

***Board of Trustees
Meeting***

March 6, 2017

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

The Board of Trustees of the San Jacinto Community College District will meet at 4:45 p.m., Monday, March 6, 2017, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072 of the Texas Open Meetings Act, for the following purposes:**
 - a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Update on Campus Carry Task Force Progress & Policy/Procedure Review**
- VI. Review Policy on Policy and Procedure Development, Review, and Revisions**
- VII. Review of Board of Trustees Bylaws**
- VIII. Review Chancellor's Job Description**
- IX. Update on May 2017 Board Election**
- X. Update on 85th Legislative Session**
- XI. Review of Calendar**
- XII. General Discussion of Meeting Items**
- XIII. 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, March 3, 2017, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

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, March 6, 2017, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
 - LBC Terminal Check Presentation Ruth Keenan
 - Recognition of the San Jacinto College Monument Award Recipients Brenda Hellyer
 - Recognition of Floyd McConnell for Being Named the Texas Intercollegiate Forensic Association Educator of the Year Bill Raffetto
 - Recognition of Yvonne Frear for Being Named Outstanding Alumni for Texas Southern University Van Wigginton
- V. Student Success Presentations**
 - Fall Course Retention and Success Rates George González
 - Update on University Center Catherine O'Brien
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statement
 - 1. December 2016
 - 2. January 2017
 - B. San Jacinto College Foundation Financial Statement
 - 1. December 2016
 - 2. January 2017
 - C. Capital Improvement Program
 - D. San Jacinto College Building Committee Minutes
 - E. San Jacinto College Finance Committee Minutes

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of a Budget Amendment for Property Tax Revenue, Tuition and Fee Revenue, and Part-time Faculty and Staff Expenditure**
- XI. Consideration of Policy II.A.2000, Policy and Procedure Development, Review, and Revisions – First Reading**
- XII. Consideration of Approval to Modify Incidental & Lab Fees**

PURCHASING REQUESTS

- XIII. Consideration of Purchasing Requests**

CONSENT AGENDA

- XIV. 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 January 30, 2017 Board Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

- XV. Items for Discussion/Possible Action**

(Items removed from the Consent Agenda, will be considered at this time)

- XVI. Adjournment**

Closed Session Authority

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
December 2016

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

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 57,447,404	\$ 52,508,058
Investments	-	3,445,363
Accounts receivable - taxes	75,555,570	75,574,057
Accounts receivable	18,763,836	18,492,688
Deferred charges	780,769	848,245
Inventories	443,645	462,236
Total current assets	<u>152,991,224</u>	<u>151,330,647</u>
Noncurrent assets:		
Restricted cash and cash equivalents	188,987,729	78,140,728
Capital assets, net	423,912,749	401,651,572
Total noncurrent assets	<u>612,900,478</u>	<u>479,792,300</u>
Total assets	<u>765,891,702</u>	<u>631,122,947</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	5,502,111	4,542,533
Deferred outflow related to defeased debt	5,979,624	-
Total deferred outflows of resources	<u>11,481,735</u>	<u>4,542,533</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	8,963,570	9,390,127
Accrued liabilities	7,102,794	6,472,585
Accrued compensable absences and deferred compensation	2,612,623	2,592,077
Deferred revenues	72,184,243	73,313,255
Total current liabilities	<u>90,863,230</u>	<u>91,768,044</u>
Noncurrent liabilities:		
Net pension liability	29,942,125	24,842,147
Bonds and notes payable	485,651,445	337,562,356
Total noncurrent liabilities	<u>515,593,570</u>	<u>362,404,503</u>
Total liabilities	<u>606,456,800</u>	<u>454,172,547</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>4,122,366</u>	<u>7,599,287</u>
<u>Net assets</u>		
Beginning of year	166,844,720	176,203,176
Current year addition	(50,449)	(2,309,530)
Total net position	<u>\$ 166,794,271</u>	<u>\$ 173,893,646</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
State Appropriations	\$ 46,488,413	\$ 19,053,179	40.98	\$ 18,877,981	41.63
Local Taxes - Maintenance & Operations	63,146,546	5,301,006	8.39	4,494,987	7.36
Local Taxes - Debt Service	27,502,805	2,366,382	8.60	1,774,204	7.87
Credit Tuition	45,805,983	35,069,016	76.56	31,844,611	77.30
Credit Fees	15,571,302	11,240,511	72.19	9,532,437	70.63
Credit Exemptions & Waivers	(4,129,096)	(3,675,713)	89.02	(3,080,856)	78.63
Bad Debt	(2,350,779)	(783,593)	33.33	(270,668)	32.99
Continuing Professional Development	5,573,314	1,756,914	31.52	2,344,771	32.26
Sales & Services	1,717,933	758,274	44.14	869,272	35.81
Investment Income	105,979	322,482	304.29	81,906	14.81
Auxiliary Services	3,373,075	1,276,391	37.84	1,266,004	37.33
Grants	62,287,362	21,667,373	34.79	21,847,859	44.89
Local Grants	2,102,877	1,141,108	54.26	1,152,482	48.24
Total	<u>267,195,714</u>	<u>95,493,330</u>	<u>35.74</u>	<u>90,734,990</u>	<u>37.25</u>
EXPENDITURES:					
Instruction	70,197,440	26,943,948	38.38	25,986,481	37.51
Public Service	5,169,811	1,676,645	32.43	1,998,358	29.17
Academic Support	23,984,833	6,457,901	26.92	5,905,721	36.83
Student Services	15,812,229	4,816,199	30.46	4,625,845	32.15
Institutional Support	77,395,960	21,324,313	27.55	20,275,715	35.10
Physical Plant	18,004,404	4,742,534	26.34	5,180,043	29.19
Scholarships and Fellowships	52,140,398	21,750,641	41.72	22,117,869	46.77
Auxiliary Enterprises	4,490,639	1,860,577	41.43	1,988,415	44.37
Depreciation	20,351,251	6,085,289	29.90	5,365,843	33.71
Capital Purchases	-	(114,268)	-	(399,770)	27.36
Total	<u>287,546,965</u>	<u>95,543,779</u>	<u>33.23</u>	<u>93,044,520</u>	<u>37.47</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,999,378)	(690,855)	-	(895,644)	-
Transfers Out	3,999,378	690,855	-	895,644	-
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ (50,449)</u>		<u>\$ (2,309,530)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
State Appropriations	\$ 36,486,413	\$ 15,660,496	42.92	\$ 15,679,638	43.91
Local Taxes - Maintenance & Operations	63,146,546	5,301,006	8.39	4,494,987	7.36
Credit Tuition	44,078,601	33,599,236	76.23	30,516,917	77.44
Credit Fees	15,571,302	11,240,511	72.19	9,532,437	70.63
Credit Exemptions & Waivers	(4,129,096)	(3,675,713)	89.02	(3,080,856)	78.63
Bad Debt	(2,350,779)	(783,593)	33.33	(270,668)	32.99
Continuing Professional Development	5,573,314	1,756,914	31.52	2,344,771	32.26
Sales & Services	1,717,933	709,674	41.31	834,706	36.55
Investment Income	105,979	49,375	46.59	29,329	20.13
Total	<u>160,200,213</u>	<u>63,857,906</u>	<u>39.86</u>	<u>60,081,261</u>	<u>38.85</u>
EXPENDITURES:					
Instruction	66,430,463	25,167,233	37.89	24,352,126	37.75
Public Service	4,567,511	1,444,376	31.62	1,792,232	29.00
Academic Support	14,025,248	4,803,755	34.25	4,739,245	39.60
Student Services	14,984,253	4,296,356	28.67	4,175,552	32.36
Institutional Support	38,148,971	13,337,152	34.96	13,145,541	33.73
Physical Plant	18,004,404	4,742,534	26.34	5,180,043	29.19
Total	<u>156,160,850</u>	<u>53,791,406</u>	<u>34.45</u>	<u>53,384,739</u>	<u>35.06</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(2,075)	-	(73,922)	-
Transfers Out	4,039,363	690,855	-	804,854	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 9,377,720</u>		<u>\$ 5,965,590</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

Federal Restricted Funds

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/15	% of 8/31/16 Actual
REVENUES:					
Grants	\$ 57,220,323	\$ 20,776,700	36.31	\$ 20,696,643	45.02
Total	<u>57,220,323</u>	<u>20,776,700</u>	<u>36.31</u>	<u>20,696,643</u>	<u>45.02</u>
EXPENDITURES:					
Instruction	574,463	149,134	25.96	261,833	49.61
Public Service	263,945	77,825	29.49	63,969	31.06
Academic Support	8,664,529	1,172,021	13.53	687,120	26.02
Student Services	281,491	82,232	29.21	116,371	39.48
Institutional Support	1,402,724	299,287	21.34	335,964	29.04
Scholarships and Fellowships	46,033,171	18,996,201	41.27	19,231,386	46.74
Total	<u>57,220,323</u>	<u>20,776,700</u>	<u>36.31</u>	<u>20,696,643</u>	<u>45.02</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

State Restricted Funds

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/15	% of 8/31/16 Actual
REVENUES:					
State Paid Benefits	\$ 10,002,000	\$ 3,392,683	33.92	\$ 3,198,343	33.16
Grants	5,067,039	890,673	17.58	1,151,216	42.63
Total	<u>15,069,039</u>	<u>4,283,356</u>	<u>28.42</u>	<u>4,349,559</u>	<u>35.23</u>
EXPENDITURES:					
Instruction	3,160,641	1,605,317	50.79	1,334,748	32.25
Public Service	105,900	90,636	85.59	85,095	28.99
Academic Support	986,343	379,703	38.50	406,258	33.24
Student Services	506,039	432,432	85.45	312,760	27.48
Institutional Support	7,723,559	1,031,923	13.36	1,259,349	37.66
Scholarships and Fellowships	2,586,557	743,345	28.74	951,349	43.07
Total	<u>15,069,039</u>	<u>4,283,356</u>	<u>28.42</u>	<u>4,349,559</u>	<u>35.23</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Local Grants	\$ 2,102,877	\$ 1,141,108	54.26	\$ 1,152,482	48.24
Total	<u>2,102,877</u>	<u>1,141,108</u>	<u>54.26</u>	<u>1,152,482</u>	<u>48.24</u>
EXPENDITURES:					
Instruction	31,873	19,775	62.04	34,673	42.44
Public Service	232,455	63,808	27.45	57,062	33.13
Academic Support	308,713	102,422	33.18	73,098	36.04
Student Services	40,446	5,179	12.80	21,162	40.27
Institutional Support	34,649	11,620	33.54	4,065	6.45
Scholarships and Fellowships	1,793,288	1,033,487	57.63	1,012,857	50.43
Total	<u>2,441,424</u>	<u>1,236,291</u>	<u>50.64</u>	<u>1,202,917</u>	<u>46.61</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(298,562)	(104,594)	-	(99,311)	-
Transfers Out	<u>(39,985)</u>	<u>-</u>	<u>-</u>	<u>90,790</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 9,411</u>		<u>\$ (41,914)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,727,382</u>	<u>\$ 1,469,780</u>	<u>85.09</u>	<u>\$ 1,327,694</u>	<u>74.06</u>
Total	<u>1,727,382</u>	<u>1,469,780</u>	<u>85.09</u>	<u>1,327,694</u>	<u>74.06</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,727,382</u>	<u>977,608</u>	<u>56.59</u>	<u>922,277</u>	<u>47.94</u>
Total	<u>1,727,382</u>	<u>977,608</u>	<u>56.59</u>	<u>922,277</u>	<u>47.94</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 492,172</u></u>		<u><u>\$ 405,417</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 48,600	-	\$ 34,566	24.06
Total	<u>-</u>	<u>48,600</u>	<u>-</u>	<u>34,566</u>	<u>24.06</u>
EXPENDITURES:					
Instruction	<u>-</u>	<u>2,489</u>	<u>-</u>	<u>3,101</u>	<u>16.09</u>
Total	<u>-</u>	<u>2,489</u>	<u>-</u>	<u>3,101</u>	<u>16.09</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 46,111</u>		<u>\$ 31,465</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

Auxiliary Enterprises

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/15	% of 8/31/16 Actual
REVENUES:					
Sales & Services	\$ 40,000	\$ 18,464	46.16	\$ 24,866	21.16
Auxiliary Services	3,333,075	1,257,927	37.74	1,241,138	37.91
Total	<u>3,373,075</u>	<u>1,276,391</u>	<u>37.84</u>	<u>1,266,004</u>	<u>37.33</u>
EXPENDITURES:					
Non-Instructional Labor	830,891	262,777	31.63	302,311	33.11
Benefits	143,552	149,715	104.29	158,549	35.97
Supplies	1,639,348	242,731	14.81	269,195	40.07
Travel	260,633	110,024	42.21	176,519	34.05
Contracted Services	419,239	109,839	26.20	140,722	41.77
Scholarships and Fellowships	1,181,426	976,441	82.65	927,149	59.10
Utilities	15,550	9,050	58.20	13,970	62.07
Total	<u>4,490,639</u>	<u>1,860,577</u>	<u>41.43</u>	<u>1,988,415</u>	<u>44.37</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(1,117,564)	(584,186)	-	(722,411)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

95 Retirement of Indebtedness

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/15	% of 8/31/16 Actual
REVENUES					
Investment Income	\$ -	\$ 273,107	-	\$ 52,577	12.90
Local Taxes - Debt Service	27,502,805	2,366,382	8.60	1,774,204	7.87
Total	<u>27,502,805</u>	<u>2,639,489</u>	<u>-</u>	<u>1,826,781</u>	<u>7.96</u>
EXPENDITURES					
Institutional Support	30,086,057	6,644,331	22.08	5,530,796	38.88
Total	<u>30,086,057</u>	<u>6,644,331</u>	<u>22.08</u>	<u>5,530,796</u>	<u>38.88</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(2,583,252)	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (4,004,842)</u>		<u>\$ (3,704,015)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/15</u>	<u>% of 8/31/16 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,351,251	\$ 6,085,289	29.90	\$ 5,365,843	33.71
Capital Purchases	-	(114,268)	-	(399,770)	27.36
Total	<u>20,351,251</u>	<u>5,971,021</u>	<u>-</u>	<u>4,966,073</u>	<u>34.35</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ (5,971,021)</u>		<u>\$ (4,966,073)</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2016

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>12/31/15</u>
REVENUES:			
Investment Income	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Bond Programs	<u>-</u>	<u>13,789,318</u>	<u>8,649,276</u>
Total	<u>-</u>	<u>13,789,318</u>	<u>8,649,276</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ (13,789,318)</u></u>	<u><u>\$ (8,649,276)</u></u>



Monthly Investment Report

December 31, 2016



Closing Out A Surprising Year

The beginning of the year was full of anticipation for a growing economy. The Federal reserve had raised rates off the interminable zero percent in the shared belief of slow but sustainable growth and improving employment. And then reality set in and the growth continued but ever so moderately.

The employment rate kept falling but we were unsure if people had simply given up (participation rate) or employers were still not convinced enough to actually hire new workers. Of course the vitriolic election rhetoric did nothing to calm nerves or encourage change until that fateful day in November.

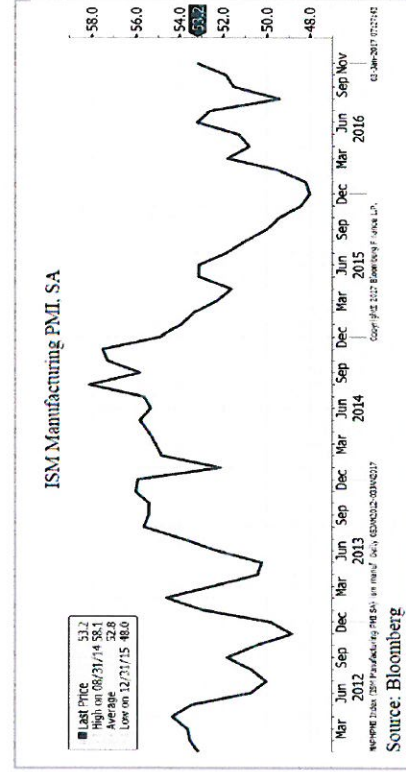
Meanwhile interest rates kept slowly rising as the market cautiously moved to push the Fed further. The US rates were held down by the significant difference in our rates versus the rest of the world. Even low positive rates in US Treasuries and agencies outshined negative rates in strong global sovereigns bonds. The 10-year German bond stayed at negative levels much of the year.

However, since the election in early November, not only the markets but the economy itself has been moving more positively. Two key areas – construction and manufacturing – which had up and down motions throughout the year, are both moving strongly forward. The has been a uniform surge in US business as well as consumer survey since November.

The US construction arena is especially strong showing an increase of 0.9%. Strong growth in single family starts and non-residential construction could be getting support from increasing mortgage rates, which are pushing buyers to commit.

In addition, the ISM (Institute of Supply Management) is up significantly to its highest rate in 2 years (54.7). This was even stronger than regional fed reports had indicated for the past quarter. Jumps in orders and production led the way giving a welcome year-end boost. Naturally the strength of the US dollar will continue to undercut our goods against other currencies. for awhile longer at least.

Helping the trend was an uptick in local government spending after a mid-year pull back



Global Underpinnings of Growth

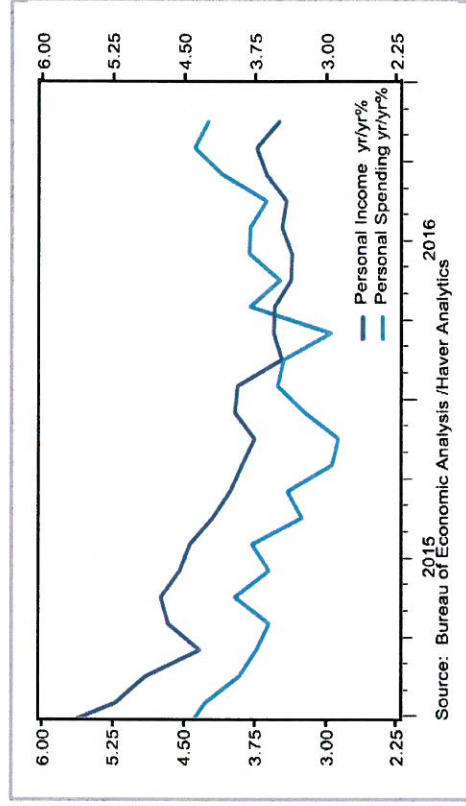
As part of the growth in the US the worker has seen an uptick in personal income and responded – as our consumers normally do – with increased spending, which aides the consumer retail and staples areas.

The markets in the US surged as investors moved money out of bonds to riskier assets (stocks) on plans espoused by the new administration. There remains however some nervousness about the impact of trade policy changes for both US and international products.

General global growth has also aided this general upward growth trajectory. German CPI doubled in the last quarter fed somewhat by higher oil prices. The internal strife between OPEC and non-OPEC members started to move prices up at yearend but they had remained low for most of the quarter.

The German unemployment rate also continued to decline even with the inflow of immigrants. In the UK, manufacturing jumped to its fastest pace in 2.5 years..

China, always a mystery because of fabricated data, continues to spur growth. Instead of the devaluing/supporting of the yuan that was attempted earlier in the year, the Chinese have now “downgraded” the US dollar. They accomplished this by dropping the weight of the USD in their basket of currencies which define the yuan. This lessens their need to devalue the yuan in case of a trade war.



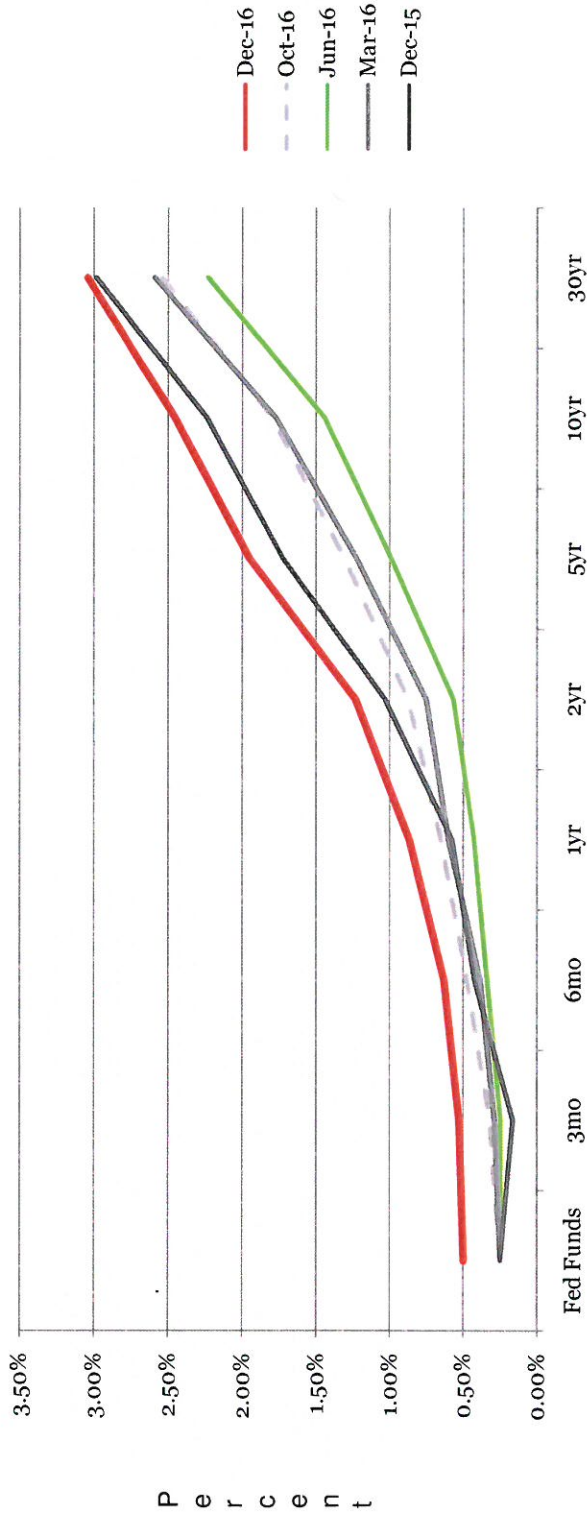
Pensions remain on everyone’s mind as Dallas lead the news with its formidable underfunding. The Center for State and Local Gov’t Excellence notes that 74% of states and 57% of large localities cut of benefits between 2009 and 2014. Most cuts going to new employees. With 25% cutting COLA adjustments.

A notable bright spot was Puerto Rico’s new President who entered office cutting expenses and balancing budgets. PR utilities paid their \$192.5million interest in January which is an excellent sign of progress.

Hopefully 2017 will see continuing efforts in that direction. The bailout of the Italian bank , Monte Peschi, has begun but leading governments worldwide have \$7.7 trillion in debt maturing in 2017. That will be a real test of underlying strength globally.

Rates in 2016

- It seems appropriate at the end of the year to look back, by quarter, to the moves during 2016. For all the turmoil, the curve is only slightly higher than during the euphoria of the first rate increase and expected robust economy in December 2015.
- Reality knocked the curve back substantially as did the cacophony of the election in March.
- Brexit and ever mounting election rhetoric drove yields even lower in June as did new changes in banking regulations and changes to the structure of money market funds.
- October was in a wait and see position for the elections.
- Finally in December, the FOMC had raised rates once again as expected and a new administration was being formed promising reduced regulations and tax reform, which boosted the animal spirits, set the Dow and NASDAQ to record highs, and moved money out of the treasury market towards more risk and yield. It drove rates to heights not seen in years.

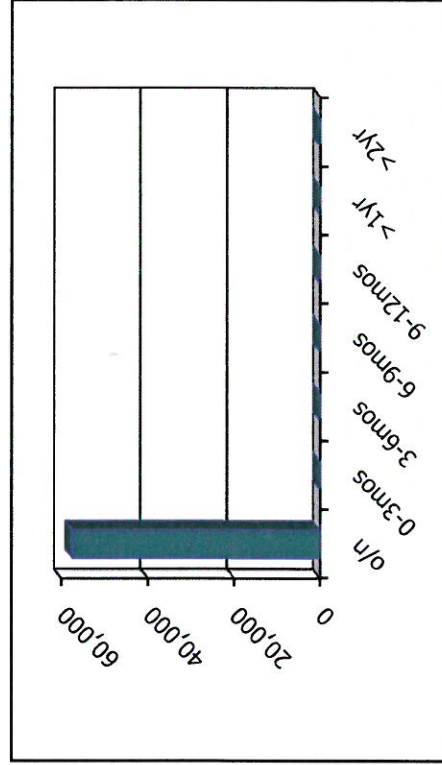
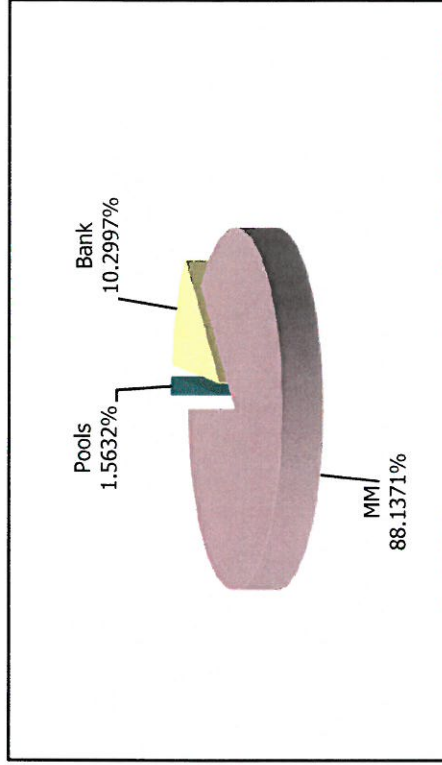


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

General Portfolio

As of December 31, 2016

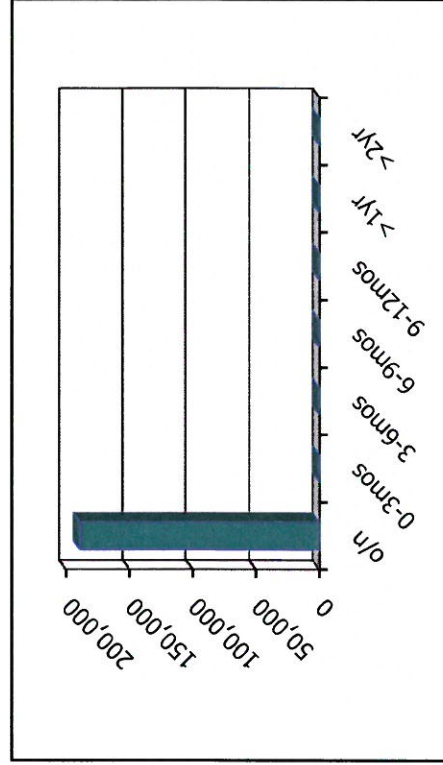
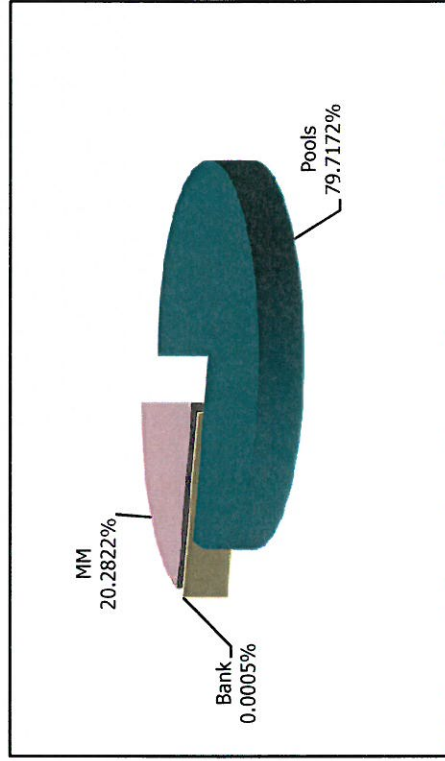
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates have moved up in the last quarter offering some opportunities for diversification – especially for those with access to commercial paper. Past one year there are many more alternatives as rates creep up.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.

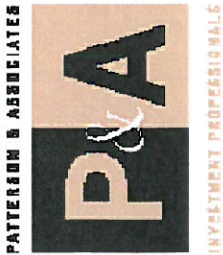


Bond Portfolio

As of December 31, 2016

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates have moved up in the last quarter offering some opportunities for diversification – especially for those with access to commercial paper. Past one year there are many more alternatives as rates creep up.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.





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**San Jacinto Community College
 Portfolio Management
 Portfolio Summary
 December 31, 2016**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	5,916,971.54	5,916,971.54	5,916,971.54	2.40	1	1	0.000
Investment Pools/Money Markets	240,518,161.91	240,518,161.91	240,518,161.91	97.60	1	1	0.446
Investments	246,435,133.45	246,435,133.45	246,435,133.45	100.00%	1	1	0.435

Total Earnings	December 31 Month Ending	Fiscal Year To Date
Current Year	86,527.74	332,758.09

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.

 Vice Chancellor of Fiscal Affairs
 4/23/17



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San Jacinto Community College
Summary by Type
December 31, 2016
Grouped by Fund

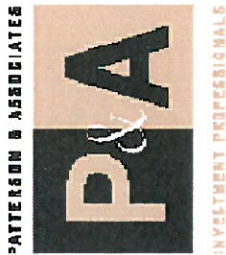
Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	10	188,987,729.01	188,987,729.01	76.69	0.458	1
Subtotal	10	188,987,729.01	188,987,729.01	76.69	0.458	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	5,916,971.54	5,916,971.54	2.40	0.000	1
Investment Pools/Money Markets	6	51,530,432.90	51,530,432.90	20.91	0.401	1
Subtotal	15	57,447,404.44	57,447,404.44	23.31	0.360	1
Total and Average	25	246,435,133.45	246,435,133.45	100.00	0.435	1

San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
December 31, 2016

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	446.23	446.23	446.23	0.150	0.147	0.150		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	9,752,898.30	9,752,898.30	9,752,898.30	0.450	0.443	0.450		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,070,639.71	8,070,639.71	8,070,639.71	0.450	0.443	0.450		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,095.55	250,095.55	250,095.55	0.450	0.443	0.450		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	20,007,643.86	20,007,643.86	20,007,643.86	0.450	0.443	0.450		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,095.54	250,095.54	250,095.54	0.450	0.443	0.450		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	504,384.13	504,384.13	504,384.13	0.460	0.453	0.460		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,786.34	1,786.34	1,786.34	0.460	0.453	0.460		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	148,518,491.17	148,518,491.17	148,518,491.17	0.460	0.453	0.460		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	1,631,248.18	1,631,248.18	1,631,248.18	0.460	0.453	0.460		1
Subtotal and Average				188,987,729.01	188,987,729.01	188,987,729.01		0.452	0.458		1
Total Investments and Average				188,987,729.01	188,987,729.01	188,987,729.01		0.452	0.458		1

Fund GEN - Consolidated Portfolio
Investments by Fund
December 31, 2016

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Passbook/Checking Accounts											
1390012195A	10164	Bank of America - Operating	09/01/2016	910.81	910.81	910.81					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	8,766.86	8,766.86	8,766.86					1
708340062	10086	Disbursements	09/01/2016	-651,690.91	-651,690.91	-651,690.91					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	6,580,589.54	6,580,589.54	6,580,589.54					1
707759346	10085	Payroll Fund	09/01/2016	-37,620.97	-37,620.97	-37,620.97					1
9999999913	10088	Petty Cash	09/01/2016	20,025.00	20,025.00	20,025.00					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-4,008.79	-4,008.79	-4,008.79					1
Subtotal and Average				5,916,971.54	5,916,971.54	5,916,971.54	0.000	0.000	0.000		1
Investment Pools/Money Markets											
XXX810	10227	East West ICS	09/09/2014	40,139,112.60	40,139,112.60	40,139,112.60	0.450	0.443	0.450		1
86-7200810	10230	East West MM	09/09/2014	250,095.54	250,095.54	250,095.54	0.450	0.443	0.450		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	13,845.02	13,845.02	13,845.02	0.460	0.453	0.460		1
707759320	10035	JPM - Money Market	09/01/2007	10,003,378.09	10,003,378.09	10,003,378.09	0.200	0.197	0.200		1
9999999996	10038	TCB - Money Market	09/26/2007	239,941.08	239,941.08	239,941.08	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	884,060.57	884,060.57	884,060.57	0.457	0.450	0.457		1
Subtotal and Average				51,530,432.90	51,530,432.90	51,530,432.90	0.396	0.396	0.401		1
Total Investments and Average				57,447,404.44	57,447,404.44	57,447,404.44	0.355	0.355	0.360		1



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San Jacinto Community College
Interest Earnings
Sorted by Fund - Fund
December 1, 2016 - December 31, 2016
Yield on Average Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	446.23	446.17	446.17		0.150	0.158	0.06	0.00	0.06
999999999	10084	BOND	RRP	504,384.13	3,821,833.09	2,573,933.10		0.460	0.437	954.92	0.00	954.92
999999916	10106	BOND	RRP	1,631,248.18	393,187.27	833,187.71		0.460	0.474	335.50	0.00	335.50
XXX794	10228	BOND	RRP	9,752,898.30	9,752,804.80	9,750,186.99		0.450	0.350	2,898.30	0.00	2,898.30
XXX844	10229	BOND	RRP	8,070,639.71	8,065,251.63	8,068,396.10		0.450	0.350	2,398.34	0.00	2,398.34
86-72000794	10231	BOND	RRP	250,095.55	250,092.47	250,006.16		0.450	0.450	95.55	0.00	95.55
86-72000844	10232	BOND	RRP	250,095.54	250,092.47	250,006.16		0.450	0.450	95.54	0.00	95.54
86-72004242	10233	BOND	RRP	20,007,643.86	20,007,397.28	20,000,493.15		0.450	0.450	7,643.86	0.00	7,643.86
999999917	10234	BOND	RRP	1,786.34	2,574,630.12	1,526,123.25		0.460	0.430	556.74	0.00	556.74
999999918	10235	BOND	RRP	148,518,491.17	149,240,587.87	148,953,973.58		0.460	0.455	57,525.66	0.00	57,525.66
			Subtotal	188,987,729.01	194,356,323.17	192,206,752.38			0.444	72,504.47	0.00	72,504.47
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	884,060.57	616.87	564,954.69		0.457	0.477	229.07	0.00	229.07
999999996	10038	GEN	RRP	239,941.08	239,872.08	239,876.53		0.350	0.339	69.00	0.00	69.00
707759320	10035	GEN	RRP	10,003,378.09	10,001,682.10	10,001,791.52		0.200	0.200	1,695.99	0.00	1,695.99
999999993	10034	GEN	RRP	13,845.02	12,297.32	13,790.28		0.460	0.455	5.33	0.00	5.33
XXX810	10227	GEN	RRP	40,139,112.60	40,119,694.51	40,127,953.83		0.450	0.350	11,928.34	0.00	11,928.34
86-7200810	10230	GEN	RRP	250,095.54	250,092.47	250,006.16		0.450	0.450	95.54	0.00	95.54
			Subtotal	51,530,432.90	50,624,255.35	51,198,373.01			0.322	14,023.27	0.00	14,023.27
			Total	240,518,161.91	244,980,578.52	243,405,125.39			0.419	86,527.74	0.00	86,527.74

San Jacinto College Financial Statements

January 2017

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

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 80,706,239	\$ 73,375,887
Investments	-	3,447,008
Accounts receivable - taxes	36,847,853	36,193,064
Accounts receivable	16,027,548	16,072,866
Deferred charges	611,180	637,644
Inventories	443,645	462,236
Total current assets	<u>134,636,465</u>	<u>130,188,705</u>
Noncurrent assets:		
Restricted cash and cash equivalents	198,147,934	82,796,540
Capital assets, net	<u>425,359,343</u>	<u>403,697,624</u>
Total noncurrent assets	<u>623,507,277</u>	<u>486,494,164</u>
Total assets	<u>758,143,742</u>	<u>616,682,869</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	5,502,111	4,542,533
Deferred outflow related to defeased debt	<u>5,901,629</u>	-
Total deferred outflows of resources	<u>11,403,740</u>	<u>4,542,533</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	14,679,132	11,953,024
Accrued liabilities	8,658,912	7,852,258
Accrued compensable absences and deferred compensation	2,612,623	2,592,077
Deferred revenues	<u>33,573,506</u>	<u>34,243,476</u>
Total current liabilities	<u>59,524,173</u>	<u>56,640,835</u>
Noncurrent liabilities:		
Net pension liability	29,942,125	24,842,147
Bonds and notes payable	<u>485,557,990</u>	<u>337,880,396</u>
Total noncurrent liabilities	<u>515,500,115</u>	<u>362,722,543</u>
Total liabilities	<u>575,024,288</u>	<u>419,363,378</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>4,122,366</u>	<u>7,599,287</u>
<u>Net assets</u>		
Beginning of year	166,844,720	176,203,176
Current year addition	<u>23,556,108</u>	<u>18,059,561</u>
Total net position	<u>\$ 190,400,828</u>	<u>\$ 194,262,737</u>

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

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
State Appropriations	\$ 46,488,413	\$ 19,891,197	42.79	\$ 19,667,798	43.37
Local Taxes - Maintenance & Operations	63,146,546	29,563,993	46.82	27,939,195	45.75
Local Taxes - Debt Service	27,502,805	12,466,020	45.33	10,272,012	45.59
Credit Tuition	45,805,983	38,445,286	83.93	34,879,080	84.66
Credit Fees	15,571,302	12,395,123	79.60	10,468,743	77.56
Credit Exemptions & Waivers	(4,129,096)	(4,254,224)	103.03	(3,488,638)	89.04
Bad Debt	(2,350,779)	(979,491)	41.67	(270,668)	32.99
Continuing Professional Development	5,573,314	2,238,368	40.16	2,871,189	39.50
Sales & Services	1,717,933	906,647	52.78	1,005,161	41.41
Investment Income	105,979	424,118	400.19	105,781	19.12
Auxiliary Services	3,373,075	1,624,800	48.17	1,628,227	48.01
Grants	62,869,112	23,665,956	37.64	22,198,930	45.61
Local Grants	2,149,879	1,409,882	65.58	1,306,543	54.69
Total	<u>267,824,466</u>	<u>137,797,675</u>	<u>51.45</u>	<u>128,583,353</u>	<u>52.78</u>
EXPENDITURES:					
Instruction	70,736,987	32,476,183	45.91	31,394,012	45.32
Public Service	5,200,575	2,135,372	41.06	2,541,425	37.10
Academic Support	24,308,779	7,892,458	32.47	6,954,506	43.37
Student Services	15,961,767	6,085,332	38.12	5,774,717	40.13
Institutional Support	76,906,161	26,483,585	34.44	26,138,763	45.25
Physical Plant	18,004,405	6,197,648	34.42	6,855,107	38.63
Scholarships and Fellowships	52,214,063	23,397,654	44.81	22,348,925	47.26
Auxiliary Enterprises	4,490,639	2,157,693	48.05	2,237,684	49.94
Depreciation	20,351,251	7,543,420	37.07	6,683,722	41.99
Capital Purchases	-	(127,778)	-	(405,069)	27.72
Total	<u>288,174,627</u>	<u>114,241,567</u>	<u>39.64</u>	<u>110,523,792</u>	<u>44.51</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(4,024,664)	(686,574)	-	(973,495)	-
Transfers Out	4,024,664	686,574	-	973,495	-
Net Increase (Decrease) in Net Position	<u>\$ (20,350,161)</u>	<u>\$ 23,556,108</u>		<u>\$ 18,059,561</u>	

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

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
State Appropriations	\$ 36,486,413	\$ 15,660,496	42.92	\$ 15,679,638	43.91
Local Taxes - Maintenance & Operations	63,146,546	29,563,993	46.82	27,939,195	45.75
Credit Tuition	44,078,601	36,828,439	83.55	33,415,998	84.80
Credit Fees	15,571,302	12,395,123	79.60	10,468,743	77.56
Credit Exemptions & Waivers	(4,129,096)	(4,254,224)	103.03	(3,488,638)	89.04
Bad Debt	(2,350,779)	(979,491)	41.67	(270,668)	32.99
Continuing Professional Development	5,573,314	2,238,368	40.16	2,871,189	39.50
Sales & Services	1,717,933	847,853	49.35	950,851	41.63
Investment Income	105,979	68,459	64.60	38,907	26.70
Total	<u>160,200,213</u>	<u>92,369,016</u>	<u>57.66</u>	<u>87,605,215</u>	<u>56.65</u>
EXPENDITURES:					
Instruction	66,510,215	30,252,508	45.49	29,365,244	45.52
Public Service	4,568,584	1,847,348	40.44	2,289,513	37.05
Academic Support	13,783,658	5,650,751	41.00	5,520,763	46.13
Student Services	14,987,995	5,406,521	36.07	5,217,049	40.43
Institutional Support	38,305,993	16,703,558	43.61	16,978,235	43.56
Physical Plant	18,004,405	6,197,648	34.42	6,855,107	38.63
Total	<u>156,160,850</u>	<u>66,058,334</u>	<u>42.30</u>	<u>66,225,911</u>	<u>43.49</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(2,076)	-	(264,727)	-
Transfers Out	4,042,094	668,711	-	882,704	-
Net Increase (Decrease) in Net Position	<u>\$ (2,731)</u>	<u>\$ 25,644,047</u>		<u>\$ 20,761,327</u>	

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

Federal Restricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/16	% of 8/31/16 Actual
REVENUES:					
Grants	\$ 57,719,001	\$ 22,611,550	39.18	\$ 21,014,716	45.71
Total	<u>57,719,001</u>	<u>22,611,550</u>	<u>39.18</u>	<u>21,014,716</u>	<u>45.71</u>
EXPENDITURES:					
Instruction	574,463	159,174	27.71	283,251	53.67
Public Service	263,945	93,006	35.24	75,686	36.75
Academic Support	9,047,617	1,624,428	17.95	853,166	32.31
Student Services	286,476	106,629	37.22	132,645	45.01
Institutional Support	1,439,664	387,458	26.91	407,043	35.18
Scholarships and Fellowships	46,106,836	20,240,855	43.90	19,262,925	46.82
Total	<u>57,719,001</u>	<u>22,611,550</u>	<u>39.18</u>	<u>21,014,716</u>	<u>45.71</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

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

State Restricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/16	% of 8/31/16 Actual
REVENUES:					
State Paid Benefits	\$ 10,002,000	\$ 4,230,701	42.30	\$ 3,988,160	41.35
Grants	5,150,111	1,054,406	20.47	1,184,214	43.85
Total	<u>15,152,111</u>	<u>5,285,107</u>	<u>34.88</u>	<u>5,172,374</u>	<u>41.90</u>
EXPENDITURES:					
Instruction	3,620,436	2,039,624	56.34	1,692,448	40.90
Public Service	135,591	118,315	87.26	108,629	37.01
Academic Support	1,164,955	487,781	41.87	493,780	40.40
Student Services	642,850	564,603	87.83	402,025	35.32
Institutional Support	7,001,722	1,192,234	17.03	1,519,811	45.45
Scholarships and Fellowships	2,586,557	882,550	34.12	955,681	43.27
Total	<u>15,152,111</u>	<u>5,285,107</u>	<u>34.88</u>	<u>5,172,374</u>	<u>41.90</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

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

Local Restricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/16	% of 8/31/16 Actual
REVENUES:					
Local Grants	\$ 2,149,879	\$ 1,409,882	65.58	\$ 1,306,543	54.69
Total	<u>2,149,879</u>	<u>1,409,882</u>	<u>65.58</u>	<u>1,306,543</u>	<u>54.69</u>
EXPENDITURES:					
Instruction	31,873	21,271	66.74	43,950	53.80
Public Service	232,455	76,703	33.00	67,597	39.25
Academic Support	312,549	129,498	41.43	86,797	42.80
Student Services	44,446	7,579	17.05	22,998	43.76
Institutional Support	72,725	13,096	18.01	5,165	8.19
Scholarships and Fellowships	1,793,288	1,224,925	68.31	1,145,490	57.03
Total	<u>2,487,336</u>	<u>1,473,072</u>	<u>59.22</u>	<u>1,371,997</u>	<u>53.16</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(323,848)	(151,605)	-	(99,311)	-
Transfers Out	<u>(17,430)</u>	<u>17,863</u>	<u>-</u>	<u>90,791</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 3,821</u>	<u>\$ 70,552</u>		<u>\$ (56,934)</u>	

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

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,727,382</u>	<u>\$ 1,616,847</u>	<u>93.60</u>	<u>\$ 1,463,082</u>	<u>81.61</u>
Total	<u>1,727,382</u>	<u>1,616,847</u>	<u>93.60</u>	<u>1,463,082</u>	<u>81.61</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,727,382</u>	<u>1,049,324</u>	<u>60.75</u>	<u>984,829</u>	<u>51.19</u>
Total	<u>1,727,382</u>	<u>1,049,324</u>	<u>60.75</u>	<u>984,829</u>	<u>51.19</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 567,523</u></u>		<u><u>\$ 478,253</u></u>	

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

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/16</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Sales & Service	<u>\$ -</u>	<u>\$ 58,794</u>	<u>-</u>	<u>\$ 54,310</u>	<u>37.80</u>
Total	<u>-</u>	<u>58,794</u>	<u>-</u>	<u>54,310</u>	<u>37.80</u>
EXPENDITURES:					
Instruction	<u>-</u>	<u>3,606</u>	<u>-</u>	<u>9,119</u>	<u>47.32</u>
Total	<u>-</u>	<u>3,606</u>	<u>-</u>	<u>9,119</u>	<u>47.32</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 55,188</u></u>		<u><u>\$ 45,191</u></u>	

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

Auxiliary Enterprises

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/16	% of 8/31/16 Actual
REVENUES:					
Sales & Services	\$ 40,000	\$ 23,856	59.64	\$ 27,724	23.60
Auxiliary Services	3,333,075	1,600,944	48.03	1,600,503	48.88
Total	<u>3,373,075</u>	<u>1,624,800</u>	48.17	<u>1,628,227</u>	48.01
EXPENDITURES:					
Non-Instructional Labor	830,891	315,472	37.97	356,079	39.00
Benefits	143,552	183,517	127.84	176,234	39.98
Supplies	1,637,878	294,943	18.01	309,656	46.09
Travel	259,355	127,347	49.10	198,775	38.34
Contracted Services	421,987	129,387	30.66	150,381	44.64
Scholarships and Fellowships	1,181,426	1,097,428	92.89	1,032,089	65.79
Utilities	15,550	9,599	61.73	14,470	64.29
Total	<u>4,490,639</u>	<u>2,157,693</u>	48.05	<u>2,237,684</u>	49.94
TRANSFERS AMONG FUNDS:					
Transfers In	(1,117,564)	(532,893)	-	(609,457)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

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

95 Retirement of Indebtedness

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/16	% of 8/31/16 Actual
REVENUES					
Investment Income	\$ -	\$ 355,659	-	\$ 66,874	16.41
Local Taxes - Debt Service	<u>27,502,805</u>	<u>12,466,020</u>	<u>45.33</u>	<u>10,272,012</u>	<u>45.59</u>
Total	<u>27,502,805</u>	<u>12,821,679</u>	<u>-</u>	<u>10,338,886</u>	<u>45.07</u>
EXPENDITURES					
Institutional Support	<u>30,086,057</u>	<u>8,187,239</u>	<u>27.21</u>	<u>7,228,509</u>	<u>50.81</u>
Total	<u>30,086,057</u>	<u>8,187,239</u>	<u>27.21</u>	<u>7,228,509</u>	<u>50.81</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(2,583,252)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 4,634,440</u>		<u>\$ 3,110,377</u>	

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

97 Investment in Plant

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/16	% of 8/31/16 Actual
EXPENDITURES					
Depreciation	\$ 20,351,251	\$ 7,543,420	37.07	\$ 6,683,722	41.99
Capital Purchases	-	(127,778)	-	(405,069)	27.72
Total	<u>20,351,251</u>	<u>7,415,642</u>	<u>-</u>	<u>6,278,653</u>	<u>43.43</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ (7,415,642)</u>		<u>\$ (6,278,653)</u>	

Capital Improvement Program

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

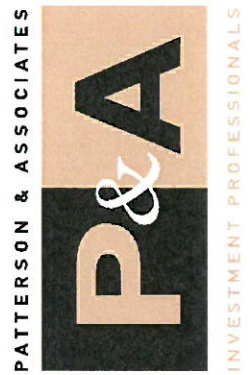
91 Capital Projects

	Adjusted Budget	Actual (41.67%)	1/31/16
REVENUES:			
Investment Income	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Bond Programs	-	16,680,533	12,074,686
Total	-	16,680,533	12,074,686
Net Increase (Decrease) in Net Position	\$ -	\$ (16,680,533)	\$ (12,074,686)



Monthly Investment Report

January 31, 2017



From Great Expectations to a Great Start

After the election in November and a Fed rate increase in December, expectations ran the Dow to a historic high of 20,000 in January soundly reversing the "risk-off" trade that had crippled the stock markets for years. January is usually an optimistic month but as we settle into 2017, we can only hope that "as January goes so goes the year" becomes reality.

The equity euphoria is being fueled on earnings as well as expectations as the economy seems to be settling into a self-reinforcing cycle of strength. The expectations arise from potential tax reform, health policy changes, the easing of regulations. But expectations and optimism are fickle and can wax or wane quickly. What appears more certain is the growth potential in the economy.

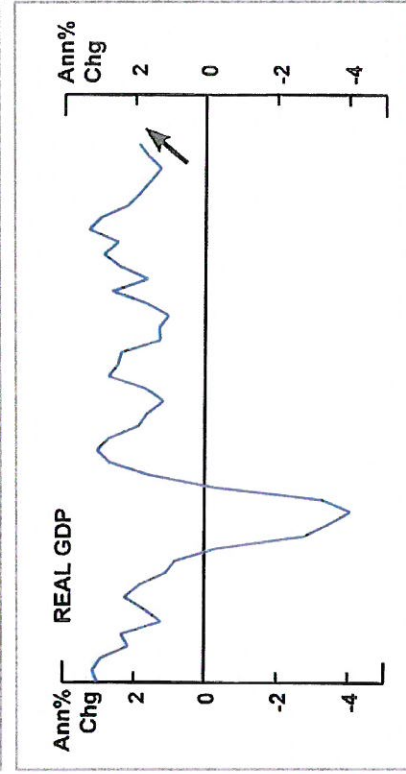
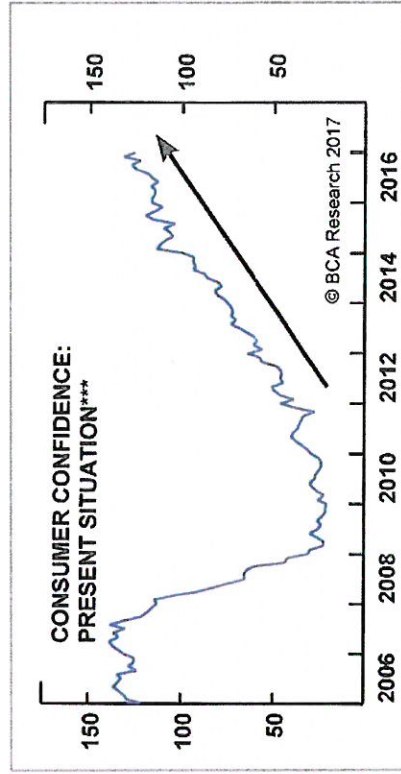
The growth that the Fed saw in December, which allowed them to raise rates, is building. Unemployment claims continue to drop (supporting a tighter labor market) leading to high anticipation for a strong non-farm payroll number for January. Jobs and job security allow consumers to shake their long term trepidation, but they remain cautious. Their real income has grown, and along with the stocks' move, the wealth effect supports more spending. Food and energy costs are still low as a percent of income with only 41% spent on essential items.

Jobs have increased in step with manufacturing and construction. Residential construction continues to grow. Manufacturing showed a significant upside this month following no growth in 2015-16. It remains mired with the strong US dollar but has had a jump in the employment component, which naturally follows business optimism. Growth was broadly based showing growth in 12 of the 18 categories and "generally positive..demand levels and business conditions.

Construction is another key area of growth. Pending home sales have risen despite higher mortgage rates but aided by a low home inventory and rising home prices which drives folks to act.

Overall confidence has dropped from the 15-year peak in November but remains high.

Along with manufacturing, the price of oil rising on threats of increases from OPEC, will have a positive impact on inflation as it moves slowly but steadily to the Fed's goal of 2%.



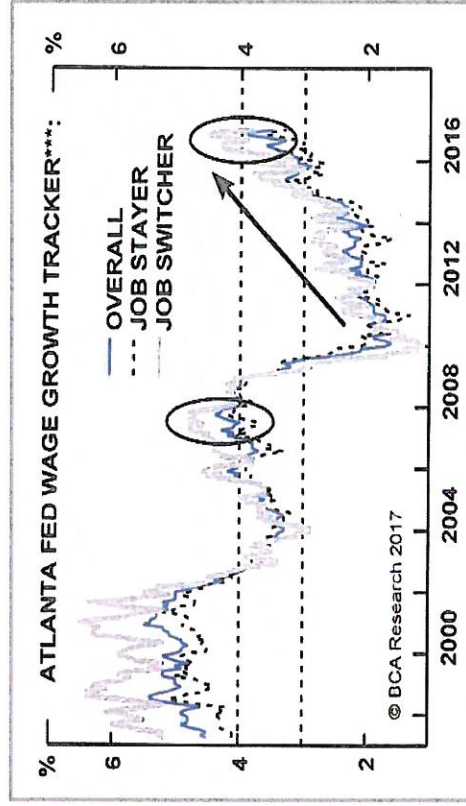
Moderate Global Growth

Despite the positive signs, there are still headwinds to ongoing growth both here and abroad. Before reforms are made they must pass through the rambunctious and sometimes extended process of governing.

Though the Fed was looking to three increases this year, it may pause since no hints were given in their January meeting statement. Of course the markets are doing its job for it now. If growth continues, the Fed will have to step up to control inflation risks. It may focus also on reducing its \$4.2 trillion balance sheet. Opinions differ on how this would be accomplished, but a reigning theory has them slowing their reinvestment of MBS. This of course could potentially raise long term rates.

Domestically, state and local spending has decreased after the *bond boom* but the federal government is poised to take up that slack after being a drag from 2011-2015. The strong dollar continues to hamper trade as do inventories which must be sold to those anxious consumers.

International rumbles include an unresolved and complicated China view, immigration uncertainty and anti-trade rhetoric/interpretations. Outside the US, growth is moderate. There are signs of inflation in the Europe-area which is encouraging along with the ECB moving to reduce its monthly purchase of bonds (from €80 billion to €60 billion in April). Europe has only slow job growth and moderate economic growth. The Bank of England is holding rates steady from their long march south. Not quite as optimistic, Japan plans to continue to



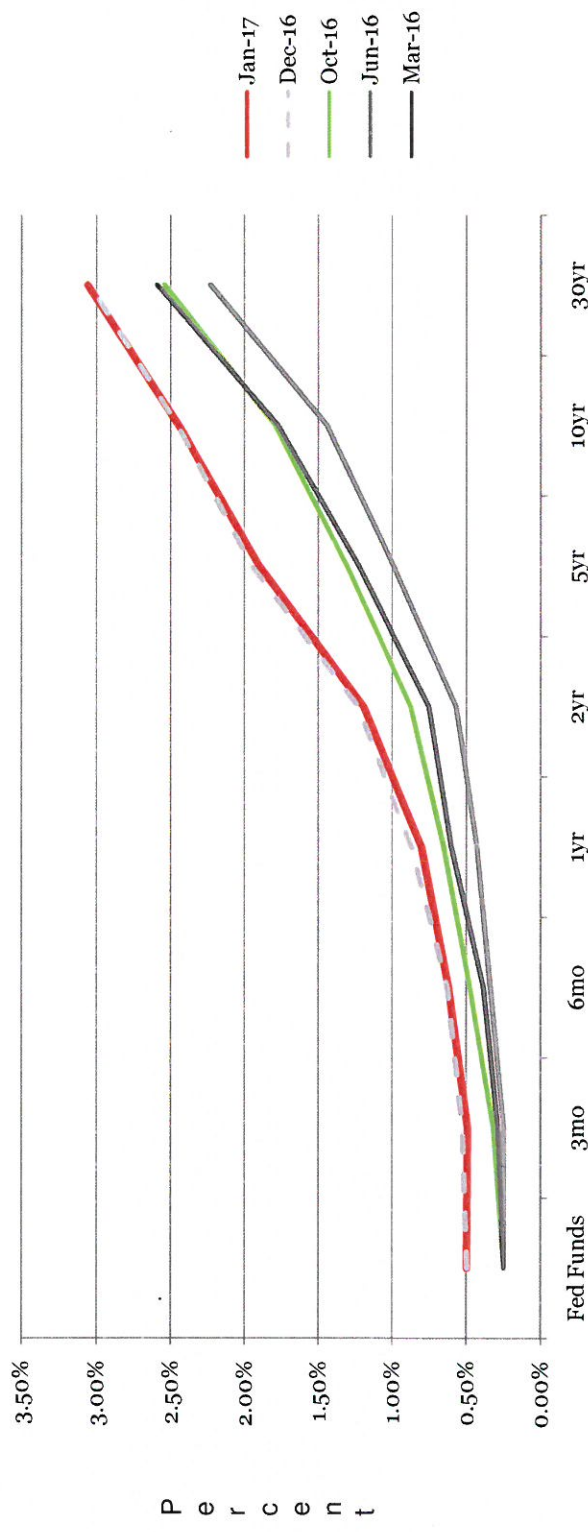
inject its multi-year heavy monetary stimulus but holding rates steady at -0.1% long term. (Their 1-year sits solidly at 0%.)

Taking a global view, the IMF is reporting growth among major economies. Even Italy, Europe's third largest economy, has begun to support its financial institutions – contrary to the EU's previous position – which could aid economic stability if not political stability.

The challenge in the first quarter will be to maintain a continuous growth pattern domestically while waiting for the rest of the world and our trading partners to join in. We have had strong January starts in the last few years which fizzled, but not as strong and broad based as today's which in and of itself is encouraging.

Rates on the Move

- Rates gyrated understandably with major news and events in 2016. The jump in rates in December resulted from the election (and the merciful end of electioneering) as well as growing strength in major sectors of the economy.
- With Fed action and optimism the bond market led in raising rates on the longer end of the curve.
- As assets rushed to 'riskier' positions in the equity markets (the 'risk-on' trade), money ran out of bonds hiking rates, but with the dawning of the idea that substantive change must go through the governing process, the month ended literally on top of December rates.

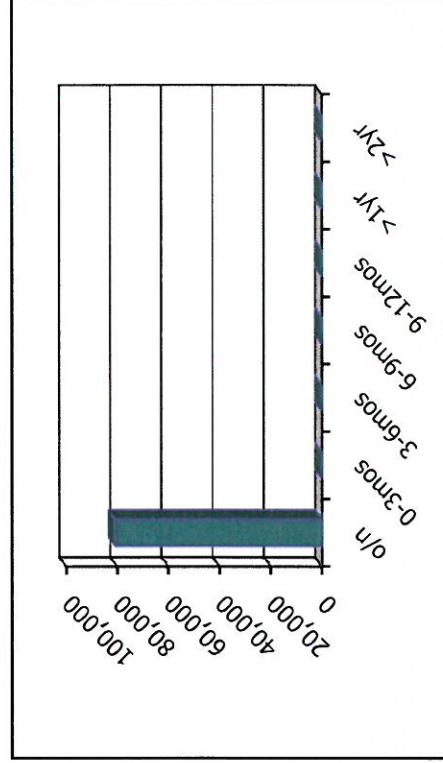
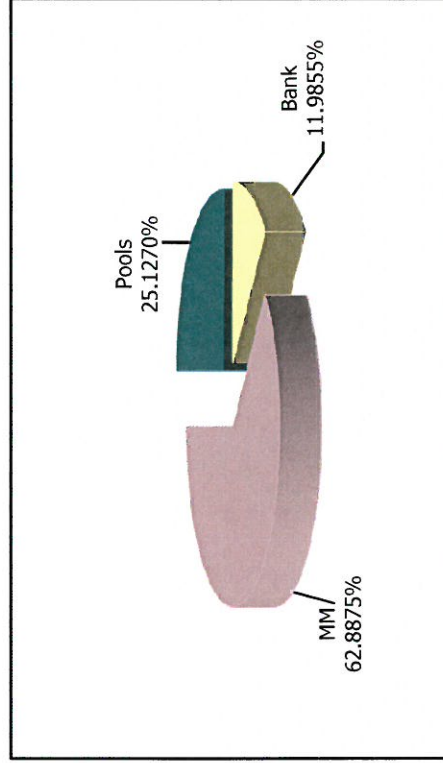


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

General Portfolio

As of January 31, 2017

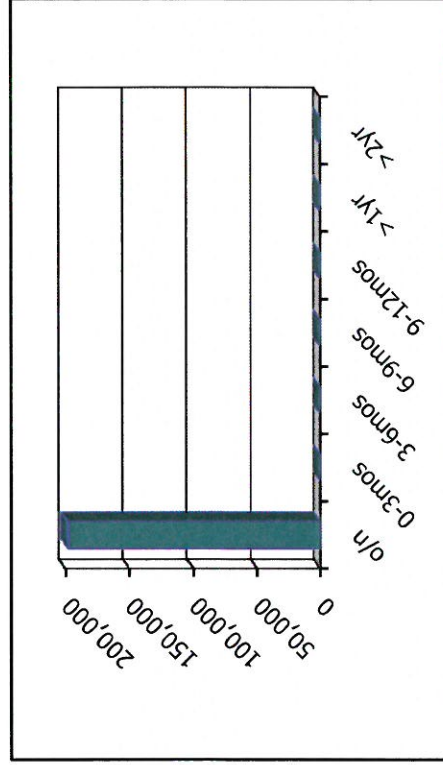
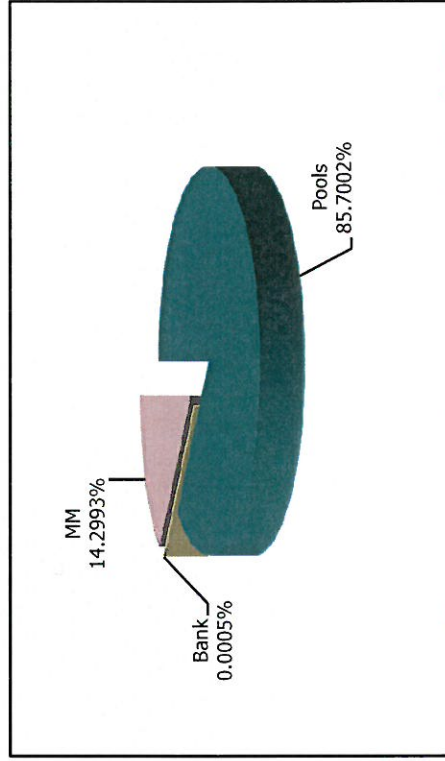
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates have moved up in the last quarter offering some opportunities for diversification – especially for those with access to commercial paper. Past one year there are many more alternatives as rates creep up.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.

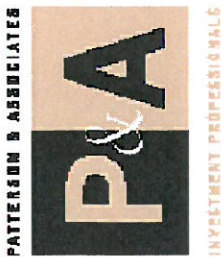


Bond Portfolio

As of January 31, 2017

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates have moved up in the last quarter offering some opportunities for diversification – especially for those with access to commercial paper. Past one year there are many more alternatives as rates creep up.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.






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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	9,673,218.83	9,673,218.83	9,673,218.83	3.47	1	1	0.000
Investment Pools/Money Markets	269,180,953.57	269,180,953.57	269,180,953.57	96.53	1	1	0.490
Investments	278,854,172.40	278,854,172.40	278,854,172.40	100.00%	1	1	0.473

Total Earnings	January 31	Month Ending	Fiscal Year To Date
Current Year	101,636.45		434,394.54

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.



 Vice Chancellor of Fiscal Affairs

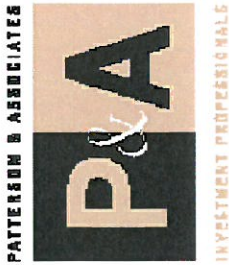
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San Jacinto Community College
Summary by Type
January 31, 2017
Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	10	198,147,933.55	198,147,933.55	71.06	0.510	1
Subtotal	10	198,147,933.55	198,147,933.55	71.06	0.510	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	9,673,218.83	9,673,218.83	3.47	0.000	1
Investment Pools/Money Markets	6	71,033,020.02	71,033,020.02	25.47	0.435	1
Subtotal	15	80,706,238.85	80,706,238.85	28.94	0.383	1
Total and Average	25	278,854,172.40	278,854,172.40	100.00	0.473	1



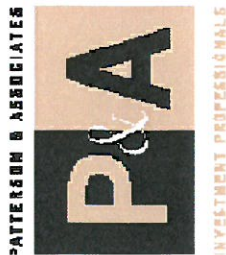
Patterson & Associates
 901 S. MoPac
 Suite 195
 Austin, TX 78746

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	446.29	446.29	446.29	0.150	0.147	0.150		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	4,751,651.89	4,751,651.89	4,751,651.89	0.450	0.443	0.450		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,076,129.14	8,076,129.14	8,076,129.14	0.450	0.443	0.450		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,095.55	250,095.55	250,095.55	0.450	0.443	0.450		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	15,005,979.66	15,005,979.66	15,005,979.66	0.450	0.443	0.450		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,095.55	250,095.55	250,095.55	0.450	0.443	0.450		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	5,505,600.67	5,505,600.67	5,505,600.67	0.520	0.512	0.520		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	5,003,178.79	5,003,178.79	5,003,178.79	0.520	0.512	0.520		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	148,584,221.64	148,584,221.64	148,584,221.64	0.520	0.512	0.520		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	10,720,534.37	10,720,534.37	10,720,534.37	0.520	0.512	0.520		1
Subtotal and Average				198,147,933.55	198,147,933.55	198,147,933.55		0.503	0.510		1
Total Investments and Average				198,147,933.55	198,147,933.55	198,147,933.55		0.503	0.510		1

Fund GEN - Consolidated Portfolio
Investments by Fund
January 31, 2017

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Passbook/Checking Accounts											
1390012195A	10164	Bank of America - Operating	09/01/2016	605.65	605.65	605.65					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	32,113.61	32,113.61	32,113.61					1
708340062	10086	Disbursements	09/01/2016	-315,420.46	-315,420.46	-315,420.46					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	9,961,406.49	9,961,406.49	9,961,406.49					1
707759346	10085	Payroll Fund	09/01/2016	-25,473.02	-25,473.02	-25,473.02					1
9999999913	10088	Petty Cash	09/01/2016	20,175.00	20,175.00	20,175.00					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-188.44	-188.44	-188.44					1
Subtotal and Average				9,673,218.83	9,673,218.83	9,673,218.83		0.000	0.000		1
Investment Pools/Money Markets											
XX810	10227	East West ICS	09/09/2014	40,158,786.82	40,158,786.82	40,158,786.82	0.450	0.443	0.450		1
86-7200810	10230	East West MM	09/09/2014	250,095.56	250,095.56	250,095.56	0.450	0.443	0.450		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	18,683,213.04	18,683,213.04	18,683,213.04	0.520	0.512	0.520		1
707759320	10035	JPM - Money Market	09/01/2007	10,005,074.36	10,005,074.36	10,005,074.36	0.200	0.197	0.200		1
9999999996	10038	TCB - Money Market	09/26/2007	240,014.71	240,014.71	240,014.71	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	1,695,835.53	1,695,835.53	1,695,835.53	0.539	0.531	0.538		1
Subtotal and Average				71,033,020.02	71,033,020.02	71,033,020.02		0.429	0.435		1
Total Investments and Average				80,706,238.85	80,706,238.85	80,706,238.85		0.378	0.383		1



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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	446.29	446.23	446.23		0.150	0.158	0.06	0.00	0.06
999999999	10084	BOND	RRP	5,505,600.67	504,384.13	4,858,399.57		0.520	0.526	2,171.46	0.00	2,171.46
999999999	10106	BOND	RRP	10,720,534.37	1,631,248.18	5,520,653.95		0.520	0.529	2,478.06	0.00	2,478.06
XXX794	10228	BOND	RRP	4,751,651.89	9,752,898.30	5,395,401.56		0.450	0.360	1,651.89	0.00	1,651.89
XXX844	10229	BOND	RRP	8,076,129.14	8,070,639.71	8,073,594.88		0.450	0.350	2,400.04	0.00	2,400.04
86-72000794	10231	BOND	RRP	250,095.55	250,095.55	250,009.25		0.450	0.450	95.55	0.00	95.55
86-72000844	10232	BOND	RRP	250,095.55	250,095.54	250,009.25		0.450	0.450	95.55	0.00	95.55
86-72004242	10233	BOND	RRP	15,005,979.66	20,007,643.86	15,645,847.33		0.450	0.450	5,979.66	0.00	5,979.66
9999999917	10234	BOND	RRP	5,003,178.79	1,786.34	4,356,167.11		0.520	0.527	1,949.19	0.00	1,949.19
9999999918	10235	BOND	RRP	148,584,221.64	148,518,491.17	148,520,611.51		0.520	0.521	65,730.47	0.00	65,730.47
	Subtotal			198,147,933.55	188,987,729.01	192,871,140.63			0.504	82,551.93	0.00	82,551.93
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	1,695,835.53	884,060.57	1,348,937.65		0.539	0.541	619.75	0.00	619.75
999999996	10038	GEN	RRP	240,014.71	239,941.08	239,943.46		0.350	0.361	73.63	0.00	73.63
707759320	10035	GEN	RRP	10,005,074.36	10,003,378.09	10,003,432.81		0.200	0.200	1,696.27	0.00	1,696.27
999999993	10034	GEN	RRP	18,683,213.04	13,845.02	10,384,148.31		0.520	0.529	4,664.49	0.00	4,664.49
XXX810	10227	GEN	RRP	40,158,786.82	40,139,112.60	40,146,737.68		0.450	0.350	11,934.82	0.00	11,934.82
86-7200810	10230	GEN	RRP	250,095.56	250,095.54	250,009.25		0.450	0.450	95.56	0.00	95.56
	Subtotal			71,033,020.02	51,530,432.90	62,373,209.15			0.360	19,084.52	0.00	19,084.52
	Total			269,180,953.57	240,518,161.91	255,244,349.78			0.469	101,636.45	0.00	101,636.45

San Jacinto College Foundation
Financial Statements
December 2016

San Jacinto College Foundation

Statement of Financial Position

As of December 31, 2016

ASSETS

Current Assets

Checking/Savings

General Fund \$1,172,492

Other Funds 0

Total Checking/Savings 1,172,492

Accounts Receivable

Pledge Receivables 253,800

Special Events Receivables 27,695

Total Accounts Receivable 281,495

Other Current Assets

Short Term Investments

Goldman Sachs 9,449,733

Capital Bank CD 202,821

Prosperity Bank 201,707

Total SJC Short Term Investments 9,854,261

Total Current Assets 11,308,247

TOTAL ASSETS

\$11,308,247

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Event Payable 635

Grants Payable 124,606

Programs Payable 33,164

Endowments Payable 40,124

Scholarship Payables 52,494

Student Success Payables 6,600

Total Accounts Payable 257,623

Total Current Liabilities 257,623

Total Liabilities 257,623

Equity

Net Assets 10,665,964

Net Income 384,661

Total Equity 11,050,624

TOTAL LIABILITIES & EQUITY

\$11,308,247

San Jacinto College Foundation
Statement of Activities
For the Period Ending December 31, 2016

	2016	2015	Favorable / (Unfavorable)
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	\$15,810	\$91,500	(\$75,690)
Permanently Restricted	152,040	43,840	108,200
Program Sponsorship	108,269	396,791	(288,521)
Unrestricted Foundation	0	5,975	(5,975)
Temporarily Restricted	192,188	228,084	(35,897)
Total Contributions	<u>468,307</u>	<u>766,190</u>	<u>(297,883)</u>
Other Income			
Special Events	108,607	244,715	(136,109)
Investment Income	95,638	256,704	(161,066)
Realized Gain / (Loss)	1,211,386	0	1,211,386
Unrealized Gain / (Loss)	(1,259,462)	(325,412)	(934,050)
Total Other Income	<u>156,168</u>	<u>176,006</u>	<u>(19,838)</u>
Total Income	624,475	942,196	(317,721)
Expense			
Programs			
Scholarships Awarded	57,944	228,792	170,848
Grants Awarded	0	155,797	155,797
Programs Sponsored	70,246	109,565	39,319
Student Success Initiatives	14,277	35,395	21,118
Total Programs	<u>142,467</u>	<u>529,550</u>	<u>387,082</u>
Supporting Services			
Management and General	17,601	5,033	(12,568)
Fundraising	78,996	86,193	7,197
Sponsorship Expense	750	1,570	820
Total Supporting Services	<u>97,347</u>	<u>92,796</u>	<u>(4,551)</u>
Total Expense	<u>239,814</u>	<u>622,345</u>	<u>382,531</u>
Net Ordinary Income	384,661	319,851	64,810
Other Income / Expenses			
Net Other Income	<u>\$384,661</u>	<u>\$319,851</u>	<u>\$64,810</u>



Contributions Report

December 2016

Donors	Amount	Fund
Corporations	\$20,914	Golf, Hold Em' & Hit Em' Scholarship, North Campus Baseball Program, South Softball Program
Foundations	15,000	Helen Crowder Music Scholarship, Promise for their Future Alumni, E. Noel Wilkins Scholarship, Sinor Industrial Technology Scholarship, Sue & Jerry Chapman Scholarship, TPC Pope Cosmetology Scholarship, Veteran's Center Wall of Honor
Individuals	54,200	
Total Donation	<u><u>90,114</u></u>	
 Employee Contributions		
Various	625	South Softball Program Athletics, Veteran's Center Wall of Honor
Total Employee Contributions	<u><u>625</u></u>	
Total Contributions	<u><u>\$90,739</u></u>	

San Jacinto College Foundation
Financial Statements
January 2017

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

ASSETS	
Current Assets	
Checking/Savings	
General Fund	\$1,308,124
Other Funds	0
Total Checking/Savings	<u>1,308,124</u>
Accounts Receivable	
Pledge Receivables	253,800
Special Events Receivables	27,695
Total Accounts Receivable	<u>281,495</u>
Other Current Assets	
Short Term Investments	
Goldman Sachs	9,499,701
Capital Bank CD	202,821
Prosperity Bank	201,707
Total SJC Short Term Investments	<u>9,904,228</u>
Total Current Assets	<u>11,493,847</u>
TOTAL ASSETS	<u><u>\$11,493,847</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Event Payable	635
Grants Payable	151,606
Programs Payable	33,164
Endowments Payable	45,312
Scholarship Payables	146,231
Student Success Payables	6,600
Total Accounts Payable	<u>383,548</u>
Total Current Liabilities	<u>383,548</u>
Total Liabilities	383,548
Equity	
Net Assets	10,665,964
Net Income	444,335
Total Equity	<u>11,110,299</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$11,493,847</u></u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending January 31, 2017

	2016	2015	Favorable / (Unfavorable)
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	\$15,810	\$91,500	(\$75,690)
Permanently Restricted	217,235	219,897	(2,662)
Program Sponsorship	108,269	396,791	(288,521)
Unrestricted Foundation	0	6,975	(6,975)
Temporarily Restricted	276,368	250,477	25,890
Total Contributions	<u>617,682</u>	<u>965,640</u>	<u>(347,958)</u>
Other Income			
Special Events	108,682	146,715	(38,034)
Investment Income	98,270	259,304	(161,034)
Realized Gain / (Loss)	1,211,386	0	1,211,386
Unrealized Gain / (Loss)	(1,212,133)	(325,202)	(886,931)
Total Other Income	<u>206,205</u>	<u>80,817</u>	<u>125,387</u>
Total Income	823,887	1,046,457	(222,570)
Expense			
Programs			
Scholarships Awarded	156,870	311,056	154,187
Grants Awarded	27,000	156,797	129,797
Programs Sponsored	78,217	109,565	31,348
Student Success Initiatives	14,277	34,465	20,189
Total Programs	<u>276,364</u>	<u>611,884</u>	<u>335,520</u>
Supporting Services			
Management and General	23,442	6,839	(16,603)
Fundraising	78,996	107,997	29,001
Sponsorship Expense	750	1,570	820
Total Supporting Services	<u>103,188</u>	<u>116,406</u>	<u>13,218</u>
Total Expense	<u>379,552</u>	<u>728,290</u>	<u>348,738</u>
Net Ordinary Income	444,335	318,168	126,167
Other Income / Expenses			
Net Other Income	<u>\$444,335</u>	<u>\$318,168</u>	<u>\$126,167</u>



Contributions Report
January 2017

Donors	Amount	Fund
		Bob & Doylene Perry Scholarship, Hold'em & Hit'em Scholarship, Maritime Venture Camp, Physical Education Karate Center
Corporations	\$85,000	Scholarship Donation, Tadd Tellepsen Program
Foundations	42,000	Albemarle Foundation, Anchor Watch Foundation
		General Scholarship, Jennifer Puryear Scholarship, Pope Cosmetology, Wynell Phelps Scholarship, Zachary Longoria
Individuals	20,895	EMS Scholarship
Total Donation	<u>147,895</u>	
Employee Contributions		
		Brysch Garza Firefighter, Catherine O'brien Emergency Fund, Dunseith Sr. Memorial Fund, Golf, John Locke Memorial Fund, John B "Jack" Niday Scholarship, Promise for their Future, Veteran's Center
Various	1,555	
Total Employee Contribut	<u>1,555</u>	
Total Contributions	<u>\$149,450</u>	

2008 Capital Improvement Program

Report As of January 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
1203 - CC Anders Gym	10,398,474	(9,210,501)	1,187,973	-	-	109,723	1,078,250	9.24%
1102 - CC In-Fill	47,572	1,197,962	1,245,534	-	-	1,196,220	49,314	96.04%
Sub-total	10,446,046	(8,012,538)	2,433,508	-	-	1,305,943	1,127,565	53.67%
North								
2202 - NC Nichols Gym	4,949,996	(4,381,454)	568,542	-	-	18,617	549,925	3.27%
2102 - NC In-Fill	23,086	903,178	926,264	-	864	858,928	66,472	92.82%
2612 - NC Plant Chiller	14,225	1,626,427	1,640,652	-	1,162,793	415,127	62,732	96.18%
2601 - NC Baseball Batting and Pitching	475,965	114,992	590,957	-	44,405	541,040	5,513	99.07%
Sub-total	5,463,272	(1,736,856)	3,726,416	-	1,208,061	1,833,712	684,642	81.63%
South								
3202 - SC Smallwood Gym	6,919,331	(6,350,774)	568,557	-	-	18,557	550,000	3.26%
3102 - SC In-Fill	23,086	1,324,393	1,347,479	-	625	970,467	376,387	72.07%
3601 - SC Softball Press Box	26,500	18,500	45,000	-	2,787	28,405	13,808	69.31%
Sub-total	6,968,917	(5,007,880)	1,961,037	-	3,412	1,017,429	940,196	52.06%
District								
6601 - Generation Park	200,000	14,233	214,233	-	-	212,577	1,656	99.23%
6602 - District Board Room Renovation	144,951	-	144,951	-	33,035	97,788	14,128	90.25%
6705 - Data Networking	3,100,000	-	3,100,000	-	2,652	3,074,985	22,363	99.28%
720100 - Program Management	-	857,557	857,557	-	200,950	106,224	550,383	35.82%
726800 - Contingency	15,526,261	(10,303,634)	5,222,626	-	-	-	5,222,626	-
Sub-total	18,971,212	(9,431,844)	9,539,367	-	236,637	3,491,574	5,811,156	39.08%
Projects Substantially Complete								
2201 - NC Lehr Library	2,022,600	12,026,576	14,049,176	-	66,929	13,829,600	152,647	98.91%
6803 - Maritime Training Facility	18,000,000	9,054,787	27,054,787	248,293	803,751	26,204,232	46,804	99.83%
Sub-total	20,022,600	21,081,363	41,103,963	248,293	870,680	40,033,832	199,451	99.51%
Projects Closed								
1001 - CC Primary Service Retrofit	2,774,950	1,695,228	4,470,178	-	-	4,470,178	-	100.00%
1109 - CC Maintenance & Police Bldg	3,560,360	2,702,048	6,262,408	-	-	6,262,408	-	100.00%
1202 - CC Davis Library	8,418,096	(155,756)	8,262,340	-	-	8,262,340	-	100.00%
1217 - CC Transportation Center Buildout	-	1,039,383	1,039,383	-	-	1,039,383	-	100.00%
1301 - CC Building 31 Renovation	-	497,887	497,887	-	-	497,887	-	100.00%
1817 - CC Transportation Center	17,333,267	2,998,752	20,332,019	(137,768)	-	20,332,019	-	100.00%
1818 - CC Industrial Tech Buildings	7,758,416	(3,727,679)	4,030,737	-	-	4,030,737	-	100.00%
1820 - CC Paving & Drainage	10,490,274	(913,895)	9,576,379	(207,575)	-	9,576,379	-	100.00%
1821 - CC Allied Health Addition	10,568,880	1,189,925	11,758,805	296,549	-	11,758,805	-	100.00%
1908 - CC Science Building	35,752,627	(148,641)	35,603,986	-	-	35,603,986	-	100.00%
1909 - CC Petrochem/Vo Tech Building	-	175,822	175,822	-	-	175,822	-	100.00%
2401 - NC Outdoor Lighting	13,472	785	14,257	-	-	14,257	-	100.00%
2402 - NC MET Infrastructure N Library	851,510	(792,067)	59,443	-	-	59,443	-	100.00%
2901 - NC Paving & Drainage	3,142,449	(435,395)	2,707,054	(15,714)	-	2,707,054	-	100.00%
2903 - NC Student Success Center	11,093,580	801,084	11,894,664	(499,063)	-	11,894,664	-	100.00%
2906 - NC Science & Allied Health	42,240,000	(6,014,982)	36,225,018	-	-	36,225,018	-	100.00%
3201 - SC Parker Williams Library	2,449,600	369,372	2,818,972	-	-	2,818,972	-	100.00%
3401 - SC Traffic Signal Relocation	75,988	(25,773)	50,215	-	-	50,215	-	100.00%
3402 - SC Water and Electrical Upgrade	29,305	(5,044)	24,261	-	-	24,261	-	100.00%
3903 - SC Student Success Center	8,220,000	2,074,228	10,294,228	109,650	-	10,294,228	-	100.00%
3905/3911 - SC Paving & Drainage	2,747,068	7,891,993	10,639,061	-	-	10,639,061	-	100.00%
3906 - SC Mechanical Upgrades	1,252,855	(558,604)	694,251	(19,524)	-	694,251	-	100.00%
3907 - SC MEP Infrastructure	4,381,500	283,388	4,664,888	-	-	4,664,888	-	100.00%
*3908 - SC Primary Service at New Site	809,625	(809,625)	-	-	-	-	-	-
3909 - SC Science & Allied Health	53,868,525	(6,251,379)	47,617,145	-	-	47,617,145	-	100.00%
1828/2814/3817 - D DDC Network	2,190,750	318,314	2,509,064	-	-	2,509,064	-	100.00%
6003 - D Graphics	900,000	724,824	1,624,824	-	-	1,624,824	-	100.00%
6902 - D Campus Mechanical Upgrades	1,869,857	518,564	2,388,421	(3,767)	-	2,388,421	-	100.00%
6007 - D Furniture Consultant	335,000	(335,000)	-	-	-	-	-	-

Sub-total	233,127,954	3,107,756	236,235,709	(477,212)	-	236,235,709	-	100.00%
TOTALS	295,000,000	-	295,000,000	(228,919)	2,318,790	283,918,200	8,763,010	97.03%

*Funds reallocated to other projects.

Fiscal Year 2008 CIP Expenditure	136,403
Fiscal Year 2009 CIP Expenditure	3,442,083
Fiscal Year 2010 CIP Expenditure	24,831,811
Fiscal Year 2011 CIP Expenditure	64,513,921
Fiscal Year 2012 CIP Expenditure	89,492,069
Fiscal Year 2013 CIP Expenditure	41,378,480
Fiscal Year 2014 CIP Expenditure	17,693,910
Fiscal Year 2015 CIP Expenditure	26,723,926
Fiscal Year 2016 CIP Expenditure	11,729,185
Fiscal Year 2017 CIP Expenditure	3,976,412
Total CIP Expenditure	283,918,200

2015 Revenue Bond

As of January 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
North - CIT								
North CIT - 904605-722909	47,591,645	-	47,591,645	-	7,708,959	33,815,403	6,067,283	87.25%
Contingency (726900)	2,408,355	-	2,408,355	-	-	-	2,408,355	-
Sub-total	50,000,000	-	50,000,000	-	7,708,959	33,815,403	8,475,638	83.05%

Fiscal Year 2015 CIP Expenditure	843,435
Fiscal Year 2016 CIP Expenditure	21,702,061
Fiscal Year 2017 CIP Expenditure	11,269,907
Total CIP Expenditure	33,815,403

2015 Bond - San Jac Tomorrow Capital Improvement Program

Report as of January 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
1601 - CC Petrochemical Center	52,450,000	-	52,450,000	-	2,471,761	1,245,160	48,733,079	7.09%
1601A - CC Petrochem Process Plant	-	-	-	-	-	-	-	-
1601B - CC Petrochem Site Development	-	-	-	-	-	-	-	-
1602 - CC Welcome Center	16,600,000	(519,580)	16,080,420	-	60,854	25,094	15,994,472	0.53%
1603 - CC Class Room Building	47,155,000	(1,475,952)	45,679,049	-	44,300	26,650	45,608,099	0.16%
1604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	-	-	-	2,367,503	-
1605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	-	-	-	1,794,032	-
1606 - CC Frels Demo	1,153,000	-	1,153,000	-	-	-	1,153,000	-
1607 - CC Davison Building Reno	14,970,000	(468,561)	14,501,439	-	-	-	14,501,439	-
1608 - CC McCollum Center Reno	24,685,000	(772,641)	23,912,359	-	-	-	23,912,359	-
1609 - CC McCollum North Reno	2,535,000	(79,346)	2,455,655	-	-	-	2,455,655	-
1610 - CC Ball Demo	1,725,000	-	1,725,000	-	-	-	1,725,000	-
1611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	-	-	-	2,570,930	-
1612 - CC Stadium and Track Demo	174,000	(5,446)	168,554	-	-	-	168,554	-
1613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	-	7,935	-	1,115,757	0.71%
1614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
Sub-total	170,717,000	(3,611,676)	167,105,324	-	2,584,850	1,296,904	163,223,570	2.32%
North								
2601 - NC Cosmetology & Culinary Center	22,845,000	(715,048)	22,129,952	-	73,500	13,304	22,043,148	0.39%
2602 - NC North Data Closets	915,000	(28,640)	886,360	-	-	-	886,360	-
2603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
2604 - NC Lehr Library Demo	650,000	(20,345)	629,655	-	-	-	629,655	-
2605 - NC North Access/Security	877,000	(27,450)	849,550	-	-	-	849,550	-
2606 - NC Wheeler Reno	14,300,000	(447,590)	13,852,410	-	-	-	13,852,410	-
2607 - NC Brightwell Reno	6,628,000	(207,456)	6,420,544	-	-	-	6,420,544	-
2608 - NC Spencer Reno	13,000,000	(406,900)	12,593,100	-	-	-	12,593,100	-
2609 - NC North DDC Network	580,000	(18,154)	561,846	-	4,000	-	557,846	0.71%
2610 - NC Underground Utility Tunnel	11,600,000	-	11,600,000	-	-	-	11,600,000	-
2611 - NC 24 Acres Wetlands Mitigation	2,000,000	-	2,000,000	-	-	-	2,000,000	-
2612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	-
Sub-total	79,845,000	(3,321,583)	76,523,417	-	77,500	13,304	76,432,613	0.12%
South								
3601 - SC Engineering & Technology Center	28,400,000	(888,920)	27,511,080	-	105,250	4,750	27,401,080	0.40%
3602 - SC Cosmetology Center	16,213,000	(507,466)	15,705,534	-	56,250	9,896	15,639,388	0.42%
3603 - SC Longenecker Reno	22,555,000	(705,972)	21,849,028	-	51,035	10,797	21,787,196	0.28%
3604 - SC South Data Closets	765,000	(23,944)	741,056	-	-	-	741,056	-
3605 - SC South Primary electrical Upgrade	5,800,000	(181,540)	5,618,460	-	-	-	5,618,460	-
3606 - SC South Access/ Security	599,000	(18,750)	580,250	-	-	-	580,250	-

3607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	-	-	-	9,944,674	-
3608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
3609 - SC Fire House Expansion	5,585,000	(174,810)	5,410,190	-	-	-	5,410,190	-
3610 - SC Jones Reno	13,803,000	(432,034)	13,370,966	-	-	-	13,370,966	-
3611 - SC Bruce Student Center Reno	10,400,000	(325,520)	10,074,480	-	18,660	130	10,055,690	0.19%
3612 - SC Auto Body Demo	312,000	-	312,000	-	-	-	312,000	-
3613 - SC South DDC Network	580,000	(18,154)	561,846	-	5,000	-	556,846	0.89%
Sub-total	116,438,000	(3,634,744)	112,803,256	-	236,195	25,573	112,541,488	0.23%
Maritime								
6603 - MC Maritime Expansion	28,000,000	-	28,000,000	-	-	-	28,000,000	-
Sub-total	28,000,000	-	28,000,000	-	-	-	28,000,000	-
Admin								
6602 - College Development	30,000,000	-	30,000,000	-	-	-	30,000,000	-
6604 - Dist Construction Studies	-	283,820	283,820	-	222,584	37,351	23,885	91.58%
720100 - Program Management	-	9,118,003	9,118,003	-	1,543,109	715,999	6,858,895	24.78%
736601 - Contingency	-	1,166,180	1,166,180	-	-	-	1,166,180	-
Sub-total	30,000,000	10,568,003	40,568,003	-	1,765,693	753,350	38,048,960	6.21%
TOTALS	425,000,000	-	425,000,000	-	4,664,238	2,089,131	418,246,631	1.59%

Repair and Renovation

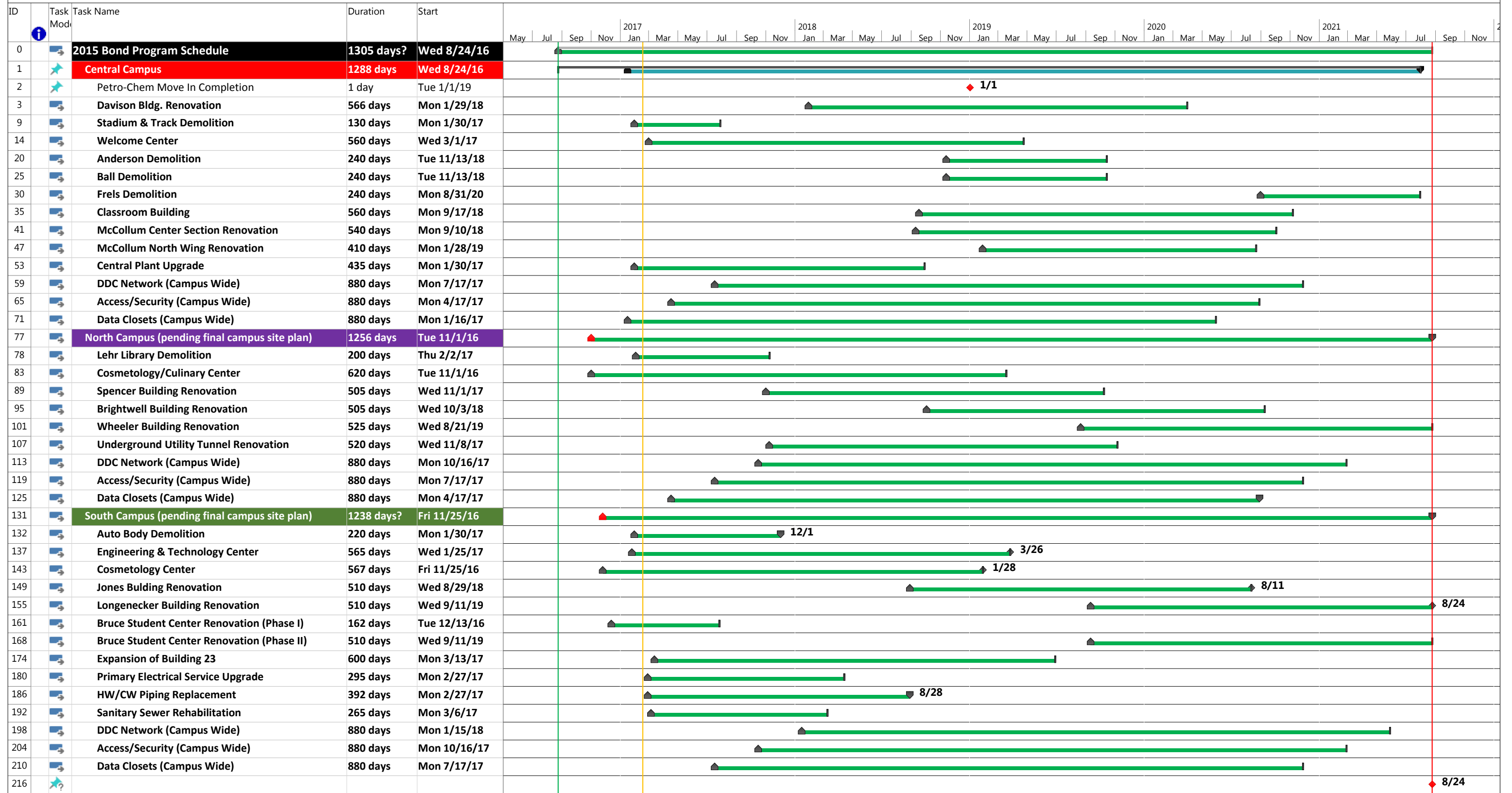
Report As of January 31, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY15-16 Expenditures	FY17 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central											
F16035 - CC C32 Concrete pad	10,898	-	10,898	-	-	-	-	-	-	10,898	-
F16097 - CC - C11 Tier 1 Upgrades	42,257	-	42,257	-	-	-	-	-	-	42,257	-
F17001 - CC Misc. R&R at Central Campus	5,000	-	5,000	-	-	-	-	-	-	5,000	-
F17016 - CC C1.129 Redesign	11,646	404	12,050	-	12,050	-	-	-	-	-	100.00%
F17018 - CC Vet Center Window Film	813	-	813	-	813	-	-	-	-	-	100.00%
F17021 - CC C3.150/152 Renovation	35,845	950	36,795	-	2,214	-	34,481	34,481	-	100	99.73%
F17022 - CC Projection Upgrades	6,783	-	6,783	-	-	-	-	-	-	6,783	-
F17026 - CC C3.116 Family Restroom	2,961	-	2,961	-	2,961	-	-	-	-	-	100.00%
F17028 - CC C17 Anderson Dehumidification	14,420	-	14,420	-	-	-	-	-	-	14,420	-
Sub-total	130,623	1,354	131,977	-	18,038	-	34,481	34,481	-	79,458	39.79%
North											
F17002 - NC Misc. R&R at North Campus	5,000	-	5,000	-	-	-	-	-	-	5,000	-
F17006 - NC N1.122 & 144 Lighting	2,578	-	2,578	-	2,578	-	-	-	-	-	-
F17023 - NC N9 FMG Window Film	1,100	405	1,505	-	405	-	1,100	1,100	-	-	100.00%
Sub-total	8,678	405	9,083	-	2,983	-	1,100	1,100	-	5,000	44.95%
South											
F17003 - SC Misc. R&R at South Campus	5,000	1,072	6,072	-	-	-	2,325	2,325	-	3,747	38.29%
F17011 - SC AECOM Build-out	20,000	11,665	31,665	-	24,254	-	-	-	-	7,411	76.60%
F17015 - SC S6.160 Demountable door	2,721	-	2,721	-	-	-	444	444	-	2,277	16.32%
F17025 - SC S.1 Emergency Power Rev	31,031	-	31,031	-	24,506	-	6,525	6,525	-	-	100.00%
F16098 - S8.2014 Tier 1 Upgrade	22,593	-	22,593	-	-	-	-	-	-	22,593	-
Sub-total	81,345	12,737	94,082	-	48,760	-	9,294	9,294	-	36,028	61.71%
District											
F17004 - Dist Misc. at the College Admin Bldg.	5,000	1,200	6,200	-	559	-	2,081	2,081	-	3,560	42.58%
F17007 - DIST A1.105 Power Whips	2,140	-	2,140	-	2,140	-	-	-	-	-	100.00%
F17008 - Dist A1. ADA Design Services	20,360	-	20,360	-	19,040	-	1,320	1,320	-	-	100.00%
F17027 - Dist Maritime Family RR	20,110	-	20,110	-	20,110	-	-	-	-	-	100.00%
F17031 - Dist A.1 RR Noise Abatement	9,623	-	9,623	-	9,623	-	-	-	-	-	100.00%
F17040 - A2.208 Purchasing	7,299	-	7,299	-	7,299	-	-	-	-	-	100.00%
Sub-total	64,532	1,200	65,732	-	58,771	-	3,401	3,401	-	3,560	94.58%
Contingency (720700)	1,070,684	(334,347)	736,337	-	-	-	-	-	-	736,337	-
Sub-total	1,070,684	(334,347)	736,337	-	-	-	-	-	-	736,337	-
Projects Substantially Complete											
F16067 - CC Tank Storage Roof	4,638	-	4,638	-	-	-	4,638	4,638	-	-	100.00%
F17014 - CC C30.110 Drill Press	4,137	-	4,137	-	-	-	4,137	4,137	-	-	100.00%
F16089 - NC N10.149 Renovation	7,179	-	7,179	-	-	-	7,179	7,179	-	-	100.00%
F17012 - NC N10.252 Electrical and AV/Data	1,903	-	1,903	-	-	-	1,903	1,903	-	-	100.00%
F17013 - NC N10.230 Electrical and Av/Data	5,616	-	5,616	-	-	-	5,616	5,616	-	-	100.00%
F16081 - Dist A1.114 Renovation for OGM	195,710	(4,914)	190,796	-	-	186,251	4,545	190,796	84,811	-	100.00%
F17005 - Dist Misc. Furniture Storage All Campuses	5,000	-	5,000	-	4,294	-	706	706	-	-	100.00%
F17009 - Dist FI Furniture moves	5,000	-	5,000	-	3,128	-	1,872	1,872	-	-	100.00%
Sub-total	229,183	(4,914)	224,269	-	7,422	186,251	30,596	216,847	84,811	-	100.00%
TOTALS	1,585,045	(323,565)	1,261,480	-	135,974	186,251	78,872	265,123	84,811	860,383	31.80%

**2008 Bond Program
Master Schedule**

ID	Task Name	Start	Finish	2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		2019					
				Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr		
1	Central Campus	Wed 6/4/08	Thu 2/6/20	[Blue bar spanning all quarters from 2008 to 2019]																											
2	1820 - Paving & Drainage	Mon 12/1/08	Tue 11/1/11	[Black bar from Q4 2008 to Q1 2011]																											
8	1817 - Transportation Center	Wed 6/4/08	Thu 7/26/12	[Black bar from Q1 2008 to Q3 2012]																											
15	1818 - Industrial Technology II	Mon 2/1/10	Fri 6/7/13	[Black bar from Q1 2010 to Q2 2013]																											
25	1109 - Maintenance/Police	Mon 6/6/11	Fri 10/10/14	[Black bar from Q2 2011 to Q4 2014]																											
39	1301 - Building 31	Mon 6/6/11	Fri 6/6/14	[Black bar from Q2 2011 to Q2 2014]																											
53	1821 - Allied Health	Sun 3/1/09	Wed 10/31/12	[Black bar from Q1 2009 to Q4 2012]																											
67	1908 - Science Building	Wed 7/1/09	Fri 6/20/14	[Black bar from Q3 2009 to Q2 2014]																											
84	1001 - Primary Service Retrofit	Mon 10/18/10	Fri 6/26/15	[Black bar from Q4 2010 to Q2 2015]																											
94	1202 - Davis Library	Mon 1/9/12	Mon 4/20/15	[Black bar from Q1 2012 to Q1 2015]																											
108	1203 - Anders Gym	Wed 9/21/16	Mon 3/11/19	[Purple bar from Q3 2016 to Q1 2019]																											
121	1909 - Petrochemical Building	Mon 9/7/15	Thu 2/6/20	[Purple bar from Q3 2015 to Q2 2020]																											
135	North Campus	Sun 6/1/08	Mon 3/11/19	[Green bar spanning all quarters from 2008 to 2019]																											
136	2901 - Pavement & Drainage	Sun 6/1/08	Tue 1/25/11	[Black bar from Q1 2008 to Q1 2011]																											
142	2903 - Student Success Center	Mon 2/2/09	Fri 1/4/13	[Black bar from Q1 2009 to Q4 2012]																											
156	2906 - Science & Allied Health	Wed 7/1/09	Mon 12/2/13	[Black bar from Q3 2009 to Q4 2013]																											
170	2201 - Lehr Library	Mon 6/3/13	Fri 2/3/17	[Black bar from Q2 2013 to Q1 2017]																											
184	2202 - Nichols Gym	Wed 9/21/16	Mon 3/11/19	[Purple bar from Q3 2016 to Q1 2019]																											
198	2909 - Center for Industrial Tech	Mon 7/7/14	Mon 2/26/18	[Black bar from Q3 2014 to Q2 2018]																											
212	South Campus	Thu 1/1/09	Mon 3/11/19	[Red bar spanning all quarters from 2009 to 2019]																											
213	3903 - Student Success Center	Mon 2/2/09	Fri 3/1/13	[Black bar from Q1 2009 to Q4 2012]																											
227	3905 - Paving & Drainage	Sun 3/1/09	Fri 4/19/13	[Black bar from Q1 2009 to Q1 2013]																											
240	3906 - Mechanical Upgrades	Thu 1/1/09	Wed 10/26/11	[Black bar from Q1 2009 to Q4 2011]																											
246	3907 - MEP Infrastructure	Mon 3/1/10	Thu 5/2/13	[Black bar from Q1 2010 to Q2 2013]																											
252	3909 - Science & Allied Health	Mon 6/29/09	Thu 6/5/14	[Black bar from Q3 2009 to Q2 2014]																											
266	3201 - Parker Williams Library	Mon 1/9/12	Mon 3/2/15	[Black bar from Q1 2012 to Q1 2015]																											
280	3202 - Smallwood Gym	Wed 9/21/16	Mon 3/11/19	[Purple bar from Q3 2016 to Q1 2019]																											
294	District	Fri 8/1/08	Mon 8/22/16	[Yellow bar from Q3 2008 to Q2 2016]																											

2015Bond-AECOMProgramSchedule021617.mpp



Project: 2015 Bond Program Schedule
Date: Fri 2/17/17



SAN JACINTO COLLEGE DISTRICT
Building Committee Meeting
February 21, 2017

Members Present: Dan Mims, Brad Hance, Keith Sinor

Members Absent: Marie Flickinger

Others Trustees Present: None

Others Present: James Braswell, Bill Dowell, Ken English (AECOM), Jessica Garcia, Allatia Harris, Mike Harris, Joseph Hebert, Brenda Hellyer, Bryan Jones, Angela Klaus, Ann Kokx-Templett, Chet Lewis, Amy Martin, Frank Rizzo, Jerrel Wade

- I. The meeting was called to order at 4:06 p.m. by committee member, Dan Mims, in absence of committee chair, Marie Flickinger.
- II. Roll Call of Committee Members by Dan Mims
 - a. Marie Flickinger, absent.
 - b. Brad Hance, present.
 - c. Keith Sinor, present.
 - d. Other Trustees present: None
- III. Approval of Minutes from the January 17, 2017 Building Committee Meeting
 - a. Dan Mims presented the minutes of the January 17, 2017 Building Committee meeting. A motion was made by Keith Sinor to accept the minutes as presented. This was seconded by Brad Hance. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College
 - a. Consideration of Approval to Purchase Data Cabling and Upgraded Systems Components at the South Campus Student Center.
 - i. This request provides for approval to purchase technology equipment upgrades for data cabling systems and audio visual equipment.
 - b. Consideration of Approval of Method of Procurement for 2015 Bond Projects
 - i. This request provides for Construction Manager at Risk (CMR) as a procurement method for the South Campus Infrastructure and Utilities Restoration. The Competitive Sealed Proposals (CSP) method is recommended for the College-wide Data Closets Phase 1 project.
- V. Reports (reviewed and distributed in handout packet)
 - a. Bond project reports were reviewed during Project Updates portion of the meeting. Construction project report documents were provided to attendees for individual review.
 - b. Dr. Hellyer and Board members will have a Strategic Planning retreat in April and will discuss plans for remaining contingency of the 2008 Bond including gym clean and paint options.
- VI. Project Updates

- a. Project 1601 – Center for Petrochemical, Energy, & Technology
 - i. Construction Documents development is 75% complete. We expect to begin construction after the July Board meeting.
 - ii. The budget is being reviewed based on the 75% document review. We have been meeting with the industry representatives to discuss design aspects of the training labs and the glycol process training unit.
- b. Project 2601 - North Baseball Training Facility
 - i. There are cosmetic issues with the finish of the concrete sidewalks. These will be replaced under warranty as schedule permits.
- c. Project 2612 – North Campus Chiller Replacement
 - i. The North Campus Chiller Replacement project will be complete in March.
 - ii. The new chiller is installed. The temporary chillers will be removed during Spring Break.
- d. Project 2909 - North Campus Center for Industrial Technology
 - i. The new and existing lab/classroom equipment have been placed in the building.
 - ii. The building will be complete by Spring Break (2017).
 - iii. The Testing and Air Balance process is moving forward with a selected firm from the approved pool of engineer firms.
- e. Project 6803 - Maritime Technology and Training Center
 - i. The replacement spray-on under floor insulation will be completed by March 10, 2017. No additional cost to the College will be incurred.
 - ii. There will be two palm trees replaced under warranty by April 2017.
- f. Project DDC Network
 - i. Engineering design services has commenced for Package 1.
- g. Project Data Closets
 - i. The project team has met with Affiliated Engineers in order to review the scope for design of the ILC Data Closets Package 1 for all three campuses.
- h. Project CC- Utility Study
 - i. ACR Engineering is preparing options for the relocation and/or replacement of the chilled water storage tank. ACR Engineering will send their utility study to the College for review within the next 10 days.
- i. Project CC- Welcome Center
 - i. AECOM participated in a programming meeting February 13, 2017. A series of programming meetings are scheduled with all project team members to complete the architectural programming phase within the next 4 to 6 weeks.
- j. Project CC- Stadium & Track Demolition
 - i. Signage and fencing are being installed to restrict public access to the existing stands.
 - ii. Demolition of the stadium and track is on hold until the Welcome Center site

development plans have been started.

- k. Project NC- Cosmetology/Culinary Center
 - i. The architectural programming is scheduled to be completed by March 2017.
 - ii. Facilities Programming and Consulting is leading the architectural programming work for this project.

 - l. Project NC- Former Lehr Library Demolition
 - i. AECOM has received a proposal from Terracon for geotechnical investigations and a proposal from ASA Dally for structural engineering and foundation failure analysis.
 - ii. An environmental study will commence this week to identify if any hazardous materials are present before demolition of the former Lehr Library.

 - m. Project NC- Underground Utility Tunnel Renovations
 - i. ACR Engineering is in the second phase of their engineering study.
 - ii. ACR Engineering will send the completed study within two weeks for AECOM and College parties to review.

 - n. Project SC- Cosmetology
 - i. Facility Programming and Consulting is leading final efforts on the architectural program for this facility.

 - o. Project SC-Bruce Student Center
 - i. The Bruce Student Center Phase 1 project will provide for renovation of the northeast side of the second floor of the building. It will also provide for renovation of the southwest side of the first floor.
 - ii. This project will be posted for bids within two weeks.

 - p. Project SC- Auto Body Renovation
 - i. Jacobs Engineering has been asked to tour the facility and develop a plan for renovation.
- VII. Adjournment – The meeting was adjourned at 4:51 p.m.

**San Jacinto College District
Finance Committee Meeting
February 21, 2017**

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

Members Absent: None

Other Trustees: Keith Sinor

Others Present: Amy Martin, Linda Torres, Brenda Hellyer, and Chet Lewis

- I. The meeting was called to order at 5:30 p.m. by Ruede Wheeler.
 - a. Roll Call of the Committee Members
 - i. Dan Mims, present
 - ii. John Moon, present
 - iii. Larry Wilson, present
 - iv. Acknowledged that Trustee Keith Sinor was present
- II. Approval of Minutes from the October 25, 2016, Finance Committee Meeting
 - a. Dr. Wheeler presented the minutes from the October 25, 2016, Finance Committee Meeting. A motion was made by Mr. Wilson, seconded by Mr. Moon to accept the minutes as presented.
- III. Review and Discuss Proposed Removal of Incidental Fees for Nursing
 - a. The removal of incidental fees charged to San Jacinto College nursing students was recommended by Mr. Lewis. Staff will review the process to address changes in lab and course fees and will bring a recommendation to the committee at a future meeting.
- IV. Review and Discuss Budget Amendment for Increase in Property Tax and Part-time Adjunct Salaries
 - a. Mr. Lewis proposed the recommendation for the Board to approve an amendment to the 2016-17 budget to increase property tax revenue of \$1.55 million and decrease budgeted tuition and fee revenue of \$450,000 for a net increase in revenue of \$1.1 million. The budget amendment will also increase adjunct pay and part-time wage expenses by \$1.1 million which is due to a rate increase approved by the Board of Trustees in December 2016. The increased wages are for spring 2017 and summer 2017.
 - b. The annual impact for fiscal year 2017-2018 is being included in the 2017-2018 budget development process.
- V. Review and Discuss Update on Travel Rewards and Travel Expenses
 - a. Mr. Lewis presented an update on travel rewards and expenses.

- b. The College is capturing the majority of its travel expenses with the P-card and receives cash back with every purchase with the P-cards. The majority of the remaining travel expenses are paid through the purchase order process or are reimbursement for mileage which does not pay through a credit card. The most significant travel for the purchase order process is for athletic and student travel for rented buses and vans.
- c. At the Federal level, employees are allowed to keep the travel benefit (e.g., travel points would go to the user). If employees use their own credit cards or rewards programs, they would retain the associated travel rewards and benefits similar to the federal government.
- d. The travel policies and procedures will be reviewed to ensure there is no misuse and for appropriate updates.

Review and Discussion of the following Internal Audit Reports and Audit Follow-ups by Linda Torres:

VI. Review and Discuss Internal Audit Cash Counts

- a. Central Campus Café
 - i. On December 1, 2016, a surprise cash count was performed. A shortage of \$4.77 was noted.
 - ii. Internal Audit staff was initially told by the café key holder that access would not be possible since the café manager was not on site. The Director of Auxiliary Services instructed the café staff to allow the surprise cash count to proceed.
 - iii. The door to the office containing the safe was not closed and locked, and the safe was also unlocked at the time of the count. Approximately \$1,700 was left open to the public. This was a repeat issue found during the September 6, 2016, Internal Audit.
 - iv. It was also noted that although a drop safe was purchased to enhance cash security, cash proceeds from daily sales are still being stored in the old safe.
- b. Central Campus Cosmetology
 - i. On December 1, 2016, a surprise cash count was performed. No exceptions were noted, and all start-up cash was properly secured.
 - ii. It was noted that receipts for cash transactions were not being used properly, and the Point of Sale system purchased in April 2016 is not currently being used for salon sales. Payment receipts are only provided to customers paying with a credit card (not cash).
 - iii. Training for employees was recommended so they can track their sales.
- c. North Campus Business Office
 - i. On October 25, 2016, a surprise cash count was performed. No material overages or shortages were noted.
 - ii. Athlete cash stipends for August 1, 2016, through October 25, 2016, were verified in the amount of \$9,397.50, with no shortages or overages recorded.

- d. North Campus Café
 - i. On October 25, 2016, a surprise cash count was performed. A shortage of \$7.14 was noted.
 - ii. Deposits for sales on October 24, 2016, were held in the safe. All start-up cash was properly accounted for, and a small net shortage of \$3.24 was noted.
 - iii. Recommendation was made to North Campus Café management to continue following up on cash discrepancies daily and address them promptly.
 - e. North Campus Cosmetology
 - i. On October 25, 2016, a surprise cash count was performed. No issues were noted.
 - f. South Campus Business Office
 - i. On November 2, 2016, a surprise cash count was performed. No issues were noted.
 - g. South Campus Café
 - i. On November 2, 2016, a surprise cash count was performed. No issues were noted.
- VII. Review and Discuss Internal Audit Reports
- a. Accounts Payable
 - i. Invoice Data Standards: Of approximately 3,200 invoice numbers, approximately 1,000 did not meet the established standards; therefore, duplicate payments could potentially be made.
 - ii. Vendor Payments: Twenty-one (21) payments were not processed in a timely manner; it is recommended that payments be made within 30 days in order to receive any discounts offered by some vendors. Three (3) payments did not contain appropriate approval. Two (2) payments did not have supporting documentation in Banner.
 - iii. Manual Overrides: Several system overrides allowed payments in excess of the \$100 variance allowed by A/P procedures. Rather than using manual override, these should go back to the end user to create a new purchase order.
 - iv. Banner Access: Some employees have access to applications beyond their job duties. Some former employees also still have access. The Director of Accounting and Financial Services will work with ITS to enhance the level of security and ensure that the right people have access.
 - b. Vehicle Usage
 - i. Issues with scheduling and supervisory approval were noted. Each campus handles its vehicle usage and checkout procedures differently. A recommendation was made to require a supervisor to be present to approve when vehicles are checked out.
 - ii. Checkout of vehicles is done via manual recordkeeping. Issues were found regarding no reservations being made and multiple vehicle checkouts by the same individual.

- iii. The process has room for improvement and the need to restrict access and have better procedures was noted. New policies are being drafted. Once the new policies are implemented, the expectation is that vehicle usage may decrease.

VIII. Review and Discuss Internal Audit Follow-up Audits

a. Fuel Management

- i. On November 22, 2016, a second follow-up review was performed. Out of the three original Corrective Action Plans (CAPs), one is complete, one is partially complete, and one is incomplete.
- ii. The CAP for Fuel Security was partially complete. It was noted the three former employees were still listed as active users in FuelMaster. A purge of employees was done in January 2017 to address this.
- iii. The CAP for budget chargebacks was completed.
- iv. The CAP for fuel delivery reconciliations was incomplete. Fuel deliveries are still not being consistently reconciled in FuelMaster. Four deliveries were found to be in excess of 50 gallons. Mr. Lewis discussed a P-card system as an alternative method to procure fuel; however, the advantage to the College having access to fuel during a severe weather event was noted. Facilities Services will have until the end of the summer to demonstrate that the current fuel system works properly, or a new system will be implemented with continued monitoring of the need to have fuel on campus.

b. Maintenance Inventory

- i. On November 22, 2016, a second follow-up review was performed. Out of the six original CAPs, three are partially complete, and three are complete.
- ii. The CAPs for Inventory Management Procedures, Physical Inventory Storage, and Maintenance Database Functions are complete.
- iii. The CAPs for Inventory Tracking Accuracy, TMA Inventory Data, and Annual Inventory Count are partially complete.
- iv. An annual inventory count was recommended. A lot of progress has been made over the last year, and they are expected to be in compliance at the next audit.

c. Maintenance Work Orders

- i. On November 22, 2016, a second follow-up review was performed. Out of the nine original CAPs, four are partially complete, and five are complete.
- ii. The CAPs for Work Order Procedures, Work Order Close-out Approval, Work Order Initiation, Preventive Maintenance, and Maintenance Database Functions are complete.
- iii. The CAPs for Work Order Close-out Procedures, Work Order Dates, Inventory Tracking, and Labor Hours are partially complete.

d. Non-exempt Employee Time

- i. On November 22, 2016, a second follow-up review was performed. Out of the five original CAPs, one is partially complete, one is complete, two are incomplete, and one has not been addressed.

- ii. The CAP for Guidelines and Procedures is partially complete.
- iii. The CAP for Time Recording Methods is complete.
- iv. The CAPs for Part-time Employees and Time Sheet Anomalies and Oversight are incomplete. There is no process in place for supervisors to approve overtime/compensatory time and no process to prevent part-time employees from working more than 19.5 hours per week. Team leaders need a tracking tool to ensure that part-time employees are not working more than permitted.
- v. The CAP for Overtime Calculation was not accepted.
- e. Payroll
 - i. On November 22, 2016, a second follow-up review was performed. There were seventeen original CAPs provided.
 - ii. It was noted that some individuals in Payroll also have access to records in Human Resources. This issue will be addressed to ensure that the correct employees have access.
- f. Procurement Card
 - i. On November 17, 2016, a second follow-up review was performed. Of the two original CAPs, one is partially complete and one is complete.
 - ii. The CAP for Instances of Non-compliance and Notification is partially complete. The current practice of allowing repeated violations of P-card usage to be reversed has been eliminated.
 - ii. The CAP for Approving Authorities is complete.

Chet Lewis acknowledged that there are outstanding items from prior audits, but he is making those follow-up audits a priority to address. Dr. Hellyer stated that Mr. Lewis has made this a priority since his arrival a year ago. Progress has been made and incomplete follow-up reports are being discussed with the responsible Strategic Leadership Team member.

IX. Adjournment – 6:30 p.m.

Action Item “IX”
Regular Board Meeting March 6, 2017
Consideration of Approval of Amendment to the 2016-2017 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 2016-2017 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 February 2017.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$675,562, 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-03-06-17
Attachment 2- Grant Detail-03-06-17

RESOURCE PERSONNEL

Chet Lewis	281-998-6306	chet.lewis@sjcd.edu
Michael Lee Moore	281-998-6162	michael.moore@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
March 6, 2017

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>Aspen Institute Community College Excellence Program - Frontier Set Project (New Grant)</u>					
Local Revenue	570023	56700	554300	110000	(630,000)
Instructional Labor - Full Time	570023	56700	620100	420300	355,185
Benefits	570023	56700	651000	420300	58,515
Contractual Svs - Consultant	570023	56700	731260	420300	100,000
Contractual Svs - Instr Professional Dev.	570023	56700	731120	420300	37,500
Conference Travel	570023	56700	721200	420300	28,800
Contractual Svs - Outside Provider	570023	56700	731110	420300	<u>50,000</u>
					\$ -
<u>Robert Wood Johnson Foundation/The University of Texas Health Science Center at Houston</u>					
<u>Summer Medical & Dental Education Program 2017 (New Grant)</u>					
Local Grant Revenue	577008	56700	554300	110000	(37,727)
PT - Extra Service Agreements	577008	56700	614200	460913	3,500
Instructional - Adjunct	577008	56700	621100	460913	29,200
Insurance	577008	56700	651300	460913	1,350
Operating Supplies - Consumable	577008	56700	711410	460913	1,200
Non-Conf Travel-Mileage/Tolls/Fuel	577008	56700	721110	460913	1,026
Contract Svcs-Indirect Cost/Grants	577008	56700	731500	620909	<u>1,451</u>
					-
<u>San Jacinto College Foundation - Student Success Initiatives FY 2017 Semiannual Awards (New Grants)</u>					
Local Revenue	571046	56700	554300	110000	(7,835)
Instructional Supplies - Consumable	571046	56700	711110	561401	335
Operating Supplies - Consumable	571046	56700	711410	561401	4,850
Computer Supplies - NonCapital	571046	56700	711320	561401	2,500
Contractual Svcs - Printing	571046	56700	731330	561401	<u>150</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

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

New Grant and Additional Funding Summary by Agency:

Aspen Institute	\$ 630,000
Robert Wood Johnson Foundation	37,727
San Jacinto College Foundation	<u>7,835</u>
	<u>\$ 675,562</u>

March 6, 2017 Board Book – Grant Amendments Detail List

Aspen Institute Community College Excellence Program - Frontier Set Project (New Grant)

San Jacinto College will participate in a cohort of institutions committed to accelerating the production of credentials of value, especially for low-income, first generation students, while documenting and sharing new knowledge about the institutional change process. The selected institutions are to accelerate a series of promising strategies for improving student outcomes. Each institution in the Frontier Set will contribute to and benefit from critical learning about how to achieve accelerated improvements in student success. Participation in the network will give institutions access to funding intended to support the implementation of key solutions, targeted support and technical assistance, and the opportunity to learn from and alongside other high-performing institutions.

Robert Wood Johnson Foundation / the University of Texas Health Science Center at Houston Summer Medical & Dental Education Program 2017 (New Grant)

The Robert Wood Johnson Foundation Summer Medical & Dental Education Program (SMDEP) seeks talented and motivated students from a variety of backgrounds including those who are underrepresented or underserved who are interested in pursuing a career in dentistry or medicine, including those who have an interest in serving the underserved. The mission of SMDEP is to enhance student knowledge, skills, and attitudes, thereby, making them more competitive and improve their chances of becoming successful applicants to a medical or dental school of their choice.

San Jacinto College Foundation - Student Success Initiatives FY 2017 Semiannual Awards (New Grants)

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

Action Item “X”
Regular Board Meeting March 6, 2017
Consideration of Approval of a Budget Amendment For
Property Tax Revenue, Tuition and Fee Revenue, and
Part-time Faculty and Staff Expenditure

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2016-2017 budget to recognize additional property tax revenue, to reduce the revenue budget for tuition and fees, and to increase the part-time faculty and staff expenditure estimates.

BACKGROUND

Property Tax Revenue

The 2016-2017 College budget was approved by the Board on August 15, 2016. The budget for property tax revenue was based on the following factors:

- An estimate of \$48.9B taxable assessed value (TAV) was used in the August budget development process.
- An estimated Maintenance & Operations (M&O) tax rate of \$0.129194 was the basis for developing the fiscal year 2017 property tax revenues for operations.

The certified tax rolls were received from Harris County on August 26, 2016 with a certified TAV of \$50.6 billion, which was higher than the preliminary certified values upon which the budget was developed. However, certain portions of the certified TAV were under protest or in process, so the ultimate collection value was uncertain. The Board adopted the 2016 M&O tax rate on October 10, 2016, at \$0.129194 per \$100 of valuation, which was the same rate as the prior year rate.

The projected tax revenue for operations, based on the certified TAV of \$50.6 billion, was estimated to bring in an additional \$2.28 million in revenue in fiscal year 2017. As of January 2017, the current year tax collections are approximately \$1.6 million higher than the prior year with less than 50% of the collections received. There does not appear to be any evidence that the tax collections are lower than the estimate developed at the time the tax rate was adopted and an increase of \$1,550,000 appears reasonable.

Tuition and Fee Revenue

Preliminary estimates used during budget adoption anticipated an approximate 1.8% increase in headcount and semester credit hours for the 2016-2017 academic year. The combination of increases added approximately \$1.9 million to the projected revenue budget.

The Fall 2016 semester registration resulted in a 2.4% increase in headcount and an increase in funded contact hours of 2.7%. The Spring 2017 semester registration counts as of February 17, 2017 report unduplicated headcount with a increase of 2.5% and a contact hour increase of 2.6%, compared to Spring 2016. However, the majority of the increase is due to dual credit enrollment which requires a corresponding increase in waived exemptions due to the

Action Item "X"
Regular Board Meeting March 6, 2017
Consideration of Approval of a Budget Amendment For
Property Tax Revenue, Tuition and Fee Revenue, and
Part-time Faculty and Staff Expenditure

currently approved dual credit waiver of 75% of tuition and fees. Based on a review of actual tuition and fees compared to the projected actual budget a net decrease of \$450,000 is recommended. The decrease is primarily due to the actual out of district tuition being lower than budget and an increase of dual enrollment growth which resulted in an increase in waived dual credit exemptions.

Part-Time Faculty and Staff Hourly Rate Expenditures

At the December 12, 2016 Board Meeting, the Board of Trustees approved an adjustment to the salary rate table for part-time faculty and staff hourly rates, effective January 1, 2017. The part-time lecture and lab rates were increased to \$42 per hour, formula pay for both lecture and lab rates were anchored at \$62.70 per hour, and a part-time non-instructional rate for faculty was created at \$30 per hour. An increase to select part-time staff rates from a minimum of 25 cents per hour to a maximum of \$5 per hour was also approved.

Estimated labor expenses on an annual basis, including salary and benefits, will increase by approximately \$1.7 million for part-time faculty rates, full-time faculty overload rates, and formula pay for regular full-time faculty. Estimated labor expenses on an annual basis, including salary and benefits, will be increased by approximately \$0.2 million for part-time staff rates. The estimated budget impact for fiscal year 17 is estimated at \$1.1 million

IMPACT OF THIS ACTION

Approval of this 2016-2017 budget amendment by the Board of Trustees will allow the College's budget to reflect the anticipated increase in property tax revenue of \$1,550,000 and a decrease in budgeted tuition and fee revenue of \$450,000. The cumulative effect is a net increase in revenue of \$1,100,000.

An increase of \$1,100,000 to the unrestricted expenditure budget will be pooled and transferred to departments impacted by the salary rate changes.

BUDGET INFORMATION

The 2016-2017 unrestricted budget of the College will be increased by \$1,100,000. This additional revenue will be used to fund adjustments to the 2016-2017 salary rate table for part-time faculty and staff hourly.

MONITORING AND REPORTING TIMELINE

Property tax revenue and tuition and fee revenue will be monitored by College staff and expense budget are reviewed regularly by budget managers. The revenues and expenses are subject to audit by the independent external auditors for the College.

Action Item "X"
Regular Board Meeting March 6, 2017
Consideration of Approval of a Budget Amendment For
Property Tax Revenue, Tuition and Fee Revenue, and
Part-time Faculty and Staff Expenditure

ATTACHMENTS

Attachment 1 - Property Tax & Tuition Revenue and Salary Rate Increase Expenditures

RESOURCE PERSONNEL

Chet Lewis

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SAN JACINTO COLLEGE DISTRICT
Property Tax & Tuition Revenue and Salary Rate Increase Expenditures
March 6, 2017

	<u>Fund</u>	<u>Org.</u>	<u>Account</u>	<u>Prog.</u>	<u>Amount Debit (Credit)</u>	
Revenue						
<u>Property Tax Revenue</u>						
Local Taxes - M & O - Current	106500	00000	512100	110000	<u>(1,550,000)</u>	\$ (1,550,000)
<u>Tuition and Fee Revenue</u>						
Tuition (Credit)	106500	00000	513100	110000	<u>450,000</u>	<u>450,000</u>
Total Revenue						\$ (1,100,000)
Expenditures						
<u>Part-Time Faculty and Staff Hourly Rate Expenditures</u>						
To Be Allocated	106500	66345	620100	121270	<u>1,100,000</u>	1,100,000
Total Expenditures						\$ 1,100,000
Net Increase (Decrease)						<u><u>\$ -</u></u>

Action Item “XI”
Regular Board Meeting March 6, 2017
Consideration of Policy II.A.2000, Policy and Procedure
Development, Review, and Revision – First Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the new Policy II.A.2000, Policy and Procedure Development, Review, and Revision. **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

As part of the College’s focus on continuous improvement, the Strategic Leadership Team (SLT) looked for gaps in the current policy and procedure process and for areas to improve transparency, input, timeliness of review, and user friendliness. The SLT reviewed the current policy and procedure process and determined that revisions and clarifications were necessary. It was determined that there is a need for a policy and procedure for policy and procedure development, the numbering system needs changed, and a timeline for continuous review of policies and procedures is needed. The changes to the process will be reflected in the Board of Trustees Bylaws when the Bylaws are revised and approved by the Board of Trustees at a future date.

Currently, the *Board Policy Manual* is the official repository of College policies that govern the operations of San Jacinto College. The name of the repository will be changed to the *San Jacinto Community College District Policy Manual* to reflect the College’s legal name.

Board policy establishes a general statement of rule that provides direction to the College community regarding conduct of College affairs. The Board reviews and approves changes to College policy prior to implementation. The policy and procedures clarify that the Board of Trustees delegates authority to and requires the Chancellor through his/her designees to manage procedures that implement College policies. The policy approval process continues with gathering input from the College community and with the requirements of two readings by the Board of Trustees.

IMPACT OF THIS ACTION

The purpose of this policy is to define the process of policy and procedure development, review, revision, and rescission at San Jacinto College. Implementation of the process revisions will provide and clarify steps by providing a method by which employees or students may request changes to College policies. The intent is that the changes in process will improve transparency, encourage input, create a consistent and timely review cycle, and enhance user friendliness.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Internal personnel resources and appropriate legal review will be required. Such resources are part of departmental budgets.

**Action Item “XI”
Regular Board Meeting March 6, 2017
Consideration of Policy II.A.2000, Policy and Procedure
Development, Review, and Revision – First Reading**

MONITORING AND REPORTING TIMELINE

The policy and procedures will be circulated to the College community for comments and concerns according to the current policy workflow process. The policy, including potential modifications that arise from the College community review process, will be presented to the Board of Trustees through the second reading of the policy which is anticipated on April 10, 2017. Procedures will not be approved by the Board of Trustees but are provided as information.

ATTACHMENTS

Attachment 1 – Proposed Policy II.A.2000, Policy and Procedure Development, Review, and Revision

Attachment 2 – Proposed Procedure on Policy and Procedure Development, Review, and Revision (Information only)

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

Brenda Hellyer

Policy II.A.2000, Policy and Procedure Development, Review, and Revision

Purpose

This policy describes the process of policy and procedure development, review, revision, and rescission at San Jacinto College.

Policy

The *San Jacinto Community College District Policy Manual* is the official repository of College policies that govern the operations of San Jacinto College. Board policy establishes a general statement of rule that provides direction to the College community regarding conduct of College affairs. The Board reviews and approves changes to College policy prior to implementation. The policy approval requires a first reading for informational purposes and a second reading for the Board to take action on the policy recommendation. The only exceptions would be for policy changes related to grammar, punctuation, and College position title changes.

The Board of Trustees delegates authority to and requires the Chancellor through his/her designees to manage procedures that implement College policies. The Board of Trustees approves all policies but does not approve procedures. Procedures require the approval of the Strategic Leadership Team (SLT).

The College procedures for managing policy shall provide a method by which employees or students may request changes to College policies and shall provide an opportunity to comment on prospective changes prior to final approval by the Board of Trustees.

All policies and related procedures shall be maintained and published in the *San Jacinto Community College District Policy Manual* on the College website.

Each policy will include the following elements: policy number, policy title, purpose, primary and secondary owners, policy statement, definitions, date of Board approval, effective date, and other information included in the approved template appropriate to the policy.

Each procedure will include the following elements: procedure number, procedure title, reference to the related Board approved policy, procedure statement, definitions, date of SLT approval, effective date, and other information included in the template appropriate to the procedure.

The *San Jacinto Community College District Policy Manual* expressly excludes College practices. College practices are the operational steps conducted within specific functional areas of the College to operate the College in a manner that adheres to policy and procedure. Practices are not approved by the Board.

No elements contained within the policies of the *San Jacinto Community College District Policy Manual* establish an expressed or implied employment contract or an offer to contract with any individual or external entity. Wording contained within the *San Jacinto Community College District Policy Manual* neither changes the employment-at-will status of any employee nor creates any additional rights, remedies, or expectations of continued employment.

Definitions

Policy: a statement by the Board requiring and/or authorizing action used to guide and determine present and future decisions.

Procedure: a statement that provides specific actions that must be taken to implement and to conform to a policy. Procedures are developed and recommended by designated College employees and approved by the Strategic Leadership Team (SLT) to implement and to comply with policy.

Practice: an operational process conducted within a specific functional area of the College; practice may be defined in operational manuals, forms, methods, process documents, or in some cases, through oral communication.

Authority

The Board of Trustees is authorized by the State of Texas to govern San Jacinto College through the Texas State Constitution and Texas Education Code Chapter 130. College policy functions within the context of and is subject to compliance with laws, statutes, and regulations executed at federal, state, and local levels. The Board delegates authority to the Chancellor to develop policies for the Board's consideration at its request or on the Chancellor's initiative and delegates to the Chancellor the authority to develop, adopt, and implement procedures. To the extent that any policy is inconsistent with state or federal law, the state or federal law shall control.

Applicability

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

Sanctions

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy.

Exclusions

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

Interpretation

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

Associated Procedures

II.A.2000.a, Procedure for Policy and Procedure Development, Review, and Revision

Attachment 1

Date of Board Approval	<i>Anticipated</i> April 10, 2017
Effective Date	<i>Anticipated</i> April 11, 2017
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor

Procedure II.A.2000.a, Procedure for Policy and Procedure Development, Review, and Revision

Associated Policy

II.A.2000, Policy and Procedure Development, Review, and Revision

Procedure

1. The Board of Trustees may charge the Chancellor with developing, revising, or rescinding a policy; a Board-initiated policy request is referred to the Strategic Leadership Team (SLT).
2. A College employee or student identifies the need for a policy to be developed, revised, or rescinded and submits this need as a policy request to the SLT for consideration.
 - a. Primary Owners or Secondary Owners of a policy may submit a policy request to be considered by the SLT.
 - b. An employee may make a policy request (a) to her/his leader who forwards the proposal through leadership to the respective SLT member or (b) to his/her Employee Organization.
 - c. Employee Organizations may submit a policy request to the Chancellor after the request has been recommended by the membership, as documented by a vote of membership recorded in meeting minutes.
 - d. Students may submit a policy request to their Student Government Association.
 - e. The College-wide Student Government Association (SGA) may submit a policy request to the Chancellor after the request has been recommended by the membership from two of the three campus SGAs, as documented by a vote of membership recorded in meeting minutes.
 - f. The policy request should be submitted via standard College communications, including email. The request should include the policy number, policy name, and the reason for the request of policy development, review, or revision.
3. The SLT considers and may accept, table, or reject a policy request.
 - a. An accepted policy request will be forwarded to a policy team to draft. All Board-initiated policy requests are accepted by the SLT.
 - b. A tabled policy request may be considered at a future date.
 - c. A rejected policy request will not be pursued further.
 - d. The SLT decision regarding a policy request will be communicated to the party submitting the request within a reasonable period of time.
4. The policy team will develop a policy draft and return the draft through the primary or secondary owners to the SLT for consideration. Each new policy, policy revision, or rescinded policy proposal will be drafted in a reasonable period of time and will be reviewed by College legal counsel as needed.

5. The SLT reviews the policy draft submitted by the policy team and recommends, returns, tables, or rejects the proposal.
 - a. For a recommended policy draft, the Chancellor submits the recommendation to the Board for consideration and makes it available for comment to College employees.
 - i. Standard College communications, including email, will be used.
 - ii. Employees may email comments or suggested revisions for consideration in the final policy and procedure development.
 - iii. The Chancellor communicates employee comments or suggested revisions to the Board when the recommended policy is considered by the Board.
 - b. A returned policy draft is returned to the policy team for revision with comments. The SLT may suggest revisions as needed.
 - c. A tabled policy draft may be considered at a future date.
 - d. A rejected policy draft will not be pursued further.
 - e. The Primary or Secondary Owner of the policy will communicate the SLT decision regarding a draft to the policy team within a reasonable period of time.
6. The Board considers policy recommendations and may approve, table, or reject.
 - a. Each policy recommendation will be read by the Board during at least two regularly scheduled meetings. The first meeting will include an initial reading of the policy recommendation for informational and discussion purposes. The second meeting will include a final reading and Board decision on the policy recommendation.
7. After Board approval, the Chancellor publishes all Board-approved policies.
 - a. Standard College communications, including email, will be used.
 - b. All Board policies are published and maintained in the *San Jacinto Community College District Policy Manual* on the College website.
8. The process for the development, review, and revisions of procedures is the same as the process for policies (items 1 – 7) with the exception that the requirement for Board approval will not occur. Rather approval of procedures will occur through the SLT. Procedures may be submitted to the Board as informational items but do not require approval by the Board.

Definitions

Employee Organization: a College defined and recognized organization representing a group of employees that may include: (a) faculty organization, (b) administrative organization, and (c) staff organization.

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

Policy draft: a draft of a new or revised policy or justification for rescinding a policy that addresses elements of a policy request.

Policy recommendation: a recommendation to the Board of Trustees of a new or revised policy or justification for rescinding a policy that addresses elements of a policy request.

Policy request: a proposed change to policy submitted by a member of the College community.

Policy team: subject matter expert(s) or a team of employees charged by the SLT to develop a policy draft.

Primary Owner: the Strategic Leadership Team member to which the Board via the Chancellor has delegated primary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy.

Secondary Owner: the position to which the Board via the Chancellor has delegated secondary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy. The *Secondary Owner* may be a direct report of the *Primary Owner*.

Strategic Leadership Team: the Chancellor’s leadership team that acts as the central body for making recommendations to the Board regarding the development, revision, update, or rescission of a College policy or who approves a College procedure.

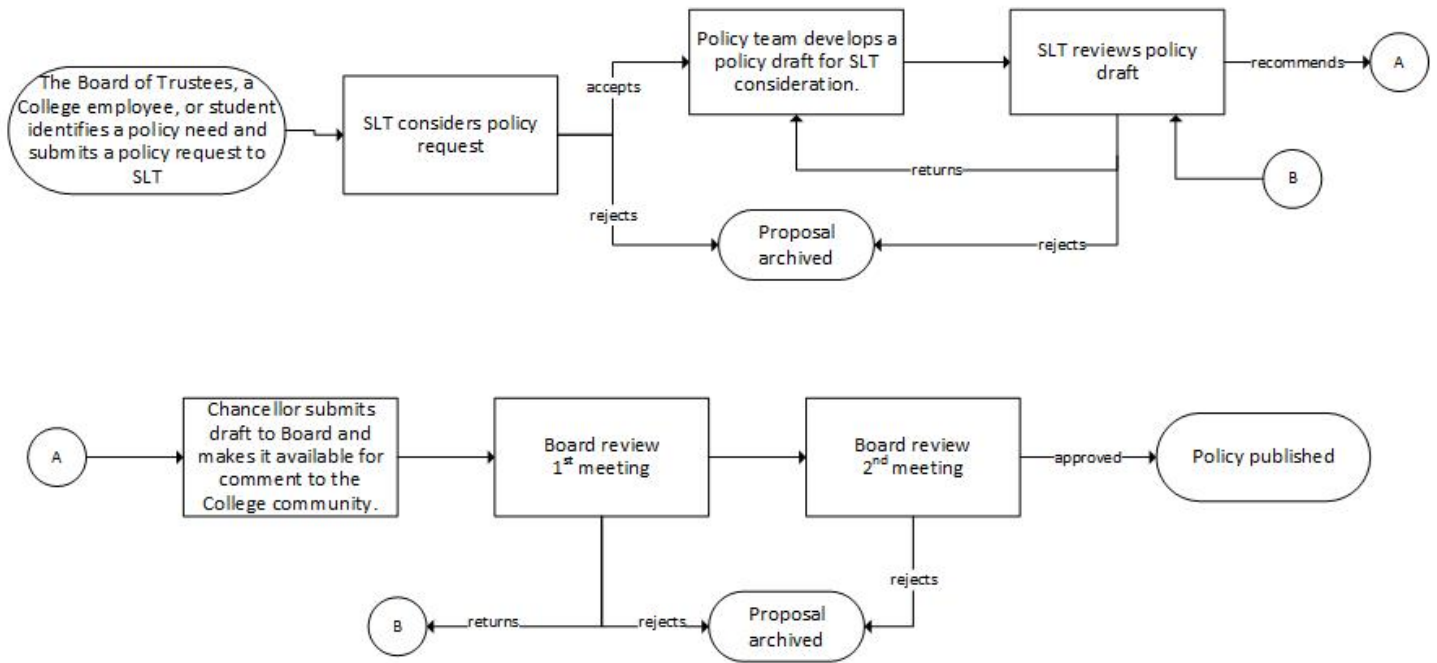
Student Government Association: a formally recognized student government organization from one of the College campuses, e.g., Central Campus Student Government Association.

Student: a currently enrolled student of the College as defined by instruction policy and procedure.

Date of Current Revision	<i>Anticipated</i> April 10, 2017
Effective Date	<i>Anticipated</i> April 11, 2017
Associated Policy	II.A.2000, Policy and Procedure Development, Review, and Revision
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor

Attachment 2

San Jacinto Community College District
 Policy and Procedure Development, Review, and Revision Process



Note: The process for the development, review, and revisions of procedures is the same as the process for policies shown above with the exception that the requirement of Board approval will not occur. Rather approval of procedures will occur through the SLT. Procedures may be submitted to the Board as informational items but do not require approval by the Board.

Template for San Jacinto College Policies:

Font: Times New Roman

Font Size: 12 pt.

Font Color: Black

Policy <POLICY NUMBER>, <POLICY TITLE>

Policy Number is provided by the Chancellor’s Office at the inception of the policy.

Policy Title is the formal name of the policy used throughout the *San Jacinto Community College District Policy Manual*. The policy title is provided by the SLT at the inception of the policy.

Purpose

Purpose is a brief statement describing what the policy intends and serves to accomplish.

Policy

Policy is the body of the policy.

Definitions

Definitions provide an explanation of word meanings and terms of art to clarify their specific use and intent within the context of the policy. Definitions must be consistent across all policies; a definition included in a policy should reflect previously approved definitions. The glossary of definitions is available in the *San Jacinto Community College District Policy Manual*.

Authority, Applicability, Sanctions, Exclusions, Interpretation

Default language to be included in each policy should include the statement:

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

If the policy requires different authority, applicability, sanctions, exclusions, or interpretation, any may be written as a separate section within the policy.

- *Authority* explains the authority by which the policy is implemented.
- *Applicability* specifies to whom the policy applies, e.g., Board members, administrators, faculty, staff, students, or visitors.
- *Sanctions* describe the range of possible consequences for individuals who violate the policy; sanctions unique to a specific policy should be noted as being “in addition to the sanctions defined in II.A.2000 Policy and Procedures Development, Review, and Revision.”
- *Exclusions* describe any circumstances under which conformity to the policy may be excused.
- *Interpretation* describes the authority to interpret the policy

Procedures

Procedures provide a list of links to procedures related to the policy. Procedures provide specific actions to be taken to implement and to conform to a policy.

Date of Board Approval	The month, day, and year that the latest version of the policy was approved by the Board of Trustees.
Effective Date	The month, day, and year that the latest version of the policy is effective. The effective date is the date following Board approval unless specified otherwise.
Primary Owner	The position to which the Board via the Chancellor has delegated primary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy.
Secondary Owner	The position to which the Board via the Chancellor has delegated secondary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the policy.

Template for San Jacinto College Procedures:

Font: Times New Roman

Font Size: 12 pt.

Font Color: Black

Procedure <PROCEDURE NUMBER>, <PROCEDURE TITLE>

Procedure Number is provided by the Chancellor’s Office at the inception of the procedure. *Procedure Title* is the formal name of the procedure used throughout the *San Jacinto Community College District Policy Manual*. The procedure title is provided by the SLT at the inception of the procedure.

Associated Policy

Associated Policy links to the policy with which the procedure is associated.

Procedures

Procedures defines a discrete set of steps and processes the College engages to implement an aspect of the related policy.

Definitions

Definitions provides a list of words or terms of art with definitions in order to clarify their specific use and intent within the context of the procedure.

Date of SLT Approval	The month, day, and year that the latest version of the procedures was approved by the Board of Trustees.
Effective Date	The month, day, and year that the latest version of the procedures is effective. The effective date is the date following SLT approval unless specified otherwise.
Associated Policy	<i>Associated Policy</i> links to the policy with which the procedure is associated.
Primary Owner of Policy Associated with the Procedure	The position to which the Board via the Chancellor has delegated primary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the procedure.
Secondary Owner of Policy Associated with the Procedure	The position to which the Board via the Chancellor has delegated secondary responsibility for implementing, interpreting, and monitoring the accuracy and timeliness of the procedure.

Action Item "XII"
Regular Board Meeting March 6, 2017
Consideration of Approval to Modify Incidental & Lab Fees

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve modifications to the College's incidental and lab fee schedule to be effective for the Fall 2017 semester.

BACKGROUND

On January 31, 2017, the Board of Trustees approved modifications to the College's incidental and lab fee schedule to be effective for students enrolling in Fall 2017. Subsequent to this approval, it was noted that some additional fees in nursing were no longer needed. The associate degree nursing and vocational nursing program will no longer charge for certain testing fees and the students will pay for the test as needed.

All curriculum revisions including incidental and laboratory fees are reviewed and approved by the College's Curriculum Steering Committee, Instruction and Student Services Council, and Provosts.

IMPACT OF THIS ACTION

Adoption of the fee recommendations will delete existing fees. The fees will become effective in the Fall 2017 semester.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The recommended fee changes do not impact the current 2016-2017 budget. Revenue for net impact of fees changes will be included in the 2017-2018 budget. There are no staffing implications to this recommendation.

MONITORING AND REPORTING TIMELINE

Review of incidental and lab fees occurs on an annual basis.

ATTACHMENTS

Attachment 1– Revised or Deactivated Incidental and Lab Fees on Active Courses

RESOURCE PERSONNEL

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Catherine O'Brien	281-998-6318	catherine.obrien@sjcd.edu
Chet Lewis	281-998-6306	chet.lewis@sjcd.edu

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
MARCH 6, 2017**

I.	PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS	
Purchase Request #1 -		
Data Cabling and Upgraded Systems Components (pgs. 2-3)	\$	91,000
Purchase Request #2 -		
Method of Procurement for 2015 Bond Projects (pgs. 4-5)		-
Purchase Request #3 -		
Apprenticeship Training Services (pgs. 6-9)		209,446
Purchase Request #4		
Asphalt and Concrete Paving Services (pg. 10)		225,000
Purchase Request #5		
Lean Six Sigma and Project Management Training Services (pgs. 11-12)		100,000
Purchase Request #6		
Hamilton G5 Ventilators (pg. 13)		77,700
Purchase Request #7 -		
Cloud Based IT Help Desk Solution (pg. 14)		55,500
TOTAL OF PURCHASE REQUESTS		758,646
 GRAND TOTAL:		 \$758,646

Purchase Request #1
Regular Board Meeting March 6, 2017
Consideration of Approval to Purchase Data Cabling and Upgraded Systems
Components at the South Campus Student Center

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the purchase of data cabling equipment, audio visual equipment, and installation services from Network Cabling Services (NCS).

BACKGROUND

The first phase of the South Campus Student Center will include planned technology equipment upgrades for data cabling systems and audio visual equipment. The renovation plans require rerouting of existing data infrastructure into a temporary location. This is required to assure existing network connections in the building remain operational. Also, included in the scope of the renovation are audio visual equipment upgrades and installations for the four (4) new conference rooms and multiple televisions for students in the game room.

Network Cabling Services has contracts through The Cooperative Purchasing Network (TCPN) enabling them to offer AV and cabling supplies and services, Contract Numbers TCPN R5168 and TCPN R5168. Use of these cooperative contracts comply 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.

IMPACT OF THIS ACTION

NCS offers products, components, and services that are used to install and maintain the approved technology standards. The products and services specified for the South Student Center are documented by the program of the phase 1 remodel.

These services and products are required to provide data and audio visual needs required by the College employees occupying the renovated space.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total cost for the specified data cabling is \$49,340. The total amount for audio visual equipment is \$34,500. Including contingency, the total estimated expenditure is \$91,000. This expenditure will be funded the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Once released to begin work, this project will require approximately one hundred twenty (120) calendar days to complete. Work will be monitored by College ITS and Facilities Services personnel. Program management will be conducted by AECOM.

ATTACHMENTS

None

Purchase Request #1
Regular Board Meeting March 6, 2017
Consideration of Approval to Purchase Data Cabling and Upgraded Systems
Components at the South Campus Student Center

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Rob Stanicic	281-669-4023	rob.stanicic@sjcd.edu
Jeff Tambrella	281-998-6306	jeff.tambrella@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the method of procurement for two 2015 Bond projects: South Campus Infrastructure and Utilities Restoration and College-wide Data Closet Renovations Phase 1.

BACKGROUND

South Campus Infrastructure and Utilities Restorations project includes electrical, sanitary sewer, chilled water, and heated water replacements for the central section of the South Campus. These systems have experienced many failures over the last five years. These failures are a result the age of the infrastructure and would be attributed to end of life failures. Also, the rate of failures has been increased due to draught conditions experienced over recent years. The proposed replacement will consist of new piping installed in a canopy system, similar to the overhead installation at the Central Campus.

The Construction Manager-at-Risk (CMR) delivery method is recommended for this project and has been an effective procurement methodology that accommodates flexibility in scope development while maintaining control of risk and assures delivery of good value. The South Campus Infrastructure and utilities replacement will require pre-construction planning, interconnection coordination, and coordination between multiple specialty contractors in order to minimize potential impact to operations at the campus.

College-wide Data Closet Renovations Phase 1 includes installation of a new backup electrical generators and air conditioning systems into the three campuses' Head End rooms that are located in the ILC buildings (C-1.136, N-2.114a, S-12.120). These three critical spaces are expected to maintain operations continuously and are essential for all network operations, building automation systems, and communications systems to the campuses. The Competitive Sealed Proposal (CSP) delivery method is recommended for this project and has been an effective procurement methodology for projects of this size and complexity.

IMPACT OF THIS ACTION

The CMR methodology provides for early involvement of the general contractor with the project designer and owner to provide a smooth transition and identification of potential points of risk prior to entering the construction phase. Additionally, the CMR method allows for the correction of potential mistakes and can help avoid some expenses with early discovery and resolution in accordance with the Texas Government Code, Section 2269.201.

The CSP method includes detailed specifications and project plans developed by a qualified architect or engineer to be selected from the pool of approved firms. 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.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Purchase Request #2
Regular Board Meeting March 6, 2017
Consideration of Approval of Method of Procurement for 2015 Bond Projects

These projects will be funded by 2015 Bond Program funds. The current total project budgets for these projects are as follows:

South Campus Infrastructure and Utilities Restorations – \$17,266,000

College-wide Data Closet Renovations Phase 1 – \$325,000

MONITORING AND REPORTING TIMELINE

South Campus Infrastructure and Utilities replacement is expected to be completed in twenty-four (24) months following approval to proceed and College-wide Data Closet Renovations Phase 1 is expected to be completed in six (6) months following approval to proceed.

Work will be managed by the College Facilities Services personnel. Program management will be conducted by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve a contact with the Texas Carpenters and Millwrights Training Trust Fund (TCMTTF) as per the agreement signed with the Texas Workforce Commission (TWC) for Chapter 133 funds.

BACKGROUND

San Jacinto College has begun working with organizations that offer apprenticeships. Some of these organizations, such as the Texas Carpenters and Millwrights Training Trust Fund, are registered with the Department of Labor (DOL). San Jacinto College is also registered as an Apprenticeship Community Colleges (RACC). As registered apprenticeship organizations, these companies have the opportunity to partner with a RACC and receive Chapter 133 funding for equipment and a portion of the instructor salaries. The RACC serves as the fiscal agent and oversees the companies to ensure they comply with DOL Apprenticeship Guidelines. The RACC also is responsible for sending the records to TWC. The RACC receives funding to cover these administrative costs. San Jacinto College was asked by TCMTTF and approved by TWC to be their partner.

IMPACT OF THIS ACTION

By approving this request, the Board of Trustees allows the College to fulfill its responsibility as outlined in the Agreement with TWC. The College is responsible for paying the Texas Carpenters and Millwrights Training Trust Fund the amount allocated for each apprentice as outlined in the agreement. It will also show that San Jacinto College is a good partner with whom other registered apprenticeship companies will want to partner.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total amount that may be paid to the Texas Carpenters and Millwrights Training Trust Fund (a.k.a. Houston Carpenters and Millwrights as per contract) will be \$209,446.

MONITORING AND REPORTING TIMELINE

Grant budgets are monitored on a monthly basis.

ATTACHMENTS

Attachments – Agreement Appendices A-1, A-3, B-1

RESOURCE PERSONNEL

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Allatia Harris	281-459-7140	allatia.harris@sjcd.edu
Chet Lewis	281-998-6306	chet.lewis@sjcd.edu

SAN JACINTO COLLEGE

APPRENTICESHIP TRAINING PROGRAM

CONTACT HOUR RATE FOR CONTINUATION PROGRAMS

Row Number	Name of Program	DOL Program Registration Number	Occupation	Est. or Actual	Approved Class Hours	Number of Apprentices	Contact Hours
1	Houston Carpenters and Millwrights		Millwrights	Estimated	200	66	13,200
2	Houston Carpenters and Millwrights		Millwrights	Estimated	200	300	60,000
3	Houston Carpenters and Millwrights		Carpenter	Estimated	160	75	12,000
4							
5							
6							
7							
8							
9							
10							
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22							
23							
24							
25							
		Total Number of Apprentices			Total Contact Hours	Contact Hour Rate	Total Budget
		441			85,200	3.29	280,308

70% of Total Budget	196,216
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SAN JACINTO COLLEGE

APPRENTICESHIP TRAINING PROGRAM

CONTACT HOUR RATE FOR JOURNEYWORKER PROGRAMS

Row Number	Name of Program	DOL Program Registration Number	Occupation	Est. or Actual	Approved Class Hours	Number of Journeyworkers	Contact Hours
1	Houston Carpenters and Millwrights		Steam Trip Speep Trip	Estimated	20	25	500
2	Houston Carpenters and Millwrights		Pumps and Seals	Estimated	20	100	2,000
3	Houston Carpenters and Millwrights		Centrifugal Compressor	Estimated	20	100	2,000
4	Houston Carpenters and Millwrights		Reciprocating Compressor	Estimated	20	200	4,000
5	Houston Carpenters and Millwrights		Optics and Alignment	Estimated	20	200	4,000
6	Houston Carpenters and Millwrights		Infection Control Assess (ICRA)	Estimated	24	50	1,200
7	Houston Carpenters and Millwrights		Trade Show Install/Dismantling	Estimated	62	15	930
8	Houston Carpenters and Millwrights		Scaffold	Estimated	40	20	800
9	Houston Carpenters and Millwrights		Trade Show Rigging	Estimated	24	15	360
10	Houston Carpenters and Millwrights		Metal Sud Framing	Estimated	24	10	240
11							
12							
13							
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16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
		Total Number of Journeyworkers			Total Contact Hours	Contact Hour Rate	Total Budget
		735			16,030	3.29	\$52,739

70% of Total Budget	\$36,917
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SAN JACINTO COLLEGE
APPRENTICESHIP TRAINING PROGRAM
BUDGET SUMMARY FORM

Cost Categories	Administrative Costs (Cannot exceed 15% of Total Funds)	Program Costs	Total Funds (Administrative and Program Costs)
Personnel Salary/Wage			\$0.00
Fringe Benefits			\$0.00
Travel			\$0.00
Equipment			\$0.00
Supplies			\$0.00
Contractual	\$35,660.00	\$209,446.00	\$245,106.00
Other			\$0.00
Administrative Costs			\$0.00
Total Funds	\$35,660.00	\$209,446.00	\$245,106.00
For Agency Use Only			
Direct cost category budget{s} associated with the above costs:			
100 Administration (Direct Recipient Only)		\$35,660.00	
709 Subrecipient Operating Costs (Non-One-Stop Operator)			
611 Direct Program – Education and Training		\$209,446.00	
612 Direct Program – Core/Intensive Services			
651 Support Services – Transportation			
675 Support Services – Work-Related Incentives			
819 Support Services – Other			

Identify the relevant direct cost categories as referenced in applicable WD Letters and subsequent issuances and the associated budget for each applicable direct cost category. Insert additional rows, as needed, if a cost category other than those listed above applies.

End of Worksheet

Consideration of Approval to Renew the Contract for Asphalt and Concrete Paving Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve a renewal of the contract for asphalt and concrete installation and repair services with Enterprise Commercial Paving Services for the College.

BACKGROUND

A request for proposal, Project Number 15-06, was issued in January 2015 to procure asphalt and concrete installation and repair services for the College. The Board approved the original contract with Enterprise Commercial Paving Services in March 2015. During the past two years, the College has been satisfied with the performance of Enterprise Commercial Paving on the various projects on which they have performed.

IMPACT OF THIS ACTION

Approval of this renewal will provide the College with a vendor who will continue to serve as a reliable source for asphalt and concrete paving services. These services are necessary to perform repairs and upgrades on the College's many sidewalks and parking lots, to accomplish the maintenance of hazard-free walkways and parking surfaces for students, visitors and staff. The Facilities Services department has the ability to perform minor repairs, but the services of a qualified contractor are essential for larger projects.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$225,000. This expenditure is funded by the Facilities Services department's 2016-2017 operating budget and subsequent annual budgets as approved.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of three one-year renewal options available in the contract. The new term will be April 2, 2017 through April 1, 2018.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6327	genevieve.scholes@sjcd.edu

Purchase Request #5
Regular Board Meeting March 6, 2017
Consideration of Approval to Renew the Contract for Lean Six Sigma and
Project Management Training Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve a renewal of the contract for lean six sigma and project management training services with TKL Management Group for the Continuing Professional Development department (CPD).

BACKGROUND

A request for proposals, Project Number 16-18, was issued in December 18, 2015 to provide lean six sigma and project management training classes for CPD. The Board approved the original contract with TKL Management Group on March 7, 2016.

Customer and market demand demonstrated the need for the College to provide high quality classes on the topics of Six Sigma, Green Belt/Black Belt, Lean, and others, that relate to the Project Management Professional (PMP) certification granted from the Project Management Institute (PMI). The reputation of the classes offered and related industry certifications continue to attract both companies and individuals. The courses offer the opportunity to increase skill levels for unemployed, underemployed, and incumbent workers. Pass rates for these classes and subsequent certification exams continue to top 95%.

IMPACT OF THIS ACTION

During the past five-years, Six Sigma and PMP classes have been the most popular and profitable classes offered by CPD's Business and Professions program. Based on customer feedback and interest shown by Houston Airport Systems, NASA, Brock, and Harris County Public Health and Environmental Services, it is anticipated that enrollment will increase for both programs. These classes are also offered as part of the Department of Labor Ready to Work Grant.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$100,000. This expenditure will be funded by the CPD Business & Professions department operating budget for fiscal year 2016-2017, grant funding, and subsequent year budgets, subject to approval by the Board.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of three one-year renewal options available. The new contract term will be March 8, 2017 through March 7, 2018.

ATTACHMENTS

None

Purchase Request #5
Regular Board Meeting March 6, 2017
Consideration of Approval to Renew the Contract for Lean Six Sigma and
Project Management Training Services

RESOURCE PERSONNEL

Craig Zimmerman	281-478-3684	craig.zimmerman@sjcd.edu
John Suarez	281-542-2061	john.suarez@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the purchase of Hamilton G5 Ventilators from Hamilton Medical, Inc. for the Respiratory Care department.

BACKGROUND

The Hamilton G5 ventilators are industry standard ventilators that are used by many of the College's hospital affiliates and area employers. This ventilator has modes of ventilation that are not available on any other ventilator. The College does not have a ventilator in the department on which students can train. Faculty has previously rented a ventilator for students to practice and gain useable knowledge prior to beginning their clinical rotation. However, the program has been unable to rent the Hamilton G5 ventilator. The purchase of a ventilator will allow the program to offer more enhanced training opportunities and also better prepare students for the workforce upon graduating.

Hamilton Medical, Inc. is a sole source provider of the G5 Ventilator and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1477 has been assigned.

IMPACT OF THIS ACTION

Currently, students do not have access to hands-on ventilator equipment training prior to beginning their clinical rotation. This purchase will allow students the opportunity to practice on the same model ventilator they will encounter in hospitals. The students will be able to practice connecting the ventilator to artificial lungs and learn how the changes they make would influence patient outcomes. This knowledge will give the students in the program a competitive edge when seeking employment in the work force.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request is \$77,700. This expenditure is funded by the Respiratory Care department's 2016-2017 operating budget and Perkins grant funds.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Michael Kane	281-476-1858	michael.kane@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the renewal of a cloud based IT help desk software solution provided by Giva, Inc. for the Information Technology Systems (ITS) department.

BACKGROUND

Giva is a cloud based modular IT service/help desk software solution. The software is vendor supported and is currently being used to enter, track, and resolve daily service requests for College employees and students. The reporting feature provides data metrics to help support ITS's continuous improvement efforts, which are also used in program review and the SACSCOC review process. The Giva technical support team assists with the deployment of all modules in the software package and assists with implementing enhancement requests submitted by ITS. The software modules include: problem management, incident management, change management, asset management, and knowledge management.

Giva is a sole source provider of this solution and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1455 has been assigned.

IMPACT OF THIS ACTION

Giva software allows the College to have the ability to record and track service requests to ensure faculty, students, and staff are able to achieve their goals, by resolving service requests in a timely manner. It also allows the College to use industry standard best practices.

ITS department anticipates having the ability, in the future, to include other departments who may have a need to track service requests, including Blackboard LMS support and Human Resources. This will provide consistent reporting for other departments, as well as give insight into continuous improvement opportunities.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$55,500. This expenditure is funded by the ITS department's 2016-2017 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Suzanne DeBlanc	281-998-6323	suzanne.deblanc@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Item "A"
Regular Board Meeting March 6, 2017
Approval of the Minutes for the January 30, 2017
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the January 30, 2017, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
January 30, 2017
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson Absent: Keith Sinor Chancellor: Brenda Hellyer Others: Amanda Fenwick, Allatia Harris, Ginger Lambert, Chet Lewis, Mandi Reiland, Laurel Williamson
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Workshop began at 5:02 p.m.
II.	Roll Call of Board Members Absent:	Board Members: Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson Keith Sinor
III.	Calendar Review	Brenda Hellyer reviewed the calendar with the Board and allowed them time to provide feedback on their availability.
IV.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072, 551.073, and 551.074 of the Texas Open Meetings Act, for the following purposes: Real Estate, For the purpose of considering a negotiated	Adjourned to closed session at 5:12 p.m. Allatia Harris, Chet Lewis, and Mandi Reiland were present for the executive session. a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. b. For the purpose of considering a negotiated contract for a prospective gift or donation. c. Personnel Matters - For the deliberation of the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of specific employees.

	contract for a prospective gift or donation, and Personnel Matters	
V.	Reconvene in Open Meeting	Reconvened in open meeting at 6:10 p.m.
VI.	Campus Carry Task Force Progress Update	<p>Chet Lewis gave an overview of the campus carry task force progress. He explained that the police department did a lot of research on policies and procedures from other colleges. The task force was established on November 18, 2016. Subcommittees were created to focus on the following areas: survey, development and analysis, communication and training, and safety, security, and policy.</p> <p>The task force has completed the following:</p> <ul style="list-style-type: none"> • Analyzed Student Government Association Campus Carry Survey results from May of 2016 • Analyzed Employee Campus Carry Survey results from Spring 2016 • Reviewed and revised Campus Carry Fact Sheet • Reviewed and revised Campus Carry Video • Identified statutory gun exclusion zones at San Jacinto College • Reviewed the latest opinions from the Texas Attorney General regarding campus carry • Established a detailed communication plan • Reviewed the campus carry policies from local universities and compiled a list of policy recommendations for San Jacinto College <p>The next steps are in progress and expected to be completed soon:</p> <ul style="list-style-type: none"> • Analyze the results of the Campus Carry student survey just completed on January 29, 2017 • Complete research regarding university best practices that encompass policies and procedures for employees licensed to carry • Finalize a list of recommended gun exclusion zones for San Jacinto College • Ensure appropriate signage once recommended exclusion zones are approved • Research recommendations of revisions to student handbook/college policy for campus carry violations

		<p>The overall goal is to determine reasonable rules, regulations, or other provisions to recommend to the Strategic Leadership Team and then review in detail with the Board of Trustees in March, 2017. All committee recommendations are based on the tenants of the law and the survey results.</p> <p>Brad Hance asked about the timeline for universities. Brenda Hellyer explained that the universities had to implement their plan by August 2016, so they are already implemented. The police department and the task force have reviewed the plans put in place by several universities.</p> <p>Brad asked if we are utilizing what they have done or making our own. Chet explained that the College will be implementing a combination in our recommendations.</p> <p>Brad asked how the responses on the student survey differed from the employee survey. Chet explained that the questions on the surveys were different and the task force is in the process of reviewing the student survey.</p>
VII.	Cyber Liability Policy Update	<p>Chet explained that the College has entered into a cyber liability policy. The coverage includes: security and privacy liability insurance, network interruption insurance, event management insurance, and cyber extortion insurance. All of the items have a \$25,000 deductible. The total cost was approximately \$36,500. The College has \$3 million coverage. This is being covered through AIG. This was added to our current insurance. A Request For Proposals (RFP) for insurance will go out next year and this type of insurance will be included in that RFP.</p>
VIII.	85th Legislative Session Update	<p>Brenda Hellyer referenced the handout from TACC which explains the Texas Community Colleges Funding Request for 2018-19 Biennium. The components of funding are core operations, performance funding/student success points, and contact hour/instruction. This document shows the original request and the current request for funding. The request is supported not only by TACC but also the Texas Community College Teachers Association and CCATT.</p> <p>Brenda explained that the recommendation House Bill1/Senate Bill 1 are at approximately \$166 a point. TACC’s request was \$185 per point. The Texas Higher Education Coordinating</p>

		<p>Board has requested \$216 per point. The Board discussed motivation behind the success points.</p> <p>Brenda explained that all special items were cut with SB1. There is some impact to community colleges. For San Jacinto College, the concern is funding for Small Business Development Centers which was a special item through University of Houston.</p> <p>Brenda referenced the handout that is specific to San Jacinto College. Statewide, the initial base year contact hours have decreased -0.4%. San Jacinto College has had an increase of 4.3%. This is very important for our College and the related funding allocation.</p> <p>The last handout shows the bills that have been introduced at this point in time. Brenda explained that we are tracking bills that could have an impact on community colleges.</p> <p>Several bills have been filed around select bachelor degrees being offered by community colleges based on workforce need. As previously discussed with the Board, San Jacinto College is pursuing this avenue to meet needs at our area hospitals and industry partners.</p> <p>Marie Flickinger asked for a report on the tax rate changes for the last 20 years if possible. Brenda will make sure we prepare information to assist with discussions.</p>
<p>IX.</p>	<p>May 2017 Board Election Update</p>	<p>Amanda Fenwick and Ginger Lambert were present for this item.</p> <p>Chet Lewis reviewed the calendar of important dates for the May 2017 elections.</p> <ul style="list-style-type: none"> • February 17, 5:00 p.m. – Last day to file for a place on the ballot • February 21, 5:00 p.m. – Deadline for write-in candidates to file • February 21, 5:15 p.m. – Conduct ballot drawing • February 22 – First day an election may be cancelled if applicable • April 24 - Last day to notify election judges of duty to hold election and first day of early voting by personal appearance

		<ul style="list-style-type: none"> • April 26 – Last day to publish or mail notice of election and last day of early voting by personal appearance • May 6 – Election Day 7:00 a.m. – 7:00 p.m. • May 9 – First day to conduct official local canvass • May 17 – Last day to canvass • June 15 – Last day of mandatory office hours <p>Chet explained that San Jacinto College shares a ballot in a joint election with Galena Park Independent School District (ISD), Deer Park ISD, Pasadena ISD, La Porte ISD/City of La Porte, La Porte ISD/City of Morgan’s Point, and La Porte ISD/City of Shore Acres. The ballot and expenses are shared. San Jacinto College will conduct the election in Channelview ISD, Sheldon ISD, Humble ISD, Pearland ISD, and Clear Creek ISD.</p> <p>The early voting locations and election day polling locations are listed in the handout distributed to the Board.</p> <p>Brenda explained that the Board will be voting on the action item to call an election and to allow the Chancellor to enter into agreements with the entities referenced above. She also reviewed the communication plan that marketing is implementing. A draft of the press release is included in the packet for review and will go out after the Board has voted on the item.</p> <p>Brenda explained that the budget is still to be determined, because we are getting quotes on the postings that meet the legal requirements. This may be a significant dollar amount, but the posting is required by law.</p>
<p>X.</p>	<p>Update on Instruction Programs: Change of Name for Associate of Arts Degree in Physical Education to Associate of Arts in Kinesiology & Notification of Closure of Dental Assisting Program</p>	<p>Laurel Williamson was present for this item.</p> <p>Brenda Hellyer explained that the College changed the name of the Associate of Arts Degree in Physical Education to Associate of Arts in Kinesiology.</p> <p>The Board did not have any questions on this item.</p> <p>Brenda notified the Board of the Closure of Dental Assisting Program. This was previously discussed with the Board through personnel matters, but Brenda wanted formal documentation. There was not enrollment to sustain the program. We are currently looking at other non-credit options.</p>

		Brenda wanted to have these notifications to the Board in the official records.
XI.	Houston Chronicle Opportunity News Review	<p>Brenda Hellyer stated that this item is to answer questions that were received from a Board member regarding the Houston Chronicle Opportunity News. Brenda asked the Board to review the memo that is included in the handouts and let her know if there are any additional questions.</p> <p>She gave a brief overview of the history of Opportunity News and costs.</p> <p>Larry Wilson explained that his main question was regarding the purpose and target of this publication. His concern is the stories that are covered need to attract students and expose the audience of the newspaper to our College.</p> <p>Marie Flickinger asked if we have editorial control over the Opportunity News. Brenda explained that the College has control over some content unless it is authored by the Houston Chronicle.</p>
XII.	Communication About Vehicle Donation and Auction	<p>Brenda Hellyer explained the upcoming auction that will sell a donated 1972 Nova kit car (subsequently verified clone car). This vehicle was donated to the San Jacinto College Foundation.</p> <p>She will keep the Board updated on this item.</p>
XIII.	General Discussion of Meeting Items	There were no additional items discussed.
XIV.	Adjournment	Workshop adjourned at 6:50 p.m.

**San Jacinto College District
Board Meeting Minutes**

January 30, 2017

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, January 30, 2017, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.

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

Chancellor: Brenda Hellyer

Others Present:

Todd Allison	Sallie Kay Janes	Debbie Smith
Joshua Banks	Bryan Jones	Danny Snooks
Dean Barnes	Michael Kane	Janice Sullivan
Janna Barton	Ruth Keenan	Ann Tate
Rhonda Bell	Tami Kelly	Steve Trncak
George Borrazas	Ann Kokx-Templet	Michael Unger
Marsha Bowden	Ginger Lambert	Damon Wade
Pam Campbell	David LeMaster	Carolyn Ward
Janet Cowey	Chet Lewis	Van Wigginton
Suzanne DeBlanc	Jesus Medel	Chris Wild
Kimberly DeLauro	Kevin McKisson	Prentice Wilson
Chris Duke	DeRhonda McWaine	Sherry Wise
Danielle Earles	Lamar McWaine	Craig Zimmerman
Kenneth English	Kevin Morris	Joanna Zimmermann
Amanda Fenwick	Wanda Munson	
Rachel Garcia	Catherine O'Brien	
Daisy Gareio	Alexander Okwonna	
Alida Garza	Jeff Parks	
George González	Loli Priddy	
Rebecca Goosen	Karen Purpera	
Jonathan Greene	Rafael Quinones	
Allatia Harris	Bill Raffetto	
Mike Harris	Shelley Rinehart	
Monty Heins	Diana Rosaly-Barrazas	
Clare Iannelli	Debbie Simpson-Smith	

Call the Meeting to order:	Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:03 p.m.
Roll Call of Board Members:	Marie Flickinger Brad Hance John Moon, Jr. Dr. Ruede Wheeler Larry Wilson
Absent:	Keith Sinor
Invocation and Pledges to the Flags:	The invocation was given by Van Wigginton. The pledges to the American flag and the Texas flag were led by Larry Wilson.
Special Announcements, Recognitions, and Presentations:	<ol style="list-style-type: none"> 1. Dr. Allatia Harris introduced a check presentation from East Harris County Manufacturer's Association. Bob Bradshaw, Monty Heins, and Prentice Wilson presented the check. 2. Ruth Keenan presented the Perry Homes Endowed Scholarship. Danielle Earles, Human Resources Specialist, attended on behalf of Perry Homes. 3. Dr. Laurel Williamson recognized the 2016-2017 Excellence Award and Minnie Piper recipients. Present were Ann Tate, Carolyn Ward, Janna Barton, Alida Garza, Kimberly DeLauro, Lamar McWaine, and Rachel Garcia. 4. Dr. Kelly Simons recognized the 2016-2017 Honorarium Award recipients. Present were Todd Allison, Diana Rosaly-Borrazas, Elisabeth Harthcock, DeRhonda McWaine, Loli Priddy, Malcom Sadler, Michael Unger, and Christopher Wild.
Student Success Presentations:	<ol style="list-style-type: none"> 1. George González presented a report on graduation rates and awards.
Communications to the Board:	<ol style="list-style-type: none"> 1. A thank you was sent to the Board from Elena Olivier, for the plant sent in memory of her father. 2. A thank you was sent to the Board from Mary Blair, for the plant sent in memory of her mother. 3. A thank you was sent to the Board from Mandi Reiland, for the plant sent in memory of her uncle.
Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:	<p>The following citizens desiring to be heard before the Board spoke for five minutes each.</p> <ol style="list-style-type: none"> 1. Jesus Cantu Medel 2. Joe Ramirez <p>Dan Mims thanked each of the citizens for their comments.</p>

Informative Reports:	Dan Mims indicated such reports were in the Board documents.
Motion 9759 Consideration of Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants	<p>Motion was made by Marie Flickinger, seconded by John Moon, Jr., for Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.</p> <p>Motion Carried.</p> <p>Yeas: Flickinger, Hance, Moon, Jr., Wheeler, Wilson Nays: None</p>
Motion 9760 Consideration of Articulation Agreement with Grambling State University	<p>Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of Articulation Agreement with Grambling State University.</p> <p>Motion Carried.</p> <p>Yeas: Flickinger, Hance, Moon, Jr., Wheeler, Wilson Nays: None</p>
Motion 9761 Consideration of Approval To Authorize Resolution to Order a General Election And Execution of Such Order To Hold Trustee Election	<p>Motion was made by Brad Hance, seconded by Larry Wilson, for Approval To Authorize Resolution to Order a General Election And Execution of Such Order To Hold Trustee Election.</p> <p>Motion Carried.</p> <p>Yeas: Flickinger, Hance, Mims, Moon, Jr., Wheeler, Wilson Nays: None</p>
Motion 9762 Consideration of Approval to Modify Incidental & Lab Fees	<p>Motion was made by John Moon, Jr., seconded by Brad Hance, for Approval to Modify Incidental & Lab Fees.</p> <p>Motion Carried.</p> <p>Yeas: Flickinger, Hance, Moon, Jr., Wheeler, Wilson Nays: None</p>
Motion 9763 Consideration of Approval of Houston Independent	<p>Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler, for Approval of Houston Independent School District Partnership Agreement for Dual Credit.</p>

**School District
Partnership
Agreement for
Dual Credit**

Motion Carried.

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

**Motion 9764
Consideration of
Approval the
Articulation
Agreement with
Southern New
Hampshire
University –
College of Online
and Continuing
Education**

Motion was made by Dr. Ruede Wheeler, seconded by Brad Hance, for Approval of Approval the Articulation Agreement with Southern New Hampshire University – College of Online and Continuing Education.

Motion Carried.

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

**Motion 9765
Consideration of
Purchasing
Requests**

Motion was made by Marie Flickinger, seconded by Larry Wilson, for approval of the purchasing requests.

CMR 17-06 Construction Manager-at-Risk for North Campus Cosmetology and Culinary Center	\$1,188,750
CMR 17-08 Construction Manager-at-Risk for South Campus Cosmetology Center	976,527
IFB 17-09 Ophthalmic Diagnostic Equipment	79,478
Purchase Request #1 - Change Order to Architecture Contract for Central Campus Center for Petrochemical, Energy, and Technology	157,300
Purchase Request #2 - Architectural Services for South Campus Bruce Student Center Renovation Phase I	78,380
Purchase Request #3 - Ratification of North Campus Baseball Training Facility Substantial Completion	-
Purchase Request #4 Testing and Balancing Services for North Campus Center for Industrial Technology	65,000

Purchase Request #5 Geotechnical and Material Testing Services for Central Campus Center for Petrochemical, Energy, and Technology	85,000
Purchase Request #6 Renew Contract for Plumbing Services	100,000
Purchase Request #7 Renew Contract for Steel Supplies	90,000
Purchase Request #8 - Renew Contract for Commercial Truck Repair Services	<u>50,000</u>
 TOTAL OF PURCHASE REQUESTS	 \$2,870,435

Motion Carried.

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

Nays: None

**Motion 9766
Consent Agenda**

Motion was made by Larry Wilson, seconded by Brad Hance, to approve the consent agenda.

Motion Carried.

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

Nays: None

Adjournment:

Meeting Adjourned at 8:01 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Chet Lewis	281-998-6306	chet.lewis@sjcd.edu
Mini Izaguirre	281-998-6347	mini.izaguirre@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The March 6, 2017 Board Meeting
 Budget Transfers Related to Fiscal Year 2016 - 2017

ELEMENT OF COST	DEBIT	CREDIT
DISTRICT		
INSTRUCTION	-	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	78	
STUDENT SERVICES	3,378	-
INSTITUTIONAL SUPPORT	-	10,694
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
CENTRAL		
INSTRUCTION	55,204	4,000
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	1,123	51,955
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
NORTH		
INSTRUCTION	2,550	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	1,819	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
SOUTH		
INSTRUCTION	20,327	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	18,529
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	700	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	85,178	85,178

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

RECOMMENDATION

Recommend Board approval of the following Affiliation Agreements:

Central Campus

Department

Medical Imaging Program

Affiliation Entity

The Heard Institute

Associate Degree Nursing Program

Harris County Hospital District dba
Harris Health System

Associate Degree Nursing Program

The Harris Center for Mental Health
and IDD

Eye Care Technology Certificate Program

Harris County Hospital District dba
Harris Health System

Associate of Applied Science in Eye Care
Technology Program

Harris County Hospital District dba
Harris Health System

North Campus

Department

Medical Assisting

Affiliation Entity

Family Medicine MMC

Medical Assisting

Eastside Family Clinic

Medical Assisting

Baytown Family Clinic

Medical Assisting

Harris County Public Health

Health Information Management

Altus Baytown Hospital

Health Information Management

Coastal Eye Associates

Mental Health

Teen and Family Services

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

Item "D"
Regular Board Meeting March 6, 2017
Approval of the Affiliation Agreements

CONTACT PERSONNEL

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Item "E"
Regular Board Meeting March 6, 2017
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, April 10, 2017.