meetings will be presented at the workshop.
- There was some discussion on how Hurricane Harvey will affect the College's tax revenue. Mr. Lewis stated that will impact the 2018 tax rate and not the 2017 tax rate. Dr. Hellyer suggested reviewing tax information from when Hurricane Ike impacted the Houston area in 2008 to see how that storm impacted our tax revenue at that time.
- The adoption of the College's 2017 tax rate is tentatively scheduled as agenda item for the October 2, 2017, Board of Trustees Meeting.

VI. Review and Discuss Harris County Appraisal District Selection of Board Members

- Dr. Hellyer and Mr. Lewis shared with the Committee the letter received from Harris County Appraisal District (HCAD) pertaining to the selection of the HCAD's Board members. The College may participate in the selection of the member who represents school districts other than Houston ISD and the junior colleges.
- Mr. Pete Pape, from Deer Park ISD, is the current HCAD member representing community college districts and independent school districts (other than Houston ISD). His term expires December 31, 2017. It was noted the Mr. Pape appears to be serving well in the position and the committee appeared comfortable that he was a reasonable candidate to nominate. The nomination for a position is due October 15, 2017 and this will be an Action Item on the agenda for the September 11, 2017, Board of Trustees Meeting.



VII. Review of Disaster Recovery Efforts and Status

- Dr. Hellyer and Mr. Lewis updated the Committee on the efforts made by the staff during Hurricane Harvey. Mr. Lewis' team was on the ground during and after the storm, and the whole process was managed very well. Ali Shah, the new Emergency Manager, stepped into the position during the storm before his effective start date. There was minimal damage with slight water damage to ceiling tiles and seepage of water through the doors. The biggest risk encountered during the storm was the North Campus utility tunnel where flooding occurred. However, the system was shut down and then restarted after the storm with no problems. Ginger Lambert has met with the insurance adjusters, and because most of the damage was minimal, the College will likely not exceed individual building deductibles. Mr. Lewis stated that with the exception of the impact to the utility tunnel, overall damage should be less than \$1 million. The committee expressed thanks to the entire College for the management of the hurricane event.
- Dr. Hellyer stated enrollment is up approximately 4%, but the toughest challenge will be managing the dual enrollment with all the high schools starting at different times. The College may need to be flexible in offering Friday and weekend classes to catch the dual enrollment high school students to meet their course objectives. Another focus for the entire College community is on student retention and completion.

VIII. The meeting was adjourned at 5:51 p.m.

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

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

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

**IMPACT OF THIS ACTION**

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

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

Restricted revenues and restricted expenses will each be increased by \$3,161,709, 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-09-11-17

Attachment 2- Grant Detail-09-11-17

**RESOURCE PERSONNEL**

Chet Lewis

281-998-6306

chet.lewis@sjcd.edu

Michael Lee Moore

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

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Health and Human Services - Health Career Pathways Partnership</u>					
<u>(Incremental Funding Year 3)</u>					
Federal Grant Revenue	539324	56700	554100	110000	\$ (1,680,886)
Non-Instructional Labor - Staff	539324	56700	612000	460961	301,097
Fringe Benefits	539324	56700	650000	460961	102,373
Supplies	539324	56700	711000	460961	3,579
Travel	539324	56700	721000	460961	5,200
Contractual Services	539324	56700	731000	460961	344,536
Contractual - SJCCD Indirect costs	539324	56700	731500	620909	147,670
S/A - Departmental Scholarships	539324	56700	751009	520235	<u>776,431</u>
					\$ -
<u>US Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical</u>					
<u>Education - Basic Grant 2018 (New Grant)</u>					
Federal Grant Revenue	528428	56700	554100	110000	(708,041)
PT- Institutional	528428	56700	614100	460121	28,337
Operating Supplies - Consumable	528428	56700	711410	460911	274,060
Capital Equipment	528428	56700	741130	160914	209,932
Travel	528428	56700	721000	160912	76,996
Contractual Services - Consultant	528428	56700	731260	160927	85,000
Contractual - SJCCD Indirect costs	528428	56700	731500	620909	<u>33,716</u>
					-
<u>U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2018 (New Grant)</u>					
Federal Grant Revenue	538435	56700	554100	110000	(675,000)
Non-Instructional Labor - Staff	538435	56700	612000	460961	402,506
Fringe Benefits	538435	56700	651000	460961	80,702
Instructional Supplies - Consumable	538435	56700	711110	460961	45,016
Lab-Comp Sup-Software	538435	56700	711233	460961	20,000
Travel	538435	56700	721000	460961	10,000
Contr Svcs - Instr Outside Provider	538435	56700	731110	460961	10,000
Contractual Svcs - Printing	538435	56700	731330	460961	2,000
Contractual - SJCCD Indirect costs	538435	56700	731500	620909	50,000
S/A Departmental Scholarships T&F	538435	56700	751009	520235	<u>54,776</u>
					-
<u>Texas Higher Education Coordinating Board - Texas - Science, Technology, Engineering, and Math (T-STEM)</u>					
<u>Challenge Scholarship Program FY 2017-18 (Additional Funds)</u>					
State Grant Revenue	555035	56700	554200	110000	(87,782)
PT- Institutional	555035	56700	614100	465817	11,870
Fringe Benefits	555035	56700	651300	465817	130
Operating Supplies - Consumable	555035	56700	741130	465817	500
S/A Departmental Scholarships T&F	555035	56700	751009	520235	<u>75,282</u>
					-

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

State Grant Revenue	555022	56700	554200	110000	(10,000)
PT Instructional	555022	56700	621100	460962	4,500
Fringe Benefits	555022	56700	651300	460962	400
Travel	555022	56700	721210	460962	1,050
Contr Svcs - Instr Prof Development	555022	56700	731120	460962	<u>4,050</u>

-

Net Increase (Decrease)

\$ -

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

New Grant and Additional Funding Summary by Agency:

U.S. Department of Health and Human Services	\$ 1,680,886
U.S. Department of Education	1,383,041
Texas Higher Education Coordinating Board	<u>97,782</u>
	\$ 3,161,709

September 11, 2017 Board Book – Grant Amendments Detail List

U.S. Department of Health and Human Services - Health Career Pathways Partnership (Incremental Funding Year 3)

The program, Health Careers Pathways Partnership, is a joint venture between San Jacinto Community College District, Baker Ripley (formerly Neighborhood Center), and Harris Health Systems. The goals are 1) to train 1,250 individuals on government assistance and other low-income recipients in basic skills in various healthcare careers and workplace readiness, 2) to provide services to support participants to reach their educational goals and find jobs, and 3) to provide healthcare professions pathways that offer nuanced educational methods which provide the skills that employers value, and credit or non-credit alternatives to meet participants' educational goals. This is the third year installment of a five-year grant. Future installments are contingent upon performance. The total budget for the five-year period is \$8,005,354.

US Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2018 (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 Education /Houston-Galveston Area Council – Adult Education and Literacy Grant 2018 (New Grant)

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

Texas Higher Education Coordinating Board - Texas - Science, Technology, Engineering, and Math (T-STEM) Challenge Scholarship Program FY 2017-18 (Additional Funds)

The T-STEM Scholarship Program will continue to follow a proven model of success and retention. The program offers financial, academic, and community support thru scholarships in addition to tutorial assistance and mentorships programs with students, faculty and industry leaders. This grant is additional funding for the fifth and final time the College will receive this scholarship funding. Student persistence and graduation in STEM fields is the criteria for the scholarship.

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

This grant (formerly called the Houston Pathways Initiative (HPI)) has helped coordinate 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 initiative also enhances the existing work of Achieving the Dream, an initiative designed to increase academic success for at-risk students. The purpose of the initiative is to develop and share a database that tracks students' academic progress across institutional levels, from pre-kindergarten through elementary, middle and high school, and on through college. San Jacinto Community College District collaborates with the Channelview, Pasadena, Deer Park, La Porte, Sheldon, Clear Creek and Galena Park Independent School Districts.

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

**Consideration of Approval of Interlocal Agreement between San Jacinto Community College District and Houston Community College System**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve an interlocal agreement between San Jacinto Community College District (SJCCD) and Houston Community College System (HCCS).

**BACKGROUND**

In accordance with Subchapter B, Section 791.011 of the Texas Government Code a governmental entity and Chapter 271 of the Local Government Code may enter into an interlocal contract with another governmental entity that makes purchases or provides purchasing services. Use of an interlocal contract between two or more such parties is one of the approved methods of procurement for the College in accordance with Section 44.031 (4) of the Texas Education Code.

SJCCD and HCCS may cooperate in the purchase of various goods and services commonly utilized by the participants, where available and applicable, and can elect to purchase goods from suppliers under present and future contracts. SJCCD and HCCS shall each be individually responsible for payment directly to suppliers and for the supplier's compliance with all conditions of purchased items under any such contract.

**IMPACT OF THIS ACTION**

The purpose of the interlocal agreement is to streamline and minimize procurement-related expenses to secure quality goods and services at competitive prices while complying with the state's competitive procurement requirements and procurement laws. Utilizing contracts already in place by an institution of higher education of similar size and regional local, would allow the College to realize an indirect cost savings by eliminating the need to bid the goods and services independently and shorten the timeframe from the date a need is identified until the date that need can be fulfilled.

**BUDGET INFORMATION**

None

**MONITORING AND REPORTING TIMELINE**

The agreements shall remain in effect for one (1) year, commencing on the effective date and terminating on September 11, 2018 and will automatically renew on an annual basis for a duration not to exceed ten (10) years, unless terminated in writing by either party.

**ATTACHMENTS**

Attachment 1- HCCS Interlocal Agreement

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

**Consideration of Approval of Interlocal Agreement between San Jacinto Community College  
District and Houston Community College System**

**RESOURCE PERSONNEL**

Ann Kokx-Templet	281-998-6103	Ann.Kokx-templet@sjcd.edu
Chet Lewis	281-998-6306	Chet.Lewis@sjcd.edu



## INTERLOCAL AGREEMENT

This Interlocal Agreement ("Agreement") is made and entered into this 12th day of September, 2017, by and between the HOUSTON COMMUNITY COLLEGE SYSTEM (hereinafter called "HCCS") and the SAN JACINTO COMMUNITY COLLEGE DISTRICT (hereinafter called "SJCCD"), each acting by and through its duly authorized officials:

WHEREAS, HCCS and SJCCD are both governmental entities engaged in the purchase of goods and services, which is a recognized governmental function;

WHEREAS, HCCS and SJCCD wish to enter into this Agreement pursuant to Chapter 791 of the Texas Government Code (hereinafter "Interlocal Cooperation Act") and Chapter 271 of the Local Government Code to set forth the terms and conditions upon which HCCS and SJCCD may purchase various goods and services commonly utilized by each party;

WHEREAS, participation in an interlocal agreement will be highly beneficial to the taxpayers of HCCS and SJCCD through the anticipated savings to be realized and is of mutual concern to the contracting parties;

WHEREAS, HCCS and SJCCD have current funds available to satisfy any fees owed pursuant to this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises, covenants and obligations as set forth herein, HCCS and SJCCD agree as follows:

1. HCCS and SJCCD may cooperate in the purchase of various goods and services commonly utilized by the participants, where available and applicable, and may purchase goods and services from vendors under present and future contracts.
2. HCCS and SJCCD shall each be individually responsible for payments directly to the vendor and for the vendor's compliance with all conditions of delivery and quality of purchased items under such contracts. HCCS and SJCCD shall each make their respective payments from current revenues available to the paying party.
3. Notwithstanding anything herein to the contrary, participation in this Agreement may be terminated by any party upon thirty (30) days written notice to the other participating party.
4. The undersigned officer and/or agents of the parties hereto are duly authorized officials and possess the requisite authority to execute this Agreement on behalf of the parties hereto.

5. This Agreement may be executed separately by the participating entities, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

6. This Agreement shall become effective on the day and year written above (the "Effective Date"). The primary term of this Agreement shall be for one (1) year, commencing on the Effective Date and terminating on September 11, 2018. Contract will automatically renew on an annual basis for a duration not to exceed ten (10) years, unless terminated according to the terms set forth in Paragraph 3.

7. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Agreement.

8. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held by a court of competent jurisdiction to be contrary to law or contrary to any rule or regulation having the force and effect of the law, the remaining portions of the Agreement shall be enforced as if the invalid provision had never been included.

9. This Agreement embodies the entire agreement between the parties and may only be modified in writing executed by both parties.

10. This Agreement shall be binding upon the parties hereto, their successors, heirs, personal representatives and assigns. Neither party will assign or transfer an interest in this Agreement without the written consent of the other party.

11. It is expressly understood and agreed that, in the execution of this Agreement, neither party waives, nor shall be deemed hereby to have waived any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the parties do not create any obligations, express or implied other than those set forth herein, and this Agreement shall not create any rights in parties not signatories hereto.

12. The declarations, determinations and findings declared, made and found in the preamble to this Agreement are hereby adopted, restated and made part of the operative provisions hereof.

EXECUTED hereto on the day and year first above written.

HOUSTON COMMUNITY  
COLLEGE SYSTEM

SAN JACINTO COMMUNITY  
COLLEGE DISTRICT

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Dr. Cesar Maldonado, Ph.D., P.E.  
Chancellor

---

Brenda Hellyer, Ed.D.  
Chancellor

**Action Item “XI”**  
**Regular Board Meeting September 11, 2017**  
**Consideration Of A Resolution For Casting A Ballot For The Nomination**  
**Of A Person To The Board of Directors Of The Harris County Appraisal District**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a Resolution to nominate Pete D. Pape as a member of the Harris County Appraisal District (HCAD) Board of Trustees for a two-year term beginning January 1, 2018.

**BACKGROUND**

Senate Bill 359 (SB 359), passed by the 83rd Texas Legislature became effective on June 14, 2013, and provides for participation by community college districts in the selection of appraisal district directors to terms that begin after 2014. Senate Bill 359 provides that community college districts will participate collectively in the selection of directors and at the same voting authority as a single independent school district (ISD). There are four community college districts in Harris County: San Jacinto Community College District, Houston Community College, Lone Star College and Lee College. These four entities will collectively have one vote in the election for the HCAD Board. The one vote will be determined by a canvassing of votes for the four community colleges by the Chief Appraiser. The vote to be cast is for the person who receives the most votes from the four entities. If the four votes result in a tie, the winner will be determined by the Chief Appraiser by a random drawing.

There are six members on the HCAD Board of Directors. The collective community college vote will be cast with votes from the other independent school district (ISD) votes (excluding Houston Independent School District (HISD) in Harris County. The remaining five members are either appointed or election from the Harris County Commissioners Court, the Houston City Council, the Houston Independent School District, the cities of Harris County excluding the City of Houston, and the conservation and reclamation districts in Harris County.

The current representative for the community colleges and ISDs (excluding HISD) is Pete D. Pape, Assistant Superintendent for Business Services, Deer Park Independent School District. Mr. Pape also serves on the Goose Creek ISD Board of Directors. Mr. Pape has expressed an interest in an additional term. Administration recommends that the College nominate Mr. Pape for another two-year term.

The deadline for the College to pass a Resolution to nominate a candidate is October 15, 2017.

**IMPACT OF THIS ACTION**

Adoption of the proposed Resolution will nominate Pete D. Pape as a candidate of the HCAD Board of Trustees. The term will be for two years beginning January 1, 2018.

**Action Item “XI”**  
**Regular Board Meeting September 11, 2017**  
**Consideration Of A Resolution For Casting A Ballot For The Nomination**  
**Of A Person To The Board of Directors Of The Harris County Appraisal District**

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

No budget implication.

**MONITORING AND REPORTING TIMELINE**

HCAD will prepare a ballot listing of nominees by October 30, 2017. The College will have the opportunity to cast a vote by Resolution no later than December 15, 2017.

**ATTACHMENTS**

Attachment 1 - A Resolution of the Board of Trustees of the San Jacinto Community College District nominating a candidate for a position on the Board of Directors of the Harris County Appraisal District

Attachment 2 – Letters dated August 17, 2017, and August 14, 2017, from HCAD

**RESOURCE PERSONNEL**

Chet Lewis	281-998-6306	chet.lewis@sjcd.edu
Brenda Hellyer	281-998-6150	brenda.hellyer@sjcd.edu

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

**NOMINATING A CANDIDATE FOR A POSITION ON THE BOARD  
OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT**

WHEREAS, those school districts other than the Houston Independent School District within the Harris County Appraisal District and the junior college districts within the Harris County Appraisal District have the right and responsibility to elect one person to the board of directors of the Harris County Appraisal District for a term of office commencing on January 1, 2018, and extending through December 31, 2019; and

WHEREAS, this governing body desires to exercise its right to nominate a candidate for such position on said board of directors; now, therefore

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

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

**Section 2.** That Pete D. Pape, Assistant Superintendent for Business Services, Deer Park Independent School District, 2800 Texas Avenue, Deer Park, Texas 77536, Phone: 832-668-7035 be, and he or she is hereby, nominated as a candidate for that position on the board of directors of the Harris County Appraisal District to be filled by those junior college districts and school districts other than the Houston Independent School District within the Harris County Appraisal District for a two-year term of office commencing on January 1, 2018.

**Section 3.** That the presiding officer of the governing body of this taxing unit be, and he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this RESOLUTION to the chief appraiser of the Harris County Appraisal District no later than October 15, 2017.

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

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

**ATTEST:**

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



Harris County Appraisal District  
Interoffice Memorandum  
OFFICE OF CHIEF APPRAISER

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TO: PRESIDING OFFICERS OF TAXING UNITS  
SERVED BY THE HARRIS COUNTY APPRAISAL DISTRICT

FROM: ROLAND ALTINGER, CHIEF APPRAISER

SUBJECT: SELECTION OF APPRAISAL DISTRICT BOARD MEMBERS

DATE: AUGUST 17, 2017

**Please note that the date for sending the votes has been extended from December 1, 2017 (as previously noted) to December 15, 2017. There are no changes to dates for submitting nominations.**

**Election**

Before Monday, October 30, 2017, the chief appraiser will prepare a ballot listing the nominees in alphabetical order. The chief appraiser will deliver a copy of the ballot to each participating unit.

No later than Friday, **December 15, 2017**, votes must be cast for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit an official copy to the chief appraiser. *Ballots received by the chief appraiser after December 15 may not be counted.*

By **December 20, 2017**, the chief appraiser will count the votes, declare the results, and notify the winners. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

Sincerely,

A handwritten signature in cursive script that reads "Roland Altinger".

Roland Altinger, RPA, CAE, CTA, CCA  
Chief Appraiser

Attachments

cc: HCAD Board Members  
Tax Assessors  
Attorneys

RECEIVED  
8/23/17



Harris County Appraisal District  
Interoffice Memorandum

OFFICE OF CHIEF APPRAISER

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**TO:** PRESIDING OFFICERS OF TAXING UNITS  
SERVED BY THE HARRIS COUNTY APPRAISAL DISTRICT

**FROM:** ROLAND ALTINGER, CHIEF APPRAISER

**SUBJECT:** SELECTION OF APPRAISAL DISTRICT BOARD MEMBERS

**DATE:** AUGUST 14, 2017

Your taxing unit participates in selecting members of the Harris County Appraisal District's board of directors. The board is composed of six members who serve two-year terms, all of which expire December 31, 2017. This memorandum describes the process of selecting directors for the two-year term that begins January 1, 2018.

#### Functions of the Board

The appraisal district appraises all property in the county for ad valorem tax purposes. The board of directors is the governing body for the district. This board employs the chief appraiser, sets general policies for the district, and adopts the budget for the district. By law, board members cannot communicate with the chief appraiser regarding appraisals. There is no compensation for service on the appraisal district board of directors; however, directors are reimbursed for travel expenses if incurred. The board of directors typically meets once a month.

#### Participating Units

The current method of selecting directors was established by resolutions of the county, cities, and school districts participating in the appraisal district in 1981. The method of selection was modified in 1991 after the law was changed to provide a voting entitlement to conservation and reclamation districts and has also been modified to provide a voting entitlement for junior college districts. Sec. 6.031, Tax Code, authorizes an appraisal district to vary both the size and the method of selecting its board members.

The six members of the Harris County Appraisal District's board of directors are selected as follows:

- One member appointed by the Harris County Commissioners Court.
- One member appointed by the Houston City Council.
- One member appointed by the board of trustees of the Houston Independent School District.
- One member appointed by votes of the city councils of the cities other than Houston. Each city council casts a single vote. The candidate who receives the most votes is elected.
- One member appointed by votes of the boards of trustees of the school districts other than Houston Independent School District and by the boards of directors of the junior colleges with territory in Harris County. Each school district board casts a single vote. The junior college districts collectively cast a single vote. The candidate who receives the most votes is elected.
- One member appointed by votes of the governing bodies of the conservation and reclamation districts that participate in the appraisal district. Each body casts a single vote. The candidate who receives the most votes is elected.

In the event the county appoints someone other than the county assessor-collector to the board, the county assessor-collector will serve *ex-officio* in a non-voting capacity as a seventh member.

Board members whose terms expire December 31, 2017, are:

- Ed Heathcott, Chairman, representing cities & towns, except City of Houston
- Pete Pape, Secretary, representing junior college districts and school districts other than Houston ISD
- Wanda Adams, Assistant Secretary, representing Houston ISD
- Ann Harris Bennett, Ex-Officio Member, Harris County Tax Assessor-Collector
- Jim Robinson, Member, representing Harris County
- Glenn E. Peters, Member, representing conservation and reclamation districts
- Al Odom, Member, representing City of Houston

#### Eligibility Requirements

An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the board of directors.

**Residency:** The candidate must be a resident of Harris County, and must have resided in the county for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.

**Employment:** An employee of a taxing unit served by the appraisal district is ineligible, with one exception. An employee may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee would be *eligible* to serve on the appraisal district's board of directors. Elected officials or members of governing bodies who are not employed by taxing units are also *eligible* to serve on the board.

An individual is *ineligible* to serve on an appraisal district board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding five years.



**Conflict-of-interest:** A candidate may not serve if the candidate is related to a person who is in the business of appraising property or represents property owners for a fee in proceedings in the appraisal district. Relatives barred are those within the second degree by consanguinity (blood) or affinity (marriage). These persons include: spouse, children, brothers and sisters, parents, grandparents, and grandchildren. The spouse's relatives in the same degree are included.

A candidate who contracts with the appraisal district for any purpose, or who contracts with a taxing unit served by the district for a property tax related purpose, may not serve. The same rule applies to candidates who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). A candidate has a substantial interest if the candidate or the candidate's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. A candidate also has a substantial interest if the candidate or the candidate's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

The appraisal district may not employ any person who is related to an appraisal district director within the second degree by affinity or the third degree by consanguinity. The provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

**Delinquent taxes:** Texas law makes a person ineligible to serve as an appraisal district director if he or she has delinquent property taxes owing to any taxing unit 60 days after the person knew or should have known of the delinquency.

#### **Selection Procedures**

The procedures for selecting members of the board of directors for the two-year term beginning on January 1, 2018, are as follows:

#### **For Cities and Towns Other Than the City of Houston**

The cities and towns other than the City of Houston appoint one member by majority vote of their city council. The process for these cities and towns involves two steps: nomination and election.

#### **Nomination**

The city council of each city and town has the right to nominate a single candidate for the position. To nominate, the governing body must adopt a resolution nominating the candidate by formal action. The mayor, as presiding officer of the city council, must submit the nominee's name to the chief appraiser of the Harris County Appraisal District no later than Sunday, October 15, 2017. The mayor must provide a certified copy of the resolution and may include a cover letter naming the nominee.

**Election**

Before Monday, October 30, 2017, the chief appraiser will prepare a ballot listing the nominees in alphabetical order. The chief appraiser will deliver a copy of the ballot to the mayor of each voting city or town.

No later than Friday, December 1, 2017, each city council must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit an official copy to the chief appraiser. *Ballots received by the chief appraiser after December 1 may not be counted.*

By December 15, 2017, the chief appraiser will count the votes, declare the results, and notify the winner, the nominees, and the managers of each city and town. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

**For Junior Colleges and School Districts Other Than  
the Houston Independent School District**

With the exception described below for junior college districts, exactly the same procedure described for cities and towns above applies to the selection of the member who represents junior colleges and school districts other than Houston ISD. The board of trustees of the school districts must nominate and elect following the deadlines and procedures described above.

The four junior college districts with territory in Harris County may participate in the selection of the member who represents school districts other than Houston ISD and the junior colleges. However, the junior college districts collectively have the same voting authority as a single school district. The boards of trustees of junior college districts may each nominate a candidate following the deadlines and procedures described above. However, the four junior colleges collectively have a single vote in the election. Each board of trustees may cast a vote by resolution and file the resolution with the chief appraiser. The collective vote will be automatically cast for the candidate who receives the most votes from among the junior colleges. As an example, if one candidate receives three votes and another receives one vote, the junior colleges will be deemed to have collectively cast their vote for the candidate who received the three votes.

**For Conservation and Reclamation Districts**

The procedure and timetable for selecting the member who represents the conservation and reclamation districts are the same as that described above for small cities and school districts.

The conservation and reclamation districts that participate in the appraisal district may cast a single vote. The candidate who receives the most votes is elected.

Presiding Officers, August 14, 2017

Page 5

**For Harris County, the City of Houston,  
and the Houston Independent School District**

**By December 15, 2017, the governing body of each of these entities appoints a single person to represent it on the board. Each governing body must formally adopt a resolution naming the person who will serve as a board member and submit it to the chief appraiser at the address shown below:**

**Roland Altinger  
Harris County Appraisal District  
13013 Northwest Freeway  
P. O. Box 920975  
Houston, TX 77292-0975**

To assist you in this process, I have enclosed a suggested form of resolution for the nomination of a candidate to the board of directors of the Harris County Appraisal District.

We invite your questions or comments on the board selection process. Please do not hesitate to call me at (713) 957-5670.

Sincerely,



**Roland Altinger, RPA, CAE, CTA, CCA  
Chief Appraiser**

**Attachments**

**cc: HCAD Board Members  
Tax Assessors  
Attorneys**

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

<b>I.</b>	<b>EQUIPMENT, SUPPLIES &amp; SERVICES BIDS</b>	
	RFP #17-18 Disaster Recovery Services (pgs. 2-4 )	\$ -
	RFP #18-02 Trash Disposal Services (pgs. 5-7)	250,000
	CMR #18-03 Construction Manager-at-Risk for South Campus Engineering & Technology Building (pgs. 8-10 )	1,244,726
	IFB #18-07 Enterprise Term License Agreement for Adobe Products (pgs. 11-12)	<u>119,770</u>
	<b>TOTAL OF ALL BIDS</b>	<b>1,614,496</b>
<b>II.</b>	<b>PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS</b>	
	Purchase Request #1 Purchase Robots for the Advanced Manufacturing Lab at the North Campus Center for Industrial Technology (pgs. 13-14)	90,540
	Purchase Request #2 Commissioning Services for Central Campus Welcome Center Building (pgs. 15-16)	116,200
	Purchase Request #3 Purchase Network and Wireless Equipment (pgs. 17-18)	<u>1,461,000</u>
	<b>TOTAL OF PURCHASE REQUESTS</b>	<b>1,667,740</b>
	<b>GRAND TOTAL:</b>	<b><u>\$ 3,282,236</u></b>

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees ratify a contract for disaster recovery services with Belfor Property Restoration and Mooring USA for the Safety, Health, Environment, and Risk Management (SHERM) department.

## **BACKGROUND**

It is important for the College to have a contract in place for disaster recovery services, to be used on an as needed basis, in order for the College to be more prepared in the event of an emergency. The Contractor shall provide the necessary skilled trades required to assist the College in recovering from the effects of a major disaster or incident. Services shall include, but are not limited to, restoration and repair from damage due to fire, water, wind, smoke, contamination, corrosion, and any other natural or manmade disasters.

A request for proposals, Project Number 17-18, was issued to procure disaster recovery services. Four (4) responses were received and evaluated by a team consisting of Facilities Services and SHERM staff and administrators who determined the proposal submitted by Belfor Property Restoration and Mooring USA would provide the best value to the College.

## **IMPACT OF THIS ACTION**

This contract will allow the College to proactively engage and commit recovery services, which also meets requirements by Federal Emergency Management Agency's (FEMA) for possible grant reimbursement(s). If a serious event occurs, the College will be able to quickly engage a restoration firm for assistance to supplement the College with additional personnel, equipment and resources. The Contractor shall comply with various requirements of applicable Federal regulations, including but not limited to procurement practices, contractual provisions and document creation, and retention and maintenance requirements.

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

The estimated annual expenditure will be incumbent on the scope of the work required per event. This expenditure will be funded from the SHERM department's 2017-2018 operating budget and subsequent year budgets.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will be two (2) years, ending June 30, 2019, with renewal options of four (4) one-year terms.

## **ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Ginger Lambert	281-998-6183	ginger.lambert@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Project Name:**  
**Project Number:**  
**Number of Evaluators:**

Disaster Recovery Services  
RFP 17-18  
3

Stated Criteria	Total Points Available	Belfor Property	Mooring USA	ServPro ABM Restoration	Cotton Commercial USA
Project Understanding and Management	60	45	41	26	39
Price Proposal	60	11	29	26	13
Qualifications and Experience of Proposer	45	38	26	23	30
Qualifications and Experience of Personnel Related to FEMA Reimbursement	45	36	23	20	23
Record Retention System	45	34	19	16	20
Financial Responsibility	30	25	19	14	26
Proposer's Capacity	15	9	7	5	4
<b>Totals</b>	<b>300</b>	<b>198</b>	<b>164</b>	<b>130</b>	<b>155</b>
		<b>Total Points Received</b>			

<b>Final Ranking</b>	
Vendor Name	Total Score
<b>Belfor Property</b>	<b>198</b>
<b>Mooring USA</b>	<b>164</b>
<b>Cotton Commercial USA</b>	<b>155</b>
<b>ServPro ABM Restoration</b>	<b>130</b>

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for trash disposal services with Waste Management of Texas, Houston for the Facilities Services department.

### **BACKGROUND**

The College issued a solicitation to procure trash disposal services for the North, South, and Maritime campuses. The solicitation did not include Central or District because the City of Pasadena requires the College to use the city's trash disposal contracted provider for properties located within the city limits.

Recycling services will also be added to the contract for all campus locations, which will allow for the College to capitalize on consolidated services and more favorable pricing. The service frequency varies at each location, based on the volume of trash accumulated. This contract will allow for contract flexibility as service requirements change.

A request for proposal, Project Number 18-02, was issued to procure trash disposal services. Four (4) responses were received and evaluated by a team consisting of Auxiliary Services, Facilities Services, and Safety staff and administrators who determined the proposal submitted by Waste Management of Texas, Houston would provide the best value to the College. As an informational note, Waste Management of Texas, Houston is also the contracted vendor for trash disposal for the City of Pasadena.

### **IMPACT OF THIS ACTION**

The selected vendor will provide trash compactors and roll off (open top) containers for all trash disposal needs at North, South and Maritime campuses. The selected vendor will also provide recycling services for all campus locations. The Facilities Services department will ensure that all work is carried out in strict accordance with applicable federal, state, and city ordinances.

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

The estimated annual expenditure is \$250,000 and will be funded from Facilities Services department's 2017-2018 operating budget.

### **MONITORING AND REPORTING TIMELINE**

The initial award term will be two (2) years, ending September 12, 2019, with renewal options of three (3) one-year terms.

### **ATTACHMENTS**

Attachment 1 - Tabulation



**RFP #18-02**  
**Regular Board Meeting September 11, 2017**  
**Consideration of Approval to Contract for Trash Disposal Services**

**RESOURCE PERSONNEL**

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

**Project Name:** Trash Disposal Services  
**Project Number:** RFP 18-02  
**Number of Evaluators:** 3

Stated Criteria	Total Points Available	Waste Mgmt of Texas, Houston	Waste Corp of America	Nation Waste Inc.	Richard Jones Maintenance
Price Proposal	180	180	105	144	69
Qualifications and Experience of Firm	60	51	40	48	25
Business Questionnaire	60	48	37	54	21
<b>Totals</b>	<b>300</b>	<b>279</b>	<b>182</b>	<b>246</b>	<b>115</b>
		<b>Total Points Received</b>			

<b>Final Ranking</b>	
Vendor Name	Total Score
Waste Mgmt of Texas, Houston	279
Nation Waste Inc.	246
Waste Corp of America	182
Richard Jones Maintenance	115

**CMR #18-03**  
**Regular Board Meeting September 11, 2017**

**Consideration of Approval to Award Contract for Construction Manager-at-Risk  
for South Campus Engineering and Technology Building**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for a Construction Manager-at-Risk (CMR) with Tellepsen Builders, L.P. to construct the new South Campus Engineering and Technology Building.

**BACKGROUND**

In December 2016, the Board authorized the Construction Manager-at-Risk delivery method for the South Campus Engineering and Technology Building.

Project Number 18-03 utilized a two-step solicitation process to procure these services in accordance with the Texas Government Code, Section 2269.251. A request for qualifications (RFQ), the first phase of the two-step process, was issued on July 19, 2017, and submittals were received from fifteen (15) firms. Evaluation and ranking of the submittals was based on criteria published in the RFQ. On August 16, 2017, the five highest-ranked firms were asked to submit a response to a Request for Proposals (RFP), the second phase of the two-step process. In addition, each firm made a presentation to the evaluation committee on August 24, 2017. The five finalists were ranked using numerical assessments from each segment and Tellepsen Builders, L.P. earned the highest overall score.

**IMPACT OF THIS ACTION**

Approval of this request will authorize a contract with Tellepsen Builders, L.P. to construct the new South Campus Engineering and Technology Building. The scope of work will include pre-construction services and construction of a 73,736 square foot building that will provide instructional labs to support vocational programs, as well as provide non-programmed flexible space for new educational programs.

The project will require the development of the immediate site at the South Campus to include grading and drainage systems, installation of water, waste water, and natural gas lines. The project will also include installation of electrical service to the building from the existing campus primary distribution system, as well as, connection of hot and chilled water pipes to the existing central plant.

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

Pending successful contract negotiations, the total general contractor estimated compensation will be \$1,244,726. This total consists of a preconstruction fee of \$15,000, estimated general conditions of \$940,928, and the construction management fee of 1.75%; all of which are within budget. The total project budget is \$27,511,080.

The project's guaranteed maximum price (GMP) for construction will be developed as design and construction plans progress. This expenditure will be funded from the 2015 Bond Program.

**CMR #18-03**  
**Regular Board Meeting September 11, 2017**

**Consideration of Approval to Award Contract for Construction Manager-at-Risk  
for South Campus Engineering and Technology Building**

**MONITORING AND REPORTING TIMELINE**

Design and construction of the new building is estimated to take approximately twenty-one (21) months. Following detailed design and bidding, a GMP will be brought to the Board for consideration. Design and construction will be monitored by the College's Facilities Services personnel. Program management will be conducted by AECOM.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

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

**CMR 18-03 Construction Manager-at-Risk for South Campus  
Engineering and Technology Building**

**EVALUATION RESULTS**

**QUALIFICATIONS SUMMARY**

#	Contractor	Score	Weight	Final Score
1	Tellepsen	90.63	40%	36.25
2	Skanska USA Building	88.28	40%	35.31
3	Austin Commercial	85.34	40%	34.13
4	Durotech Inc.	85.13	40%	34.05
5	SpawGlass Construction Corporation	84.81	40%	33.92

**PRICING SUMMARY**

#	Contractor	Score	Weight	Final Score
1	Tellepsen	100.00	30%	30.00
2	Durotech Inc.	96.95	30%	29.08
3	SpawGlass Construction Corporation	69.88	30%	20.96
4	Skanska USA Building	66.25	30%	19.87
5	Austin Commercial	60.24	30%	18.07

**PRESENTATION SUMMARY**

#	Contractor	Score	Weight	Final Score
1	SpawGlass Construction Corporation	93.50	30%	28.05
2	Tellepsen	90.88	30%	27.26
3	Skanska USA Building	90.13	30%	27.04
4	Durotech Inc.	88.25	30%	26.48
5	Austin Commercial	86.25	30%	25.88

**18-03 FINAL SCORES - RANKED**

#	Contractor	Score
1	Tellepsen	93.51
2	Durotech Inc.	89.61
3	SpawGlass Construction Corporation	82.94
4	Skanska USA Building	82.22
5	Austin Commercial	78.08

**IFB #18-07**  
**Regular Board Meeting September 11, 2017**  
**Consideration of Approval to Contract for**  
**Enterprise Term License Agreement for Adobe Products**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for an Enterprise Term License Agreement (ETLA) for Adobe Products from JourneyEd.com Inc. for the College.

**BACKGROUND**

Adobe software products are considered the industry standard for most environments and are used for a wide variety of administrative and instructional needs. The College's existing three-year ETLA with Adobe is expiring and is scheduled to be renewed in order to continue using the products as currently installed on office and lab computers. The new agreement will allow the College's faculty, staff, and students the continued use of Adobe's Creative Cloud for Enterprise suite of software on College-owned computers.

An invitation for bids (IFB), Project Number 18-07, was issued to procure an ETLA for Adobe Products. One response was received and reviewed by representatives from the ITS department who determined the bid submitted by JourneyEd.com Inc. would continue to meet the College's needs at a significant savings over other market pricing options.

**IMPACT OF THIS ACTION**

This purchase will allow the College to continue using the Adobe products in their current capacity and for the ITS department to continue providing a consistent and updated environment to meet new and existing administrative or instructional needs.

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

The estimated annual expenditure is \$119,770. This expenditure will be funded from the ITS department's 2017-2018 operating budget and subsequent year budgets, subject to approval by the Board.

**MONITORING AND REPORTING TIMELINE**

The contract award term will be for three years ending October 26, 2020.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Rob Stanicic	281-929-4644	Rob.stanicic@sjcd.edu
Allen Bourque	281-922-3494	Allen.bourque@sjcd.edu
Patsy Laredo	281-998-6106	Patsy.laredo@sjcd.edu

**Project Name** Enterprise Term License Agreement for Adobe Products  
**Project Number** 18-07

### Final Ranking

Vendor Name	Total Bid Price	Notes
JourneyEd.com Inc.	\$119,770	Bid price is based on 2,065 full time equivalent (FTE) users

**Purchase Request #1**  
**Regular Board Meeting September 11, 2017**

**Consideration of Approval to Purchase Robots for the Advanced Manufacturing Lab at the  
North Campus Center for Industrial Technology**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve the purchase of two robots and related equipment and software for the Advanced Manufacturing Lab at the North Campus Center for Industrial Technology (CIT) from Technical Laboratory Systems, Inc.

**BACKGROUND**

At the August 2017 meeting, the Board of Trustees approved a change order to the CIT construction contract to make modifications to various labs and related spaces at the CIT building. The changes included building out the Advanced Manufacturing Lab space and providing utilities and infrastructure necessary to operate advanced manufacturing equipment in this lab. Previous purchases for the Advanced Manufacturing Lab equipment include metal working and machining equipment, commercial CNC machines, Programmable Logic Controllers (PLC), and 3-D printing equipment which have been funded from grant and bond project funding sources. This approval will provide for the purchase of two Fuji Automatic Numerical Control (FANUC) six-axis, mechanical robots and related equipment and certified instructor training software from Technical Laboratory Systems, Inc. (Tech-Labs).

Tech-Labs is the sole supplier of FANUC America Corporation Certified Education Training programs and products (including the LR Mate 200iD/4S robot with educational tooling package and MH CERT software application program). Sole source number 1492 has been assigned. Tech-Labs has a contract through the Choice Partners cooperative network, Contract Number 14/034MP, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and permitted through Section 791.001(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

Purchase and installation of the LR Mate 200iD/4S robots will provide automated material handling capacity for various manufacturing scenarios and will support Continuing Professional Development (CPD) industry training goals for automated state-of-the art material handling equipment and software. The purchase will also include the MH Certified Education Training Program which will certify instructors at San Jacinto College to train students in the programming of FANUC Robots.

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

The budget amount for this request is \$90,540. This expenditure will be funded from the 2015 Revenue Bond Program.



**Purchase Request #1**  
**Regular Board Meeting September 11, 2017**

**Consideration of Approval to Purchase Robots for the Advanced Manufacturing Lab at the  
North Campus Center for Industrial Technology**

**MONITORING AND REPORTING TIMELINE**

The procurement, installation, and orientation will take approximately three months after Board approval. This project will be monitored by San Jacinto College Facilities Services personnel.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Purchase Request #2**  
**Regular Board Meeting September 11, 2017**  
**Consideration of Approval to Contract for Commissioning Services for**  
**Central Campus Welcome Center Building**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees authorize BES/Terracon (Terracon) to provide Building Commissioning and MEP Systems Commissioning services necessary to support the Central Campus Welcome Center project.

**BACKGROUND**

The Central Campus Welcome Center is a 2015 Bond Program project and is being designed by Page architects. Building and MEP Systems Commissioning services will be carried out by Terracon assuring design compliance with College standards. Additionally, construction compliance to design and systems operation verification will be verified by Terracon.

Terracon was approved as part of the pool of recommended technical professional consultants at the November 7, 2016, Board meeting. It is recommended that Terracon be selected to provide this service for the Welcome Center project.

Commissioning services are classified as professional services pursuant to Section 2254 of the Texas Government Code and a pool of firms were screened, pre-qualified and approved for use on projects on an as needed basis.

**IMPACT OF THIS ACTION**

This action will result in successful third-party monitoring and oversight of the technical design and verification of operations of the systems incorporated in the Welcome Center project. In accordance with Section 2269.058 of the Texas Government Code, the College is required, independently of the construction manager-at-risk, to provide or contract with the construction materials engineering, testing, and inspection services and the verification testing services necessary for acceptance of the facility. This action will provide the independent verification of the systems design and the actual installed performance of the systems in the building in relation to the designed intent and specifications.

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

The maximum expenditures requested for commissioning services are \$58,700 for Building Commissioning and \$57,500 for MEP Systems Commissioning, for a not-to-exceed total amount of \$116,200. This expenditure will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

All services are estimated to be completed within twenty-one (21) months from release to project completion. This project will be monitored by San Jacinto College Facilities Services and AECOM personnel.

**Purchase Request #2**  
**Regular Board Meeting September 11, 2017**  
**Consideration of Approval to Contract for Commissioning Services for**  
**Central Campus Welcome Center Building**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #3**  
**Regular Board Meeting September 11, 2017**  
**Consideration of Approval to Purchase Network and Wireless Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve the purchase of network and wireless equipment from Layer 3 Communications for the Information Technology Services (ITS) department.

**BACKGROUND**

The College has both wireless access points (Wi-Fi) and wired switches that provide network access for students and employees. Many of these devices have reached the end of their useful life, or need expanded coverage. Each year the College has seen increasing demands on network capacity and the increased trends are expected to continue to expand the use of Open Educational Resources (OER). ITS will oversee the replacement of outdated equipment and build additional capacity to support College operations to serve our students and employees.

Layer 3 Communications LLC has a contract through the Texas Interlocal Purchasing System (TIPS) cooperative contracts program to provide networking equipment, software and services, Contract Number 1071615, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

Approval of this request will fund upgrades to our critical infrastructure and replace aging equipment and help improve the availability of our wireless network.

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

The estimated expenditure for this request is \$1,461,000. Approximately \$902,000 will be spent on network switches and \$559,000 on high density wireless access points. This expenditure is funded from the 2008 Bond Program contingency.

**MONITORING AND REPORTING TIMELINE**

This request consists of two projects. The first project is the replacement of 236 aging network switches located in various buildings throughout the District. This project will start in October 2017 and is expected to conclude in January 2018. The second project is the installation of 192 new and replacement of 759 old wireless access points. This project will start in January 2018 and is expected to conclude in April 2018.

**ATTACHMENTS**

None

**Purchase Request #3**  
**Regular Board Meeting September 11, 2017**  
**Consideration of Approval to Purchase Network and Wireless Equipment**

**RESOURCE PERSONNEL**

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Item "A"**  
**Regular Board Meeting September 11, 2017**  
**Approval of the Minutes for the August 14, 2017**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the August 14, 2017, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
August 14, 2017  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Others:</b> Lisa Brown (Thompson & Horton), Teri Crawford, Sandy Hellums via conference call (Thompson & Horton), Chet Lewis, Mandi Reiland, Steve Trncak
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	<b>Board Chair, Marie Flickinger called the workshop to order at 4:35 p.m.</b>
<b>II.</b>	<b>Roll Call of Board Members</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Open Meeting Act and Public Information Act Training</b>	<p>Marie Flickinger stated that Lisa Brown with Thompson and Horton would present on the open meetings act (OMA) and public information act training. After the training, the Board will enter into closed session for additional consultation with the attorney and for a personnel issue. The Board members will then have an opportunity to consult with the attorney on this training.</p> <p>Lisa Brown gave an overview of the Texas Open Meetings Act. She explained that the purpose of the act is open governmental decision-making to the public and to safeguard public's interest in knowing the workings of its governmental bodies. The key features of the act are the requirement that most meetings of governing bodies be open to the public, requires that governing bodies give advance written notice of the subjects to be discussed at each meeting, requires that all votes occur in public, and provides criminal penalties for violations. This act applies to all state, county, and local "governmental bodies," including city councils, commissioners' courts, and school boards. It does not apply to meetings conducted by employees of the governmental body and it does not apply</p>

		<p>to purely “advisory” groups that do not control or supervise public business.</p> <p>In regards to Advisory Committees and Subcommittees, a committee that does not control or supervise public business is not subject to the Act even if its membership includes some members, but less than a quorum, of the governmental body. If, however, the governing body routinely rubber stamps the committee’s recommendations, then the Attorney General has concluded that the Act might apply. Lisa explained that a meeting is defined as a gathering of a quorum of board members to deliberate over public business over which the governmental body has supervision or control is discussed or considered or during which formal action is taken. The act also includes a gathering between a quorum of a board and another person. The definition generally excludes social functions that are unrelated to public business (<i>e.g.</i>, workshop, ceremonial event, press conference, convention).</p> <p>Marie commented that the College posts and livestreams the Board Building and Finance Committee meetings.</p> <p>Lisa explained that an amendment, effective September 1, 2017, provides that the definition of a meeting does not include the gathering of a quorum of a governmental body at a candidate forum, appearance, or debate to inform the electorate, if formal action is not taken and any discussion of public business is incidental to the event. A quorum is a majority of the total number of board members. She stated that “deliberation” is a “verbal exchange during a meeting” concerning an issue within the jurisdiction of the governmental body. The definition of “meeting” does not turn on either the <i>location</i> of the gathering or on the <i>physical presence</i> of board members. An illegal meeting could take place in a bathroom, on the phone, or through email.</p> <p>Lisa pointed out that a “walking quorum” and “daisy chains,” which are private, serial meetings of less than a quorum, may violate the Act when the purpose of the gatherings is to avoid the Act’s requirements. Marie pointed out that the key part of this is that it may violate Act if the intent was to avoid the Act’s requirements.</p>
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		<p>Larry Wilson asked for clarification on the definition of workshop. Lisa explained that this is in reference to a workshop at a conference. A member can discuss opinions on college business but if a quorum is present, members need to be aware that they cannot appear to be deliberating.</p> <p>Lisa explained the following examples of questionable practices:</p> <ul style="list-style-type: none"><li>■ When a quorum of board members signs a group letter expressing agreement on a matter of public business that the board has not voted on.</li><li>■ When a majority of board members discuss public business on Facebook with each other.</li></ul> <p>Lisa covered telephone meetings, videoconferencing, and message boards. The general rule is that conference calls are permitted only in emergency situations when it is difficult to convene a quorum in person. Videoconferencing also is permitted under certain circumstances, but strict requirements apply. A governmental body may consult with its attorney by telephone, by videoconference call, or over the Internet if the attorney is not an employee of the governmental body.</p> <p>Lisa explained the notice requirements for open meetings. Written notice must give the date, hour, place, and subject of each meeting and the notice must be posted for at least 72 hours prior to the meeting. The location of the posted notice will depend on the entity. The Act prescribes different posting requirements for different entities. Emergency Meetings require a two-hour notice requirement and applies to emergencies and matters involving urgent public necessity (imminent public health and safety). The notice must identify the emergency. If the notice does not identify the emergency, the meeting will violate the Act even if there really was an emergency. Notice requirements must disclose actual subjects to be discussed. “New business,” “old business,” “staff reports” are insufficient. The general rule of thumb is that, the greater the public interest in the matter, the more specific the notice should be. However, the purpose of the specific notice is to inform the public, not the person whose interest is at stake. The notice does not have to identify all of the consequences that might flow from action on a particular matter. A notice violation may occur if the notice deviates from the entity’s well established custom or practice. If a board has a custom of providing</p>
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		<p>very detailed notices that exceed the requirements of the Act, an abrupt departure from this practice may violate the Act.</p> <p>Lisa stated that although citizens have a right to attend each open meeting, they do not have a right under the OMA to participate at the meeting. If the board provides time for citizens, the notice may say “Open Forum,” “Hearing of Citizens,” “Citizen Input,” or “Public Comment.” The board may impose reasonable rules on speakers, including limits on the length of presentations. Generally, board members cannot respond substantively to inquiries made by citizens during a public meeting. Board members are limited to: (1) briefly responding with a statement of specific factual information; (2) reciting an existing policy; or (3) proposing that the board place the item on the agenda for a future meeting.</p> <p>Boards must keep a tape recording or minutes of each open meeting. Any person attending the open meeting may record the meeting with his or her own equipment. Boards must maintain a “certified agenda” or recording of each closed meeting. The OMA restricts access to the closed meeting certified agenda or recording. Minutes must reflect the subject matters of each item discussed or deliberated, and they must reflect each vote, order, decision, or other action taken by the governmental body. The minutes/tape recording (open session) are subject to the Texas Public Information Act. Meetings must be open to the public unless a specific exception applies. The most common exceptions are: attorney-client consultation, real property negotiations, personnel matters, and security matters. Every meeting must begin in public even if the closed session is the only thing on the agenda. The public has a right to know which board members are present and whether there is a quorum. No final action may be taken in closed session. Lisa explained that the presiding officer must announce the section or sections under which the closed session will be held. No one has a “right” to attend a closed session except for the board members themselves. A board may include employees whose participation is necessary to the matter under consideration. The OMA allows closed meeting to deliberate the “appointment, employment, evaluation, reassignment, duties, or discipline” of an employee or officer. A complaint against an employee may be heard in closed session unless the employee who is the subject of the</p>
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		<p>complaint wants an open hearing. The specificity of the notice will depend upon the public interest in the matter. Lisa gave examples of those that would or would not meet these specifications. Section 551.071 allows a board to hold a closed meeting with its attorney regarding pending or contemplated litigation, a settlement offer, or other matters protected by the attorney-client privilege under Texas law. An attorney-client consultation must be properly posted. The posting need not (and should not) contain privileged information. General discussions of policy are not permitted merely because an attorney is present. Under Texas law, a privileged and confidential communication with a lawyer will lose its protected status if it is disclosed to a third party who is not an agent of either the client or the attorney.</p> <p>Lisa clarified that a board member commits a misdemeanor if he or she “knowingly conspires to circumvent” the Act by meeting in numbers less than quorum for secret deliberations. A board member commits a misdemeanor if a closed meeting is not permitted and the member knowingly calls or aids in calling a closed meeting or participates in a closed meeting. It is an affirmative defense to prosecution that the member acted in reasonable reliance on a written interpretation of the OMA from a court, the Attorney General, or the entity’s attorney.</p> <p>Lisa stated that sections 551.128 and 551.1282 address Internet broadcasting of meetings. Any community college may broadcast a meeting over the Internet, but a community college with a total student enrollment of more than 20,000 in a semester must broadcast any regularly scheduled meeting, excluding a closed session, to the public over the Internet. The entity must make a video broadcast and recording of “reasonable quality” for each regularly scheduled board meeting that is not a work session or special called meeting, make the recording available on the entity’s website not later than seven days following the date the recording was made, and maintain the recording on the entity’s website for not less than two years after the date the recording was first made. Compliance is excused if compliance is not possible because of an “act of God” or a similar cause not reasonably within the governing board's control.</p>
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		<p>Lisa updated the members on the 2017 amendment applicable to school districts. House Bill 523 expands the broadcasting requirement to an open meeting that is a work session or special called meeting of a board of trustees of a school district with a student enrollment of more than 10,000 if, at the work session or special called meeting, the board votes on any matter or allows public comment or testimony. Lisa clarified that the way this is worded, this does not apply to community colleges.</p> <p>Lisa explained that “reasonable quality” of video should be of sufficient quality that it is good enough to make out the speaker’s face, hear the audio of the speaker, and hear ambient noises of import (<i>e.g.</i>, a gavel bang). Each speaker, whether a board member, administrator, or member of the public, should be captured by a camera when they are recognized to speak. An entity should avoid vendors that use a “pay wall” or proprietary video formats that are not readily accessible. Before going into closed session, technology staff should verify that the broadcast has ceased, including cessation of recording, during the closed session portion(s) of the meeting.</p> <p>Lisa stated that an issue for the future may be closed captioning of the open meetings. Lisa will provide updates on this if it applies to community colleges in the future.</p> <p>Lisa covered attendance of a Board member by videoconferencing. A member or employee of a governmental body may participate remotely in a meeting of the governmental body by means of a videoconference call if the video and audio feed of the member's or employee's participation, as applicable, is broadcast live at the meeting and complies with the provisions of the Act. A member of a governmental body who participates in a meeting by video conference shall be counted as present at the meeting for all purposes. A 2017 amendment states that a board member who participates by videoconference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected. The remaining board members may continue the meeting without the disconnected member if a quorum of the body remains present at the meeting location. The meeting need not be recessed or adjourned. The physical location specified shall have two-way audio and video communication with each</p>
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		<p>member who is participating by videoconference call during the entire meeting.</p> <p>Lisa concluded her presentation.</p> <p>The Chancellor explained that Lisa Brown would provide consultation to the Board on the Public Information Act in closed session.</p>
<b>IV.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Consultation with Attorney and Personnel Matters</b>	<p>Adjourned to closed session at 5:31 p.m.</p> <p>Lisa Brown (Thompson &amp; Horton), Teri Crawford, Sandy Hellums via conference call (Thompson &amp; Horton), Chet Lewis, Mandi Reiland, and Steve Trncak were present for executive session.</p> <ul style="list-style-type: none"> <li>a. Consultation with Attorney - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.</li> <li>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.</li> </ul>
<b>V.</b>	<b>Reconvene in Open Meeting</b>	<p>Reconvened in open meeting at 6:47 p.m.</p> <p>Chet Lewis left the workshop after reconvening.</p>
<b>VI.</b>	<b>Discussion of College Vision and Mission</b>	<p>Brenda Hellyer explained that the Board has an action item this evening to consider ratification of the College’s Vision Statement, Mission Statement, Values, One-College Vision, and Strategic Plan, The action also requests the approval of the 2017 – 2018 Annual Priorities for San Jacinto College. Brenda asked if any of the members would like to have a retreat or workshop to discuss updates or changes to the items that are being ratified. The members present said they do not think it is necessary at this time.</p>
<b>VII.</b>	<b>Discussion of Board Evaluation Process</b>	<p>Brenda explained that it has been several years since the Board has done a self-evaluation. She stated that she would like to research a process and move forward with this in the near future. The members were comfortable with this.</p>
<b>VIII.</b>	<b>Review of Calendar</b>	<p>Brenda Hellyer reviewed the calendar with the Board.</p>

<b>IX.</b>	<b>General Discussion of Meeting Items</b>	Erica Davis Rouse had additional questions on the action items in the Board book. Erica asked about employee raises and the dual credit item. Brenda explained that employee raises are a pool of funds that are then distributed based on employee's performance evaluation ratings. This pool of \$2.6 million was approved with the 2017-2018 budget adoption. On the dual credit item, Brenda explained that the item in the Board book is based on the College's current dual credit model and any legislative impacts in place at this point. We are not aware of any additional legislative items that would impact our agreements. There will be several studies during the interim session that we will monitor. We will also continue to analyze our financial model and its sustainability.
<b>X.</b>	<b>Adjournment</b>	Workshop adjourned at 6:57 p.m.

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

**August 14, 2017**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, August 14, 2017, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Joshua Banks	Alexander Okwonna
Marsha Bowder	Jeff Parks
Courtney Broussard	Pat Pollard
Pam Campbell	Antonio Puerto
Teri Crawford	Bill Raffetto
Susan DeBlanc	Shelley Rinehart
Anita Dewease	Frank Rizzo
Bill Dickerson	Shawn Silman
Ken English	Chuck Smith
Amanda Fenwick	Debbie Smith
Rebecca Goosen	Rob Stanicic
Ray Gutierrez	John Stauffer
Allatia Harris	Janice Sullivan
Nestor Infanzon	Tadd Tellepsen
Sallie Kay Janes	Steve Trncak
Mark Johnson	Qeturah Williams
Bryan Jones	Joanna Zimmermann
Michael Kane	
Ruth Keenan	
Ann Kokx-Templet	
Chet Lewis	
Kevin McKisson	
Wanda Munson	

<b>Call the Meeting to order:</b>	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:04 p.m.
<b>Roll Call of Board Members:</b>	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Dr. Bill Raffetto. The pledges to the American flag and the Texas flag were led by Dan Mims.
<b>Special Announcements, Recognitions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Dr. Brenda Hellyer read a Letter from Senator Ted Cruz Congratulating San Jacinto College on receiving the Aspen Prize Rising Star Award.</li> <li>2. Chet Lewis recognized Recognition of the Fiscal Affairs Department for receiving the Certificate of Achievement for Excellence in Financial Reporting.</li> <li>3. Chet Lewis recognized the Purchasing Department for receiving the 2017 Annual Achievement of Excellence in Procurement Award.</li> </ol>
<b>Student Success Presentations:</b>	The student success presentation on Spring 2017 Course Retention and Success was tabled.
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A thank you was sent to the Board from Chet Lewis, for the plant sent in memory of his nephew.</li> <li>2. A thank you was sent to the Board from Shelley Rinehart, for the plant sent in memory of her father.</li> <li>3. A thank you was sent to the Board from Melinda Benham, for the plant sent in memory of her nephew.</li> </ol>
<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	There were no citizens desiring to be heard before the Board.
<b>Informative Reports:</b>	Marie Flickinger indicated such reports were in the Board documents.



**Motion 9797  
Consideration of  
Approval of  
Amendment to  
the 2016-2017  
Budget for  
Restricted  
Revenue and  
Expenses Relating  
to Federal and  
State Grants**

Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson, for Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

**Motion Carried.**

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

**Motion 9798  
Consideration of  
Approval of the  
2018 Board of  
Trustees  
Regularly  
Scheduled  
Meeting Dates**

Motion was made by John Moon, Jr., seconded by Keith Sinor, for approval of the 2018 Board of Trustees Regularly Scheduled Meeting Dates.

**Motion Carried.**

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

**Motion 9799  
Consideration of  
Ratification of the  
College's Vision  
Statement,  
Mission  
Statement,  
Values, One-  
College Vision,  
and Strategic  
Plan and  
Approval of the  
2017 – 2018  
Annual Priorities  
for San Jacinto  
College**

Motion was made by Dr. Ruede Wheeler, seconded by Erica Davis Rouse, for Ratification of the College's Vision Statement, Mission Statement, Values, One-College Vision, and Strategic Plan and Approval of the 2017 – 2018 Annual Priorities for San Jacinto College.

**Motion Carried.**

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

**Motion 9800  
Consideration of  
Approval of  
Reauthorization  
of the Full-time  
Salary Schedules,  
Part-time Hourly  
Pay Rates, and  
Stipends and  
Market  
Premiums for  
2017-2018**

Motion was made by John Moon, Jr., seconded by Dan Mims, for approval of Reauthorization of the Full-time Salary Schedules, Part-time Hourly Pay Rates, and Stipends and Market Premiums for 2017-2018.

**Motion Carried.**

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

**Motion 9801  
Consideration of  
Approval of the  
Articulation  
Agreement with  
Houston Baptist  
University**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of the Articulation Agreement with Houston Baptist University.

**Motion Carried.**

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

**Nays:** None

**Motion 9802  
Consideration of  
Approval of the  
Articulation  
Agreement  
Between San  
Jacinto  
Community  
College Honors  
Program and  
University of  
Texas Arlington**

Motion was made by Dr. Ruede Wheeler, seconded by Erica Davis Rouse for approval of the Articulation Agreement Between San Jacinto Community College Honors Program and University of Texas Arlington.

**Motion Carried.**

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

**Nays:** None

**Motion 9803  
Consideration of  
Approval of Dual  
Credit Provider  
Memorandum of  
Understanding**

Motion was made by Larry Wilson, seconded by Keith Sinor for approval of Dual Credit Provider Memorandum of Understanding.

**Motion Carried.**

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

**Nays:** None

**Motion 9804  
Consideration of  
Approval of Out-  
of-District Tuition  
and Fee Waiver  
for the Walmart  
Foundation  
League of  
Innovation Grant**

Motion was made by Dan Mims, seconded by John Moon, Jr., for approval of Out-of-District Tuition and Fee Waiver for the Walmart Foundation League of Innovation Grant.

Dr. Wheeler asked for explanation on this item. Dr. Hellyer explained that this grant provides training that leads to a Retail Management Certificate (RMC) that includes eight courses, totaling 24 credits. The grant pays for a student's first three courses, and the employer is encouraged to pay for the subsequent five courses in the certificate. Training for the retail program is delivered online, and grocery retail chains are invited to participate. The Board approved credit tuition and fee structure would be effectively set aside for the eight courses related to the Retail Management Certificate. A flat course fee of \$300 per course will be charged for all courses and participants in this grant program, regardless of residence. Fourteen colleges across the western United States were awarded funding in this national program.

Erica Davis Rouse asked for clarification on how many courses the grant covers and how many the employer covers. Dr. Harris explained that the grant pays the first three courses and the employer pays for the remaining courses in the certificate.

**Motion Carried.**

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

**Nays:** None

**Motion 9805  
Consideration of  
Purchasing  
Requests**

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of the purchasing requests.

Erica Davis Rouse asked for clarification on the Service Solutions Corporation item in Purchase Request #1. Dr. Hellyer explained that this is a contract for four months for custodial services; these services do not include maintenance. The College will be asking for a request for proposal on these services.

Erica asked for clarification on the Steele Digital Studios item in Purchase Request #1. Chet Lewis explained that the maximum that Steele Digital Studios can spend on the College’s behalf without additional approval from the Board is \$500,000. Teri Crawford clarified that there are two items for \$500,000 for Steele Digital Studios in the purchase requests. One covers media buying services and the other provides for digital advertising and search engine optimization. Teri stated that the marketing department monitors the spending.

RFP #17-10	
Student Payment Center Software	\$1,386,000
RFP #17-20	
Cabling Services	600,000
RFP #17-22	
Elevator Maintenance Services	160,000
CMR #17-23	
Construction Manager-at-Risk for Central Campus Welcome Center	1,029,283
Purchase Request #1	
Annual Renewals	30,833,266
Purchase Request #2	
Purchasing Cooperatives	-
Purchase Request #3	

Contract Extension for Petrochemical Consulting Services	180,606
Purchase Request #4 Guaranteed Maximum Price for the Center for Petrochemical, Energy, and Technology	45,605,753
Purchase Request #5 Change Order for Renovation of South Campus Student Center, Phase I	293,000
Purchase Request #6 Data Cabling and Services for a Wireless Refresh and Cabling Project	230,000
Purchase Request #7 Additional Funds for Internship Staffing Services	<u>300,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$80,617,908</b>

**Motion Carried.**

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

**Nays:** None

**Motion 9806  
Consent Agenda**

Motion was made by Larry Wilson, seconded by Erica Davis Rouse, to approve the consent agenda.

**Motion Carried.**

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

**Nays:** None

**Adjournment:**

Meeting Adjourned at 7:22 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for 2016-2017 which have been made in accordance with State accounting procedures.

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

Chet Lewis

281-998-6306

chet.lewis@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The September 11, 2017 Board Meeting  
 Fiscal Year 2016 - 2017

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	4,830	334,863
PUBLIC SERVICE	-	4,830
ACADEMIC SUPPORT	9,229	7,679
STUDENT SERVICES	22,775	15,380
INSTITUTIONAL SUPPORT	14,080	121,877
PHYSICAL PLANT	27,000	-
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	67,386	8,745
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	10,478	52,723
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	250,665	176,080
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	3,932	51,000
STUDENT SERVICES	-	799
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	422,844	582
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	7,519	66,180
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>840,739</b>	<b>840,739</b>

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

**RECOMMENDATION**

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

**South Campus**

**Department**

**Affiliation Entity**

Vocational Nursing Program  
(Amendment)

CHCA Bayshore, L.P. dba Bayshore Medical Center

Physical Therapist Assistant Program  
And Occupational Therapy Assistant  
Program

Therapy Management Corporation

Physical Therapy Assistant Program

UTMB Galveston

Physical Therapy Assistant Program

The Medical Center of Southeast Texas

Pharmacy Technician Program

PCF Pharmacy

Occupational Therapy Assistant  
Program

Kids Development Clinic

Occupational Therapy Assistant  
Program

Reliant Pediatric Therapy Services, PC

**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 11, 2017**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, October 2, 2017.