

*Board of Trustees
Meeting*

October 1, 2018

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

The Board of Trustees of the San Jacinto Community College District will meet at 4:30 p.m., Monday, October 1, 2018, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.071 of the Texas Open Meetings Act, for the following purposes:**
 - a. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - Chancellor Evaluation
 - Other Personnel Matters
 - b. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
- IV. Reconvene in Open Meeting**
- V. Discuss Property Tax Rate Proposed Action**
- VI. Review Proposed Timeline for Generation Park Development**
- VII. Update on Quality Enhancement Plan**
- VIII. Review Proposed Changes to Board Bylaws**
- IX. Review of Calendar**
 - Association of Community College Trustees Voting Delegates
- X. General Discussion of Meeting Items**
- XI. 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 28, 2018, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, October 1, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
 - Recognition of the Fiscal Affairs Department for Receiving the Certificate of Achievement for Excellence in Financial Reporting Teri Zamora
 - Recognition from State Representative Mary Ann Perez for the San Jacinto College Maritime Program Teri Crawford
 - Introduction of Faculty Senate Executive Officers Brenda Hellyer
- V. Student Success Presentations**
 - SJC Pathway Through the Lens of Diversity George González
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

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

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Ad Valorem Property Tax Rate**
- XI. Consideration of Approval of Addendum to Chancellor’s Employment Contract with San Jacinto College District**
- XII. Consideration of Approval of the Board of Trustees Bylaws**
- XIII. Consideration of Approval of Policy III.3003.A, Ethical Conduct and Conflicts of Interest – Second Reading**
- XIV. Consideration of Approval of Policy IV.4003.C, Outside Employment – Second Reading**
- XV. Consideration of Approval of Policy III.3003.B, Prevention of Fraud and Fraudulent Actions – Second Reading**
- XVI. Consideration of Approval of Policy IV.4002.A, Protection from Retaliation for Reporting Suspected Wrongdoing – Second Reading**
- XVII. Consideration of Approval of Policy III.3001.C, Payroll – Second Reading**
- XVIII. Consideration of Approval of Policy V.5000.A, Auditing Courses – Second Reading**
- XIX. Consideration of Approval of Policy V.5001.A, Student Attendance – Second Reading**
- XX. Consideration of Approval of the 2019 Board of Trustees Regularly Scheduled Meeting Dates**
- XXI. Consideration of Approval of Policy #: Student Records Management & Policy #: Confidentiality of Student Records - First Reading (Information Only)**
- XXII. Consideration of Approval of Policy #, Classroom Behavior – First Reading (Information Only)**
- XXIII. Consideration of Approval of Policy #, Definition of Credit Hour – First Reading (Information Only)**

PURCHASING REQUESTS

- XXIV. Consideration of Purchasing Requests**

CONSENT AGENDA

- XXV. 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 September 10, 2018 Board Workshop and Regular Board Meeting**
 - B. Approval of the Minutes for the September 7, 2018 Board Strategic Planning Retreat**

- C. Approval of Personnel Recommendations, Extra Service Agreements, and 2018-2019 Part-time Hourly Rate Schedule**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

XXVI. Items for Discussion/Possible Action

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

XXVII. Adjournment

Closed Session Authority

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or
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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Current assets:		
Cash and cash equivalents	\$ 88,301,084	\$ 78,094,281
Accounts receivable - taxes	3,606,911	4,229,946
Accounts receivable	16,540,776	16,791,244
Deferred charges	2,647,899	1,847,333
Inventories	359,413	443,645
Total current assets	<u>111,456,083</u>	<u>101,406,449</u>
Noncurrent assets:		
Restricted cash and cash equivalents	126,674,968	169,929,760
Capital assets, net	455,514,986	426,621,711
Total noncurrent assets	<u>582,189,954</u>	<u>596,551,471</u>
Total assets	<u>693,646,037</u>	<u>697,957,920</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	6,924,946	5,502,111
Deferred outflow related to defeased debt	10,204,649	5,379,488
Total deferred outflows of resources	<u>17,129,595</u>	<u>10,881,599</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	12,640,693	10,658,151
Accrued liabilities	846,529	828,742
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	27,354,491	26,207,310
Total current liabilities	<u>43,124,501</u>	<u>40,306,826</u>
Noncurrent liabilities:		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	464,992,615	474,299,587
Total noncurrent liabilities	<u>496,882,758</u>	<u>504,241,712</u>
Total liabilities	<u>540,007,259</u>	<u>544,548,538</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>3,795,258</u>	<u>4,122,366</u>
<u>Net assets</u>		
Beginning of year	164,328,451	166,844,720
Current year addition	2,644,664	(6,676,105)
Total net position - PRELIMINARY	<u>\$ 166,973,115</u>	<u>\$ 160,168,615</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For Twelve Months Ended August 31, 2018

11 Unrestricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/17	% of 8/31/17 Actual
REVENUES:					
State Appropriations	\$ 38,785,178	\$ 38,798,375	100.03	\$ 36,478,591	100.00
Local Taxes - Maintenance & Operations	66,740,000	65,417,890	98.02	63,230,262	100.00
Credit Tuition	44,569,109	43,715,734	98.09	43,624,667	100.00
Credit Fees	15,210,000	15,840,764	104.15	15,616,832	100.00
Credit Exemptions & Waivers	(5,670,000)	(5,581,419)	98.44	(4,870,969)	100.00
Bad Debt	(1,800,000)	(1,870,252)	103.90	(2,350,779)	100.00
Continuing Professional Development	5,041,723	5,679,704	112.65	5,513,660	100.00
Sales & Services	3,269,775	3,761,781	115.05	2,048,857	100.00
Loss on Disposal of Fixed Assets	-	-	-	(2,086,683)	-
Investment Income	500,000	1,218,287	243.66	358,689	100.00
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>166,645,785</u>	<u>167,579,464</u>	<u>100.56</u>	<u>157,563,127</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	67,823,967	68,542,521	101.06	67,828,329	100.00
Public Service	5,347,965	6,420,209	120.05	5,466,883	100.00
Academic Support	13,572,380	12,730,049	93.79	11,984,498	100.00
Student Services	14,606,015	13,955,920	95.55	13,287,350	100.00
Institutional Support	41,680,254	38,048,723	91.29	38,191,659	100.00
Physical Plant	19,595,185	19,392,737	98.97	16,332,490	100.00
Hurricane Harvey	30,000	226,363	754.54	-	-
Total	<u>162,655,766</u>	<u>159,316,522</u>	<u>97.95</u>	<u>153,091,209</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(37,000)	(12,065)	-	(159,338)	-
Transfers Out	4,027,019	4,032,626	-	4,027,483	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 4,242,381</u>		<u>\$ 603,773</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For Twelve Months Ended August 31, 2018

Federal Restricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/17	% of 8/31/17 Actual
REVENUES:					
Grants	\$ 57,280,505	\$ 47,870,638	83.57	\$ 47,278,495	100.00
Hurricane Harvey	11,610	11,610	-	-	-
Total	<u>57,292,115</u>	<u>47,882,248</u>	<u>83.58</u>	<u>47,278,495</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	574,494	424,257	73.85	389,744	100.00
Public Service	260,762	192,393	73.78	209,222	100.00
Academic Support	7,986,483	4,518,428	56.58	3,771,839	100.00
Student Services	688,140	373,629	54.30	287,468	100.00
Institutional Support	1,171,029	946,707	80.84	1,186,923	100.00
Scholarships and Fellowships	46,599,597	41,415,224	88.87	41,433,299	100.00
Hurricane Harvey	11,610	11,610	100.00	-	-
Total	<u>57,292,115</u>	<u>47,882,248</u>	<u>83.58</u>	<u>47,278,495</u>	<u>100.00</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 - PRELIMINARY
For Twelve Months Ended August 31, 2018

State Restricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/17	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 11,358,590	110.82	\$ 10,272,940	100.00
Grants	<u>5,651,295</u>	<u>3,247,831</u>	<u>57.47</u>	<u>3,044,238</u>	<u>100.00</u>
Total	<u>15,901,295</u>	<u>14,606,421</u>	<u>91.86</u>	<u>13,317,178</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	7,582,089	5,452,785	71.92	4,998,240	100.00
Public Service	331,586	387,417	116.84	324,088	100.00
Academic Support	1,481,000	1,583,909	106.95	1,532,933	100.00
Student Services	1,567,892	1,680,157	107.16	1,495,675	100.00
Institutional Support	2,423,426	3,038,328	125.37	2,653,034	100.00
Scholarships and Fellowships	<u>2,515,302</u>	<u>2,463,825</u>	<u>97.95</u>	<u>2,313,208</u>	<u>100.00</u>
Total	<u>15,901,295</u>	<u>14,606,421</u>	<u>91.86</u>	<u>13,317,178</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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 - PRELIMINARY
For Twelve Months Ended August 31, 2018

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,722,717	\$ 1,916,230	70.38	\$ 2,477,966	100.00
Total	<u>2,722,717</u>	<u>1,916,230</u>	<u>70.38</u>	<u>2,477,966</u>	<u>100.00</u>
EXPENDITURES:					
Instruction	82,339	39,016	47.38	80,652	100.00
Public Service	223,624	168,939	75.55	181,815	100.00
Academic Support	727,484	93,213	12.81	179,265	100.00
Student Services	56,779	34,382	60.55	24,295	100.00
Institutional Support	47,703	26,999	56.60	70,124	100.00
Scholarships and Fellowships	1,867,190	1,699,875	91.04	2,047,600	100.00
Total	<u>3,005,119</u>	<u>2,062,424</u>	<u>68.63</u>	<u>2,583,751</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(282,402)	(159,240)		(309,773)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 13,046</u>		<u>\$ 186,125</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For Twelve Months Ended August 31, 2018

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 1,957,916	107.87	\$ 1,962,025	100.00
Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>1,815,000</u>	<u>1,957,916</u>	<u>107.87</u>	<u>1,962,025</u>	<u>100.00</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,815,000</u>	<u>1,742,733</u>	<u>96.02</u>	<u>2,099,959</u>	<u>100.00</u>
Total	<u>1,815,000</u>	<u>1,742,733</u>	<u>96.02</u>	<u>2,099,959</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 215,183</u>		<u>\$ (137,934)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For Twelve Months Ended August 31, 2018

28 Private Gifts and Donations

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/17	% of 8/31/17 Actual
REVENUES:					
Sales & Service	\$ -	\$ 7,093	-	\$ 268,251	100.00
Total	-	7,093	-	268,251	100.00
EXPENDITURES:					
Instruction	-	29,112	-	30,255	100.00
Student Services	-	51,046	-	-	-
Total	-	80,158	-	30,255	-
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	77,882	-
Net Increase (Decrease) in Net Position	\$ -	\$ (73,065)		\$ 160,114	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For Twelve Months Ended August 31, 2018

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Auxiliary Services	3,535,367	2,909,858	82.31	3,122,690	100.00
Total	<u>3,535,367</u>	<u>2,909,858</u>	<u>82.31</u>	<u>3,122,690</u>	<u>100.00</u>
EXPENDITURES:					
Non-Instructional Labor	811,026	619,458	76.38	723,383	100.00
Benefits	190,527	414,487	217.55	441,861	100.00
Supplies	1,333,189	556,493	41.74	543,371	100.00
Travel	254,359	455,573	179.11	520,440	100.00
Contracted Services	440,096	295,338	67.11	276,852	100.00
Capital Outlay	-	5,178	-	-	-
Scholarships and Fellowships	1,190,293	1,564,393	131.43	1,924,229	100.00
Utilities	550	-	-	9,209	-
Total	<u>4,220,040</u>	<u>3,910,920</u>	<u>92.67</u>	<u>4,439,345</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(721,673)	(1,001,062)	-	(1,123,542)	-
Transfers Out	37,000	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ (193,113)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For Twelve Months Ended August 31, 2018

95 Retirement of Indebtedness

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/17	% of 8/31/17 Actual
REVENUES					
Investment Income	\$ -	\$ 310,916	-	\$ 33,007	100.00
Local Taxes - Debt Service	28,583,724	28,360,386	99.22	26,658,540	100.00
Total	<u>28,583,724</u>	<u>28,671,302</u>	<u>-</u>	<u>26,691,547</u>	<u>100.00</u>
EXPENDITURES					
Institutional Support	32,282,149	18,165,978	56.27	18,929,328	100.00
Total	<u>32,282,149</u>	<u>18,165,978</u>	<u>56.27</u>	<u>18,929,328</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,022,944)	(2,860,259)	-	(2,530,575)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ 13,365,583</u>		<u>\$ 10,292,794</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For Twelve Months Ended August 31, 2018

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>8/31/17</u>	<u>% of 8/31/17 Actual</u>
EXPENDITURES					
Depreciation	\$ 22,000,000	\$ 16,743,279	76.11	\$ 18,784,208	100.00
Capital Purchases	-	(1,624,815)	-	(1,196,344)	-
Total	<u>22,000,000</u>	<u>15,118,464</u>	<u>-</u>	<u>17,587,864</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (15,118,464)</u>		<u>\$ (17,587,864)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For Twelve Months Ended August 31, 2018

Consolidated - All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	8/31/17	% of 8/31/17 Actual
REVENUES:					
State Appropriations	\$ 49,035,178	\$ 50,156,965	102.29	\$ 46,751,531	100.00
Local Taxes - Maintenance & Operations	66,740,000	65,417,890	98.02	63,230,262	100.00
Local Taxes - Debt Service	28,583,724	28,360,386	99.22	26,658,540	100.00
Credit Tuition	46,384,109	45,673,650	98.47	45,586,692	100.00
Credit Fees	15,210,000	15,840,764	104.15	15,616,832	100.00
Credit Exemptions & Waivers	(5,670,000)	(5,581,419)	98.44	(4,870,969)	100.00
Bad Debt	(1,800,000)	(1,870,252)	103.90	(2,350,779)	100.00
Continuing Professional Development	5,041,723	5,679,704	112.65	5,513,660	100.00
Sales & Services	3,269,775	3,768,874	115.26	2,317,108	100.00
Loss on Disposal of Fixed Assets	-	-	-	(2,086,683)	-
Investment Income	500,000	1,529,203	305.84	391,696	100.00
Auxiliary Services	3,535,367	2,909,858	82.31	3,122,690	100.00
Grants	62,931,800	51,118,469	81.23	50,322,733	100.00
Local Grants	2,722,717	1,916,230	70.38	2,477,966	100.00
Hurricane Harvey Recoveries	11,610	610,210	-	-	-
Total	<u>276,496,003</u>	<u>265,530,532</u>	<u>96.03</u>	<u>252,681,279</u>	<u>99.18</u>
EXPENDITURES:					
Instruction	76,062,889	74,487,691	97.93	73,327,220	100.00
Public Service	6,163,937	7,168,958	116.30	6,182,008	100.00
Academic Support	23,767,347	18,925,599	79.63	17,468,535	100.00
Student Services	16,918,826	16,095,134	95.13	15,094,788	100.00
Institutional Support	77,604,561	60,226,735	77.61	61,031,068	100.00
Physical Plant	19,595,185	19,392,737	98.97	16,332,490	100.00
Scholarships and Fellowships	52,827,089	47,321,657	89.58	47,894,066	100.00
Auxiliary Enterprises	4,220,040	3,910,920	92.67	4,439,345	100.00
Depreciation	22,000,000	16,743,279	76.11	18,784,208	100.00
Hurricane Harvey	30,000	237,973	754.54	-	-
Capital Purchases	-	(1,624,815)	-	(1,196,344)	100.00
Total	<u>299,189,874</u>	<u>262,885,868</u>	<u>87.87</u>	<u>259,357,384</u>	<u>100.00</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(4,064,019)	(4,032,626)	-	(4,123,228)	-
Transfers Out	4,064,019	4,032,626	-	4,123,228	-
Net Increase (Decrease) in Net Position	<u>\$ (22,693,871)</u>	<u>\$ 2,644,664</u>		<u>\$ (6,676,105)</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For Twelve Months Ended August 31, 2018

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>8/31/17</u>
REVENUES:			
Investment Income	\$ -	\$ 1,867,576	\$ 1,117,260
Total	<u>-</u>	<u>1,867,576</u>	<u>1,117,260</u>
EXPENDITURES:			
Bond Programs	<u>-</u>	<u>40,620,479</u>	<u>31,270,429</u>
Total	<u>-</u>	<u>40,620,479</u>	<u>31,270,429</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (38,752,903)</u>	<u>\$ (30,153,169)</u>



Monthly Investment Report
August 31, 2018





Trade, Tariffs and Turkey - Oh My!

Trade and its implications have dominated the news and the markets' focus this month. While the first quarter changes in tax policy have been universally hailed as a tailwind resulting in more robust household spending and business investment, trade policy was noted by Fed Chairman Powell as having potentially "significant negative effects" to domestic growth. This is particularly troubling amid an anticipated slowing pace of growth. Because of its impact, domestically the FOMC appears to be widening the pathway of uncertainty on policy rate hikes.

"For the second half of the year, [the FOMC] generally expected that GDP growth would likely slow from its second-quarter rate but would still exceed that of potential output." {FOMC Minutes}

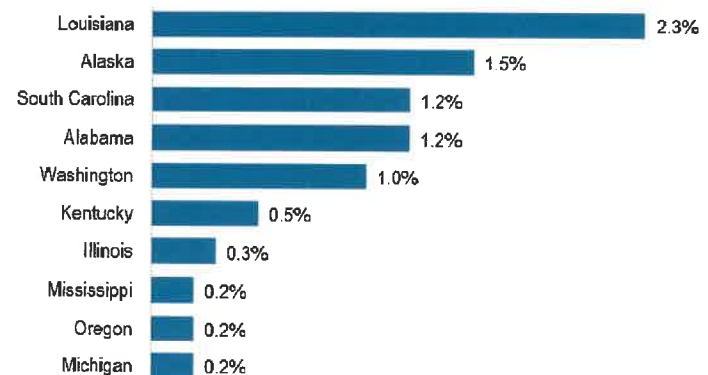
The month-end trade news is upbeat however. Mexico and the US have settled on a NAFTA preliminary rewrite. Mexico was anxious to complete the transaction before the new President takes office. The peso rallied on the news against a dollar that is battering other currencies. This news could be seen as a step towards more deals/compromises as the US moves to matters of trade with Canada, then Europe and finally on to China.

After the 1Q, the markets have generally ignored the daily trade kerfuffle but Turkey's currency collapse created significant turmoil globally hinting at hidden fears. The volatility created was extreme and has begun to stabilize but not the rout in Turkish assets and debt. Investors feared contagion from Turkey's financial crisis would spread to other emerging markets. Italian and Spanish bank stocks fell precipitously and stand precariously. Like many emerging markets, 50% of Turkey's debt is denominated in USD. The Turkish 10-year remains 2% higher on the risk. This same situation could easily spread to other emerging markets.

The US dollar's strength is built on our economic strength and our attractive rates. It challenges our exporters but even more directly challenges other currencies. China has been actively supporting its yuan by central bank positioning like lessening reserve rates but the yuan remains down 5.3% on the year. This may influence its willingness to compromise on trade and tariffs.



States that will be most affected by Chinese tariffs, by % of GDP



Domestically Strong but Moderating

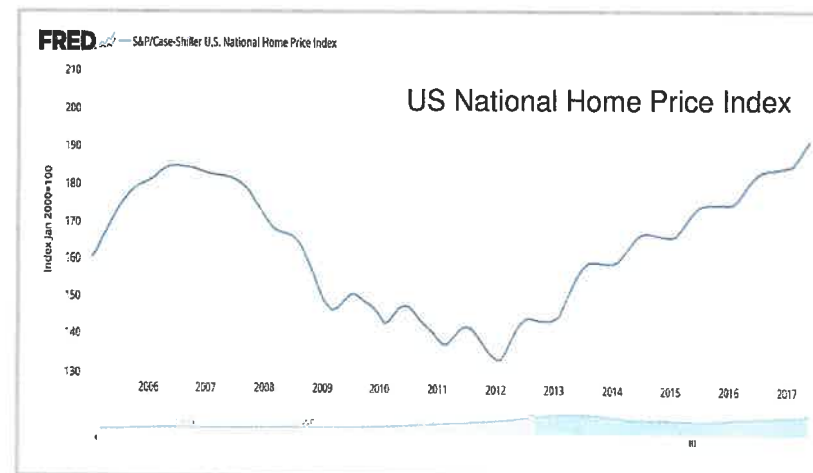
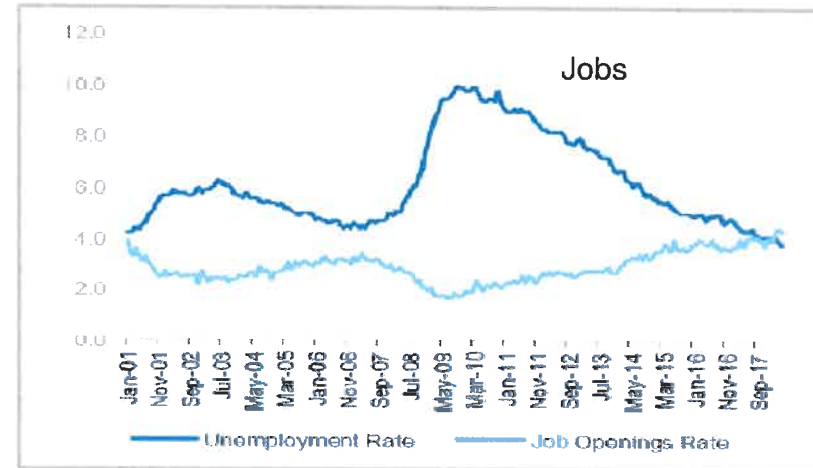
The trade situation and its uncertainty has definitely driven global funds on a flight to quality in Treasuries, however, there is a major divergence in the outlook between US equities and bonds. The stocks have hit all-time highs and continue to soar on strong earnings, tax cuts and economic growth. This month marked the start of the longest running bull market in stocks on record. Bonds on the other hand are range bound.

The view of the equities on the economy are based on a continuing growth, but the strength shown in 1Q has definitely moderated. It's not weak – just not strong. Even if the second half of 2018 has GDP reduced to 3% (from the latest 4.1%), it is still the best GDP since 2005 however.

Housing is the weakest sector of the economy and its has such a broad ripple effect it must be watched closely. Housing starts are down based on rising mortgage rates, home prices and a low inventory of homes. The raw material and worker costs for builders are up and reflected in the prices.

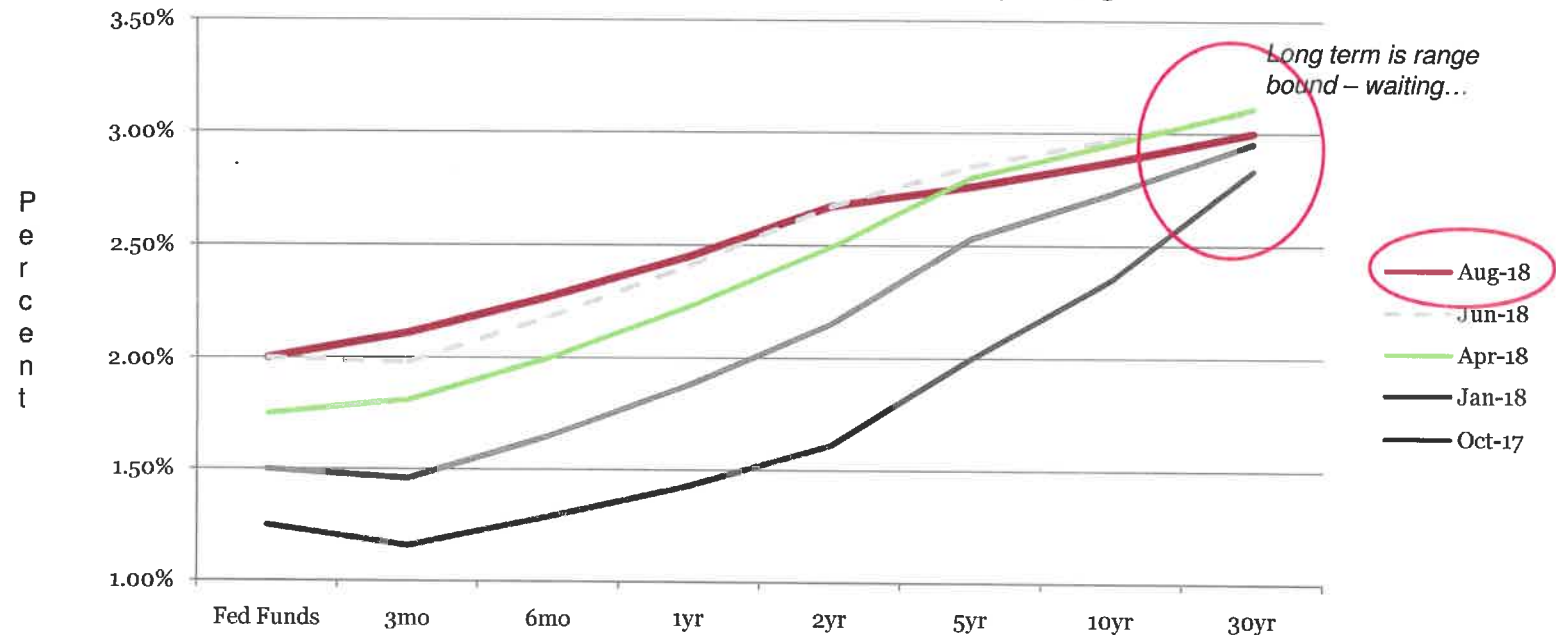
The consumer isn't slowing nonetheless. Retail sales have bounced above expectations up 6.4% YOY on apparel and food. She has also ramped up on cars and restaurant visits. This spending and confidence should continue with jobs and increased wages. A rebound in confidence has taken us to a 17-year high! Fortunately the consumer is also saving more. Savings have grown 6.7% (from 4.2%). Too continue these trends we need job growth and wage pressure, which is not currently in the picture. Expected slowdowns in manufacturing have not appeared, which could impact jobs.

At the Jackson Hole Economic Forum, Fed Chair Powell had confidence too and didn't point to a slowing economy but clearly the Committee is moving to a more "gradual" rate increase playbook, which will remain domestically data dependent .



The Flattening Curve

- Fears of an inverted curve remain. The multiyear flattening trend began as the Fed started to raise short-term rates in its pursuit of normalized monetary policy. Historically, when the yield curve has been flattening, it has often been an indicator of a weakening economy and in many cases portended an impending recession.
- This flattening however may not be foreshadowing a near-term recession risk, as it is being heavily influenced by global central bank actions and economic activity hasn't shown any indication of slowing.
- Other countries are keeping rates low – and bringing investors to the US. The ECB has held its short-term deposit rate at negative 0.40% for several years and will probably hold it there through the summer of 2019.
- Even though the 10-year U.S. Treasury is yielding only 2.82%, that yield appears quite attractive compared to Germany's 10-year bond at 0.34%. Until their rates increase and inflation kicks in demonstrably the shape is unlikely to change.

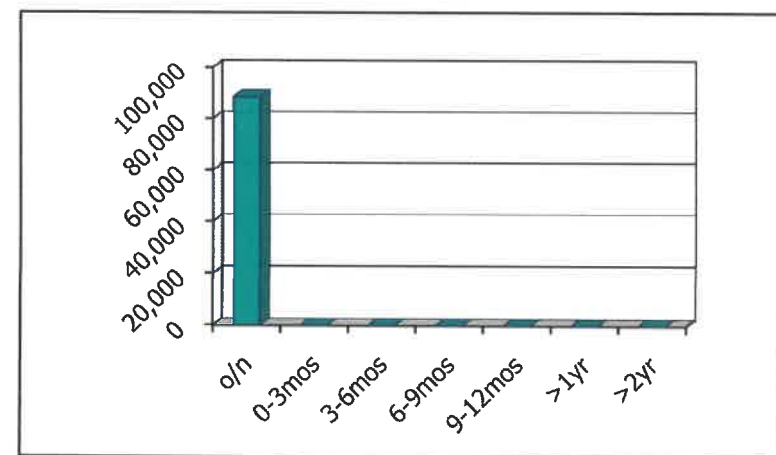
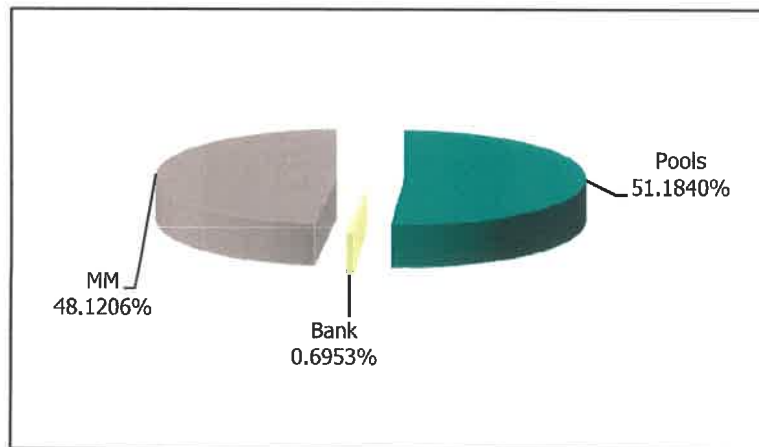


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

General Portfolio

As of August 31, 2018

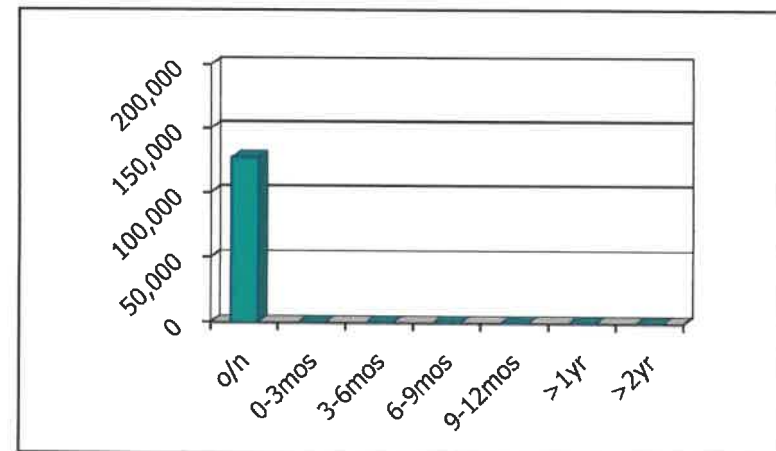
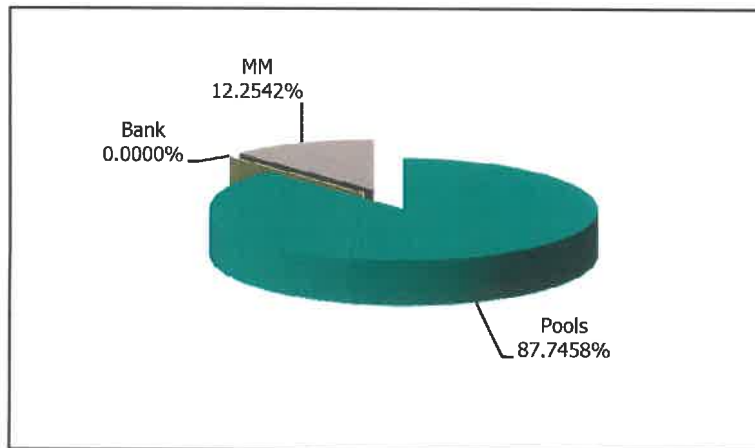
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of another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



Bond Portfolio

As of August 31, 2018

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





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

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	613,647.28	613,647.28	613,647.28	0.29	1	1	0.000
Investment Pools/Money Markets	214,362,405.42	214,362,405.42	214,362,405.42	99.71	1	1	1.938
Investments	214,976,052.70	214,976,052.70	214,976,052.70	100.00%	1	1	1.933

Total Earnings	August 31 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	358,268.58	3,396,553.79	3,396,553.79

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

Teri Zamora *9-20-18*
 Teri Zamora, Vice Chancellor of Fiscal Affairs



**San Jacinto Community College
 Summary by Type
 August 31, 2018
 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
Fund: Bond Funds						
Investment Pools/Money Markets	8	126,674,968.35	126,674,968.35	58.93	1.931	1
Subtotal	8	126,674,968.35	126,674,968.35	58.93	1.931	1
Fund: Consolidated Portfolio						
Investment Pools/Money Markets	5	87,687,437.07	87,687,437.07	40.79	1.949	1
Passbook/Checking Accounts	9	613,647.28	613,647.28	0.29	0.000	1
Subtotal	14	88,301,084.35	88,301,084.35	41.08	1.935	1
Total and Average	22	214,976,052.70	214,976,052.70	100.00	1.933	1



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

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Investment Pools/Money Markets										
708340211	10064	JPM - Debt Service	12/05/2007	0.00	0.00	0.00				1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,003,381.97	2,003,381.97	2,003,381.97	2.010	1.982	2.010	1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,008,454.93	5,008,454.93	5,008,454.93	2.010	1.982	2.010	1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,511,625.42	8,511,625.42	8,511,625.42	2.010	1.982	2.010	1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	2,216,096.63	2,216,096.63	2,216,096.63	1.920	1.893	1.920	1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,790,891.62	1,790,891.62	1,790,891.62	1.920	1.893	1.920	1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	106,960,747.73	106,960,747.73	106,960,747.73	1.920	1.893	1.920	1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	183,770.05	183,770.05	183,770.05	1.920	1.893	1.920	1
Subtotal and Average				126,674,968.35	126,674,968.35	126,674,968.35		1.905	1.931	1
Total Investments and Average				126,674,968.35	126,674,968.35	126,674,968.35		1.905	1.931	1

**Fund GEN - Consolidated Portfolio
Investments by Fund
August 31, 2018**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Passbook/Checking Accounts										
1390012195A	10164	Bank of America - Operating	09/01/2017	698.02	698.02	698.02				1
9999999914	10089	Credit Cards - In Transit	09/01/2017	46,830.65	46,830.65	46,830.65				1
708340062	10086	Disbursements	09/01/2017	-1,233,541.52	-1,233,541.52	-1,233,541.52				1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2017	1,806,276.88	1,806,276.88	1,806,276.88				1
707759346	10085	Payroll Fund	09/01/2017	-23,596.75	-23,596.75	-23,596.75				1
9999999913	10088	Petty Cash	09/01/2017	19,055.00	19,055.00	19,055.00				1
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2017	-2,075.00	-2,075.00	-2,075.00				1
Subtotal and Average				613,647.28	613,647.28	613,647.28		0.000	0.000	1
Investment Pools/Money Markets										
86-7200810	10230	East West MM	09/09/2014	41,248,222.23	41,248,222.23	41,248,222.23	2.010	1.982	2.010	1
9999999993	10034	LSIP GOF - Operating	09/01/2007	1,993,571.70	1,993,571.70	1,993,571.70	1.920	1.893	1.920	1
707759320	10035	JPM - Money Market	09/01/2007	1,000,762.20	1,000,762.20	1,000,762.20	0.900	0.887	0.900	1
9999999996	10038	TCB - Money Market	09/26/2007	242,047.23	242,047.23	242,047.23	1.210	1.193	1.210	1
9999999991	10032	TexPool	09/01/2007	43,202,833.71	43,202,833.71	43,202,833.71	1.921	1.894	1.920	1
Subtotal and Average				87,687,437.07	87,687,437.07	87,687,437.07		1.922	1.949	1
Total Investments and Average				88,301,084.35	88,301,084.35	88,301,084.35		1.909	1.935	1



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

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	0.00	0.03	0.01				0.00	0.00	0.00
999999999	10084	BOND	RRP	2,216,096.63	2,763,917.86	2,469,861.58		1.920	0.163	4,017.98	0.00	4,017.98
999999916	10106	BOND	RRP	183,770.05	7,933,570.46	2,136,819.36		1.920	0.162	3,453.87	0.00	3,453.87
86-72000794	10231	BOND	RRP	2,003,381.97	2,003,373.85	2,000,109.10		2.010	0.169	3,381.97	0.00	3,381.97
86-72000844	10232	BOND	RRP	8,511,625.42	8,493,882.84	8,497,720.20		2.010	0.169	14,368.73	0.00	14,368.73
86-72004242	10233	BOND	RRP	5,008,454.93	5,008,434.62	5,000,272.74		2.010	0.169	8,454.93	0.00	8,454.93
999999917	10234	BOND	RRP	1,790,891.62	1,794,859.80	1,790,381.06		1.920	0.163	2,914.16	0.00	2,914.16
999999918	10235	BOND	RRP	106,960,747.73	114,629,456.07	112,936,425.04		1.920	0.163	183,808.41	0.00	183,808.41
			Subtotal	126,674,968.35	142,627,495.53	134,831,589.08			0.163	220,400.05	0.00	220,400.05
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	43,202,833.71	38,194,874.81	38,959,694.55		1.921	0.163	63,577.15	0.00	63,577.15
999999996	10038	GEN	RRP	242,047.23	241,800.79	241,808.74		1.210	0.102	246.44	0.00	246.44
707759320	10035	GEN	RRP	1,000,762.20	1,001,236.08	1,001,061.30		0.900	0.076	762.20	0.00	762.20
707759338	10062	GEN	PA1	1,806,276.88	6,698,007.17	6,540,209.42				0.00	0.00	0.00
707759346	10085	GEN	PA1	-23,596.75	-24,061.90	-24,046.90				0.00	0.00	0.00
708340062	10086	GEN	PA1	-1,233,541.52	-681,220.60	-699,037.40				0.00	0.00	0.00
999999913	10088	GEN	PA1	19,055.00	20,025.00	19,993.71				0.00	0.00	0.00
999999914	10089	GEN	PA1	46,830.65	150,409.77	147,068.51				0.00	0.00	0.00
707759361	10103	GEN	PA1	-2,075.00	-809.18	-850.01				0.00	0.00	0.00
999999993	10034	GEN	RRP	1,993,571.70	1,067,928.11	2,246,256.77		1.920	0.163	3,650.37	0.00	3,650.37
1390012195A	10164	GEN	PA1	698.02	897.01	890.59				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	41,248,222.23	41,170,155.24	41,180,836.07		2.010	0.169	69,632.37	0.00	69,632.37
			Subtotal	86,301,084.35	87,839,242.30	89,613,865.34			0.154	137,868.53	0.00	137,868.53
			Total	214,976,052.70	230,466,737.83	224,445,474.42			0.160	358,268.58	0.00	358,268.58

Portfolio SJCC
AP
IE (PRF_IE) 7.2.0
Report Ver. 7.3.6.1



Quarterly Investment Report
May 31, 2018 – August 31, 2018

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

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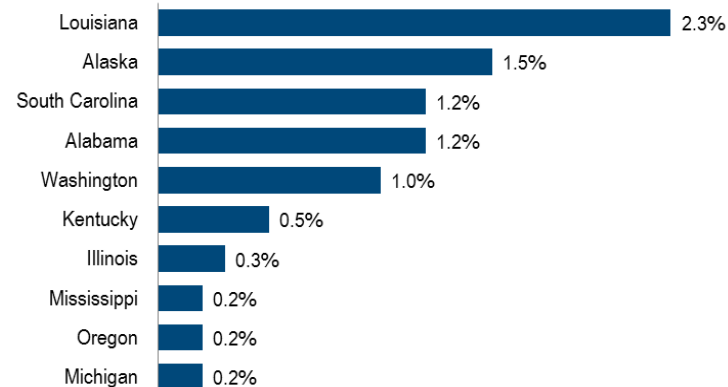
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States that will be most affected by Chinese tariffs, by % of GDP



Domestically Strong but Moderating

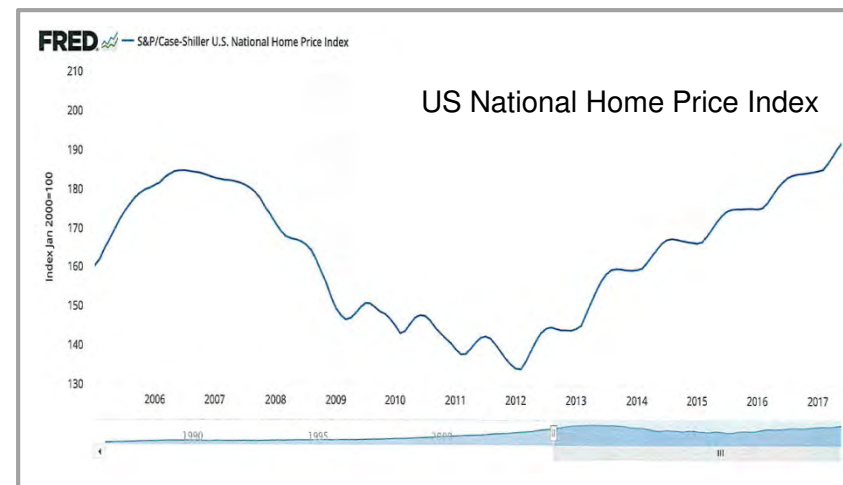
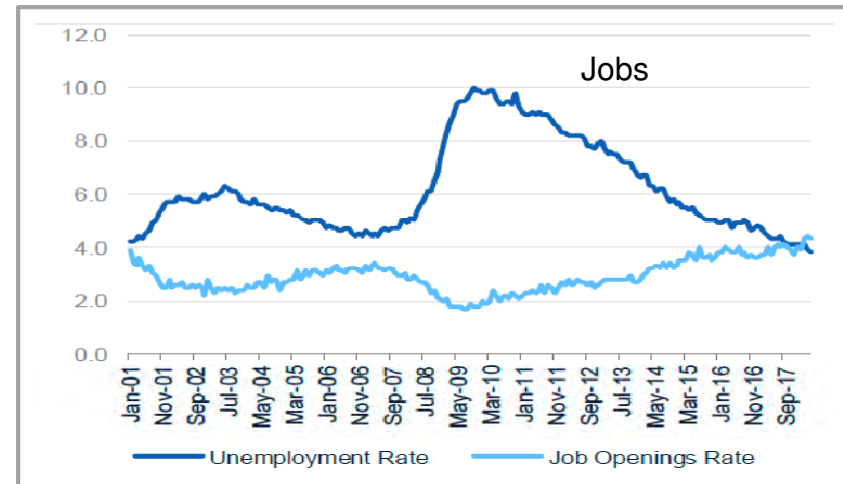
The trade situation and its uncertainty has definitely driven global funds on a flight to quality in Treasuries, however, there is a major divergence in the outlook between US equities and bonds. The stocks have hit all-time highs and continue to soar on strong earnings, tax cuts and economic growth. This month marked the start of the longest running bull market in stocks on record. Bonds on the other hand are range bound.

The view of the equities on the economy are based on a continuing growth, but the strength shown in 1Q has definitely moderated. It's not weak – just not strong. Even if the second half of 2018 has GDP reduced to 3% (from the latest 4.1%), it is still the best GDP since 2005 however.

Housing is the weakest sector of the economy and it has such a broad ripple effect it must be watched closely. Housing starts are down based on rising mortgage rates, home prices and a low inventory of homes. The raw material and worker costs for builders are up and reflected in the prices.

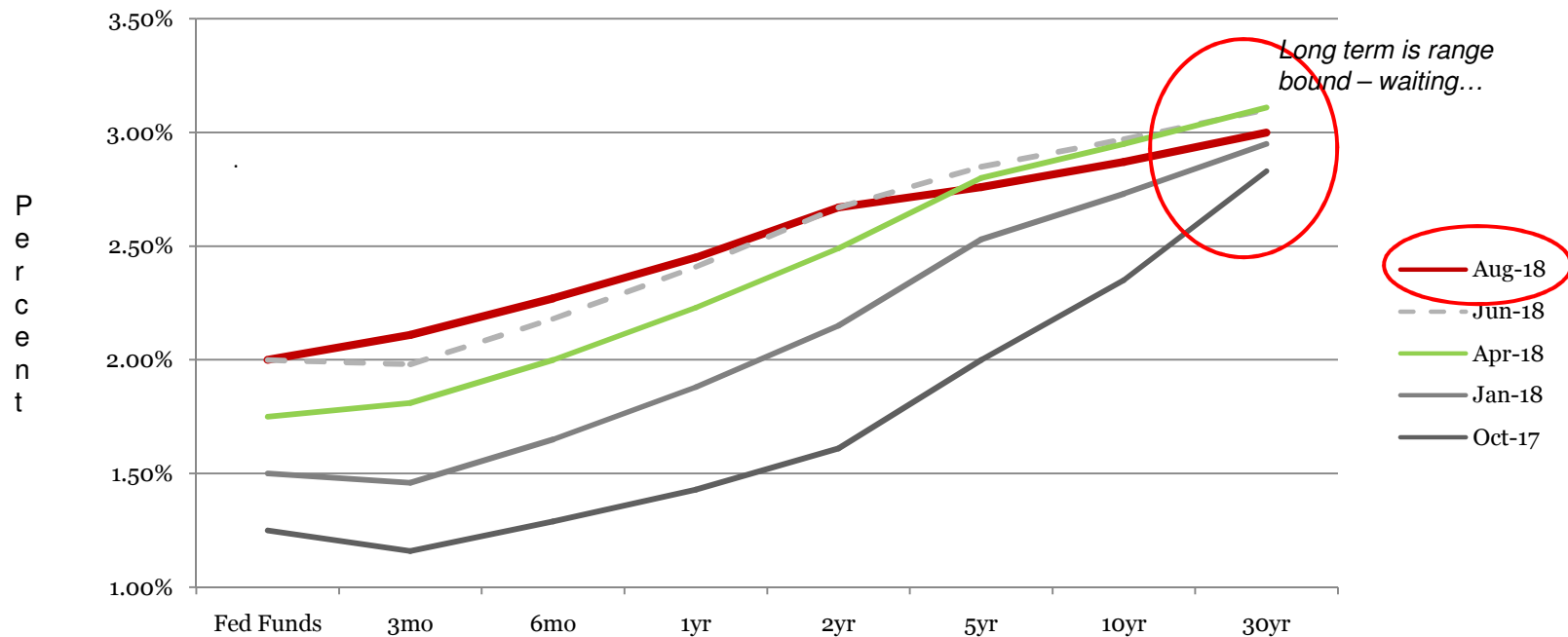
The consumer isn't slowing nonetheless. Retail sales have bounced above expectations up 6.4% YOY on apparel and food. She has also ramped up on cars and restaurant visits. This spending and confidence should continue with jobs and increased wages. A rebound in confidence has taken us to a 17-year high! Fortunately the consumer is also saving more. Savings have grown 6.7% (from 4.2%). To continue these trends we need job growth and wage pressure, which is not currently in the picture. Expected slowdowns in manufacturing have not appeared, which could impact jobs.

At the Jackson Hole Economic Forum, Fed Chair Powell had confidence too and didn't point to a slowing economy but clearly the Committee is moving to a more "gradual" rate increase playbook, which will remain domestically data dependent.



The Flattening Curve

- Fears of an inverted curve remain. The multiyear flattening trend began as the Fed started to raise short-term rates in its pursuit of normalized monetary policy. Historically, when the yield curve has been flattening, it has often been an indicator of a weakening economy and in many cases portended an impending recession.
- This flattening however may not be foreshadowing a near-term recession risk, as it is being heavily influenced by global central bank actions and economic activity hasn't shown any indication of slowing.
- Other countries are keeping rates low – and bringing investors to the US. The ECB has held its short-term deposit rate at negative 0.40% for several years and will probably hold it there through the summer of 2019.
- Even though the 10-year U.S. Treasury is yielding only 2.82%, that yield appears quite attractive compared to Germany's 10-year bond at 0.34%. Until their rates increase and inflation kicks in demonstrably the shape is unlikely to change.



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

San Jacinto College District
 Quarterly Investment Report
 May 31, 2018 –August 31, 2018

Portfolio Summary Management Report

This quarterly report is prepared in compliance with the Investment Policy and Strategy of the District and the Public Funds Investment Act (Chapter 2256, Texas Government Code).

<u>Portfolio as of 05/31/18:</u>		<u>Portfolio as of 08/31/18:</u>	
Beginning Book Value	\$ 248,569,866	Ending Book Value	\$ 214,976,053
Beginning Market Value	\$ 248,569,866	Ending Market Value	\$ 214,976,053
		Investment Income for the period	\$ 1,084,915
		Unrealized Gain/Loss	\$ 0
WAM at Beginning Period Date ¹	1 day	WAM at Ending Period Date ¹	1 day
<i>(Decrease in market value is due to seasonal cash outflows)</i>		Change in Market Value ²	\$ (33,593,813)
Average Yield to Maturity for period		1.853%	
Average Yield 180-Day Treasury Bill for period		2.180%	



Teri Zamora, Vice Chancellor of Fiscal Affairs
 San Jacinto College District



Linda T. Patterson, Investment Advisor, SJCD
 Patterson & Associates

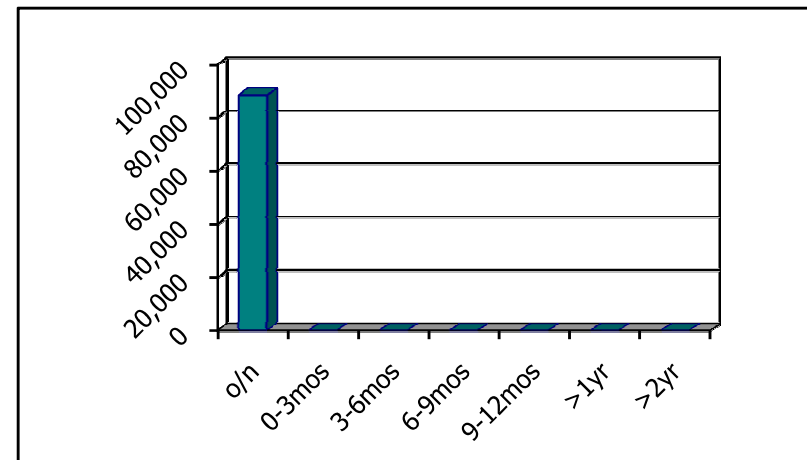
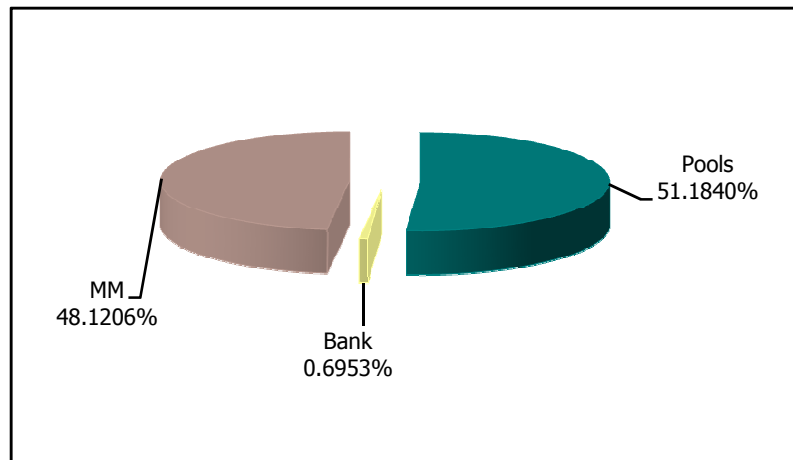
¹ WAM – weighted average maturity

² “Change in Market Value” is required data, but will primarily reflect the receipt and expenditure of the College’s funds from month to month. *Patterson & Associates* has assisted in the preparation of this consolidated investment report, with additional input provided by the College District.

General Portfolio

As of August 31, 2018

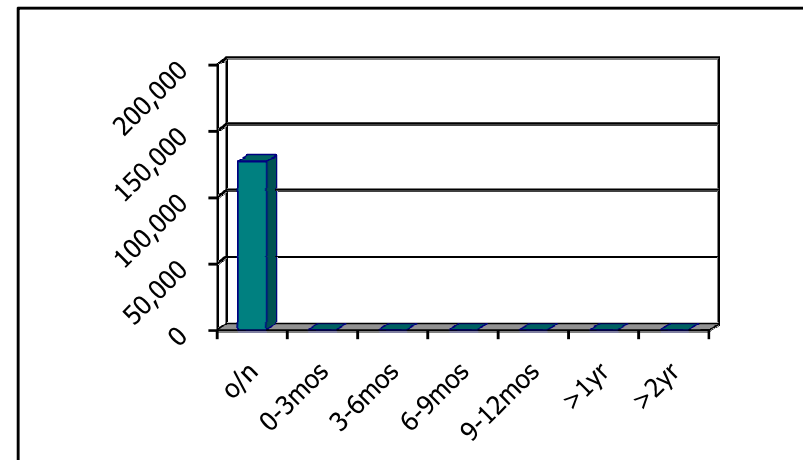
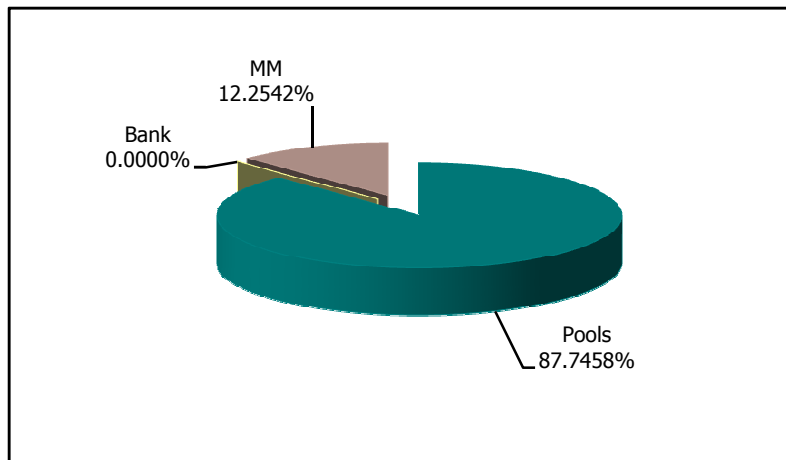
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of another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



Bond Portfolio

As of August 31, 2018

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





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

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	613,647.28	613,647.28	613,647.28	0.29	1	1	0.000
Investment Pools/Money Markets	214,362,405.42	214,362,405.42	214,362,405.42	99.71	1	1	1.938
Investments	214,976,052.70	214,976,052.70	214,976,052.70	100.00%	1	1	1.933

Total Earnings	August 31 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	358,268.58	3,396,553.79	3,396,553.79

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

Teri Zamora *9/24/18*

 Teri Zamora, Vice Chancellor of Fiscal Affairs



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

Patterson & Associates
901 S. MoPac
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-

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	8	126,674,968.35	126,674,968.35	58.93	1.931	1
Subtotal	8	126,674,968.35	126,674,968.35	58.93	1.931	1
Fund: Consolidated Portfolio						
Investment Pools/Money Markets	5	87,687,437.07	87,687,437.07	40.79	1.949	1
Passbook/Checking Accounts	9	613,647.28	613,647.28	0.29	0.000	1
Subtotal	14	88,301,084.35	88,301,084.35	41.08	1.935	1
Total and Average	22	214,976,052.70	214,976,052.70	100.00	1.933	1



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

Patterson & Associates
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-

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Investment Pools/Money Markets										
708340211	10064	JPM - Debt Service	12/05/2007	0.00	0.00	0.00				1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,003,381.97	2,003,381.97	2,003,381.97	2.010	1.982	2.010	1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,008,454.93	5,008,454.93	5,008,454.93	2.010	1.982	2.010	1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,511,625.42	8,511,625.42	8,511,625.42	2.010	1.982	2.010	1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	2,216,096.63	2,216,096.63	2,216,096.63	1.920	1.893	1.920	1
9999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,790,891.62	1,790,891.62	1,790,891.62	1.920	1.893	1.920	1
9999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	106,960,747.73	106,960,747.73	106,960,747.73	1.920	1.893	1.920	1
9999999916	10106	LSIP GOF - Debt Service	07/30/2009	183,770.05	183,770.05	183,770.05	1.920	1.893	1.920	1
Subtotal and Average				126,674,968.35	126,674,968.35	126,674,968.35		1.905	1.931	1
Total Investments and Average				126,674,968.35	126,674,968.35	126,674,968.35		1.905	1.931	1

**Fund GEN - Consolidated Portfolio
Investments by Fund
August 31, 2018**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Passbook/Checking Accounts										
1390012195A	10164	Bank of America - Operating	09/01/2017	698.02	698.02	698.02				1
9999999914	10089	Credit Cards - In Transit	09/01/2017	46,830.65	46,830.65	46,830.65				1
708340062	10086	Disbursements	09/01/2017	-1,233,541.52	-1,233,541.52	-1,233,541.52				1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2017	1,806,276.88	1,806,276.88	1,806,276.88				1
707759346	10085	Payroll Fund	09/01/2017	-23,596.75	-23,596.75	-23,596.75				1
9999999913	10088	Petty Cash	09/01/2017	19,055.00	19,055.00	19,055.00				1
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2017	-2,075.00	-2,075.00	-2,075.00				1
Subtotal and Average				613,647.28	613,647.28	613,647.28		0.000	0.000	1
Investment Pools/Money Markets										
86-7200810	10230	East West MM	09/09/2014	41,248,222.23	41,248,222.23	41,248,222.23	2.010	1.982	2.010	1
999999993	10034	LSIP GOF - Operating	09/01/2007	1,993,571.70	1,993,571.70	1,993,571.70	1.920	1.893	1.920	1
707759320	10035	JPM - Money Market	09/01/2007	1,000,762.20	1,000,762.20	1,000,762.20	0.900	0.887	0.900	1
999999996	10038	TCB - Money Market	09/26/2007	242,047.23	242,047.23	242,047.23	1.210	1.193	1.210	1
999999991	10032	TexPool	09/01/2007	43,202,833.71	43,202,833.71	43,202,833.71	1.921	1.894	1.920	1
Subtotal and Average				87,687,437.07	87,687,437.07	87,687,437.07		1.922	1.949	1
Total Investments and Average				88,301,084.35	88,301,084.35	88,301,084.35		1.909	1.935	1



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

Patterson & Associates
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 -

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	0.00	0.01	17.95			0.111	0.02	0.00	0.02
999999999	10084	BOND	RRP	2,216,096.63	3,320,879.91	2,861,825.59		1.920	0.473	13,537.69	0.00	13,537.69
9999999916	10106	BOND	RRP	183,770.05	7,657,377.76	5,909,300.77		1.920	0.471	27,844.53	0.00	27,844.53
86-72000794	10231	BOND	RRP	2,003,381.97	2,003,020.16	2,000,172.06		2.010	0.489	9,780.48	0.00	9,780.48
86-72000844	10232	BOND	RRP	8,511,625.42	8,460,734.42	8,480,932.59		2.010	0.489	41,472.33	0.00	41,472.33
86-72004242	10233	BOND	RRP	5,008,454.93	5,007,550.40	5,000,430.16		2.010	0.489	24,451.20	0.00	24,451.20
9999999917	10234	BOND	RRP	1,790,891.62	1,874,008.99	1,813,608.70		1.920	0.474	8,597.49	0.00	8,597.49
9999999918	10235	BOND	RRP	106,960,747.73	122,840,889.90	117,308,238.87		1.920	0.474	555,921.38	0.00	555,921.38
		Subtotal		126,674,968.35	151,164,461.55	143,374,526.69			0.475	681,605.12	0.00	681,605.12
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	43,202,833.71	43,277,558.02	39,853,348.60		1.921	0.472	188,057.98	0.00	188,057.98
999999996	10038	GEN	RRP	242,047.23	241,377.96	241,586.50		1.210	0.273	659.27	0.00	659.27
707759320	10035	GEN	RRP	1,000,762.20	1,000,450.51	1,000,799.21		0.900	0.155	1,547.77	0.00	1,547.77
707759338	10062	GEN	PA1	1,806,276.88	8,417,311.79	7,765,199.21				0.00	0.00	0.00
707759346	10085	GEN	PA1	-23,596.75	-28,884.49	-30,141.56				0.00	0.00	0.00
708340062	10086	GEN	PA1	-1,233,541.52	-974,013.56	-704,922.63				0.00	0.00	0.00
9999999913	10088	GEN	PA1	19,055.00	20,025.00	20,014.46				0.00	0.00	0.00
9999999914	10089	GEN	PA1	46,830.65	104,296.99	99,172.15				0.00	0.00	0.00
707759361	10103	GEN	PA1	-2,075.00	-4,160.12	-2,240.27				0.00	0.00	0.00
999999993	10034	GEN	RRP	1,993,571.70	4,326,490.14	2,517,626.91		1.920	0.478	12,029.30	0.00	12,029.30
1390012195A	10164	GEN	PA1	698.02	1,291.91	1,083.43				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	41,248,222.23	41,023,659.99	41,107,105.13		2.010	0.489	201,015.57	0.00	201,015.57
		Subtotal		88,301,084.35	97,405,404.14	91,868,631.14			0.439	403,309.89	0.00	403,309.89
		Total		214,976,052.70	248,569,865.69	235,243,157.83			0.461	1,084,915.01	0.00	1,084,915.01



San Jacinto Community College
Texas Compliance Change in Val Report
Sorted by Fund
June 1, 2018 - August 31, 2018

Patterson & Associates
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Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
Fund: Bond Funds									
10064	DS	BOND	12/05/2007	0.02	0.01	825.02	825.03	-0.01	0.00
708340211	0.00	0.000	/ /	0.02	0.01	825.02	825.03	-0.01	0.00
10084	LSIP08	BOND	10/03/2008	13,537.69	3,320,879.91	13,537.69	1,118,320.97	-1,104,783.28	2,216,096.63
999999999	2,216,096.63	1.920	/ /	13,537.69	3,320,879.91	13,537.69	1,118,320.97	-1,104,783.28	2,216,096.63
10106	LSIPDS	BOND	07/30/2009	27,844.53	7,657,377.76	452,341.85	7,925,949.56	-7,473,607.71	183,770.05
9999999916	183,770.05	1.920	/ /	27,844.53	7,657,377.76	452,341.85	7,925,949.56	-7,473,607.71	183,770.05
10228	EWIC08	BOND	09/09/2014	0.00	0.00	0.00	0.00	0.00	0.00
XXX794	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10229	EWICDS	BOND	09/09/2014	0.00	0.00	0.00	0.00	0.00	0.00
XXX844	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10231	EWMM08	BOND	09/09/2014	9,780.48	2,003,020.16	9,780.48	9,418.67	361.81	2,003,381.97
86-72000794	2,003,381.97	2.010	/ /	9,780.48	2,003,020.16	9,780.48	9,418.67	361.81	2,003,381.97
10232	EWMMDS	BOND	09/09/2014	41,472.33	8,460,734.42	50,891.00	0.00	50,891.00	8,511,625.42
86-72000844	8,511,625.42	2.010	/ /	41,472.33	8,460,734.42	50,891.00	0.00	50,891.00	8,511,625.42
10233	EWMM15	BOND	08/06/2015	24,451.20	5,007,550.40	24,451.20	23,546.67	904.53	5,008,454.93
86-72004242	5,008,454.93	2.010	/ /	24,451.20	5,007,550.40	24,451.20	23,546.67	904.53	5,008,454.93
10234	LSIP15	BOND	08/06/2015	8,597.49	1,874,008.99	8,597.49	91,714.86	-83,117.37	1,790,891.62
9999999917	1,790,891.62	1.920	/ /	8,597.49	1,874,008.99	8,597.49	91,714.86	-83,117.37	1,790,891.62
10235	LSIP16	BOND	04/20/2016	555,921.38	122,840,889.90	555,921.38	16,436,063.55	-15,880,142.17	106,960,747.73
9999999918	106,960,747.73	1.920	/ /	555,921.38	122,840,889.90	555,921.38	16,436,063.55	-15,880,142.17	106,960,747.73
Sub Totals For: Fund: Bond Funds				681,605.12	151,164,461.55	1,116,346.11	25,605,839.31	-24,489,493.20	126,674,968.35
				681,605.12	151,164,461.55	1,116,346.11	25,605,839.31	-24,489,493.20	126,674,968.35

Portfolio SJCC

San Jacinto Community College
Texas Compliance Change in Val Report
June 1, 2018 - August 31, 2018

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
Fund: Consolidated Portfol									
10032	TXPOOL	GEN	09/01/2007	188,057.98	43,277,558.02	17,825,275.69	17,900,000.00	-74,724.31	43,202,833.71
999999991	43,202,833.71	1.920	/ /	188,057.98	43,277,558.02	17,825,275.69	17,900,000.00	-74,724.31	43,202,833.71
10034	LSIP	GEN	09/01/2007	12,029.30	4,326,490.14	25,569,654.98	27,902,573.42	-2,332,918.44	1,993,571.70
999999993	1,993,571.70	1.920	/ /	12,029.30	4,326,490.14	25,569,654.98	27,902,573.42	-2,332,918.44	1,993,571.70
10035	MM	GEN	09/01/2007	1,547.77	1,000,450.51	1,547.77	1,236.08	311.69	1,000,762.20
707759320	1,000,762.20	0.900	/ /	1,547.77	1,000,450.51	1,547.77	1,236.08	311.69	1,000,762.20
10038	TXCIT	GEN	09/26/2007	659.27	241,377.96	669.27	0.00	669.27	242,047.23
999999996	242,047.23	1.210	/ /	659.27	241,377.96	669.27	0.00	669.27	242,047.23
10062	OPER	GEN	09/01/2017	0.00	8,417,311.79	0.00	6,611,034.91	-6,611,034.91	1,806,276.88
707759338	1,806,276.88	0.000	/ /	0.00	8,417,311.79	0.00	6,611,034.91	-6,611,034.91	1,806,276.88
10069	FPRO	GEN	09/01/2017	0.00	0.00	0.00	0.00	0.00	0.00
707759296	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10085	PAY	GEN	09/01/2017	0.00	-28,884.49	13,738.93	8,451.19	5,287.74	-23,596.75
707759346	-23,596.75	0.000	/ /	0.00	-28,884.49	13,738.93	8,451.19	5,287.74	-23,596.75
10086	DIS	GEN	09/01/2017	0.00	-974,013.56	498,103.50	757,631.46	-259,527.96	-1,233,541.52
708340062	-1,233,541.52	0.000	/ /	0.00	-974,013.56	498,103.50	757,631.46	-259,527.96	-1,233,541.52
10088	PC	GEN	09/01/2017	0.00	20,025.00	0.00	970.00	-970.00	19,055.00
9999999913	19,055.00	0.000	/ /	0.00	20,025.00	0.00	970.00	-970.00	19,055.00
10089	CC	GEN	09/01/2017	0.00	104,296.99	103,722.64	161,188.98	-57,466.34	46,830.65
9999999914	46,830.65	0.000	/ /	0.00	104,296.99	103,722.64	161,188.98	-57,466.34	46,830.65
10103	WC	GEN	09/01/2017	0.00	-4,160.12	3,350.94	1,265.82	2,085.12	-2,075.00
707759361	-2,075.00	0.000	/ /	0.00	-4,160.12	3,350.94	1,265.82	2,085.12	-2,075.00
10164	BAOP	GEN	09/01/2017	0.00	1,291.91	0.00	593.89	-593.89	698.02
1390012195A	698.02	0.000	/ /	0.00	1,291.91	0.00	593.89	-593.89	698.02

San Jacinto Community College
Texas Compliance Change in Val Report
June 1, 2018 - August 31, 2018

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
10181	SDI	GEN	09/01/2017	0.00	0.00	0.00	0.00	0.00	0.00
707759353	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10227	EWBICS	GEN	09/09/2014	0.00	0.00	0.00	0.00	0.00	0.00
XXX810	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10230	EWBMM	GEN	09/09/2014	201,015.57	41,023,659.99	224,562.24	0.00	224,562.24	41,248,222.23
86-7200810	41,248,222.23	2.010	/ /	201,015.57	41,023,659.99	224,562.24	0.00	224,562.24	41,248,222.23
Sub Totals For: Fund: Consolidated Portfol				403,309.89	97,405,404.14	44,240,625.96	53,344,945.75	-9,104,319.79	88,301,084.35
				403,309.89	97,405,404.14	44,240,625.96	53,344,945.75	-9,104,319.79	88,301,084.35
Report Grand Totals:				1,084,915.01	248,569,865.69	45,356,972.07	78,950,785.06	-33,593,812.99	214,976,052.70
				1,084,915.01	248,569,865.69	45,356,972.07	78,950,785.06	-33,593,812.99	214,976,052.70

San Jacinto College Foundation

Statement of Financial Position

As of August 31, 2018

ASSETS

Current Assets

Checking/Savings

General Fund \$939,875

Other Funds -

Total Checking/Savings 939,875

Accounts Receivable

Other Receivables 9,000

Pledge Receivables 221,900

Special Events Receivables 2,100

Total Accounts Receivable 233,000

Other Current Assets

Short Term Investments

Goldman Sachs 11,009,209

Capital Bank CD 205,136

Prosperity Bank 203,573

Total SJC Short Term Investments 11,417,918

Total Current Assets 12,590,793

TOTAL ASSETS

\$12,590,793

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Event Payable 635

Grants Payable 87,054

Programs Payable 34,286

Endowments Payable 158,908

Scholarship Payables 299,895

Student Success Payables 14,756

Total Accounts Payable 595,534

Total Current Liabilities 595,534

Total Liabilities

595,534

Equity

Net Asset Without Donor Restrictions 2,738,314

Net Asset With Donor Restrictions 9,237,744

Net Assets 11,976,058

Net Income 19,201

Total Equity 11,995,259

TOTAL LIABILITIES & EQUITY

\$12,590,793

San Jacinto College Foundation

Statement of Activities

For the Period Ending August 31, 2018

	Current Year	Last Year	Effect on Net Income
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	48,112	0	48,112
Endowments	548	6,735	(6,187)
Program Sponsorship	0	7,331	(7,331)
Donor Restricted	15,030	64,003	(48,973)
Total Contributions	63,690	78,069	(14,379)
Other Income			
Special Events	28,623	14,925	13,698
Investment Income	27,879	14,609	13,270
Realized Gain / (Loss)	0	15,745	(15,745)
Unrealized Gain / (Loss)	178,393	65,920	112,473
Total Other Income	234,896	111,199	123,697
Total Income	298,585	189,268	109,318
Expense			
Programs			
Scholarships Awarded	245,219	322,800	77,581
Programs Sponsored	29,070	535	(28,535)
Total Programs	274,289	323,335	49,046
Supporting Services			
Management and General	4,495	1,818	(2,677)
Fundraising Expenses		444	444
Sponsorship Expense	600	600	0
Total Supporting Services	5,095	2,863	(2,232)
Total Expense	279,384	326,198	46,814
Net Ordinary Income	19,201	(136,930)	156,131
Other Income / Expenses			
Net Other Income	\$19,201	(\$136,930)	\$156,131



Contributions Report
August 2018

Donors	Amount	Fund
Corporations	26,211	Children's Center North, Golf, Maritime Venture Camp, Pasadena Chamber Cultural Arts Scholarship
Foundations	911	Board Scholarship, San Jac Star
Individuals	1,343	Alumni, Foundation Memorial Fund, Gala, Golf, Jennifer Puryear Scholarship, Joyce Ghormley Music Scholarship

Total Donation 28,465

Employee Contributions	1,359	Brysch Garza Firefighter Scholarship, Gala, Golf, John Locke Memorial, Maritime Training Center, Promise for their Future, San Jac Star, Veteran Center
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Total Contributions 29,824

2008 Bond Program

Preliminary Report as of August 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
Sub-total	-	-	-	-	-	-	-	-	-
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
723914 - SC Softball Improvements	850,000	-	850,000	-	850,000	273,919	544,047	32,034	96.23%
Sub-total	850,000	-	850,000	-	850,000	273,919	544,047	32,034	96.23%
District									
720100 - Program Management	-	-	-	(9,605,947)	9,605,947	-	-	-	-
726800 - Contingency	14,626,260	(14,405,240)	221,020	-	221,020	-	-	221,020	-
726907 - Wayfinding Signage	50,000	950,000	1,000,000	10,924	989,076	-	42,727	957,273	4.27%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	1,311,000	276,806	98,576	935,618	28.63%
726812 - Science Parks	-	490,000	490,000	-	490,000	-	-	490,000	-
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
Sub-total	14,676,260	(10,854,240)	3,822,020	(9,595,023)	13,417,043	276,806	141,303	3,403,911	10.94%
2008 Contingency Supplemental Projects									
721915 - CC Police Vehicles	-	127,783	127,783	-	127,783	11,845	111,065	4,873	96.19%
721916 - CC FS Passenger Van	-	85,000	85,000	-	85,000	78,671	-	6,329	92.55%
721917 - CC FS Pick-Up/Mini Van	-	80,000	80,000	-	80,000	77,729	-	2,271	97.16%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	615,000	-	361,679	253,321	58.81%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	125,000	-	63,822	61,178	51.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	167,000	14,537	125,193	27,270	83.67%
726915 - Dist - Inv/Procure Ford Transit 250	-	64,000	64,000	-	64,000	63,600	-	400	99.38%
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	100,000	-	-	100,000	-
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	250,000	168,375	31,625	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	7,500	1,138	2,865	3,497	53.37%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	80,033	168,921	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	72,966	72,966	-	72,966	-	-	72,966	-
Sub-total	-	2,143,203	2,143,203	-	2,143,203	495,928	865,170	782,105	63.51%
Supplemental Projects closed									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC - Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
Sub-total	-	2,055,816	2,055,816	-	2,055,816	-	2,055,816	-	100.00%
Projects Closed									
Sub-total	279,473,740	6,655,221	286,128,961	9,595,023	276,533,938	-	286,128,961	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	1,046,653	289,735,297	4,218,050	98.57%

2015 Revenue Bond Program

Preliminary Report as of August 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
North - CIT									
722916 NC - CIT Graphics	-	62,000	62,000	-	62,000	-	40,779	21,221	65.77%
722917 NC - CIT Supplemental	-	51,000	51,000	-	51,000	-	25,546	25,454	50.09%
722918 NC - CIT Acoustics	-	200,000	200,000	-	200,000	-	90,855	109,145	45.43%
Contingency (726900)	2,408,355	4,223,803	6,632,158	-	6,632,158	-	-	6,632,158	-
Sub-total	2,408,355	4,536,803	6,945,158	-	6,945,158	-	157,180	6,787,978	2.26%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
Sub-total	47,591,645	(4,536,803)	43,054,842	-	43,054,842	-	43,054,842	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	-	43,212,022	6,787,978	86.42%

2015 Bond Program

Preliminary Report as of August 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(914,610)	51,535,390	1,252,240	52,787,630	20,778,061	24,013,440	7,996,130	84.85%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	4,835,370	1,300,955	1,494,064	80.42%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	7,946,009	9	6,315,232	1,630,768	79.48%
731602 - CC Welcome Center	16,600,000	6,014,205	22,614,205	528,262	23,142,467	560,314	1,118,595	21,463,558	7.25%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	28,312	45,713	2,925,975	2.47%
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	75,233	765,392	56,298,034	1.47%
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,445,280	43,316	241,333	2,160,631	11.64%
731605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	58,942	1,852,974	5,722	73,653	1,773,599	4.28%
731606 - CC Frels Renovation	1,153,000	3,411,000	4,564,000	-	4,564,000	239,458	45,237	4,279,305	6.24%
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	100,984	233,075	12,338,770	2.64%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,804,821)	10,880,179	785,541	11,665,720	41,053	403,461	11,221,206	3.81%
71608A - CC McCollum Center Reno Phase II	-	10,879,179	10,879,179	-	10,879,179	-	-	10,879,179	-
731609 - CC McCollum North Reno	2,535,000	1,388,655	3,923,655	80,671	4,004,326	3,937	37,083	3,963,306	1.02%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	-	248	1,724,752	0.01%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	4,122	39,196	2,612,069	1.63%
731612 - CC Stadium and Track Demo	174,000	(70,446)	103,554	5,538	109,092	2,992	66,792	39,307	63.97%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	273,268	277,243	610,098	47.43%
731614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	36,917	1,160,609	241,785	84,836	833,988	28.14%
Sub-total	170,717,000	30,898,897	201,615,897	4,924,261	206,540,158	27,233,935	35,061,486	144,244,737	30.16%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	4,584,952	27,429,952	726,989	28,156,941	876,809	1,073,784	26,206,348	6.93%
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	87,822	240,037	587,613	35.81%
732604 - NC Lehr Library Demo	650,000	(235,345)	414,655	20,680	435,335	1,072	224,206	210,058	51.75%
732605 - NC North Access/Security	877,000	(27,450)	849,550	27,907	877,457	11,316	35,464	830,678	5.33%
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	102,175	230,536	15,933,767	2.05%
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	49,011	106,291	9,133,170	1.67%
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	84,083	209,008	12,269,703	2.33%
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	188,471	131,390	260,443	55.12%
732610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	5,500,000	3,196,812	623,111	1,680,078	69.45%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC - Bureson Renovation	-	3,525,000	3,525,000	-	3,525,000	35,504	24,470	3,465,026	1.70%
Sub-total	78,395,000	(2,189,583)	76,205,417	1,902,837	78,108,254	4,633,074	2,898,297	70,576,883	9.64%
South									
733601 - SC Engineering & Technology Center	28,400,000	1,690,080	30,090,080	903,770	30,993,850	532,173	1,277,281	29,184,396	5.84%
733602 - SC Cosmetology Center	16,213,000	(107,466)	16,105,534	515,950	16,621,484	441,718	948,758	15,231,008	8.37%
733603 - SC Longenecker Reno	22,555,000	(1,155,972)	21,399,028	717,760	22,116,788	807,728	730,761	20,578,300	6.96%
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	124,988	110,606	529,802	30.78%
733605 - SC South Primary Electrical Upgrade	5,800,000	(181,540)	5,618,460	184,571	5,803,031	9,008	84,844	5,709,179	1.62%
733606 - SC South Access/ Security	599,000	(18,750)	580,250	19,069	599,319	4,039	40,189	555,091	7.38%
733607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	326,687	10,271,361	15,943	150,171	10,105,247	1.62%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	1,802	16,972	1,141,836	1.62%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	365,966	14,168,966	439,253	14,608,219	21,436	201,921	14,384,862	1.53%
733611 - SC Bruce Student Center Reno	10,400,000	(7,215,520)	3,184,480	330,957	3,515,437	16,907	2,120,921	1,377,609	60.81%
733612 - SC HVAC Tech	312,000	3,500,000	3,812,000	177,720	3,989,720	1,888,185	254,932	1,846,603	53.72%
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	202,669	169,170	208,466	64.08%
733614 - SC Academic Building Renovation (S-7&S-9)	-	8,010,000	8,010,000	-	8,010,000	191,106	74,085	7,744,810	3.31%
Sub-total	116,438,000	(1,097,934)	115,340,066	3,695,453	119,035,519	4,257,701	6,180,609	108,597,209	8.77%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-
Sub-total	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-
Admin									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	776	62,124	10,393,100	0.60%
736604 - Dist Construction Studies	283,820	74,028	357,848	-	357,848	38,252	319,596	-	100.00%
720100 - Program Management - AECOM	-	9,118,003	9,118,003	(9,118,003)	-	-	-	-	-
720100 - Program Management - Other	-	1,252,240	1,252,240	(1,252,240)	-	-	-	-	-
736601 - Contingency	1,166,180	1,988,349	3,154,529	(152,308)	3,002,221	-	-	3,002,221	-
Sub-total	31,450,000	(7,111,380)	24,338,620	(10,522,551)	13,816,069	39,028	381,720	13,395,321	3.05%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	36,163,738	44,522,112	344,314,150	18.98%

Repair and Renovation

Preliminary Report as of August 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F18060 CC - Smart Start Lab	-	169,982	169,982	-	169,982	400	169,582	-	100.00%
Sub-total	-	169,982	169,982	-	169,982	400	169,582	-	100.00%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
F18007 SC - South Lifecycle Furniture	-	51,566	51,566	-	51,566	1,568	49,998	-	100.00%
Sub-total	-	51,566	51,566	-	51,566	1,568	49,998	-	100.00%
District									
Sub-total	-	-	-	-	-	-	-	-	-
Contingency (720700)	1,473,204	(1,352,610)	120,594	-	120,594	-	-	120,594	-
Sub-total	1,473,204	(1,352,610)	120,594	-	120,594	-	-	120,594	-
Projects Closed									
F18001 CC - Central Misc.	-	17,940	17,940	-	17,940	-	17,940	-	100.00%
F18005 CC - Central Lifecycle Furniture	-	99,857	99,857	-	99,857	-	99,857	-	100.00%
F18013 CC - C14.200 Conference Room Renova	-	5,168	5,168	-	5,168	-	5,168	-	100.00%
F18020 CC - C32 Welding fume extractions	-	116,769	116,769	-	116,769	-	116,769	-	100.00%
F18021 CC - C11 Hallways	-	49,600	49,600	-	49,600	-	49,600	-	100.00%
F18022 CC - C32 Eye Wash	-	7,500	7,500	-	7,500	-	7,500	-	100.00%
F18023 CC - C16.114b Administrative/AA Off	-	5,337	5,337	-	5,337	-	5,337	-	100.00%
F18026 CC - C11.1051c Renovation	-	5,635	5,635	-	5,635	-	5,635	-	100.00%
F18033 CC - C1 Help Desk	-	9,993	9,993	-	9,993	-	9,993	-	100.00%
F18034 CC - C3.302 Conference Rm Renovaton	-	8,638	8,638	-	8,638	-	8,638	-	100.00%
F18038 CC - C14 Handrail replacement	-	16,760	16,760	-	16,760	-	16,760	-	100.00%
F18041 CC - C6 Playground Wall	-	5,500	5,500	-	5,500	-	5,500	-	100.00%
F18064 CC - C.11.2095 Tier 1	-	13,702	13,702	-	13,702	-	13,702	-	100.00%
F18065 CC - C.11.1116 Tier 1	-	8,895	8,895	-	8,895	-	8,895	-	100.00%
F18066 CC - C.11.2020 Tier 1	-	13,159	13,159	-	13,159	-	13,159	-	100.00%
F18067 CC - C.11.2022 Tier 1	-	13,294	13,294	-	13,294	-	13,294	-	100.00%
F18068 CC - C.11.2043 Tier 1	-	13,530	13,530	-	13,530	-	13,530	-	100.00%
F18002 NC - North Misc.	-	20,840	20,840	-	20,840	-	20,840	-	100.00%
F18006 NC - North Lifecycle Furniture	-	49,406	49,406	-	49,406	-	49,406	-	100.00%
F18011 NC - N6 Acoustical Improvements	-	3,750	3,750	-	3,750	-	3,750	-	100.00%
F18054 NC - N12.100 Renovation	-	4,077	4,077	-	4,077	-	4,077	-	100.00%
F18061 NC - Smart Start Lab	-	142,719	142,719	-	142,719	-	142,719	-	100.00%
F17073 SC - S12 ILC Window Tint	-	9,016	9,016	-	9,016	-	9,016	-	100.00%
F18003 SC - South Misc.	-	19,855	19,855	-	19,855	-	19,855	-	100.00%
F18027 SC - Welcome Center Condition	-	9,000	9,000	-	9,000	-	9,000	-	100.00%
F18030 SC - S1.255 Lab Conversion	-	15,190	15,190	-	15,190	-	15,190	-	100.00%
F18028 SC - S6.160 Acoustical Improvements	-	5,000	5,000	-	5,000	-	5,000	-	100.00%
F18004 Dist - College Administration Misc.	-	6,967	6,967	-	6,967	-	6,967	-	100.00%
F18008 Dist - A..1 Restroom ADA Renovation	-	16,400	16,400	-	16,400	-	16,400	-	100.00%
F18017 Dist - A1.101b	-	7,905	7,905	-	7,905	-	7,905	-	100.00%
F18024 DIST - A2 Landscaping	-	12,633	12,633	-	12,633	-	12,633	-	100.00%
F18044 DIST - Lighting system modification	-	7,690	7,690	-	7,690	-	7,690	-	100.00%
F18050 DIST - Modify Classroom Locks	-	389,340	389,340	-	389,340	-	389,340	-	100.00%
Sub-total	-	1,131,063	1,131,063	-	1,131,063	-	1,131,063	-	100.00%
TOTALS	1,473,204	-	1,473,204	-	1,473,204	1,968	1,350,643	120,594	91.81%

**SAN JACINTO COLLEGE DISTRICT
Building Committee Meeting
September 18, 2018**

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

Members Absent: None

Others Trustees Present: None

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

- I. The meeting was called to order at 3:30 p.m. by Committee Chair, Dan Mims.
- II. Roll Call of Committee Members by Dan Mims
 - a. John Moon, Jr., present
 - b. Marie Flickinger, present
 - c. Erica Davis Rouse, present
 - d. Other Trustees present: None
 - e. Members absent: None
- III. Approval of Minutes from the August 28, 2018 Building Committee Meeting
 - a. Dan Mims presented the minutes of the August 28, 2018 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. Marie Flickinger seconded the motion. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (led by Bryan Jones)
 - a. Consideration of Approval of Guaranteed Maximum Price for Central Campus Welcome Center
 - i. This item requests consideration of approval to authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) for construction. During the review and negotiation of the complete GMP, the administration recommends approval to issue a Limited Notice to Proceed with Tellepsen.
 - ii. A question was asked regarding any risk associated with issuing a Limited Notice to Proceed prior to finalization of the GMP. Staff expressed that there is no increased legal risk. This revised process will allow staff to thoroughly review every aspect of the GMP without delaying the project and risking increased costs.

- b. Consideration of Approval of Guaranteed Maximum Price for Central Campus Frels Building Renovation
 - i. This item requests consideration of approval to authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) for construction. During the review and negotiation of the complete GMP, the administration recommends approval to issue a Limited Notice to Proceed with Flintco, LLC.

- c. Consideration of Approval of Guaranteed Maximum Price for North Campus Burses, Wheeler, Brightwell, and Spencer Building Renovation
 - i. This item requests consideration of approval to authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) for construction. During the review and negotiation of the complete GMP, the administration recommends approval to issue a Limited Notice to Proceed with Whiting-Turner.

- d. Consideration of Approval of Guaranteed Maximum Price for South Campus Engineering and Technology Center
 - i. This item requests consideration of approval to authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) for construction. During the review and negotiation of the complete GMP, the administration recommends approval to issue a Limited Notice to Proceed with Tellepsen.

- e. Consideration of Approval of Guaranteed Maximum Price for South Campus Longenecker Building Renovation
 - i. This item requests consideration of approval to authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) for construction. During the review and negotiation of the complete GMP, the administration recommends approval to issue a Limited Notice to Proceed with Flintco.

- f. Consideration of Approval of Guaranteed Maximum Price for South Campus S-7 and S-9 Building Renovation
 - i. This item requests consideration of approval to authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) for construction. During the review and negotiation of the complete GMP, the administration recommends approval to issue a Limited Notice to Proceed with Tellepsen.

- g. Consideration of Approval for Increase of Contract Amount for South Campus HVAC Tech
 - i. This item requests consideration of approval to increase the construction contract amount with Structure Tone.
 - ii. It was found that the detailed specifications and project plans developed by the architect did not include sufficient detail for a complete and accurate assessment of cost. In accordance with the Local Government Code, Section 252.048, an increase in the total contract price may be made if the funds are appropriated for that purpose and is less than 25 percent of the original contract price. This fits the criteria and does not increase the overall available budget.
- h. Consideration of Approval to Purchase Audio Visual Equipment and Services for Central Campus Frels Renovation and South Campus HVAC Tech
 - i. This item requests consideration to approve the purchase of audio visual equipment and installation services with Network Cabling Services for both building renovations.
- i. Consideration of Approval to Purchase Data Network Equipment and Services for Central Campus Frels Renovation and South Campus HVAC Tech
 - i. This item requests consideration to approve the purchase of network wireless and internet protocol (IP) paging equipment from Layer 3 Communications for both building renovations.
- j. Consideration of Approval for Increase of Contract Amount for Central Campus Central Plant Upgrades
 - i. This item requests consideration to approve an increase in the construction contract amount to include Phase II of the central plant modifications at the Central Campus.
- k. Consideration of Approval of Architectural Services for Design of Roof Replacement for South Campus Longenecker Building (S-8)
 - i. This item requests consideration to approve a contract with Collaborate Architects to provide architectural design services in development of detailed demolition, installation, and procurement of building roof replacement.
- l. Consideration of Approval of Method of Procurement for Roofing Replacement for South Campus Longenecker Building (S-8)

- i. This item requests consideration to approve the Competitive Sealed Proposal (CSP) methodology for the South Campus Longenecker roof replacement project.

V. Project Updates – Bond

- a. Review of Selection Process for Architect Pool and Assignment (led by Ann Kokx-Template)
 - i. Architectural services are required for design, development of construction drawings and bidding packages for a large number of projects in the 2015 Bond Program. In accordance with Section 2254 of the Texas Government Code, the College issued a Request for Qualifications #16-15 in March 2016 to establish a pool of qualified architects.
 - ii. Thirty-seven firms responded with written statements of qualification. Each one was evaluated, and the top seven ranked firms were invited to make oral presentations to the evaluation committee. After the presentations, the committee concluded that including all of the seven firms in the pool would best serve the needs of the College. This pool was approved by the Board of Trustees at the meeting on June 6, 2016.
 - iii. After the pool was established, a team consisting of program manager (AECOM) and San Jacinto College project directors matched the firms with the projects best suited to each one. These firms were engaged at this time and preliminary work began and continues.
 - iv. A secondary solicitation was issued in the Fall of 2017 to select a pool of architectural firms for smaller projects within the Repair and Renovation projects.
- b. Review of Evaluation Process and Committee Structure for Selecting and Receiving Construction Manager-at-Risk (CMR) and Similar Contractor Proposals (led by Ann Kokx-Template)
 - i. The selection of Construction Manager-at-Risk (CMR) is done under the rules established by Chapter 2269 of the Texas Government Code. This allows a one-step or two-step process; San Jacinto College uses a two-step process which allows interactions with the proposed project teams, and minimizes the possibility that pricing could have an excessive influence in determination of best value. The pricing information is calculated by the Purchasing department using a standard mathematical formula.
 - ii. Responses are received by the Purchasing department which reviews to determine that all documents were received in accordance with proposal requirements. If not, responses could be deemed non-responsive and would not move forward in the process.

- iii. An explanation of the interview process for finalists was discussed. A panel to evaluate solicitations is compiled of end users, including at a minimum one representative from facilities construction, one from facilities operation, and one representing campus operations or a technical area. Additional members are sometimes added based on project needs. Others are being trained to assist in this process by Facilities Services and Purchasing.
 - iv. A question was asked regarding influence on scoring. A prohibited communication clause is in every solicitation. Also a conflict of interest statement is signed by all members of each evaluation committee.
- c. Safety - Bond Program (presentation led by Charles Smith)
- i. The safety information was presented and no comments were offered.
- d. Master Bond Program Schedule
- i. The schedule of projects was presented and no comments were offered.
- e. South Campus – Softball Improvements
- i. The interior has been painted, insulation has been placed, and the ducting for the HVAC system has been installed. Insulation of the air conditioning unit and pouring of concrete for the sidewalks will occur soon.
- f. Central Campus – Center for Petrochemical, Energy, and Technology
- i. Overall site development is moving forward, and paving has allowed work on everything but the roof and windows. The north end of the building is preparing for surface finishes to be installed, and mechanical systems are in place.
- g. Central Campus – Glycol Unit, Process Plant
- i. The site has been cleared, but large amounts of rain have caused a delay of approximately one month in the foundation construction.
- h. Central Campus – Welcome Center
- i. The permit package has been with the City of Pasadena for several weeks. The Guaranteed Maximum Price was received and within budget. The project team is reviewing in hopes to have the contractors on site before the October 19, 2018 groundbreaking ceremony.
- i. Central Campus – Frels Renovation

- i. Construction Manager-at-Risk, Flintco has completed their phasing plan. The building permit and the Guaranteed Maximum Price should be received within two weeks.
- j. Central Campus – Davison Building Renovation
 - i. The programming meeting was held a couple of weeks ago followed by a day-long tour of the spaces. Two or three more meetings will be held, and then the project will be turned over to the Architects to begin design.
- k. Central Campus – Central Plant Upgrade
 - i. The transformer and switchgear are on order. Work will begin during Thanksgiving break, 2018, and continue through January 2019.
- l. North Campus – Cosmetology and Culinary Center
 - i. Easements across pipelines have been executed, and Tellepsen has begun mobilizing and fencing off the site. Groundbreaking ceremony is Friday, September 21, 2018.
- m. North Campus – Spencer, Brightwell, and Wheeler Renovation
 - i. An initial meeting with Whiting-Turner was conducted with Kirksey architect to provide pre-construction advice. Initial work is scheduled to begin this Fall.
- n. North Campus – Underground Utility Tunnel
 - i. Installation of the gas line was hampered by the frequent rain, but has been completed. All gas hot water heaters served by the old gas line have been replaced with electric units. Campus-wide shutdown of the hot and chilled water systems is planned during Christmas break, 2018.
- o. South Campus – Engineering & Technology Building
 - i. Building permit reviewed by Harris County is in process. A GMP proposal has been received and is under review. Groundbreaking ceremony is scheduled for October 5, 2018.
- p. South Campus – Cosmetology Building
 - i. The City of Houston has released the building permit and Brookstone has submitted the GMP, which is under review. Plans to mobilize are scheduled for October 10, 2018.

- q. South Campus – Longenecker Renovation
 - i. Flintco is working with Page Architects to finalize costing and project phasing. Construction will begin toward the end of the fall 2018 semester.
 - r. South Campus – HVAC Building
 - i. The demolition of walls, electrical, mechanical, and plumbing were completed last week. Framing of new walls will begin this week.
 - s. South Campus – Academic Building Renovation (S-7, S-9)
 - i. To prevent the new elevator tower in the courtyard from causing congestion, the design is being reworked to go to the front side of the building. The College is awaiting building permit from the City of Houston to begin work.
- VI. Financial Report – 2008 Bond, 2008 Supplemental Bond, 2015 Revenue, and 2015 Bond Projects
- i. 2008 Bond - No issues.
 - ii. 2015 Revenue Bond - Phase II of the CIT Acoustics project has been designed. This project may not be needed. We are awaiting a formal review with the building occupants. The Bond Program has \$6.7 million remaining. The plan is for this to be allocated for development of a Generation Park site, as discussed at the September 7, 2018 Strategic Planning Board Retreat.
 - iii. 2015 Bond - Adjustments made to the budget of the projects will be reflected in next month's report.
- VII. Project Updates – Operating
- a. Safety Metrics
 - i. This report was presented and a comment made regarding clarification of the number of work orders completed.
 - ii. An accident at Central Campus requiring fence repair has been completed.
 - b. Schedule Update
 - i. This report was presented with no comments.
 - c. Financial Reports

September 18, 2018 - Draft Building Committee Meeting Minutes - Final after Committee approval at next meeting

- i. This report was presented with no comments.

VIII. Status of Delegated Authority

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

IX. Adjournment – The meeting was adjourned at 4:53 p.m.

Action Item “IX”
Regular Board Meeting October 1, 2018
Consideration of Approval of Amendment to the 2018-2019 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$266,100, 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-10-01-18

Attachment 2- Grant Detail-10-01-18

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
October 1, 2018

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Labor (DOL)/Texas Workforce Commission (TWC) - Apprenticeship Training Program</u>					
<u>(New Grant)</u>					
Federal Grant Revenue (DOL)	531718	56700	554100	110000	(70,898)
State Grant Revenue (TWC)	551033	56700	554200	110000	(122,823)
Contractual Services - Outside Provider	531718	56700	731110	460961	70,898
Contractual Services - Outside Provider	551033	56700	731110	460962	93,765
Contractual Services - Consultant	551033	56700	731260	460962	29,058
					\$ -
<u>U.S. Department of Education/TRiO program - Talent Search IV (Additional Funds)</u>					
Federal Grant Revenue	538429	56700	554100	110000	(10,455)
Non-Instructional Labor - Staff	538429	56700	612000	460913	1,100
Fringe Benefits	538429	56700	650000	460913	352
Instructional Supplies	538429	56700	711110	460913	1,200
Travel	538429	56700	721000	460913	7,556
Contractual Services	538429	56700	731000	460913	90
Contractual - SJCD Indirect costs	538429	56700	731500	620909	157
					\$ -
<u>U.S. Department of Education/TRiO program - Upward Bound V (Additional Funds)</u>					
Federal Grant Revenue	538434	56700	554100	110000	(13,812)
Non-Instructional Labor - Staff	538434	56700	612000	460913	1,500
Fringe Benefits	538434	56700	650000	460913	480
Instructional Supplies	538434	56700	711110	460913	1,727
Travel	538434	56700	721000	460913	9,000
Contractual - SJCD Indirect costs	538434	56700	731500	620909	1,105
					\$ -
<u>OneStar Foundation & The Michael & Susan Dell Foundation/SJC Foundation/Rebuild Texas - Center for Disaster</u>					
<u>Philanthropy- Hurricane Preparedness (New Grant)</u>					
Local Grant Revenue	571054	56700	554300	110000	(48,112)
Instructional - Adjunct	571054	56700	621100	720704	8,568
Fringe Benefits	571054	56700	650000	720704	771
Instructional Supplies	571054	56700	711110	720704	36,000
Operating Supplies	571054	56700	711410	720704	1,500
Travel	571054	56700	721110	720704	273
Contractual Svcs - Printing	571054	56700	731330	720704	1,000
					\$ -
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 Labor	\$ 70,898
U.S. Department of Education	24,267
Texas Workforce Commission	122,823
OneStar Foundation & The Michael & Susan Dell Foundation	<u>48,112</u>
	\$ 266,100

October 1, 2018 Board Book – Grant Amendments Detail List

U.S. Department of Labor (DOL)/Texas Workforce Commission (TWC)/ Apprenticeship Training Program (New Grant)

San Jacinto College is partnering in an apprenticeship program with the Texas Carpenters and Millwrights, Technical Training Facility in Houston (TCMTTF). San Jacinto College will identify and deliver training needs, assess apprentices' achievement of skills, and, upon successful completion of apprenticeship training classes, issue DOL Office of Apprenticeship Certificates which are recognized by industry nationally and often globally. The program is funded by two funding sources, the U.S. Department of Labor and the Texas Workforce Commission.

U.S. Department of Education/TRiO program - Talent Search IV (Additional Funds for Year 3)

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

U.S. Department of Education/TRiO Program - Upward Bound V (Additional Funds for Year 2)

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. This action is a result of the Department of Education providing more funds to all TRiO programs. This is year two of a five-year cycle.

OneStar Foundation & The Michael & Susan Dell Foundation/SJC Foundation/Rebuild Texas-Center for Disaster Philanthropy- Hurricane Preparedness (New Grant)

This grant is to provide necessary information and materials to prepare students, faculty, staff and residents within the San Jacinto College service area who are considered economically disadvantaged for future disaster events. The grant fund supports San Jacinto College to conduct disaster preparedness seminars and distribute disaster kits.

Action Item “X”
Regular Board Meeting October 1, 2018
Consideration of Adoption of Ad Valorem Property Tax Rate

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve and adopt a 2018 tax rate of \$0.179329 per \$100 valuation of taxable property located within the San Jacinto Community College District.

BACKGROUND

The recommended 2018 tax rate of \$0.179329 per \$100 valuation is approximately \$0.004 below the prior year rate of \$0.183335. The recommended 2018 tax rate is the same as the calculated effective tax rate of \$0.179329, which is generally considered a “no new tax increase” rate.

If the College were to adopt a tax rate above the effective tax rate, the State of Texas Truth-In-Taxation laws require that the College publish newspaper notices of tax increases and hold public hearings related to the proposed rate. However, the effective tax rate can be adopted without the public hearings and additional notices in compliance with State of Texas requirements.

The total tax rate of \$0.179329 is allocated as follows:

- \$0.127210 for the purpose of maintenance and operation of the College, and
- \$0.052119 for the purpose of paying debt service requirements on the College’s outstanding general obligation bonds.

For the 2018 tax year, the average taxable value of a residence homestead in the taxing district of San Jacinto Community College District, is \$109,291. If the governing body adopts the proposed tax rate of \$0.179329 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$195.99.

IMPACT OF THIS ACTION

Establishment of the 2018 property tax rate will satisfy the requirement that the property tax rate be adopted within 60 days of delivery of the certified tax rolls, which are dated August 21, 2018.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Certified property tax values for the 2018 tax year were received from the Harris County Appraisal District (HCAD) on August 21, 2018. The certified tax roll values for 2018 are \$54.8 billion which is \$2.4 billion (4.6%) higher than the prior year valuations.

Based on historical trends of value realized from properties under protest and HCAD work in process at the certification date, property tax revenue realized for the 2018-2019 budget will be sufficient to realize the \$69.8 million tax revenue budget for maintenance and operations. The debt service tax rate is calculated at the actual rate needed to generate sufficient revenue

Action Item “X”
Regular Board Meeting October 1, 2018
Consideration of Adoption of Ad Valorem Property Tax Rate

to pay the interest and principal requirements on outstanding general obligation debt. The proposed debt service rate of \$0.052119 is higher than last year’s rate of \$0.054507.

MONITORING AND REPORTING TIMELINE

Property tax revenues are subject to audit by the College’s external auditors.

ATTACHMENTS

Attachment 1 – 2018 Tax Levy Order

RESOURCE PERSONNEL

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TAX LEVY ORDER

AN ORDER LEVYING A TAX OF \$0.179329 PER ONE HUNDRED DOLLAR VALUATION OF TAXABLE PROPERTY FOR THE YEAR 2018 FOR THE SUPPORT AND MAINTENANCE OF SAN JACINTO COMMUNITY COLLEGE DISTRICT AND TO PAY THE PRINCIPAL AND INTEREST ON OUTSTANDING BONDS OF THE DISTRICT AND PROVIDING FOR STATEMENTS CONCERNING COLLECTION AND EXPENDITURES OF FUNDS BY OFFICIALS.

IT IS THEREFORE ORDERED by the Board of Trustees of San Jacinto Community College District that there is hereby levied and there shall be collected for year 2018, for the use and support of San Jacinto Community College District upon all property, real, personal and/or mixed, within the boundary and limits of the San Jacinto Community College District, subject to taxation, a tax of \$0.179329 on each One Hundred Dollars (\$100.00) valuation levied and apportioned for the purpose of the maintenance and support of the San Jacinto Community College District, including current expenses and for the construction and/or equipment and/or maintenance and/or purchase of buildings and grounds for such District, and/or Bonds issued and to be issued for the construction and/or equipment of buildings and/or acquisition of sites therefore, and principal and interest on sinking funds of such Bonds:

- A. The amount of \$0.127210 cents of said \$0.179239 tax levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of maintenance of the public college in said San Jacinto Community College District.**

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

- B. The amount of \$0.052119 of the tax of \$0.179239 levied on each \$100.00 valuation of taxable property in said District is hereby allocated for the purpose of paying interest on and principal on the outstanding building bonds of said District.**

THAT all monies collected under this Order for the purpose therein stated, be, and the same is hereby appropriated and set apart for such purposes, and that the person designated as the Assessor and Collector of taxes for the San Jacinto Community College District and Comptroller and/or Vice Chancellor of Fiscal Affairs of the San Jacinto Community College District shall keep these accounts so as to show the amount collected, the amount expended, and the amount on hand at any time, belonging to such funds, IT IS HEREBY made the duty of the Tax Assessor and Collector to deliver to the Treasurer and/or Secretary of the District, at the time of depositing monies a statement showing such deposits are made and from what source received.

PASSED AND APPROVED this the 1st day of October, 2018.

ATTEST: SAN JACINTO COMMUNITY COLLEGE DISTRICT

BY _____

Secretary, Board of Trustees

BY _____

Chairman, Board of Trustees

**Action Item “XI”
Regular Board Meeting October 1, 2018
Consideration of Approval of Addendum to
Chancellor’s Employment Contract with San Jacinto College District**

NOTE: This is a draft action item and will be completed based on the closed session meeting.

ADMINISTRATION RECOMMENDATION/REPORT

The Board of Trustees recommends the approval of changes in the terms of the Chancellor’s contract as discussed in closed session at a Board Workshop Meeting on October 1, 2018. Furthermore, the Board authorizes the College’s attorney to incorporate the changes into an addendum to the Employment Contract dated October 1, 2010, and authorizes the Board’s Chair to sign the new agreement on behalf of the Board.

BACKGROUND

The Chancellor’s current employment contract took effect on October 1, 2010 and has been amended annually to continue through August 31, 2021. The contract defines the Chancellor’s requirement for employment, compensation, annual performance evaluation process, and miscellaneous other conditions.

IMPACT OF THIS ACTION

The proposed addendum to the Chancellor’s employment contract will take effect retroactively to September 1, 2018 and will continue through August 31, 2021. The addendum also defines the compensation for fiscal year 2018 - 2019.

Approval of this action will modify the Chancellor’s employment contract effective September 1, 2018.

BUDGET INFORMATION

The funding is provided in the 2018-2019 budget.

MONITORING AND REPORTING TIMELINE

The Chancellor is required to prepare annual performance objectives for approval by the Board of Trustees. Additionally, the Board of Trustees evaluates and assesses the performance of the Chancellor annually.

ATTACHMENTS

None

RESOURCE PERSONNEL

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ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the updated Board of Trustees Bylaws.

BACKGROUND

The Board of Trustees operates and functions in accordance with State and Federal statutes. The Board of Trustees developed its Bylaws to provide guidance, direction, and clarification on specific functions of the Board. The bylaws of the Board have been in place for many years with periodic revisions. The most recent Board approval of a revision was June 5, 2018.

IMPACT OF THIS ACTION

The proposed revision to the Bylaws clarifies expectations of Board Conduct, specifically incorporating Policy III.3003.A and Procedure III.3003.A.a, which relate to Ethical Conduct and Conflicts of Interest.

Changes to the Bylaws were discussed with the Board at its workshop on October 1, 2018.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

There are no budgetary implications.

MONITORING AND REPORTING TIMELINE

A review of the Board’s Bylaws will be completed regularly, and conflicts of interest forms will be completed by the Board annually.

ATTACHMENTS

Attachment 1 – Current Bylaws with track changes of revisions (see pages 4 and 5)

RESOURCE PERSONNEL

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San Jacinto Community College District
Board of Trustees
Bylaws

The following rules and regulations shall constitute the Bylaws of the San Jacinto Community College District and shall govern the Board of Trustees and the officials of the College. References to Chair are in regards to the title of the officer position and not to the gender of the person holding the office.

BOARD REPRESENTATION AND ELECTION

The San Jacinto Community College District (College) Board of Trustees (Board) is comprised of seven members who are elected for six-year terms in accordance with State and Federal statutes. A candidate's packet will be made available for interested parties based on the election order and the requirements of the Texas Election Code.

To hold the office of Trustee for the College, one must:

1. Be a qualified, registered voter according to the constitution and laws of the State of Texas.
2. Take the oath of office.
3. Serve without compensation.
4. Be a resident, as defined by Texas Election Code §1.015 and applicable law, of one of the independent school districts (ISDs) comprising the San Jacinto Community College Taxing District (College Taxing District) which includes: Channelview, Deer Park, Galena Park, La Porte, Pasadena, or Sheldon and certain areas of Clear Creek, Humble, and Pearland ISDs that are in the College Taxing District.

A person elected to serve as a Board member must remain a resident of the College Taxing District throughout the term of office. A Board member who ceases to reside in the College Taxing District vacates his or her office.

Regularly scheduled elections are held on the uniform election date in May in odd numbered years. The election of Trustees shall be at large by position, and regularly scheduled elections shall typically be for two or three Trustees for staggered terms of Trustee positions. A special election to fill a Board vacancy shall be conducted in the same manner as the College's general election except as may be provided by applicable provisions of the Texas Elections Code. Election of Trustees shall include the number of Trustee positions required to constitute a Board of seven members to serve terms of six years. The Board of Trustees will order the election according to Texas Election Code.

The winning candidate for any position shall obtain a majority of the votes cast in the election for the position. If no candidate receives a majority of the votes cast for all candidates for a position, then the two candidates receiving the highest number of votes shall run against each

Attachment 1

other for the position. The runoff election for all positions shall be held according to the Texas Election Code and shall be ordered, notice given, and held, as for regular elections except as otherwise provided by statute.

Upon election, the Trustee shall take the official oath of office, and file it with the Chair of the Board. The oath may be administered and a certificate of the fact given by an authorized person under Section 602.002 of the Government Code.

Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by either a special election ordered by the Board to be held on the next uniform election date, or by appointment through a resolution of the Board.

If, upon determining that a vacancy exists, the Board of Trustees determines that it would like to consider filling the vacated Trustee position by appointment, the following procedures will apply:

1. The Board shall provide public notice of the vacancy to the public.
2. The Board shall determine the period for responding to the announcement, with the recommended time being at least two weeks and a definitive deadline will be established.
3. Persons interested in being appointed to the Board shall submit a resume, supplemental documents, and a completed standard application form demonstrating that he/she is a resident of the College Taxing District to the Chancellor of the College.
4. The Board of Trustees shall review the resumes, supporting documents, and application form of the applicants and may select a number of candidates to be interviewed.
5. The Board of Trustees shall interview candidates and may make a selection for a candidate or candidates to be brought forward for a vote of the Board.
6. In order for a recommended candidate to move forward as an appointed Trustee, an affirmative vote of at least 80 percent of all members of the Board of Trustees will be required in the form of a Board resolution.

The person appointed to fill the unexpired term shall serve until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened to conform to what regularly would have been the length of the term for that position if the term has not otherwise expired.

Board members may be removed from office in accordance to Texas Const., Art. V, §24, Texas Local Government Code §§87.011-87.013, Texas Education Code §44.032, and Texas Education Code §130.0845.

BOARD DUTIES AND RESPONSIBILITIES

The chief duty of the Board is to provide for the program and welfare of the College and to honor the College's governance structure. In this regard, the Board:

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1. Is expected to preserve the institutional independence and to defend its right to manage its own affairs through its administrators and employees.
2. Shall enhance the public image of the College.
3. Shall interpret the community to the College and interpret the College to the community.
4. Shall nurture the College to achieve its full potential within its role and mission.
5. Shall establish and periodically review the Vision and Mission statements and core values of the College.
6. Shall establish the College's strategic plan and goals consistent with the vision and mission of the College and its focus on student success.
7. Shall provide for financial resources to adequately support the College's institutional goals; accordingly, the Board will approve and authorize the annual budget and amendments, tuition and fees, debt funding, tax rates, real estate transactions, major capital projects, and other significant financial items.
8. Shall appoint the Chancellor (Chief Executive Officer) of the College, conduct periodic evaluations of the Chancellor's performance, and approve the annual contract and compensation of the Chancellor.
9. Shall establish upon recommendation of the Chancellor of the College, the policies which govern the organization and operation.
10. Shall act as an appraisal body of judgment as recommendations may come to it through the administration.
11. Shall perform other duties authorized by applicable laws or regulations.

The Board possesses and exercises its authority and duties as a collective body and functions only when it is convened in meetings. Unless specifically authorized by prior action of the Board, no individual member may speak, obligate, or exercise authority in the name of the Board of Trustees.

The Board functions within the framework of laws, court decisions, attorney general's opinions, and similar mandates and restrictions from external sources. It performs functions as specified by applicable laws and regulations.

The Board formulates policies and delegates to the Chancellor of the College the function of administering policies and regulations. The Board is not involved in administrative details, but the Board's review of administrative procedures and regulations may be undertaken if necessary to the function of policy formulation. In the absence of appropriate policy, the Chancellor of the College may need to make decisions and exercise authority, but such actions are subject to subsequent review by the Board for determination as to the need for a policy statement.

If citizens bring a concern or complaint to an individual Trustee, the Trustee shall refer the citizen to the College Chancellor, who shall proceed according to appropriate Board policy or College procedure. This does not restrict the Board member from bringing the concern or complaint to the Board of Trustees.

STATEMENT OF ETHICS AND BOARD CONDUCT

Each Trustee of the Board will strive to support the Vision and Mission statements and core values of the College and, to that end, shall adhere to the following standards:

1. Attend and participate in all regularly scheduled Board meetings insofar as possible, and become well-informed concerning issues to be considered at those meetings.
2. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. Work with other Board members to establish effective Board policies, delegate authority for the administration of the College to the Chancellor of the College, and act on behalf of the Board only with the official authorization of a majority of the members of the Board.
4. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination including conduct that constitutes sexual harassment.
5. Make policy decisions only after full consideration at publicly held Board meetings.
6. Render all decisions based on the available facts and independent judgment, refuse to surrender that judgment to individuals or special interest groups, and abide by and uphold the final majority of the Board.
7. Recognizing that the College adheres to the concepts of free speech and academic freedom, encourage the free expression of opinion by all Board members and seek systematic communications between Board and students, faculty, staff, administrators, and the community while refraining from communicating with any such parties in a way that could be interpreted as having any authority outside the meetings of the Board and refraining from any communications among a quorum of Board members outside of the Board meeting.
8. Communicate to other Board members and the Chancellor of the College expressions of public reaction to Board policies and College programs.
9. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by State and National community college organizations.
10. Support the employment of those persons best qualified to serve as College faculty, staff, and administrators; insist on a regular and impartial evaluation of all faculty, staff, and administrators; and respect the authority and responsibilities of College employees and external contractors to empower them to work without interference.
11. Work with other Trustees and with the Chancellor in a spirit of harmony and cooperation and in a manner that creates and sustains mutual respect.
12. Engage in no activity that could create a conflict of interest.
13. Refrain from using the Board position for personal or partisan gain.
14. Identify and disclose any actual or potential conflict of interest (according to Chapter 171 of the Texas Local Government Code [and College Policy III.3003.A and Procedure III.3003.A.a, Ethical Conduct and Conflicts of Interest](#)), and act for the general public good regardless of personal relationships or business interests.
15. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law, including all deliberations of the Board in Closed Sessions.

16. Remember always that the first and greatest concern must be the educational welfare of the students attending the College.
17. Refrain from any attempt to influence any operational decision, including but not limited to individual admissions, personnel or purchasing decisions except when such is an issue at a Board meeting; and no Trustee shall have any communications about a grievance with any person with a pending grievance.

The Board of Trustees shall have the authority to censure a Trustee who is found by the Board to have violated the Trustee's duties, the ~~Code of Ethics~~ Statement of Board Conduct or any other provision of these Bylaws. In order for the Board to censure a Trustee, the Trustee must be found to have violated a specific statute or law or the Board Bylaws. Such a finding shall be made to the Board only after an investigation by the Board or the Board's designee. The investigation must include an opportunity for the Board member to respond to the specific allegation(s) that the Trustee has breached. A censure of a Trustee will require a super majority (two thirds) vote of all members of the Board of Trustees. For purposes of this provision, "censure" shall mean a reprimand of a person through means of a written order or resolution for specified conduct.

OFFICERS

The Board shall elect the following officers from among their members: a Chair, Vice Chair, Secretary, Assistant Secretary, and other officers as deemed necessary.

The election of the officers shall take place at the first regular meeting of the Board of Trustees after the regular election of members of the Board of each election year or at any time thereafter in order to fill a vacancy. Election of officers shall occur immediately following the swearing in of those elected to the Board of Trustees. Officers of the Board shall be elected by a simple majority of the total membership of the Board.

The term of office for each officer shall be two years with no limit as to the number of terms which may be served.

The duties of the officers shall be as follows:

1. The Chair of the Board
 - a. Presides at all meetings of the Board of Trustees.
 - b. Enforces the Bylaws.
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Recommends the appointment of all Board committees and chairpersons.
 - e. Performs such other duties as may be required by law or imposed by the Board of Trustees.
 - f. Shall be entitled to vote on all matters coming before the Board of Trustees.
2. Vice Chair of the Board

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- a. Performs the duties of the Chair in the absence of the Chair.
 - b. Performs such other duties as may be required by law or imposed by the Board of Trustees.
3. Secretary
- a. Serves as the official custodian of the minutes, books, records, and seal of the Board.
 - b. Presides at the meetings in the absence of the Chair and Vice Chair
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Performs such other duties as may be required by law or imposed by the Board of Trustees.
4. Assistant Secretary
- a. Shall act as Secretary in the absence of the Secretary.

COMMITTEES OF THE BOARD AND LIAISON POSITIONS

The Board of Trustees will perform its work as a committee of the whole, and all official actions of the Board shall occur at properly noticed meetings. However, the Board may establish standing or special committees to engage in review and discussion on behalf of the full Board. Committees should engage in activities which encompass the authority of the Board so that the work of the committee enhances the productivity and efficiency of the full Board. The Chair of the Board of Trustees may recommend and establish committees with the authorization of the Board of Trustees.

The Board of Trustees includes two regular standing committees. The committees are:

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

The term of each standing committee will be for two years with no limit as to the number of terms which may be served. Committee appointments shall occur following the appointment of the Officers of the Board of Trustees.

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The Chair, in consultation with the other Trustees, is authorized to appoint committee members and to designate the chairperson of the committees.

The Chair of the Board of Trustees and the Chancellor of the College will serve as ex-officio of each Board committee.

Special committees may be appointed by the Chair of the Board of Trustees on authorization by the Board of Trustees. Such committees shall perform specific duties and when the work of the committee has been completed, the committee shall be automatically discharged. The function of all such special committees shall be fact-finding and advisory, but never legislative or administrative.

No committee shall have power to act unless specifically empowered by the Board of Trustees. If empowered to act, the committee shall report its action to the Board of Trustees at its next regular meeting.

All Trustees are welcome to attend any and all Board committee meetings. A notice of possible quorum shall be posted prior to all committee meetings in accordance with the provisions of the Texas Open Meetings Act.

A standing or special Board committee must have at least two Trustees present in order to advance items to be forwarded to the full Board of Trustees.

Up to three Trustees may serve as liaisons to the San Jacinto College Foundation Board of Directors. The Chair of the Board is authorized to select the liaison(s) and such determination will occur following the appointment of the Officers of the Board of Trustees

MEETINGS

A regular meeting of the Board of Trustees shall be held on the first Monday of each month, at such hour and place as the Chair of the Board of Trustees may designate, provided such regular meetings may be recessed or changed from time to time upon proper notice as the Board of Trustees may direct. Normally, a workshop of the Board of Trustees shall be held on the same day as the regular meeting.

Special or emergency meetings of the Board of Trustees may be called by the Chair of the Board. The purpose of such meetings shall be indicated at the time the special or emergency meeting is called. Written notice of all special or emergency meetings including dates of such meetings shall be given to all members, whenever possible. Emergency meetings may be called without written notice upon a determination by the Board Chair or a majority of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

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Strategic planning retreats of the Board of Trustees may be called by the Chair of the Board. The purpose of such retreats shall be indicated at the time a retreat is planned.

Items may be placed on the agenda for meetings of the Board of Trustees by the Chair of the Board, the Chancellor of the College, or by written request sent to the Board Chair by a member of the Board with concurrence provided in writing from a second Board member. The request then shall be sent to the Chancellor of the College.

All official business of the Board of Trustees shall be transacted at regular, special, or emergency meetings, or in limited instances at workshops, of the Board of Trustees and will comply with Chapter 551 of the Texas Government Code (the Open Meetings Act).

Closed or executive sessions will not be held unless the Board of Trustees has first convened in an open meeting for which notice has been given. If, during the open meeting, a closed or executive session is necessary, the presiding officer of the Board of Trustees shall announce that a closed or executive session will be held in accordance with Chapter 551 of the Texas Government Code (the Open Meetings law). All matters considered in a closed meeting are confidential, including conversations and materials. No person shall reveal these matters unless required by law.

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 session portion of the meeting upon the reconvening of the public meeting, or
- B. At the subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

QUORUM NECESSARY FOR TRANSACTION OF BUSINESS

A quorum for the transaction of College business shall consist of a majority of the membership of the Board of Trustees; if there is a belief by the Board that one or more members may need to leave the meeting such that the Board may not be able to maintain a quorum, the Board may adjourn the meeting to a specific time.

ORDER OF BUSINESS

The order of business for regular meetings of the Board of Trustees will include the following items:

1. Call to Order
2. Roll Call of Board Members
3. Invocation and Pledges to the Flags
4. Special Announcements, Recognitions, Introductions, and Accolades
5. Student Success Presentations and Staff Reports

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6. Communications to the Board of Trustees
7. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard before the Board
8. Informative Reports to the Board and Reports from Board Committees (when applicable)
9. Action Items
10. Purchasing Requests
11. 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, including the approval of Minutes from previous Board Meetings and the setting of the next meeting).
12. Items for Discussion/Possible Action (Items removed from the Consent Agenda or Items discussed in Closed Session, will be considered at this time)
13. Adjournment

RULES OF ORDER

The latest edition of *Robert's Rules of Order* shall govern the Board of Trustees in its deliberations, except where it is inconsistent with these Bylaws or any applicable. All members of the Board may vote on matters to be decided by the Board unless excused by law.

MINUTES OF THE PROCEEDINGS

Minutes of the proceedings of the Board of the previous meetings shall be included for approval at the next meeting or within a reasonable time frame for approval by the Board of Trustees. The minutes shall record the name of the person making a motion, the name of a person seconding it, and the vote. Minutes shall be succinct. Their basic function shall be the recording of official actions of the Board. Board members may request inclusion of statements or data that they deem vital to an adequate understanding of the minutes.

The official minutes shall be maintained in the College Chancellor's office.

HEARING OF CITIZENS

The Chair of the Board of Trustees will include in the agenda of that meeting an opportunity for members of the public to address the Board of Trustees, provided the citizen files a "Request for Hearing Before the Board of Trustees" with the Executive Assistant to the Board or his/her designee, at least ten minutes prior to the start of the posted meeting time.

For items on the agenda, the time allotted each citizen or organization for discussion shall be no more than five (5) minutes with an additional five (5) minutes if requested by the Chair or a fellow Trustee, for further clarification and better understanding of an issue.

For items not on the agenda, the time allotted each citizen or organization for discussion shall be no more than five (5) minutes.

Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the "Request for Hearing Before the

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Board of Trustees”, and the Board Chair shall halt discussion that does not address such matter. Should the speaker fail to restrict his or her comment to the stated subject, he or she shall be given one warning by the Board Chair; if a second warning is required, then the speaker shall forfeit the remaining time allotment.

The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Notwithstanding the general rule regarding speaking time, the Chair of the Board in consultation with the other Trustees, reserves the right to fix such time limits on discussions as he/she deems appropriate to the occasion and may limit the number of citizens who appear before the Board in opposition or in support of a given issue.

Because the policy of the College flows from the Board of Trustees acting as a whole and not from individual members of the Board of Trustees, remarks from citizens must be confined to activities pertaining to the College. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or his/her designee may follow-up, when appropriate. Should a citizen or representative of a delegation or an organization wish to use the time as a forum, documentation and evidence will not be required and an official response will not be made.

Should any citizen wish to distribute a handout to the Board of Trustees or audience, this shall be submitted at the time that the Application for Hearing is completed. Such materials will be distributed by the Executive Assistant to the Board or his/her designee at a time deemed appropriate by the Chair of the Board.

While citizens are urged to bring College matters to the Board of Trustees, no speech shall be permitted on behalf of any person running for political office, and no such literature pertaining to any form of electioneering will be permitted during the meeting.

A citizen’s right to address the Board may be withdrawn if the citizen uses abusive or indecent language, engages in verbal attacks of a Board member or employee of the College, or becomes boisterous or makes unreasonable noise.

Comments regarding matters concerning a complaint or charge against a College employee or Trustee will be heard in closed session unless the individual who is the subject of the charge or complaint requests a public hearing.

CHANCELLOR AS THE CHIEF EXECUTIVE OFFICER

The Chancellor serves as the Chief Executive Officer of the College. The Chancellor reports to and is evaluated by the Board of Trustees and is not a presiding officer or member of the Board. The Board of Trustees establishes the College’s vision, mission, core values, and strategic plan. The Chancellor is responsible for implementing the College’s strategic direction and ensuring

operations are consistent with the mission, vision, purpose, and core values and in compliance with State and Federal laws and regulations and accreditation guidelines. The Chancellor is also responsible for effectively implementing policies and regulations established by the Board of Trustees.

BOARD SELF-ASSESSMENT PROCESS

The San Jacinto College Board of Trustees recognizes the importance of employing a bi-annual self-assessment questionnaire to evaluate the Board’s health and effectiveness. The process for the self-assessment will include each member completing the questionnaire. The results of the questionnaire will be compiled by the Board Secretary or Assistant Secretary. Such results will be distributed to the Board of Trustees and the Chancellor. The Board will schedule a work session to review and discuss its self-evaluation, address areas for follow-up, and set specific goals to pursue. The cycle will repeat itself bi-annually, normally in even number years. The self-assessment questionnaire will encompass questions regarding normal areas of Board focus but may include additional questions specifically related to how successful the Board believes itself to have been in addressing its noted concerns or goals from a previous self-evaluation assessment.

REVISIONS OR AMENDMENTS TO THE BYLAWS

Revisions and amendments to these Bylaws must be reviewed at a regularly scheduled Board meeting or workshop. Such revisions or amendments will require the affirmative vote of four (4) Trustees at the next regularly scheduled meeting of the Board of Trustees.

(Effective March 2, 1981. Revised February 3, 1992; May 6, 1996; November 3, 1997; March 5, 2007; June 5, 2017; March 5, 2018; June 4, 2018, proposed October 1, 2018)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Ethical Conduct and Conflicts of Interest.

BACKGROUND

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

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community September 6 through September 21, 2018. One comment was received which resulted in some minor clarifications to the procedure (See Attachment 5, tracked changes). Procedures are provided for informational purposes and do not require a vote by the Board of Trustees. Because these procedures affect the Trustees, any recommendations for changes will be communicated to the Board.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

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

Attachment 3 – Policy III.3003.A, Policy on Ethical Conduct and Conflicts of Interest (proposed policy)

Informational Items Only:

Action Item “XIII”
Regular Board Meeting October 1, 2018
Consideration of Approval of Policy III.3003.A: Ethical Conduct &
Conflicts of Interest - Second Reading

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

Attachment 5 – Procedure III.3003.A.a, Ethical Conduct and Conflicts of Interest (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **III3003.A**

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

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

New Procedure Number: **III.3003.A.a**

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

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

Action Recommended for Policy: **Revised**

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

Web Links:

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

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

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Internal Audit

Summary of Changes:

Policy Changes

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

Procedure Changes

RESCIND Procedure 3-20

NEW Procedure Ethical Conduct and Conflicts of Interest

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

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

- Added introduction section.
- Added definitions.

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

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

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

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

Policy III.3003.A, Ethical Conduct and Conflicts of Interest

Purpose

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

Policy

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

Definitions

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

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

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

Associated Procedures

Procedure III.3003.A.a, Ethics and Conflicts of Interest

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

Procedure 3-20: Ethical Conduct and Conflicts of Interest

Ethical Conduct

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

Conflicts of Interest

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

Gifts

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

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

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

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

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

Outside Employment or Compensation:

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

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

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

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

Honoraria

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

Personal Investments

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

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

Self-dealing/Transactions with Employees

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

Benefits for Performing Official Duties

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

Confidential Information

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

Filing a Complaint

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

Attachment 4 – Current Procedure - Rescind

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

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

Procedure #:

3-20

Procedure Name:

Ethical Conduct and Conflicts of Interest

Pages:

4

Adopted Date:

Revision/Reviewed Date:

Effective Date:

Associated Policy:

VI-DD

Procedure III.3003.A.a, Ethical Conduct and Conflicts of Interest

Associated Policy

Policy III.3003.A, Ethical Conduct and Conflicts of Interest

Procedures

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

Standards for Ethical Conduct

College trustees and employees shall:

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

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

Confidential Information

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

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

Conflicts of Interest

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

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

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

employees of the Office of Grants Management and Contracts and ~~Procurement Departments~~Purchasing Services.

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

Personal Investments

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

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

Self-Dealing/Transactions with Trustees and Employees

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

Benefits for Performing Official Duties

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

Honoraria

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

Gifts

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

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

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

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

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

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

Outside Employment or Compensation

Conflict of interest considerations related to outside employment or compensation can be found in **Policy ~~IV-C-12~~[IV.4003.C.](#); ~~Policy on Conflict of Interest~~**Outside Employment and associated Procedure ~~3-1~~[IV.4003.C.a.](#)****

Federal Awards (Grants)

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

Conflict of Interest Disclosure

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

Filing a Complaint

- Employees may report suspected conflict of interest violations as detailed in **Policy ~~III.3003.B-VI-EE~~[III.3003.B](#) for Prevention of Fraud and Fraudulent ~~A~~**actions and associated Procedure ~~3-2~~[III.3003.B.a.](#)****
- The College, through the Internal Audit Department, shall annually notify all employees that it encourages employees to report specific instances of suspected violations and that retaliation is prohibited against employees who report such

violations, as stated in **Policy ~~VI-FFIV.4002.A~~ VI-FFIV.4002.A for Protection from Retaliation for Reporting Suspected Wrongdoing and associated Procedure ~~3-22IV.4002.A.a~~.**

Violations

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

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

Definitions

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

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

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

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

Date of SLT Approval	September 4, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy III.3003.A, Ethical Conduct and Conflicts of Interest
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Internal Audit

Action Item "XIV"
Regular Board Meeting October 1, 2018

Consideration of Approval of Policy IV.4003.C: Outside Employment - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Outside Employment.

BACKGROUND

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

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018 through September 21, 2018. One comment was received that resulted in a minor change to the policy (see attachment 2 track changes). The procedure is provided to the Board for informational purposes and no vote is required.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 - Policy IV.4003.C, Outside Employment (proposed policy – track changes)

Informational Items Only:

Attachment 3 – Procedure IV.4003.C.a, Outside Employment (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **IV.4003.C**
Proposed Policy Name: **Outside Employment**
Current Policy Number/Name: **n/a**

New Procedure Number: **IV.4003.C.a**
Proposed Procedure Name(s): **Outside Employment**
Current Procedure Number(s)/Name(s): **n/a**

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

Primary Owner: **Vice Chancellor, Human Resources**

Secondary Owner: **Vice President, Human Resources**

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

Policy IV.4003.C, Outside Employment

Purpose

This policy provides guidance regarding employment outside of the College.

Policy

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

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

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

Definitions

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

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

Associated Procedures

Procedure IV.4003.C.a, Outside Employment

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

Procedure IV.4003.C.a, Outside Employment

Associated Policy

Policy IV.4003.C, Outside Employment

Procedures

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

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

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

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

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

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

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

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

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

Note: See **Policy III.3003.A, Ethical Conduct and Conflicts of Interest** and associated procedure for additional information on other types of conflicts which must be reported.

Definitions

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

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

Date of SLT Approval	September 6, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy IV.4003.C, Outside Employment
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Action Item “XV”
Regular Board Meeting October 1, 2018
Consideration of Approval of Policy III.3003.B, Prevention of Fraud and
Fraudulent Actions - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Prevention of Fraud and Fraudulent Actions.

BACKGROUND

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

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

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community September 6 through September 21, 2018. One comment was received, which resulted in a clarification in the procedure regarding the type of conflict of interest that could be considered fraud (see Attachment 5, track changes).

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

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

Attachment 3 – Policy III.3003.B: Prevention of Fraud and Fraudulent Actions (proposed policy)

Informational Items Only:

Action Item “XV”
Regular Board Meeting October 1, 2018
Consideration of Approval of Policy III.3003.B, Prevention of Fraud and
Fraudulent Actions - Second Reading

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

Attachment 5 – Procedure III.3003.B.a, Prevention of Fraud and Fraudulent Actions (proposed procedures – track changes)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **III.3003.B**

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

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

New Procedure Number: **III.3003.B.a**

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

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

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

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

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Internal Audit

Summary of Changes:

Policy Changes

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

Procedure Changes

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

Attachment 1

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

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

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

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

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

Policy III.3003.B, Prevention of Fraud and Fraudulent Actions

Purpose

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

Policy

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

Definitions

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

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

Associated Procedures

Procedure III.3003.B.a, Prevention of Fraud and Fraudulent Actions

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

Procedure 3-21: Prevention of Fraud and Fraudulent Actions

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

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

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

Reporting Fraud

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

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

Examination and Investigation

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

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

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

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

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

General Considerations Regarding Financial Transactions and the Management of Resources

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

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

Attachment 4 – Current Procedures

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

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

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

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

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

Procedure III.3003.B, Prevention of Fraud and Fraudulent Actions

Associated Policy

Policy III.3003.B, Prevention of Fraud and Fraudulent Actions

Procedures

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

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

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

Reporting Fraud

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

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

Examination and Investigation

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

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

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

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

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

Employee Training and Acknowledgement

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

General Considerations Regarding Financial Transactions and the Management of Resources

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

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

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

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

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

Note: For information on conflicts of interest see Policy [III.3003.A#](#), Ethical Conduct and Conflicts of Interest and the associated procedures.

Definitions

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

Date of SLT Approval	September 4, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy III.3003.B, en Prevention of Fraud and Fraudulent Actions
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Internal Audit

Action Item "XVI"
Regular Board Meeting October 1, 2018

Consideration of Approval of Policy IV.4002.A, Protection from Retaliation for Reporting Suspected Wrongdoing - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Protection from Retaliation for Reporting Suspected Wrongdoing.

BACKGROUND

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018 through September 21, 2018. Two comments were received that resulted in minor clarifications to the procedures (Attachment 5, track changes). Procedures are provided for informational purposes and do not require a vote.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 - Policy VI-FF: Policy for Protection from Retaliation for Reporting Suspected Wrongdoing (current policy)
- Attachment 3 – Policy IV.4002.A, Protection from Retaliation for Reporting Suspected Wrongdoing (proposed policy)

Informational Items Only:

- Attachment 4 – Procedure 3-22: Protection from Retaliation for Reporting Suspected Wrongdoing (current procedures)
- Attachment 5 – Procedure IV.4002.A.a, Protection from Retaliation for Reporting Suspected Wrongdoing (proposed procedures – track changes)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **IV.4002.A**

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

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

New Procedure Number: **IV.4002.A.a**

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

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Summary of Changes:

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

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

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

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

Policy IV.4002.A, Protection from Retaliation for Reporting Suspected Wrongdoing

Purpose

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

Policy

This policy is established to:

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

Definitions

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

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

Associated Procedures

Procedure IV.4002.A.a, Protection from Retaliation for Reporting Suspected Wrongdoing.

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

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

Scope of Policy

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

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

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

Procedure for Submitting a Retaliation Complaint

Informal resolution:

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

Formal Complaints:

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

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

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

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

Attachment 4- Current Procedures

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

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

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

Investigation of Formal Complaints

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

Attachment 4- Current Procedures

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

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

Report of Findings

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

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

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

Deadlines Applicable to Texas Whistleblower Act Complaints

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

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

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

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

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

Prevention of Retaliation

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

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

Procedure #IV.4002.A.a, Protection from Retaliation for Reporting Suspected Wrongdoing

Associated Policy

Policy #IV.4002.A, Protection from Retaliation for Reporting Suspected Wrongdoing

Procedures

1. Introduction

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

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

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

Student complaints about grades, discipline, or academic records should be brought forward by following the College's student services policies, including the **Policy ~~for~~ Student Harassment**, the **Policy for Students Appealing a Final Grade**, the General **Policy VI.6004.B,~~on~~ Student Conduct and Discipline**, and the **Policy on Student records**.

2. Procedure for Submitting a Retaliation Complaint

Informal resolution:

Any employee may seek advice or information on matters related to this procedure without having to lodge a formal complaint. Employees may seek informal guidance by contacting the Vice

Chancellor of Human Resources or designee. The administrator responding to the informal complaint shall maintain a written record of the terms and conditions of any informal resolution.

Formal Complaints:

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

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

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

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

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

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

3. Investigation of Formal Complaints

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

of Trustees is the individual accused of retaliation, then the report shall be submitted to the Vice Chairman of the Board of Trustees. The Board shall take appropriate action to investigate the complaint.

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

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

4. Report of Findings

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

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

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

5. Deadlines Applicable to Texas Whistleblower Act Complaints

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

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

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

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

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

6. Prevention of Retaliation

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

Definitions

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

Attachment 5 – Proposed Procedures

Date of SLT Approval	September 6, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy # IV.4002.A , Protection from Retaliation for Reporting Suspected Wrongdoing
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6-21, 2018. Two comments were received which resulted in having a definition added to the procedure and a grammatical change to the policy. (See Attachment 3 and 6, tracked changes.)

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

The proposed procedural change from a mid-December to last banking day in December for employees paid monthly was discussed with the leadership of the Faculty Senate, Staff Organization, and Administrative Organization. Concerns were presented by the Faculty Senate leadership on behalf of the full-time faculty. The Chancellor asked that a survey be sent to the faculty regarding the change. Out of approximately 520 full-time faculty, 181 (35.8%) submitted a response to the survey with 85 (16.3% of the faculty) expressing concern about the timing of this change (i.e. a preference to postpone implementation until December 2019 versus implementation in December 2018). Seventy-one (or 13.6% of total faculty) expressed no preference on the implementation date and 25 (or 4.8% of total faculty) preferred a December 2018 implementation.

After careful consideration, it was determined that the change will be effective January 1, 2019 (following the December payroll). With this, the December payroll change would be implemented effective December 2019 in order to provide more planning time for employee

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Consideration of Approval of Policy III.3001.C: Payroll – Second Reading

financial matters (see attachment 6). While the current business practice is outdated, this delay has minimal effect on operations. This change impacts the procedure only.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy V-E: Policy for Payroll (current policy)

Attachment 3 – Policy III.3001.C, Payroll (proposed policy)

Informational items only:

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

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

Attachment 6 – Procedure III.3001.C.a, Payroll (proposed procedure, tracked changes)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Payroll**

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

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

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

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

Action Recommended for Policy: Revised

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

Web Links:

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

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

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

Primary Owner: Teri Zamora, Vice Chancellor, Fiscal Affairs

Secondary Owner: Denise Segelquist, Manager, Payroll

Summary of Changes:

Policy for Payroll changes

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

Procedures for Direct Deposit – formerly 4-7

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

Procedures for Payroll – formerly 4-7-a

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

Attachment 1

- Changed responsibility from supervisor to leader
- Removed reference to employees hired since September 2009.
- Added definitions for exempt and non-exempt
- Added definition for Banking Day (requested through comments from College community)

Important Change

- The practice of paying employees on the last work day prior to a holiday was rooted in the historic need to hand out physical payroll checks. In today's electronic environment, this practice is no longer needed. Changes to the policy and procedure eliminate the concept of paying employees only on college work days and allows the College to adhere to normally scheduled pay dates. This effectively moves the December monthly pay date from last working day (mid-December) to the last banking day in December for employees paid monthly, and according to the normally scheduled pay date for employees paid bi-weekly. This change could also affect pay dates around holidays at other times of the year dependent upon that year's calendar (Good Friday, 4th of July, Thanksgiving break, etc.) In no instance would an employee be paid later than their normal pay date.
- After careful consideration, it was determined that the change will be effective January 1, 2019 (following the December payroll). With this, the December payroll change would be implemented effective December 2019 in order to provide more planning time for employee financial matters (see attachment 6). While the current business practice is outdated, this delay has minimal effect on operations. This change impacts the procedure only.

Policy V-E: Policy for Payroll

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

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

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

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

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

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

Employee salaries must be approved by the Board of Trustees.

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

Policy III.3001.C, Payroll

Purpose

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

Policy

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

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

Definitions

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

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

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

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

Associated Procedures

Procedure III.3001.C.a, Payroll

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

Procedure 4-7: Direct Deposit

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

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

Procedure 4-7-a: Payroll

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

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

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

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

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

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

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

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

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

Procedure III.3001.C.a, Payroll

Associated Policy

Policy III.3001.C, Payroll

Procedures

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

Full-time exempt employees are compensated monthly and the paycheck reflects payment for the entire month, from the first day through the last day of the month. Part-time faculty who are paid by the course are also paid monthly based on courses taught in the parts of term that fall within the month's pay period. Effective January 1, 2019, full-time exempt employees and part-time faculty paid by the course will be paid monthly on the last banking day of each month. For the period through December 31, 2018, full-time exempt employees will be paid on the last working day of the month.

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

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

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

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

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

Attachment 6 – Proposed Procedures

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

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

Definitions

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

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

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

Banking Day: [A day on which banks are open to the public for carrying on substantially all banking functions, generally excluding Saturday, Sunday, and legally defined holidays.](#)

Date of SLT Approval	September 5, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy III.3001.C, Payroll
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Manager, Payroll

Action Item “XVIII”
Regular Board Meeting October 1, 2018

Consideration of Approval of Policy V.5000.A: Auditing Courses – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018 through September 21, 2018. No comments were received. Procedures are included for informational purposes and do not require a vote.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 - Policy V.5000.A, Auditing Courses (proposed policy)

Informational items only:

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

Attachment 6 – Procedure V.5000.A.a, Auditing Courses (proposed procedures)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **V.5000.A**

Proposed Policy Name: **Auditing Courses**

Current Policy Number/Name: N/A

New Procedure Number: **V.5000.A**

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

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

Action Recommended for Policy: New

Action Recommended for Procedures: Revision

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

Primary Owner: Laurel Williamson, Deputy Chancellor and President

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

Summary of Changes:

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

Policy V.5000.A, Auditing Courses

Purpose

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

Policy

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

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

Definitions

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

Associated Procedures

Procedure V.5000.A.a, Auditing Courses

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

Procedure 6-5: Auditing Classes

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

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

Procedure #:

6-5

Procedure Name:

Auditing Classes

Pages:

1

Adopted Date:

Revision/Reviewed Date:

Effective Date:

Associated Policy:

Procedure V.5000.A.a, Auditing Courses

Associated Policy

Policy V.5000.A, Auditing Courses

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

Policy VI-P Policy on Student Records

Procedures

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

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

Definitions

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

Attachment 4 – Proposed Procedure

Date of SLT Approval	August 6, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy V.5000.A, Auditing Courses Policy VI-P Policy on Student Records Policy V-H Policy on Tuition, Fees, Deposits, and Refunds
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Action Item "XIX"
Regular Board Meeting October 1, 2018

Consideration of Approval of Policy V.5001.A: Student Attendance – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 6, 2018 through September 21, 2018. Four comments were received that resulted in changes to the policy (see attachment 3 track changes). Procedures are provided for informational purposes and do not require a vote.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

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

Attachment 3 - Policy V.5001.A, Student Attendance (proposed policy – track changes)

Informational items only:

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

Attachment 5 – Procedure V.5001.A.a, Student Absences for Religious Holidays (proposed procedures)

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

Attachment 7 – Procedure V.5001.A.b, Military Service (proposed procedures)

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

Attachment 9 – Procedure V.5001.A.c, Shift Workers (proposed procedures)

Action Item "XIX"
Regular Board Meeting October 1, 2018

Consideration of Approval of Policy V.5001.A: Student Attendance – Second Reading

RESOURCE PERSONNEL

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

Policies and Procedures Summary of Changes

New Policy Number: **V.5001.A**

Proposed Policy Name: **Student Attendance**

Current Policy Number/Name: N/A

New Procedure Number: **V.5001.A, V.5001.A.a, V.5001.A.b, V.5001.A.c**

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

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

Procedure 6-3 Student Attendance (rescind),

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

Procedure 6-3-e Military Service (revision)

Procedure 6-3-f Shift Workers (revision)

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

Action Recommended for Procedures: Rescind and Revisions

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

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

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

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

Primary Owner: Deputy Chancellor and College President

Secondary Owner: Provosts

Summary of Changes:

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

Procedure 6-3: Student Attendance

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

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

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

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

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

Procedure #:

6-3

Procedure Name:

Student Attendance

Pages:

1

Adopted Date:

Revision/Reviewed Date:

Effective Date:

Associated Policy:

Policy #V.5001.A, Student Attendance

Purpose

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

Policy

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

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

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

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

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

Procedures

Procedure #V.5001.A.a, Student Absences for Religious Holidays

Procedure #V.5001.A.b, Military Service

Procedure #V.5001.A.c, Shift Workers

Date of Board Approval Anticipated October 1, 2018

Effective Date Anticipated October 2, 2018

Attachment 3 – Proposed Policy

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

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

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

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

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

Procedure V.5001.A.a, Student Absences for Religious Holidays

Associated Policy

Policy V.5001.A, Student Attendance

Procedures

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

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

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

Date of SLT Approval	September 5, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy V.5001.A, Student Attendance
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Provosts

Procedure 6-3-e: Military Service

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

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

Procedure V.5001.A.b, Military Service

Associated Policy

Policy V.5001.A, Student Attendance

Procedures

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

Date of SLT Approval	September 5, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy V.5001.A, Student Attendance
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Provosts

Procedure 6-3-f: Shift Workers

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

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

Procedure V.5001.A.c, Shift Workers

Associated Policy

Policy V.5001.A, Student Attendance

Procedures

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

Date of SLT Approval	September 5, 2018
Effective Date	Anticipated October 2, 2018
Associated Policy	Policy V.5001.A, Student Attendance
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Provosts

Consideration of Approval of the 2019 Board of Trustees Regularly Scheduled Meeting Dates

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve the 2019 Board of Trustees regularly scheduled meeting dates.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

None

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- 2019 Board Meeting Dates

RESOURCE PERSONNEL

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Attachment 1

**San Jacinto College District
Board of Trustees**

2019 Board Meeting Dates

January 28, 2019

March 4, 2019

April 8, 2019

May 5, 2019

June 3, 2019

No July Meeting

August 5, 2019

September 9, 2019

October 7, 2019

November 4, 2019

December 2, 2019

Action Item “XXI”
Regular Board Meeting October 1, 2018
Consideration of Approval of Policy #: Student Records Management &
Policy #: Confidentiality of Student Records - First Reading (Information Only)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Student Records Management and new policy on Confidentiality of Student Records. The Board of Trustees will not vote on this item but is creating awareness that the policies are being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

This policy revision and new policy confirm that the College is in compliance with all appropriate and related federal and state statutes regarding student records. Furthermore, the policy directs readers to the Catalog, Student Handbook, or College website for additional procedural information. The procedures are attached for informational purposes.

IMPACT OF THIS ACTION

These policies and associated procedures were sent to the College community on September 28, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on November 5, 2018.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy VI-P, Policy on Student Records (Current policy)
- Attachment 3 – Policy ##, Student Records Management (proposed policy)
- Attachment 4 – Procedure 6-9: Retention and Disposal of Student Records (current procedures)
- Attachment 5 – Procedure ##, Student Records Management (proposed procedures) – Informational item only
- Attachment 6 – Policy #, Confidentiality of Student Records (proposed policy)
- Attachment 7 – Procedure 8-1-e: Student Records and FERPA (current procedures)
- Attachment 8 - Procedure ##, Confidentiality of Student Records (proposed procedures) – Informational item only

Action Item “XXI”
Regular Board Meeting October 1, 2018
Consideration of Approval of Policy #: Student Records Management &
Policy #: Confidentiality of Student Records - First Reading (Information Only)

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name:

Student Records Management (revised)

Confidentiality of Student Records (new)

Current Policy Number/Name: Policy VI-P Policy on Student Records

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

Proposed Procedure Name(s):

Student Records Management (revised)

Confidentiality of Student Records (revised)

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

Procedure 8-1-e Student Records and FERPA

Procedure 6-9 Retention and Disposal of Student Records

Action Recommended for Policy: Revision and New

Action Recommended for Procedures: Revisions

Web Links:

<http://www.sanjac.edu/policy-vi-p-policy-student-records>;

<http://www.sanjac.edu/procedure-8-1-e-student-records-and-ferpa>

<http://www.sanjac.edu/procedure-6-9-retention-and-disposal-student-records>

Primary Owner: Dr. Laurel Williamson, Deputy Chancellor and College President

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

Summary of Changes:

- The current VI-P Policy contained content related to both student records and confidentiality. A decision was made to separate the content into two separate policies, Policy #, Confidentiality of Student Records and Policy #, Student Records Management.
- Procedure 8-1-e Student Records and FERPA will be renamed to Procedure #, Confidentiality of Student Records.
- Procedure 6-9 Retention and Disposal of Student Records will be renamed to Procedure #, Student Records Management.
- All revisions were reviewed by the College Attorney.
- Changes were also made to reflect updated titles.

Policy VI-P: Policy on Student Records

This policy outlines the regulations that pertain to records of San Jacinto College students.

Student Records:

Records of present or former students of the College are confidential and are not public information. Therefore, the following regulations regarding student records shall apply.

Type of Records Maintained:

Records maintained are:

- Academic progress
- Permanent academic data
- Attendance records
- Standardized test results
- Psychological tests and evaluations
- Discipline records
- Book records
- Office information
- Counselor's information
- Other records related to a student's day-to-day status
- Any other information in a file assigned to a student

Notes and observations recorded by an individual teacher or other employee and kept for personal use are not student records except under the following conditions:

- The information is shared with someone other than a substitute for the employee.
- The information is used in preparation of student records.

Each student record shall be identifiable as to the source.

Definition of Terms:

The following terms are interpreted as indicated:

- Student Records - any personally identifiable information concerning a student maintained for use by the college
- Eligible Student - ;a student who attends or has attended the school from which records are requested
- Custodian - the chancellor of the college district
- Custodian's Agent - the vice chancellor, provost, presidents, vice presidents of instruction, vice presidents of student services, directors of technical education, registrars and those persons appointed by any of these to safeguard or to use student records

Directory Information:

Attachment 2 – Current Policy

- Name
 - Address
 - E-Mail Address
 - Telephone Listing
 - Age
 - Degrees earned and dates
 - Major program of study
 - Classification
 - Dates and terms of attendance
 - Number of term hours in progress
 - Previous educational institutions attended
 - Eligibility for and honors and awards received with dates that the honor or award was received
 - Eligibility for and participation in officially recognized activities and sports
 - Weight and height of members of athletic teams and sports statistics
 - Enrollment status (full-time or part-time)
-
- School Official - a trustee, employee, or designated agent of the school
 - Legitimate Educational Interest - any interest which affects the student's educational contact with the school.

Review of Records:

- A student's file may at any time be reviewed and records no longer pertinent to the student may be destroyed. An inaccurate or inappropriate entry into the records may not be corrected or removed when an eligible student has made a request to review the record and the request has not yet been honored.
- Request for examination of personally identifiable information must be made in person in writing by the eligible student to the responsible agent. The request shall identify the specific record(s) to be examined. Requests shall be honored as soon as practical, but the request must be honored within 45 days.
- Requests for copies of student records may be made by an eligible student to the appropriate agent.
- A log of requests for a student's records shall be maintained in the student's file indicating all requests, date of requests, by who made, and whether or not each request was honored.

Accuracy of Information:

- If an eligible student believes that information in his or her educational records is inaccurate or misleading or otherwise violates the student's privacy, a request for correction may be given in writing to the custodian of the record or other school official who is responsible for the record. If the correction is not made within a reasonable length of time (a maximum of 30 school days), the student may request a hearing. The Dean of Student Development shall serve as the hearing officer; however, if the Dean of Student Development is the custodian of the record in question or otherwise has a direct interest in the outcome of the hearing, then the Vice President of Instruction shall serve as the hearing officer.

Attachment 2 – Current Policy

- A hearing must be held within a reasonable length of time (a maximum of 30 school days) after the request has been made. The hearing officer shall provide the eligible student and the custodian of the record reasonable notice of the date, time and place of the hearing. In advance of the hearing, the custodian of the record shall prepare a packet containing copies of the contested records and any other relevant records or documents, including any applicable policies and procedures. The custodian of the record shall prepare a memorandum summarizing the reasons why he or she believes that the challenged record is not inaccurate or misleading or otherwise a violation of the student's privacy. The custodian shall provide the packet and memorandum to the student and hearing officer at least one school day prior to the hearing. The student shall have a full and fair opportunity to present his or her own evidence related to the accuracy of the record. The student, at his or her own expense, may be represented by counsel or any other individual.
- The hearing officer shall prepare a written ruling within a reasonable time after the hearing (a maximum of 30 school days). The ruling must be based solely on the evidence presented at the hearing. The ruling must include a summary of the evidence and the reasons for the ruling.
- If hearing officer concludes that no correction to the record is warranted, the eligible student is to be notified and informed of the right to place in the records a statement either commenting on or setting forth a reason for disagreeing with the school's decision.
- If the eligible student has a legitimate complaint following a hearing, it may be filed with the Family Educational Rights and Privacy Act Office, Department of Education, in Dallas, Texas.
- A hearing pertaining to student records may be scheduled to challenge the accuracy of recording but not the assignment or merits of a grade.

Release of Records:

- With the exceptions recognized in this policy, the release of student records shall require written approval of an eligible student.
- In all instances, legal directives and requirements of the Family Educational Rights and Privacy Act of 1974 and the Texas Open Records Law pertaining to student records shall be followed.

Accessibility of Records:

Student records shall be accessible without consent to the following:

- Officials, faculty and staff of the college who have a legitimate educational interest in the student's record.
- Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if the student so desires.
- Individuals needing the information in connection with a student's application for or receipt of financial aid.
- State or local officials to whom educational data must be reported.
- Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive tests or student aid programs. Such data are not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
- Accrediting agencies

Attachment 2 – Current Policy

- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
- In compliance with judicial order or pursuant to any lawfully issued subpoena.
- Representative of the Comptroller General of the United States, Department of Education, administrative heads of educational agencies, or state education authorities.

For purposes of this policy, a "school official" is:

- a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);
- a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, computer services professional, or insurer);
- a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee;
- a student assisting another school official in performing his or her tasks.
- representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs;
- and companies or organizations with whom the College has contracted to provide plagiarism-detection services. Such companies may receive a student's work product for purpose of comparing the student's work with a reference database.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

- Personally identifiable information may also be released to legitimate agencies providing financial assistance to students, to organizations conducting studies for the purpose of developing, validating, or administering tests, or for the purpose of improving instruction, provided that the information is not to be revealed to a third party.
- Directory information will be released without consent by the custodian or an agent. An eligible student must object in writing within the first 12 days of fall or spring term, or first four days of a summer term, to the release of any directory information.
- The agent may require a conference with the eligible student during a review or with anyone entitled to access to any records prior to release of the records if necessary to an understanding of the records.

Policy Availability and Notice:

- A copy of this policy will be made available upon request to eligible students.
- At least once annually, an effort shall be made to inform eligible students of their rights under the provisions of this policy. Such effort shall be made through the college, student handbook, and each term's class schedule.

Attachment 2 – Current Policy

Policy #:	VI-P
Policy Name:	Policy on Student Records
Pages:	3
Adopted Date:	March 2, 1989
Revision/Reviewed Date:	May 2, 1994; August 11, 2008; February 9, 2009; July 11, 2011
Effective Date:	March 2, 1989; May 2, 1994; August 11, 2008; February 9, 2009; July 11, 2011
Associated Procedure:	6-9

Policy #, Student Records Management

Purpose

The purpose of this policy is to state the types of records maintained by San Jacinto College (the College), define the terms associated with these various types of records, and explain the process for amending records.

Policy

The College shall develop and maintain a comprehensive system of student records related to various facets of the College's operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school officials.

The Deputy Chancellor and College President is custodian of all records for currently enrolled students and for all official academic records; however, he or she may appoint one or more designees, as necessary, to perform record management duties.

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. As used in this policy, "records" includes paper files, electronic and digital files, audio files, and video and photographic files.

Type of Records Maintained

- Academic progress
- Permanent academic data
- Attendance records
- Standardized test results
- Medical records, including meningitis test results
- Student Discipline records
- Book and library records
- Financial aid and other financial records
- Mental health records and counseling information
- Other records related to a student's day-to-day status
- Any other information in a digital file assigned to a student

Each student record shall be identifiable as to the source. Notes and observations recorded by an individual faculty member or other employee and kept for personal use, are not official student records except under the following conditions:

- The information is shared with someone other than a substitute for the employee.
- The information is used in preparation of student records.

Definition of Terms

The following terms are interpreted as indicated:

- Eligible Student - a student who attends or has attended the College

Attachment 3 – Proposed Revised Policy

- Custodian - the Deputy Chancellor and the College President of the College
- Custodian's Agent – Provosts, Vice Chancellors, Associate Vice Chancellors, Vice Presidents, Deans and those persons appointed by any of these to safeguard or to use student records
- School Official - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. For purposes of this policy, a "school official" is:
 - a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Campus Police law enforcement unit personnel and health staff)
 - a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, IT computer services professional, or insurer)
 - a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee
 - a student assisting another school official in performing his or her tasks
 - representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs
 - companies or organizations with whom the College has contracted to provide plagiarism-detection services. Such companies may receive a student's work product for purpose of comparing the student's work with a reference database

Accuracy of Information

If an eligible student believes that information in his or her educational records is inaccurate or misleading or otherwise violates the student's privacy, a request for correction may be given in writing to the custodian of the record or other school official who is responsible for the record.

- If the correction is not made within a reasonable length of time (a maximum of 30 working days), the student may request a hearing. The Dean of Student Development shall serve as the hearing officer; however, if the Dean of Student Development is the custodian of the record in question or otherwise has a direct interest in the outcome of the hearing, then a designee shall serve as the hearing officer.
- A hearing must be held within a reasonable time (a maximum of 30 school days, barring unforeseeable circumstances) after the request has been made. The hearing officer shall provide the eligible student and the custodian of the record reasonable notice of the date, time and place of the hearing. In advance of the hearing, the custodian of the record shall prepare a packet containing copies of the contested records and any other relevant records or documents, including any applicable policies and procedures. The custodian of the record shall prepare a report summarizing the reasons why he or she believes that the challenged record is not inaccurate or misleading or otherwise a violation of the student's privacy. The custodian shall provide the packet and report to the student and hearing officer at least one school day prior to the hearing. The student shall have a full and fair opportunity to present his or her own evidence related to the accuracy of the record. The student, at his or her own expense, may be represented by legal counsel or an advisor. The student's legal counsel or advisor may attend the hearing and confer with the student but may not participate in the hearing.

Attachment 3 – Proposed Revised Policy

- The hearing officer shall prepare a written ruling within a reasonable time after the hearing (a maximum of 21 school days). The ruling must be based solely on the evidence presented at the hearing. The ruling must include a summary of the evidence and the reasons for the ruling.
- If the hearing officer concludes that no correction to the record is warranted, the eligible student is to be notified and informed of the right to place in the records a statement either commenting on or setting forth a reason for disagreeing with the school's decision.
 - An eligible student who disagrees with the outcome of the hearing may file a complaint with the U.S. Department of Education. The name and address of the office that administers Family Educational Rights and Privacy Act (FERPA) is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.
- A hearing pertaining to student records may be scheduled to challenge the accuracy of recording but not the assignment or merits of a grade.

Definitions

Student Records: Any personally identifiable information concerning a student maintained for use by the College. This includes the student’s name, address, personal identifiers such as social security numbers, and other personal characteristics or information that make the student's identity easily traceable.

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

Associated Procedures

Procedure #, Student Records Management

Procedure #, Confidentiality of Student Records

Date of Board Approval	Anticipated November 5, 2018
Effective Date	Anticipated November 6, 2018
Primary Owner	Deputy Chancellor and College President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure 6-9: Retention and Disposal of Student Records

The College follows the American Association of Collegiate Registrars and Admissions Officers recommendations and guidelines for retention and disposal of records and the Local Retention Schedule JC as submitted to the Texas State Library and Archives Commission. Records are retained for three years in paper form and then microfilmed and kept indefinitely. The paper copies are then either sent to a bonded, confidential shredding facility in Harris County or shredded on campus by the Registrar's Office staff, bagged and then sent to the landfill.

Procedure #:	6-9
Procedure Name:	Retention and Disposal of Student Records
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-P

Procedure #, Student Records Management

Associated Policy

Policy # Policy on Student Records Management

Procedures

The College has developed processes for maintaining student records. The College follows the American Association of Collegiate Registrars and Admissions Officers recommendations and guidelines for retention and disposal of records and the Local Retention Schedule JC (Junior College) as submitted to the Texas State Library and Archives Commission. Paper records are maintained until they are scanned or microfilmed and kept indefinitely.

Prospective and current students interested in learning more about the types of student records maintained by the College, the defined terms associated with student records, and the guidelines by which students can review or amend records should refer to the College Catalog or the website for more information.

Date of SLT Approval	September 26, 2018
Effective Date	Anticipated November 6, 2018
Associated Policy	Policy #, Student Records Management
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Policy #, Confidentiality of Student Records

Purpose

The purpose of this policy is to inform students and staff about the types of student records maintained at San Jacinto College, to inform students of the rights they have related to the review and disclosure of their records per federal and state legislative mandates, and to inform employees regarding processes for treating student records with the utmost care.

Policy

The **Family Educational Rights and Privacy Act of 1974 (FERPA)** governs the privacy of student educational records. The Act provides eligible students with the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. This policy outlines the regulations that pertain to records of San Jacinto College students. Records of present or former students of the College are confidential and are not public information. Therefore, the following regulations regarding student records shall apply.

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. As used in this policy, “records” includes paper files, electronic and digital files, audio files, and video and photographic files.

Type of Student Records Maintained

- Academic progress
- Permanent academic data
- Attendance records
- Standardized test results
- Medical records, including meningitis test results and drug test results
- Student Discipline records
- Book and library records
- Financial aid and other financial records
- Mental health records and counseling information
- Other records related to a student's day-to-day status
- Any other information in a digital file assigned to a student

Each student record shall be identifiable as to the source. Notes and observations recorded by an individual teacher or other employee and kept for personal use are not student records except under the following conditions:

- The information is shared with someone other than a substitute for the employee.
- The information is used in preparation of student records.

Definition of Terms

The following terms are interpreted as indicated:

Attachment 6 – Proposed Policy

- Student Records - any personally identifiable information concerning a student maintained for use by the College. This includes the student's name, address, personal identifiers such as social security numbers, and other personal characteristics or information that make the student's identity easily traceable.
- Eligible Student - a student who attends or has attended the school from which records are requested
- Custodian - the Deputy Chancellor and College President of the College
- Custodian's Agent – Provosts, Vice Chancellors, Associate Vice Chancellors, Vice Presidents, Deans and those persons appointed by any of these to safeguard or to use student records
- Directory Information – is a list of items regarding a student of the College that may be made available to the public without the student's prior consent.
- Legitimate Educational Interest - an interest of school officials who require access to student records in order to perform their legitimate educational and business duties, when such records are needed in furtherance of the educational or business purposes of the student or College.
- School Official - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. For purposes of this policy, a "school official" is:
 - a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Campus Police law enforcement unit personnel and health staff)
 - a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, IT computer services professional, or insurer)
 - a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee
 - a student assisting another school official in performing his or her tasks
 - representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs
 - companies or organizations with whom the College has contracted to provide plagiarism-detection services. Such companies may receive a student's work product for purpose of comparing the student's work with a reference database

Directory Information

- Name
- Address
- Age (but not birthdate)
- Degrees earned and dates
- Major program of study
- Classification
- Terms of attendance
- Previous educational institutions attended
- Eligibility for and honors and awards received with dates that the honor or award was received

- Eligibility for and participation in officially recognized activities and sports
- Weight and height of members of athletic teams and sports statistics
- Enrollment status (full-time or part-time)

Restricting access to directory information: A student may ask that directory information be withheld from the public by accessing their student on-line account (SOS) in the student records tab and indicating directory information remain confidential. The student may make this request at any time.

Review of Records by the Student

- A student’s request for examination of his or her FERPA records may be made in person or in writing by the eligible student to the San Jacinto College Marketing Office. The Marketing Office may require proof of identity. The request shall identify the specific record(s) to be examined. Requests shall be honored as soon as practical, but the request must be honored within 45 days. Refer to the college website for information regarding these requests.
- An inaccurate or inappropriate entry into the records may not be corrected or removed when an eligible student has made a request to review the record and the request has not yet been honored.
- A log of requests for a student's records shall be maintained by the San Jacinto College Marketing Office in the student's file indicating all requests, date of requests, by who made, and whether or not each request was honored.

Release of Records

- Student records may not be released to a third party unless the student consents in writing or unless a legally recognized exception applies (see the federal regulations at 34 C.F.R. § 99.31).

Accessibility of Records without Consent

Student records shall be accessible without the student’s consent to the following:

- Other school officials, including faculty members, within San Jacinto College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- Officials of another school or college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)). The student may request that the College forward a copy of the record to other institutions.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- In connection with a request for “directory information” as designated by the school under § 99.37. (§ 99.31(a)(11))
- State or local officials to whom educational data must be reported.

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- Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive tests or student aid programs. Such data are not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
- Accrediting agencies
- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
- Appropriate officials in connection with a health or safety emergency.
- In compliance with judicial order or pursuant to any lawfully issued subpoena upon written notice to the affected student.
- Representative of the Comptroller General of the United States, Department of Education, administrative heads of educational agencies, or state education authorities.
- Legitimate agencies providing financial assistance to students, to organizations conducting studies for the purpose of developing, validating, or administering tests, or for the purpose of improving instruction, provided that the information is not to be revealed to a third party.
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- Parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Policy Availability and Notice

- A copy of this policy will be made available upon request to eligible students.
- At least once annually, an effort shall be made to inform all eligible students of their rights under the provisions of this policy. Such effort shall be made through the College website, College catalog, and student handbook.

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

Procedures

Procedure #, Confidentiality of Student Records

Procedure #, Student Records Management

Date of Board Approval	Anticipated November 5, 2018
Effective Date	Anticipated November 6, 2018
Primary Owner	Deputy Chancellor and College President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure 8-1-e: Student Records and FERPA

The Texas Public Information Act does not require the release of information contained in educational records, except in conformance with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that, generally speaking, gives students access to their educational records and prohibits the College from releasing a student's educational records to third parties without the consent of the student. Any inquiry about student information should be referred to Enrollment Services.

Procedure #:	8-1-e
Procedure Name:	Student Records and FERPA
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure #, Confidentiality of Student Records

Associated Policy

Policy #, Policy on Confidentiality of Student Records

Procedures

San Jacinto College has developed processes for maintaining the confidentiality of student records. Prospective and current students interested in learning more about the types of student records maintained by the College, the federal and state legislative mandates regarding student records, the defined terms associated with student records, and the guidelines by which student records can be reviewed and released, should refer to the College Catalog or the website for more information.

Date of SLT Approval	September 26, 2018
Effective Date	Anticipated November 6, 2018
Associated Policy	Policy #, Confidentiality of Student Records
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

Action Item “XXII”
Regular Board Meeting October 1, 2018
Consideration of Approval of Policy #: Classroom Behavior - First Reading

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to inform students and staff about appropriate classroom behavior and direct readers to appropriate resources.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 28, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on November 5, 2018. The procedure is provide to the Board for informational purposes and no vote is required.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 - Policy VI-H: Policy on Classroom Behavior (current policy)
- Attachment 3 – Policy #, Classroom Behavior (proposed policy)

Informational Items Only:

- Attachment 4 – Procedure 6-4, Classroom Conduct and Discipline (current policy - rescind)
- Attachment 5 – Procedure 6-4-a, Classroom Behavior (current policy - rescind)
- Attachment 6 – Procedure 6-4-b, Cheating and Plagiarism (current procedure)
- Attachment 7 – Procedure #, Cheating, Plagiarism, Collusion, and Fabrication (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Classroom Behavior**

Current Policy Number/Name: Policy VI-H Policy on Classroom Behavior

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

Proposed Procedure Name(s):

Cheating, Plagiarism, Collusion, and Fabrication

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

Procedure 6-4 Classroom Conduct and Discipline

Procedure 6-4-a Classroom Behavior

Procedure 6-4-b Cheating and Plagiarism

Action Recommended for Policy: Revision

Action Recommended for Procedures:

Procedure 6-4 Classroom Conduct and Discipline (Rescind);

Procedure 6-4-a Classroom Behavior (Rescind)

Procedure 6-4-b Cheating and Plagiarism (Revision)

Web Links:

<http://www.sanjac.edu/policy-vi-h-policy-classroom-behavior>

<http://www.sanjac.edu/procedure-6-4-b-cheating-and-plagiarism>

<http://www.sanjac.edu/procedure-6-4-classroom-conduct-and-discipline>

<http://www.sanjac.edu/procedure-6-4-classroom-behavior>

[http://www.sanjac.edu/procedure-6-3-student-attendance;](http://www.sanjac.edu/procedure-6-3-student-attendance)

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

Summary of Changes:

- Updates were made to bring the policy in line with language and terminology used in current practices.
- Some of the currently associated procedures are up for rescission.
- Removed phrase "Excessive Absence" located toward the end of the procedure.

Policy VI-H: Policy on Classroom Behavior

Each faculty member is his or her own disciplinarian in class and is authorized to correct any infraction of accepted decorum for ladylike or gentlemanly conduct anywhere on college property at any time. A faculty member has the right to temporarily suspend a student from his or her classroom whenever the student is disrupting the class to a point that there is no longer a learning situation for the remainder of the class.

Policy #:	VI-H
Policy Name:	Policy on Classroom Behavior
Pages:	1
Adopted Date:	March 2, 1989
Revision/Reviewed Date:	
Effective Date:	March 2, 1989
Associated Procedure:	6-4, 6-4-a, 6-4-b

Policy #, Classroom Behavior

Purpose

The purpose of this policy is to state San Jacinto College’s general position on classroom behavior.

Policy

Each faculty member manages his or her own student discipline situations in class and is authorized to correct any code of student conduct violation within the classroom, anywhere on college property, and at college-sponsored events. There should be room for clear expression of ideas of students within a classroom; however, this expression of ideas does not extend to disruptive behavior that denies other students the opportunity to receive the maximum benefit from a course. Should disruptive behavior occur, a faculty member has the right to ask a student to leave a class. Refer to Compliance & Judicial Affairs Office for additional assistance.

Each faculty member must be aware of and review the Code of Student Conduct (found in the Student Handbook) and the Complaint Processes found on the College website, student handbook, and the College Catalog. In these resources, faculty members and students will find processes and appeal rights for areas related to code of student conduct violations (including harassment), general complaints, discrimination, and sexual misconduct. Complaints related to cheating, plagiarism, collusion, and fabrication by students are investigated by the faculty member of record in collaboration with instructional leaders.

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

Associated Procedures

Procedure #, Cheating, Plagiarism, Collusion, and Fabrication

Date of Board Approval	Anticipated November 5, 2018
Effective Date	Anticipated November 6, 2018
Primary Owner	Deputy Chancellor and President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure 6-4: Classroom Conduct and Discipline

Each faculty member must be aware of and read the complete text of the Student Code of Conduct as found in the *Catalog* and *Student Handbook*. Each faculty member is his or her own disciplinarian in class and is authorized to correct inappropriate conduct anywhere on college property at any time. The instructor is responsible for classroom management. There should be room for a clear expression of the ideas of students within the college classroom; however, this expression of ideas does not extend to disruptive behavior that denies other enrolled students the opportunity to receive the maximum benefit from the course. If such disruptive behavior occurs, confrontation with the student in front of the class should be avoided, if possible.

If incidents related to behavioral misconduct, discrimination, grievances, sexual harassment, and general complaints occur, faculty should refer to the District Discipline Information for Faculty.

- [Classroom Behavior](#)
- [Cheating and Plagiarism](#)

Procedure #:	6-4
Procedure Name:	Classroom Conduct and Discipline
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	May 2, 1994; February 6, 2008; June 3, 2013
Effective Date:	March 2, 1981; May 2, 1994; February 6, 2008; June 4, 2013
Associated Policy:	VI-O, VI-H

Procedure 6-4-a: Classroom Behavior

Eating, drinking, using tobacco products, rowdiness, and other disrupting or distracting behavior in the college classrooms and laboratories is prohibited. Students who do not cooperate with the college's efforts to maintain an appropriate learning and teaching environment are subject to disciplinary action.

Procedure #:	6-4-a
Procedure Name:	Classroom Behavior
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-O, VI-H

Procedure 6-4-b: Cheating and Plagiarism

The following institutional guidelines concerning cheating, plagiarism, and collusion are provided for the information of all students enrolled in any course offered by San Jacinto College. Gaining knowledge and practicing honesty go hand in hand. The importance of knowledge properly gained is reinforced by the grading system. The importance of honesty fully practiced is emphasized by rules against cheating, plagiarism, and collusion. Any act of cheating, plagiarism, or collusion in any degree subjects a student to the disciplinary procedures listed below.

Cheating

Students must be completely honest in all phases of their work. Cheating includes, but is not limited to, the following:

- dishonesty of any kind on examinations, assignments, or program requirements;
- unauthorized possession of examinations or unapproved notes or sources at any time, whether used or not;
- copying or obtaining information from another student during an examination or performance of a lab skill or competency;
- alteration or falsification of course or academic records; and
- unauthorized entry into or presence in any office.

Plagiarism

Documenting the use of others' work is important because it recognizes the original author's effort, establishes the student writer's credibility, and supports the audience's future research. Plagiarism is offering the work of another as one's own, intentionally or unintentionally, without proper acknowledgment. Students who fail to give appropriate credit for ideas or material they take from another, whether a fellow student or a resource writer, are guilty of plagiarism (i.e., stealing the words or ideas of another).

The College may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive students' work for the purpose of comparing the students' work with a reference database. Students enrolling at San Jacinto College agree as a condition of their enrollment that their work may be submitted to such companies for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such companies will not copy, use, or distribute the students' work.

Responding to Violations

Faculty have the responsibility to initiate disciplinary action in response to violations of the rules regarding academic honesty. A faculty member is responsible for collecting any evidence of cheating at the time it occurs. A student may not withdraw from the course during the investigation of an incident of academic dishonesty or when a course grade of F has been imposed. A record will be kept of any imposed penalty or disciplinary action.

Penalties

If, in the judgment of the instructor, cheating, plagiarism, or collusion has occurred, he or she may assess a penalty with a recorded reprimand:

Attachment 6 – Current Procedure

- recommendation for suspension from the College or expulsion from a program, which is submitted to the provost; the provost's decision is final.
- failure of the course; the student may appeal the grade through the Final Grade Appeal process.
- failure of the assignment by the instructor; the instructor's decision is final.
- reduced grade on the assignment by the instructor; the instructor's decision is final.
- a reasonable penalty assessed by the instructor; the instructor's decision is final.

The instructor will notify the student of his or her decision concerning the student's grade and whether or not further disciplinary action is recommended before filing the report as indicated below. If a student will not meet with the instructor or if notification cannot take place because of a student's unavailability or incorrect contact information, the process proceeds as specified. Faculty should also communicate with their department chairs/program directors and deans regarding any violation of the college honesty code. Should the instructor recommend suspension or expulsion of the student, the provost has the responsibility and authority to determine whether the student will be suspended or expelled.

Reporting Cheating and Plagiarism

The instructor will prepare an Academic Dishonesty Incident Report for the provost, the dean, department chair and/or program director. The report indicates the nature of the incident and the resulting penalty. The student has the privilege of making a written declaration on his or her own behalf to the instructor. Copies of this declaration, which are not construed as an appeal, but for information only, will be filed with the provost. (See the Student Handbook.)

Procedure #:	6-4-b
Procedure Name:	Cheating and Plagiarism
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	February 9, 2009; 2014
Effective Dates:	March 2, 1981; May 2, 1994; February 6, 2008; June 4, 2013
Associated Policy:	VI-O, VI-H

Procedure #, Cheating, Plagiarism, Collusion, and Fabrication

Associated Policy

Policy #, Classroom Behavior

Procedures

Code of Academic Integrity and Honesty

Integrity is one of the core values at San Jacinto College. As such, students are expected to exhibit honesty, integrity, high standards, and freedom from lies and fraud in their academic work. Personal integrity is important in all aspects of life and students must conduct themselves in an ethical manner both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to disciplinary consequences.

Cheating, Plagiarism, Collusion, and Fabrication

The following institutional guidelines concerning cheating, plagiarism, collusion, and fabrication are provided for the information of all students enrolled in any course offered by San Jacinto College. Gaining knowledge and practicing honesty go hand in hand. The importance of knowledge properly gained is reinforced by the grading system, therefore, honesty fully practiced is emphasized by rules against cheating, plagiarism, collusion, and fabrication. Any act of cheating, plagiarism, collusion, or fabrication in any degree subjects a student to the disciplinary procedures listed below.

Cheating

Students are expected to be completely honest in all phases of their work and must adhere to the guidelines provided by their faculty members for completing academic work.

Cheating includes, but is not limited to, the following:

- dishonesty of any kind on examinations, assignments, or program requirements,
- unauthorized possession of examinations or unapproved notes or sources at any time, whether used or not,
- copying or obtaining information from another student during an examination or performance of a lab skill or competency,
- claiming as their own work any portion of academic work that was completed by another student,
- using materials not approved by their faculty member when completing an assignment or exam,
- presenting the same work for more than one course without obtaining approval from the course faculty member,
- alteration or falsification of course or academic records, and
- unauthorized entry into or presence in any office.

Plagiarism

Documenting the use of others' work is important because it recognizes the original author's effort, establishes the student writer's credibility and supports the audience's future research. Plagiarism is offering the work of another as one's own, intentionally or unintentionally, without proper acknowledgment. Students who fail to give appropriate credit for ideas or material they take from another, whether a fellow student or a resource writer, are guilty of plagiarism (i.e., stealing the words or ideas of another).

The College may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive students' work for the purpose of comparing the students' work with a reference database. Students enrolling at San Jacinto College agree as a condition of their enrollment that their work may be submitted to such companies for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such companies will not copy, use or distribute the students' work.

Plagiarism includes, but is not limited to, the following:

- using the ideas and or words of another person, without giving that person appropriate credit,
- representing another's artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own,
- submitting a paper purchased in whole or in part from another person or other sources, including the internet,
- copying computer programs or data files belonging to someone else, and
- using undocumented Web sources.

Collusion

Learning is an active process for all students; completion and submission of original work is essential to the learning process. Collusion is unauthorized collaboration in preparing any work offered for credit. Therefore, students should take reasonable precautions to protect their work from being compromised.

Collusion includes, but is not limited to, the following:

- knowingly using, buying, selling, stealing, sharing, transporting or soliciting, in whole or in part, any information or materials to be submitted as a student's own work,
- impersonating another student for the purpose of taking a course, any academic work, or exam,
- providing unauthorized access to course materials, and
- agreeing with one or more persons to commit any act of academic dishonesty.

Fabrication

Fabrication is all experimental data, observations, interviews, statistical surveys, and other information collected and reported as academic work not authenticated.

Fabrication includes, but is not limited to, the following:

- falsifying the results obtained from research or laboratory experiments,

- presenting results of research or laboratory experiments without the research or laboratory experiments being performed, and
- changing answers or grades after an academic work has been returned to the student.

Responding to Violations

Faculty have the responsibility to initiate disciplinary action in response to violations of the rules regarding academic honesty. A faculty member is responsible for investigating these violations which includes, but is not limited to, collection of any evidence of cheating at the time it occurs and discussions with the student and witnesses. A student may not withdraw from the course during the investigation of an incident of academic dishonesty or when a course grade of F has been imposed. A record will be kept of any imposed penalty or disciplinary action. These violations of academic dishonesty are also communicated with respective department chairs/program directors and deans.

Penalties

If, in the judgment of the faculty member, cheating, plagiarism, collusion, or fabrication has occurred, he or she may assess one of the following penalties:

- failure of the assignment by the faculty member
- require student to redo test or assignment
- reduced grade on the assignment by the faculty member
- failure of the course; the student may appeal the grade through the Grade Appeal process (*see Complaint Procedure 100 found in the Catalog or Student Handbook*)
- recommendation for suspension from the College or dismissal from a program, which is submitted to the Provost
- other

The faculty member will notify the student of his or her decision concerning the student's grade. Other disciplinary action may be recommended by the College if code of student conduct violations have occurred. If a student will not meet with the faculty member or if notification cannot take place because of a student's unavailability, failure to respond, or incorrect contact information, the process proceeds as specified. Should the faculty member recommend suspension or dismissal of the student, the Provost has the responsibility and authority to determine whether the student will be suspended or dismissed.

The faculty member will prepare an online Academic Dishonesty Incident Report for the Provost, the Dean, Department Chair and/or Program Director. The report indicates the nature of the incident, student identifying information, and the proposed penalty. The Department Chair or Program Director will (CI: alternate option) generate a decision letter to the student that will include the proposed penalty and the student's appeal rights.

Appeals

A student may appeal a proposed penalty made by a faculty member. The student shall initiate the appeal process within five (5) days following the communication of the proposed penalty. The procedures for appealing a proposed penalty are:

Attachment 7 – Proposed Procedure

- Student meeting with Academic Dishonesty Appeals Committee: Within five (5) working days after receiving written notification of the proposed penalty via email (or first-class mail when necessary), a student may request a hearing before an Academic Dishonesty Appeals Committee. The student must submit a written request directly to the respective Campus Provost either via email or with a mailed letter. A first-class letter will be deemed to have been received on the third day after the date of mailing, excluding any intervening Sunday or federal holiday. An email will be deemed to have been received on the second day after the sending of the message.
- The committee will consist of one full-time faculty member to be named by the student, one full-time faculty member to be named by the faculty member, and one full-time faculty member to be named by the Provost. The Provost will request that the student and faculty member submit the name of their nominees within five (5) working days after notification of all parties involved. Upon receiving the names of those nominees, and appointing a third faculty member to the committee, the Provost will set the time, date, and place of the closed hearing and notify all parties. This will be done within five (5) working days after having received the names of both nominees. A student may present written evidence relevant to the appeal and may also be accompanied by an advisor. The student’s advisor may attend the appeal meeting and confer with the student but may not cross-examine other participants. The student may have a maximum of two (2) persons (faculty member and advisor) in the room at the appeal committee meeting. Furthermore, an advisor may not be a witness in the matter.
- The Academic Dishonesty Appeals Committee may request information from the faculty member, student, and/or other persons familiar with the matter. The College retains the right to have legal counsel present at the appeal meeting but the attorney may not cross-examine other participants.
- In the event that a student is a qualified person with a disability under federal law and is unable to represent himself or herself at the appeal meeting because of his or her disability, the College, as a reasonable accommodation to the student, will permit the student to be represented by an advisor at the meeting. If the student is represented by legal counsel, then the College also may be represented by legal counsel.
- Within five (5) working days after the appeal meeting, the Provost will notify the student and the faculty member in writing of the committee’s findings regarding the approval or denial of the appeal. The decision of the Academic Dishonesty Appeals Committee is final.

Date of SLT Approval	September 26, 2018
Effective Date	January 1, 2019
Associated Policy	Policy #, Classroom Behavior
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President

Secondary Owner of Provosts
Policy Associated
with the Procedure

Action Item “XXIII”
Regular Board Meeting October 1, 2018

Consideration of Approval of Policy #: Definition of Credit Hour - First Reading

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to define a credit hour at San Jacinto College.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on September 28, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on November 5, 2018. The procedure is provide to the Board for informational purposes and no vote is required.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy #, Definition of Credit Hour (proposed policy)

Informational Items Only:

Attachment 3 – Procedure #, Definition of Credit Hour (proposed procedure)

RESOURCE PERSONNEL

Laurel Williamson	281-998-6184	laurel.williamson@sjcd.edu
Kevin McKisson	281-476-1843	kevin.mckisson@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Definition of Credit Hour**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s): **Definition of Credit Hour**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Deputy Chancellor and College President

Secondary Owner: College Registrar

Summary of Changes:

- Policy and procedure are new

Policy - Definition of Credit Hour

Purpose

The purpose of this policy is to define a credit hour at San Jacinto College.

Policy

San Jacinto College utilizes the Carnegie Unit to define a credit hour as one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 16 weeks for one semester or the equivalent amount of work over a different amount of time.

In determining the amount of work required to complete the prescribed learning outcomes, as under current practice, San Jacinto College may take into consideration alternative delivery methods, measurements of student work, and academic calendars.

This definition is in accordance with Federal Program Integrity Regulations and Texas Higher Education Coordinating Board Rules.

Definitions

Carnegie Unit: Equivalent of one hour (50 minutes) of lecture time for a single student per week over the course of a semester.

Associated Procedures

Procedure #, Definition of Credit Hour

Date of Board Approval	Anticipated November 5, 2018
Effective Date	Anticipated November 6, 2018
Primary Owner	Deputy Chancellor and College President
Secondary Owner	College Registrar

Procedure #, Definition of Credit Hour

Associated Policy

Policy #, Definition of Credit Hour

Procedures

Regardless of Part of Term, San Jacinto College courses are scheduled to meet the required minutes as determined by State and Federal regulations.

Faculty are to ensure that the quantity of student learning required per credit is the equivalent of 16 hours of coursework for the semester.

Definitions

Part of Term: Used to describe courses that are offered at different intervals throughout the academic year.

Date of SLT Approval	September 26, 2018
Effective Date	Anticipated November 6, 2018
Associated Policy	Policy #, Definition of Credit Hour
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	College Registrar

SAN JACINTO COMMUNITY COLLEGE DISTRICT

PURCHASE RECAP

October 1, 2018

I. EQUIPMENT, SUPPLIES & SERVICES BIDS	
RFP #18-31	
Contract for Advertising Creative Services (pgs. 3-5)	\$100,000
RFP #18-32	
Contract for Water Treatment Chemicals and Service (pgs. 6-8)	<u>70,000</u>
TOTAL OF ALL BIDS	170,000
II. PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS	
Purchase Request #1	
Approval of Guaranteed Maximum Price for Central Campus Welcome Center (pgs. 9-10)	17,918,746
Purchase Request #2	
Approval of Guaranteed Maximum Price for Central Campus Frels Building Renovation (pgs. 11-12)	3,552,402
Purchase Request #3	
Approval of Guaranteed Maximum Price for North Campus Burleson, Wheeler, Brightwell, and Spencer Building Renovations (pgs. 13-14)	31,333,633
Purchase Request #4	
Approval of Guaranteed Maximum Price for South Campus Engineering and Technical Center (pgs. 15-16)	21,645,794
Purchase Request #5	
Approval of Guaranteed Maximum Price for South Campus Longenecker Building Renovations (pgs. 17-18)	16,577,745
Purchase Request #6	
Approval of Guaranteed Maximum Price for South Campus S-7 and S-9 Building Renovation (pgs. 19-20)	5,852,937
Purchase Request #7	
Approval for Increase of Contract Amount for South Campus HVAC Tech Building Renovation (pgs. 21-22)	2,177,469
Purchase Request #8	
Purchase Audio Visual Equipment and Services (pgs. 23-24)	325,000
Purchase Request #9	
Purchase Data Network Equipment (pgs. 25-26)	75,000
Purchase Request #10	
Approval for Increase of Contract Amount for Central Campus Central Plant Upgrades (pg. 27-28)	455,841
Purchase Request #11	
Approval of Architectural Design Services for Roof Replacement for South Campus Longenecker Building (pg. 29-30)	59,000

Purchase Request #12	
Method of Procurement for Roof Replacement for South Campus Longnecker Building S-8 (pg. 31)	-
Purchase Request #13	
Approval of Disaster Recovery Project Management Services (pgs. 32-33)	750,000
Purchase Request #14	
Renew the Contract for Turnkey Magazine Production Services (pgs. 34-35)	300,000
Purchase Request #15	
Additional Funds for Plumbing Services (pg. 36)	150,000
Purchase Request #16	
Lease Fleet Vehicles (pg. 37)	70,000
Purchase Request #17	
Method of Procurement for Generation Park (pgs. 38-39)	-
	<hr/>
TOTAL OF PURCHASE REQUESTS	101,243,567
GRAND TOTAL:	<u><u>\$ 101,413,567</u></u>

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for advertising creative services with Freed Advertising for the Marketing, Public Relations and Government Affairs department.

BACKGROUND

The Marketing, Public Relations and Government Affairs department utilizes the services of an advertising agency for the purpose of creating the College's advertising campaign and the corresponding assets. Due to the diverse and ever-changing area it serves, the College faces many opportunities and challenges. As the cost of higher education increases, more students and their families are looking to community colleges for lower costs, proximity to home and work, and the ease of transferability between community colleges and four-year colleges and universities.

The College advertising campaign must reflect all of the above mentioned aspects, as well as the College's current brand, tagline, and branding philosophy. Additionally, the advertising campaign should highlight the diversity of our students, inspire and empower our students and prospects, elevate the prestige of the College, and reinforce the College's position as a top community college in the nation. All creative concepts and content will be tested with the College's students and staff.

A request for proposals, Project Number 18-31, was issued to procure advertising creative services. Thirteen (13) responses were received and evaluated by a team consisting of Marketing and Recruitment personnel who determined the proposal submitted by Freed Advertising best met the needs of the College and would provide the best value.

IMPACT OF THIS ACTION

The Marketing, Public Relations and Government Affairs department will work with Freed Advertising to develop an advertising campaign that will promote the College online, as well as in traditional media spaces (television, radio, print, and outdoor). It is anticipated that the advertising campaign will launch in spring 2019 to promote summer and fall 2019 enrollment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$100,000. This expenditure is funded from the Marketing and Public Relations' 2018-2019 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial award term be one (1) year, beginning on October 2, 2018, with renewal options of four (4) one-year terms.

RFP #18-31
Regular Board Meeting October 1, 2018
Consideration of Approval to Contract for Advertising Creative Services

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Project Name: Advertising Creative Services
Project Number: RFP 18-31
Number of Evaluators: 6

Evaluation Criteria	Total Points Available	11/11 Media	1265 Creative	Barber Shop Marketing, The	Ellis Creative Group	Freed Advertising	Gilbreath Communications	Imagina Communications	Interact Communications, Inc.	JOHNMANLOVE Marketing + Communications	LMG Marketing Group	Moving Image Studios	Studio Brand Collective	Zenfilm
Project Understanding and Management	90	56	71	71	58	86	63	68	68	69	80	56	79	57
Qualifications and Experience of Firm	150	68	112	108	87	137	110	85	111	123	125	84	131	100
Qualifications and Experience of Personnel	30	17	23	22	21	28	21	19	25	23	27	16	25	21
Price Proposal	90	60	76	65	55	79	57	71	58	80	80	70	77	64
60 Points Each x 6 Evaluators	360	201	282	266	221	330	251	243	262	295	312	226	312	242
Total Points Received														

* The top four firms were invited to the presentation phase.

Presentation	Total
40 Points Each x 6 Evaluators	240

PRESENTATION SUMMARY*	
Proposer	Score
LMG Marketing Group	217
Freed Advertising	212
JOHNMANLOVE Marketing + Communications	202
Studio Brand Collective	196

FINAL SCORES	
Proposer	Score
Freed Advertising	542
LMG Marketing Group	529
Studio Brand Collective	508
JOHNMANLOVE Marketing + Communications	497

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for water treatment chemicals and service with Nalco Water for the Facilities Services department.

BACKGROUND

San Jacinto College has numerous utility systems that use circulated water for heating and cooling of buildings. In order to assure the longevity and efficient performance of these systems, water treatment chemical additives are required. These chemicals are specially formulated to inhibit corrosion and reduce fouling of the circulated water. In doing so, the thousands of feet of pipes and abundant heat exchangers in the College systems are kept fully operable and allow for service life as designed. In addition to the supply of treatment chemicals, the supplier will provide recommendations for optimized use of these specialized products.

A request for proposals, Project Number 18-32, was issued to procure water treatment chemicals and service. Three responses were received and evaluated by a team consisting of Facilities Services staff who determined the proposal submitted by Nalco Water would provide the best value to the College. Nalco Water has been providing this service to the College for approximately ten years, and the department has been satisfied with its services.

IMPACT OF THIS ACTION

Without proper chemical treatment, the utilities systems in use at the College would likely experience accelerated corrosive damage and/or reduced efficiency. In both cases, the cost to provide proper air conditions in our learning and working environments would increase incrementally. If the integrity of the piping and equipment used in these systems is damaged by corrosion, then the useful life of these systems would be reduced, resulting in loss of reliability and at a potentially significant expense to restore.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$70,000 for a total contact amount of \$350,000. This expenditure is funded from the Facilities Services department's fiscal year 2019 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The award term will be five years commencing on October 2, 2018, ending on October 1, 2023.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Don Netherton	281-478-2792	don.netherton@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Project Name: Water Treatmet Chemical Services
Project Number: RFP 18-32
Number of Evaluators: 3

Stated Criteria	Criteria Explanation	Total Points Available	Nalco Water	Chem - Aqua, Inc.	Preventive Predictive Maint. Svcs.
Project Understanding and Management	Management and technical approach to scope of services, breadth and depth of Plan Detail	90	72	53	42
Price Proposal	Evaluated on a best overall value approach for the College	60	60	46.5	59.7
Training, Implementation, and Business Continuity	Identify implementation project team, timeline, plan, and schedule.	45	39	32	25
Qualifications and Experience of Firm and Personnel	Firm and personnels' experience and reputation	45	43	33	33
Supplier's Past Relationship with the College	Firm's previuos services provided to the College	30	29	8	9
Reports	Provide sample reports such as lab analysis of water sample	15	15	12	7
Safety Protocol	Provide material safety data sheets and safe work environment.	15	15	9	9
		300	273.0	193.5	184.7

Final Ranking	
Vendor Name	Scores
Nalco Water	273.00
Chem - Aqua, Inc.	193.50
Preventive Predictive Maint. Svcs.	184.70

**Purchase Request #1
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
for Central Campus Welcome Center**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor to approve a Guaranteed Maximum Price (GMP) for construction of the Central Campus Welcome Center. During review and negotiation of the full GMP, the administration recommends approval to issue a Limited Notice to Proceed.

BACKGROUND

In August 2017, the Board approved a contract with Tellepsen Builders, L.P. (Tellepsen) for Construction Manager-at-Risk (CMR) services for Project 17-23, Central Campus Welcome Center. To date, Tellepsen has provided preconstruction services, including constructability and cost estimating services to the owner and the design team.

In April 2018, the Board approved an increase in the projected cost of the project due to revisions in the project scope and market factors. In June 2018, the Board approved a partial GMP for the purchase of steel for the project.

During July and August 2018, Tellepsen solicited and received bids based on the 95 percent complete design package for each division of work. Proposals underwent a thorough review including clarification and reconciliation of qualifications, exclusions, and design revisions in order to select the best value sub-contractors and compile a Guaranteed Maximum Price proposal. If accepted by the College, this GMP will result in the issuance of a Notice to Proceed for construction. Any sub-contracts awarded by the contractor under this authority shall comply with Chapters 2258 and 2269 of the Texas Government Code regarding prevailing wage rates and the review of bids and proposals, respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor to approve a GMP and allow construction to commence on the Central Campus Welcome Center. The project is planned to be available for student service in the spring of 2020.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This GMP will be for an amount not to exceed the allowable construction budget of \$17,918,746. The Limited Notice to Proceed will not exceed \$3,583,749, which is 20 percent of the construction budget. The project will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The Central Campus Welcome Center is scheduled to be completed during December 2019. All work will be monitored by San Jacinto College Facilities Services personnel. Program management will be conducted by AECOM.

**Purchase Request #1
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
for Central Campus Welcome Center**

The final GMP and status of the delegation of authority will be reviewed with the Board's Building Committee at future meetings.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Charles Smith	281-998-6122	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #2
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
for Central Campus Frels Building Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor to approve a Guaranteed Maximum Price (GMP) for renovation of the Central Campus Frels building. During review and negotiation of the full GMP, the administration recommends approval to issue a Limited Notice to Proceed.

BACKGROUND

This project was approved by the Board in April 2018. During July 2018, the Board approved authority to contract with Flintco, LLC (Flintco) for Construction Manager-at-Risk services for Project 18-34, Renovation of the Central Frels building. To date, Flintco has provided preconstruction services, including constructability and cost estimating services to the owner and the design team.

Flintco is currently soliciting bids for the 95 percent complete design package for each division of work package. Proposals will undergo a thorough review including clarification and reconciliation of qualifications, exclusions, and design revisions in order to select the best value sub-contractors and compile a Guaranteed Maximum Price proposal. If accepted by the College, this GMP will result in the issuance of a Notice to Proceed for construction. Any sub-contracts awarded by the contractor under this authority shall comply with Chapters 2258 and 2269 of the Texas Government Code regarding prevailing wage rates and the review of bids and proposals, respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor to approve a GMP and allow construction to commence on the Central Campus Frels Building renovation. The project will progress in phases until completed for the fall of 2019.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This GMP will be for an amount not to exceed the allowable construction budget of \$3,552,402. The Limited Notice to Proceed will not to exceed \$710,480, which is 20 percent of the construction budget. The project will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The building is scheduled to be completed during August 2019. All work will be monitored by San Jacinto College Facilities Services personnel. Program management will be conducted by AECOM.

The final GMP and status of the delegation of authority will be reviewed with the Board's Building Committee at future meetings.

**Purchase Request #2
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
for Central Campus Frels Building Renovation**

ATTACHMENTS

None

RESOURCE PERSONNEL

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**Consideration of Approval of Guaranteed Maximum Price for North Campus Burleson,
Wheeler, Brightwell, and Spencer Building Renovations**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor to approve a Guaranteed Maximum Price (GMP) for renovation of the North Campus Burleson, Wheeler, Brightwell, and Spencer Building Renovations. During review and negotiation of the full GMP, the administration recommends approval to issue a Limited Notice to Proceed.

BACKGROUND

In April 2018, the Board approved revisions to the projected cost of these projects due to changes in the project scope and market factors.

In September 2018, the Board approved a contract with Whiting-Turner Contracting Company for Construction Manager-at-Risk services for Project 18-37, North Campus Burleson, Wheeler, Brightwell, and Spencer Building Renovations. To date, Whiting-Turner has provided preconstruction services, including constructability and cost estimating services to the owner and the design team.

Due to limitations in the construction schedule for the Burleson Building, Whiting-Turner must mobilize and order certain long-lead time items while they are soliciting and receiving bids for the design package completed by the architect for each division of work. Proposals will undergo a thorough review including clarification and reconciliation of qualifications, exclusions, and design revisions in order to select the best value sub-contractors and compile a Guaranteed Maximum Price proposal. If accepted by the College, this GMP will result in the issuance of a Notice to Proceed for construction. Any sub-contracts awarded by the contractor under this authority shall comply with Chapters 2258 and 2269 of the Texas Government Code regarding prevailing wage rates and the review of bids and proposals, respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor to approve GMPs for the Burleson, Wheeler, Brightwell, and Spencer projects, and allow construction to commence on the Burleson renovation in advance of final GMP review and execution.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The GMPs for the combined Burleson, Wheeler, Brightwell, and Spencer projects will not exceed the allowable construction budget of \$31,333,633. The Limited Notice to Proceed will not exceed \$6,266,727, which is 20 percent of the construction budget. The projects will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The Burleson project is planned to be available for instruction in the fall of 2019. The Wheeler, Brightwell, and Spencer renovations will be completed at various dates through the fall of

Purchase Request #3
Board Meeting October 1, 2018

**Consideration of Approval of Guaranteed Maximum Price for North Campus Burluson,
Wheeler, Brightwell, and Spencer Building Renovations**

2021. All work will be monitored by San Jacinto College Facilities Services personnel and program management will be provided by AECOM.

The final GMP and status of the delegation of authority will be reviewed with the Board's Building Committee at future meetings.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Charles Smith	281-998-6122	charles.smith@sjcd.edu
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Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #4
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
for South Campus Engineering and Technology Center

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor to approve a Guaranteed Maximum Price (GMP) for construction of the South Campus Engineering and Technology Center. During review and negotiation of the full GMP, the administration recommends approval to issue a Limited Notice to Proceed.

BACKGROUND

In September 2018, the Board approved a contract with Tellepsen Builders, L.P. (Tellepsen) for Construction Manager-at-Risk services for Project 18-03, South Campus Engineering and Technology Center. To date, Tellepsen has provided preconstruction services, including constructability and cost estimating services to the owner and the design team.

In April 2018, the Board approved an increase in the projected cost of the project due to revisions in the project scope and market factors. In June 2018, the Board approved a partial GMP for the purchase of steel for the project.

During July and August 2018, Tellepsen solicited and received bids based on the 95 percent complete design package for each division of work. Proposals underwent a thorough review including clarification and reconciliation of qualifications, exclusions, and design revisions in order to select the best value sub-contractors and compile a Guaranteed Maximum Price proposal. If accepted by the College, this GMP will result in the issuance of a Notice to Proceed for construction. Any sub-contracts awarded by the contractor under this authority shall comply with Chapters 2258 and 2269 of the Texas Government Code regarding prevailing wage rates and the review of bids and proposals, respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor to approve a GMP and allow construction to commence on the South Campus Engineering and Technology Center. The project is planned to be available for instruction in the fall of 2019.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This GMP will be for an amount not to exceed the allowable construction budget of \$21,645,794. The Limited Notice to Proceed will not exceed \$4,329,159, which is 20 percent of the construction budget. This project will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The South Campus Engineering and Technology Center is scheduled to be completed during September 2019. All work will be monitored by San Jacinto College Facilities Services personnel. Program management will be provided by AECOM.

Purchase Request #4
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
for South Campus Engineering and Technology Center

The final GMP and status of the delegation of authority will be reviewed with the Board's Building Committee at future meetings.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Charles Smith	281-998-6122	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 #5
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
For South Campus Longenecker Building Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor to approve a Guaranteed Maximum Price (GMP) for renovation of the South Campus Longenecker building renovation. During review and negotiation of the full GMP, the administration recommends approval to issue a Limited Notice to Proceed.

BACKGROUND

In April 2018, the Board approved revisions to the projected cost of these projects due to changes in the project scope and market factors.

In September 2018, the Board approved a contract with Flintco LLC (Flintco) for Construction Manager-at-Risk services for Project 18-40, South Campus Longenecker Building Renovations. To date, Flintco has provided preconstruction services, including constructability and cost estimating services to the owner and the design team.

Due to limitations in the construction schedule for the Longenecker Building, Flintco must mobilize and order certain long-lead time items while they are soliciting and receiving bids for the design package completed by the architect for each division of work. Proposals will undergo a thorough review including clarification and reconciliation of qualifications, exclusions, and design revisions in order to select the best value sub-contractors and compile a Guaranteed Maximum Price proposal. If accepted by the College, this GMP will result in the issuance of a Notice to Proceed for construction. Any sub-contracts awarded by the contractor under this authority shall comply with Chapters 2258 and 2269 of the Texas Government Code regarding prevailing wage rates and the review of bids and proposals, respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor to approve a GMP for the Longenecker Building, and allow renovation to begin in advance of the total GMP review and execution.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This GMP will be for an amount not to exceed the allowable construction budget of \$16,577,745. The Limited Notice to Proceed will not exceed \$3,315,549, which is 20 percent of the construction budget. The project will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The Longenecker project will be executed through phased construction. Individual phases will be completed at various dates through April of 2020. All work will be monitored by San Jacinto College Facilities Services personnel and program management will be provided by AECOM.

The final GMP and status of the delegation of authority will be reviewed with the Board's

Purchase Request #5
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
For South Campus Longenecker Building Renovation

Building Committee at future meetings.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #6
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
For South Campus S-7 and S-9 Building Renovations

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor to approve a Guaranteed Maximum Price (GMP) for renovation of the South Campus S-7 (Academic Wing – North) and S-9 (Academic Wing – South) building renovations. During review and negotiation of the full GMP, the administration recommends approval to issue a Limited Notice to Proceed.

BACKGROUND

In April 2018, the Board approved revisions to the projected cost of these projects due to changes in the project scope and market factors.

In September 2018, the Board approved a contract with Tellepsen Interiors (Tellepsen) for Construction Manager-at-Risk services for Project 18-41, South Campus S-7 and S-9 building renovations. To date, Tellepsen has provided preconstruction services, including constructability and cost estimating services to the owner and the design team.

Due to limitations in the construction schedule for the S-7 and S-9 buildings, Tellepsen must mobilize and order certain long-lead time items while they are soliciting and receiving bids for the design package completed by the architect for each division of work. Proposals will undergo a thorough review including clarification and reconciliation of qualifications, exclusions, and design revisions in order to select the best value sub-contractors and compile a Guaranteed Maximum Price proposal. If accepted by the College, this GMP will result in the issuance of a Notice to Proceed for construction. Any sub-contracts awarded by the contractor under this authority shall comply with Chapters 2258 and 2269 of the Texas Government Code regarding prevailing wage rates and the review of bids and proposals, respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor to approve a GMP for the S-7 and S-9 Academic Building Renovations, and allow renovation to begin in advance of the total GMP review and execution.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This GMP will be for an amount not to exceed the allowable construction budget of \$5,852,937. The Limited Notice to Proceed will not to exceed \$1,170,587, which is 20 percent of the construction budget. The projects will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The renovation of Buildings S-7 and S-9 will be executed through phased construction. Individual phases will be completed at various dates through August of 2020. All work will be monitored by San Jacinto College Facilities Services personnel and program management will

**Purchase Request #6
Board Meeting October 1, 2018
Consideration of Approval of Guaranteed Maximum Price
For South Campus S-7 and S-9 Building Renovations**

be provided by AECOM.

The final GMP and status of the delegation of authority will be reviewed with the Board's Building Committee at future meetings.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Charles Smith	281-998-6122	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Consideration of Approval for Increase of Contract Amount for South Campus HVAC Tech

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize an increase in the construction contract amount for the South Campus HVAC Technology building renovation.

BACKGROUND

In July 2018, the Board authorized the selection of Structure Tone Southwest, LLC (Structure Tone) for the HVAC building renovations at the South Campus. Structure Tone had previously been determined to have submitted the best value under the Competitive Sealed Proposal method for Project 18-36.

The proposed cost of construction was below the College's internal estimate of \$2,401,333 for the anticipated scope of work. As the project has developed, it has been determined that the detailed specifications and project plans developed by Huitt-Zollars, Inc. did not include sufficient detail for a complete and accurate assessment of cost. In accordance with the Local Government Code, Section 252.048, an increase in the total contract price may be made if the funds are appropriated for that purpose (which they have been), if approved by the governing board, and if the increase in price is less than 25 percent of the original contract price.

IMPACT OF THIS ACTION

Approval of this action will increase the value of the construction contract and allow the continued development of the project to meet the instructional needs of the HVAC Technology department and the South Campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The proposed revision will allow the contract price to be increased but not to exceed \$2,177,469. The original contract submitted by Structure Tone was in the amount of \$1,742,120. Funding will be provided from the 2015 Bond Program and is within budget.

MONITORING AND REPORTING TIMELINE

The building is scheduled to be completed during January 2019. All work will be monitored by San Jacinto College Facilities Services personnel.

ATTACHMENTS

None

Consideration of Approval for Increase of Contract Amount for South Campus HVAC Tech

RESOURCE PERSONNEL

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Purchase Request #8
Regular Board Meeting October 1, 2018

Consideration of Approval to Purchase Audio Visual Equipment and Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of audio visual equipment and installation services with Network Cabling Services (NCS) for two building renovation projects.

BACKGROUND

The Central Campus Frels Building (C-20) is being remodeled primarily for early college high school classes, offices, and dining spaces. The former Auto Body building (S-14) at South Campus is being remodeled for use by the HVAC Technology program. Both renovations projects include the requirement to install audio visual technology to support classroom instruction.

NCS has had a record of success with the College. Communications, products, installation, and coordination of work was satisfactorily completed at or above the desired standards. NCS has a contract awarded through the Texas Buy Board cooperative contracts program to provide audio visual equipment and installation, Contract Number 563-18, 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. Additional quotes from vendors who also have contracts awarded through co-op organizations were also obtained to ensure the College is procuring the goods and services at the best possible price.

IMPACT OF THIS ACTION

The installation of the specified audio visual systems directly supports student learning. This system is essential to support the increasing technological demands for the instructional delivery methods utilized at the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Total estimated expenditure for this request is \$325,000. The expenditure for AV equipment and related installations will not exceed \$45,000 for S-14 and \$280,000 for C-20. The total expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The remodel of S-14 and C-20 are scheduled to be completed by the end of January 2019 and August 2019, respectively. All work will be monitored by San Jacinto College ITS and Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #8
Regular Board Meeting October 1, 2018

Consideration of Approval to Purchase Audio Visual Equipment and Services

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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Purchase Request #9
Regular Board Meeting October 1, 2018
Consideration of Approval to Purchase Data Network Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of network, wireless, and internet protocol (IP) paging equipment from Layer 3 Communications for two building renovation projects.

BACKGROUND

The Central Campus Frels Building (C-20) is being remodeled primarily for early college high school classes, offices, and dining spaces, thereby, requiring an increase in the quantity of data switches to support data network communications. It also requires the installation of internet protocol paging speakers for use by the administration and enhanced security measures to meet current technology standards.

The former Auto Body building (S-14) at South Campus is being remodeled for use by the HVAC Technology program. S-14 currently has no network equipment, thereby, requiring the addition of all standard data switches, wireless access points, and paging system speakers for its operation and compliance with the College's facility standards.

Layer3 Communications has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program, Contract Number DIR-SDD-2641, to provide network data switch gear, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code. Additional quotes from vendors who also have contracts awarded through co-op organizations were also obtained to ensure the College is procuring these products at the best price.

IMPACT OF THIS ACTION

The installation of the specified data network equipment directly supports student learning. This system is essential to support the increasing technological demands for the instructional delivery methods utilized at the College as well as the safety measures the College is implementing in all renovated buildings.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total estimated expenditure for this request is \$75,000. The expenditure for network switches and wireless access points will not exceed \$35,000, and IP paging speakers will not exceed \$40,000. These expenditures will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The remodel of S-14 and C-20 are scheduled to be completed by the end of January 2019 and August 2019, respectively. All work will be monitored by San Jacinto College ITS and Facilities Services personnel.

Purchase Request #9
Regular Board Meeting October 1, 2018
Consideration of Approval to Purchase Data Network Equipment

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #10
Regular Board Meeting October 1, 2018
Consideration of Approval for Increase of Contract Amount for
Central Campus Central Plant Upgrades

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an increase in the construction contract amount to include Phase II of the central plant modifications at the Central Campus.

BACKGROUND

A request for Competitive Sealed Proposals, Project Number 18-35, was issued to procure services to upgrade the central plant at Central Campus. In July 2018, the Board approved a contract with The Brandt Companies, LLC (Brandt) to begin Phase I of the project that included the initial components required to complete the project in an expedited timeframe in order to minimize the disruption of campus operations.

Phase II of the project will include the remaining scope of work to complete the project, including potential asbestos abatement, miscellaneous hardscape improvements, and additional crane costs to lift and place the large electrical components that were procured as part of Phase I.

IMPACT OF THIS ACTION

Approval of this action will authorize Phase II of the project and increase the value of the project contract with Brandt and support the progress of the project to meet the needs of the Central Campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

At the July 9, 2018 Board meeting, the Board approved a not to exceed contract amount of \$721,465 for Phase I. At a Board strategic planning retreat held on September 7, 2018, the administration presented a project budget increase in the amount of \$350,000. The proposed contract price for Phase II is \$455,841 bringing the total contract value to \$1,177,306. The project will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The project is scheduled to be completed no later than April 2019. All work will be monitored by San Jacinto College Facilities Services personnel and program management will be provided by AECOM.

ATTACHMENTS

None

Purchase Request #10
Regular Board Meeting October 1, 2018
Consideration of Approval for Increase of Contract Amount for
Central Campus Central Plant Upgrades

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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Purchasing Request #11
Regular Board Meeting October 1, 2018

**Consideration of Approval of Architectural Design Services for Roof Replacement
For South Campus Longenecker Building**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Collaborate Architects, LLC (Collaborate) to provide architectural design services for the South Campus Longenecker Building (S-8) Roof Replacement Project.

BACKGROUND

Preliminary plans are underway to replace the roofing system at the South Campus Longenecker Building (S-8). The recommendation to proceed with the project is based on the College roof lifecycle management plan, which is updated each year after roof inspections, condition assessments, and end of life projections are made for College building roofs.

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

IMPACT OF THIS ACTION

Approval of this request will authorize the College to enter into a contract with Collaborate to provide architectural services necessary to complete the project.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The architect's proposed fee will not exceed \$59,000 and is based on the estimated construction cost for the Longenecker Building roof replacement. The total project cost will not exceed \$880,000. This fee proposal is within the Board approved guidelines established for renovation projects. This expenditure will be funded from the Facility Services 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

The estimated completion date for this project is approximately ten (10) months after receiving approval to proceed. The project will be monitored by the College's Facilities Services personnel.

ATTACHMENTS

None

Purchasing Request #11
Regular Board Meeting October 1, 2018
Consideration of Approval of Architectural Design Services for Roof Replacement
For South Campus Longenecker Building

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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Purchase Request #12
Regular Board Meeting October 1, 2018
Consideration of Approval of Method of Procurement for Roof Replacement for
South Campus Longenecker Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Competitive Sealed Proposal (CSP) methodology for the Roof Replacement Project at the South Campus Longenecker Building (S-8).

BACKGROUND

Preliminary plans are underway to replace the roofing system at the South Campus Longenecker Building (S-8). The project is based on a five (5) year roof replacement plan which is developed and updated each year after roof inspections, condition assessments, and end of life projections are made for all College building roofs.

The CSP methodology is a form of competitive procurement that includes consideration of qualifications as well as price proposals for ranking and awarding a contractor for the project. It also allows for the negotiation of submitted proposals to obtain the best value for the College. For these reasons, the CSP methodology is being recommended for this project. The package of specifications and plans will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.151.

IMPACT OF THIS ACTION

Approval of this request will allow the College to move forward with the replacement of the roofing system at Longenecker Building (S-8) using the CSP delivery method.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total project cost, including design and construction is estimated to be \$880,000. These expenditures will be funded from the Facilities Services 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

Design and construction of this project will require approximately ten (10) months following approval to proceed. Design and construction will be monitored by the College's Facilities Services personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #13
Regular Board Meeting October 1, 2018

Consideration of Approval of Disaster Recovery Project Management Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for disaster recovery project management services with Hagerty Consulting, Inc. (Hagerty) for the Safety, Health, Environment, and Risk Management department.

BACKGROUND

In order for the College to be more prepared in the event of an emergency, it is important for the College to have a contract in place for disaster recovery project management services, to be used on an as needed basis. Hagerty shall provide project management services required to assist the College in recovering from the effects of a major disaster or incident. Services shall include, but are not limited to: planning, scheduling, cost projecting and accounting, establishing and maintaining documentation and records, report preparation, and quality control, as well as provide documentation to support cost and claim recovery post-incident.

Hagerty has a contract through the General Services Administration (GSA) cooperative contracts program, Contract Number GS-00F-334CA, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and Section 2267.401 of the Texas Government Code and is permitted through Section 791.001(g) of the Texas Government Code.

IMPACT OF THIS ACTION

This contract will allow the College to proactively engage disaster recovery project management services, which also meets requirements by Federal Emergency Management Agency's (FEMA) for possible grant reimbursement(s). In the event the College experiences a serious weather or emergency event, the College will be able to quickly engage Hagerty for assistance to supplement the College staff with additional personnel and resources. Hagerty 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 relative to the scope of the work required per event. To be compliant with FEMA reimbursement requirements and to ensure adequate coverage is available, the contract will be drafted for an amount not to exceed \$750,000. If required, this expenditure will be funded from 2018-2019 non-departmental funds.

MONITORING AND REPORTING TIMELINE

Disaster recovery project management services will be used on an as needed basis.

Purchase Request #13
Regular Board Meeting October 1, 2018
Consideration of Approval of Disaster Recovery Project Management Services

ATTACHMENTS

None

RESOURCE PERSONNEL

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Consideration of Approval to Renew the Contract for Turnkey Magazine Production Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the renewal of the contract for turnkey magazine production services with Academic Marketing Services (AMS) for the Marketing, Public Relations and Government Affairs department.

BACKGROUND

A request for proposals, Project Number 17-01, was issued in August 2016 to procure turnkey magazine production services for the College. In October 2016, the Board approved the original two-year contract with AMS.

AMS has exhibited a highly satisfactory record of service with the College. AMS has published the CareerFocus magazine for the College since 2008. The magazine is published and distributed three times per year prior to the start of each semester and is a vital tool to market and promote the College. CareerFocus magazine provides the residents in the district with pertinent information to make informed decisions regarding enrolling at the College. While AMS designs, prints, and mails the publication to every household in the College district, as well as every student and employee, all content is created and owned by the College. The Marketing, Public Relations and Government Affairs department staff creates the story budget, interviews subjects, writes the articles, takes photos, and designs the ads.

CareerFocus magazine also includes an online component and social media campaign for each issue. These digital components increase the outreach potential for the magazine's customized content, which also reaches an audience outside of the College district.

IMPACT OF THIS ACTION

CareerFocus magazine enhances enrollment possibilities and outreach to an audience within and outside of the College district. If the magazine were to be produced in-house it would require additional manpower to perform the research, design and layout of the magazine, and at a higher postage rate than offered by AMS. This magazine is a syndicated product, of which most of the production is performed on the College's behalf. The Marketing, Public Relations and Government Affairs team will continue to work closely with AMS to tailor the magazine content to promote and enhance the image of the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$300,000. This expenditure will be funded from the Marketing and Public Relations' 2018-2019 operational budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of three one-year renewal options available. The new term will be October 11, 2018 through October 10, 2019.

Consideration of Approval to Renew the Contract for Turnkey Magazine Production Services

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #15
Regular Board Meeting October 1, 2018
Consideration of Approval of Additional Funds for Plumbing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for plumbing maintenance and repair services from Modern Plumbing Services, Inc. for the Facilities Services department.

BACKGROUND

The Facilities Services department is responsible for the College's plumbing equipment and performs the majority of repairs with College employees. However, for larger projects and emergency repairs, an outside contractor is needed in order to respond timely and prevent further damage or loss of facility usage. Modern Plumbing Services provides quality service and is responsive to service requests during both regular and after-hour emergencies. In the past year the College has experienced a higher than anticipated number of water-related leaks and emergencies at South and Central campuses that required the use of emergency plumbing services.

A request for proposals, Project Number 16-06, was issued in January 2016 to procure general plumbing services for the Facilities Services department. The Board approved a contract renewal with Modern Plumbing Services in March 5, 2018.

IMPACT OF THIS ACTION

Approval of additional funding will authorize Modern Plumbing Services to continue to be utilized for repair services, on an as needed basis, for larger projects and to assist with emergency repairs that may arise throughout the year.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In March 2018, the Board approved an expenditure of \$100,000 for plumbing services. This request would increase the total amount approved by \$150,000 for a total of \$250,000. This expenditure will be funded from the Facilities Services department's 2018-2019 operating budgets.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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Genie Freeman-Scholes	281-998-6327	genevieve.scholes@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve entering into a master lease agreement for fleet vehicles with Enterprise Fleet Management, Inc. for the Facilities Services department.

BACKGROUND

Enterprise Fleet Management, Inc. (Enterprise) is a nationally recognized solution to provide fleet management services for large agencies and institutions to address all fleet holding needs from acquisition to disposal. Enterprise has a contract through the E&I cooperative contracts, Contract Number CNR-01399, 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

Enterprise's leased fleet program is customizable to provide fleet management services that address all fleet holding costs, from vehicle acquisition to disposal. This service includes ordering, delivery, maintenance, and reporting for the lease term of the vehicle. The cost of the program provides a financially stable solution that can control overall vehicle expenses as well as provide emergency roadside assistance, which safeguards the faculty, staff, and students who use the vehicles. This solution allows the College to upgrade a larger number of vehicles more quickly, eliminating those vehicles that no longer meet the latest safety standards.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$70,000, which includes between 17 and 20 new vehicles, dependent upon actual vehicle makes and models ordered. This expenditure is funded from the Facilities Services department's 2018-2019, and subsequent years, operating budgets.

MONITORING AND REPORTING TIMELINE

The initial order of new leased vehicles will be ordered for delivery in February 2019 with subsequent vehicles added to the leased fleet as older vehicles are removed due to age, wear and tear, or replaced as a result of sustained damages.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #17
Regular Board Meeting October 1, 2018
Consideration of Approval of Method of Procurement for
Construction of Initial Building at Generation Park

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Construction Manager-at-Risk (CMR) method of procurement for construction of the initial building and related site development at Generation Park.

BACKGROUND

San Jacinto College has followed with interest the growth of the Generation Park area for more than five years. During that time, the Board of Trustees and the administration have conducted a number of due diligence activities intended to ensure the appropriate level and timing of any investment in the area. These include:

- March 2015 - Board of Trustees authorized the purchase of property in Generation Park;
- April 2018 - Administration received a report from Facilities Programming and Consulting regarding the demographic potential of the proposed Campus, and shared results with the Board of Trustees at Board Strategic Planning Retreat;
- May 2018 - Administration received a preliminary site development study for the proposed campus from Gensler Architects;
- June 2018 – Board of Trustees toured Generation Park, the proposed campus site and the surrounding areas;
- September 2018 – Administration presented initial plan and pro forma for proceeding with the first step in the development of a Generation Park Campus at Board Strategic Planning Retreat
- September 2018 - Board of Trustees, at its regularly scheduled meeting on September 10, unanimously authorized administration to plan, develop, and construct a new facility at Generation Park

As proposed during the September Board Strategic Planning Retreat and approved with the action taken by the Board on September 10, 2018, it was determined that opening of the location by the Fall of 2020 would be advantageous.

Construction Manager-at-Risk (CMR) is recommended as the method of procurement for this project. CMR has been proven to be an effective procurement methodology that accommodates flexibility in scope development while maintaining control of risk and assures delivery of good value. CMR also allows for fast-track construction. A summary project description and budget will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.151.

IMPACT OF THIS ACTION

The CMR method is designed to include early involvement of the general contractor with the architect and owner, to provide a smooth transition to the construction process. Additionally, the

Purchase Request #17
Regular Board Meeting October 1, 2018
Consideration of Approval of Method of Procurement for
Construction of Initial Building at Generation Park

CMR method allows for correction of potential mistakes or unnecessary expenses with early discovery and resolution.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction for the initial building and related site development at Generation Park is \$17.25 million. This budget will be finalized as the specific funding streams are approved in coming months.

MONITORING AND REPORTING TIMELINE

Design and construction of this project will require approximately twenty-one (21) months. Following selection of Construction Manager and receipt of subcontractor bids, a Guaranteed Maximum Price (GMP) will be brought to the Board for consideration and approval.

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

ATTACHMENTS

None

RESOURCE PERSONNEL

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Item "A"
Regular Board Meeting October 1, 2018
Approval of the Minutes for the September 10, 2018
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the September 10, 2018, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
September 10, 2018
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: George González, Matthew Lewis, Arturo Michel (Thompson & Horton), Mandi Reiland, Steve Trncak, Laurel Williamson, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:17 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.071 of the Texas Open Meetings Act, for the following purposes: Personnel Matters and Legal Matters	Adjourned to closed session at 5:17 p.m. a. Legal Matters – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by the law. Mandi Reiland, Steve Trncak, and Teri Zamora 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. Brenda Hellyer present for this item.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 5:51 p.m.
V.	Review Analysis of Past Community College Survey of Student Engagement (CCSSE) Data	Laurel Williamson, Chris Duke, George Gonzalez, and Matthew Lewis were present for this item. Brenda Hellyer introduced those present for this item. She provided an overview on the background of obtaining the data. Laurel Williamson added that because CCSSE had to create code for us to receive this specific data and then

		<p>Matthew Lewis had to write additional code to analyze this data, she thinks we are the only college reviewing this data at this detailed level.</p> <p>Brenda added that now that we have the data we have to determine what to do with it and what it means.</p> <p>Dr. Ruede Wheeler asked how the Aspen interviews went. Brenda replied that overall, she thought they went very well.</p> <p>Matthew explained that CCSSE is a program administered at University of Texas Austin every two years. CCSSE data is always at least one year old. For example, Fall 2018 experience is captured in Spring 2019 survey. Results are reported to the College in Fall 2019. We have data from Academic Year 2009, 2011, 2013, 2015, and 2017. San Jacinto College has administered the survey to 11,761 students since 2009.</p> <p>Brenda explained that this is a survey used across the country.</p> <p>CCSSE collected responses on 218 questions. The questions have varied only slightly over the years so we can track patterns over time. The categories of questions are classroom, campus, and instructional experience; importance and utilization of campus resources; satisfaction with campus resources; susceptibility to various sources of attrition; educational background and levels of financial support; and demographic information, including race/ethnicity and gender.</p> <p>Matthew reviewed questions the college should be asking about the data. The focus is on how we can use this data to illuminate parallel experiences of subgroups, identify opportunities to close gaps, and measure our success in doing so. He also reviewed the subset of questions broken down into six categories. Those categories are experience, behavior, values, goals, attrition, and background information. He referred to the full list of questions that the Board received. The list was not reviewed in detail, but Matthew asked the Board to review the list and provide any feedback on items they would like to explore more deeply.</p>
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		<p>Keith Sinor asked how students are selected to participate in the survey. George Gonzalez explained that a list is submitted to UT Austin of all the sections offered and they select course sections at random to participate.</p> <p>Matthew reviewed data on gender/racial sampling. He explained that the sampling for these areas were nearly representative of our college population. He also reviewed specific data from specific subgroups in regards to campus services and attrition. Key findings from this specific data are as follows:</p> <p>Campus Services:</p> <ul style="list-style-type: none">• Hispanic/Latinx/Spanish students - Career counseling is more important, relative to other racial/ethnic subgroups.• White/Non-Hispanic students - They value and use all campus services less than any other racial/ethnic subgroups.• Black/African-American/Non-Hispanic - Financial aid and child care are more highly valued, relative to other racial/ethnic subgroups. They rate peer tutoring as highly important, relative to other groups.• Asian/Asian American/Pacific Islander - Student organizations are more highly valued, relative to other racial/ethnic subgroups. They rate peer tutoring as highly important, relative to other groups. <p>Attrition:</p> <ul style="list-style-type: none">• Hispanic/Latinx/Spanish students are more likely than other racial/ethnic subgroups to leave college due to caring for dependents or working full time.• White, Black, and Asian subgroups are not more likely than other subgroups to leave college due to caring for dependents, financial difficulty, working full-time, or transferring to four-year university. <p>Brenda added that now that we have this data, we can break down areas such as financial aid and use the subgroup information to determine what we can do to reach each area more effectively.</p> <p>The group discussed where San Jacinto College is in comparison to other colleges on Pell grant numbers. This</p>
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		<p>is an area we know the college needs to improve. The breakdown of this data can help us determine the gap and improve on areas targeting specific subgroups.</p> <p>Matthew explained that making use of CCSSE, Community College Faculty Survey of Student Engagement (CCFSSE), and Survey of Entering Student Engagement (SENSE) data to understand various experiences in our institutions will provide the college a wealth of insight over the coming years. We look forward to the questions these explorations will raise and the solutions they will present. We need to look deeply at these results and talk to internal constituencies to better understand our students, student access to resources, and the “why” and “why not” around usage.</p> <p>Members discussed actionable options based on the data that was reviewed.</p>
VI.	General Discussion of Meeting Items	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Erica Davis Rouse asked for clarification on the course materials action item.</p> <p>Brenda responded that the list included in the action item are the pilot courses. We will reassess after the spring semester. She explained that approval of this recommendation will allow the addition of a course material charge to be included on the student’s fee statement for materials that meet the criteria in participating courses.</p>
VII.	Review of Calendar	Brenda reviewed the calendar with the Board.
VIII.	Adjournment	Workshop adjourned at 6:55 p.m.

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

September 10, 2018

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

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

Chancellor: Brenda Hellyer

Others Present:

Tom Atwell	Mini Izaguirre	Janice Sullivan
Joshua Banks	Sallie Kay Janes	Steve Trncak
Rhonda Bell	Brenda Jones	Niki Whiteside
Lee Benjamins	Bryan Jones	Van Wigginton
Michelle Callaway	Tami Kelly	Christopher Wild
Pam Campbell	Ann Kokx-Templet	Laurel Williamson
Cristina Cárdenas	Patsy Laredo	Teri Zamora
Taylor Carnahan	Jeff McGee	Craig Zimmerman
Janet Cowey	Kevin McKisson	
Teri Crawford	Kevin Morris	
Suzanne DeBlanc	Lauri Moser	
Bill Dickerson	Alexander Okwonna	
Chris Duke	Bill Raffetto	
Dianne Duron	Laria Redjimi	
Maria Fargo	Heather Rhodes	
Amanda Fenwick	Martha Robertson	
Rachel Garcia	Genie Scholes	
Scott Gernander	Jim Scholes	
George González	Brandon Smith	
Jim Griffin	Deborah Smith	
Allatia Harris	Danny Snooks	
Rosselle Helms	Rob Stanicic	

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:05 p.m.

Roll Call of Board Members:	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
Invocation and Pledges to the Flags:	The invocation was given by Dr. Bill Raffetto. The pledges to the American flag and the Texas flag were led by Dan Mims.
Special Announcements, Recognitions, Introductions, and Presentations:	<ol style="list-style-type: none"> 1. Van Wigginton recognized Dr. Rachel Garcia for Receiving the 2018 Outstanding Women in Texas Government Award. 2. Teri Zamora recognized the Purchasing Department for Receiving the 2018 Achievement of Excellence in Procurement Award. 3. Dr. Laurel Williamson introduced Jeffrey McGee and Cristina Cardenas to provide a presentation on the one-college mace.
Student Success Presentations:	Dr. Brenda Jones introduced Dr. Alexander Okwonna, Dr. Christopher Wild, and Dr. Radia Redjimi to provide an overview of the STEM Council 2016-2017 Annual Report. Dr. Redjimi recognized student Taylor Carnahan.
Communications to the Board:	<ol style="list-style-type: none"> 1. A copy of the Opportunity News was provided to each Board member.
Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:	There were no citizens desiring to be heard before the Board.
Informative Reports:	<p>Chair Marie Flickinger indicated such reports were in the Board documents and online.</p> <ol style="list-style-type: none"> A. San Jacinto College Financial Statements B. San Jacinto College Foundation Financial Statements C. Capital Improvement Program D. San Jacinto College Building Committee Minutes E. San Jacinto College Finance Committee Minutes

- Motion 9894**
Consideration of
Approval of
Amendment to
the 2018-2019
Budget for
Restricted
Revenue and
Expenses
Relating to
Federal and
State Grants
- Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
-
- Motion 9895**
Consideration of
Approval for
Course Material
Costs
- Motion was made by Erica Davis Rouse, seconded by John Moon, Jr., for Approval for Course Material Costs.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
-
- Motion 9896**
Consideration of
Adoption of
Authorized
Broker/Dealer
List
- Motion was made by Dan Mims, seconded by Keith Sinor for approval of Adoption of Authorized Broker/Dealer List.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
-
- Motion 9897**
Consideration of
Approval of
Policy
III.3000.A,
Campus Carry –
Second Reading
- Motion was made John Moon, Jr., seconded by Dr. Ruede Wheeler, for Approval of Policy III.3000.A, Campus Carry – Second Reading.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
-
- Motion 9898**
Consideration of
Approval of
Policy
III.3001.B,
Finance
Standards -
Second Reading
- Motion was made by Keith Sinor, seconded by Erica Davis Rouse, for Approval of Policy III.3001.B, Finance Standards - Second Reading.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Consideration of Approval of Policy #, Ethical Conduct and Conflicts of Interest – First Reading Informational Item on Policy #, Ethical Conduct and Conflicts of Interest – First Reading.
No vote needed.

Consideration of Approval of Policy #, Outside Employment – First Reading Informational Item on Policy #, Outside Employment – First Reading.
No vote needed.

Consideration of Approval of Policy #, Prevention of Fraud and Fraudulent Actions – First Reading Informational Item on Policy #, Prevention of Fraud and Fraudulent Actions – First Reading.
No vote needed.

Consideration of Approval of Policy #, Protection from Retaliation for Reporting Suspected Wrongdoing – First Reading Informational Item on Policy #, Protection from Retaliation for Reporting Suspected Wrongdoing – First Reading.
No vote needed.

Consideration of Approval of Policy #, Payroll – First Reading Informational Item on Policy #, Payroll – First Reading.
No vote needed.

Consideration of Approval of Policy #, Auditing Courses – First Reading Informational Item on Policy #, Auditing Courses – First Reading.
No vote needed.

Consideration of Approval of Policy #, Student Attendance – First Reading Informational Item on Policy #, Student Attendance – First Reading.
No vote needed.

Motion 9899 Consideration of Authorization to Plan, Develop, & Construct New Facility Located at Generation Park Motion was made by Dan Mims, seconded by John Moon, Jr., for Authorization to Plan, Develop, & Construct New Facility Located at Generation Park.
Larry Wilson, Erica Davis Rouse, and Marie Flickinger commented prior to the vote being taken.
Motion Carried.
Yeas: Davis Rouse, Flickinger, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Motion 9900 Consideration of Purchasing Requests Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for approval of the purchasing requests.

CMR #18-37 Contract for Construction Manager-at-Risk for Renovation of North Campus Wheeler, Brightwell, Spencer, Burleson Buildings	\$2,348,588
CMR #18-40 Contract for Construction Manager-at-Risk for Renovation of South Campus Longenecker Building	1,328,137
CMR #18-41 Contract for Construction Manager-at-Risk for Renovation of South Campus Academic Buildings	694,969
IFB #19-04 Purchase Delta V Equipment	110,429
IFB #19-05 Purchase Maintenance Training Simulator Platforms	1,162,000

Purchase Request #1 Contract for Architectural Services for Renovation of North Campus Wheeler, Brightwell, Spencer Buildings (N-10, N-9, N-8)	1,608,610
Purchase Request #2 Contract for Architectural Services for College Wayfinding Signage Project	84,000
Purchase Request #3 Contract for Additional Engineering Services for the Central Campus Petrochemical Process Training Unit (pgs. 20-21)	88,200
Purchase Request #4 Purchase Dell Laptops	800,000
Purchase Request #5 Purchase Graduation Event License	109,375
Purchase Request #6 Annual Expenditures for Video Production Services	60,000
Purchase Request #7 Purchase Lifecycle Dynamic Simulator Equipment	<u>496,999</u>
TOTAL OF PURCHASE REQUESTS	\$8,891,307

Motion Carried.

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

Nays: None

**Motion 9901
Consent Agenda**

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

- A. Approval of the Minutes for the August 6, 2018 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations and 2018-2019 Part-Time Hourly Rate Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Meeting Adjourned at 7:53 p.m.

Item “B”
Regular Board Meeting October 1, 2018
Approval of the Minutes for the September 7, 2018
Board Strategic Planning Retreat

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the September 7, 2018, Board Strategic Planning Retreat.

SAN JACINTO COLLEGE DISTRICT
Board of Trustees Strategic Planning Retreat Minutes
September 7, 2018

The Board of Trustees of the San Jacinto College Community District met at 9:15 a.m., Friday, September 7, 2018, in room S-6.152 of the San Jacinto College South Campus, 13735 Beamer Rd., Houston, TX 77089, for a Board Strategic Planning Retreat.

Members Present: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

Others Present: Brenda Hellyer, Mandi Reiland, Teri Zamora

I. The meeting was called to order at 9:15 a.m. by Chair Marie Flickinger.

II. Roll Call of Board Members

Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

III. Review Security Master Plan Report

- Brenda Hellyer reviewed the background of the security master plan report.
- Teri Zamora provided an overview of the assignment and sources of delays.
 - Dr. Ruede Wheeler asked if the College paid for this consultant and if they actually did what we asked them to do. Teri responded that the consultant ended up completing the assignment as requested, but at first, they did not understand the unique components of the community college mission clearly.
- Teri reviewed the members of the steering committee, the physical security concept, and campus boundaries observations and activities.
 - Dan Mims asked if any entrances were identified that are not needed. Teri replied that they did not come forward with any specific recommendations regarding closing existing entrances.
- Teri reviewed the observations and activities for parking, landscape maintenance, and pedestrian safety.
 - Marie Flickinger asked why a company was not chosen who was used to reviewing college campuses. Brenda answered that of the pool, this company was the best choice. This company had experience with universities. This was a good review and analysis and college personnel were involved.
 - Dr. Wheeler asked if anyone or any state agencies review this and if we are in compliance. Brenda answered that some of the areas may be in the Junior College Audit Report (JCAR), but there are no inspections.

- Teri reviewed the observations and activities of exterior lighting, access control, network video cameras, and panic/emergency call.
 - Marie asked why these panic buttons go through an outside alarm company. Teri answered that we are moving the alarm function in house now.
- Teri reviewed the rejected recommendations.
 - Erica Davis Rouse asked who is responsible for keeping these security recommendations in mind as new buildings are designed. Teri replied that there is a standard that we are building to. Facilities Services and AECOM will have these items included for new buildings. Brenda explained that Bryan Jones and Chuck Smith led the security study and they also lead construction, so they will be overseeing this.
- Teri provided an overview of the budget implications. Brenda added that this was presented to the Board Building Committee, and the plan is to present an update on progress in a year.
- Marie asked how much crime occurs at the College. Teri responded that the College has low crime. Brenda explained that she and key leaders receive a daily report and the crime is minimal.
- Brenda explained that the locks on doors were the faculty's biggest concern.
- Brenda discussed current trainings that are happening regarding safety and departmental training is also occurring. The members discussed the need to stress the importance of training and having plans.
- Dr. Wheeler asked about security for the administration buildings. Brenda explained that the plan is to keep side doors locked, have greeter in lobby, and to filter A2 visitors to check in at A1.
- Dan Mims asked if an officer needs to be there at all times. Brenda and Teri explained that they do not think that will be a recommendation. Teri explained that the timeline is to complete the bathroom renovation then complete the lobby area which will accommodate a space for the greeter.
- All members were comfortable with the information that was reviewed regarding the security master plan.
- Dan suggests adequately documenting why we are not doing some of the recommendations.

IV. Update on Capital Projects and Financing Projections

- Teri reviewed the OSHA inspection results and the safety metrics.
- Teri explained that construction costs have risen for 19 consecutive months, and industry observers do not expect any reductions in costs in the near future. This may affect the budget for the last new construction projects of the 2015 Bond Program if prices keep increasing.
- Teri reviewed the major project schedule and status on each project.
 - Members recommended letting the developer handle any barrier expansion concerns near the Center for Petrochem, Energy, and Technology at Central Campus.
 - Erica asked how having ventilation for cosmetology and culinary in same building was resolved. Brenda answered that is one of the

reasons why we had a budget adjustment on that facility in July due to the need to have separate systems.

- Teri reviewed each line item of the proposed budget distribution modifications for the 2015 Bond Program. The members were supportive of the project budget changes. The budgets will be adjusted for the next report. Brenda explained that she may come back with an additional adjustment next year for Bruce Student Center once the early college high school projects are complete.
- Teri reviewed the financing projections. The plan is to issue debt only as needed. As of April 2016, \$150 million was issued. It is estimated that as of March 2019, another \$150 million will be issued and as of April 2020 the final \$125 million will be issued. This totals the \$425 million voter approved 2015 Bond Program. The maximum debt tax rate communicated to voters during Fall 2015 was \$0.08860. The maximum debt tax rate projected, using very conservative tax base growth for fiscal year 2025 is \$0.079473. The projected timeline is at the December 3, 2018 Board meeting to request approval to issue \$150 million. The bond sale will close in March 1-15, 2019, with the transaction closing in the first half of April 2019.
- Erica asked who the new financial advisor is. Teri answered it is PFM. She also discussed the approved underwriting pool, and the review process she has been in the process of completing.
- Members discussed the possibility of having a bond co-counsel. Brenda and Teri do not recommend doing this.
 - Marie asked that we negotiate with our bond counsel and underwriters. Teri said we will do this and try to get the lowest rates.
 - Erica asked for clarification on why it would not be beneficial to work with a co-counsel. Teri explained that legal counsel would not be comfortable with having full liability after a co-counsel does a portion of the work. Erica explained that her concern is that the College does not have a lot of minority or female firms working with it. Teri is in support with diversifying our contracts. However, she does not see the bond counsel as the best option. The current firm would have a fee, and we would have an additional fee for a co-counsel. In terms of liability and costs, maintaining our current bond counsel is recommended for this next sale.
- Teri reviewed the status of the 2008 Bond Program and the 2015 Revenue Bond.

V. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072 of the Texas Open Meetings Act, for the following purposes: Real Estate - For discussing the purchase, exchange, lease or value of real property.

- Marie adjourned to closed session at 10:52 a.m.

VI. Reconvene in Open Meeting

- Marie reconvened to open session at 11:11 a.m.

VII. Discuss Options for Development at Generation Park

- Teri reviewed the Generation Park demographic study conclusions, pro forma enrollment projections, campus catchment area, and the recommendations.
- Recommendations are as follows:
 - A general academic building of approximately 50,000 sq ft will position the College to serve 3,000 to 4,000 part-time students (assuming an average of 9 semester credit hours).
 - Space should be flexible, accommodating general classes designed to transfer.
 - Market for CPD within Generation Park should also be lucrative.
 - Possible market exists to partner with a university for bachelor's and graduate degrees.
 - Additional space or spaces dedicated to specific programs can be built only as future circumstances warrant.
- Brenda provided an overview of current Generation Park development information. She reviewed the proposed Phase 1 layout and proposed future site development plans for the remaining property.
- There was discussion regarding percentages of in-district versus out-of-district students, and the significance of enrollment growth in the State funding allocation process.
- Teri also reviewed the assumptions for the enrollment and financial pro forma projections.
- Teri reviewed the pro forma revenue assumptions, cost of instructional delivery, and administrative expenses. She also explained the projected campus staffing.
 - Dr. Wheeler asked if we foresee having issues getting faculty in the area. Brenda does not anticipate this being an issue. She explained that the plan is to have full-time faculty there and maintaining a 70 – 30 percent full-time to part-time ratio.
 - Keith Sinor asked when will the decision be made to add a second building. Brenda stated that this decision will be based on enrollment growth.
- Teri reviewed the tax analysis for Generation Park.
- Brenda reviewed timeline for moving forward. She will request approval for the project in October 2018. Fiscal Year (FY) 2019 will be for planning and designing, FY 2020 will be to build, and the campus would open in August of 2020. In FY 2022, the College would begin receiving state appropriations.
- Dr. Wheeler stated that our plans for operation look flexible which is beneficial because as the campus develops, we can modify based on student needs and enrollment changes.
- Keith asked about book store options. One option could be a mobile book store. Brenda discussed a few options and explained that these will be reviewed, and it will be determined which is best for this location.
- Brenda explained that the architects are excited to submit proposals for this project. She anticipated the process and interest will draw competition.

- Marie recommends that the Board is involved, at some point, in the review process.
- Several Members asked that the action item requesting approval be added to the Board agenda for the meeting on September 10, 2018. It was determined that because the agenda had not been posted and we had not yet reached the 72-hour timeframe for posting, it could still be added.

VIII. Review Ethics Point Presentation

- Teri reviewed the presentation which covered the implementation of the EthicsPoint hotline and related policy updated on ethics and fraud prevention.
- Erica asked if there are or will be any restrictions on social media usage. Brenda said that we currently do not have a policy, but she will look into this. Also, she will check faculty and administrator contracts to confirm if this is included.
- Brenda explained that because the Trustees are referenced in the proposed policy and procedures on ethical conduct and conflicts of interest, modifications may need to be made to the Board Bylaws. If needed, this will be a discussion and action item at the next Board meeting.
- Teri explained that there will be mandatory training for all employees before the EthicsPoint hotline is implemented.

IX. Discuss Flu Shot Program Options

- Brenda reviewed the history and proposal for the flu shot programs. The members were comfortable with discontinuing this program.

X. Review Strategic Plan Development Process

- Brenda explained what steps were followed in the last strategic planning process. She would like to have the Board review and address where we are with equity. The members also discussed outreach opportunities. Brenda explained that she recommends having an external person come in to lead a strategic planning session with the Board. Members are comfortable with this approach.
- Marie suggested having equity and outreach discussions for the proposed meeting with our school superintendents and their Board members.

XI. Wrap-up with Summary for Follow-up

Brenda asked if there are any other items the Board would like an update on. The Board members did not ask for an update on any other items.

XII. Adjournment

Chair Marie Flickinger adjourned the meeting at 1:03 p.m.

RECOMMENDATION

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

Central Campus

Department

Medical Imaging Program

Affiliation Entity

Kelsey-Seybold Clinic

North Campus

Department

Mental Health Program

Affiliation Entity

Sobriety Matters

Health Information Management Program

Texas Children’s Hospital

Health Information Management Program

Dr. Aurora Gonzalez

Health Information Management Program

Dr. Amir Salim

Medical Assisting Program

Kirkwood Medical

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 October 1, 2018
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, November 5, 2018