

*Board of Trustees
Meeting*

December 3, 2018

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:00 p.m., Monday, December 3, 2018, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Review 2017-2018 Comprehensive Annual Financial Report**
- IV. Discuss Effect of GASB 68 and GASB 75 on Annual Financial Report**
- V. Review Plan for Upcoming Issuance of General Obligation Bonds**
- VI. Discussion of Proposal for Bachelor of Science in Nursing (BSN) Degree**
- VII. Update on 86th Legislative Session**
- VIII. Review of Board Election Calendar**
- IX. Highlight Association of Community College Trustees (ACCT) Leadership Congress**
- X. Report on Transatlantic Operations Program Trip**
- 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, November 30, 2018, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, December 3, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

Recognition of Dr. Eddie Weller for Receiving the Rob Brandolini Award Laurel Williamson

Recognition of San Jacinto College for Receiving Award for Exemplary Work in Mathematics Education Laurel Williamson

Presentation on the Economic Value of San Jacinto College Teri Crawford

V. Student Success Presentations

KPI Dashboard Update – Headcount Fall 2018 Michelle Callaway

VI. Communications to the Board of Trustees

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

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

VIII. Informative Reports to the Board

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

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Policy IV.4001.A, Compensation – Second Reading**
- XI. Consideration of Acceptance of the 2017-2018 Comprehensive Annual Financial Report**
- XII. Consideration of Approval of the Awarding of a Posthumous Degree**
- XIII. Consideration of Approval of Policy #, Debt Management – First Reading (Informational Only)**
- XIV. Consideration of Approval of Policy #, Educational Advancement Incentive for Full-Time Staff and Administrators – First Reading (Informational Only)**
- XV. Consideration of Approval of Policy #, College Mail – First Reading (Informational Only)**
- XVI. Consideration of Approval of Bachelor of Science in Nursing (BSN) Program**

PURCHASING REQUESTS

- XVII. Consideration of Purchasing Requests**

CONSENT AGENDA

XVIII. Consent Agenda

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

- A. Approval of the Minutes for the November 5, 2018 Board Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations, 2018-2019 Part-Time Hourly Rate Schedule, 2018 Educational Advancement Incentive**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

XIX. Items for Discussion/Possible Action

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

XX. Adjournment

Closed Session Authority

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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.

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Current assets:		
Cash and cash equivalents	\$ 78,301,367	\$ 71,416,711
Accounts receivable - taxes	3,606,911	92,617,024
Accounts receivable	16,910,657	15,565,083
Deferred charges	1,053,232	1,144,404
Inventories	359,413	363,167
Total current assets	<u>100,231,580</u>	<u>181,106,389</u>
Noncurrent assets:		
Restricted cash and cash equivalents	121,739,828	165,506,203
Capital assets, net	460,738,858	430,722,563
Total noncurrent assets	<u>582,478,686</u>	<u>596,228,766</u>
Total assets	<u>682,710,266</u>	<u>777,335,155</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	4,631,718	6,924,946
Deferred outflow related to OPEB	2,581,254	-
Deferred outflow related to defeased debt	9,953,586	5,237,400
Total deferred outflows of resources	<u>17,166,558</u>	<u>12,162,346</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	11,102,568	9,428,027
Accrued liabilities	4,021,010	3,936,522
Accrued compensable absences and deferred compensation	2,259,299	2,282,788
Deferred revenues	716,452	89,049,725
Total current liabilities	<u>18,099,329</u>	<u>104,697,062</u>
Noncurrent liabilities:		
Net pension liability	26,598,961	31,890,143
Net OPEB liability	91,125,036	-
Bonds and notes payable	464,661,064	474,108,886
Total noncurrent liabilities	<u>582,385,061</u>	<u>505,999,029</u>
Total liabilities	<u>600,484,390</u>	<u>610,696,091</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,007,220	3,795,258
Deferred inflow related to OPEB	20,148,183	-
Total deferred inflows of resources	<u>26,155,403</u>	<u>3,795,258</u>
<u>Net assets</u>		
Beginning of year	60,632,834	164,328,451
Current year addition	12,604,197	10,677,701
Total net position - PRELIMINARY	<u>\$ 73,237,031</u>	<u>\$ 175,006,152</u>

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

11 Unrestricted Funds

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/17	% of 8/31/17 Actual
REVENUES:					
State Appropriations	\$ 38,785,179	\$ 9,311,414	24.01	\$ 9,312,239	24.00
Local Taxes - Maintenance & Operations	69,786,000	197,000	0.28	(139,020)	-0.21
Credit Tuition	45,830,674	26,252,390	57.28	25,931,232	59.32
Credit Fees	16,710,897	10,074,088	60.28	8,824,868	55.71
Credit Exemptions & Waivers	(5,600,000)	(3,373,028)	60.23	(2,803,453)	50.23
Bad Debt	(1,900,000)	(316,666)	16.67	(300,000)	16.04
Continuing Professional Development	4,438,000	1,511,671	34.06	1,080,117	19.02
Sales & Services	1,778,000	420,200	23.63	340,688	9.06
Investment Income	1,000,000	299,423	29.94	98,917	8.12
Total	<u>170,828,750</u>	<u>44,376,492</u>	<u>25.98</u>	<u>42,345,588</u>	<u>25.27</u>
EXPENDITURES:					
Instruction	68,650,790	12,687,931	18.48	12,643,188	18.45
Public Service	4,747,764	926,743	19.52	626,960	9.77
Academic Support	14,905,739	2,925,676	19.63	3,021,827	23.74
Student Services	15,785,612	2,224,721	14.09	1,917,653	13.74
Institutional Support	45,714,225	6,039,765	13.21	6,215,054	16.33
Physical Plant	17,266,595	2,399,208	13.90	2,197,961	11.33
Total	<u>167,070,725</u>	<u>27,204,044</u>	<u>16.28</u>	<u>26,622,643</u>	<u>16.71</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,758,025	-	-	50,878	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 17,172,448</u>		<u>\$ 15,672,067</u>	

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

Federal Restricted Funds

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/17	% of 8/31/17 Actual
REVENUES:					
Grants	54,586,502	12,436,271	22.78	16,457,784	34.38
Total	<u>54,586,502</u>	<u>12,436,271</u>	<u>22.78</u>	<u>16,457,784</u>	<u>34.37</u>
EXPENDITURES:					
Instruction	408,372	35,151	8.61	46,299	10.91
Public Service	274,788	39,884	14.51	30,937	16.08
Academic Support	5,078,215	494,695	9.74	999,664	22.12
Student Services	16,446	28,885	175.64	54,798	14.67
Institutional Support	981,474	135,510	13.81	131,473	13.89
Scholarships and Fellowships	47,827,207	11,702,146	24.47	15,194,613	36.69
Total	<u>54,586,502</u>	<u>12,436,271</u>	<u>22.78</u>	<u>16,457,784</u>	<u>34.37</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

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

State Restricted Funds

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/17	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,632,000	\$ 1,967,104	18.50	\$ 1,855,857	16.34
Grants	1,886,000	963,537	51.09	1,054,348	32.46
Total	<u>12,518,000</u>	<u>2,930,641</u>	<u>23.41</u>	<u>2,910,205</u>	<u>19.92</u>
EXPENDITURES:					
Instruction	1,012,551	919,201	90.78	719,956	13.20
Public Service	52,411	52,958	101.04	44,623	11.52
Academic Support	169,876	183,108	107.79	160,630	10.14
Student Services	133,841	245,396	183.35	186,649	11.11
Institutional Support	9,071,436	642,252	7.08	825,938	27.18
Scholarships and Fellowships	2,077,885	887,726	42.72	972,409	39.47
Total	<u>12,518,000</u>	<u>2,930,641</u>	<u>23.41</u>	<u>2,910,205</u>	<u>19.92</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 - PRELIMINARY
For the Two Months Ended October 31, 2018

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,305,319	\$ 1,032,698	44.80	\$ 760,697	39.70
Total	<u>2,305,319</u>	<u>1,032,698</u>	<u>44.80</u>	<u>760,697</u>	<u>39.70</u>
EXPENDITURES:					
Instruction	22,156	2,000	9.03	33,982	87.10
Public Service	218,009	28,100	12.89	26,197	15.51
Academic Support	682,946	12,564	1.84	24,253	26.02
Student Services	52,558	4,558	8.67	4,476	13.02
Institutional Support	70,925	23,464	33.08	2,237	8.29
Scholarships and Fellowships	1,744,300	985,682	56.51	690,310	40.61
Total	<u>2,790,894</u>	<u>1,056,368</u>	<u>37.85</u>	<u>781,455</u>	<u>37.89</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(485,575)			(27,592)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (23,670)</u>		<u>\$ 6,834</u>	

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

27 Texas Public Education Grant

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/17	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	2,000,000	1,150,431	57.52	1,127,646	57.59
Total	<u>2,000,000</u>	<u>1,150,431</u>	<u>57.52</u>	<u>1,127,646</u>	<u>57.59</u>
EXPENDITURES:					
Scholarships and Fellowships	2,000,000	529,346	26.47	719,365	41.28
Total	<u>2,000,000</u>	<u>529,346</u>	<u>26.47</u>	<u>719,365</u>	<u>41.28</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 621,085</u>		<u>\$ 408,281</u>	

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

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ -	-	\$ 3,000	42.30
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>42.30</u>
EXPENDITURES:					
Instruction	-	840	-	638	2.19
Student Services	-	468	-	10,049	19.69
Total	<u>-</u>	<u>1,308</u>	<u>-</u>	<u>10,687</u>	<u>13.33</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (1,308)</u>		<u>\$ (7,687)</u>	

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

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Auxiliary Services	3,281,000	975,813	29.74	878,817	30.20
Total	<u>3,281,000</u>	<u>975,813</u>	<u>29.74</u>	<u>878,817</u>	<u>30.20</u>
EXPENDITURES:					
Non-Instructional Labor	451,869	76,823	17.00	95,192	15.37
Benefits	58,178	69,090	118.76	73,987	17.85
Supplies	671,582	83,359	12.41	124,826	22.43
Travel	157,435	9,190	5.84	52,575	11.54
Contracted Services	409,256	42,990	10.50	35,818	12.13
Scholarships and Fellowships	647,480	254,631	39.33	519,705	33.22
Utilities	200	-	-	-	-
Total	<u>2,396,000</u>	<u>536,083</u>	<u>22.37</u>	<u>902,103</u>	<u>23.07</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(23,286)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 885,000</u>	<u>\$ 439,730</u>		<u>\$ -</u>	

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

95 Retirement of Indebtedness

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/17	% of 8/31/17 Actual
REVENUES					
Investment Income	\$ -	\$ 51,383	-	\$ 279,315	89.84
Local Taxes - Debt Service	<u>58,536,000</u>	<u>81,832</u>	<u>0.14</u>	<u>89,109</u>	<u>0.31</u>
Total	<u>58,536,000</u>	<u>133,215</u>	<u>-</u>	<u>368,424</u>	<u>1.28</u>
EXPENDITURES					
Institutional Support	<u>32,540,450</u>	<u>3,093,993</u>	<u>9.51</u>	<u>3,059,167</u>	<u>16.84</u>
Total	<u>32,540,450</u>	<u>3,093,993</u>	<u>9.51</u>	<u>3,059,167</u>	<u>16.84</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,272,450)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 29,268,000</u>	<u>\$ (2,960,778)</u>		<u>\$ (2,690,743)</u>	

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

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/17</u>	<u>% of 8/31/17 Actual</u>
EXPENDITURES					
Depreciation	\$ 17,500,000	\$ 2,690,683	15.38	\$ 3,145,476	18.79
Capital Purchases	-	(47,373)	-	(434,425)	26.74
Total	<u>17,500,000</u>	<u>2,643,310</u>	<u>-</u>	<u>2,711,051</u>	<u>17.93</u>
Net Increase (Decrease) in Net Position	<u>\$ (17,500,000)</u>	<u>\$ (2,643,310)</u>		<u>\$ (2,711,051)</u>	

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

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
State Appropriations	\$ 49,417,179	\$ 11,278,518	22.82	\$ 11,168,096	22.27
Local Taxes - Maintenance & Operations	69,786,000	197,000	0.28	(139,020)	-0.21
Local Taxes - Debt Service	58,536,000	81,832	0.14	89,109	0.31
Credit Tuition	47,830,674	27,402,821	57.29	27,058,878	59.24
Credit Fees	16,710,897	10,074,088	60.28	8,824,868	55.71
Credit Exemptions & Waivers	(5,600,000)	(3,373,028)	60.23	(2,803,453)	50.23
Bad Debt	(1,900,000)	(316,666)	16.67	(300,000)	16.04
Continuing Professional Development	4,438,000	1,511,671	34.06	1,080,117	19.02
Sales & Services	1,778,000	420,200	23.63	343,688	9.12
Investment Income	1,000,000	350,806	35.08	378,232	24.73
Auxiliary Services	3,281,000	975,813	29.74	878,817	30.20
Grants	56,472,502	13,399,808	23.73	17,512,132	34.26
Local Grants	2,305,319	1,032,698	44.80	760,697	39.70
Total	<u>304,055,571</u>	<u>63,035,561</u>	<u>20.73</u>	<u>64,852,161</u>	<u>24.42</u>
EXPENDITURES:					
Instruction	70,093,869	13,645,123	19.47	13,444,063	18.05
Public Service	5,292,972	1,047,685	19.79	728,717	10.16
Academic Support	20,836,776	3,616,043	17.35	4,206,374	22.23
Student Services	15,988,457	2,504,028	15.66	2,173,625	13.50
Institutional Support	88,378,510	9,934,984	11.24	10,233,869	16.99
Physical Plant	17,266,595	2,399,208	13.90	2,197,961	11.33
Scholarships and Fellowships	53,649,392	14,104,900	26.29	17,576,697	37.14
Auxiliary Enterprises	2,396,000	536,083	22.37	902,103	23.07
Depreciation	17,500,000	2,690,683	15.38	3,145,476	18.79
Capital Purchases	-	(47,373)	-	(434,425)	26.74
Total	<u>291,402,571</u>	<u>50,431,364</u>	<u>17.31</u>	<u>54,174,460</u>	<u>20.61</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,758,025)	-	-	(50,878)	-
Transfers Out	<u>3,758,025</u>	<u>-</u>	<u>-</u>	<u>50,878</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 12,653,000</u>	<u>\$ 12,604,197</u>		<u>\$ 10,677,701</u>	

Capital Improvement Program

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

91 Capital Projects

	Adjusted Budget	Actual (16.67%)	10/31/17
REVENUES:			
Investment Income	\$ -	\$ 357,759	\$ -
Total	-	357,759	-
EXPENDITURES:			
Bond Programs	-	2,501,758	1,540,648
Total	-	2,501,758	1,540,648
Net Increase (Decrease) in Net Position	\$ -	\$ (2,143,999)	\$ (1,540,648)



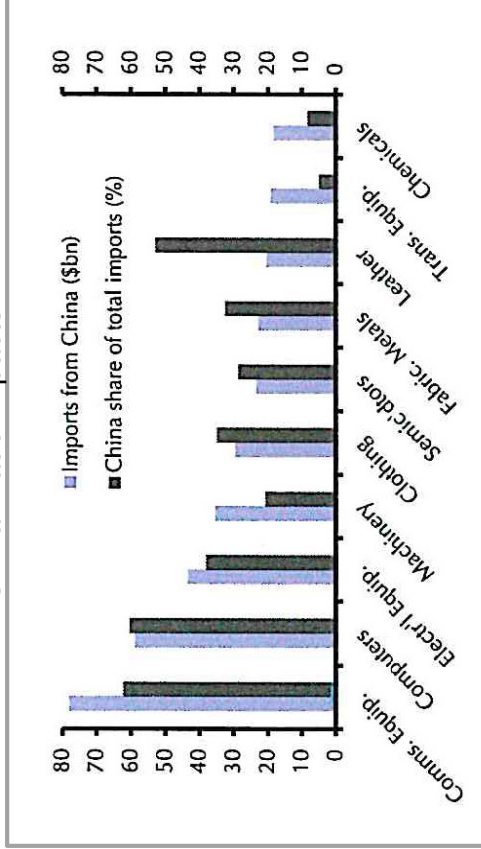
Monthly Investment Report

October 31, 2018

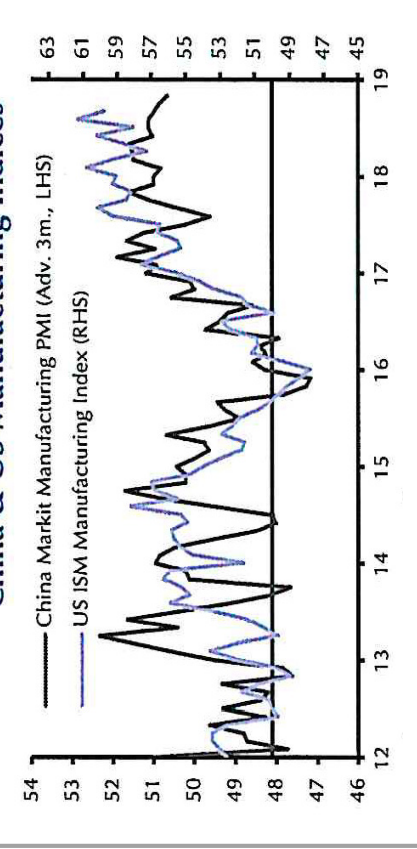


A Month of Volatility

China Trade Impacts



China & US Manufacturing Indices



October was definitely all about volatility built from uncertainty and there were plenty of factors and events to add to that malaise. The equity markets had their worst losses since 2011 and the month tied for the worst month in seven years.

The risk markets got little rest from news pointing to a slowing global economy with substantial geo-political risks and a Federal Reserve seriously contemplating another rate hike in December. The equity markets are much more emotion-driven than is the bond market, and emotions are running high right now.

Along with fears of increased tariffs, another issue driving the uncertainty quotient is the upcoming mid-term elections. The economy has made major strides all this year with lower tax stimulus and materially reduced regulations. It has stoked the equity markets. However, should the House and/or the Senate flip majorities, the impetus may be seen as failing and equity gains could fizzle. Along with tariffs and elections, immigration caravans and rising deficits have matched with global concerns to cause mounting concern.

International investors have tended to focus on China and Europe. China is slowing and President Xi has pledged “unwavering” support for non-state firms even to the point of outright repayment for tariffs and a reduction of personal income tax. This ‘face saving’ has a very practical side from the party view and that is that US tariffs can cut ½% off China’s GDP which has been slowing all year.

A potential Euro zone debt crisis weighs critically both economically and politically on all markets. Huge protests in London (700k+) have called for a new Brexit referendum delaying or stopping any progress. The new populist Italian leaders have refused to change their built-in deficit budget to fulfill EU requirements. Basically northern saving countries refuse to pay for Italian dreams. Italy has unemployment over 10% and its GDP is stagnant creating a cliff edge situation. The EU has won such battles before but with its 3rd largest economy in question a split, the EU is facing its biggest challenge yet. At the same time the strongest hand in Europe, Angela Merkel, has thrown in the towel leaving a major potential power vacuum. Plenty of concern and uncertainty across the pond.

Losing Some Steam - Maybe...

On one hand the US economy is on track for its best annual performance in more than ten years. But, on the other hand third quarter GDP indicated a sizable falloff, nearly a full point, from its record pace of 4.2% in Q2. More of the steady - but not strong - trend seen for the past several months is troubling. It could lead to a general slowing late in 2019.

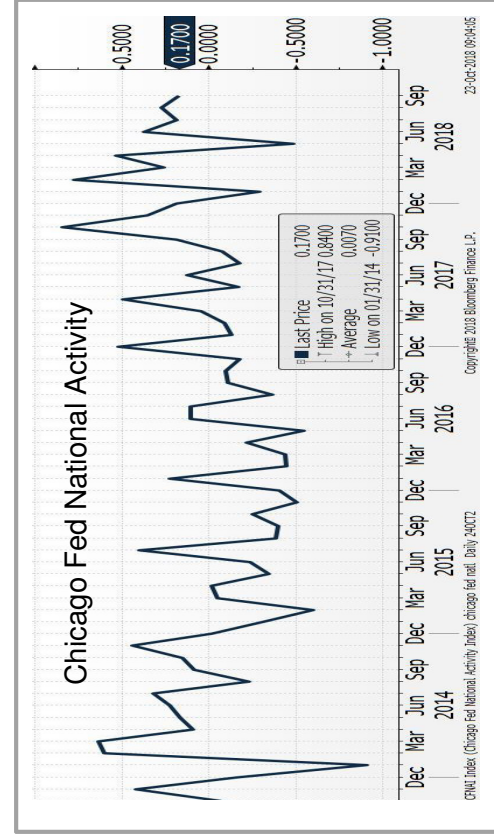
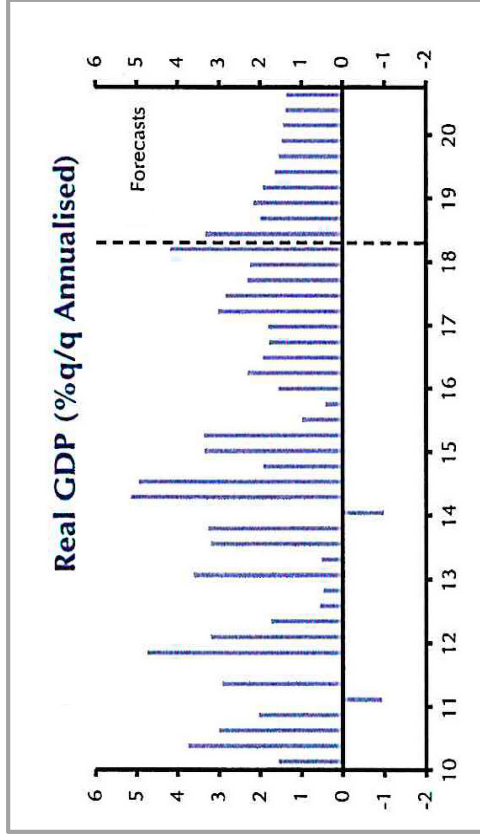
Generally, the tax stimulus from Q1 has started to wane and the tightening in rates is at least starting to take a bite out of consumers pockets. Home sales, with higher mortgage rates, has been trending down throughout the year. Consumer spending, which accounts for about 70 percent of the economy, unexpectedly accelerated to a 4 percent increase -- the best since 2014 -- while the 0.8 percent gain in nonresidential business investment was the weakest in almost two years. One step forward and two back.

Like housing, lower corporate investment, is surfacing and *could* start to slow the economy in 2019-2020. It is difficult for the US to continue its advance as one of the only strong economic engines in the world. But, the US dollar's strength circles back and makes our exports more expensive -- slowing manufacturing in the US. Slowing manufacturing, along with other sectors, will eventually slow wage growth although unemployment is effectively full. Employment figures for the month will be skewed by two major hurricanes which also affected supply chains.

On the positive side with employment however is gross private investment which popped on the strongest gains since 2015. Non-residential office and factory buildings helped in large part from a new quarter -- investment in intellectual property

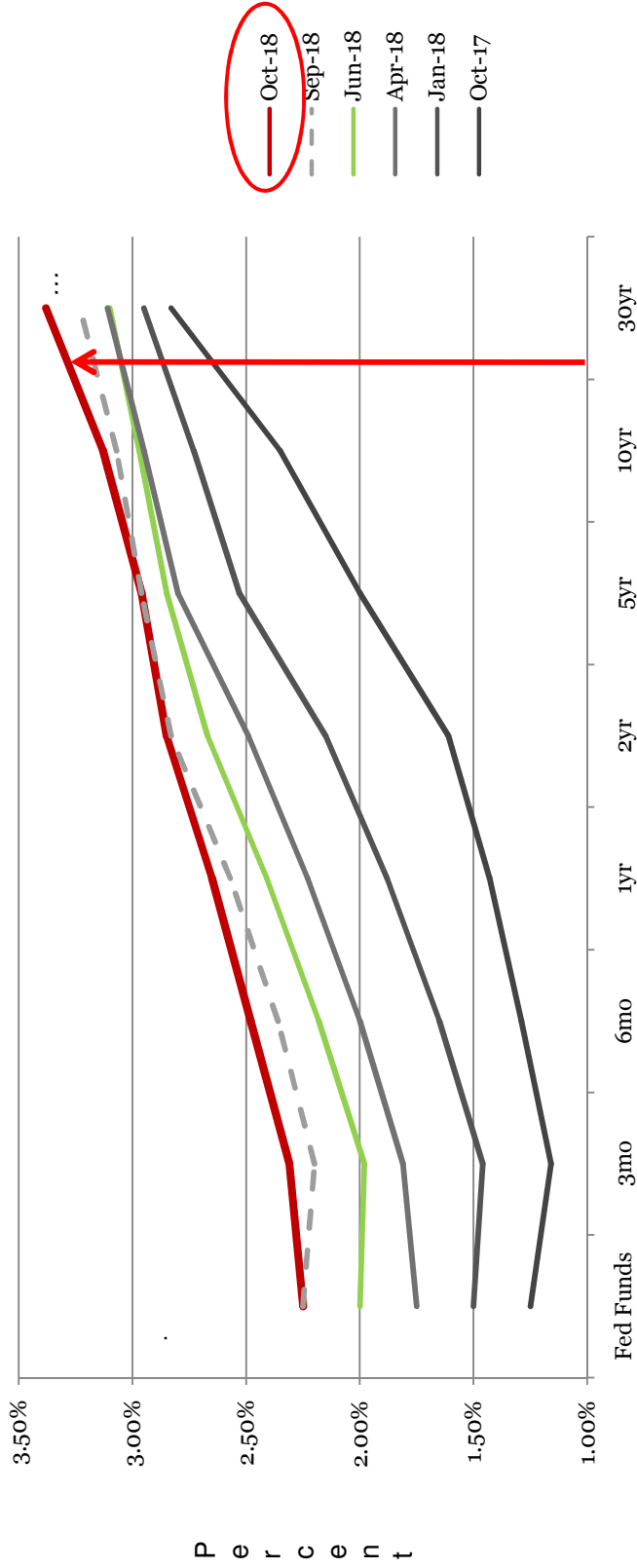
The impositions of additional tariffs may increase costs and disrupt supply chains here although Chinese products only affect 0.9% of US GDP. Even a 25% tariffs on all US imports would only add 0.6% to US inflation. Meanwhile since the consumer spending continues strong that strength is supporting import growth.

The FOMC will probably note but look through the potential challenges and focus on the still strong growth trend indicated by GDP. The balance they must hit to not overshoot is a delicate one.



The Flattening Curve

- Fears of an inverted curve remain but the curve has steepened throughout the month as the risk-on trade melted in the equity markets. The long end of the curve (the 10 and 30-year) have started to move in recognition of the rate increase and the heightened inflation potential.
- The key to the curve continues to come from global forces and situations. Without global growth funds will continue to flood into the US markets.
- The 10-year U.S. Treasury stayed over the 3% barrier settling in comfortably at 3.13% by month end.
- A further hike in rates taking the Fed Funds rate to a top rate of 2.50% is highly anticipated by the market (74% expectation currently) for December. This is a major factor in the volatility seen this month as equities adjust to a tighter business environment.

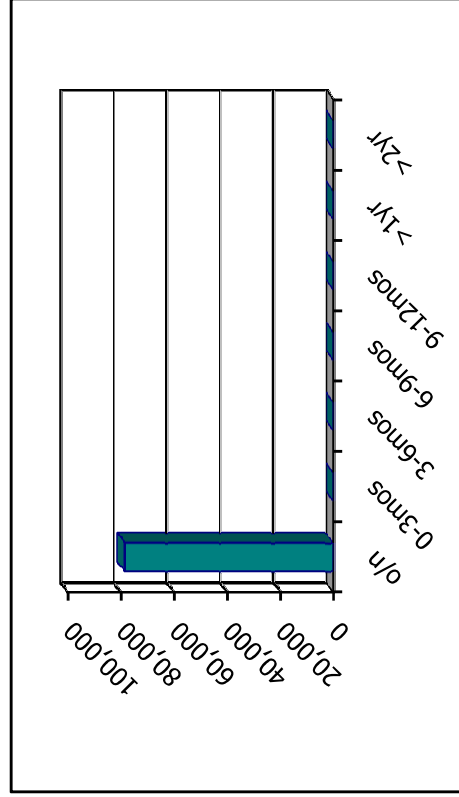
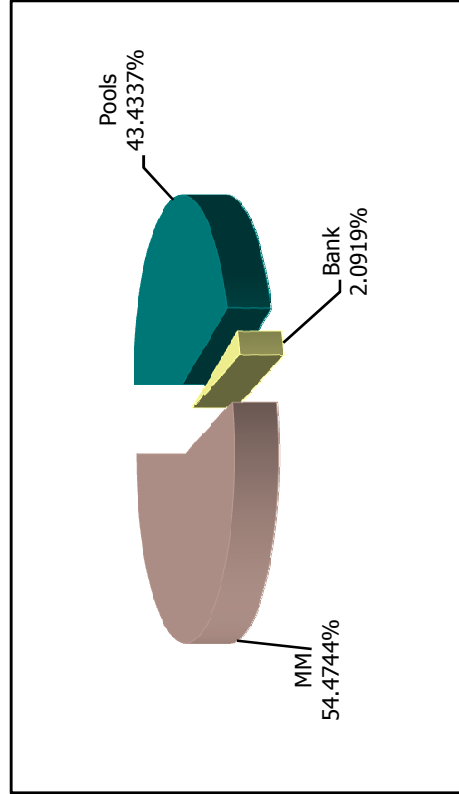


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

General Portfolio

As of October 31, 2018

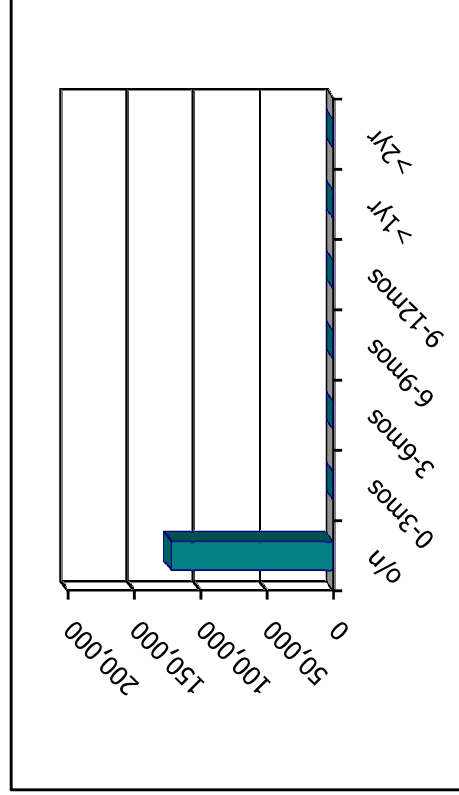
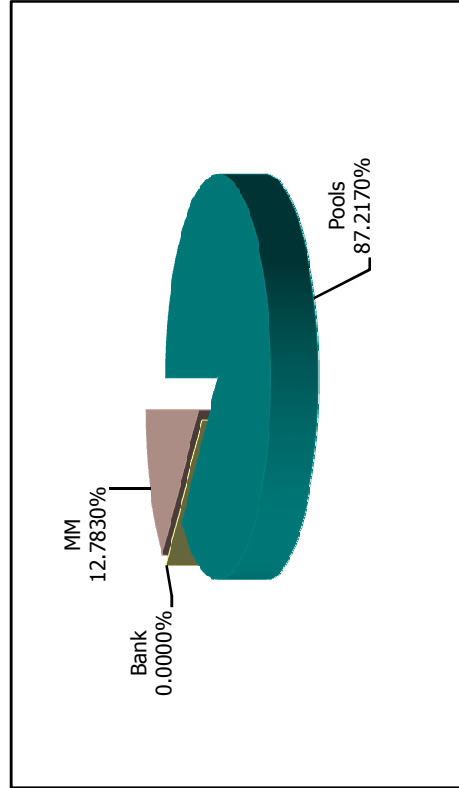
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of another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



Bond Portfolio

As of October 31, 2018

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





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

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	1,638,316.18	1,638,316.18	1,638,316.18	0.82	1	1	0.000
Investment Pools/Money Markets	198,402,878.55	198,402,878.55	198,402,878.55	99.18	1	1	2.156
Investments	200,041,194.73	200,041,194.73	200,041,194.73	100.00%	1	1	2.139

Total Earnings	October 31 Month Ending	Fiscal Year To Date
Current Year	368,651.30	708,565.07

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

Teri Zamora 11-19-18
Teri Zamora, Vice Chancellor of Fiscal Affairs

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

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	8	121,739,827.81	121,739,827.81	60.86	2.150	1
Subtotal	8	121,739,827.81	121,739,827.81	60.86	2.150	1
Fund: Consolidated Portfolio						
Investment Pools/Money Markets	5	76,663,050.74	76,663,050.74	38.32	2.166	1
Passbook/Checking Accounts	9	1,638,316.18	1,638,316.18	0.82	0.000	1
Subtotal	14	78,301,366.92	78,301,366.92	39.14	2.120	1
Total and Average	22	200,041,194.73	200,041,194.73	100.00	2.139	1

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

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Investment Pools/Money Markets										
708340211	10064	JPM - Debt Service	12/05/2007	0.00	0.00	0.00				1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,003,726.80	2,003,726.80	2,003,726.80	2.220	2.189	2.220	1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,009,316.99	5,009,316.99	5,009,316.99	2.220	2.189	2.220	1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,548,485.77	8,548,485.77	8,548,485.77	2.220	2.189	2.220	1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	2,003,624.71	2,003,624.71	2,003,624.71	2.140	2.110	2.140	1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,791,222.16	1,791,222.16	1,791,222.16	2.140	2.110	2.140	1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	102,073,722.04	102,073,722.04	102,073,722.04	2.140	2.110	2.140	1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	309,729.34	309,729.34	309,729.34	2.140	2.110	2.140	1
Subtotal and Average				121,739,827.81	121,739,827.81	121,739,827.81		2.121	2.150	1
Total Investments and Average				121,739,827.81	121,739,827.81	121,739,827.81		2.121	2.150	1

Fund GEN - Consolidated Portfolio
Investments by Fund
October 31, 2018

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM	YTM	Maturity Days To	Date Maturity
								360	365		
Passbook/Checking Accounts											
1390012195A	10164	Bank of America - Operating	09/01/2017	336.31	336.31	336.31				1	
9999999914	10089	Credit Cards - In Transit	09/01/2017	1,531.38	1,531.38	1,531.38				1	
708340062	10086	Disbursements	09/01/2017	-1,140,026.11	-1,140,026.11	-1,140,026.11				1	
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1	
707759338	10062	JPM - Operating	09/01/2017	2,790,059.69	2,790,059.69	2,790,059.69				1	
707759346	10085	Payroll Fund	09/01/2017	-31,446.30	-31,446.30	-31,446.30				1	
9999999913	10088	Petty Cash	09/01/2017	19,355.00	19,355.00	19,355.00				1	
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1	
707759361	10103	JPM - Workmen's Comp	09/01/2017	-1,493.79	-1,493.79	-1,493.79				1	
				Subtotal and Average	1,638,316.18	1,638,316.18		0.000	0.000	1	
Investment Pools/Money Markets											
86-7200810	10230	East West MM	09/09/2014	41,411,029.83	41,411,029.83	41,411,029.83	2.220	2.189	2.220	1	
9999999993	10034	LSIP GOF - Operating	09/01/2007	2,945,040.09	2,945,040.09	2,945,040.09	2.140	2.110	2.140	1	
707759320	10035	JPM - Money Market	09/01/2007	1,000,764.15	1,000,764.15	1,000,764.15	0.900	0.887	0.900	1	
9999999996	10038	TCB - Money Market	09/26/2007	242,532.90	242,532.90	242,532.90	1.210	1.193	1.210	1	
9999999991	10032	TexPool	09/01/2007	31,063,683.77	31,063,683.77	31,063,683.77	2.144	2.114	2.143	1	
				Subtotal and Average	76,663,050.74	76,663,050.74		2.136	2.166	1	
				Total Investments and Average	78,301,366.92	78,301,366.92		2.091	2.120	1	

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

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
999999999	10084	BOND	RRP	2,003,624.71	2,206,027.24	2,000,112.34		2.140	2.137	3,629.45	0.00	3,629.45
999999916	10106	BOND	RRP	309,729.34	206,888.26	298,689.59		2.140	2.138	542.29	0.00	542.29
86-7200794	10231	BOND	RRP	2,003,726.80	2,003,344.13	2,000,120.22		2.220	2.194	3,726.80	0.00	3,726.80
86-7200084	10232	BOND	RRP	8,548,485.77	8,529,242.04	8,533,099.06		2.220	2.194	15,899.60	0.00	15,899.60
86-7200424	10233	BOND	RRP	5,009,316.99	5,008,360.31	5,000,300.55		2.220	2.194	9,316.99	0.00	9,316.99
999999917	10234	BOND	RRP	1,791,222.16	1,790,867.49	1,788,082.13		2.140	2.137	3,244.70	0.00	3,244.70
999999918	10235	BOND	RRP	102,073,722.04	107,133,606.51	101,894,785.93		2.140	2.137	184,900.65	0.00	184,900.65
	Subtotal			121,739,827.81	126,878,335.98	121,515,189.81			2.144	221,260.48	0.00	221,260.48
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	31,063,683.77	34,063,738.40	34,972,016.90		2.144	2.144	63,683.77	0.00	63,683.77
999999996	10038	GEN	RRP	242,532.90	242,270.05	242,278.53		1.210	1.277	262.85	0.00	262.85
707759320	10035	GEN	RRP	1,000,764.15	1,000,739.56	1,000,024.65		0.900	0.900	764.15	0.00	764.15
707759338	10062	GEN	PA1	2,790,059.69	5,104,672.57	5,030,007.64				0.00	0.00	0.00
707759346	10085	GEN	PA1	-31,446.30	-20,134.28	-20,499.18				0.00	0.00	0.00
708340062	10086	GEN	PA1	-1,140,026.11	-1,082,180.16	-1,084,046.16				0.00	0.00	0.00
999999913	10088	GEN	PA1	19,355.00	20,100.00	20,075.97				0.00	0.00	0.00
999999914	10089	GEN	PA1	1,531.38	18,874.84	18,315.37				0.00	0.00	0.00
707759361	10103	GEN	PA1	-1,493.79	-422.93	-457.47				0.00	0.00	0.00
999999993	10034	GEN	RRP	2,945,040.09	237,991.46	3,121,048.12		2.140	2.135	5,658.36	0.00	5,658.36
1390012195A	10164	GEN	PA1	336.31	504.85	499.41				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	41,411,029.83	41,325,647.83	41,336,492.71		2.220	2.194	77,021.69	0.00	77,021.69
	Subtotal			78,301,366.92	80,911,802.19	84,635,756.48			2.050	147,390.82	0.00	147,390.82
	Total			200,041,194.73	207,790,138.17	206,150,946.29			2.106	368,651.30	0.00	368,651.30

San Jacinto College Foundation

Statement of Financial Position

As of October 31, 2018

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$906,727	\$738,836	\$167,892
Other Funds	-	-	-
Total Checking/Savings	<u>906,727</u>	<u>738,836</u>	<u>167,892</u>
Accounts Receivable			
Other Receivables	9,000	0	9,000
Pledge Receivables	221,700	312,900	(91,200)
Special Events Receivables	2,100	20,655	(18,555)
Total Accounts Receivable	<u>232,800</u>	<u>333,555</u>	<u>(100,755)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	10,741,612	10,517,845	223,767
Capital Bank CD	205,136	203,808	1,328
Prosperity Bank	203,958	202,537	1,421
Total SJC Short Term Investments	<u>11,150,706</u>	<u>10,924,190</u>	<u>226,516</u>
Total Current Assets	<u>12,290,233</u>	<u>11,996,581</u>	<u>293,652</u>
TOTAL ASSETS	<u>\$12,290,233</u>	<u>\$11,996,581</u>	<u>\$293,652</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Event Payable	635	635	-
Grants Payable	64,910	59,096	5,813
Programs Payable	34,100	106,664	(72,564)
Endowments Payable	104,733	86,930	17,803
Scholarship Payables	216,251	221,161	(4,910)
Student Success Payables	21,764	5,719	16,045
Total Accounts Payable	<u>442,393</u>	<u>480,204</u>	<u>(37,812)</u>
Total Current Liabilities	<u>442,393</u>	<u>480,204</u>	<u>(37,812)</u>
Total Liabilities	442,393	480,204	(37,812)
NET ASSETS			
Net Assets Without Donor Restrictions	2,751,301	2,555,230	196,071
Net Assets With Donor Restrictions	9,224,757	8,921,551	303,206
Net Assets	<u>11,976,058</u>	<u>11,476,782</u>	<u>461,465</u>
Net Income	(128,217)	39,595	(167,813)
Total Net Assets	<u>11,847,841</u>	<u>11,516,377</u>	<u>331,464</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$12,290,233</u>	<u>\$11,996,581</u>	<u>\$293,652</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending October 31, 2018

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	68,112	28,280	39,832	95,500	27,388
Endowments	11,116	8,465	2,651	256,000	244,884
Program Sponsorship	96,706	53,895	42,810	250,000	153,295
Scholarships	140,798	230,171	(89,373)	602,000	461,202
Total Contributions	<u>316,732</u>	<u>320,811</u>	<u>(4,080)</u>	<u>1,203,500</u>	<u>886,768</u>
Other Income					
Special Events	85,689	58,510	27,179	160,000	74,311
Investment Income	61,196	43,783	17,413	141,823	80,627
Realized Gain / (Loss)	(2,674)	15,242	(17,916)	62,500	65,174
Unrealized Gain / (Loss)	(118,630)	121,721	(240,351)	62,500	181,130
Total Other Income	<u>25,580</u>	<u>239,256</u>	<u>(213,675)</u>	<u>426,823</u>	<u>401,243</u>
Total Income	342,312	560,067	(217,755)	1,630,323	1,288,011
Expense					
Programs					
Scholarships Awarded	259,484	402,702	143,218	710,000	450,516
Programs Sponsored	123,161	58,284	(64,878)	165,000	41,839
Student Success Initiatives	11,694	0	(11,694)	35,000	23,306
Total Programs	<u>394,340</u>	<u>460,986</u>	<u>66,646</u>	<u>910,000</u>	<u>515,660</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	2,000
Supporting Services					
Management and General	11,694	8,977	(2,717)	51,830	40,136
Fundraising Expense	62,615	47,657	(14,958)	80,000	17,385
Sponsorship Expense	1,880	2,852	972	10,000	8,120
Total Supporting Services	<u>76,189</u>	<u>59,486</u>	<u>(16,703)</u>	<u>141,830</u>	<u>65,641</u>
Total Expense	<u>470,529</u>	<u>520,472</u>	<u>49,942</u>	<u>1,053,830</u>	<u>583,301</u>
Net Ordinary Income	(128,217)	39,595	(167,813)	576,493	704,710
Other Income / Expenses					
Net Other Income	<u>(\$128,217)</u>	<u>\$39,595</u>	<u>(\$167,813)</u>	<u>\$576,493</u>	<u>\$704,710</u>



Contributions Report
October 2018

Donors	Amount	Fund
Corporations	118,471	EHCMA, Energy Venture, Golf, North Campus Baseball, Petrochem & Maritime Outlook, Shell Date with Destiny Program, South Campus Softball
Foundations	42,179	Albert & Ethel Herzstein Scholarship, College Petrochem Initiatives
Individuals	7,882	College Prep Scholarships, Golf

Total Donation 168,532

Employee Contributions	4,397	Brysch Garza Firefighter Scholarship, EHCMA, Gala, Golf, John Locke Memorial, Promise for their Future, San Jac Star, Veterans Center
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Total Contributions 172,929

2008 Bond Program

Report as of October 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
Sub-total	-	-	-	-	-	-	-	-	-
North									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
Sub-total	-	400,000	400,000	-	400,000	-	-	400,000	-
South									
723914 - SC Softball Improvements	850,000	-	850,000	-	850,000	198,059	649,682	2,259	99.73%
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	36,500	-	363,500	-
Sub-total	850,000	400,000	1,250,000	-	1,250,000	234,559	649,682	365,759	70.74%
District									
720100 - Program Management	-	-	-	(9,605,947)	9,605,947	-	-	-	-
726800 - Contingency	14,626,260	(14,405,240)	221,020	-	221,020	-	-	221,020	-
726907 - Wayfinding Signage	50,000	950,000	1,000,000	10,924	989,076	20,410	42,728	936,862	6.31%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	1,311,000	166,231	164,820	979,949	25.25%
726812 - Science Parks	-	490,000	490,000	-	490,000	-	-	490,000	-
Sub-total	14,676,260	(11,654,240)	3,022,020	(9,595,023)	12,617,043	186,641	207,548	2,627,831	13.04%
2008 Contingency Supplemental Projects									
721915 - CC Police Vehicles	-	127,783	127,783	-	127,783	1,038	121,623	5,122	95.99%
721916 - CC FS Passenger Van	-	85,000	85,000	-	85,000	78,671	-	6,329	92.55%
721917 - CC FS Pick-Up/Mini Van	-	80,000	80,000	-	80,000	77,728	-	2,272	97.16%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	615,000	-	361,679	253,321	58.81%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	125,000	-	63,822	61,178	51.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	167,000	10,903	128,827	27,270	83.67%
726915 - Dist - Inv/Procure Ford Transit 250	-	64,000	64,000	-	64,000	63,600	-	400	99.38%
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	100,000	38,988	-	61,012	38.99%
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	250,000	140,625	59,375	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	7,500	851	3,773	2,876	61.65%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	57,083	191,871	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	72,966	72,966	-	72,966	-	-	72,966	-
Sub-total	-	2,143,203	2,143,203	-	2,143,203	469,487	930,970	742,746	65.34%
Supplemental Projects closed									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC - Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
Sub-total	-	2,055,816	2,055,816	-	2,055,816	-	2,055,816	-	100.00%
Projects Closed									
Sub-total	279,473,740	6,655,221	286,128,961	9,595,023	276,533,938	-	286,128,961	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	890,687	289,972,977	4,136,336	98.60%

2015 Revenue Bond Program

Report as of October 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
North - CIT									
722917 - NC - CIT Supplemental	-	51,000	51,000	-	51,000	-	25,546	25,454	50.09%
Contingency (726900)	2,408,355	4,354,169	6,762,524	-	6,762,524	-	-	6,762,524	-
Sub-total	2,408,355	4,405,169	6,813,524	-	6,813,524	-	25,546	6,787,978	0.37%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722916 - NC - CIT Graphics	-	40,779	40,779	-	40,779	-	40,779	-	100.00%
722918 - NC - CIT Acoustics	-	90,855	90,855	-	90,855	-	90,855	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
Sub-total	47,591,645	(4,405,169)	43,186,476	-	43,186,476	-	43,186,476	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	-	43,212,022	6,787,978	86.42%

2015 Bond Program									
Report as of October 31, 2018									
Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(1,746,788)	50,703,212	2,084,418	52,787,630	17,454,654	29,232,963	6,100,013	88.44%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	4,334,217	1,883,152	1,413,020	81.48%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	7,946,009	9	6,315,232	1,630,768	79.48%
731602 - CC Welcome Center	16,600,000	6,014,205	22,614,205	528,262	23,142,467	1,551,213	1,182,203	20,409,052	11.81%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	14,156	59,869	2,925,975	2.47%
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	399,283	830,450	55,908,926	2.15%
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,445,280	65,745	256,655	2,123,879	13.14%
731605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	58,942	1,852,974	15,603	79,054	1,758,317	5.11%
731606 - CC Frels Renovation	1,153,000	3,411,000	4,564,000	-	4,564,000	117,694	172,862	4,273,445	6.37%
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	197,085	260,501	12,215,243	3.61%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,804,821)	10,880,179	785,541	11,665,720	210,689	437,518	11,017,513	5.56%
71608A - CC McCollum Center Reno Phase II	-	10,879,179	10,879,179	-	10,879,179	-	-	10,879,179	-
731609 - CC McCollum North Reno	2,535,000	1,388,655	3,923,655	80,671	4,004,326	21,357	40,581	3,942,388	1.55%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	-	248	1,724,752	0.01%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	22,360	42,857	2,590,169	2.46%
731612 - CC Stadium and Track Demo	174,000	(107,273)	66,727	5,538	72,265	1,916	67,032	3,317	95.41%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	126,953	433,130	600,526	48.26%
731614 - CC Central Plant Upgrades	1,160,000	313,692	1,473,692	36,917	1,510,609	920,785	86,437	503,387	66.68%
Sub-total	170,717,000	30,379,892	201,096,892	5,756,439	206,853,331	25,453,719	41,379,745	140,019,867	32.31%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	4,584,952	27,429,952	726,989	28,156,941	22,273,540	1,210,655	4,672,746	83.40%
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	84,527	250,883	580,062	36.64%
732604 - NC Lehr Library Demo	650,000	(441,896)	208,104	20,680	228,784	-	225,165	3,619	98.42%
732605 - NC North Access/Security	877,000	(27,450)	849,550	27,907	877,457	7,425	46,591	823,441	6.16%
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	837,949	319,802	15,108,727	7.12%
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	451,779	153,367	8,683,327	6.52%
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	652,354	290,646	11,619,793	7.51%
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	110,422	214,226	255,657	55.94%
732610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	5,500,000	2,847,667	982,412	1,669,921	69.64%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC - Burleson Renovation	-	3,525,000	3,525,000	-	3,525,000	131,154	33,723	3,360,123	4.68%
Sub-total	78,395,000	(2,396,134)	75,998,866	1,902,837	77,901,703	27,396,817	3,727,469	46,777,417	39.95%
South									
733601 - SC Engineering & Technology Center	28,400,000	1,690,080	30,090,080	903,770	30,993,850	1,125,618	1,376,594	28,491,638	8.07%
733602 - SC Cosmetology Center	16,213,000	(107,466)	16,105,534	515,950	16,621,484	13,031,645	987,454	2,602,385	84.34%
733603 - SC Longenecker Reno	22,555,000	(1,155,972)	21,399,028	717,760	22,116,788	837,356	902,620	20,376,812	7.87%
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	60,954	197,264	507,179	33.74%
733605 - SC South Primary Electrical Upgrade	5,800,000	(181,540)	5,618,460	184,571	5,803,031	63,599	92,846	5,646,586	2.70%
733606 - SC South Access/ Security	599,000	(18,750)	580,250	19,069	599,319	5,057	43,979	550,284	8.18%
733607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	326,687	10,271,361	101,225	164,334	10,005,802	2.59%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	24,506	18,572	1,117,530	3.71%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	365,966	14,168,966	439,253	14,608,219	116,291	220,964	14,270,964	2.31%
733611 - SC Bruce Student Center Reno	10,400,000	(8,415,222)	1,984,778	330,957	2,315,735	88,249	2,135,269	92,216	96.02%
733612 - SC HVAC Tech	312,000	3,500,000	3,812,000	177,720	3,989,720	1,917,196	362,658	1,709,867	57.14%
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	112,362	264,263	203,680	64.90%
733614 - SC Academic Building Renovation (S-7&S-9)	-	8,010,000	8,010,000	-	8,010,000	177,980	181,694	7,650,325	4.49%
Sub-total	116,438,000	(2,297,636)	114,140,364	3,695,453	117,835,817	17,662,038	6,948,510	93,225,269	20.89%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-
Sub-total	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-
Admin									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	22,871	62,249	10,370,880	0.81%
736604 - Dist Construction Studies	283,820	74,028	357,848	-	357,848	38,252	319,596	-	100.00%
720100 - Program Management - AECOM	-	9,118,003	9,118,003	(9,118,003)	-	-	-	-	-
720100 - Program Management - Other	-	2,084,418	2,084,418	(2,084,418)	-	-	-	-	-
736601 - Contingency	1,166,180	3,081,429	4,247,609	(152,308)	4,095,301	-	-	4,095,301	-
Sub-total	31,450,000	(5,186,122)	26,263,878	(11,354,729)	14,909,149	61,123	381,845	14,466,181	2.97%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	70,573,697	52,437,569	301,988,734	28.94%

Repair and Renovation

Report as of October 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F18053 - CC C26.150 Acoustics Assessment	-	60,000	60,000	-	60,000	-	-	60,000	-
F18058 - CC C34.132 Heat Units	-	15,000	15,000	-	15,000	-	-	15,000	-
F18070 - CC C26.100 Repair Hydraulic Lift	-	10,000	10,000	-	10,000	-	-	10,000	-
F18071 - CC C6.105 AV System	-	7,569	7,569	-	7,569	-	-	7,569	-
F19001 - CC Central Misc.	-	50,000	50,000	-	50,000	-	-	50,000	-
F19009 - CC C14 Café Door	-	7,500	7,500	-	7,500	1,517	-	5,983	20.23%
Sub-total	-	150,069	150,069	-	150,069	1,517	-	148,552	1.01%
North									
F18073 - NC N12 Structural Condition Assessment	-	10,000	10,000	-	10,000	10,000	-	-	100.00%
F19002 - NC North Misc.	-	50,000	50,000	-	50,000	-	-	50,000	-
Sub-total	-	60,000	60,000	-	60,000	10,000	-	50,000	16.67%
South									
F18040 - SC S8 Roof Replacement	-	880,000	880,000	-	880,000	56,000	-	824,000	6.36%
F18059 - SC Softball Dugout Renovation	-	60,000	60,000	-	60,000	-	-	60,000	-
F19003 - SC South Misc.	-	50,000	50,000	-	50,000	-	-	50,000	-
F19007 - SC S15.121 Power and Data Add	-	2,750	2,750	-	2,750	2,515	-	235	91.45%
F19008 - SC S7.266 Power Add	-	3,500	3,500	-	3,500	3,292	-	208	94.06%
Sub-total	-	996,250	996,250	-	996,250	61,807	-	934,443	6.20%
District									
F18046 - DIST A1.200/202 Install Acoustics	-	20,000	20,000	-	20,000	-	-	20,000	-
F18051 - DIST M1 MTTC Repairs	-	35,000	35,000	-	35,000	-	-	35,000	-
F19004 - DIST College Admin Misc.	-	50,000	50,000	-	50,000	3,700	-	46,300	7.40%
F19005 - DIST A2.205/206 Reconfigure Office Space	-	10,000	10,000	-	10,000	-	-	10,000	-
Sub-total	-	115,000	115,000	-	115,000	3,700	-	111,300	3.22%
Contingency (720700)	1,493,652	(1,321,319)	172,333	-	172,333	-	-	172,333	-
Sub-total	1,493,652	(1,321,319)	172,333	-	172,333	-	-	172,333	-
TOTALS	1,493,652	-	1,493,652	-	1,493,652	77,024	-	1,416,628	5.16%

SAN JACINTO COLLEGE DISTRICT
Building Committee Meeting
November 27, 2018

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

Members Absent: None

Other Trustees Present: None

Others Present: Bill Dowell, Jessica Garcia, Scott Gernander, Allatia Harris, Joe Hebert, Brenda Hellyer, Bryan Jones, Mini Izaguirre, Angela Klaus, Ann Kokx-Templett, Charles Smith, Teri Zamora

- I. The meeting was called to order at 3:33 p.m. by Committee Chair, Dan Mims.
- II. Roll Call of Committee Members by Dan Mims
 - a. John Moon, Jr., present
 - b. Marie Flickinger, present
 - c. Erica Davis Rouse, present
 - d. Other Trustees present: None
 - e. Members absent: None
- III. Approval of Minutes from the October 16, 2018 Building Committee Meeting
 - a. Dan Mims presented the minutes of the October 16, 2018 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. Dan Mims seconded the motion. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (led by Bryan Jones)
 - a. Consideration of Approval to Contract for Video Surveillance System Equipment and Services
 - i. This item requests consideration of approval to authorize a contract for video surveillance system equipment and services with Network Cabling Services. A College-wide video surveillance system is already in service at the College. Approval of this contract will provide means for purchasing components needed to replace failed items and for future expansions. It will also provide for services necessary to install and configure the devices.
 - b. Consideration of Approval to Purchase Data Network Equipment for Central

Campus Center for Petrochemical, Energy, and Technology

- i. This item requests consideration to approve the purchase of network wireless and internet protocol (IP) paging equipment from Layer 3 Communications for the Central Campus Center for Petrochemical, Energy and Technology (CPET) facility. This item is included in the existing project budget.
- c. Consideration of Approval to Contract for Construction Manager at Risk For Generation Park Academic Building
 - i. This item requests consideration of approval of a contract for Construction Manager-at-Risk (CMR) with Tellepsen Builders, L.P. (Tellepsen) to construct the Generation Park Academic Building. Construction Manager at Risk is a state authorized means for procuring construction management services and has been shown to be effective for delivering large construction projects such as the proposed academic building at Generation Park. The funding source for this project will be updated to include the 2015 Revenue Bond, the Clear Lake land sale proceeds, and then the 2015 General Obligation Bond.
- d. Consideration of Approval to Contract for Survey for Generation Park Academic Building
 - i. This item requests consideration of approval of a contract for Brooks & Sparks, Inc. to provide detailed topographic surveying services to support the site development and construction at the Generation Park campus.
- e. Consideration of Approval to Purchase Furniture for 2015 Bond Projects
 - i. This item requests consideration of approval to purchase furniture from Furniture Marketing Group and Facility Interiors for the 2015 Bond projects that require furniture purchases in fiscal year 2018-2019. The furniture proposed for purchase will be selected from the College standard furniture listing and generally delivered as needed for completion of the respective 2015 Bond program buildings. These expenditures are included in the individual project budgets.
- f. Consideration of Approval to Contract for College Administration Building Renovations Phase II
 - i. This item requests consideration of approval to contract with Construction Masters of Houston for Phase II renovations at College Administration East Building (A-1). Phase I renovations are underway. This second phase will integrate and complete the proposed renovations for the A-1

College Administration East building.

- g. Consideration of Approval of Method of Procurement for the South Science Park Project
 - i. This item requests consideration to approve the Job Order Contracting (JOC) method of procurement for construction of the final stages of the South Science Park project.
- h. Consideration of Approval of Method of Procurement for Acoustic Improvements at Central Campus Transportation Center
 - i. This item requests consideration to approve the Job Order Contracting (JOC) method of procurement for the installation of acoustic improvements in the Multipurpose Room at the Central Campus Transportation Center. The devices and means for installation will be similar to those successfully incorporated at the North Campus CIT building in Spring 2018.

V. Project Updates – Bond

- a. Safety - Bond Program (presentation led by Charles Smith)
 - i. The safety information was presented. Dr. Hellyer requested that the report be modified to show property and personnel injuries separately.
- b. Master Bond Program Schedule
 - i. The schedule of projects was presented. Charles Smith reported that the schedule had been updated for timeline adjustments including some increasing up to six months. Dr. Hellyer asked what caused the six-month delay mentioned by Charles Smith. The Longenecker renovation at South Campus has extended beyond that originally envisioned. This change was made to accommodate campus class scheduling. Overall, projects remain on track, however, the schedules have been adjusted to reflect delays attributed to weather, phasing conflicts, and administrative concerns.
- c. South Campus – Softball Improvements
 - i. The Softball Practice Facility is approximately 90 percent complete. The contractor is working to resolve errors in installation of air conditioning duct that is routed from outside the building. The duct work is misaligned by approximately three feet. This issue will be resolved.
- d. Central Campus – Center for Petrochemical, Energy, and Technology

(Petrochem)

- i. Overall progress continues at Petrochem. The chillers have been installed at the central plant, concrete sidewalks and drives construction is progressing well, and exterior steel has been painted. The chilled water circulating pumps are installed and systems commissioning water circulation is being carried out to remove mill scale and debris.
- e. Central Campus – Glycol Unit, Process Plant
 - i. Structural steel installation is continuing. Weather delays have delayed overall completion of the project by fifteen (15) days. Several incidents have occurred over the last two months. These include damage to underground electrical power feeds, inappropriate lifting of loads, cut finger, and several instances of improper use of fall protection equipment. With each of the incidents experienced at the construction site, a thorough review and corrective action plan was carried out in order to prevent recurrence.
- f. Central Campus – Welcome Center
 - i. Tellepsen has mobilized and is on site. The College expects to have the final permit package approved by the City of Pasadena soon.
- g. Central Campus – Frels Renovation
 - i. The third floor renovation of Frels has begun. Flintco has removed interior ceiling grids. Installation of new air conditioning ducts to accommodate the re-configuration of the HVAC system has also begun.
- h. Central Campus – Davison Building Renovation

The Davison renovation project architectural programming meetings have been conducted. The draft program document has been circulated to all participants for approval. Once participants have approved, the document will be sent to College leadership for review.
- i. Central Campus – Central Plant Upgrade
 - i. The Central Campus central plant modifications project began over the Thanksgiving break. A new valve vault, new valves, and an enlarged electrical feed power transformer were installed during this period.
- j. North Campus – Cosmetology and Culinary Center

- i. The project continues to experience excavation challenges. Ten days in October and ten days in November were impacted by rain delays. Water caused problems constructing pier bells. A solution was reached whereby the pier depth was reduced by one foot. This revised plan was approved by the project structural and geotechnical engineers and has proven to be effective since implemented.

- k. North Campus – Spencer, Brightwell, and Wheeler Renovation
 - i. At the joint schematic design review on November 7, 2018, HKS led Design Team and Construction Manager Whiting Turner began working together on the Spencer, Brightwell, and Wheeler project. Phase 1 of construction on the second floor of Spencer will begin in May.

- l. North Campus – Underground Utility Tunnel
 - i. Work is complete on the natural gas supply system, and the switch to electric hot water heaters is complete. New valves and fittings have been installed on hot water heating lines, and chilled water lines have been reinsulated, and electrical wiring and lighting upgrades have begun.
 - ii. The next phase of work will require excavation in the central courtyard area for installation of a new valve vault.
 - iii. During the winter holiday break, all chilled and hot water loops will be shut down.
 - iv. In Brightwell and Wheeler, we will replace select pieces of electrical power switchgear. This will serve to simplify and improve original power conductor wiring and provide accommodation for renovation of the Brightwell and Wheeler buildings.

- m. South Campus – Engineering & Technology Building
 - i. The project is ready to commence pier drilling at South Campus Engineering & Technology site once a building permit is received. Kirksey’s civil engineer is in communication with FEMA daily in order to expedite required project documentation.

- n. South Campus – Cosmetology Building
 - i. The Guaranteed Maximum Price (GMP) was signed, and the tennis courts and other features on the construction site were demolished as per plan.

- o. South Campus – Longenecker Renovation
 - i. The drawing package for the renovation of Longenecker was submitted to the City of Houston, and construction manager Flintco has bid

approximately 60 percent of the components of the project.

- p. South Campus – HVAC Building
 - i. All underground electrical work, pipe connections and piers have been completed in the HVAC building.
 - ii. It is expected that the project will be completed on schedule, being turned over to the campus in January 2019.
 - q. South Campus – Academic Building Renovation (S-7, S-9)
 - i. It is expected that the work will start in January and be completed by August 2019.
 - r. College wide – Generation Park
 - i. Page has begun working on a master drainage concept plan and preliminary massing and blocking concept design for the building. It is expected that the first building permit request will be submitted in January and our second one in February 2019.
- VI. Financial Report – 2008 Bond, 2008 Supplemental Bond, 2015 Revenue, and 2015 Bond Projects
- a. 2008 Bond –
 - i. Wayfinding Signage Project - Update the signage, maps and monument signs.
 - ii. A1/A2 Administration Renovation - Project is moving forward.
 - iii. Science Park Projects - Projects are moving forward.
 - b. 2015 Revenue Bond –
 - i. Remaining contingency to be allocated to Generation Park funding.
 - c. 2015 Bond –
 - i. No issues
- VII. Project Updates – Operating
- a. Safety Metrics
 - i. This report was presented with no comments.
 - b. Schedule Update
 - i. This report was presented with no comments.
 - c. Financial Reports

November 27, 2018 - Draft Building Committee Meeting Minutes - Final after Committee approval at next meeting

i. This report was presented with no comments.

VIII. Status of Delegated Authority

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

IX. Adjournment – The meeting was adjourned at 4:41 p.m.

Action Item “IX”
Regular Board Meeting December 3, 2018
Consideration of Approval of Amendment to the 2018-2019 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$360,412, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-12-03-18

Attachment 2- Grant Detail-12-03-18

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Tomoko Olson

281-998-6146

tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
December 3, 2018

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education - TRiO program - Talent Search IV (Additional Funds)</u>					
Federal Grant Revenue	538429	56700	554100	110000	(7,531)
PT - Institutional	538429	56700	614100	460913	1,000
Fringe Benefits	538429	56700	650000	460913	30
Supplies	538429	56700	710000	460913	700
Travel	538429	56700	721000	460913	5,601
Contractual Services	538429	56700	731000	460913	200
<u>U.S. Department of Education/Texas Higher Education Coordinating Board/RAND Corporation - Holistic Advising Continuous Improvement Study (Additional Funds)</u>					
Federal Grant Revenue	538426	56700	554100	110000	(6,520)
Supplies	538426	56700	710000	460935	6,520
<u>U.S. Department of Labor/Texas Workforce Commission - National Dislocated Worker Disaster Grant Project TX-32: Disaster-2017 Hurricane Harvey (Additional Funds)</u>					
Federal Grant Revenue	531716	56700	554100	110000	(2,440)
Contractual Services	531716	56700	731000	460961	2,440
<u>U.S. Department of Agriculture/University of Texas at El Paso - Wheels of Change (Additional Funds)</u>					
Federal Grant Revenue	531002	56700	554100	110000	(1,805)
Supplies	531002	56700	710000	360931	1,805
<u>U.S. Department of Health and Human Services/Texas Workforce Commission/Houston-Galveston Area Council – Adult Education and Literacy Grant Program (Additional Funds)</u>					
Federal Grant Revenue	539345	56700	554100	110000	(1,714)
State Grant Revenue	551032	56700	554200	110000	(50,958)
Non-Instructional Labor	551032	56700	610000	460961	49,000
Fringe Benefits	551032	56700	650000	460961	1,958
Supplies	539345	56700	710000	460961	1,714
<u>National Science Foundation/Texas Southern University - Louis Stokes Alliance for Minority Participation (LSAMP) (Reduction of Funds)</u>					
Federal Grant Revenue	534706	56700	554100	110000	1,271
PT - Institutional	534706	56700	614100	465817	(208)
Fringe Benefits	534706	56700	650000	465817	(27)
Supplies	534706	56700	710000	465817	(949)
Contractual Svcs - Indirect costs	534706	56700	731500	620909	(87)

U.S. Department of Justice - Bulletproof Vest Partnership Grant Program 2018 Award

(Additional Funds)

Federal Grant Revenue	531605	56700	554100	110000	(359)
Operating Supplies	531605	56700	710000	620500	<u>359</u>

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2018-2019

Over 70 South (Additional Funds)

State Grant Revenue	555041	56700	554200	110000	(150,000)
Contractual Services	555041	56700	731000	160912	<u>150,000</u>

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2018-2019

Under 70 Central & North (Additional Funds)

State Grant Revenue	555042	56700	554200	110000	(64,929)
Contractual Services	555042	56700	731000	160912	<u>64,929</u>

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2016-2017

Under 70 South (Additional Funds)

State Grant Revenue	555034	56700	554200	110000	(50,099)
Contractual Services	555034	56700	731000	160912	<u>50,099</u>

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

(Additional Funds)

State Grant Revenue	555022	56700	554200	110000	(15,499)
Supplies	555022	56700	710000	460926	10,300
Travel	555022	56700	721000	460926	<u>5,199</u>

Texas Workforce Commission - San Jacinto College in Partnership with a Manufacturing Consortium II

(Additional Funds)

State Grant Revenue	551031	56700	554200	110000	(6,249)
Non-Instructional Labor	551031	56700	610000	460961	1,000
Fringe Benefits	551031	56700	650000	460961	320
Student Aid - Scholarships	551031	56700	751009	520235	<u>4,929</u>

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2018

Regular South (Additional Funds)

State Grant Revenue	555040	56700	554200	110000	(2,999)
Contractual Services	555040	56700	731000	160912	<u>2,999</u>

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2017

Regular South (Additional Funds)

State Grant Revenue	555038	56700	554200	110000	(570)
Contractual Services	555038	56700	731000	160912	<u>570</u>

San Jacinto College Foundation - Student Success Initiatives Fall 2018 Awards

(Additional Funds)

Local Grant Revenue	571051	56700	554300	110000	(11)
Supplies	571051	56700	710000	561401	<u>11</u>

Net Increase (Decrease)

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$	14,051
U.S. Department of Labor		2,440
U.S. Department of Health and Human Services		1,714
U.S. Department of Agriculture		1,805
National Science Foundation		(1,271)
U.S. Department of Justice		359
Texas Higher Education Coordinating Board		284,096
Texas Workforce Commission		57,207
San Jacinto College Foundation		<u>11</u>
	\$	360,412

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

The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school, and continue on to and complete their postsecondary education. This is additional budget from the prior fiscal year due to the unspent funds.

U.S. Department of Education/Texas Higher Education Coordinating Board/RAND Corporation - Holistic Advising Continuous Improvement Study (Additional Funds)

This program develops a clear approach to holistic advising by assisting with development of a logic model and to use evidence-based resources to improve holistic advising practices during each of the four years of the project. Holistic advising takes into account students' personal, social, financial, emotional, developmental, cultural and ethnic issues to more adequately align program requirements and class scheduling. This is additional budget due to the unspent funds from the prior fiscal year.

U.S. Department of Labor/Texas Workforce Commission - National Dislocated Worker Disaster Grant Project TX-32; Disaster-2017 Hurricane Harvey (Additional Funds)

This award is to provide U.S. Workforce Innovation and Opportunity Act (WIOA) Disaster Grant funds to San Jacinto College to assist affected individuals residing in Workforce Development Areas affected by Hurricane Harvey. The College provides short term, fast-track training curriculums that ensure an effective workforce system response that creates temporary employment opportunities to the counties effected by Hurricane Harvey. This is additional budget due to the unspent funds from the prior fiscal year.

U.S. Department of Agriculture/University of Texas at El Paso - Wheels of Change (Additional Funds)

Through this program, the College develops and implements modules for engineering applications in agricultural sciences. Eligible students are encouraged to prepare for careers related to agricultural sciences through incentives that will include a stipend and visits to the agricultural labs of four-year partner institution, Texas A & M Kingsville. This is additional budget due to the unspent funds from the prior fiscal year.

U.S. Department of Health and Human Services/Texas Workforce Commission/Houston-Galveston Area Council – Adult Education and Literacy Grant Program (Additional Funds)

This program provides English language, math, reading, and writing instruction to help students in the SJC service-area acquire the skills needed to succeed in the workforce, earn a high school equivalency, or enter college or career training. This is additional budget due to the unspent funds from the prior fiscal year.

National Science Foundation/Texas Southern University - Louis Stokes Alliance for Minority Participation (LSAMP) (Reduction of Funds)

The program's goal is to significantly increase minority student participation in Science, Technology, Engineering and Mathematics (STEM) and obtain a degree in STEM majors, with the hope of increasing the number of graduate students in STEM programs. Eligible students are awarded stipends by their participating universities and colleges in the consortium. This decreased budget is the fund balance from the prior year. Due to the fund balance procedure on the grant agreement, the balance is de-obligated.

U.S. Department of Justice - Bulletproof Vest Partnership Grant Program 2018 Award (Additional Funds)

The program provides critical resources to state, local, and tribal jurisdictions for the sole purpose of purchasing bullet-resistant body armor for sworn law enforcement officers. This is additional budget due to the unspent funds from the prior fiscal year.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2018-2019 Over 70 South (Additional Funds)

This program provides dedicated funds to increase the number of students who enroll and graduate from nursing programs, helping to meet the state's need for registered nurses. Nursing programs eligible for the Over 70 program have an over 70% graduation rate in the preceding fiscal year. This is additional budget due to the unspent funds from the prior fiscal year.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2018-2019 Under 70 Central & North (Additional Funds)

This program provides dedicated funds to increase the number of students who enroll and graduate from nursing programs, helping to meet the state's need for registered nurses. Nursing programs eligible for the Under 70 program are either those with a graduation rate below 70% or new programs with no previous year graduation rate. This is additional budget due to the unspent funds from the prior fiscal year.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2016-2017 Under 70 South (Additional Funds)

This program provides dedicated funds to increase the number of students who enroll and graduate from nursing programs, helping to meet the state's need for registered nurses. Nursing programs eligible for the Under 70 program are either those with a graduation rate below 70% or new programs with no previous year graduation rate. This is additional budget due to the unspent funds from the prior fiscal year.

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

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

Texas Workforce Commission - San Jacinto College in Partnership with a Manufacturing Consortium II (Additional Funds)

Through this program, the College works in partnership with the manufacturing companies in its service-area and provides specialized custom skills training to help close identified skills gaps and assists in strengthening the skill set of less experienced or new workers in the manufacturing industry. This is additional budget due to the unspent funds from the prior fiscal year.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2018 Regular South (Additional Funds)

This program provides dedicated funds to increase the number of students who enroll and graduate from nursing programs, helping to meet the state's need for registered nurses. This is additional budget due to the unspent funds from the prior fiscal year.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2017 Regular South (Additional Funds)

This program provides dedicated funds to increase the number of students who enroll and graduate from nursing programs, helping to meet the state's need for registered nurses. This is additional budget due to the unspent funds from the prior fiscal year.

San Jacinto College Foundation - Student Success Initiatives Fall 2018 Awards (Additional Funds)

The San Jacinto College Foundation's Student Success Initiative grants provide funding for San Jacinto College faculty and staff to implement student success projects and/or initiatives that are not funded through the regular budgetary process. These projects have an overall goal of maintaining, increasing or expanding student success at San Jacinto College. This is additional budget due to the unspent funds from the prior fiscal year.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy (IV.4001.A) on Compensation and rescind three current policies (IV-C-11, IV-C-16, and IV-E-1).

BACKGROUND

The purpose of this policy is to establish that the College is committed to providing fair and equitable compensation.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on November 2 through November 19, 2018. Three comments were received that resulted in a change of the effective date for Procedure IV.4001.A.b, Faculty Salaries (see Attachment 10 – track changes). Also, language was included in the Procedure on Faculty Salaries to clarify compensation related to educational advancement (see attachment 10 - track changes). Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

Action Item “X”
Regular Board Meeting December 3, 2018
Consideration of Approval of Policy IV.4001.A, Compensation – Second Reading

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy IV-C-11: Policy Relative to Work During Inclement Weather (current policy - rescind)
- Attachment 3 – Policy IV-C-16 Extra Service Agreements (current policy - rescind)
- Attachment 4 – Policy IV-E-1 Policy on Salaries (current policy - rescind)
- Attachment 5 – Policy IV.4001.A, Compensation (proposed new policy)
- Attachment 6 – Procedure 4-2 Compensation and Salary Schedule (current procedures - rescind)
- Attachment 7 – Procedure 3-13 Salaries (current procedures - rescind)
- Attachment 8 – Procedure IV.4001.A.a, Administrator and Staff Salaries (proposed procedures)
- Attachment 9 – Procedure 5-2 Faculty Salary (current procedures)
- Attachment 10 – Procedure IV.4001.A.b, Faculty Salaries (proposed procedures – track changes)
- Attachment 11 – Procedure 5-21 Faculty Formula and Summer Pay (current procedures)
- Attachment 12 – Procedure IV.4001.A.c, Faculty Formula Pay (proposed procedures)
- Attachment 13 – Procedure 4-6 Extra Service Agreements (current procedures)
- Attachment 14 – Procedure IV.4001.A.d, Extra Service Agreements (proposed procedures)
- Attachment 15 – Procedure 4-21 Bilingual Stipends (current procedures)
- Attachment 16 – Procedure IV.4001.A.e, Stipends (proposed procedures)
- Attachment 17 – Procedure IV.4001.A.f, Market Premiums (proposed procedures)
- Attachment 18 – Procedure 4-17 Exempt and Non-Exempt Employees (current procedures)
- Attachment 19 – Procedure IV.4001.A.g, Non-Exempt Employees and Overtime (proposed procedures)
- Attachment 20 – Procedure IV.4001.A.h, Exempt Employees (proposed procedures)
- Attachment 21 – Procedure IV.4001.A.i, Merit Salary Increases (proposed procedures)
- Attachment 22 – Procedure 4-4 Reclassification Review (current procedures)
- Attachment 23 – Procedure IV.4001.A.j, Reclassification and Reorganization (proposed procedures)
- Attachment 24 – Procedure 3-6 Inclement Weather (current procedures)
- Attachment 25 – Procedure IV.4001.A.k, Working during Emergencies or Weather-Related Events (proposed procedures)
- Attachment 26 – Procedure 3-17-A Unscheduled School Closures (current procedures - rescind)
- Attachment 27 – Procedure 3-17-B Payroll During an Unscheduled Closure (current procedures - rescind)
- Attachment 28 – Procedure 4-8-i Unscheduled Holidays (current procedures - rescind)
- Attachment 29 – Procedure IV.4001.A.l, Compensation during an Unscheduled Closure (proposed procedures)

RESOURCE PERSONNEL

Stephen Trncak	281-998-6115	stephen.trncak@sjcd.edu
Sandra Ramirez	281-998-2648	sandra.ramirez@sjcd.edu

Attachment 1

Summary of Changes

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Policy IV.4001.A, Compensation**

Current Policy Number/Name:

IV-C-11 – Policy Relative to Work During Inclement Weather; (current policy recommended for rescission)

IV-C-16 - Policy Concerning Extra Service Agreements; (current policy recommended for rescission)

IV-E-1 – Policy on Salaries (current policy recommended for rescission)

- Created new policy on compensation for approval
- Requesting rescission of the following four policies: IV-C-11 – Policy Relative to Work During Inclement Weather; IV-C-16 - Policy Concerning Extra Service Agreements; IV-E-1 – Policy on Salaries

New Procedure Number: **Procedure IV.4001.A.a**

Proposed Procedure Name(s): **Administrator and Staff Salaries**

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

4-2 Compensation and Salary Schedule (current procedures – recommend rescind)

3-13 Salaries (current procedures – recommend rescind)

Procedure Changes - Administrator and Staff Salaries

- Referenced new proposed policy
- Moved references to faculty salary to proposed procedure on faculty salary
- Incorporated Procedure 3-13: Salaries regarding all rates of pay must be approved by Board of Trustees; all employees paid at same rate regardless of funding source.
- Changed references from band to salary grade
- Removed references to increments and “steps”
- Changed recommendations on initial salary placement; formerly minimum to 10% over minimum to recommendation by the HR Compensation team in conjunction with the hiring leader
- Removed reference to 7% increase on promotions; replaced with same consideration as a new employee
- Removed reference to 7% decrease on demotions; replaced with Compensation team will use internal equity to calculate salary
- Removed references to limitation to maximum of the salary grade on promotions and demotions
- Moved references regarding reorganization and reclassification to new procedure on Reclassification and Reorganization
- Removed references to Band Realignment
- Moved reference regarding raises to new procedure on merit salary increases
- Added definitions for salary grade, salary range, internal equity, external market equity, promotion, demotion, and lateral transfer

New Procedure Number: **Procedure IV.4001.A.b**

Proposed Procedure Name(s): **Faculty Salaries**

Current Procedure Number(s)/Name(s): 5-2 Faculty Salary

Procedure Changes - Faculty Salaries

- Referenced new proposed policy
- Changed reference from Board of Regents to Board of Trustees
- Changed reference from Vice President of Instruction to Provost
- Changed masters degree to master's degree
- Eliminating salary grade level All But the Dissertation (ABD)
- Added salary grade level Master's degree plus 48 graduate hours
- Added reference to academically recognized terminal degree considered equivalent to an earned doctorate for salary schedule purposes.
- Final decision on which degrees to be considered terminal resides with Deputy Chancellor & President
- Added clarification on compensation related to educational advancement for faculty.

New Procedure Number: **Procedure IV.4001.A.c**

Proposed Procedure Name(s): **Faculty Formula Pay**

Current Procedure Number(s)/Name(s): 5-21 Faculty Formula and Summer Pay

Procedure Changes - Faculty Formula Pay

- No substantive changes
- Referenced new proposed policy
- Changed substitute pay from “adjunct rate” to “part-time faculty instructional rate.”
- Moved definitions of “formula pay,” “course,” and “normal overload rate” to Definitions.

New Procedure Number: **Procedure IV.4001.A.d**

Proposed Procedure Name(s): **Extra Service Agreements**

Current Procedure Number(s)/Name(s): 4-6 Extra Service Agreements

Procedure Changes - Extra Service Agreements

- Referenced new proposed policy.
- Added statement regarding designated term of an Extra Service Agreement shall not exceed one year and must be within the fiscal year from the policy IV-C-16 Extra Service Agreements to the procedure.
- Added statement that ESAs may be considered only for assignments outside the individual's work schedule, not to affect the normal duties of the employee
- Added requirement that all approvals must be acquired before activity or service begins; no retroactive pay for ESAs
- Changed reference for all other projects paid at “overload lab rate” to “faculty non-instructional rate”

New Procedure Number: **Procedure IV.4001.A.e**

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

Current Procedure Number(s)/Name(s): 4-21 Bilingual Stipends

Procedure Changes - Stipends

- Changed title from Bilingual Stipends to Stipends
- Referenced new proposed policy
- Changed reference from guidelines to procedures
- Changed recommendation from President or Vice Chancellor to respective leader
- Changed references from supervisor to leader
- Changed responsibility to document language ability from Human Resources to employee's leader

- Changed amount of bilingual stipend from \$50 per month to the amount posted on the current Stipends and Market Premiums Salary Schedule
- Removed reference regarding recommendation to the appropriate president or vice chancellor
- Changed reference regarding appropriate form from PAR to EPAF; moved to bottom of procedure following all stipends
- Added reference to travel stipends available when recommended by the respective leader in an amount posted on the current Stipends and Market Premiums Salary Schedule
- Added reference to phone stipends available when recommended by the respective leader in an amount posted on the current Stipends and Market Premiums Salary Schedule
- Added reference to administrative stipends available when recommended by the respective leader in an amount posted on the current Stipends and Market Premiums Salary Schedule
- Added reference to full-time faculty stipends available when recommended by the respective leader in an amount posted on the current Stipends and Market Premiums Salary Schedule
- Added reference to part-time faculty stipends available when recommended by the respective leader in an amount posted on the current Stipends and Market Premiums Salary Schedule
- Added reference to CPD offsite instruction stipends available when recommended by the respective leader in an amount posted on the current Stipends and Market Premiums Salary Schedule
- Added reference to acting interim stipends available when recommended by the respective leader in an amount posted on the current Stipends and Market Premiums Salary Schedule
- Added definition of stipend

New Procedure Number: **Procedure IV.4001.A.f**

Proposed Procedure Name(s): **Market Premiums**

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

Procedure Changes - Market Premiums

- New proposed procedure
- References proposed policy
- Documents full-time and part-time faculty market premiums that vary by discipline and contract length

New Procedure Number: **Procedure IV.4001.A.g**

Proposed Procedure Name(s): **Non-Exempt Employees and Overtime**

Current Procedure Number(s)/Name(s): 4-17 Exempt and Non-Exempt Employees

Procedure Changes - Non-Exempt Employees and Overtime

- References proposed policy
- Removed references to exempt employees
- Changed from FLSA reflects national policy to FLSA regulates national policy
- Removed references to payroll records; redundant to payroll procedures
- Added definitions for non-exempt employee, overtime pay, comp time, and work week

New Procedure Number: **Procedure IV.4001.A.h**

Proposed Procedure Name(s): **Exempt Employees**

Current Procedure Number(s)/Name(s): 4-17 Exempt and Non-Exempt Employees

Procedure Changes - Exempt Employees

- References proposed policy
- Removed references to non-exempt employees
- Changed references from supervisor to leader
- Changed “exempt employees” to “exempt staff and administrators” are expected to work a minimum of a forty hour week
- Added faculty work schedule is defined in the Instructional procedures
- Changed “exempt employees are expected to work a forty hour week and must use paid leave time (sick, vacation, or personal leave) to account for a 40 hour week” to” exempt employees must use available leave time (sick, vacation, or personal leave) to account for the scheduled work week”
- Added definitions for exempt employee, work week, comp time, and overtime pay.

New Procedure Number: **Procedure IV.4001.A.i**

Proposed Procedure Name(s): **Merit Salary Increases**

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

Procedure Changes - Merit Salary Increases

- New proposed procedure; replaces Raises section in Procedure 4-2: Compensation and Salary Schedule
- References proposed policy
- Merit increases are authorized by the Board of Trustees
- Increases are effective September 1 of a fiscal year and are based on the base salary as of August 31 of the preceding fiscal year.
- Replaced “employees with a hire date of March 1 and after of a fiscal year will not be eligible for a raise...” with “Employees hired after September 1 will be prorated the following year”
- Removed statement not allowing raises for employees whose current salary exceeds the maximum of their band
- Merit are differentiated percentages based on validated performance management ratings
- Employee disciplinary or behavioral issues could reduce or negate any increase award
- Added definition for prorated increase.

New Procedure Number: **Procedure IV.4001.A.j**

Proposed Procedure Name(s): **Reclassification and Reorganization**

Current Procedure Number(s)/Name(s): 4-4 Reclassification Review

Procedure Changes - Reclassification and Reorganization

- References proposed policy
- Changed title from Reclassification Review to Reclassification and Reorganization
- Removed reference to a review schedule
- Removed reference to annual opportunity for non-teaching staff employees to request a review of their classification
- Removed reference to an updated PDQ
- Removed references to a Classification Committee
- Removed reference to classification reviews only at the request of the Chancellor
- Removed reference to reviews/studies made generally during the month of June and any changes are effective September 1 of the new fiscal year.
- Added typical business reasons that a review may be warranted.

- Position incumbent or the respective leader may initiate a request for a position review. The request must be approved through the leadership chain to the respective SLT member. SLT member will forward request to the Compensation team.
- Results of the compensation evaluation and recommendation are reported back to the SLT member. SLT member will consider recommendation and if approved, will seek final approval from the Chancellor when necessary.
- SLT member will forward the response back through the chain of command to the requesting leader for explanation or appropriate action. The immediate leader is always responsible for informing the incumbent of the outcome of the initial request.
- Added section on reorganizations and requirements for a reorganization proposal
- Support for reviewing and preparing a reorganization plan can be requested through Human Resources Organizational and Talent Development group.

New Procedure Number: **Procedure IV.4001.A.k**

Proposed Procedure Name(s): **Work during Emergencies and Weather-Related Events**

Current Procedure Number(s)/Name(s): 3-6 Inclement Weather

Procedure Changes - Working during Emergencies or Weather-Related Events

- References proposed policy
- Removed paragraph regarding bulletins broadcast on 950AM radio and Channel 2 television.
- Added paragraph regarding SJC AlertMe.
- Added paragraph regarding email communication and SJC AlertMe also using voice and text messages to phone numbers provided.
- Added paragraph regarding SJC website, toll-free emergency information phone number, and social media sites.
- Removed sick from reference to accumulated leave.
- Added reference to Chancellor's authorization for limited use of accumulated leave.
- Changed reference about President to Provost.

New Procedure Number: **Procedure IV.4001.A.l**

Proposed Procedure Name(s): **Compensation during an Unscheduled College Closure**

Current Procedure Number(s)/Name(s): 3-17-a Unscheduled School Closures and 3-17-b Payroll During Unscheduled Closure and 4-8-i Unscheduled Holidays

Procedure Changes - Compensation during an Unscheduled Closure

- References proposed policy
- Definitions for college closures, shutdowns, evacuations, essential employees, and the Incident Management Team will be found in the procedures for Unscheduled College Closures and Essential Staff, being brought forth by Emergency Management at a future date.
- Changed title to *Compensation During an Unscheduled College Closure*.
- Incorporated content from the Procedure *Unscheduled School Closures*.
- Replaced references to work schedule assignments and pay practices with closure compensation.
- Defined closure compensation for full-time employees only for their regular scheduled work hours/days from declared closure time until instructed to return to work. Closure compensation is not considered time worked for purposes of calculating overtime. Closure compensation will not exceed forty hours per work week.

Attachment 1

- Employees on approved leave categories from work during an unscheduled closure, will have that leave time charged against their balance.
- Added agency workers and subcontractors to list of those that will not receive pay if they do not work during a closure.
- Added full-time employees, designated as Essential employees, that do not report to and/or remain at work may be ineligible for Closure compensation and could be subject to discipline.
- Added requirement for all employees to communicate with their leader during partial campus and/or building closure to receive instructions.

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Attachment 2
Policy IV-C-11: Policy Relative to Work
During Inclement Weather
(current policy - rescind)

Policy IV-C-11: Policy Relative to Work During Inclement Weather

Policy Relative to Work During Inclement Weather

During inclement weather and/or high water, all employees are expected to report for their regular duties. Employees who fail to report for duty will have one day of accumulated sick leave or one day's pay deducted for every day missed under this policy. This policy is not in effect when administration cancels classes or closes the school.

Policy #:	IV-C-11
Policy Name:	Policy Relative to Work During Inclement Weather
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	June 1, 1992
Effective Date:	March 2, 1981 and June 1, 1992
Associated Procedure:	3-6

Attachment 3
Policy IV-C-16 Extra Service Agreements
(current policy - rescind)

Policy IV-C-16: Policy Concerning Extra Service Agreements

Occasionally, a full-time employee is needed to complete a non-teaching extra assignment outside the scope of the employee's normal responsibilities. In such a situation, by way of general consensus of the Chancellor and by way of this Board approved policy, the Board of Trustees of San Jacinto College District authorizes usage of the Extra Service Agreement. This agreement calls for additional pay when the assignment is outside the scope of the individual's regular duties and work schedule, with allowances in the work schedule not to affect the normal duties of the employee.

Procedures related to this policy will be overseen and revised as necessary by the Human Resources Office of the District. All agreements must remain in compliance with personnel guidelines and applicable federal or state law.

The designated term of an Extra Service Agreement shall not exceed one year and must be within the fiscal year. Application for approval of work done under an Extra Service Agreement must be made early enough so as to acquire all necessary approvals before activity or service begins. Approved Extra Service Agreements will be ratified by the Board at the next scheduled meeting following approval. In no case will extra pay be given retroactively as this could be deemed a violation of state law. {Article III, Section 53 of the Texas Constitution; Attorney General Opinion # MW-68 (1979); and Attorney General Opinion # JM1113 (1989)}

This policy may be amended by the approval of the Board of Trustees of San Jacinto College District with the recommendation of the District Human Resources Office.

Policy #:	IV-C-16
Policy Name:	Policy Concerning Extra Service Agreements
Pages:	1
Adopted Date:	May 4, 1998
Revision/Reviewed Date:	February 5, 2008 and July 11, 2016
Effective Date:	May 4, 1998 and February 5, 2008 and July 12, 2016
Associated Procedure:	4-6

Attachment 4
Policy IV-E-1 Policy on Salaries
(current policy – rescind)

Policy IV-E-1 Policy on Salaries

Employees are compensated based upon a salary schedule adopted by the Board of Trustees each year.

(See Guidelines and Procedures, Section 4-2)

(Effective March 2, 1981; revised January 11, 1999; Reviewed February 5, 2008.)

Policy #:	IV-E-1
Policy Name:	Policy on Salaries
Pages:	1
Adopted Date:	March 5, 2001
Revision/Reviewed Date:	
Effective Date:	March 5, 2001
Associated Procedure:	4-2 , 5-2 and 3-13

Attachment 5
Policy IV.4001.A, Compensation
(proposed new policy)

Policy IV.4001.A, Compensation

Purpose

The Board of Trustees, as the policy making body of San Jacinto College, sets forth the principles for employee compensation. The College values equitable and market competitive salaries for all employees in order to attract and retain a qualified workforce and to make efficient use of public funds for compensation administration. Procedures related to this policy will be overseen by the Human Resources Department. All transactions must remain in compliance with personnel procedures and applicable federal or state law.

Policy

San Jacinto College will develop and maintain a fair and competitive salary structure, provide compensation consistent with appropriate job markets for similar skills, responsibilities, educational qualifications, and working conditions, while maintaining internal equity with existing jobs. The College will accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market. The Human Resources Department is responsible for keeping current with regulatory changes and for modifying procedures and practices as necessary to comply with those changes.

The Chancellor has the authority to approve appointments or placements of qualified employees to appropriate salary levels and may revise the compensation procedures when needed to support the College's operational goals and strategic priorities.

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

Associated Procedures

Procedure IV.4001.A.a, Administrator and Staff Salaries

Procedure IV.4001.A.b, Faculty Salaries

Procedure IV.4001.A.c, Faculty Formula Pay

Procedure IV.4001.A.d, Extra Service Agreements

Procedure IV.4001.A.e, Stipends

Procedure IV.4001.A.f, Market Premiums

Procedure IV.4001.A.g, Non-Exempt Employees and Overtime

Procedure IV.4001.A.h, Exempt Employees

Procedure IV.4001.A.i, Merit Salary Increases

Procedure IV.4001.A.j, Reclassification and Reorganization

Procedure IV.4001.A.k, Work during Emergencies and Weather-Related Events

Procedure IV.4001.A.l, Compensation during an Unscheduled College Closure

Date of Board Approval Anticipated December 3, 2018

Attachment 5 – Proposed Policy

Effective Date	Anticipated December 4, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

Attachment 6
Procedure 4-2
Compensation and Salary Schedule
(current procedures - rescind)

Procedure 4-2: Compensation and Salary Schedule

The District has established a compensation program for each employee classification. The Chancellor, with the assistance of the Vice Chancellor of Human Resources, maintains salary schedules competitive with similar institutions statewide. All positions at the college are assigned to a Band with a salary range indicating a minimum and maximum salary. The salary ranges within a band are reviewed and adjusted as appropriate to reflect target markets identified by the college. For faculty, the Board is committed to a salary structure that is competitive at the seventy-fifth percentile with other community colleges of similar size within the state.

Employees' salaries are "placed" on the salary schedule according to increments or "steps". Once a new employee's salary is determined by placement on a band and step or current employee's salaries are calculated using the assigned band and placement on a step, future raises and increases in salary are solely determined by action of the Board of Trustees. The one exception being band changes due to changes in education levels in the faculty (explained further below).

Compensation Procedures

Initial Salary Placement (for new employees)

Administrators – A President or Vice-Chancellor may recommend the employment of an administrator at a salary up to the first quartile of the range based on outstanding qualifications, experience or credentials. Professional non-teaching – up to 10% over the minimum for the band assigned. Consideration of salary offer above 10%, based on outstanding qualifications, experience or credentials, must be requested by a president or vice-chancellor and confirmed by human resources. Skilled Craft / Classified staff - up to 10% over the minimum for the band assigned with outstanding qualifications, experience, or credentials. Consideration of salary offer above 10%, based on exceptional qualifications, experience or credentials, must be requested by a director or vice-chancellor and confirmed by human resources.

"Exceptions must have the approval of both the campus President and the Chancellor"

Promotions

An employee who applies for and receives a job classification that has a higher classification than their current classification may receive the same consideration for salary placement as a new employee in (1.) above. In most cases the employee will receive a 7% increase or placement on step one of the new band, whichever is greater, but no more than the maximum salary approved for the new band. In the event the employee's current salary exceeds the maximum of the new band, there will be no increase in pay. *

Applying for and receiving a job with a lower classification and/or voluntary transfer to a position with a lower classification

An employee who applies for and receives a job classification that has a lower classification than their current classification or voluntarily transfers to a position with a lower classification will receive a 7 % decrease in salary and placement on the new band. In the event the employee's current salary exceeds the maximum of the new band, the employee will receive only the maximum for the new band.

Applying for and receiving a job with the same classification

Employees who apply for and receive a job with the same classification as their current classification (a lateral move) will retain their current salary and benefits regardless of the location of the new position in the District.

****Reorganization**

An employee not employed under contract (at-will) and reassigned to a position with a lower classification than their current classification as a result of reorganization, will have their salary adjusted to the new classification at the beginning of the effective date of the reorganization. For employees working under a contract and subsequently reassigned to a position with a higher or lower classification, the salary adjustment will not occur until the end of their contract. The applicable guidelines in 2, 3 and 4 (above) will be used in salary calculations in reorganization. In no case will the new salary exceed the maximum salary for the new band.

Reclassification

Reclassifications, in general, are accomplished during one fiscal year (generally June, July and August) to be effective on September 1 of the subsequent fiscal year as part of a college wide classification review. Reclassifications are considered only at the initiation of the Executive Council. An employee whose position is reclassified to a new band with a higher classification will receive a 7% increase or the minimum salary of the new band, whichever is greater. This is in lieu of any Board approved raise. In the event the employee's current salary exceeds the maximum of the new band, there will be no increase in pay. Employees whose position is reclassified to a band with a lower classification than their current classification will have their salary adjusted using guidelines 2, 3 or 4, effective the beginning of the new fiscal year.

Band Realignment

Salary schedules and bands may be realigned at the beginning of a fiscal year to address market trends for certain job categories. Employees whose pay band is realigned to a higher band for market reasons will receive the board approved raise for that year or placement on the first step of the new band, whichever is greater. In the event the employee's current salary exceeds the maximum of the new band, there will be no increase in pay.

Raises (Increase in salary within a band)

Raises are typically approved by the Board of Trustees once a year and are effective September 1 of the subsequent fiscal year. Employees with a hire date of March 1 and after of a fiscal year will not be eligible for a raise on September 1 of the immediate subsequent year. Raises are calculated on the August 31 salary of the preceding fiscal year. In the event the employee's current salary exceeds the maximum of their band, there will be no raise.

***Only Human Resources is authorized to make a salary offer.**

Faculty Related Salary Issues

New faculty salaries will be calculated commensurate with education and experience. Faculty who acquire education levels that result in movement to a new band, will receive the appropriate salary for the new band at the same step (or the step the faculty member's salary just passed if the salary is not on a step). In the event the current salary exceeds the maximum for the new band, there will be no increase in pay. Adjustments of this nature will be made in January and September only. It is the responsibility of the faculty member to confirm that they are placed on the correct band for education level.

Faculty promoted to an administrative or other non-teaching position will receive a 7% increase or placement on step one of the new band, whichever is greater. In the event the employee's current salary exceeds the maximum of the new band, there will be no increase in pay.*

Administrators or other non-teaching employees who apply for and receive a faculty position will receive pay appropriate for their education and teaching experience. Contracted employees reassigned to a

Attachment 6 – Current Procedure - Rescind

faculty position will receive their salary for the duration of their contract, after which time salary will be calculated appropriate for education and experience.

Faculty salaries are based on the salary schedule adopted by the Board of Trustees and published annually by Human Resources. Salaries are based on the faculty members education level as follows: (1) Bachelor's or equivalent, (2) Master's degree, (3) Master's degree plus 18 graduate hours, (4) Master's degree plus 36 graduate hours, (5) all but the dissertation and (6) earned Doctorate. Adjustments to faculty salary due to a change in education level are made two times per academic year, at the beginning of the fall semester and spring semesters, according to payroll deadlines. Faculty may receive credit for graduate level coursework completed above the master's degree in accordance with the applicable provisions below.

Faculty desiring to qualify certain coursework for salary increments must submit a completed "Coursework Approval Form" to the Vice President of Instruction, preferably in advance of enrollment. Faculty must also arrange for official transcripts verifying completion of qualified coursework to be sent to the Human Resources Office, as applicable.

Faculty may receive credit towards salary increments for up to 36 graduate semester hours above the Master's degree in the teaching field without verifying that the coursework is applicable toward a doctorate degree.

A faculty member may receive credit toward salary increments for graduate credits above the Master's degree but out of the teaching field; provided that (a) the coursework is in a related field, and (b) there is no graduate coursework practically available in the teaching field. Credit for salary increments under this provision will be made up to and including the earned doctorate.

Documentation verifying the applicability of all coursework for hours in excess of the 36 graduate hours above the Master's degree must be submitted to and approved by the Vice President of Instruction in order for the coursework to qualify for salary increments. A degree plan from the institution attended will satisfy this requirement.

All credit applicable toward salary increments must be earned from regionally accredited, degree granting institutions of post-secondary education in the United States and its outlying areas which meet the traditional U.S. Department of Education eligibility requirements. Degrees or courses from foreign institutions may be accepted on a case by case basis and must be evaluated by a recognized credential evaluation agency.

Procedure #:	4-2
Procedure Name:	Compensation and Salary Schedule
Pages:	3
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-E-1

Attachment 7
Procedure 3-13
Salaries
(current procedures - rescind)

Procedure 3-13: Salaries

The rate of pay of all employees, whether salaried or paid an hourly rate, must be approved by the Board of Trustees. Employees paid in whole or in part from grants or other soft money will be paid at the same rate of pay as employees paid from other sources performing similar services. This also includes those employed under a Business and Industry contract or other non-credit forms of instruction.

(Re: Policy IV-E-1; Board of Trustees Policy Manual)

Procedure #:	3-13
Procedure Name:	Salaries
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-E-1

Attachment 8
Procedure IV.4001.A.a, Administrator
and Staff Salaries
(proposed procedures)

Procedure IV.4001.A.a, Administrator and Staff Salaries

Associated Policy

Policy IV.4001.A, Compensation

Procedure

The College has established a compensation program for each employee classification. The Chancellor, with the assistance of the Vice Chancellor of Human Resources, maintains Board approved salary or rate schedules competitive with similar institutions statewide. All full-time positions at the College are assigned to a salary grade with a salary range indicating a minimum and maximum salary. The salary range associated with a grade are reviewed and adjusted as appropriate to reflect target markets identified by the College.

The rate of pay of all employees, whether salaried or paid an hourly rate, must be approved by the Board of Trustees. Employees paid in whole or in part from grants or other soft money will be paid based on the Board approved salary or rate schedule rate of pay as employees paid from other sources performing similar services.

Future raises and increases in salary are solely determined by actions approved by the Board of Trustees.

Initial Salary Placement (new or rehired employees)

A hiring leader will select a finalist candidate from a job posting for a specific position. The Compensation team in Human Resources will evaluate the candidate's education and experience relative to the requirements of the position and recommend an appropriate salary offer in conjunction with the hiring leader, reflecting both external market equity and consideration of internal equity of current incumbents. Consideration of a salary will require the approval of the respective leader. **Only Human Resources is authorized to make a salary offer to a candidate.**

Promotions

An employee who applies for and receives an offer for a position that has a higher salary grade than the individual's current salary grade may receive the same consideration for salary placement as a new employee. The scope and responsibilities of the new position, and internal equity with current incumbents, will be taken into account when making the corresponding salary adjustment for promotions. The Compensation team will use the same guidelines for determining the appropriate salary in a promotion as they would for a new hire. In the event the employee's current salary exceeds the maximum of the new grade, there may be no increase in pay.

Demotions

An employee who applies for and is offered a position that has a lower salary grade than their current position or voluntarily transfers to a position with a lower salary grade may receive a decrease in salary and placement in the new salary range. The Compensation team will use internal equity to calculate the salary in the new position.

Lateral Transfers

Employees who apply for and receive a position with the same salary grade as their current position (a lateral move) will retain their current salary regardless of the new position title.

Definitions

Demotion: The movement of an employee from one salary grade to a lower salary grade as a result in change in positions. A demotion may result in a decrease in compensation.

External Market Equity: The review of external market equity is an assessment that attempts to align College salaries with the external market compensation for the same duties. External market equity is used as a retention tool, as well as a means to ensure competitiveness in pay practices. External market equity is not used solely to match market pay, but rather provides guidance on when it is most appropriate to lag, match, or lead the market based on budget, availability of skill, and mission critical jobs.

Internal Equity: Internal equity is an assessment that attempts to identify and address inequities in compensation between employees who are considered similarly situated and are performing similarly. Internal equity does not attempt to make pay exactly the same for employees simply because they are in the same job title, but rather considers the similarities and dissimilarities in experience, skills, abilities and record of job performance, and aligns the pay fairly and equitably based on those factors.

Lateral Transfer: The movement of an employee from one position to another with the same salary grade and salary range. There is no change in compensation associated with a lateral transfer.

Promotion: The movement of an employee from one salary grade to a higher salary grade as a result of change in positions, usually involving higher levels of responsibility and qualifications.

Salary Grade: A salary grade is a predetermined compensation level for a given set of positions within an organization reflecting a similar level of impact, responsibilities, knowledge, skills, decision-making, problem-solving abilities, and experience.

Salary Range: A salary range is the span between the minimum and maximum base salary an organization will pay for a specific set of positions.

Attachment 8 – Proposed Procedure

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 9
Procedure 5-2
Faculty Salary
(current procedures)

Procedure 5-2: Faculty Salary

Faculty salaries are based on the salary schedule adopted by the Board of Regents and published annually by the Human Resources Office. Salaries are based on the faculty member's education level as follows:

- Bachelor's or equivalent
- Master's degree
- Master's degree plus 18 graduate hours
- Master's degree plus 36 graduate hours
- All but the dissertation
- Earned Doctorate

Adjustments to faculty salaries due to a change in education level are made two times per academic year, at the beginning of the fall semester and spring semester, according to payroll deadlines. Faculty may receive credit for graduate level coursework, completed above the Master's degree in accordance with the applicable provisions below:

- Faculty desiring to qualify certain course work for salary increments must submit a completed a Course work Approval Form to the Vice President of Instruction, preferably in advance of enrollment. Faculty must also arrange for official transcripts verifying completion of qualified course work to be sent to the Human Resources Office, as applicable.
- Faculty may receive credit towards salary increments for up to 36 graduate semester hours above the masters degree in the teaching field without verifying that the course work is applicable toward a doctorate degree.
- A faculty member may receive credit toward salary increments for graduate credits above the masters degree but out of the teaching field, provided that (a) the course work is in a related field, and (b) there is no graduate course work practically available in the teaching field. Credit for salary increments under this provision will be made up to and including the earned doctorate.
- Documentation verifying the applicability of all course work for hours in excess of the 36 graduate hours above the masters degree must be submitted to and approved by the Vice President of Instruction in order for the course work to qualify for salary increments. A degree plan from the institution attended will satisfy this requirement.
- All credit applicable toward salary increments must be earned from regionally accredited, degree granting institutions of post-secondary education in the United States and its outlying areas which meet the traditional U.S. Department of Education eligibility requirements. Degrees or courses from foreign institutions may be accepted on a case by case basis and must be evaluated by a recognized credential evaluation agency.

Attachment 9 – Current Procedure

Procedure #:	5-2
Procedure Name:	Faculty Salary
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-E-1

Attachment 10
Procedure IV.4001.A.b, Faculty
Salaries
(proposed procedures – track changes)

Procedure ~~##IV.4001.A.b~~, Faculty Salaries

Associated Policy

Policy ~~##IV.4001.A~~, Compensation

Procedure

Faculty salaries are based on the Board approved salary or rate schedule adopted by the Board of Trustees and published annually by the Human Resources Department. Faculty members' salaries placements are based on the following schedule~~faculty member's education level as follows:~~

~~Bachelor's degree or equivalent~~

Master's degree

- ~~• Master's degree plus 18 graduate hours~~
- ~~• Master's degree plus 36 graduate hours~~
- ~~• Master's degree plus 48 graduate hours~~
- Earned DoctorateDepartment Chair
- Earned Doctorate
- Master's degree plus 48 graduate hours
- Master's degree plus 36 graduate hours
- Master's degree plus 18 graduate hours
- Master's degree
- Bachelor's degree or equivalent

Adjustments to faculty salaries due to a change in education level are made two times per academic year, at the beginning of the fall semester and spring semester, according to payroll deadlines. Faculty will advance to the next appropriate grade level at completion of coursework beyond their current salary grade level. Faculty may receive credit for graduate level coursework, completed above the master's degree in accordance with the applicable provisions below:

- Faculty desiring to qualify course work for salary increments must submit a completed Course Work Approval Form to the Provost, preferably in advance of enrollment. Faculty must also arrange for official transcripts verifying completion of qualified course work to be sent to the Human Resources Department, as applicable.
- Faculty may receive credit towards salary increments for up to 36 graduate semester hours above the master's degree in the teaching field without the course work being applicable toward a doctorate degree plan.
- A faculty member may receive credit toward salary increments for graduate credits above the master's degree but out of the teaching field, provided that (a) the course work is in a related

field, and (b) there is no graduate course work practically available in the teaching field. Credit for salary increments under this provision will be made up to and including the earned doctorate.

- Academically recognized terminal degrees will be considered equivalent to an earned doctorate for faculty Board approved salary or rate schedule purposes. Final decision on which degrees are considered terminal resides with the Provost and the Deputy Chancellor & President.
- Documentation verifying the applicability of all course work for hours above the master’s degree must be submitted to and approved by the Provost in order for the course work to qualify for salary increments. A degree plan from the institution attended will satisfy this requirement.
- All credit applicable toward salary increments must be earned from regionally accredited, degree granting institutions of post-secondary education in the United States and its outlying areas which meet the traditional U.S. Department of Education eligibility requirements. Degrees or courses from foreign institutions may be accepted on a case by case basis and must be evaluated by a recognized credential evaluation agency.
- Advancement to Department Chair salary grade level is defined by the Instructional Procedure: Selection of a Department Chair.
- Department Chair salary grade level compensation is inclusive of any educational advancement attainment while serving in that capacity.
- Department Chairs may request a transfer to a full-time faculty teaching position, subject to availability. Employee performance, behaviors, and values must be at an acceptable level to be considered for placement. Compensation will be adjusted to correlate with education and experience at the appropriate faculty salary level.

Definitions

Terminal Degree: The highest university degree that can be awarded in a specific academic or professional track or discipline. Final decision on which degrees are considered terminal resides with the Provost and the Deputy Chancellor & President.

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018 <u>January 8, 2019</u>
Associated Policy	Policy ##IV.4001.A , Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 10 – Proposed Procedure – track changes

Attachment 11
Procedure 5-21
Faculty Formula and Summer Pay
(current procedures)

Procedure 5-21: Faculty Formula and Summer Pay

Formula pay is the incentivized rate of pay for regular full time faculty teaching classes during the winter and spring mini semesters or off contract during the summer. Formula pay for summer and mini semesters is set at the board approved rate listed on the annual salary schedule. No more than six (6) courses may be taught at the formula rate during the fiscal year. Terms eligible for formula pay for nine month faculty are winter mini, spring mini and both summer semesters. Terms eligible for formula pay for 10.5 month faculty are the winter mini, spring mini and one session in the summer. Terms eligible for formula pay for 12 month faculty working 35 hours per week are the winter and spring minis only. 12 month faculty working a 40 hour work week are not eligible for formula pay.

A course is counted as a course without respect to credit hours, e.g. PE, Art, Automotive and Physics courses count as one course whether credit hours are 2, 3, 4 or 5.

The college may assign eligible faculty a maximum of one 3-week class in each of the winter and spring mini semesters, and four classes in the summer. The maximum number of summer classes must be one of the following combinations:

- two 5A and two 5B
- one 5A and three 5B
- three 5A and one 5B
- one 5A and two 5B and one full summer term
- two 5A and one 5B and one full summer term
- three 5A or three 5B and one full summer term
- one 5A, one 5B and two full summer terms
- two 5A or two 5B, and two full summer terms
- one 5A or one 5B, and three full summer terms
- four 5A or four 5B
- four full summer terms.

These will be eligible for the formula pay rate posted in the salary schedule. Additional mini-semester or summer classes will be paid at the normal overload rate.

While receiving formula pay, faculty are expected to develop and post a schedule of office hours that meets the needs of their students, and to be available for college service work. Only the Deputy Chancellor & President or designee, may approve a faculty member to receive non-teaching pay and formula pay during the same semester or part of term. The approval must be granted in writing. Assignments or special projects outside of the contract period will be paid in accordance with the approved salary schedule. The actual hours shall be submitted on the monthly payroll with the payroll coversheet for the department. Salaries paid to faculty performing non-teaching duties will comply with the college pay cycles, e.g., June payment includes only wages earned until the June payroll deadline.

Substitute pay will be paid at the substitute (adjunct rate) as approved by the board.

Full-time Temporary faculty are not eligible for formula pay.

Attachment 11 – Current Procedure

Procedure #:	5.-1
Procedure Name:	Faculty Formula and Summer Pay
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	May 20, 2014; May 19, 2017
Effective Date:	May 19, 2017
Associated Policy:	

Attachment 12
Procedure IV.4001.A.c, Faculty
Formula Pay
(proposed procedures)

Procedure IV.4001.A.c, Faculty Formula Pay

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Formula pay for summer and mini semesters is set at the Board approved salary or rate listed on the annual salary or rate schedule. No more than six (6) courses may be taught at the formula rate during the fiscal year. Terms eligible for formula pay for nine month faculty are winter mini, spring mini and both summer semesters. Terms eligible for formula pay for 10.5 month faculty are the winter mini, spring mini and one session in the summer. Faculty issued a 12 month contract, without vacation leave accrual, are eligible for formula pay for the winter and spring minis only. Faculty issued a 12 month contract, with vacation leave accrual, are not eligible for formula pay.

The College may assign eligible faculty a maximum of one 3-week class in each of the winter and spring mini semesters, and four classes in the summer. The parts of term are noted in the Academic Calendar, and may vary at the discretion of the College. The maximum number of summer classes must be one of the following combinations:

- two 5A and two 5B
- one 5A and three 5B
- three 5A and one 5B
- one 5A and two 5B and one full summer term
- two 5A and one 5B and one full summer term
- three 5A or three 5B and one full summer term
- one 5A, one 5B and two full summer terms
- two 5A or two 5B, and two full summer terms
- one 5A or one 5B, and three full summer terms
- four 5A or four 5B
- four full summer terms

These combinations will be eligible for the formula pay rate posted in the Board approved salary or rate schedule. Additional mini-semester or summer classes will be paid at the normal overload rate.

While receiving formula pay, faculty are expected to develop and post a schedule of office hours that meets the needs of their students, and to be available for College service work. Only the Deputy Chancellor & President or designee, may approve a faculty member to receive non-teaching pay and formula pay during the same semester or part of term. The approval must be granted in writing. Assignments or special projects outside of the contract period will be paid in accordance with the Board approved salary or rate schedule. The actual hours shall be submitted on the monthly payroll with the payroll coversheet for the department. Salaries paid to faculty performing non-teaching duties will comply with the College pay cycles, e.g., June payment includes only wages earned until the June payroll deadline.

Attachment 12 – Proposed Procedure

Substitute pay will be paid at the part-time faculty instructional rate as approved by the Board of Trustees.

Full-time Temporary Faculty are not eligible for formula pay, as referenced in the Temporary Full-Time Faculty Positions Definition and Hiring Guidelines. This document is located on the Human Resources page of the College website.

Definitions

Course: A course is counted as a course without respect to credit hours, e.g., PE, Art, Automotive, and Physics courses count as one course whether credit hours are 2, 3, 4 or 5.

Formula Pay: Formula pay is the incentivized rate of pay for regular full-time faculty teaching classes during the winter and spring mini semesters or off contract during the summer.

Normal Overload Rate: Normal overload rate is the current part time faculty instructional rate as posted on the Board approved salary or rate schedule.

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 13
Procedure 4-6
Extra Service Agreements
(current procedures)

Procedure 4-6: Extra Service Agreements

Extra Service Agreements may be developed between the administration and exempt employees for special projects, typically when such assignments are accomplished outside the scope of the individual's regular duties and work schedule. Extra Service Agreements up to \$5,000 may be initiated by a Strategic Leadership Team (SLT) member and must be approved by the Chancellor or Deputy Chancellor & President prior to the performance of any work towards the project. Extra Service Agreements up to \$5,000 will be ratified by the Board of Trustees at the next scheduled meeting following approval. Any Extra Service Agreement above \$5,000 must be approved by the Chancellor or Deputy Chancellor & President and the Board of Trustees prior to the performance of any work towards the project. An ESA will not be initiated for a payment less than \$300.

The Strategic Leadership Team will review all Extra Service Agreements to ensure consistent application of procedures. The following procedures will be used by the administration in consideration of Extra Service Agreements:

- Extra Service Agreements may be considered only for assignments that are outside of the scope of the individual's normal responsibilities.
- Projects or assignments that are considered eligible for compensation through an ESA would not be designated as College Service in the scope of the job requirements.
- Projects or assignments that relate to the scope of the employee's normal responsibilities as determined by leadership are not eligible for compensation through an ESA.
- By way of example, Extra Service Agreements may be offered for the development of new technical AAS degree programs, but will not be offered for the revision of existing technical AAS degree programs.
- Because curriculum development is included in the regular duties of full-time faculty, Extra Service Agreements will not be offered to full-time faculty for the development or the revision of academic and/or technical courses including distance learning courses, except in unique circumstances and with written approval from the Deputy Chancellor and President.
- Extra Service Agreements must be approved by, in this order, the Human Resources department, the authorizing budget authority for the expenditure and the employee's supervisor prior to extending the offer to the employee.
- Extra Service Agreements funded in whole or part by a grant must be approved by the Office of Grant Management and the Vice-Chancellor, Fiscal Affairs.
- All Extra Service Agreements initiated on a campus must have the signature and approval of a SLT member.
- Extra Service Agreements must be in Human Resources with all required approval signatures two weeks prior to the regular meeting of the Board of Trustees at which ratification is sought.

Pay for Extra Service Agreements should be for the scope of a project, not paid hourly.

Attachment 13 – Current Procedure

However, the total amount paid should be based on rates in accordance with the compensation schedules approved by the Board of Trustees for all employees. In general, faculty compensation for extra-service funded by the college will abide by the following criteria:

- For specialized responsibilities, with required specific professional expertise, the rate will be the overload lecture rate in effect at the time of approval.
- For all other projects the rate will be the overload lab rate in effect at the time of approval.

(Re: Policy IV-C-16; Board of Trustees Policy Manual)

Procedure #:	4-6
Procedure Name:	Extra Service Agreements
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	July 11, 2016
Effective Date:	July 12, 2016
Associated Policy:	IV-C-16

Attachment 14
Procedure IV.4001.A.d, Extra Service
Agreements
(proposed procedures)

Procedure IV.4001.A.d, Extra Service Agreements

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Extra Service Agreements (ESA) may be developed between the administration and exempt employees for special projects, typically when such assignments are accomplished outside the scope of the individual's regular duties and work schedule. ESAs up to \$5,000 must be approved by the Chancellor or Deputy Chancellor & President prior to the performance of any work towards the project. ESAs up to \$5,000 will be ratified by the Board of Trustees at the next scheduled meeting following approval. Any ESA above \$5,000 must be approved by the Chancellor or Deputy Chancellor & President and the Board of Trustees prior to the performance of any work towards the project. An ESA will not be initiated for a payment less than \$300.

The SLT will review all ESAs to ensure consistent application of procedures. The following procedures will be used by the administration in consideration of ESAs:

- ESAs may be considered only for assignments that are outside of the scope of the individual's normal responsibilities and work schedule, with allowances in the work schedule not to affect the normal duties of the employee.
- The designated term of an ESA shall not exceed one year and must be within the fiscal year.
- Projects or assignments that are considered eligible for compensation through an ESA would not be designated as College Service in the scope of the job requirements.
- Projects or assignments that relate to the scope of the employee's normal responsibilities as determined by leadership are not eligible for compensation through an ESA.
- Application for approval of work done under an ESA must acquire all necessary approvals before activity or service begins.
- An ESA should not be granted retroactively. Any special circumstances must be approved by the Deputy Chancellor & President.
- By way of example, ESAs may be offered for the development of new technical AAS degree programs, but will not be offered for the revision of existing technical AAS degree programs.
- Because curriculum development is included in the regular duties of full-time faculty, ESAs will not be offered to full-time faculty for the development or the revision of

Attachment 14 – Proposed Procedure

academic and/or technical courses including distance learning courses, except in unique circumstances and with written approval from the Deputy Chancellor & President.

- Prior to extending the offer to the employee, ESAs must be approved by, in this order: (1) the Human Resources department, (2) the authorizing budget authority for the expenditure, and (3) the employee’s leader.
- ESAs funded in whole or in part by a grant must be approved by the Office of Grants Management and the Vice Chancellor, Fiscal Affairs.
- All ESAs must have the signature and approval of the respective SLT member.
- ESAs must be in Human Resources with all required approval signatures two weeks prior to the regular meeting of the Board of Trustees at which ratification is sought.

Pay for ESAs should be for the scope of a project, not paid hourly. However, the total amount paid should be based on rates in accordance with the compensation Board approved salary or rate schedules approved by the Board of Trustees. In general, faculty compensation for extra service funded by the College will abide by the following criteria:

- For specialized responsibilities, with required specific professional expertise, the rate will be the part-time faculty instructional rate in effect at the time of approval.
- For all other projects, the rate will be the faculty non-instructional rate in effect at the time of approval.

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 15
Procedure 4-21
Bilingual Stipends
(current procedures)

Procedure 4-21: Bilingual Stipends

These procedures apply to full-time non-teaching employees and faculty not teaching ESOL. The guidelines also apply to any and all languages deemed necessary by the location, other than English, including sign language.

Upon recommendation of a President or Vice-Chancellor, employees proficient in a language other than English may receive a bilingual stipend in the amount of \$50.00 per month.

Being bilingual may have been a requirement of employment in a particular position, or for some incumbents, a position requirement that evolved over time. A new employee is eligible for a bilingual stipend when the requirement is included in the job posting. For a bilingual employee employed without a bilingual requirement and not receiving a stipend, it is the responsibility of the immediate supervisor to review the job duties and frequency of contacts requiring bilingual skills, identifying the benefits expected to be gained by the department in using such skills, and any other relevant factors. Once the supervisor determines that use of the language is job related and is a significant factor in the performance of the employee's job, a recommendation may be made to the appropriate president or vice chancellor for the employee to receive the bilingual stipend.

The appropriate form for the recommendation of a stipend is the Personnel Action Request (PAR) form. Human Resources may require the supervisor to document the employee's speaking ability. Four criteria that a supervisor should consider when evaluating the necessity for an employee to receive this stipend include: the tasks of functions performed with the language, the context and content area in which the language can be used, and the accuracy of performance and oral delivery. Written testing may be required if a job-related need is identified.

Provided all requirements are met, Human Resources will be responsible for notifying the employee and first level supervisor and ensuring the necessary payroll adjustments are made. Bilingual stipends will be effective the first of the next calendar month following the receipt of the PAR form.

Procedure #:	4-21
Procedure Name:	Bilingual Stipends
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Attachment 16
Procedure IV.4001.A.e, Stipends
(proposed procedures)

Procedure IV.4001.A.e, Stipends

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Bilingual Stipends

This stipend is available to full-time, non-teaching employees and faculty not teaching ESOL. The procedure also applies to any and all languages deemed necessary by the Department Leader, other than English, including sign language.

Upon recommendation of the respective leader, employees proficient in a language other than English may receive a bilingual stipend in the amount posted on the current *Stipends and Market Premiums Salary Schedule*.

Being bilingual may have been a requirement of employment in a particular position, or for some incumbents, a position requirement that evolved over time. A new employee is eligible for a bilingual stipend when the requirement is included in the job posting. For a bilingual employee employed without a bilingual requirement and not receiving a stipend, it is the responsibility of the immediate leader to review the job duties and frequency of contacts requiring bilingual skills, identifying the benefits expected to be gained by the department in using such skills, and any other relevant factors. Once the leader determines that use of the language is job related and is a significant factor in the performance of the employee's job, a recommendation may be made for the employee to receive the bilingual stipend.

It is the responsibility of the leader to document the employee's speaking ability. A leader should consider the following criteria when evaluating the necessity for an employee to receive this stipend: the tasks of functions performed with the language, the context and content area in which the language can be used, and the accuracy of performance and oral delivery. Written testing may be required if a job-related need is identified.

Bilingual stipends are assigned to an employee for the current position only. The stipend will end with transfer to another position.

Travel Stipends

Travel stipends are available to full-time, twelve month employees whose position requires regular travel for College business, including inter-campus travel, typically in excess of 200 miles per month. Upon recommendation by the respective leader, employees may receive a travel stipend appropriate to the amount of regular travel incurred, in an amount posted on the current *Stipends and Market Premiums Salary Schedule*. It is the responsibility of the employee's leader to provide documentation showing the requirement for travel and amount regularly incurred. Documentation may include travel logs or prior travel reimbursement records. Employees that do not receive a travel stipend are eligible for reimbursement of valid travel

expenses through Accounts Payable of the Accounting and Financial Services Department. *Travel Guidelines may be found on the SJC Exchange under College Resources > Forms / Documents > Travel Forms / Professional Development.*

Phone Stipends

Phone stipends are available to full-time, twelve month employees whose position requires regular use of a cellular phone for College business. Upon recommendation by the respective leader, employees may receive a phone stipend in the amount posted on the current *Stipends and Market Premiums Salary Schedule*. Positions requiring extensive phone use may be eligible for a higher stipend with approval of the Chancellor or designee.

Administrative Stipends

These stipends are available to full-time, non-teaching positions fulfilling a defined need for the College in addition to their regular functions, when recommended by the respective leader. These positions and the stipend amounts are listed on the current *Stipends and Market Premiums Salary Schedule*.

Full-Time Faculty Stipends

These stipends are available to full-time faculty performing additional defined duty assignments or for faculty serving in an official capacity for the College, when recommended by the respective leader. These positions and the stipend amounts are listed on the current *Stipends and Market Premiums Salary Schedule*. Department Chair stipends must be approved by the Provost and the Deputy Chancellor & President.

Part-Time Faculty Stipends

Part-time faculty are eligible for various single payment stipends related to training for specific courses or methods of instruction, upon recommendation by the respective leader. These payments are made upon successful completion of the training course. The training courses and stipend amounts are listed on the current *Stipends and Market Premiums Salary Schedule*.

Offsite Instruction Stipend

Full-time and part-time faculty in the Continuing & Professional Division are eligible to receive an offsite instruction stipend when conducting training classes outside of College properties, when recommended by the respective leader. The stipend amount is listed on the current *Stipends and Market Premiums Salary Schedule*. This is for contracted industry training classes conducted on a client's physical site, and requires the daily movement of training materials and equipment to and from the College campus.

Acting Interim Stipend

An employee that is temporarily assigned significant additional duties or is temporarily assigned a position at a higher salary grade level may be eligible for an acting interim stipend for the duration of the assignment, upon recommendation by the respective leader. This stipend is intended for temporary assignments of six (6) weeks or longer. Non-exempt employees will receive a temporary hourly rate increase in lieu of a stipend. Leaders should contact the Compensation team in Human Resources, in advance of the assignment, with details of the assignment and expected duration so that an appropriate stipend amount can be determined.

The appropriate form for the recommendation of a stipend is the Electronic Personnel Action Form (EPAF). Typically, all stipends will be effective the first day of the next pay period following the approval of the appropriate EPAF.

Definitions

Stipend: A stipend is a fixed sum of compensation paid every pay period as supplemental pay for a variety of additional duty assignments or for faculty serving in an official capacity for the College. A stipend may also be a fixed sum paid every pay period to defray specific expenses.

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 17
Procedure IV.4001.A.f, Market
Premiums
(proposed procedures)

Procedure IV.4001.A.f, Market Premiums

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Full-time faculty in specific academic or technical disciplines may be eligible for monthly instructional market premium supplemental payments in addition to their base salary. These market premiums are specified on the current *Stipends and Market Premiums Salary Schedule*. The market premiums are based on technical skills or academic disciplines in high demand markets or hard-to-fill positions. Some market premiums may require specified professional licenses. The premium amounts are determined by subject matter and contract length. For full-time faculty to be eligible to receive monthly market premiums, they must teach a majority of their assigned classes in the respective discipline.

Part-time faculty and full-time faculty teaching overload or individual classes in specified disciplines may be eligible for part-time instructional market premiums paid per contact hour as specified in the current *Stipends and Market Premiums Salary Schedule*. Some market premiums may require specified professional licenses.

All market premiums are approved annually by the Board of Trustees and subject to availability of funding.

The appropriate form for the recommendation of a full-time market premium is the Electronic Personnel Action Form (EPAF). Typically, monthly market premiums will be effective annually coincidental with base salary or are pro-rated for full-time faculty hired after the start of the academic year.

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 18
Procedure 4-17
Exempt and Non-Exempt Employees
(current procedures)

Procedure 4-17: Exempt And Non-Exempt Employees

The Fair Labor Standards Act (FLSA) reflects national policy on minimum wage and overtime payments. Generally, employees covered by this act must be paid overtime for hours worked over 40 during a work week at a rate of pay that is one and one half the regular hourly rate (time and 1/2). Employees covered by the act may chose to take the overtime off at time and 1/2 (Comp time). Employees covered by the act are generally referred to as "non-exempt" employees and include administrative and executive assistants, student workers, police officers, technical support, maintenance, etc. Clear and accurate records must be kept on each workday and the total hours worked for the week for each non-exempt employee must be reported to payroll on a monthly basis. Records kept only "in the department" for comp time or overtime are expressly prohibited.

Other categories of employees (faculty, administrators, counselors and other professionals) are exempted from the provisions of the act and are paid a monthly salary. These employees are referred to as "exempt" employees and the overtime/comp time provisions of FLSA do not apply. For example, if a dean and an administrative assistant both work a 50 hour week, the administrative assistant, by law, must receive 10 hours of overtime or comp time at time and one half. The dean does not receive overtime or comp time.

The college's work week begins 12:01am Monday and extends through midnight the following Sunday. Exempt employees are expected to work a minimum of a forty hour week. Within a work week, with the permission of the supervisor, an exempt employee may work a flexible schedule; i.e. a counselor scheduled to work Friday night and Saturday morning may be off during a day the same week.

The following guidelines may be helpful in deliberations about exempt employees and work schedules:

- A flexible schedule is permissible within a single work week when agreed upon by the exempt employee's immediate supervisor.
- This flexible schedule is not recorded and reported to payroll on an exempt employee.
- Exempt employees are expected to work a forty-hour week and must use paid leave time (sick, vacation, or personal leave) to account for a 40 hour week.
- Exempt employees do not "bank" comp time or overtime to be used or paid at a later time as do non-exempt employees.

Procedure #:	4-17
Procedure Name:	Exempt and Non-Exempt Employees
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	June 9, 2011
Effective Date:	June 9, 2011
Associated Policy:	

Attachment 19
Procedure IV.4001.A.g, Non-Exempt
Employees
and Overtime
(proposed procedures)

Procedure IV.4001.A.g, Non-Exempt Employees and Overtime

Associated Policy

Policy IV.4001.A, Compensation

Procedure

The Fair Labor Standards Act (FLSA) regulates the Federal policy on minimum wage and overtime payments. Generally, employees covered by the FLSA must be paid overtime for hours worked over 40 during a work week at a rate of pay that is one and one half the regular hourly rate. Full-time employees covered by the FLSA may choose to take the overtime as comp time. Employees covered by the FLSA are generally referred to as "non-exempt" employees and include Administrative and Executive Assistants, Student Workers, Police Officers, Technical Support, Maintenance, etc. Records for time worked are maintained within the electronic time keeping system.

Definitions

Comp Time: Comp time is time banked in accordance with payroll procedures, at the employee’s discretion, to be taken as an alternative to overtime paid. Comp time is limited to eighty (80) hours accumulated during a fiscal year and must be taken within the same fiscal year.

Non-Exempt Employee: An employee that is not exempt from coverage under the Fair Labor Standards Act. Such an employee is subject to minimum wage requirements and is eligible for overtime pay.

Overtime Pay: All hours worked in excess of forty (40) hours per work week will be paid at the rate of one and one-half times the regular pay rate.

Work Week: The College's work week begins 12:01 a.m. Monday and extends through midnight the following Sunday.

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 20
Procedure IV.4001.A.h, Exempt
Employees
(proposed procedures)

Procedure IV.4001.A.h, Exempt Employees

Associated Policy

Policy IV.4001.A, Compensation

Procedure

The Fair Labor Standards Act (FLSA) regulates Federal policy on minimum wage and overtime payments. Some categories of employees (executives, administrators, faculty, counselors, and other professionals) are exempted from the provisions of the FLSA by the nature of their job duties and salary levels and are paid a monthly salary. These employees are referred to as "exempt" employees and the overtime/comp time provisions of FLSA do not apply.

Exempt employees are expected to work a minimum of a forty (40) hour week. Within a work week, with the approval of the leader, an exempt employee may work a flexible schedule; e.g., a counselor scheduled to work Friday night and Saturday morning may be off during a day the same week.

The following guidelines may be helpful in deliberations about exempt employees and work schedules:

- A flexible schedule is permissible within a single work week when agreed upon by the exempt employee's immediate leader.
- This flexible schedule is not recorded and reported to payroll on an exempt employee.
- Exempt employees must use available leave time (sick, vacation, or personal leave) to account for the scheduled work week.
- Exempt employees do not "bank" comp time or overtime to be used or paid at a later time as do non-exempt employees.

Definitions

Comp Time: Comp time is time banked, at the employee's discretion, to be taken as an alternative to overtime paid. Comp time is limited to eighty (80) hours accumulated during a fiscal year and must be taken within the same fiscal year.

Exempt Employee: An employee that is exempt from the provisions of the Fair Labor Standards Act and is ineligible for overtime pay.

Overtime Pay: All hours worked in excess of forty (40) hours per work week will be paid at the rate of one and one-half times the regular pay rate.

Work Week: The College's work week begins 12:01 a.m. Monday and extends through midnight the following Sunday.

Attachment 20 – Proposed Procedure

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 21
Procedure IV.4001.A.i, Merit Salary
Increases
(proposed procedures)

Procedure IV.4001.A.i, Merit Salary Increases

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Full-time, regular employees are eligible for annual merit salary increases when funds are authorized by the Board of Trustees. Merit salary increases are typically approved by the Board of Trustees annually and are effective September 1 of the subsequent fiscal year. Salary increases are calculated on the base salary as of August 31 of the preceding fiscal year. Employees hired after September 1 will receive a prorated increase for the subsequent fiscal year.

Merit salary increases are differentiated in percentage based on the validated performance management rating awarded annually. Merit salary increases are subject to employee disciplinary and behavioral issues which may affect the performance management rating which could reduce or negate any salary increase.

Full Time Temporary Faculty are not eligible for annual merit salary increases as referenced in the Temporary Full-Time Faculty Positions Definition and Hiring Guidelines. *This document is located on the Human Resources page of the College website.*

Definitions

Prorated Increase: A prorated increase is the pro-rata share of the applicable merit salary percentage (e.g. someone hired in March will received 6/12 of the merit pay adjustment to cover the period from March through August).

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 22
Procedure 4-4
Reclassification Review
(current procedures)

Procedure 4-4: Reclassification Review

Non-Teaching Staff

The college may initiate re-classification of certain positions from time to time for business reasons as well as offer an opportunity annually for non-teaching staff employees to request a review of their position's classification. Human Resources will notify all employees of the review schedule. Among the reasons for requesting a review include:

- The class specification does not describe your current position
- Your job duties/responsibilities have significantly changed or expanded

The necessary supporting documents for a review to be considered, may be obtained from Human Resources and include the following:

- Request for Classification Review with an updated PDQ
- Supervisor Comments/Approval
- President/Vice Chancellor Comments/Approval

All Requests that are approved by campus administration will be received by the Human Resources Office to be presented to the Classification Committee for their consideration.

Justified requests will be reviewed by the Classification Committee, composed of employees in each classification from all locations. Reclassifications that are granted, will be effective September 1 of the next fiscal year.

Administrators and Non-teaching Professional

Administrative and non-teaching professional positions may be reviewed for classification or reclassification only at the request of the Chancellor. Studies of this nature are made prior to the beginning of a fiscal year, generally during the month of June and are reviewed and approved by the administrative members of the cabinet. Any changes in classification are effective September 1 of the new fiscal year.

Procedure #:	4-4
Procedure Name:	Reclassification Review
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Attachment 23
Procedure IV.4001.A.j,
Reclassification and Reorganization
(proposed procedures)

Procedure IV.4001.A.j, Reclassification and Reorganization

Associated Policy

Policy IV.4001.A, Compensation

Procedure

The Compensation team in Human Resources is tasked with maintaining a competitive salary structure and processes in order to attract and retain qualified employees in all College positions. The Compensation team takes a proactive stance in regularly updating labor market data and conferring with College leaders to maintain that equilibrium between remaining competitive and staying within the boundaries of the College's available resources. The focus is to balance the needs of the organization while still considering the value that each position contributes.

In the course of time, positions may change for various business reasons such as reorganizations, regulatory requirements, or significant changes in responsibilities and job duties. In those situations, a position incumbent or leader may request a review of the position by the Compensation team.

San Jacinto College analyzes each of its jobs to determine the basic components:

- Main responsibilities: key duties, major and minor tasks, redundancy of the work, impact of decision-making, accountability, and the degree of supervision required
- Primary purpose: expected results, importance to the overall objectives, and placement within an organization
- Key requirements: experience, professional and/or technical know-how, problem solving abilities, skills, and physical demands

The term “knowledge” refers to a body of information applied directly to the performance of a function. When jobs are evaluated, it is important to consider that knowledge can be acquired through many different methods and education is just one method. Previous experience may often be preferred over education for some jobs. While education is always considered, it is not the only or necessarily the most important factor when determining the value of a job. The requirements of each job are determined by the mixture of education, experience, professional/technical knowledge, abilities, and skills considered optimal for that particular job.

Evaluation and Reclassification Process

Position evaluations and/or reclassifications may be initiated for business reasons as well as offer an opportunity for non-teaching staff employees and leaders to request a review of their position's classification. Among the reasons for requesting a review include:

- The position description does not accurately describe the nature of the current position
- The job duties and responsibilities have changed significantly
- The minimum requirements/qualifications for the position have changed significantly

- The labor market value of the position has changed significantly
- Regulatory requirements have changed

The position incumbent or the respective leader may request a review of the position by the Compensation team. The request for review must be approved up through their leadership chain of command to their respective Strategic Leadership Team (SLT) member. If the SLT member approves the request for a review of the position(s), he/she will forward the request to the Compensation team in Human Resources for evaluation.

The Compensation team will review the approved request and analyze the position(s) based on the analysis methodology stated above. The Compensation team may contact the position incumbent and/or leader to gather additional information regarding the request. The Compensation team evaluates positions based on the external labor market while also focusing on internal factors that help define and differentiate jobs.

The results of the compensation evaluation and associated recommendation are reported back to the requesting SLT member within a reasonable time period. The SLT member will consider the recommendation from the Compensation team and if approved, will seek approval by the Chancellor when necessary. Following final approval or disposition, the SLT member will forward the response back through the chain of command to the original requesting leader for explanation and/or appropriate action. The immediate leader is always responsible for informing the position incumbent of the outcome of the initial request.

Reorganization

A leader may consider a reorganization for business reasons including cost savings, expediency in processes, combination or separation of jobs, elimination of programs, or growth of new initiatives. Such reorganizations generally involve changes in jobs or structures. These changes may affect departments, divisions, or the entire organization. It is imperative that the reorganization is well-planned and defined to minimize disruption of the College's business. Reorganizations involving significant changes in position duties, organization structure, business processes, leadership changes, promotions, demotions, elimination of positions, or creation of new positions, must have the approval of the Chancellor prior to any implementation.

A reorganization proposal must include:

- Definition of the problem to be solved or opportunity to be gained
- Current and future organization charts
- Job descriptions for new or changed positions
- Availability of required resources
- Names and titles of employees to be affected
- Determination of new skills required, with training needs and resources
- Impact to other departments, positions, employees, or students
- Timeframe required
- Projected cost impact
- Communication plan

Attachment 23 – Proposed Procedure

Support for reviewing and preparing a reorganization plan can be requested through the Human Resources Department.

With the Chancellor’s preliminary approval, the reorganization proposal must be submitted to Human Resources for evaluation of changes to existing positions, creation of new positions, elimination of positions, reassignment of employees, and Affirmative Action impact.

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Attachment 24
Procedure 3-6
Inclement Weather
(current procedures)

Procedure 3-6: Inclement Weather

Bulletins concerning campus closings caused by emergency situations such as inclement weather are broadcast by 950 AM radio and by Channel 2 television. Students, faculty and other college personnel are urged to tune to these designated stations for current college information.

If classes are not canceled, employees are expected to report to their respective campuses. Employees who fail to report for duty will have one day of accumulated sick leave or one day's pay deducted for every day missed. If an employee cannot get to his/her work assignment due to high water or inclement weather, he/she should notify the immediate supervisor or the campus President. In some emergency situations, employees may be asked to be on campus even when classes have been canceled.

Procedure #:	3-6
Procedure Name:	Inclement Weather
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-C-11

Attachment 25
Procedure IV.4001.A.k, Working
During
Emergencies or Weather-Related
Events
(proposed procedures)

Procedure IV.4001.A.k, Working during Emergencies or Weather-Related Events

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Providing a safe and secure environment for students, faculty, staff, and community is a top priority at San Jacinto College. San Jacinto College has created SJC AlertMe, which will contact members of the College community through email, voice, and text messages in the event of an emergency situation. SJC AlertMe will be activated to announce an unscheduled College and/or campus closing, or cancellation of classes due to situations such as severe weather.

Email is the official form of communication with San Jacinto College students, faculty, staff, and community. All SJC AlertMe notifications will be sent via email to San Jacinto College email accounts, as well as any other email provided. SJC AlertMe will also send voice and/or text messages to individuals' phones who have opted in to receive such messages.

In addition to SJC AlertMe, the College will continue to use its well-established communication methods including:

- The San Jacinto College [website](http://www.sanjac.edu): www.sanjac.edu
- The San Jacinto College toll-free emergency information line listed at: www.sanjac.edu/alert-me
- Official San Jacinto College social media sites

If classes are not canceled or a school closure declared, employees are expected to report to their respective campuses. Employees who fail to report for duty will have one day of accumulated leave or one day's pay deducted for every day missed. Based on an event with a broad employee impact, the Chancellor may authorize a limited amount of accumulated leave, to be used should conditions warrant the need to make arrangements related to emergency events. If an employee cannot arrive to the designated work assignment due to emergency, recovery, or weather-related events, the employee should notify the immediate leader or the campus Provost. In some emergency situations, employees may be asked to be on campus even when classes have been canceled.

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owners of Policy Associated with the Procedure	Vice Chancellor, Human Resources Vice Chancellor, Marketing, Public Relations and Government Affairs

Attachment 25 – Proposed Procedure

Secondary Owners of Policy Associated with the Procedure	Vice President, Human Resources Vice President, Marketing and Public Relations
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Attachment 26
Procedure 3-17-A
Unscheduled School Closures
(current procedures - rescind)

Procedure 3-17-A: Unscheduled School Closures

Release time for employees is not charged against an employees leave time. All full-time employees will be placed on approved emergency leave, including employees who would otherwise have been on approved paid leave. The following are not entitled to compensation under this policy and shall remain in their current status: Employees:

- On leave without pay;
- In receipt of workers’ compensation;
- On military leave;
- On suspension without pay;
- On Family Medical Leave; or
- On Development Leave

Employees on approved leave from work during the unscheduled closure for Vacation, Sick Leave (other than FMLA), Personal Business or using Comp Time, will not have that leave time charged against their balance.

(Re: Policy V-L Policies on College Emergencies/Natural Disasters/Business Continuity)

Procedure #:	3-17-a
Procedure Name:	Unscheduled School Closures
Pages:	
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	V-L

Attachment 27
Procedure 3-17-B
Payroll During an Unscheduled
Closure
(current procedures - rescind)

Procedure 3-17-B: Payroll During an Unscheduled Closure

The purpose of these procedures is to provide information relative to work schedule assignments and pay practices for regular full-time and part-time employees in the event of a college declared emergency or natural disaster.

Definition: *Essential/Designated Employees. Those employees designated essential by their supervisor and directed to work before, during and/or after an emergency or natural disaster. They are required to perform duties assigned by their supervisor that may not be consistent with normal responsibilities or work schedules.*

- The pay of an employee not scheduled to work during the emergency closure will not be affected. Likewise there is no extra time off for an employee if an unscheduled closure occurs on an employee's normal day off.
- Part-time employees who do not work during the closure will not be paid. Likewise, if required to work a part-time employee will be paid for any hours actually worked at their prevailing rate.
- Adjunct faculty who were scheduled to teach on the unscheduled school closure will be paid for their assigned classes. Absences by adjunct faculty for any other reason (personal business, illness, court appearances) will result in docked pay.
- Full-time faculty scheduled to teach an overload class on the unscheduled closure, will be paid for their assigned overload.
- Full-time non-exempt staff designated as essential employees and required to work the unscheduled closure due to a college declared emergency or natural disaster (maintenance, IT, police, etc) and/or remaining on campus, or other designated site, will receive compensation at their over-time rate of all hours actually worked during the college closure. The overtime rate for actual hours worked is in addition to the regular pay the employee will receive for the unscheduled closure.
- Full-time salaried/exempt employees designated as essential employees and required to remain on campus during a closure may receive regular compensation and a supplement as determined by the Chancellor. This payment will reflect the combination of hours actually worked, the number of hours non-exempt employees under this person worked and the duration of the closure.
- The provisions of compensation for all hours actually worked during the college closure do not take effect until the officially announced closure time and do not apply to:
 - Time spent securing and preparing the work area prior to the college closure. These duties may include but are not limited to packing supplies and/or records; disconnecting and moving equipment; and spreading protective covering.
 - An employee remaining on campus without the direction of supervision is not eligible for and will not receive compensation beyond that approved for employees released from work and sent home.
- The period of the college closure will be based upon the announced closing and opening times of the college.
- To ensure proper crediting of employee efforts, supervisors are expected to create and maintain a record of essential employees required to remain on campus, or other designated location, during an

Attachment 27 – Current Procedure – Rescind

official college closure. Employees required to remain on campus, or other designated location, must have the approval of the Crisis Management Team to be eligible to receive payment.

- If a part-time hourly or full-time non-exempt employee is required to travel to perform an emergency assignment for the College, all time spent on such travel is considered work-time.
- If a part-time hourly or full-time non-exempt employee is required to remain in a College facility, or other designated location, to perform their assignment during a designated emergency, all time spent on-site is considered work-time.
- All full-time non-exempt employees who are required to work during a closure under these guidelines will be compensated as described until such time as the crisis is over and/or recovery efforts are underway.

In the event payroll must be processed during an unscheduled College closure, data used will be from the last processed payroll period. Adjustments will be made when the College reopens.

- **Direct Deposit** – Payroll for employees enrolled in direct deposit will be processed as soon as conditions allow. This may be accomplished from a remote location.
- **Traditional Payroll checks** – Payroll for employees paid by checks will be processed as soon as conditions allow.

Procedure #:	3-17-b
Procedure Name:	Payroll During an Unscheduled Closure
Pages:	
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	V-L

Attachment 28
Procedure 4-8-i
Unscheduled Holidays
(current procedures - rescind)

Procedure 4-8-I: Unscheduled Holidays

There are instances when the College administration will close the District due to inclement weather, extending a holiday, power failure or other instances. Following are payroll issues regarding these unscheduled holidays:

Part-time hourly employees are paid for hours worked. Their hours should never be projected in the future. If these employees do not work on the unscheduled holiday they do not get paid.

Adjunct faculty who were scheduled to teach on the unscheduled holiday will be paid for their assigned classes. Absences for any other reason (personal business, illness, court appearances) will result in docked pay.

Full-time faculty who were scheduled to teach an overload class on the unscheduled holiday, will be paid for their assigned overload.

Full-time staff who were required to work the unscheduled holiday (maintenance, police, etc.) will be paid straight time for hours worked, up to 40 hours and time and one-half for hours over 40.

Employees who were sick, on vacation, on personal business, or off work on comp time, are treated like everyone else, they are not charged for the unscheduled holiday.

Procedure #:	4-8-i
Procedure Name:	Unscheduled Holidays
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Attachment 29

**Procedure IV.4001.A.1, Compensation
during an Unscheduled Closure
(proposed procedures)**

Procedure IV.4001.A.1, Compensation during an Unscheduled College Closure

Associated Policy

Policy IV.4001.A, Compensation

Procedure

This procedure specifies the basic guidelines for use by College personnel during an unscheduled College closure. To ensure continuity of services to students and the public, it is the policy of the College to remain open. However, during extreme conditions due to severe weather, major utility failure, public health emergency, or other reasons, the College may close parts or all of its campuses and offices in accordance with Policy #, Emergency Incident Management (currently under development).

This procedure will serve as the standard guideline for closure compensation during emergency incidents. The Chancellor or designee will make and communicate the decision to close College buildings or campuses and decide if and when closure compensation will be applicable.

1. Closure compensation – Full-time employees will receive compensation at their standard rate of pay only for their regular scheduled work hours/days from the announced closure time until the employee is instructed to return to work. Closure compensation is not considered time worked for purposes of calculating overtime. Closure compensation will not exceed forty (40) hours per work week.
2. During a closure, regular full-time employees will be paid for regular scheduled hours. There will be no extra time off or compensation should a closure occur on an employee's normal day off.
3. The following are not entitled to closure compensation under this procedure and shall remain in their current status: Employees
 - on leave without pay;
 - in receipt of workers' compensation;
 - on military leave; or
 - on suspension without pay
4. Employees on approved leave categories (vacation, sick, personal business, or comp time) from work during an unscheduled closure, at the time the closure is declared, will have that leave time charged against their balance.
5. Part-time staff employees, agency workers, and subcontractors who do not work during the closure will not be paid.
6. Full-time faculty scheduled to teach an overload class during a closure, will be paid for their assigned overload. Part-time faculty assigned to teach a full course during a closure will be paid for their assigned classes. Part-time faculty paid via timesheets should submit hours throughout the semester when time is worked.

7. To ensure proper crediting of employee effort and compensation during a closure, employees must have the approval of the Incident Management Team to be present or remain on College property.
8. Employees who are not asked to work during a closure should leave the campus or office as soon as possible. Employees should not return to work until the announced reopening time for the College or notification to return to assigned work.
9. Any work performed during the closure, not approved by the Incident Management Team, will be paid at the employee's normal rate for actual hours worked and in lieu of closure compensation. Employees working without authorization could be subject to discipline.
10. Full-time, salaried, exempt employees, designated as essential employees and required to report to and/or remain on campus, or other designated location, during a closure will receive their regular compensation only. At the sole discretion of the Chancellor, the Human Resources Department may present a proposal for supplemental pay for exempt employees in extraordinary circumstances.
11. Full-time, non-exempt employees, designated as essential employees and required to report to and/or remain on campus, or other designated location, during a closure will be paid for all hours actually worked, in addition to their closure compensation.
12. Full-time employees, designated as essential employees, that do not report to and/or remain at work may be ineligible for closure compensation and could be subject to discipline.
13. If part-time, hourly or full-time, non-exempt employees are required to work outside the College service area, during a closure, all time spent on travel to and from the assignment is considered work-time.
14. If part-time, hourly or full-time, non-exempt employees are required by the Incident Management Team to remain in a College facility, or other designated location, to perform their assigned work during an unscheduled closure, all time spent on-site is considered work-time.
15. For partial campus and/or building closures, all employees should communicate with their leader to understand the extent of the closure and/or receive instructions.
16. The provisions of compensation for all hours actually worked during a closure do not take effect until the officially announced closure time and do not apply to time spent securing and preparing the work area prior to the College closure. These duties may include, but are not limited to, packing supplies and/or records, disconnecting and moving equipment, and spreading protective coverings.
17. An employee remaining on campus without the direction and/or supervision of the Incident Management Team, is not eligible for and will not receive compensation beyond that approved for employees released from work and sent home.

18. In the event payroll must be processed during a closure, data used may be from the previously processed payroll period. Adjustments will be made when the College reopens.

- Direct deposits – Payroll for employees enrolled in direct deposit will be processed as soon as conditions allow. This may be accomplished from a remote location.
- Traditional payroll checks – Payroll for employees paid by checks will be processed and released as soon as conditions allow. This processing cannot occur from a remote location thus processing will likely be delayed.

Definitions

Closure Compensation: The purpose of closure compensation is to mitigate the short-term interruption of work schedules and salaries for regular, full-time College employees. Closure compensation is not considered time worked for purposes of calculating overtime. Closure compensation will not exceed forty (40) hours per work week.

Definitions for College closures, shutdowns, evacuations, and the Incident Management Team can be found in Emergency Management’s Procedure #, *Unscheduled College Closures* (currently under development).

Definitions for essential employees can be found in Emergency Management’s Procedure #, *Essential Staff* (currently under development).

Date of SLT Approval	October 30, 2018
Effective Date	Anticipated December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Action Item “XI”
Regular Board Meeting December 3, 2018

Consideration of Acceptance of the 2017-2018 Comprehensive Annual Financial Report

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve acceptance of the comprehensive annual financial report and the independent auditor’s reports for the fiscal year ended August 31, 2018.

BACKGROUND

The comprehensive annual financial report (CAFR) for the fiscal year ended August 31, 2018 and the independent auditor’s reports thereon are presented for Board review and acceptance. The independent auditing firm of Doeren Mayhew CPAs and Advisors has issued an unmodified or “clean” opinion on the College’s financial statements and federal and state assistance programs.

The College is required to meet the reporting quality standards of the Texas Higher Education Coordinating Board as presented in its annual financial report reporting requirements manual. For the CAFR for fiscal year ended August 31, 2018, the College has elected to meet the higher quality standards of the Government Finance Officers Association (GFOA) with a goal to qualify the report for the GFOA Certificate of Achievement for Excellence in Financial Reporting. The GFOA certificate is only awarded to government units and public employee retirement systems whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting.

IMPACT OF THIS ACTION

Acceptance by the Board of Trustees satisfies requirements of the State of Texas, the Texas Higher Education Coordinating Board, and the U.S. Government. According to the requirements, the College must have its accounting records audited annually by a firm of independent certified public accountants and the related audit opinion must be accepted by the Board of Trustees. Acceptance by the Board of Trustees will allow the College to meet reporting and filing timelines.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget impact.

MONITORING AND REPORTING TIMELINE

None.

ATTACHMENTS

Draft of the San Jacinto College 2017-2018 Comprehensive Annual Financial Report is provided under separate cover.

Consideration of Acceptance of the 2017-2018 Comprehensive Annual Financial Report

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
William. E. Dickerson	281-998-6142	bill.dickerson@sjcd.edu
Anita Dewease	281-998-6141	anita.dewease@sjcd.edu

Action Item “XII”
Regular Board Meeting December 3, 2018
Consideration of Approval of the Awarding of a Posthumous Degree

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the awarding of a posthumous degree to Saul Perez.

BACKGROUND

Policy VI-II: Policy on Awarding Posthumous Degrees allows the Board of Trustees to approve the award of a posthumous degree or certificate of recognition to honor the achievement of a student who has died prior to completion of degree or certificate requirements. A deceased student is eligible to receive a posthumous degree if the student has completed 75 percent or more of the required courses for the degree, was enrolled in classes at the time of death, and was in good academic and financial standing with the College.

Saul Perez, aged 25, passed away on October 14, 2018. He was enrolled in two classes in Information Technology Simulation and Gaming courses this semester on the South campus. His degree audit indicates that he has completed 81 percent of the courses required for a General Studies Associate of Arts degree program. He was in good academic standing with a 2.47 overall GPA and in good financial standing with the College.

IMPACT OF THIS ACTION

Approval by the Board of Trustees satisfies the requirements of Policy VI-II: Policy on Awarding Posthumous Degrees and meets the requirements of Procedure 6-13 Awarding Posthumous Degrees.

The Associate of Arts in General Studies will be awarded posthumously to Saul Perez.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 - Obituary of Saul Perez

Action Item “XII”
Regular Board Meeting December 3, 2018
Consideration of Approval of the Awarding of a Posthumous Degree

RESOURCE PERSONNEL

Debbie Smith	281-998-3455	debbie.smith@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



Saul Mojica Perez

📍 Location

Death : Pearland, Texas

📅 Date

Date deceased : Sunday, October 14, 2018

Date of birth : Wednesday, August 25, 1993

📷 Upload photo

💬 Leave a condolence



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Obituary

Here is Saul Mojica Perez's online obituary. Please accept Everhere.com's sincere condolences.

With heavy hearts, we announce the death of **Saul Mojica Perez**, who passed away on October 14th 2018. Family and friends can send flowers and condolences in memory of the loved one. Leave a sympathy message to the family on the memorial page of **Saul Mojica Perez** to pay them a last tribute.

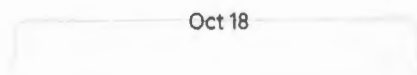
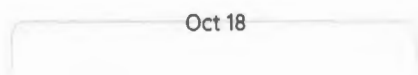
He was loved and cherished by many people including : his parents, Jose **Perez**, Maria L. **Mojica**; his siblings, Eber **Perez**, Rebeca **Perez**. He was also cherished by aunts, uncles, cousins. For the visitation and funeral service information please see event section below.

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ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to establish and maintain well-defined debt management guidelines for issuing new debt as well as managing outstanding debt to sustain a strong debt management program focused on the lowest available borrowing costs and greatest amount of management flexibility.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on November 30, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on January 28, 2019.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy V-P: Policy on Debt Management (current policy)

Attachment 3 – Policy #, Debt Management (proposed policy)

Informational Items Only:

Attachment 4 – Procedure #, Debt Management: Post Issuance Compliance (proposed procedure)

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

William E. Dickerson

281-991-6142

bill.dickerson@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: TBD

Proposed Policy Name: **Debt Management**

Current Policy Number/Name: V-P Policy on Debt Management

New Procedure Number: TBD

Proposed Procedure Name(s): **Debt Management: Post Issuance Compliance**

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: New

Web Links: <https://www.sanjac.edu/policy-v-p-policy-debt-management>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Accounting and Financial Services

Summary of Changes to Policy:

- Streamline list of available borrowing methods to those applicable for the College
- Summarize and clarify debt financing and refinancing guidelines
- Reference post-issuance compliance and move details to new Procedure

Summary of New Procedure:

- List items needed for post-issuance compliance
- Identify responsibility for each item

Policy V-P: Policy on Debt Management

Statement of Purpose

The purpose of the San Jacinto College Debt Management Policy is to establish and maintain well defined debt management guidelines for issuing new debt as well as managing outstanding debt to sustain a strong debt management program, toward lowest available borrowing costs and greatest management flexibility.

Scope

The San Jacinto College Debt Management Policy applies to all debt instruments issued by the College regardless of the purpose for which issued or the funding source for repayment.

Objective

The primary objective is to ensure prudent debt management practices which:

- Maintain financial stability
- Preserve public trust
- Minimize costs to taxpayers
- Minimize borrowing costs
- Preserve access to financial markets
- Demonstrate adequate administrative oversight of debt programs to credit rating agencies

Available Borrowing Methods

The College is authorized to issue the following types of debt as approved by the Texas Education Code and the Texas Government Code:

- General Obligation Bonds ("GO Bonds" or "Limited Tax Debt") - The Texas Education Code Section 130.122 authorizes community colleges to issue bonds for the construction, acquisition, and equipment of school buildings and the purchase of necessary sites for school buildings. The College secures these bonds through levying, pledging, assessing and collecting annual ad valorem taxes sufficient to pay the principal and interest on the bonds as they become due provided that the annual bond tax shall never exceed 50 cents on the \$100 valuation of taxable property in the district. The combined rate for bond taxes and maintenance taxes shall never exceed the aggregate of \$1 on the \$100 valuation of taxable property in the district. Bonds may be issued in various series or issues and shall mature serially or otherwise not more than 40 years from their issuance date and shall bear interest at the rate established by the Board of Trustees and may be redeemed before maturity. The bonds require voter approval to be issued (§ 130.122 (b)).
- Maintenance Tax Notes ("MTN") - The College may pledge any available funds of the College, including the proceeds of its maintenance tax, to secure negotiable maintenance tax notes under Section 45.108, Section 130.084 and Section 130.126 of the Texas Education Code. The proceeds of these notes may be used for any legal maintenance expenditure including environmental clean-up and asbestos removal programs or maintenance, repair, rehabilitation, or replacement of heating, air conditioning, water,

Attachment 2 – Current Policy

sanitation, roofing, flooring, electric or other building systems of existing school properties. Notes issued pursuant to this section may not at any time exceed 75 percent of the previous year's income, may be issued only after a budget has been adopted for the current school year, and must mature not more than 20 years from their date. Voter approval is not required.

- Tax Anticipation Notes ("TAN") - The College may issue short-term notes (less than one year) for working capital (cash-flow) purposes. TAN can provide low-cost funding for expenditures prior to receipt of maintenance taxes or other revenues. No election is required. TAN are issued under Section 45.108 and Section 130.084 of the Texas Education Code. Voter approval is not required.
- Delinquent Tax Notes - Section 45.104 of the Texas Education Code authorizes the College to pledge any delinquent taxes levied for maintenance purposes to secure a loan and may evidence such loan with negotiable notes. The proceeds of these loans may be employed for any legal maintenance expenditure including all costs incurred in connection with environmental clean-up and asbestos removal programs or maintenance, repair, rehabilitation or replacement of heating, air conditioning, water, sanitation, roofing, flooring, electric or other building systems of existing school properties. Negotiable notes issued under this section must mature not more than 20 years from their date. Voter approval is not required.
- Time Warrants - Section 45.103 of the Texas Education Code authorizes the College to issue time warrants. The warrants must mature in not more than 5 years from their date of issuance and are payable out of any available funds of the College. No election is required to issue time warrants. Time warrants may be issued to provide funds to construct, repair, or renovate school buildings, purchase school buildings and school equipment, or equip school properties with necessary heating, water, sanitation, lunch room, or electric facilities. A school district may not have more than \$500,000 in time warrants outstanding at any one time. Voter approval is not required.
- Contractual Obligations - The College is authorized to incur contractual obligations under Chapter 271 of the Local Government Code to pay for school buses, computers, furniture and other moveable personal property. These contractual obligations are payable from maintenance taxes. The maturity of a contractual obligation may not exceed 25 years. Voter approval is not required.
- Lease Purchase Agreement - The College is authorized to form a Public Property Finance Corporation under Chapter 303 of the Local Government Code. This corporation has the authority to issue bonds to construct any necessary facilities for the College without an election. These bonds are secured by lease payments, payable from the College's maintenance tax and any other lawfully available funds, paid by the College to the Corporation. A 60-day public notice must be given prior to sale, which permits a petition process. If 15% of voters sign a petition the sale is blocked pending a separate election. The statutory authority is Section 271.004 of the Public Property Finance Act.
- Revenue Bonds - Under Section 130.123 of the Texas Education Code, the College is authorized to issue revenue bonds to provide funds to acquire, purchase, construct, improve, renovate, enlarge, equip, operate, and/or maintain any property, buildings, structures, activities, or operations of any nature. The bonds are payable from and secured by liens on and pledges of all or any part of any of the non-ad valorem tax revenues from any tuition and fees, rentals, rates, charges, fees, or other resources of the College. Voter approval is not required.
- Refunding Bonds - Chapter 1207, Texas Government Code, authorizes school districts to refund or refinance all or any part of the College's outstanding bonds and matured or unmatured but unpaid interest on those bonds payable from ad valorem taxes by issuing refunding bonds payable from ad valorem taxes.

Attachment 2 – Current Policy

- **Certificates of Indebtedness** - A College in a county with a population of 200,000 or more may issue Certificates of Indebtedness for the purpose of providing funds for the erection and equipment of buildings. Certificates of Indebtedness are payable from and secured by maintenance taxes. The maximum principal amount that College may have outstanding at any one time is limited to \$250,000. Certificates of Indebtedness are also subject to maximum debt service requirements based on the College's assessed valuation. Voter approval is not required. Statutory authority for issuance is § 45.111 of the Texas Education Code.
- **Credit Agreements** - A college with over 40,000 in enrollment or with at least \$100 million in authorized and outstanding debt may enter into credit agreements in connection with its debt offerings. These agreements permit more aggressive structures, sweeps and hedges.

Debt Financing Guidelines

The College will consider all possible debt structures which, when combined allow for flexibility in responding to future needs, do not utilize all available debt capacity, continue to emphasize credit considerations, and match well with the useful life of the assets for which debt is incurred.

- Debt is a financing tool which should be judiciously used within the College's legal, financial and debt market capacities.
- **Debt Defined** - The creation of debt occurs when a governing body incurs a financial obligation that cannot or will not be repaid over a period greater than the current fiscal year.
 - **Cash Flow Financing** - Cash flow financing refers to tax and revenue anticipation notes (TANS) that are issued in anticipation of the receipt of revenues, and the tax dollars are levied, appropriated, and expected to be received in the fiscal year in which the note is issued. TANS are payable from current year revenues and, therefore, do not constitute debt.
 - **Short-Term Debt** - For purposes of this policy, short-term debt refers to debt with a repayment term of less than five (5) years.
 - **Long-Term Debt** - For purposes of this policy, long-term debt refers to debt with a repayment term greater than the maximum term of short-term debt, up to the maximum term allowable by law.
- **Conditions for Which Short-Term Debt May Be Issued** - Short-term financing will be considered for projects that cannot be funded from available current resources. The repayment term of any issue will be the greater of five (5) years or the longest useful life of any asset class purchased from the proceeds of the issue. The total amount financed may not exceed 10% of operating revenue.
- **Conditions for Which Long-Term Debt May Be Issued** - Long-term debt is generally issued to finance major capital improvements: i.e. to purchase facility/venue sites, to finance infrastructure improvements, construction of new facilities, significant expansions of existing facilities, extensive remodeling of existing structures and the equipping thereof.
 - **General Obligation Bonds** - Capital requirements for the construction, acquisition, and equipping of buildings, and the purchase of necessary sites for buildings will be identified through the College's Master Planning activities. Capital improvements recommended as a result of the Master Planning process are formalized in a capital improvement program (CIP) subject to voter approval. The capital planning process may incorporate demographic data, facility planning data, and debt financing data from the College's Financial Advisor, architects and other professionals.

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- Debt Refunding - The refinancing and/or restructuring of debt are valuable debt management tools used to provide the College with debt service savings or debt payment relief. Debt is often restructured through the issuance of refunding bonds. Current refundings occur when the refunding bonds are settled within 90 days of an optional prepayment date. Advance refundings occur when the refundings are settled more than 90 days in advance of an optional prepayment date. Federal restrictions allow an issue to be advance refunded only once on a tax exempt basis. Current refundings will require a 3% net present value threshold to be deemed appropriate. Advance refunding transactions should be considered when the net present value savings as a percentage of the par amount of refunded bonds is at least 4%.
- Variable Rate Debt - Variable rate debt, when issued prudently, can help lower the cost of borrowing and provide a hedge against interest rate risk. Interest rates on variable rate debt instruments are at the short end of the yield curve because they are periodically reset (e.g. daily, weekly, or monthly) based on current market conditions. Variable rate debt gives investors the right to "put" securities back to the issuer at their discretion at specified future intervals. When issuing variable rate debt (as opposed to fixed rate debt), the College team will involve additional parties - a Remarketing Agent, a Liquidity Provider, and a Tender Agent. The Remarketing Agent determines the interest rate for the reset period, notifies the bondholders (through the Tender Agent) and remarkets any bonds tendered to either different bond buyers or the Liquidity Provider. The Liquidity Provider is usually a national or multi-national bank that provides the College with liquidity through a Standby Bond Purchase Agreement or other credit agreement. Should there be a failed remarketing, the Bonds would be placed with the Liquidity Provider until the bonds can be effectively remarketed. The Tender Agent accepts the tender bonds from the holders and notifies the College, remarketing agent, liquidity provider, and the bondholders of required mandatory or optional tender notices or rate changes. As a general rule, some rating agencies recommend that variable rate debt not exceed 25 percent of total bonds outstanding, although other factors may affect their evaluation of the amount they regard as acceptable. The College may consider issuing variable rate bonds when fixed-rate interest costs are high as variable short-term interest rates are consistently lower than long-term fixed rates. Total variable debt will not exceed 20% of the College's total outstanding debt.
- Unauthorized Structures - The College will not utilize swaps, hedges and other similar derivative products as a method of issuance.
- Restrictions / Limitations of Debt Issuance:
 - Maintenance Tax Limitations - Maintenance Tax Notes may not at any time exceed 75 percent of the previous year's income, may be issued only after a budget has been adopted for the current school year, and must mature not more than 20 years from their date. The maximum maintenance tax rate allowable by statute is \$0.20 per \$100 of taxable assessed valuation.
 - Debt Tax Limitations - The College will evaluate debt limitations in developing debt issuance plans. The College is authorized to issue bonds and levy taxes for repayment subject to voter approval of a proposition under Section 130.122(b) of the Texas Education Code. Section 130.122(a) provides for a maximum tax levy of \$0.50 per \$100 of taxable valuation of property in the district for the support of College bonded indebtedness. Section 130.122(d) requires the College to demonstrate to the Texas Attorney General that the bonds have been authorized in accordance with the law before bonds may be issued.

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- Maturity Levels -The term of debt shall in no case exceed 30 years. The average (weighted) bond maturities shall be kept at or below 20 years.
- Repayment Provisions - The College will structure its debt in compliance with all federal, state, and local requirements as to repayment terms and seek to repay its debt in an expeditious manner within the College's overall financial objectives and in consideration of the useful life of the project and dedicated repayment revenue sources. The College will structure its debt with five primary goals:
 1. to ensure the earliest possible maturity of the bonds,
 2. matching or improving upon the Interest and Sinking tax rate assumptions and projections as discussed with the citizens of the College at the time of the bond election,
 3. attempt to maintain a debt service tax rate that is stable and avoids significant year-to-year fluctuations,
 4. seek to repay at least 33% of the principal amount within 10 years, 50% of principal within 15 years, 67% within 20 years,
 5. maintain or improve the College's bond ratings.
- Debt Ratios - The College will also evaluate debt affordability ratios in developing debt issuance plans:
 - Ratio of Net Bonded Debt to Assessed Value
 - Ratio of Total Debt to Assessed Value
 - Ratio of Net Bonded Debt per Student
 - Ratio of Total Debt per Student
- Debt Issuance Process:
 - Preferred Method of Sale - The College will sell bonds through a competitive sale unless specific market conditions exist which warrant a different process. In a competitive sale, bonds are marketed to a wide spectrum of investment banking (underwriting) firms. Their bids are submitted at a specified time. The underwriter is selected based on the best bid (lowest true interest cost).
 - For negotiated sales, the College will select one or more underwriters through a competitive process. This process will include a request for proposals from firms considered appropriate for the underwriting of a particular issue. The College's Financial Advisor will set criteria deemed appropriate for the evaluation of underwriter proposals and make a recommendation to College staff based on such criteria. After review and discussion of the proposals and selection criteria by the Finance Committee and the Board of Trustees, the Board will select one or more underwriters that it believes will provide the College with the lowest possible true interest cost.
 - External Financial Professionals
 - Financial Advisor The College's Financial Advisor will work with College staff to:
 - Insure that the College's bonds are issued at the lowest possible interest cost and are structured in accordance with the College's financing guidelines
 - Prepare the Notice of Sale, Preliminary Official Statement, and the Official Statement
 - Assist with credit enhancements
 - Evaluate the bids submitted and recommend that they be accepted or rejected
 - Review draft closing documents and monitor the closing process

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- Assist in the preparation of and submit the College's Annual Disclosure Report in accordance with SEC Rule 15c2-12
- Assist in establishing repayment schedules that complement existing requirements and maintain a repayment pace acceptable to credit rating agencies
- Bond Counsel - The College's Bond Counsel will:
 - Certify that the College has the legal authority to issue bonds
 - Prepare required orders, resolutions, and tax certificates
 - Work with the Attorney General to obtain approval of the bond issue
 - Provide a legal opinion as to the enforceability and the federal income tax implications of the bonds
 - Coordinate transactions
- Paying Agent / Registrar - The College's Paying Agent will:
 - Authenticate the bonds
 - Send/receive transfers of money at closing
 - Maintain a listing of bondholders and applicable addresses
 - Receive principal and interest payments from the College and remit to bondholders
 - Represents bondholders in case of default
- Rating Agencies - The College will obtain a credit rating from at least two nationally recognized bond rating agencies on all bond issues. There are currently three nationally recognized rating agencies: Moody's Investors Service, Standard and Poor's, and Fitch Ratings, Inc. Rating agencies assign a credit rating to bonds based on rating agency assessment of the College's financial position and ability to make full and timely payments of principal and interest, and provide a ratings report to the market prior to the sale.
- Timing of Sales - The College's Financial Advisor will work with College's Fiscal Affairs department to assure that bond proceeds are available for projects prior to the execution of construction or purchase contracts
- Bond Rating Goals - The College will strive to maintain excellent bond ratings through:
 - Strong financial management practices
 - Timely disclosure of annual financial information including the Comprehensive Annual Financial Report prepared by management and attested to by the external auditors
 - Maintaining good relationships with bond rating agencies including site visits or meetings in person when required
- Disclosure Requirements - The Securities and Exchange Commission (SEC) regulates both primary disclosure (the initial marketing of bonds) and continuing disclosure (the ongoing information to the market about the status of the issue and issuer). The Securities and Exchange Commission Rule 15c2-12, as amended, requires the College to provide updated annual financial information within six months of the fiscal year end to designated state and national information repositories. Timely and accurate information can improve the marketability of the College's bonds. The College will work with its Financial Advisor to prepare and file the annual report with each nationally recognized municipal securities information repository (NRMSIR) and the state information depository (SID) in order to fully comply with regulations.

Management of Bond Proceeds

When bonds are issued, the proceeds are deposited in various accounts, which may include a construction fund, debt service fund, and an escrow fund in a refunding. Monies allocated to these funds are invested until needed. The investment strategy for each fund will depend, in part, on federal and state statutes and regulations governing the types of instruments permitted to be used, the yield permitted for the fund, and the anticipated drawdown of bond proceeds. Investment of bond proceeds shall comply with College policy, the Public Funds Investment Act (PFIA) (Texas Government Code 2256), the Public Funds Collateral Act (Texas Government Code 2257), federal and state laws according to the cash flow schedule for capital projects. The College's Financial Advisor may not bid on investment products. Interest income generated from bond proceeds will be transferred from the Capital Project Fund(s) to the Debt Service Fund for the purpose of paying principal and interest costs on current and future debt.

The College will incur within six months of the date on which proceeds are issued, a binding obligation to a third party to expend at least five percent of the sale proceeds of the Bonds on a Bond Project. The College reasonably expects that work on or acquisition of the Project will proceed with due diligence to completion and that the proceeds of the Bonds will be expended on the Project within reasonable dispatch. The College reasonably expects that 85 percent of the sale Proceeds of the Bonds will have been expended on the Project prior to the date that is three years after the Issue Date. Any Sale Proceeds not expended prior to the date that is three years after the Issue Date, will be either invested at a yield not "materially higher" or make yield restriction payments, not less often than every fifth anniversary date of the delivery of the Bonds and within 60 days following the final maturity of the Bonds.

Management of Debt Service Fund

The College has created or continued a debt service fund (the "Debt Service Fund") and the proceeds from all taxes levied, assessed, and collected for and on account of bonds are to be deposited in such Fund. The College will manage the Interest and Sinking portion of its tax rate to assure that taxes levied, assessed and collected for and on account of voted debt will be sufficient each year to pay such debt service. The investment objective for the Debt Service Fund will be to achieve a proper matching of investment maturities with principal and interest requirements within each bond year.

- Interest Earnings - Interest earnings in the Debt Service Fund will be used for the purpose of paying principal, interest costs, and related fees on current and future debt.
- Unreserved, Undesignated Fund Balance - The College shall target a minimum debt service fund balance of 25% of the annual debt service requirements on all outstanding debt issuance.
- Tax Rate:
 - Stabilization - The College will call or defease variable rate bonds as required by the bond order. The College may also call or defease additional variable rate bonds in order to stabilize the I&S tax rate or the total tax rate. This process will be conducted in the spring or early summer of each year.
 - Increases - When required, tax rate increases associated with the issuance of new bonds will be implemented in the current and succeeding fiscal year. Due to construction fund interest earnings being used and other factors, the variable rate bonds of the College may need to be called or defeased to manage fund balance.

Compliance

Compliance with Statutory Regulations - The College will comply with all statutory regulations in the issuance and structuring of debt obligations.

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- Federal Arbitrage and Rebate Compliance - The arbitrage rules are statutory rules set forth in the Internal Revenue Code of 1986, as interpreted from time to time by regulations promulgated by the U. S. Treasury Department and rulings by the Internal Revenue Service. Generally, the rules fall into two broad categories, investment rules and rebate rules. The investment rules limit the amount that can be earned by investing bond-related money. The rebate rules are designed to require the local governmental issuer to pay to the United States certain amounts of "arbitrage profit" that may be earned under the investment rules. Both sets of rules require compliance. The College will take all necessary steps to comply with the requirements that "rebate arbitrage earnings" on the investment of "gross proceeds" of bonds, within the meaning of section 148(f) of the Code be rebated to the federal government. Specifically, the College will:
 1. Maintain records regarding the investment of the "gross proceeds" of bonds as may be required to calculate such "rebateable arbitrage earnings" separately from records of amounts on deposit in the funds and accounts of the College which are allocable to other bond issues of the College,
 2. Calculate at such intervals as may be required by applicable Regulations, the amount of "rebateable arbitrage earnings" earned from the investment of "gross proceeds" of bonds
 3. Pay, not less often than every fifth anniversary date of the delivery of bonds and within 60 days following the final maturity of bonds, or on such other dates required or permitted by applicable Regulations, all amounts required to be rebated to the federal government. The College will maintain a copy of any such calculations, and all documentation necessary to produce such calculations or necessary to establish qualification for an exemption from the need to produce such calculations, for at least six years after the close of the final calendar year during which any bond is outstanding. In addition to bond counsel, the College has contracted with a third party arbitrage compliance specialist to insure that the College maintains compliance with arbitrage rules.
- Issuers of municipal bonds with an aggregate of \$10 million or more in outstanding debt are required by SEC Rule 15c2-12 as amended, to annually disclose certain operating data as well as audited financial statements. The required secondary market or ongoing disclosure documents are due to the state information depository (SID) and each nationally recognized municipal securities information repository (NRMSIR) within six months of the fiscal year end. For San Jacinto College District, the deadline is February 28th following the fiscal year end of August 31st. Accurate and timely filing of ongoing disclosure information is important as it relates to the liquidity of the College's bonds and insures that the College has the best results when accessing the capital markets.

Reporting to Committee/Board

The Vice Chancellor of Fiscal Affairs and the College's Financial Advisor will provide summary debt management reports to the Board Audit and Budget Committee at a minimum annually or with every bond sale. The Debt Management Policy will be reviewed on an annual basis and updated as needed.

Attachment 2 – Current Policy

Policy #:	V-P
Policy Name:	Policy on Debt Management
Pages:	8
Adopted Date:	April 7, 2008
Revision/Reviewed Date:	
Effective Date:	April 7, 2008
Associated Procedure:	

Policy #, Debt Management

Purpose

This purpose of this Debt Management Policy (the “Policy”) is to provide the San Jacinto Community College District’ (the “College” or “College District”) with guidelines to establish and maintain a well-defined debt management program for issuing new debt and managing outstanding debt. The Policy will help the College sustain a strong debt management program focused on supporting the lowest available borrowing costs and greatest amount of management flexibility for the College.

Policy

This policy establishes conditions for the use of debt and creates parameters designed to manage the debt obligations of the College within available resources, minimize the debt service and issuance costs, achieve the highest credit ratings, maintain full, complete, and accurate financial disclosure and reporting, and to comply with appropriate and applicable laws of the State of Texas (the “State”) and federal law.

Scope - Within the applicable laws of the State, the College may enter into debt obligations to finance the construction or acquisition of buildings and infrastructure and other assets, maintenance of existing facilities, to purchase land and personal property, or to refinance or restructure existing debt, also known as a “refunding.” This Policy applies to all debt issued by the College regardless of the purpose for which issued or the funding source for repayment. The Vice Chancellor of Fiscal Affairs is responsible for the debt management for the College. Responsibility for the operational activity related to management of debt may be delegated to other administrative employees as appropriate.

Objective - The objective of the Policy is to ensure prudent debt management practices that include:

- Maintain financial stability;
- Preserve public trust;
- Minimize costs to taxpayers;
- Manage the cost of capital;
- Mitigate risks associated with its debt;
- Monitor the overall capital structure and use of debt instruments;
- Preserve or enhance the College’s credit ratings;
- Execute debt issuance in an efficient and cost-effective manner;
- Assure full, complete, and accurate financial disclosure and post-issuance reporting compliance;
- Comply with State and federal laws.

Available Borrowing Methods – The available borrowing methods include:

Attachment 3 – Proposed Policy

General Obligation Bonds - General Obligation (“GO”) bonds are issued for the acquisition of land, building construction costs, and the furnishing and equipping of buildings. The College District secures GO bonds through levying, assessing and collecting ad valorem taxes sufficient to pay the principal and interest when due, provided that the annual interest and sinking fund (“I&S”) tax rate will never exceed the State statutory limit or the limits established by the College District’s qualified voters. The College District’s statutory maximum tax rate is established pursuant to Section 130.122, as amended, Texas Education Code at \$1.00 per \$100 of taxable assessed value (of which a maximum of \$0.50 may be utilized for debt service purposes). GO bonds require voter authorization.

Maintenance Tax Notes – Maintenance Tax Notes may be issued for any legal maintenance expenditures, including furnishing and equipping existing buildings, and for making renovations and repairs at existing facilities. Maintenance Tax Notes may be paid and secured from any available funds. Repayment may be made through either ad valorem tax revenues or non-tax revenues. Maintenance Tax Notes do not require voter authorization. Maintenance Tax Notes may not at any time exceed 75 percent of the previous year’s unrestricted revenues, and must mature not more than 20 years from their issue date.

Revenue Bonds – Revenue Bonds may be issued for the acquisition of land, buildings, building construction costs, and the furnishing and equipping of buildings. Revenue Bonds are payable from and are secured by pledged operating revenues, such as tuition and other fees, generally a reserve fund, or other resources. Voter approval is not required. Debt service coverage ratios or other bond provisions contained in existing bond covenants must be considered when issuing new revenue debt.

Lease Revenue Bonds – Lease Revenue Bonds may be used for construction, furnishing, and equipping the facilities. Under Chapter 303 of the Texas Local Government Code, the College District is authorized to establish a Public Finance Corporation (“PFC”) with authority to issue bonds to construct facilities for the College District without an election. The College District would lease these facilities from the PFC to pay the debt service. These bonds are payable based upon an annual appropriation from lawfully available funds, including from maintenance and operating (“M&O”) tax revenues. The funds Public notice must be given prior to sale, which permits a petition process to require an election.

Contractual Obligations – The College is authorized to incur contractual obligations under Section 271.005 of the Local Government Code to pay for items such as buses, computers, furniture and other moveable personal property. These contractual obligations may be in the form of a lease, a lease with an option or options to purchase, an installment purchase, or any other form considered appropriate.

Refunding Bonds- All or any part of the College District’s outstanding bond issues may be refunded or refinanced.

Other - From time to time, other financing options may be considered, including:

- Contract Revenue Bonds - Capital improvements may be financed through Contract Revenue Bonds, which requires the District to enter into a contract with a third-party

entity. They are payable from either taxes, revenues, or both. Voter approval is not generally required.

- **Taxable Debt** - When market conditions are favorable, taxable debt may be used for all or part of a debt issue and to comply with limitations imposed by the Internal Revenue Code of 1986, as amended (the “Code”). Taxable debt may also be issued for refunding if favorable savings will be achieved and the refunded tax-exempt issue cannot be advance refunded per the Code.
- **Private Placements** - Private placements are sold directly to investors. They can be short or medium term, fixed or floating rate, and the term will match the useful life of the financed assets. Private placements may be used for financing specific assets or programs when it provides more advantageous terms than the capital markets, has a favorable structure, and financing is needed more quickly than what may be obtained through a public offering.

Alternative Structures – The College District will not use alternative methods of financial management products such as interest rate swaps, derivative products, etc., in connection with any outstanding and newly issued bonds without the express authorization from the Board of Trustees.

Parameter Orders - When the Capital Improvement Program (“CIP”) requires a previously approved debt issuance for which a market opportunity is realized, a Parameter Order with reference to a specific debt issuance will be submitted for approval of the Board of Trustees, allowing the Chancellor or Vice Chancellor of Fiscal Affairs to commit to certain financing decisions. The Parameter Order allows the execution of a pricing certificate evidencing final sale terms of a debt financing. The Parameter Order provides flexibility for the College District’s Administration to react when market conditions warrant. Parameter Orders will be limited as to size and scope to comply with State law and per direction by the Board of Trustees.

Conditions for New Money Debt Issuance - The timing of borrowing will be structured to meet the CIP and other needs, and to minimize the effect of negative arbitrage. When the investment earnings on borrowed proceeds are below the cost of borrowing, borrowed capital may have to be increased to provide sufficient funds to pay project expenses. Since this practice increases the cost and limits the productivity of borrowed capital, the College District will seek to minimize negative arbitrage where practical.

Any external borrowing will be coordinated to the extent possible so that multiple project needs can be accommodated in a single borrowing. Under a Parameter Order for a specific new money debt, the Chancellor or Vice Chancellor of Fiscal Affairs may proceed with a new money debt issuance if the appropriate conditions are met as set forth in the Parameter Order.

The term of long-term debt shall in no case exceed 30 years.

Conditions for Short-Term Debt Issuance – Short-term financing will be considered for projects that cannot be funded from available current resources. The repayment term of any issue will be the greater of five (5) years or the longest useful life of any asset class purchased

from the proceeds of the issue. The total amount financed may not exceed 10% of operating revenue.]

Conditions for Debt Refunding - Periodic reviews of outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered based on economic benefit, or as needed to alter covenants, restructure debt, or stabilize the tax rate. Current refundings will generally require at least a 3% net present value as a percentage of the par amount of the refunded bonds to be considered. The threshold rates may be disregarded for a refunding undertaken solely for business reasons, such as for restructuring purposes. The term of the refunding funds should not exceed the term of the bonds being refunded unless the debt is being restructured. Under a Parameter Order for a refunding bond, the Chancellor or Vice Chancellor of Fiscal Affairs may proceed with a debt refunding if the appropriate conditions are met as set forth in the Parameter Order.

Conditions for Debt Defeasance - Defeasance of debt with funds on hand will be undertaken only after careful consideration of the District's cash flow. Generally, a defeasance will require the engagement of the College's municipal advisor, bond counsel, disclosure counsel, and a verification agent to provide an opinion on the sufficiency of funds in the escrow funded to defease debt. The College will ensure that any material event filings required in connection with the defeasance are posted timely to Electronic Municipal Market Access (EMMA).

Parameters for Debt Issuance –

Term – The term of debt will generally not exceed 30 years. Debt may be issued on a fixed or variable rate basis. Variable rate debt may serve as a natural interest rate hedge but should be used judiciously. Variable rate debt shall not exceed more than 20% of the College's total outstanding debt. The College District will normally seek to avoid the use of capitalized interest.

In general, debt should be issued with the earliest optional redemption date that is determined to be cost-effective. Typically, debt with a final maturity beyond ten years will be structured with an optional redemption in ten years at par. Debt may be structured with serial or term bonds or any combination thereof.

Method of Sale - The Vice Chancellor of Fiscal Affairs, in consultation with the College's municipal advisor, shall determine the method of sale best suited for each issue of debt. Possible methods of sale include a competitive sale, a negotiated sale, or a private placement.

Competitive Sale – A competitive sale is a public securities offering in which the College will request underwriters to submit a firm offer to purchase its bonds. The bonds are awarded to an underwriter or a syndicate of underwriters based on the lowest True Interest Cost bid, provided the bid meets all other requirements sale parameters included in the official Notice of Sale.

Negotiated Sale – A negotiated sale is a public securities offering in which the College pre-selects an underwriter or an underwriting syndicate, generally from its pre-approved pool of underwriters, to reoffer bonds to investors. The primary points of negotiation for the College with the underwriting syndicate are the interest rate, call features, and purchase price of the issue.

Private Placement – A private placement is a method of sale in which the College engages a placement agent to sell its bonds directly to a financial institution. A private placement typically does not require an offering document or public ratings and may have lower costs of issuance. A private placement is generally an option when a proposed bond issue has a final maturity not exceeding 15 years. A private placement may be used if it is determined to provide greater efficiencies and overall value for the College relative to a public competitive or negotiated sale.

External Financial Professionals - The College District will select its independent municipal advisor, and arbitrage rebate compliance specialist using a formal procurement process. An underwriting pool will be competitively created, from which the underwriting syndicate will be chosen for each negotiated bond transaction.

Compliance Reporting/Procedures

- Continuing Disclosure - The College District will comply with SEC Rule 152-12 by filing directly, or through a third party dissemination agent, with the Municipal Securities Rulemaking Board’s (“MSRB”) Electronic Municipal Market Access (“EMMA”)/ The College will file annual financial statements and certain required financial and operating data, as agreed to its Continuing Disclosure Agreements with bondholders.
- Arbitrage Rebate Compliance - Adequate recordkeeping will be maintained to meet arbitrage rebate compliance requirements. This includes careful tracking of investment earnings on debt proceeds and remitting any rebates due to the federal government in a timely manner. An outside compliance specialist will be retained to calculate rebate payments and ensure that the College District maintains compliance with arbitrage rules.

Post-issuance Procedures are outlined in Procedure #, Debt Management – Post-Issuance Compliance. The College will make every effort to ensure and manage other post-issuance compliance procedures including debt covenants and compliance with federal tax law.

Rating Agencies - The Vice Chancellor of Fiscal Affairs is responsible for maintaining the primary relationship and communicating with the national rating agencies. This communications effort includes providing periodic updates on the College District’s general financial condition along with coordinating meetings and presentations in conjunction with debt issuances.

The College District will request a rating from at least two major rating agencies prior to the issuance of debt.

Investment of Bond Proceeds - Investment of debt proceeds will comply with the Board of Trustees approved Investment Policy, State laws and, as appropriate, the Code.

Debt Structure and Repayment Provisions – The College will structure and seek to repay its debt in an expeditious manner within the College’s overall financial objectives and in consideration of the useful life of the project and dedicated repayment revenue sources. Debt will be structured with the following goals:

Attachment 3 – Proposed Policy

- Ensure earliest possible maturity of bonds in consideration of the useful life of the asset(s) being financed and budget or tax rate considerations;
- Match or improve upon tax rate assumptions and projections as discussed with citizens at the time of bond election;
- Maintain a debt service tax rate that is stable and minimizes significant year-to-year fluctuations; and
- Maintain or improve the College’s bond ratings.

Management of Debt Service Fund – The College shall maintain a Debt Service Fund into which the proceeds from all taxes levied, assessed and collected for and on account of bonds are deposited, and from which debt service on Bonds will be paid. The Fund will be managed to ensure that taxes collected for and on account of voted debt will be sufficient each year to pay such debt service. The revenue, expenditures, and balance of the Debt Service Fund will be approved annually as part of the College’s budget.

Reporting – The Vice Chancellor of Fiscal Affairs will provide summary debt management reports to the Board Finance Committee annually or with every bond sale.

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

Associated Procedures

Procedure #, Debt Management: Post Issuance Compliance

Date of Board Approval	Anticipated January 28, 2019
Effective Date	Anticipated January 29, 2019
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Accounting and Financial Services

Procedure #, Debt Management: Post Issuance Compliance

Associated Policy

Policy #, Debt Management

Procedures

This procedure sets forth the College’s methodology for ensuring continued post-issuance compliance with Internal Revenue Service (IRS) requirements pertaining to tax-exempt bonds and notes (TEBs), and post-issuance compliance with disclosure and contractual obligations pursuant to the requirements of the Exchange Act and the Securities Act including, in particular, Rule 15C2-12 and other applicable rules, regulations and orders.

The Vice Chancellor of Fiscal Affairs (VCFA) has primary responsibility for post-issuance compliance efforts. Specific tasks are delegated as listed below.

Director of Accounting and Financial Services	Administration of the investment files related to arbitrage calculations required by the IRS, and coordination with the external arbitrage firm
Director of Accounting and Financial Services	Tracking of expenditures of all debt proceeds, including for cost of issuance and working capital
Director of Accounting and Financial Services, in coordination with Campus Deans of Administration	Tracking and recording private use in the financed facilities
Director of Contract and Purchasing Services	Monitoring and maintaining all contracts for bond-financed facilities
Vice Chancellor of Fiscal Affairs	Review of private business use calculations and review of other tax implications pertaining to bond issuance and post-issuance compliance
Vice Chancellor of Fiscal Affairs, in coordination with Financial Advisor	Coordinate annual filing of financial and operating data and event notices with the MSRB through EMMA
Vice Chancellor of Fiscal Affairs, in coordination with Financial Advisor	Communicate with bond counsel and tax attorney

TEBs are debt obligations, the proceeds of which are used by the College to finance construction of all or a portion of its facilities. The obligation to maintain the tax-exempt status of the TEBs remains throughout the life of the bonds.

Post-issuance tax compliance begins with the debt issuance process itself and provides for a continuing focus on investments of debt proceeds and use of debt-financed property. Post-issuance compliance responsibilities include:

- Tracking bond proceeds spending for qualified purposes

Attachment 4 – Proposed Procedure

- Maintaining detailed records of the expenditure and investment of the proceeds of the TEBs
- Ensuring the project financing is used in a manner consistent with the federal income tax requirements
- Providing necessary disclosure information regarding financial and operating status

Definitions

Annual Filing: The annual financial information and operating data to be filed with the MSRB pursuant to Rule 15c2-12 and Disclosure Agreements

Arbitrage: The difference between the interest paid on tax-exempt bonds and the interest earned by investing the proceeds of the tax-exempt bonds in higher-yielding taxable securities

EMMA: The Electronic Municipal Market Access system maintained by the MSRB

Event Notice: The notice to be filed with the MSRB through EMMA upon the occurrence of events defined as reportable by the MSRB

Financial Advisor: Firm providing financial advisory services to the College

MSRB: The Municipal Securities Rulemaking Board

Private Business Use: The use of a facility financed with TEBs by any person or entity that is not a state or local government entity, or certain entities described in section 501(c)(3) of the IRS Code

Rule 15c2-12: SEC Rule 15c2-12, as amended, under the Exchange Act

Date of SLT Approval	November 26, 2018
Effective Date	Anticipated January 29, 2019
Associated Policy	Policy #, Debt Management
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Accounting and Financial Services

Action Item “XIV”
Regular Board Meeting December 3, 2018
Consideration of Approval of Policy #, Educational Advancement Incentive
for Full-Time Staff and Administrators - First Reading
(Informational Only)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Educational Advancement Incentive for Full-Time Staff and Administrators. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

The purpose of this policy is to formalize in policy the educational advancement incentive currently available to full-time staff and administrators who choose to further their formal education. There is a current procedure in place for the Educational Advancement Incentive (Procedure IX), but no written policy. Through the College’s policy review work, all procedures must be associated with a policy. This action complies with that requirement. The procedure for faculty members related to educational advancement is addressed in Policy IV.4001.A, Compensation and associated Procedure IV.4001.A.b, Faculty Salaries.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on November 30, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on January 28, 2019. Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No additional budgetary impact than in prior years.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 01 – Summary of Changes
- Attachment 02 – Policy #, Educational Advancement Incentive for Full-Time Staff and Administrators (proposed policy)

Informational Items Only:

- Attachment 03 – Procedure IX: Educational Advancement Incentive for Full-Time Non-Teaching Employees (current procedure)
- Attachment 04 – Procedure #, Educational Advancement Incentive for Full-Time Staff and Administrators (proposed procedure)

Action Item "XIV"
Regular Board Meeting December 3, 2018
Consideration of Approval of Policy #, Educational Advancement Incentive
for Full-Time Staff and Administrators - First Reading
(Informational Only)

RESOURCE PERSONNEL

Stephen Trncak	281-998-6115	stephen.trncak@sjcd.edu
Sandra Ramirez	281-998-2648	sandra.ramirez@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Educational Advancement Incentive for Full-Time Staff and Administrators**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s): **Educational Advancement Incentive for Full-Time Staff and Administrators**

Current Procedure Number(s)/Name(s): IX/ Procedure on Educational Advancement Incentive for Non-teaching Employees

Action Recommended for Policy: New

Action Recommended for Procedures: Revision

Web Links:

<http://www.sanjac.edu/procedure-ix-education-supplement> (current Procedure IX)

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Summary of Changes:

Policy

- New policy

Procedure

- Changed title from Procedure on Educational Advancement Incentive for Non-teaching Employees to Educational Advancement Incentive for Full-Time Staff and Administrators.
- Added a sentence that states - In order to be eligible for the incentive payment, employees must be employed in a full-time staff or administrator position at the time of payment.
- Added a sentence that refers faculty to the Procedure on Faculty Salaries.

Policy #, Educational Advancement Incentive for Full-Time Staff and Administrators

Purpose

To recognize full-time staff and administrators who choose to further their formal education.

Policy

A full-time staff or administrator may receive an incentive for each degree level obtained above that with which they were hired.

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

Associated Procedures

Procedure #, Educational Advancement Incentive for Full-Time Staff and Administrators

Date of Board Approval	Anticipated January 28, 2019
Effective Date	Anticipated January 29, 2019
Associated Procedure	Procedure #, Educational Advancement Incentive for Full-Time Staff and Administrators
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

Procedure IX: Educational Advancement Incentive for Full-Time Non-Teaching Employees

1. Introduction

San Jacinto College recognizes the need for employees to improve their job knowledge and skills. To reward employees who choose to further their education, effective September 1, 2014, full-time, non-teaching* employees may receive an incentive for each degree level obtained above that with which they were hired. Each employee may only receive one incentive for each degree level (e.g., if an employee receives two Masters Degrees, they will only receive the incentive for the first).

If you are planning to apply for the Educational Advancement Incentive, notify Human Resources by March 31 of each year. If you do not notify Human Resources by the deadline, you may not be eligible for the incentive payment, as funds are limited.

2. Procedure

The degree must be received from a regionally accredited institution of higher education. The Educational Advancement Incentive is contingent upon receipt of official transcripts by Human Resources, directly from the degree-granting institution.

The Educational Advancement Incentive is a one-time payment for each degree level attained and does not become part of the employee's base salary.

- A \$1,500 incentive will be given for receipt of an Associate's Degree.
- A \$2,000 incentive will be given for receipt of a Bachelor's Degree.
- A \$2,500 incentive will be given for receipt of a Master's Degree.
- A \$3,000 incentive will be given for receipt of a Doctoral Degree.

For current employees, the Educational Advancement Incentive will be processed following receipt of official transcripts documenting the degree attained. Official transcripts must be received by Human Resources directly from the institution granting the credit by the published payroll cut-off date in September of each year.

The Educational Advancement Incentive will only be processed for degrees obtained during the fiscal year in which the employee applies for the incentive. The incentive will not be processed retroactively for degrees obtained in previous fiscal years.

Employees anticipating receiving a degree from an accredited institution and thus qualifying for an Educational Advancement Incentive in future years should advise the appropriate supervisor during the budget planning process for the next fiscal year. In order to qualify for an education incentive, transcripts must be received by Human Resources by the published payroll cut-off date in September in order to be processed for that fiscal year. Transcripts received after the September payroll cut-off date will be processed effective the next fiscal year.

* Full-time Faculty receive additional compensation if they have a Master's + 18 graduate hours, a Master's + 36 graduate hours, ABD, or a doctoral degree. Please see the Faculty

Attachment 3 – Current Procedure

Salary Schedule or contact the Compensation office in the Human Resources Department for more information.

Procedure #:	IX
Procedure Name:	Educational Advancement Incentive for Full-Time Non-Teaching Employees
Pages:	2
Adopted Date:	August 6, 2001
Revision/Reviewed Date:	December 15, 2014
Effective Date:	August 6, 2001 and December 16, 2014
Associated Policy:	

Procedure #, Educational Advancement Incentive for Full-Time Staff and Administrators

Associated Policy

Policy #, Educational Advancement Incentive for Full-Time Staff and Administrators

Procedure

San Jacinto College recognizes the need for employees to improve their job knowledge and skills. To reward employees who choose to further their education, full-time staff and administrators may receive an incentive for each degree level obtained above that with which they were hired. Each employee may only receive one incentive for each degree level (e.g., if an employee receives two Masters Degrees, they will only receive the incentive for the first degree). This procedure does not apply to faculty.*

Employees who are planning to apply for the Educational Advancement Incentive, must notify Human Resources by March 31 of each year. If Human Resources is not notified by the deadline, employees may not be eligible for the incentive payment, as funds are limited.

The degree must be received from a regionally accredited institution of higher education. The Educational Advancement Incentive is contingent upon receipt of official transcripts by Human Resources, directly from the degree-granting institution.

The Educational Advancement Incentive is a one-time payment for each degree level attained and does not become part of the employee's base salary.

- A \$1,500 incentive will be given for receipt of an Associate's Degree.
- A \$2,000 incentive will be given for receipt of a Bachelor's Degree.
- A \$2,500 incentive will be given for receipt of a Master's Degree.
- A \$3,000 incentive will be given for receipt of a Doctoral Degree.

For current employees, the Educational Advancement Incentive will be processed following receipt of official transcripts documenting the degree attained. Official transcripts must be received by Human Resources directly from the institution granting the credit by the published payroll cut-off date in September of each year for payment in November. Transcripts received after the September payroll cut-off date will be processed effective the next fiscal year.

The Educational Advancement Incentive will only be processed for degrees obtained during the fiscal year in which the employee applies for the incentive. The incentive will not be processed retroactively for degrees obtained in previous fiscal years.

Employees anticipating receiving a degree from an accredited institution and thus qualifying for an Educational Advancement Incentive in future years should advise the appropriate leader during the budget planning process for the next fiscal year.

In order to be eligible for the incentive payment, employees must be employed in a full-time staff or administrator position at the time of payment.

* Faculty should refer to Human Resources Procedure IV.4001.A.b, Faculty Salaries

Attachment 4 – Proposed Procedure

Date of SLT Approval	November 6, 2018
Effective Date	Anticipated January 29, 2019
Associated Policy	Policy #, Educational Advancement Incentive for Full-Time Staff and Administrators
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

The purpose of this policy is to identify the services provided and define the intended use of the campus mail system. The policy sets the following standards:

- Campus mail service will be available for official college use only
- Internal mail boxes will be available for official college use only

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on November 30, 2018. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on January 28, 2019.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy V-F: Policy on School Mail (current policy)
- Attachment 3 – Policy #, College Mail (proposed policy)

Informational Items Only:

- Attachment 4 – Procedure 2-17: Copy Center Services (current procedure - rescind)
- Attachment 5 - Procedure #, College Mail (proposed procedure)

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Hilda Boyce	281-991-2627	hilda.boyce@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: TBD

Proposed Policy Name: **College Mail**

Current Policy Number/Name: V-F Policy on School Mail

New Procedure Number: TBD

Proposed Procedure Name(s): **College Mail**

Current Procedure Number(s)/Name(s): 2-17 Copy Center Services

Action Recommended for Policy: Revise

Action Recommended for Procedures:

New – College Mail

Rescind – 2-17 - Copy Center Services

Web Links: <https://www.sanjac.edu/policy-v-f-policy-school-mail>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Auxiliary Services

Summary of Changes:

- Changes name from Policy on School Mail to **College Mail**
- Includes a Policy purpose
- Eliminates mail recipient information requirement(s)
- Eliminates the placement of noncommercial communications in mailboxes
- Includes internal mail boxes
- Includes Procedures that outline the daily operation and mail services provided to the College community by the Print and Mail Centers
- Recommend to rescind Copy Center procedures

Policy V-F: Policy on School Mail

The college will provide a mail service on each campus and between campuses. Any communications received through the United States mail shall be distributed through the college mail system. In accordance with federal law, the inter-campus mail system (service between campuses) is reserved for communications pertaining to San Jacinto College District business and activities. The names of the recipient shall be written on all materials deposited in campus mail.

Any individual employee may place noncommercial communications in the mail boxes of other employees at the individual employee's campus, provided the names of the recipients are written on the materials.

Policy #:	V-F
Policy Name:	Policy on School Mail
Pages:	1
Adopted Date:	July 6, 1981
Revision/Reviewed Date:	May 2, 1994
Effective Date:	July 6, 1981; and May 2, 1994
Associated Procedure:	

Policy #, College Mail

Purpose

The College Mail Policy identifies the services provided and defines the intended use of the campus mail system.

Policy

The San Jacinto College District mail system delivers items between College District buildings and shall not be available for use other than for official College business. Internal mailboxes provided on each campus are for official College use, to be used solely by departments and College-sponsored or College-support groups.

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

Associated Procedures

Procedure #, College Mail

Date of Board Approval	Anticipated January 28, 2019
Effective Date	Anticipated January 29, 2019
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Auxiliary Service

Procedure 2-17: Copy Center Services

Print & Mail Center Guidelines

The Print & Mail Center facilitates college business processes by offering copy and mail services to all college personnel. The Print Center requires a thirty-six hour turn-around for requests as staffing at the Center has been reduced. Please note; print jobs may be completed prior to this window and may in some instances be copied while you wait; however, this is NOT the norm.

The Print Centers coordinate projects to provide you with features/options previously only provided to a particular campus. Posters, lamination and color copies can be provided to all college personnel if a thirty-six hour window is provided as jobs are coordinated between campuses.

Print Center

The Print Center will copy all college tests, handouts and other materials; however, “copyright” materials must be accompanied by a letter of authorization from the publisher or author. Copies of “copyright” materials will NOT be made without the proper authorization.

All print jobs should be copy ready and accompanied by a completed Print Request Form. This form should be used when a print request is submitted to the Center. Banner information MUST be included.

The form can be found on the website: <http://internal.sanjac.edu/node/5902> under the Miscellaneous Forms tab. Print Requests can be emailed or hand delivered to the Center. Email addresses are:

	In Outlook	Outside Outlook
Central	DL – Central Print Mail Center	DL-CentralPrintMailCenter@sjcd.edu
North	DL – North Print Mail Center	DL-NorthPrintMailCenter@sjcd.edu
South	DL – South Print Mail Center	DL-SouthPrintMailCenter@sjcd.edu

CPD Print Request forms should be stamped approved indicating to Print Center personnel the job is approved and is ready for copy.

Procedure #:	2-17
Procedure Name:	Copy Center Services
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	

Procedure #, College Mail

Associated Policy

Policy #, College Mail

Procedures

The procedures outline the daily operation and mail services provided to the College community by the Print & Mail Centers.

Mail Service

The campus Print & Mail Centers (PMCs) are responsible for: the delivery of incoming mail, the processing all outgoing mail, providing shipping services, assigning mail boxes and handling the exchange of inter-office communications. Hazardous materials are not accepted or delivered via the College's mail service.

Incoming Mail

The United States Postal Service (USPS) delivers incoming mail and packages to the College's PMCs daily during normal business hours. The mail is sorted and distributed to the campus mailboxes and delivered directly to satellite locations and the District Offices.

Incoming USPS mail may be opened by PMC Operators for the following reasons:

- Improperly addressed mail is *returned* by USPS and no visible department is identified on the envelope, or
- Mail is *received* by USPS without a department or individual name specified in the address. Delivery can only be made by opening the mail piece and trying to identify to whom it was sent.

Outgoing mail

All outgoing mail will be sent first class, unless otherwise specified. The PMCs provide the following services to College personnel for College items:

- First Class metering of all outgoing mail
- Priority mail
- Express mail
- Certified return receipt
- Insurance
- Tracking
- Media mail rates

All mail is processed the same day for pick-up unless otherwise communicated to the sender.

Shipping - FedEx and UPS

Attachment 5 – Proposed Procedure

The PMC can ship or mail packages via FedEx or UPS. Departments must include its department's accounting information to ensure billing is accurate and charged to the correct organization.

Campus Mailboxes

Mailboxes are assigned by the PMC Operator to individuals and/or departments to facilitate the delivery of all campus mail (USPS and inter-office). Use of mailboxes must be limited to official College business.

Inter-Office Mail

Inter-office mail like USPS mail and packages are delivered to the Campus PMCs, or satellite locations for distribution. Mail addressed to District Offices is delivered to each suite for dissemination.

Postage Chargebacks

Like FedEx and UPS packages, all outgoing mail must have Departmental accounting information to accurately charge the department for its postal costs associated with metered mail. On a weekly basis, chargebacks will be processed and input into Banner for proper allocation of metered postage expenses.

Excluded mailings

The mail system should not be used for any other purpose beyond official College business. The College does not condone the use of postage or other materials in the preparation or receipt of any mail or package that cannot be construed as official College business by its employees. The PMC does not process any letters or packages containing hazardous materials.

Definitions

Hazardous Materials – Article or substance designated by the U.S. Department of Transportation as being capable of posing an unreasonable risk to health, safety or property during transportation. Hazardous materials include but not limited to: common consumer and household items such as perfumes, aerosols and electronic products that contain certain batteries. A complete list of hazardous materials can be found in Appendix D in USPS publication 52.

Satellite location – Smaller campus or office in a different location from the larger College campuses or offices.

First Class Mail - Type of mail often sent through the U.S. Postal Service. It includes postcards, letters, large envelopes and small packages that are under 13 ounces in weight.

Chargeback – Expense for goods or services charged to one College department by another College department (as opposed to a purchase made from an off-campus supplier).

Attachment 5 – Proposed Procedure

Date of SLT Approval	November 26, 2018
Effective Date	Anticipated January 29, 2019
Associated Policy	Policy #, College Mail
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Auxiliary Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Baccalaureate Registered Nurse (RN) to Bachelor of Science degree in Nursing (BSN) Program for San Jacinto College. The proposed program will be located at the Central campus.

BACKGROUND

The College proposes a RN to BSN program to provide students with the opportunity to achieve their Bachelor of Science degree in Nursing (BSN) upon completion of their Associate Degree in Nursing (ADN). Students will receive specific didactic, laboratory, and clinical coursework towards the BSN. The RN to BSN has 30 Semester Credit Hours (SCH) in additional academic core requirements. The RN to BSN also includes 30 SCH in upper-level nursing coursework (608 contact hours) beyond the ADN. College leadership has discussed our plans with area health care employers and partners and the goal is to provide a mix of face-to-face, hybrid, and fully online course work to promote student success and meet the needs of those students currently working in the field who desire to achieve their Bachelor of Science in Nursing.

The Institute of Medicine (IOM) (now known as the National Academies of Sciences, Engineering and Medicine) released a report brief in October 2010 titled *The Future of Nursing: Focus on Education*. The IOM recommends an increase in baccalaureate-prepared nurses due to the complexity of the healthcare system and patient care. The slogan 80% BSN by 2020 became a common concept in health educational environments since the release of the IOM report.

The College researched the current job market for the RN to BSN Program and found the need for BSN trained nurses continues to increase. The Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook (OOH), 2016-2017 Edition* indicates employment for nurses is projected to grow 19 percent from 2012 to 2022 with 105,260 additional jobs annually. Texas is anticipating a 28 percent growth with 9,040 new jobs annually. Hospitals in the Gulf Coast region are seeking “magnet status” and in doing so are hiring BSN candidates over graduates holding an ADN.

According to the US Department of Labor, BSN-educated RNs earn between \$79,970 and \$91,360 annually. The Texas Workforce Commission indicates the average mean RN salary is \$67,855 while the salary for nurses with additional experience and higher education is \$76,654.

Table 1: Bureau of Labor Statistics Data Reports

Occupation Title	Mean Hourly Wage	Annual Mean Wage
RN, Baccalaureate	\$34.65	\$72,070

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Consideration of Approval of Bachelor of Science in Nursing (BSN) Program

Table 2: Percentile Wage Estimates, Baccalaureate RNs

Percentile	10%	25%	50% Median	75%	90%
Hourly Wage	\$23.41	\$27.57	\$33.65	\$41.33	\$50.05
Annual Wage	\$48,690	\$57,340	\$70,000	\$85,960	\$104,100

According to the Bureau of Labor Statistics, Occupational Employment and Wages, May 2017 report, the mean annual wage is \$73,550 with the Texas mean annual wage of \$72,070 (see Table 1). The job outlook, 2016 – 2026 is expected to increase 15 percent.

The job market analysis supports the need for the RN to BSN program in the Greater Houston area. Additionally, in meetings with the College’s regional hospital partners, they define a clear present need and continued future need for their current ADN prepared RN’s to advance to the BSN. They support a program at San Jacinto College and were active with promoting the need during the 85th legislative session.

IMPACT OF THIS ACTION

The following institutions currently offer an RN to BSN program:

- Austin Community College, hybrid
- East Texas Baptist University, hybrid
- Grand Canyon University, online
- Grayson Community College, unknown delivery
- Texas A&M International, online
- Texas Woman’s University, online
- University of Houston (UHCL/UHDT), hybrid
- Western Governor’s, online

A number of other community colleges are currently exploring the creation of RN to BSN program.

San Jacinto College anticipates admitting an initial cohort of thirty students beginning fall 2020. San Jacinto College will not enroll a second cohort during the 2020-2021 academic year, as the College will be seeking accreditation from the Accreditation Commission for Education in Nursing (ACEN). The second cohort will begin fall 2021 followed by a third cohort spring 2022. The College upon achieving ACEN accreditation will enroll fall and spring cohorts each academic year. Should the College obtain approval from the Texas Board of Nursing, Texas Higher Education Coordinating Board, and the Commission on Colleges of the Southern Association of Colleges and Schools for the RN-BSN program ahead of the anticipated timeline, plans will be made to begin the program summer 2020.

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Consideration of Approval of Bachelor of Science in Nursing (BSN) Program

BUDGET INFORMATION (including any staffing implications)

Total revenue is estimated to increase from \$77,940 to \$366,251 over the first 5-year period for a projected revenue total of \$1,332,574. The total annual expenses for the program is estimated to increase from \$290,604 (operational and labor) to \$325,462 over a 5-year period for a total of \$1,538,878 (see Table 3). These projections are based on a sixty to forty split between in-district tuition and out-of-district tuition. The anticipated enrollment for the program is 30 students for the first year, with an additional cohort of 30 students in years two through five.

The most significant costs for this program are those related to additional faculty. Two new full-time instructors at the doctorate level (12-month contract) will be hired prior to the program starting. One will serve as the Department Chair. San Jacinto Community College currently offers the general education component of the curriculum, so labor dollars will not need to be included in faculty load for these courses. The Department Chair will need to be hired and on staff six months before accreditation, documents can be submitted to the Board of Nursing (BON). Following the Board’s approval of this recommendation that position will be posted immediately.

Additionally, administrative assistant support will be required at the startup phase.

The College has invested significantly in facilities and equipment for all of its health science programs. The program will share facilities and equipment with the Associate Degree Nursing (ADN) program. Additional equipment needed may be purchased using the Carl Perkins Grant. The estimated cost for supplemental equipment is less than \$20,000.

Table 3: Projected Revenues and Costs over 5-year Period

Category	Sources of Revenue by Year					Totals
	Year 1	Year 2	Year 3	Year 4	Year 5	
	2020/21	2021/22	2022/23	2023/24	2024/25	
Mandatory Tuition & Fees*	72,000	144,000	144,000	144,000	144,000	648,000
Lab Fees	1,440	2,880	2,880	2,880	2,880	12,960
Course Fees	4,500	9,000	9,000	9,000	9,000	40,500
Credit Hour Reimbursement**	0	105,186	105,186	210,371	210,371	631,114
Total	77,940	261,066	261,066	366,251	366,251	1,332,574

*based on 60/40 split in-district/out-district

**state funding lags with base year measurement

	Estimated Costs by Year					Totals
	2020/21	2021/22	2022/23	2023/24	2024/25	
Faculty Salaries/Benefits	237,513	244,638	251,977	259,536	267,322	1,260,986
Administrative Support/Benefits	40,217	41,423	42,666	43,946	45,264	213,516

Consideration of Approval of Bachelor of Science in Nursing (BSN) Program

Instructional/Lab Supplies	5,000	5,000	5,000	5,000	5,000	25,000
Travel	5,000	5,000	5,000	5,000	5,000	25,000
Annual Accreditation Fee	2,875	2,875	2,875	2,875	2,875	14,375
Total	290,604	298,936	307,518	316,357	325,462	1,538,878

After the initial startup phase, the program will begin contributing to the overall costs of the College in Year 4, when full formula funding for two cohorts begins.

MONITORING AND REPORTING TIMELINE

The Texas Higher Education Coordinating Board (THECB) monitors career technical certificates and associate programs for an average of five degrees awarded per academic year, to total not fewer than twenty-five degrees awarded for any five-year period. A new degree program is exempted for the first five years of program implementation. Annual review begins in the sixth year of implementation. San Jacinto College will review progress with the BSN program annually through advisory committee meetings, and it will become part of the College’s program review process. As appropriate, updates will be provided to the Board of Trustees.

It is anticipated that the program will significantly exceed the THECB requirements.

ATTACHMENTS

Attachment 1 – Program Implementation Timeline

Attachment 2 – Concept Paper (provided as additional support)

RESOURCE PERSONNEL

Laurel V. Williamson	281-998-6182	laurel.williamson@sjcd.edu
Chris Duke	281-998-6203	chris.duke@sjcd.edu
Alexander Okwonna	281-476-1858	alexander.okwonna@sjcd.edu
Rhonda Bell	281-922-3466	rhonda.bell@sjcd.edu

Attachment 1

Program Implementation Timeline

Date	Activity/Submission
September 2018	Rhonda Bell and Alexander Okwonna to prepare Workforce and Economic Development Council (WEDC) Proposal
October 2018	Submit New Program Proposal to WEDC
October/November 2018	SLT Approval
November/December, 2018	SJCD Board Approval
November/December, 2018	Post position for Department Chair
January 2019	Program Policies and Curriculum Solidified; BAT faculty begin working on program/curriculum
January 2019	BON/THECB Proposal Development; Curriculum Refinement
February 2019	Advisory Committee under newly-appointed Chair/Program Coordinator**
March 2019	First Draft of BON Proposal submitted to Dr. Ayars, BON Consultant
March 2019	THECB Proposal Submitted
June 2019	Second Draft of BON Proposal
June 19-24, 2019	SACSCOC Board of Trustees, Decision on SJC Reaffirmation
September 1, 2019	Submission of Level 2 Application with BSN
September 2019	Final Draft of BON proposal submitted; BON Site Visit Scheduled
September – October 2019	Curriculum Steering Committee Presentation
December 5-6, 2019	SACSCOC Board of Trustees, Decision on SJC Level 2 with BSN Application
February 2020	Post position for Support Staff and Full-Time Faculty
March 1 – June 30, 2020*	Application Cycle for 1 st cohort of 30 students
July 2020	Admission letters sent to applicants accepted into the program
March 1, 2020	Submission of Substantive Change to add BAT
June 1, 2020	Start date for support staff and full-time faculty
June 19-24, 2020	SACSCOC Board of Trustees, Decision on SJC Sub Change for BAT

Attachment 1

August 2020	Start date for BSN May also be able to start BAT as well – pending Pell Availability.
August 2020	Submit ACEN Accreditation Application; Site visit to occur by the end of the first year.

*If the College receives appropriate approvals for an earlier start date, the timeline will be adjusted to accommodate the application period and new start date.

**San Jacinto College
Program Proposal**

RN-BSN Program

Concept Paper

**Alexander Okwonna
Dean - Natural Sciences and Health Sciences**

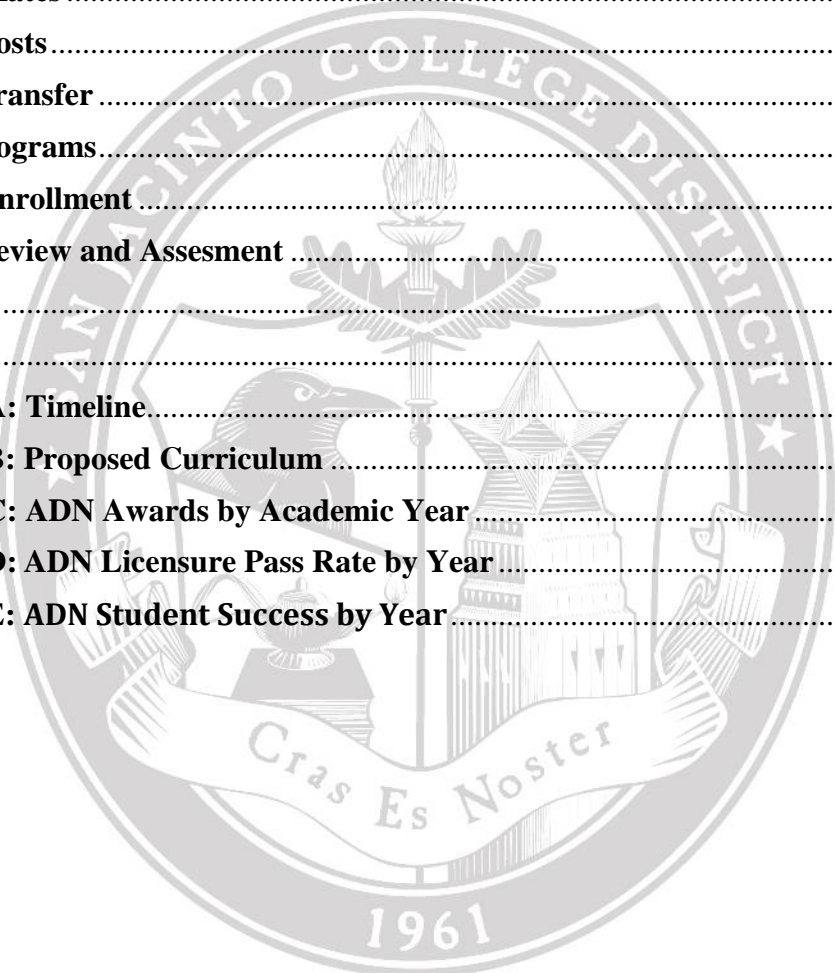
**Rhonda Bell
Dean – Natural and Health Sciences**

2018

RN-BSN Program

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RN-BSN Program

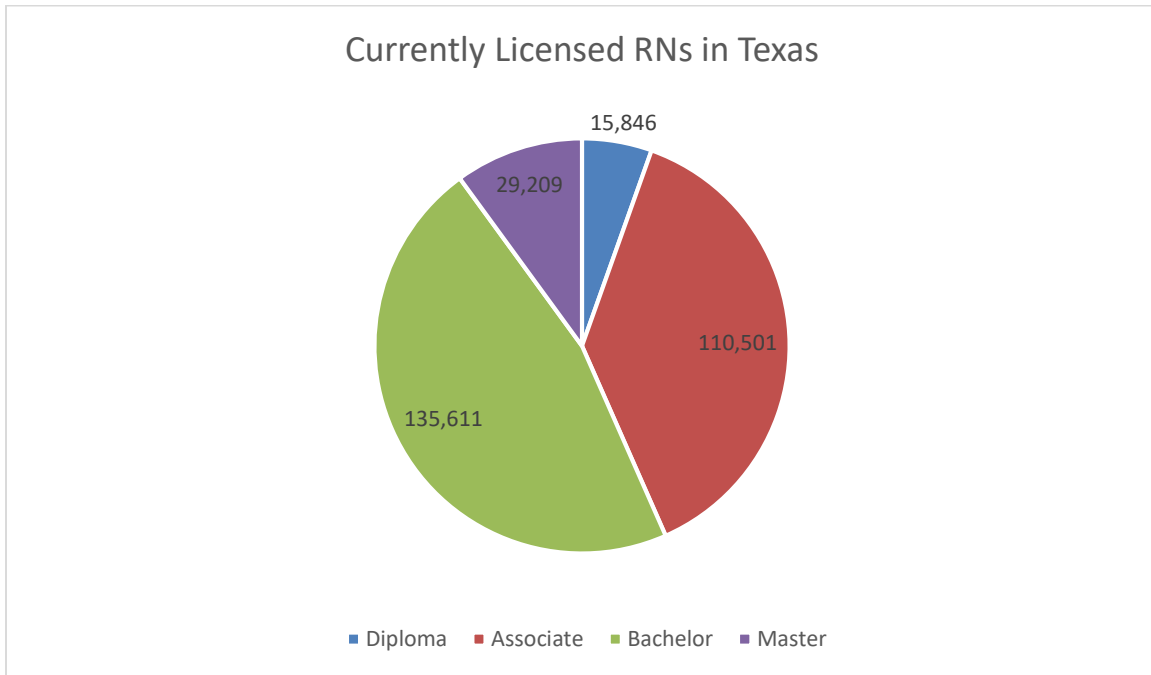
BACKGROUND

San Jacinto College met with Houston-area hospital nurse executives and educators in 2016 to prepare the foundation for the RN-BSN program. These meetings were extremely insightful as the discussions centered on the need to provide opportunity to advance nursing education and promote lifelong learning in local communities. The hospital leaders were very supportive and worked with the Chancellor and Vice Chancellor of Marketing, Public Relations, and Government Affairs by attending several advisory committee meetings and met with Texas legislators to show their support for San Jacinto College expanding their programs to include a baccalaureate degree in nursing.

The Institute of Medicine (now known as the National Academies of Sciences, Engineering, and Medicine) released a report brief in October 2010 titled *The Future of Nursing: Focus on Education*. Due to the complexity of the healthcare system and patient care, the IOM recommended an increase in baccalaureate-prepared nurses by the year 2020. The slogan 80% BSN by 2020 became a common concept in health and educational environments since the release of the IOM report.

The mission of San Jacinto College is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve. Currently, San Jacinto College has nearly 30 different articulation agreements, two of those agreements are specifically for the RN-to-BSN pathway with the University of Houston-Clear Lake and with Western Governors University. If the University of Houston and the University of Houston Downtown both begin offering the RN-to-BSN transition program, San Jacinto College will continue to reach out to develop articulation agreements. The University of Houston as well as the University of Houston Clear Lake and Downtown are among the top five transfer institutions for San Jacinto College students. San Jacinto College is also highly engaged with the Houston Guided Pathways to Success (GPS) project and continues to look for opportunities to streamline transfer for students to universities in our region.

RN-BSN Program



Source: Texas Board of Nursing, June 2016

San Jacinto College is strategically located to bridge the gap between associate degree-prepared nurses and baccalaureate degree-prepared nurses.

PROGRAM OBJECTIVE

The purpose for the RN-BSN program is to prepare licensed RNs at the baccalaureate degree level. Individuals with these credentials are a vital component of the healthcare delivery system. As of 2015 (new data has not been released), 55.5% of RNs hold a baccalaureate degree in nursing (Texas Center for Nursing Workforce Studies, 2015). According to this report, the goal of 80% by 2020 will not be met based on current trends. The San Jac RN-BSN program will increase the number of baccalaureate-prepared nurses in the state of Texas by serving our community and assisting our graduates in pursuing higher education. The overall scope is to develop a 'San Jac School of Nursing' to ensure congruency for all nursing programs, with each program having a director/coordinator. The program progression could be as follows:



RN-BSN Program

Admission:

The program will be designed for post-licensure registered nurses with an unencumbered nursing license who have completed an associate degree in nursing from an accredited institution.

Graduates from San Jacinto College's Associate Degree Nursing Program will receive priority consideration for admission.

Applicants must have a cumulative GPA 2.5 on a 4.0 scale to apply to the program and must maintain the 2.5 GPA for all required courses.

Applicants completing all core courses will receive priority consideration for admission.

GPA will determine final rank for admission to the program.

Sample Admissions Rubric

Criteria	Maximum Points	Final Points
San Jacinto College ADN- RN Graduate	60	
Graduates from other accredited programs	50	
Core Courses Complete 10 total courses	20 All courses = 20 points 8 – 10 courses = 15 points 4 – 7 course = 10 points 1 – 3 points = 5 points No courses complete = 0 points	
GPA	20 3.8 – 4.0 = 20 points 3.25 – 3.79 = 15 points 2.75 – 3.24 = 10 points 2.5 – 2.74 = 5 points	
Total Points		

See Appendix A for a timeline guiding the overall development of the RN-BSN program.

RN-BSN Program

PROPOSED CURRICULUM

The courses will include face-to-face, hybrid, and distance learning opportunities to meet the diverse needs of working nurses. The Houston-area nurse leaders suggested that the program contain a blend of face-to-face time with distance learning to ensure the graduates have the skill sets necessary to advance in leadership as they complete the baccalaureate degree. These class meetings will be designed to build community among the nursing students and to allow opportunity to share in the learning experience.

The RN-BSN program will tentatively consist of the following components:

1. Transfer credit for ADN-RN programs of study from accredited institutions (60 SCH).
 - a. The transfer credits include 24 hours of academic courses:
 - i. BIOL 2301/2101 Human Anatomy and Physiology I Lecture/lab
 - ii. BIOL 2302/2102 Human Anatomy and Physiology II Lecture/lab
 - iii. BIOL 2320/2101 Microbiology for Health Science Majors
Lecture/Lab
 - iv. ENGL 1301 Composition
 - v. PSYC 2301 General Psychology
 - vi. PSYC 2314 Lifespan Growth and Development
 - vii. Humanities or Fine Arts (3)
 - b. Nursing Courses: 36 hours in RNSG rubric
2. Additional Core Requirements: 30 SCH
 - a. ENGL 1302 Composition I *or* ENGL 2311 Technical Report Writing**
 - b. MATH 1314 Algebra *or* MATH 1342*
 - c. HIST 1301 United States history I**
 - d. HIST 1302 United States history II**
 - e. GOVT 2305 Federal Government**
 - f. GOVT 2306 Texas Government**
 - g. SPCH 1315 Public Speaking *or* SPCH 1318 Interpersonal Communications **
 - h. CHEM 1305/1105 Introductory Chemistry I Lecture/lab*
 - i. PSYC 4370 Statistics (new course for College) * *or* NURS 33XX
 - j. PHIL 2306 Introduction to Ethics*

*These courses may be considered pre-requisite courses for admission into the program. Math and Statistics will support the research and evidence-based nursing practice course outcomes. Chemistry will support the science foundation for entry-level practice at the baccalaureate degree level. The Ethics course will provide a

RN-BSN Program

foundation to discuss trends in nursing, nursing research, leadership, and ethical issues associated with healthcare specifically.

**These courses may be taken with RN-BSN upper-level courses. Students completing all core course requirements will have precedence during the selection/admission process.

3. RN-BSN Upper-Level Courses (30 SCH) *

- a. NURS 33XX Role Transition – RN to BSN (includes lab hours for Assessment) *[hybrid]*
- b. NURS 33XX History and Theories of Nursing *[distance learning]*
- c. NURS 33XX Informatics and Technology in Healthcare *[distance learning]*
- d. NURS 33XX Health Promotion Across the Lifespan *[distance learning]*
- e. NURS 33XX Community Nursing *[distance learning]*
- f. NURS 31XX Community Nursing Practicum *[may require 2 or 3 campus meetings along, preceptorship at clinical facility, and capstone projects]* **
- g. NURS 43XX Trends and issues in Nursing Practice *[distance learning]*
- h. NURS 43XX Research and Evidence-Based Nursing Practice *[hybrid]*
- i. NURS 43XX Nursing Leadership/Management *[distance learning]*
- j. NURS 41XX Nursing Leadership/Management Clinical *[may require 2 or 3 campus meetings along with clinical hours]* **
- k. NURS 42XX Public and Global Health Policy *[distance learning]*
- l. NURS 42XX Legal and Ethical issues in Healthcare *[distance learning]*

*This is a tentative outline based on recommendations from the Nursing Advisory Committee meeting which included representatives from Memorial Hermann Southeast, Clear Lake Regional, Bay Shore, and East Houston Medical, and the University of Texas Medical Branch. The deans from all three campuses also attended the advisory committee meeting. The tentative curriculum was reviewed and comments generated regarding the importance of blending face-to-face with distance learning opportunities in addition to offering clinical courses. The developers of the proposal believe the blended format allows face-to-face learning to occur during each semester and therefore, meets the overall recommendations made by the advisory committee members.

**The Community Practicum hours may be completed through capstone projects and service learning while the Leadership/Management clinical hours may be completed through class projects, clinical hours, and capstone assignment with preceptor. The overall vision of the clinical courses will not require additional clinical affiliation agreements and should not compete with the Associate Degree Nursing Programs for clinical placement. The vision is to use the preceptor model for clinical hours whereby students can meet course learning objectives at their current place of employment.

RN-BSN Program

The courses will be offered in 8-week parts-of-term with students progressing through the curriculum as a cohort.

Important facts to consider during development of program:

- Texas Board of Nursing: Requires a program director to be employed by the program no later than six months prior to the submission of the proposal to the Board.
- Texas Higher Education Coordinating Board requires a sufficient number of core and support faculty to teach the scope of the discipline.
- Articulation Agreements must be completed with universities for a five-year period in the event the RN-BSN program closes for any reason. (We currently meet this requirement.)

EMPLOYMENT OUTLOOK

The need for nurses continues to increase. Per the Bureau of Labor and Statistics, the growth rate nationally from 2012-2022 is 19 percent with 105,260 additional jobs annually, and in Texas, it is 28 percent with 9,040 new jobs annually. Hospitals in the Gulf Coast region are seeking “magnet status” and are therefore focused on hiring BSN candidates. With this focus, associate degree programs are losing clinical space for nursing students. San Jacinto College has developed articulation agreements for the BSN pathway with Western Governors University and the University of Houston – Clear Lake. Although this helps students, there is more demand than can be provided through these articulation agreements.

The American Nurse Credentialing Center (ANCC) Magnet Recognition Program is viewed around the world as the ultimate seal of quality and confidence. Magnet organizations are recognized for superior nursing processes and quality patient care, which leads to the highest levels of safety, quality and patient satisfaction. In order to apply for Magnet Status, an organization must achieve a bachelor-degreed nurse percentage of at least 80 percent.

Students graduating from the Associate Degree Nursing Program will have an opportunity to continue their nursing education by adding three additional semesters as they complete the upper level nursing courses.

RN-BSN Program

WAGE ESTIMATES

According to the US Department of Labor, BSN-educated RN's annual earnings range from \$79,970 - \$91,360.

The Texas Workforce Commission indicates the average mean RN salary is \$67,855 while the salary for experience and higher-education is \$76,654.

According to the Bureau of Labor Statistics, Occupational Employment and Wages, May 2017 report, the mean annual wage is \$73,550, with the Texas mean annual wage of \$72,070. The job outlook, 2016 – 2026 is expected to increase 15%.

Bureau of Labor Statistics Data Reports

Occupation Title	Mean Hourly Wage	Annual Mean Wage
RN's, Baccalaureate	\$34.65	\$72,070

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$23.41	\$27.57	\$33.65	\$41.33	\$50.05
Annual Wage (2)	\$48,690	\$57,340	\$70,000	\$85,960	\$104,100

States with the highest employment level in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<u>California</u>	282,290	16.91	0.83	\$49.37	\$102,700
<u>Texas</u>	212,230	17.85	0.88	\$34.65	\$72,070
<u>New York</u>	180,170	19.57	0.96	\$40.12	\$83,450
<u>Florida</u>	178,330	21.18	1.04	\$31.20	\$64,890
<u>Pennsylvania</u>	143,130	24.76	1.21	\$33.57	\$69,820

RN-BSN Program

PROGRAM COSTS

The 5-year expense total (operational and labor) for the program is estimated to be \$839,540.77. The 5-year revenue total is estimated to be \$724,272.00. These figures are based on in-district tuition and program enrollment of 30 students in FY 2020-2021, and adding an additional cohort of 30 students starting in FY 2021-2022.

- Faculty: Two new full-time instructors at the doctorate level (12-month contract) will be hired prior to the program starting. One will serve as the Department Chair. The addition of a Sr. Administrative Assistant will be added to support the program. San Jacinto Community College currently offers the general education component of the curriculum, so labor dollars will not need to be included in faculty load for these courses. **Department Chair will need to be hired and on staff six months before accreditation documents can be submitted to the Board of Nursing (BON).**
- Department Chair – Ph.D. level with 15+ years of experience
 - Base salary - \$79,529 (includes sign-on bonus)
 - Market Premium - \$10,004
 - Chair Stipend - \$10,944
 - **Total - \$100,477**
- Instructor – Ph.D. level with 15+ years of experience
 - Base salary - \$79,529 (includes sign-on bonus)
 - Market Premium - \$10,004
 - **Total - \$89,533**
- Senior Administrative Assistant with high school diploma or equivalent and 8 years of experience
 - **Base salary - \$30,936**
- Facilities and Equipment: The program will share facilities and equipment with the Associate Degree Nursing (ADN) program. Additional equipment needed may be purchased using the Carl Perkins Grant. The estimated cost of supplemental health assessment equipment is less than \$20,000.

RN-BSN Program

Table 3: Projected Revenues and Costs over 5-year Period

Category	Sources of Revenue by Year					Totals
	Year 1	Year 2	Year 3	Year 4	Year 5	
	2020/21	2021/22	2022/23	2023/24	2024/25	
Mandatory Tuition & Fees*	72,000	144,000	144,000	144,000	144,000	648,000
Lab Fees	1,440	2,880	2,880	2,880	2,880	12,960
Course Fees	4,500	9,000	9,000	9,000	9,000	40,500
Credit Hour Reimbursement**	0	105,186	105,186	210,371	210,371	631,114
Total	77,940	261,066	261,066	366,251	366,251	1,332,574

*based on 60/40 split in/out district

**state funding lags with base year

Category	Estimated Costs by Year					Totals
	2020/21	2021/22	2022/23	2023/24	2024/25	
	2020/21	2021/22	2022/23	2023/24	2024/25	
Faculty Salaries/Benefits	237,513	244,638	251,977	259,536	267,322	1,260,986
Administrative Support/Benefits	40,217	41,423	42,666	43,946	45,264	213,516
Instructional/Lab Supplies	5,000	5,000	5,000	5,000	5,000	25,000
Travel	5,000	5,000	5,000	5,000	5,000	25,000
Annual Accreditation Fee	2,875	2,875	2,875	2,875	2,875	14,375
Total	290,604	298,936	307,518	316,357	325,462	1,538,878

Conclusion: After initial startup phase, program begins contributing to the overall costs of the College in Year 4, when full formula funding for 2 cohorts begins.

PROGRAM TRANSFER

The mission of San Jacinto College is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve. San Jacinto College currently has articulation agreements or memorandums of understanding with University of Houston Clear Lake and Western Governor's University.

As the University of Houston continues to expand their nursing programs, we will continue to reach out to develop articulation agreements. The University of Houston as well as the University of Houston Clear Lake and Downtown are among the top five transfer institutions for San Jacinto College students. San Jacinto College is also highly engaged with the Houston Guided Pathways to Success (GPS) project and continues to look for opportunities to streamline transfer for students to universities in our region.

RN-BSN Program

EXISTING PROGRAMS

The following is a list of current RN-BSN programs:

- Austin Community College, hybrid
- East Texas Baptist University, hybrid
- Grand Canyon University, online
- Grayson Community College, unknown delivery method
- Texas A&M International, online
- Texas Woman's University, online
- University of Houston Clear-Lake (UHCL; Downtown), hybrid
- University of Texas - Arlington, online
- University of Texas - Medical Branch, online with 2 face-to-face orientation days
- University of Texas -Tyler, online
- Western Governor's University, online

EXPECTED ENROLLMENT

The initial enrollment for fall 2020* is 30 students. While seeking ACEN accreditation, the program will not enroll a second cohort during the 2020-2021 academic year. The second cohort will begin fall 2021 followed by the third cohort spring 2022. Once ACEN accreditation has been obtained, the plan is to enroll fall and spring semesters moving forward. The tentative timeline for cohort-based enrollment is as follows:

- Fall 2020: 1st cohort of 30 students
- Fall 2021: 2nd cohort of 30 students
- Spring 2022: 3rd cohort of 30 students

*Should the College obtain approval from the Texas Board of Nursing, Texas Higher Education Coordinating Board, and the Commission on Colleges of the Southern Association of Colleges and Schools for the RN-BSN program ahead of the anticipated timeline, plans will be made to begin the program summer 2020.

RN-BSN Program

PROGRAM REVIEW AND ASSESSMENT

The RN-BSN program will seek accreditation from Accreditation Commission for Education in Nursing (ACEN) by the first graduation cohort. The data listed below will be used to provide an overall view of program effectiveness and attainment of student learning outcomes. Information obtained through the review process is used to close the loop. This leads to program improvement, increased performance, and effectiveness.

The college will annually review the program. The following will be considered:

- Graduation/completion rate data. (Texas Higher Education Coordinating Board {THECB} Standard is 25 awards over 5-year period)
- Program Completer Placement Rate; historically, 85 percent of workforce education program completers (3-year average) are employed or pursuing additional education within one year of graduation.
- Enrollment and Retention data.
- Graduate employment data.
- Employer satisfaction surveys.
- Clinical assessments.
- Attainment of student learning outcomes as measured by course completion and program outcome assessments.
- General Education Outcome's assessment.
- Program review data.
- Advisory board feedback.
- Graduation/completion rate data.

CONCLUSION

The proposed RN-BSN degree is consistent with the mission of San Jacinto College to ensure student success and create seamless transitions. The proposed degree allows for seamless transition for graduates from the ADN-RN program while also meeting the national agenda for 80% BSN by 2020.

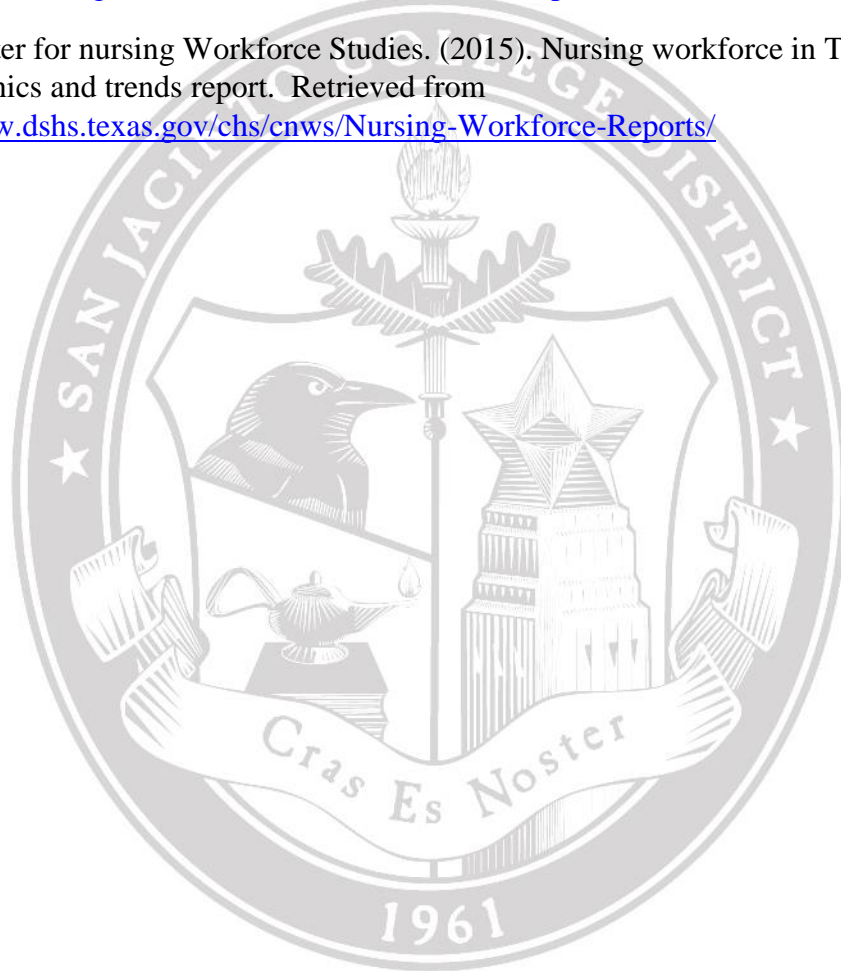
RN-BSN Program

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RN-BSN Program

APPENDIX A

PROGRAM IMPLEMENTATION TIMELINE

Date	Activity/Submission
September, 2018	Bell and Okwonna to prepare WEDC Proposal
October 2018	Submit New Program Proposal to WEDC
October/November 2018	SLT Approval
November/December, 2018	SJCD Board Approval
November/December, 2018	Post position for Department Chair
January 2019	Program Policies and Curriculum Solidified; BAT faculty begin working on program/curriculum
January 2019	BON/THECB Proposal Development; Curriculum Refinement
February 2019	Advisory Committee under newly-appointed Chair/Program Coordinator**
March 2019	First Draft of BON Proposal submitted to Dr. Ayars, BON Consultant
March 2019	THECB Proposal Submitted
June 2019	Second Draft of BON Proposal
June 19-24, 2019	SACSCOC Board of Trustees, Decision on SJC Reaffirmation
September 1, 2019	Submission of Level 2 Application with BSN
September 2019	Final Draft of BON proposal submitted; BON Site Visit Scheduled

RN-BSN Program

September – October 2019	Curriculum Steering Committee Presentation
December 5-6, 2019	SACSCOC Board of Trustees, Decision on SJC Level 2 with BSN Application
February 2020	Post position for Support Staff and Full-Time Faculty
March 1 – June 30, 2020*	Application Cycle for 1 st cohort of 30 students
July 2020	Admission letters sent to applicants accepted into the program
March 1, 2020	Submission of Substantive Change to add BAT
June 1, 2020	Start date for support staff and full-time faculty
June 19-24, 2020	SACSCOC Board of Trustees, Decision on SJC Sub Change for BAT
August 2020	Start date for BSN May also be able to start BAT as well – pending Pell Availability.
August 2020	Submit ACEN Accreditation Application; Site visit to occur by the end of the first year.

*If the College receives appropriate approvals for an earlier start date, the timeline will be adjusted to accommodate the application period and new start date.

RN-BSN Program

APPENDIX B

BACHELOR OF SCIENCE IN NURSING (BSN) DEGREE PLAN

First Semester

Rubric	Course	Description	Lecture	Skills Lab	Clinical	Credit Hours	Contact Hours
NURS	33xx	Role Transition - RN to BSN	32	32		3	64
NURS	33xx	History and Theories of Nursing	48			3	48
NURS	33xx	Community Nursing	48			3	48
NURS	33xx	Community Nursing Practicum			96	3	96
		Total Hours	128	32	96	12	256

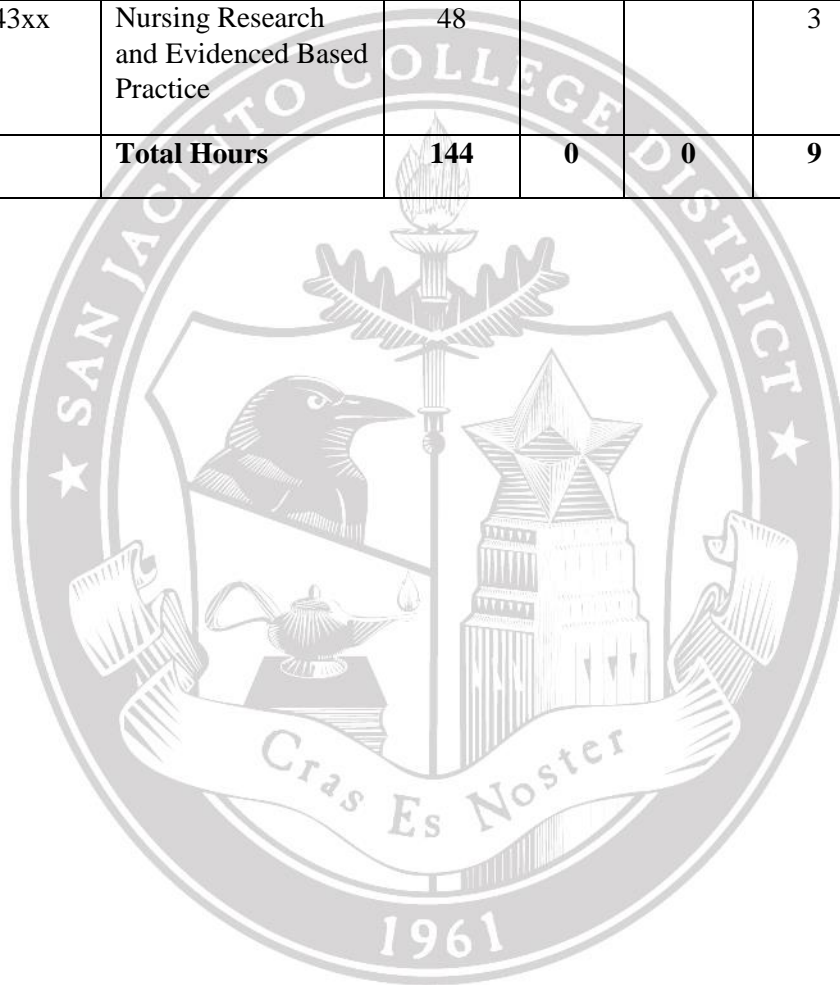
Second Semester

Rubric	Course	Description	Lecture	Skills Lab	Clinical	Credit Hours	Contact Hours
NURS	43xx	Health Promotion Across the Lifespan	32	32		3	64
NURS	33xx	Nursing Leadership/Management	48			3	48
NURS	33xx	Nursing Leadership/Management Practicum			96	3	96
		Total Hours	80	32	96	9	208

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Third Semester

Rubric	Course	Description	Lecture	Skills Lab	Clinical	Credit Hours	Contact Hours
NURS	43xx	Trends and Issues in Nursing Practice	48			3	48
NURS	43xx	Legal and Ethical Issues in Healthcare	48			3	48
NURS	43xx	Nursing Research and Evidenced Based Practice	48			3	48
		Total Hours	144	0	0	9	144



RN-BSN Program

APPENDIX C

ASSOCIATE DEGREE NURSING AWARDS BY MAJOR AND ACADEMIC YEAR COLLEGE-WIDE

SJC College-wide Associates Degree of Nursing

Major	AY 2013- 2014	AY 2014- 2015	AY 2015- 2016	AY 2016- 2017	AY 2017- 2018
3NUR-ADN	122	113	162	202	95
3NUR-LMOB	23	29	35	2	0
3NUR-LNTRN	0	0	0	55	72
3NUR-LTRN	16	22	19	1	0
3NUR-PMOB	5	6	3	0	1
3NUR-PMTRN	0	0	0	4	3
3NUR-PTRN	0	1	2	0	0
3NURS	2	1	0	8	4
Degree with Unknown Major Code	0	0	0	1	0
Total Degrees	168	172	221	273	175

Source: CBM009 and Banner

SJC Central Campus Associates Degree of Nursing

Major	AY 2013- 2014	AY 2014- 2015	AY 2015- 2016	AY 2016- 2017	AY 2017- 2018
3NUR-ADN	122	113	138	179	66
3NUR-LTRN	16	22	19	1	0
3NUR-PTRN	0	1	2	0	0
3NURS	2	1	0	8	4
Degree with Unknown Major Code	0	0	0	1	0
Total Degrees	140	137	159	189	70

Source: CBM009 and Banner

SJC North Campus Associates Degree of Nursing

Major	AY 2013- 2014	AY 2014- 2015	AY 2015- 2016	AY 2016- 2017	AY 2017- 2018
3NUR-ADN	0	0	24	21	29
Total Degrees	0	0	24	21	29

Source: CBM009 and Banner

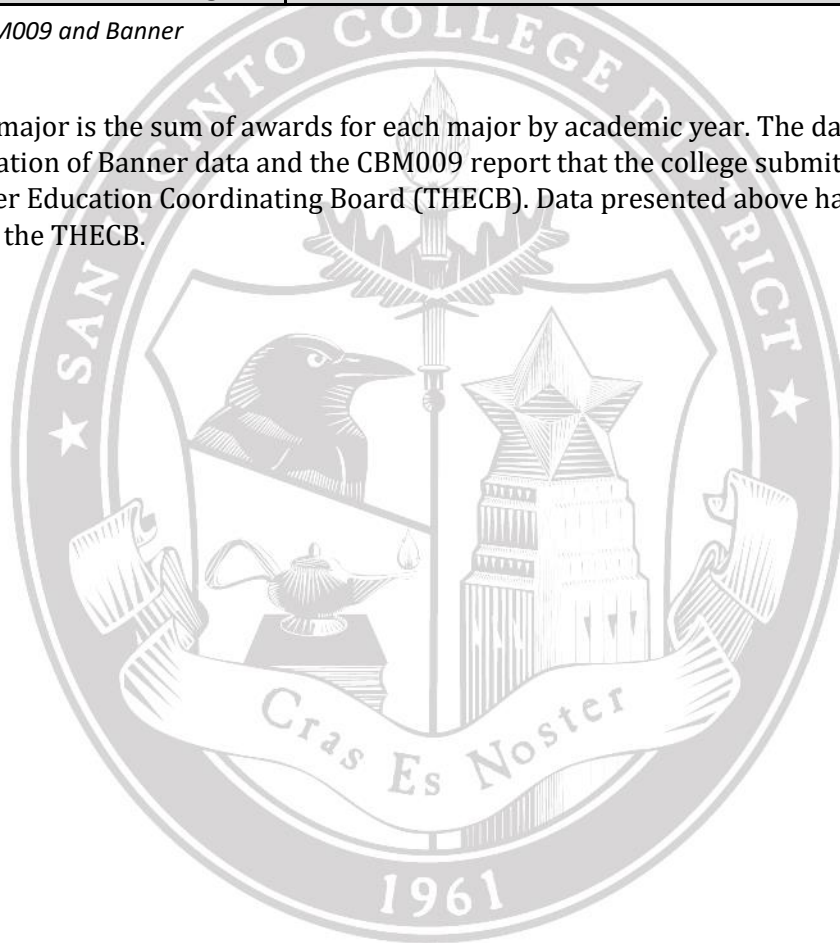
RN-BSN Program

SJC South Campus Associates Degree of Nursing

Major	AY 2013- 2014	AY 2014- 2015	AY 2015- 2016	AY 2016- 2017	AY 2017- 2018
3NUR-ADN	0	0	0	2	0
3NUR-LMOB	23	29	35	2	0
3NUR-LNTRN	0	0	0	55	72
3NUR-PMOB	5	6	3	0	1
3NUR-PMTRN	0	0	0	4	3
Total Degrees	28	35	38	63	76

Source: CBM009 and Banner

Awards by major is the sum of awards for each major by academic year. The data source is the combination of Banner data and the CBM009 report that the college submits to the Texas Higher Education Coordinating Board (THECB). Data presented above has been certified by the THECB.

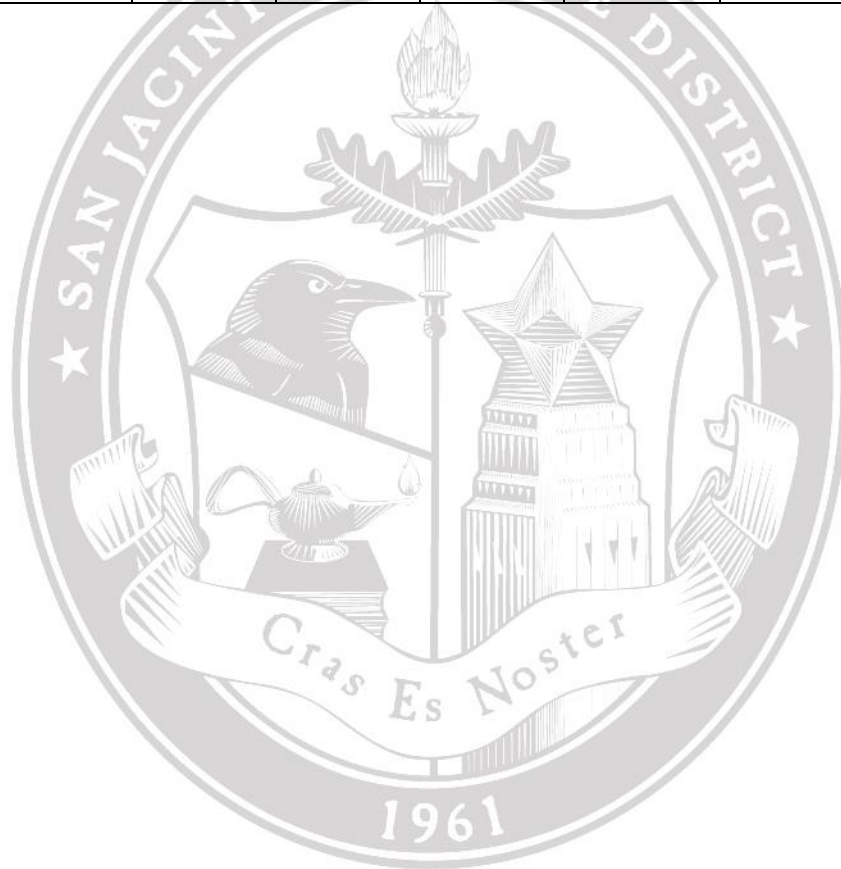


RN-BSN Program

APPENDIX D

ASSOCIATE DEGREE NURSING LICENSURE PASS RATE BY REPORTING YEAR COLLEGE-WIDE

	2018	2017	2016	2015	2014	2013
Central Campus	94.62%	91.24%	86.11%	89.71%	81.12%	77.14%
South Campus	89.87%	88.33%	75.68%	85.71%	100%	90.63%



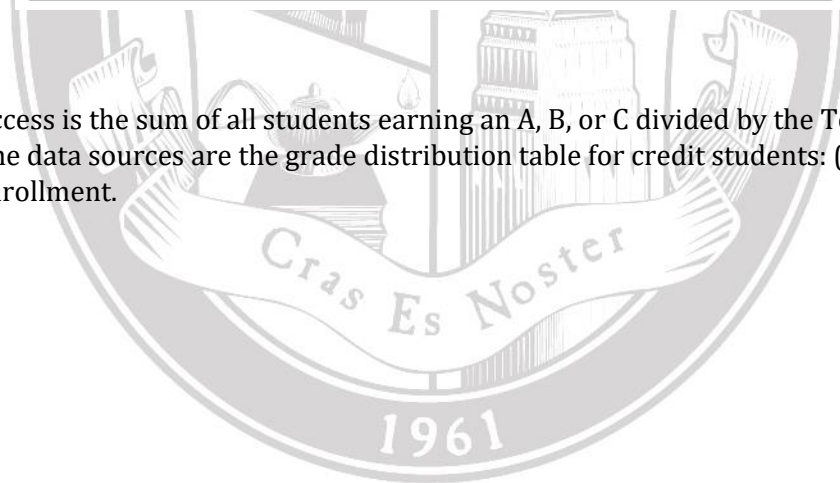
RN-BSN Program

APPENDIX E

ASSOCIATE DEGREE NURSING STUDENT SUCCESS (PERCENTAGE A-C OF TOTAL STUDENTS) COLLEGE-WIDE

Academic Year	Central	North	South	Total
2013-2014	92.1%	.	87.6%	91.4%
2014-2015	94.6%	98.2%	91.2%	94.3%
2015-2016	94.0%	97.5%	95.0%	94.6%
2016-2017	88.6%	91.6%	94.0%	90.5%
2017-2018	80.0%	91.1%	95.9%	86.5%

Student Success is the sum of all students earning an A, B, or C divided by the Total Students enrolled. The data sources are the grade distribution table for credit students: $(A + B + C) / \text{Total Enrollment}$.



**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
December 3, 2018**

I.	EQUIPMENT, SUPPLIES & SERVICES BIDS	
	CMR #19-08	
	Contract for Construction Manager at Risk for Generation Park Academic Building (pgs. 2-4)	\$ 1,189,960
	IFB #19-06	
	Purchase Data Network Equipment for Central Campus Center for Petrochemical, Energy, and Technology (pgs. 5-6)	273,815
	IFB #19-01	
	Contract for Video Surveillance System Equipment and Services (pgs. 7-9)	<u>326,500</u>
	TOTAL OF ALL BIDS	1,790,275
II.	PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS	
	Purchase Request #1	
	Contract for Survey for Generation Park Academic Building (pgs. 10-11)	77,230
	Purchase Request #2	
	Purchase Furniture for 2015 Bond Projects (pgs. 12-13)	14,720,632
	Purchase Request #3	
	Contract for College Administration Building Renovations Phase II (pgs. 14-15)	551,000
	Purchase Request #4	
	Method of Procurement for Construction of the South Campus Science Park (pg. 16)	-
	Purchase Request #5	
	Method of Procurement for Acoustic Improvements at Central Transportation Center (pgs. 17-18)	-
	Purchase Request #6	
	Renew Contracts for Temporary Personnel Services (pgs. 19-20)	500,000
	Purchase Request #7	
	Purchase Pediatric Simulators (pgs. 21-22)	168,000
	Purchase Request #8	
	Contract to Purchase Natural Gas (pg. 23-24)	115,000
	Purchase Request #9	
	Additional Funds for Wi-Fi Hotspot Devices (pgs. 25-26)	84,000
	Purchase Request #10	
	Purchase Graduation Event License (pg. 27)	<u>70,200</u>
	TOTAL OF PURCHASE REQUESTS	16,286,062
	GRAND TOTAL:	<u>\$ 18,076,337</u>

CMR 19-08
Regular Board Meeting December 3, 2018
Consideration of Approval to Contract for Construction Manager at Risk
For Generation Park Academic Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for Construction Manager-at-Risk (CMR) with Tellepsen Builders, L.P. (Tellepsen) to construct the Generation Park Academic Building.

BACKGROUND

In October 2018, the Board authorized the CMR delivery method for the Generation Park Academic Building. Project Number 19-08 utilized a two-step solicitation process to procure these services for this new construction project in accordance with the Texas Government Code, Section 2269.251. A Request for Qualifications (RFQ), the first phase of the two-step process, was issued on October 4, 2018 and submittals were received from thirteen (13) firms. Evaluation and ranking of the submittals was based on criteria published in the RFQ.

The four (4) highest-ranked firms were invited to participate in the second phase of the two-step process. This included a request for price proposals along with, on November 7, 2018, a presentation was made by each firm to the evaluation committee. The four finalists were scored and ranked using numerical assessments from each segment, with Tellepsen receiving the highest overall score.

IMPACT OF THIS ACTION

This action will allow the College to begin the development of a new campus at Generation Park. This project includes an approximately 50,000 gross-square-foot two-floor facility, and will include infrastructure and parking to accommodate general education and other academic classes to be conducted at the site. Subsequent buildout on the land at Generation Park will move forward in the future as demand dictates.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the Construction Manager's total compensation will consist of a preconstruction fee of \$16,750, an estimated general conditions fee of \$826,442, and the construction management fee of 2.15 percent.

The fee will be applied to the final Cost of the Work, bringing the total estimated compensation to \$1,189,960. The total construction budget is \$17,250,000 and will be funded from the 2015 Revenue Bond, proceeds from the sale of surplus land in Clear Lake, and the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design of the project is ongoing. Completion of the design, permitting and construction are expected to require approximately eighteen (18) months.

CMR 19-08
Regular Board Meeting December 3, 2018
Consideration of Approval to Contract for Construction Manager at Risk
For Generation Park Academic Building

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

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

**CMR 19-08 Construction Manager-at-Risk
Generation Park Academic Building**

Attachment No. 1 – Tabulation

QUALIFICATIONS SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Tellepsen Builders, L.P.	328.17	82.04	40%	32.82
2	Drymalla Construction Company	306.85	76.71	40%	30.69
3	Flintco, LLC	305.00	76.25	40%	30.50
4	Stewart Builders, Inc.	304.91	76.23	40%	30.49

PRESENTATION SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Tellepsen Builders, L.P.	357.00	89.25	30%	26.78
2	Drymalla Construction Company	314.50	78.63	30%	23.59
3	Stewart Builders, Inc.	283.50	70.88	30%	21.26
4	Flintco, LLC	278.50	69.63	30%	20.89

PRICING SUMMARY					
#	Contractor	Total Score	Average Score	Weight	Final Score
1	Drymalla Construction Company	400.00	100.00	30%	30.00
2	Tellepsen Builders, L.P.	359.42	89.86	30%	26.96
3	Flintco, LLC	279.52	69.88	30%	20.96
4	Stewart Builders, Inc.	262.31	65.58	30%	19.67

<i>Average Score = Total Score Divided by 4 Evaluators</i>
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19-08 FINAL SCORES - RANKED		
#	Contractor	Score
1	Tellepsen Builders, L.P.	86.55
2	Drymalla Construction Company	84.27
3	Flintco, LLC	72.35
4	Stewart Builders, Inc.	71.43

IFB 19-06
Regular Board Meeting December 3, 2018

**Consideration of Approval to Purchase Data Network Equipment for Central Campus
Center for Petrochemical, Energy, and Technology**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of data network, wireless, and paging equipment from Layer 3 Communications, LLC for the Central Campus Center for Petrochemical, Energy, and Technology (CPET) facility.

BACKGROUND

The purchase and installation of data network, wireless, and paging equipment is a component of the construction of the new facility in order to complete the CPET facility's network service. This equipment includes Juniper data switches, Aruba wireless access points, internet protocol paging speakers, and internet protocol phones. The CPET facility requires this specific networking hardware in order to integrate with the rest of the College's data infrastructure.

An invitation for bids, Project Number 19-06, was issued to procure network, wireless, and paging equipment. Two (2) responses were received and it was determined that the response submitted by Layer 3 Communications, LLC would provide the best value to the College.

IMPACT OF THIS ACTION

Network, wireless, and paging equipment is essential to fulfill the project requirements included in the architectural design documents. Installation of network equipment provides support to life safety, building automation, student equipment resources, as well as providing instructors necessary teaching resources and instructional tools to maximize learning effectiveness and student success. Approval of this request will provide the required critical infrastructure equipment needed to provide data network services in the CPET facility.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure will not exceed \$273,815. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

All network equipment will be purchased and delivered by January 2019. Installation will begin in January 2019 and will be completed and operational by June 2019.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Project Name Network Equipment
Project Number 19-06

Final Ranking

Vendor Name	Total Bid Price
Layer 3 Communications, LLC	\$273,815
Graybar	<i>Nonresponsive due to incomplete bid</i>

IFB 19-01
Regular Board Meeting December 3, 2018
Consideration of Approval to Contract for
Video Surveillance System Equipment and Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for video surveillance system equipment and services with Network Cabling Services, Inc. (NCS).

BACKGROUND

In July 2012, the Board of Trustees authorized the purchase and installation of a College-wide video surveillance system. Since that time, the system has not received comprehensive hardware or support service or upgrades. Additionally, the Office of Emergency Management (OEM) and College Police require expanding the use of the video surveillance system in order to better deliver security services.

An invitation for bids, Project Number 19-01, was issued to procure surveillance system equipment and services to augment and upgrade our existing system. Four (4) responses were received and it was determined that the response submitted by NCS would provide the best value to the College.

IMPACT OF THIS ACTION

A contract with a qualified company is required to deliver support to the existing camera surveillance system. This contract will provide annual support of software, hardware, provide remote technical monitoring of system, onsite technical services and reconfiguration of system, new camera installations, installation of analytics package, and replacement of obsolete or failed cameras as required.

Without these services, the College video surveillance system will degrade with time and will not be able to accommodate all the required functions in order to support the police and emergency management departments.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure will not exceed \$326,500 and will be funded from the 2015 Bond Program budget.

MONITORING AND REPORTING TIMELINE

Contract term will be one (1) year, from January 1, 2019 through December 31, 2019, with renewal options of three (3) one-year time periods.

Installation of new cameras is planned to coincide with 2015 Bond Program activities and will take place from February 2019 through August 2021. Replacement of failed cameras will take place during the effective contract period as needed.

IFB 19-01
Regular Board Meeting December 3, 2018
Consideration of Approval to Contract for
Video Surveillance System Equipment and Services

This contract will be monitored by the Information Technology Services department.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Project Name Surveillance System Equipment and Services
Project Number 19-01

Final Ranking

Vendor Name	Total Bid Price
Network Cabling Services, Inc.	\$326,431
CelPlan Technologies*	\$343,758
Star Asset Security, LLC	\$451,142
Design Security Controls (DSC)	<i>Nonresponsive due to incomplete bid</i>

* Price for On-Site Technician submitted as an hourly rate; total On-Site Technician price calculated by SJC (hourly rate x estimated 80 hours)

Consideration of Approval to Contract for Survey for Generation Park Academic Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Brooks & Sparks, Inc. (Brooks & Sparks) to provide topographic surveying services to support the construction of an academic building at the College's new Generation Park Campus.

BACKGROUND

In March 2015, the Board of Trustees authorized the purchase of 56.826 acres in Generation Park development for a future campus site. At that time, the College commissioned Brooks and Sparks to perform a feasibility assessment of the property to determine any issues pertinent to subsequent development. As part of that assessment, Brooks and Sparks engaged West Belt Surveying, Inc. to perform a boundary and limited topographic survey of the land.

In September 2018, the Board of Trustees authorized the administration to plan, develop, and construct a new general academic classroom facility at Generation Park. In order to proceed with the development of the proposed Generation Park building site, a current topographic survey of the land, performed in greater detail and incorporating the many changes around the perimeter of the site, is required. Current knowledge of the surface features and elevation of the site and adjacent land will be required in order to design building foundations, flood protection and drainage features, vehicle parking, thoroughfare connections, and to meet permit requirements.

Surveying services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are awarded based on qualifications rather than competitive bidding.

IMPACT OF THIS ACTION

This survey will provide information necessary in order to design the project and obtain permits for construction. Without this information, jurisdictional authorities will not issue building permits for the project. Additionally, updated and more precise information is required to assure most efficient design of storm water management channels and retention/detention features.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request will not exceed \$77,230. This expenditure is funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

All services are estimated to be completed within thirty (30) calendar days from notice to proceed with work. This project will be monitored by San Jacinto College Facilities Services personnel. Program management will be provided by AECOM.

Purchase Request #1
Regular Board Meeting December 3, 2018

Consideration of Approval to Contract for Survey for Generation Park Academic Building

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #2
Regular Board Meeting December 3, 2018

Consideration of Approval to Purchase Furniture for 2015 Bond Projects

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of furniture from Furniture Marketing Group (FMG) and Facility Interiors for the College's 2015 Bond projects that require furniture purchases in fiscal year 2018-2019.

BACKGROUND

The 2015 Bond Program was approved by voters in November 2015. The program provides \$425 million to update infrastructure, security and technology, renovate existing facilities, and construct new buildings across all campuses. The purchase of furniture for classrooms, labs, and office spaces is required for new construction and renovation projects within the Bond.

FMG and Facility Interiors were awarded contracts through several cooperative agencies: U.S. Communities contract number 4400003402, National IPA contract number P10-004, and Choice Partners contract number 15/031CG-08 respectively. These 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

This action will approve the procurement of furniture within the 2018-2019 fiscal year for the following 2015 Bond projects:

- Central Campus Center for Petrochemical, Energy, and Technology (\$5,970,701)
- Central Campus Welcome Center (\$1,429,047)
- Central Campus Frels Renovation (\$281,827)
- North Campus Cosmetology & Culinary Center (\$1,454,004)
- North Campus Spencer Renovation (\$764,408)
- North Campus Burleson Renovation (\$217,669)
- South Campus Engineering and Technology Center (\$1,913,870)
- South Campus Cosmetology Center (\$593,205)
- South Campus Longenecker Renovation (\$1,365,712)
- South Campus HVAC Renovation (\$235,571)
- South Campus Academic Building Renovation (\$494,618)

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request will not exceed \$14,720,632. Furniture purchases will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Furniture for these projects will be purchased within the 2018-2019 fiscal year. Purchases will be monitored by San Jacinto College Facilities Services personnel. Program management will be conducted by AECOM and Rizzo and Associates.

Purchase Request #2
Regular Board Meeting December 3, 2018
Consideration of Approval to Purchase Furniture for 2015 Bond Projects

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #3
Regular Board Meeting December 3, 2018
Consideration of Approval to Contract for College Administration
Building Renovations Phase II

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Construction Masters of Houston (Construction Masters) for Phase II renovations required at the College Administration East Building (A-1).

BACKGROUND

In June 2018 and February 2018, the Board authorized the Job Order Contracting (JOC) delivery method for Phase I and Phase II renovations at A-1. Phase I renovations provided for the correction of deficiencies in the building related to the Americans with Disabilities Act (ADA), including first floor restroom renovations, door hardware updates, and the inclusion of accessible automobile parking spaces. Phase II renovations include correcting ADA deficiencies related to the second floor restrooms, door hardware, stair railings, and accessibility clearances in the coffee/vending room. Phase II also provides for updating the interior finishing in the first floor lobby, the building entrance canopy, and outdoor lighting.

A contract with Construction Masters for Phase I renovations has been approved and executed. It is recommended that a contract with Construction Masters be approved to accomplish Phase II renovations.

Construction Masters was awarded a contract through the Choice Partners cooperative contracts program to provide JOC services, Contract Number 15/041JN-04. This complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and Section 2267.401 of the Texas Government Code, and is permitted through Section 791.001 of the Texas Government Code.

IMPACT OF THIS ACTION

Approval of this request will result in a contract with Construction Masters to complete renovations necessary to bring the building into code compliance on the second floor and completion of other renovations that will provide for updated interior spaces and improved exterior lighting.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction work for this project will not exceed \$551,000. The work will be funded from 2008 Bond Program contingency funds.

MONITORING AND REPORTING TIMELINE

The construction phase of this project will require approximately one hundred eighty (180) calendar days to complete and will be managed by Facilities Services personnel.

**Purchase Request #3
Regular Board Meeting December 3, 2018
Consideration of Approval to Contract for College Administration
Building Renovations Phase II**

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6106	angela.klaus@sjcd.edu

Purchase Request #4
Regular Board Meeting December 3, 2018
Consideration of Approval of Method of Procurement for
Construction of the South Campus Science Park

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Job Order Contracting (JOC) method of procurement for construction for the South Campus Science Park.

BACKGROUND

The purpose of the science park is to provide natural outdoor space for use in conjunction with science classes and other campus groups to promote collaboration and alternative learning environments. Conceptual plans have been developed and the South Campus Science Park will feature a pond with a bridge, a granite walking trail, and a *Pillars of Sustainability* art piece. As this project has been developed progressively, the South Campus pond is already completed.

The JOC method of procurement is recommended to be used for this project in accordance with Section 2269.401 of the Texas Government Code and Section 44.031 of the Texas Education Code.

IMPACT OF THIS ACTION

Approval of this request will result in procuring a JOC contractor to complete the construction of the South Campus Science Park.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction for this project will not exceed \$65,000. This work will be funded from the 2008 Bond Program contingency fund.

MONITORING AND REPORTING TIMELINE

The construction phase of this project will require approximately sixty (60) calendar days to complete and will be managed by Facilities Services personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6106	angela.klaus@sjcd.edu

Purchase Request #5
Regular Board Meeting December 3, 2018

**Consideration of Approval of Method of Procurement for Acoustic Improvements at
Central Campus Transportation Center**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Job Order Contracting (JOC) method of procurement for the installation of acoustic improvements at the Central Campus Transportation Center.

BACKGROUND

The Multipurpose Room at the Central Campus Transportation Center has exhibited poor acoustics since its completion in 2012, which creates a source for distractions and results in inefficiencies when using the room.

The Multipurpose Room was one of several rooms included in a College-wide acoustics study conducted in 2017 to review suspected problem spaces, test for sound quality, and develop acoustic performance standards and design guidelines to be adopted for future projects. Recommendations were also received for reducing sound reflection and reverberation in the rooms tested by installing acoustic treatments and related passive devices. Courtney Harper Architects was contracted to review the Multipurpose Room and develop a design package using the new acoustics standards for improving the sound quality in that space.

The JOC method of procurement is recommended to be used for this project in accordance with Section 2269.401 of the Texas Government Code and Section 44.051 of the Texas Education Code.

IMPACT OF THIS ACTION

Approval of this request will result in procuring a JOC Contractor to implement acoustic improvements in the Multipurpose Room at the Central Campus Transportation Center.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction work for this project will not exceed \$60,000. This work will be funded from Facilities Services' 2018-2019 Repair and Renovation funds.

MONITORING AND REPORTING TIMELINE

The construction phase of this project will require approximately ninety (90) calendar days to complete. The project will be managed by Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #5
Regular Board Meeting December 3, 2018

**Consideration of Approval of Method of Procurement for Acoustic Improvements at
Central Campus Transportation Center**

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6106	angela.klaus@sjcd.edu

Purchase Request #6
Regular Board Meeting December 3, 2018

Consideration of Approval to Renew Contracts for Temporary Personnel Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a renewal of the contracts for temporary personnel services with Meador Staffing Services and 22nd Century Technologies, Inc.

BACKGROUND

A request for proposals, Project Number 16-25, was issued in September 2016 to procure temporary personnel services on an as-needed basis for the College. The Board approved the original contracts with Meador Staffing and 22nd Century Technologies, Inc. in November 2016.

In order to maximize the resources available and best meet the College's needs, it was determined to make awards to two temporary service firms to have access to a wider array of temporary personnel who can best meet the needs of each department. Meador Staffing Services was selected as a firm that specialized in general and administrative staffing needs. 22nd Century Tech specializes in individuals to meet the technical needs of the Information Technology department as well as other departments requiring individuals with specialized skillsets.

IMPACT OF THIS ACTION

The College's ability to be a leader in the higher education arena is directly related to the level of service provided to our students and employees. Temporary personnel services provide the College with quicker access to trained and qualified employees who can perform job duties on an "as needed" basis. These services are needed primarily during temporary staffing shortages and campus registration to ensure there is no disruption of services. The College has no established minimum number of work hours for temporary personnel.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual combined expenditure for this request is \$500,000. This expenditure will be funded from the fiscal year 2018-2019 operating budgets, and subsequent year budgets as approved, of each department who will utilize temporary personnel.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of four (4) one-year renewal options available. The new contract term will be December 1, 2018 through November 30, 2019.

ATTACHMENTS

None

Purchase Request #6
Regular Board Meeting December 3, 2018

Consideration of Approval to Renew Contracts for Temporary Personnel Services

RESOURCE PERSONNEL

Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of pediatric simulators from Gaumard Scientific for the Associate Degree Nursing departments at the North and Central campuses.

BACKGROUND

The Associate Degree Nursing Programs on Central and North Campuses utilize simulation scenarios for many of its clinical courses. The desire is to enhance simulation of the pediatric patient by modeling the healthcare environment, specifically with the pediatric client. The Pediatric Hal S2225 simulator can provide a robust simulation experience for many courses, including, but not limited to, RNSG 2201 Care of Children and Families, RNSG 2262 Clinical Nursing Care of Children and RNSG 1215 Health Assessment. The simulation manikins will assist the programs to provide an environment that meets the Board of Nursing's expectations of realistic patient situations that engage students in decision-making of client care and critical thinking.

Gaumard Scientific is a sole source provider of the Pediatric Hal S2225 simulator and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1510 has been assigned.

IMPACT OF THIS ACTION

The Associate Degree Nursing Programs at Central and North Campuses utilize simulation for up to 50 percent of the contact hours in clinical courses. As clinical sites that allow students to care for children become scarcer, it is imperative that the program provides experiences that resemble the healthcare environment, which potentially can impact program and student outcomes. This manikin will provide the opportunity for realistic simulation of the pediatric population.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request is \$168,000. This expenditure is funded from the Associate Degree Nursing department's 2018-2019 Nursing Shortage Reduction Program Grant Funds.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #7
Regular Board Meeting December 3, 2018
Consideration of Approval to Purchase Pediatric Simulators

RESOURCE PERSONNEL

Kerri Hines	281-998-7539	kerri.hines@sjcd.edu
Veronica Jammer	281-998-1842	veronica.jammer@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor to enter into a contract for natural gas for the College.

BACKGROUND

In August 2018, the College engaged the services of Tradition Energy to provide energy procurement advisory services for the College. Tradition Energy has a contract through the U.S. Communities cooperative contracts program to provide energy management and consulting services, Contract Number 2018-017, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

The College has been paying a regulated rate for all of our natural gas accounts. The College has five high-volume accounts that qualify for a third-party supply rate, while the remaining lower-volume accounts will continue at the regulated rate with CenterPoint. The energy advisor will monitor natural gas rates on the College's behalf and secure prices at a competitive rate while being in compliance with all bidding requirements.

IMPACT OF THIS ACTION

Prices for natural gas fluctuate daily and the exact day and price at which the College will secure a rate cannot be determined with any finality. With the assistance of the energy advisor, the College will monitor the natural gas rates and determine the most opportune date to secure a rate that is most beneficial to the College. When it is determined that the proposed natural gas rates are at its optimum, this action will authorize the Vice Chancellor of Fiscal Affairs to execute an agreement to secure a rate for all qualifying meters. Conservative estimates indicate this approach could produce savings of 11-14 percent annually. In addition to the cost savings, this action will also provide a mechanism to control our costs from a budgetary perspective.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$115,000. This expenditure is funded from the Facility Services department's 2018-2019 operating budget and subsequent year budgets. The total annual spend will vary based on actual usage.

MONITORING AND REPORTING TIMELINE

Based on historical data and future cost analysis, it is recommended to initially contract for a thirty-six-month term beginning from the date of execution and transference of service from the current provider.

Purchase Request #8
Regular Board Meeting December 3, 2018
Consideration of Approval to Contract for Natural Gas

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ann Kokx-Temple	281-998-6103	ann.kokx-templet@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of Wi-Fi hotspot devices from Verizon Wireless for the Health Professions Opportunity Grant (HPOG).

BACKGROUND

The healthcare industry has a continual need to increase the number of certified and trained skilled workers to add to the applicant pool of qualified workers. San Jacinto Community College District is the recipient of a Health and Human Services funded HPOG. The HPOG program is a demonstration project for Temporary Assistance for Needy Families recipients and other low-income individuals. In an effort to address the barrier of accessibility to technology for low-income students, HPOG will work with Verizon Wireless to provide Wi-Fi hotspot devices to students.

Verizon Wireless has a contract through the DIR cooperative contracts program to provide Wi-Fi hotspot devices, Contract Number DIR-TSO-3415, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code.

IMPACT OF THIS ACTION

The goal of HPOG is to increase retention and completion rates for students as they move along their healthcare career pathway. Students will be issued Wi-Fi hotspot devices while they are in their program of study to assist with accessibility of internet for homework and to perform required school activities. Upon completion of the program, the device will be returned to the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In July 2018, the Board approved an estimated expenditure of \$90,000 for wireless cell service. This request would increase the total amount approved by \$84,000 for a total of \$174,000. This expenditure will be funded from the HPOG from the Department of Health and Human Service, Administration for Children and Families, Office of Family Assistance, Award No. 90FX0035-01-00.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

Purchase Request #9
Regular Board Meeting December 3, 2018
Consideration of Approval of Additional Funds for Wi-Fi Hotspot Devices

RESOURCE PERSONNEL

Craig Zimmerman	281-478-3684	craig.zimmerman@sjcd.edu
Lydia Chavez-Garcia	281-476-1815	lydia.chavezgarcia@sjcd.edu
Cathy Rau	281-998-6112	cathy.rau@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Purchase Request #10
Regular Board Meeting December 3, 2018
Consideration of Approval to Purchase Graduation Event License

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an event license with SMG/NRG Park, as the venue for the May 2019 graduation ceremony.

BACKGROUND

This is a licensing agreement with SMG to host the College's spring commencement ceremony at NRG Stadium in NRG Park on Saturday, May 11, 2019 at 7:00 PM. This will be the fifth College commencement event held at NRG Stadium and will include graduating students from the spring 2019 semester. The venue will accommodate guest seating of 10,000. The attendance at the spring 2018 event included approximately 8,700 guests, 819 graduation participants, and 300 faculty members.

Leasing of an event venue is precluded from the competitive bidding requirements mandated by Chapter 44 of the Texas Education Code.

IMPACT OF THIS ACTION

Approval of the licensing agreement will facilitate access to a large facility and allow the College to conduct one commencement ceremony for all graduates.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$70,200. This expenditure will be funded from the Associate Vice Chancellor of Student Services' 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Joanna Zimmermann	281-476-1873	joanna.zimmermann@sjcd.edu
Tami Kelly	281-476-1843	tami.kelly@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Item "A"
Regular Board Meeting December 3, 2018
Approval of the Minutes for the November 5, 2018
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the November 5, 2018, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
November 5, 2018
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Micki Morris (Rogers, Morris, and Grover), Mandi Reiland, Steve Trncak, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:17 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 of the Texas Open Meetings Act, for the following purposes: Legal Matters	Adjourned to closed session at 5:18 p.m. Legal Matters – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by the law. Micki Morris (Attorney with Rogers, Morris, and Grover), Mandi Reiland, Steve Trncak, and Teri Zamora were present for this item.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:31 p.m.
V.	Update on SACSCOC On-site Visit	Brenda Hellyer provided an overview of the SACSCOC On-Site visit. The Committee was impressed with the visit and with the interactions with students. They were very impressed with how many students were studying and interacting throughout the campuses. The focus report was great. The only issue they noted was that they are still verifying nine faculty credentials. We will get a final report on those faculty. The committee also mentioned a few questions on the Quality Enhancement Plan (QEP). They liked approach and topic. Their concern was about

		<p>broad engagement. They explained that they would like to see more part-time faculty engagement, and they wanted more specificity on how we will assess the QEP. They also spoke highly of the Board and the Board’s engagement. Marie, Keith, and Dan met with the on-site committee during the visit. A formal letter is to come in approximately two weeks, and we have four months to respond. The SACSCOC Board will vote on our reaffirmation at its June meeting. Brenda anticipates a positive report. She expressed her thanks to all of the employees who have supported the off-site and on-site reports and visits. Many hours went into all of this.</p> <p>Marie commented on the Board interview and she said that all of our Board members are great.</p>
<p>VI.</p>	<p>Discuss Budget Amendment to Auxiliary Fund Budget</p>	<p>Teri Zamora reviewed action item XIII which will voted on at the meeting following this workshop. She brought this as an action item because we generally do not bring the auxiliary budget amendments to the Board for approval. We just bring restricted and unrestricted budget amendments. She explained that the 2018-2019 College Auxiliary budget was approved by the Board on July 9, 2018 and included revenues of \$3,281,000 and expenditures of \$2,396,000. Conservative projections were utilized for revenues and are considered reasonably attainable. The College recently entered into two new vendor contracts, one with Barnes & Noble College Booksellers, LLC and one with Bottling Group, LLC (Pepsi). Commissions on the sales were included in Auxiliary Fund revenues for both contracts for 2018-2019.</p> <p>The contract with Barnes & Noble also contains a one-time signing bonus of \$700,000 amortized over the 8-year life of the contract, which equates to \$87,500 annually. The contract with Bottling Group, LLC also contains a provision for Pepsi to pay an annual sponsorship fee in the amount of \$77,000 for each of the five years of the contract. These additional revenue streams generated by the two contracts amount to \$164,500 annually; none of which was included in the Board approved Auxiliary budget due to uncertainty regarding the date of receipt of the initial payments, and the intended use of the funds.</p> <p>Teri explained that the recommendation is to use these funds for students to address food insecurity and hunger on campus. The program will work in a parallel manner to</p>

		<p>the food pantry, which addresses hunger and food insecurity for students when they are off campus. Students in the program will be allowed \$8.00 a day at the campus cafeterias. This will be a pilot program with the hope to eventually obtain grant funding also. Board members expressed they were comfortable with this recommendation.</p> <p>Dan Mims recommends updating these companies on the data and use of the funds.</p>
VII.	Highlight Association of Community College Trustees (ACCT) Leadership Congress	This item was tabled and will be discussed at a future workshop.
VIII.	Report on Transatlantic Operations Program Trip	This item was tabled and will be discussed at a future workshop.
IX.	Review of Calendar	<p>Brenda reviewed the calendar with the Board.</p> <p>Brenda also explained that she and Dr. Williamson plan to conduct the retreat with the Board on the development of the strategic plan. Mandi will send possible dates for a retreat in January.</p>
X.	General Discussion of Meeting Items	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Brenda mentioned the Get a Glimpse Internship request in the purchasing section. She explained that there would be a presentation about this program at the Board meeting prior to the approval of the purchasing request.</p> <p>Larry Wilson asked for clarification on Strategic Leadership Team (SLT) members eligibility for ESA's (Extra Service Agreements). Brenda explained that SLT members are not eligible to receive an ESA.</p>
XI.	Adjournment	Workshop adjourned at 6:56 p.m.

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

November 5, 2018

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, November 5, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.

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

Chancellor: Brenda Hellyer

Others Present:

Sara Saaya	George González	Martha Robertson
Salem Al-Ayyadhi	Rebecca Goosen	Kelly Simons
Alexis Arauza	Alicia Gutierrez	Rob Stanicic
Joshua Banks	Allatia Harris	John Stauffer
Lee Benjamins	Elisabeth Harthcock	Janice Sullivan
Lester Byrd	Joseph Hebert	Ann Tate
Michelle Callaway	Rosie Helms	Steve Trncak
Cristina Cárdenas	Shawnell Holman	Nancy Van Handel
Ann Cartwright	Lisa Houston	Andrea Vasquez
Jahmal Clemons	Mini Izaguirre	Van Wigginton
Janet Cowey	Sallie Kay Janes	Laurel Williamson
Teri Crawford	Brenda Jones	Joshua Wilson
Joyleen DiRocco	Ruth Keenan	Joanna Zimmermann
Bill Dowell	Ann Kokx-Templet	Teri Zamora
Linda Drobnich	Robert Merino	
Chris Duke	Kevin Morris	
Dianne Duron	Alexander Okwonna	
Maria Fargo	Bill Raffetto	
Teddy Farias	JR Ragaisis	
Amanda Fenwick	Sandra Ramirez	
Victoria Flores	Mandi Reiland	
Rachel Garcia	Heather Rhodes	
Scott Gernander	Shelley Rinehart	

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:04 p.m.

Roll Call of Board Members: Erica Davis Rouse
Dan Mims
John Moon, Jr.
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Invocation and Pledges to the Flags: The invocation was given by Shelley Rinehart. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Teri Crawford recognized Jahmal Clemons for Being Named a U.S. Navy Blue Angels 2018 Key Influencer.
2. Amanda Fenwick recognized the Marketing Department for Receiving the National Council for Marketing & Public Relations Medallion Award and the Public Relations Society of America Silver Excalibur Award.
3. Van Wigginton recognized the San Jacinto College STEM Council for Receiving the National ChemLuminary Award for STEM Outreach in 2017.
4. Dr. Ann Cartwright recognized Elisabeth Harthcock for Receiving the Outstanding Chemistry Teacher Award for Two-Year Colleges in the Greater Houston Area.

Student Success Presentations: Dr. Sallie Kay Janes and Linda Droblich presented on the Get a Glimpse Internship Program.

Communications to the Board:

1. A thank you was sent to the Board from Karen Duston for the plant sent in memory of her son.
2. A thank you was sent to the Board from Matt Crow for the plant sent in memory of his mother.
3. A thank you was sent to the Board from Rob Stanicic for the plant sent in memory of his Aunt.
4. A copy of the final 2018-2019 budget was distributed to the Board.
5. A copy of the Opportunity News was distributed to the Board.
6. Dr. Brenda Hellyer recognized that Board Chair Marie Flickinger was recognized on October 15th at the Governor's Mansion for 2018 Governor's Volunteer Award.
7. Dr. Brenda Hellyer acknowledged the Veteran's Day calendar items.
8. Chair Marie Flickinger recognized Dan Mims for being elected to the Association of Community College Trustee's Board of Directors.

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

Informative Reports:

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

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

**Motion 9916
Consideration of
Approval of
Amendment to
the 2018-2019
Budget for
Restricted
Revenue and
Expenses
Relating to
Federal and
State Grants**

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

Motion Carried.

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

**Motion 9917
Consideration of
Approval of
Policy
VI.6000.A,
Student Records
Management &
Policy
VI.6000.B,
Confidentiality
of Student
Records -
Second Reading**

Motion was made by Dr. Ruede Wheeler, seconded by Erica Davis Rouse, for of Approval of Policy VI.6000.A, Student Records Management & Policy VI.6000.B, Confidentiality of Student Records - Second Reading.

Motion Carried.

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

**Motion 9918
Consideration of
Approval of
Policy V.5001.B,
Classroom
Behavior –
Second Reading**

Motion was made by John Moon, Jr., seconded by Dan Mims for Approval of Policy V.5001.B, Classroom Behavior – Second Reading.

Motion Carried.

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

- Motion 9919** Motion was made Keith Sinor, seconded by Dr. Ruede Wheeler, for Approval of Policy V.5002.A, Definition of Credit Hour – Second Reading.
- Consideration of Approval of Policy V.5002.A, Definition of Credit Hour – Second Reading** **Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 9920** Motion was made by Larry Wilson, seconded by Dan Mims, for Approval of a Budget Amendment For Auxiliary Services Revenue and Alleviating Campus Food Insecurity (ACFI).
- Consideration of Approval of a Budget Amendment For Auxiliary Services Revenue and Alleviating Campus Food Insecurity (ACFI)** **Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 9921** Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for Rescission of Policy IV-C-12: Conflict of Interest/Outside Employment.
- Consideration of Rescission of Policy IV-C-12: Conflict of Interest/Outside Employment** **Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None
- Motion 9922** Motion was made by Erica Davis Rouse, seconded by Keith Sinor, for Approval of the 2019 Board of Trustees Regularly Scheduled Meeting Dates.
- Consideration of Approval of the 2019 Board of Trustees Regularly Scheduled Meeting Dates** **Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Consideration of Approval of Policy #, Compensation – First Reading (Informational only) Informational Item on Policy #: Compensation - First Reading (Informational Only).
No vote needed.

Motion 9923 Consideration of Purchasing Requests Motion was made by Dan Mims, seconded by John Moon, Jr., for approval of the purchasing requests.

RFP #19-02	
Contract for Internship Staffing Services	\$4,000,000
Purchase Request #1	
Contract for Materials Testing Services for North Campus Cosmetology and Culinary Center	59,901
Purchase Request #2	
Contract for Architectural Services for Generation Park Academic Building	1,061,750
Purchase Request #3	
Contract for Testing and Balancing Services for Central Campus Center for Petrochemical, Energy, and Technology	104,021
Purchase Request #4	
City of Houston Impact Fees, 2015 Bond Program	50,210
Purchase Request #5	
Method of Procurement for South Campus Welcome Center Interior Renovations	-
Purchase Request #6	
Renew Contracts for Promotional Items	300,000
Purchase Request #7	
Renew Contracts for Printing Collaterals	235,000
Purchase Request #8	
Additional Funds for Asphalt and Concrete Services	150,000
Purchase Request #9	
Additional Funds for Software Maintenances and Support Services	18,260
Purchase Request #10	
Purchase Centrifugal Pump Learning System	82,790

Purchase Request #11	
Purchase Training Program Services	<u>75,000</u>
TOTAL OF PURCHASE REQUESTS	\$6,136,932

Motion Carried.

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

Nays: None

**Motion 9924
Consent Agenda**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, to approve the consent agenda.

- A. Approval of the Minutes for the October 1, 2018 Board Workshop and Regular Board Meeting
- B. Approval of the Minutes for the October 16, 2018 Special Board Meeting
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations, Extra Service Agreements, 2018 Educational Advancement Incentives
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Meeting Adjourned at 7:47 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Teri Zamora	281.998.6306	teri.zamora@sjcd.edu
Dianne Duron	281.998.6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The December 3, 2018 Board Meeting
 Fiscal Year 2018 - 2019

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	4,795	16,032
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	1,311	1,025
STUDENT SERVICES	2,510	-
INSTITUTIONAL SUPPORT	525	1,568
PHYSICAL PLANT	9,484	-
AUXILIARY ENTERPRISES	-	-
	18,624	18,624

RECOMMENDATION

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

Central Campus

Department

Eye Care Technology Program

Affiliation Entity

Coastal Eye Associates

Surgical Technology Program

Harris Health System

South Campus

Department

Occupational and Physical Therapy Programs

Affiliation Entity

University of Texas Medical Branch at Galveston

Physical Therapist Assistant Program

Transitional Learning Center

North Campus

Department

Mental Health/ Nursing Program

Affiliation Entity

Kingwood Pines Hospital

Medical Assisting Program

Harris Health Systems

EMT Program

Harris Health Systems

Health Information Management Program

PCP Associates of Pasadena

Medical Assisting Program

Galena Park ISD

Medical Assisting Program

MDCA Cardiologists of Houston, PA dba
Cardiology Associates

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting December 3, 2018
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, January 28, 2019.