

*Board of Trustees
Meeting*

April 6, 2020

**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, April 6, 2020. Due to health and safety concerns related to COVID-19, this meeting will be conducted by teleconference. At least a quorum of the Board will be participating by teleconference in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access the live-stream of this meeting as follows:

http://sanjacintocollege.granicus.com/viewpublisher.php?view_id=1.

An electronic copy of the agenda packet is available on the College’s website as follows:

<https://www.sanjac.edu/board-meeting-agendas>.

Members of the public who desire to address the Board must comply with the following registration procedures:

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board. The form must be completed prior to 6:50 p.m. on April 6, 2020, but members of the public are encouraged to complete the form an hour prior to the start of the meeting to allow time to receive call-in information and sufficient time to join the meeting. Registered participants will be allotted five minutes to address the Board of Trustees during the “Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

The open portions of this meeting will be recorded and made available to the public on the College’s website.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

Any questions regarding this meeting notice can be directed to Mandi Reiland, Manager of Executive Operations for the Chancellor and Board of Trustees at mandi.reiland@sjcd.edu.

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Special Announcements

Announcement of Meeting Process

Mandi Reiland

COVID-19 Update

Brenda Hellyer

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

V. Informative Reports to the Board

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements February 2020
 - b. San Jacinto College Monthly Investment Report February 2020
 - c. San Jacinto College Quarterly Investment Report December 2019 – February 2020
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes

PURCHASING REQUESTS

VI. Consideration of Purchasing Requests

CONSENT AGENDA

VII. 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 March 2, 2020 Board Workshop and Regular Board Meeting**
- B. Approval of the Minutes for the February 21, 2020 Board Strategic Planning Retreat**
- C. Approval of the Minutes for the March 17, 2020 Special Board Meeting**
- D. Approval of the Budget Transfers**
- E. Approval of Personnel Recommendations**
- F. Approval of the Affiliation Agreements**
- G. Approval of the Next Regularly Scheduled Meeting**

VIII. Items for Discussion/Possible Action

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

IX. Adjournment

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, April 3, 2020, this notice was posted, in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor, on the College's website, and is readily accessible to the public upon request

Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
February 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
February 29,

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Current assets:		
Cash and cash equivalents	\$ 113,836,591	\$ 133,975,793
Accounts receivable - taxes	3,183,068	3,606,911
Accounts receivable	11,121,995	10,530,853
Deferred charges	553,437	394,575
Inventories	356,016	359,413
Total current assets	<u>129,051,107</u>	<u>148,867,545</u>
Noncurrent assets:		
Restricted cash and cash equivalents	156,120,569	253,439,855
Capital assets, net	593,493,393	480,068,901
Total noncurrent assets	<u>749,613,962</u>	<u>733,508,756</u>
Total assets	<u>878,665,069</u>	<u>882,376,301</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	25,781,981	4,631,718
Deferred outflow related to OPEB	20,497,036	2,581,254
Deferred outflow related to defeased debt	8,314,517	9,704,437
Total deferred outflows of resources	<u>54,593,534</u>	<u>16,917,409</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	19,241,013	18,913,898
Accrued liabilities	971,567	730,803
Accrued compensable absences and deferred compensation	2,181,388	2,259,299
Deferred revenues	588,962	687,284
Total current liabilities	<u>22,982,930</u>	<u>22,591,284</u>
Noncurrent liabilities:		
Net pension liability	49,494,145	26,598,961
Net OPEB liability	95,083,178	91,125,036
Bonds and notes payable	577,643,293	601,580,230
Total noncurrent liabilities	<u>722,220,616</u>	<u>719,304,227</u>
Total liabilities	<u>745,203,546</u>	<u>741,895,511</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,771,550	6,007,220
Deferred inflows related to OPEB	36,803,285	20,148,183
Total deferred inflows of resources	<u>43,574,835</u>	<u>26,155,403</u>
<u>Net assets</u>		
Beginning of year	76,748,779	60,632,834
Current year addition	67,731,443	70,609,962
Total net position	<u>\$ 144,480,222</u>	<u>\$ 131,242,796</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

11 Unrestricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/19	% of 8/31/19 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 18,099,707	43.01	\$ 16,682,948	43.00
Local Taxes - Maintenance & Operations	72,131,000	67,873,412	94.10	66,220,085	95.03
Credit Tuition	64,986,000	55,281,328	85.07	37,850,219	86.60
Credit Fees	-	-	-	14,498,716	83.84
Credit Exemptions & Waivers	(7,100,000)	(7,130,597)	100.43	(5,912,000)	89.41
Bad Debt	(1,700,000)	(850,000)	50.00	(949,998)	50.00
Continuing Professional Development	4,725,185	2,608,088	55.20	3,218,594	53.48
Sales & Services	2,100,000	1,047,498	49.88	8,283,916	86.09
Investment Income	1,500,000	793,157	52.88	1,107,125	43.11
Total	<u>178,722,151</u>	<u>137,722,593</u>	<u>77.06</u>	<u>140,999,605</u>	<u>78.69</u>
EXPENDITURES:					
Instruction	66,292,843	38,935,475	58.73	37,461,726	53.92
Public Service	4,944,043	2,818,472	57.01	2,895,819	42.01
Academic Support	18,025,625	7,511,932	41.67	6,764,165	51.86
Student Services	15,833,064	6,821,601	43.08	6,946,867	48.38
Institutional Support	47,052,519	20,574,306	43.73	18,491,662	47.09
Physical Plant	22,840,808	8,564,232	37.50	7,565,597	39.39
Total	<u>174,988,902</u>	<u>85,226,018</u>	<u>48.70</u>	<u>80,125,836</u>	<u>49.38</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,249	2,372,143	-	12,680,049	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 50,124,432</u>		<u>\$ 48,193,720</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

Federal Restricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/19	% of 8/31/19 Actual
REVENUES:					
Grants	\$ 48,548,073	\$ 28,953,330	59.64	\$ 28,431,632	63.09
Total	<u>48,548,073</u>	<u>28,953,330</u>	<u>59.64</u>	<u>28,431,632</u>	<u>63.09</u>
EXPENDITURES:					
Instruction	579,783	397,132	68.50	238,869	37.55
Public Service	282,113	95,491	33.85	92,821	57.66
Academic Support	6,469,800	1,025,377	15.85	1,882,633	58.44
Student Services	204,740	215,389	105.20	91,641	23.36
Institutional Support	1,467,273	440,350	30.01	403,801	45.08
Scholarships and Fellowships	39,544,364	26,779,591	67.72	25,721,867	64.68
Total	<u>48,548,073</u>	<u>28,953,330</u>	<u>59.64</u>	<u>28,431,632</u>	<u>63.09</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

State Restricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/19	% of 8/31/19 Actual
REVENUES:					
State Paid Benefits	\$ 11,032,000	\$ 5,914,178	53.61	\$ 5,849,166	49.66
Grants	3,707,823	1,811,691	48.86	2,258,524	77.94
Total	<u>14,739,823</u>	<u>7,725,869</u>	<u>52.41</u>	<u>8,107,690</u>	<u>55.24</u>
EXPENDITURES:					
Instruction	3,228,003	2,540,998	78.72	2,860,909	47.75
Public Service	111,935	157,222	140.46	189,020	46.81
Academic Support	577,266	580,842	100.62	889,090	52.73
Student Services	491,990	712,470	144.81	852,466	48.61
Institutional Support	8,066,747	2,130,005	26.40	1,525,941	57.21
Scholarships and Fellowships	2,263,882	1,604,332	70.87	1,790,264	82.31
Total	<u>14,739,823</u>	<u>7,725,869</u>	<u>52.41</u>	<u>8,107,690</u>	<u>55.24</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Local Grants	\$ 3,022,661	\$ 1,652,400	54.67	\$ 1,774,727	78.11
Total	<u>3,022,661</u>	<u>1,652,400</u>	<u>54.67</u>	<u>1,774,727</u>	<u>78.11</u>
EXPENDITURES:					
Instruction	78,083	39,694	50.84	18,258	30.15
Public Service	217,233	77,794	35.81	85,971	58.96
Academic Support	863,373	267,874	31.03	100,622	40.71
Student Services	63,442	32,586	51.36	21,728	35.76
Institutional Support	34,038	4,818	14.15	44,731	52.18
Scholarships and Fellowships	2,000,000	1,354,338	67.72	1,535,477	84.18
Total	<u>3,256,169</u>	<u>1,777,104</u>	<u>54.58</u>	<u>1,806,787</u>	<u>74.54</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(233,508)	(78,693)	-	(83,543)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (46,011)</u>		<u>\$ 51,483</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

27 Texas Public Education Grant

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/19	% of 8/31/19 Actual
REVENUES:					
Credit Tuition	\$ 2,800,000	\$ 2,586,302	92.37	\$ 1,678,900	87.86
Total	<u>2,800,000</u>	<u>2,586,302</u>	<u>92.37</u>	<u>1,678,900</u>	<u>87.86</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,800,000</u>	<u>1,827,630</u>	<u>65.27</u>	<u>1,165,991</u>	<u>62.51</u>
Total	<u>2,800,000</u>	<u>1,827,630</u>	<u>65.27</u>	<u>1,165,991</u>	<u>62.51</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>\$ 758,672</u>		<u>\$ 512,909</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 2,415	-	\$ 2,465	-
Total	<u>-</u>	<u>2,415</u>	<u>-</u>	<u>2,465</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	38,583	-	7,104	22.38
Student Services	-	-	-	645	78.09
Total	<u>-</u>	<u>38,583</u>	<u>-</u>	<u>7,749</u>	<u>23.79</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (36,168)</u>		<u>\$ (5,284)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/19</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Auxiliary Services	<u>3,303,400</u>	<u>2,019,975</u>	<u>61.15</u>	<u>1,824,870</u>	<u>57.37</u>
Total	<u>3,303,400</u>	<u>2,019,975</u>	<u>61.15</u>	<u>1,824,870</u>	<u>57.37</u>
EXPENDITURES:					
Non-Instructional Labor	423,671	209,494	49.45	231,769	48.85
Benefits	100,000	199,063	199.06	204,534	50.77
Supplies	637,499	292,650	45.91	211,248	55.46
Travel	224,324	82,032	36.57	68,993	34.56
Contracted Services	384,515	150,605	39.17	132,481	48.25
Scholarships and Fellowships	1,307,727	837,206	64.02	644,152	58.36
Utilities	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>3,077,936</u>	<u>1,771,050</u>	<u>57.54</u>	<u>1,493,177</u>	<u>52.65</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>\$ 225,464</u>	<u>\$ 248,925</u>		<u>\$ 331,693</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

95 Retirement of Indebtedness

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/19	% of 8/31/19 Actual
REVENUES					
Investment Income	\$ -	\$ 154,798	-	\$ 194,498	44.31
Local Taxes - Debt Service	37,728,096	35,247,196	93.42	27,124,142	95.04
Total	37,728,096	35,401,994	93.83	27,318,640	94.27
EXPENDITURES					
Institutional Support	41,227,837	15,225,612	36.93	10,544,227	54.42
Total	41,227,837	15,225,612	36.93	10,544,227	54.42
TRANSFERS AMONG FUNDS:					
Transfers In	(3,499,741)	(2,293,450)	-	(3,752,950)	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 22,469,832		\$ 20,527,363	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/19</u>	<u>% of 8/31/19 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,500,000	\$ 7,497,734	36.57	\$ 8,128,133	54.66
Capital Purchases	-	(285,832)	-	(282,655)	18.47
Total	<u>20,500,000</u>	<u>7,211,902</u>	-	<u>7,845,478</u>	<u>58.81</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (7,211,902)</u>		<u>\$ (7,845,478)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/19	% of 8/31/19 Actual
REVENUES:					
State Appropriations	\$ 53,111,966	\$ 24,013,885	45.21	\$ 22,532,114	44.55
Local Taxes - Maintenance & Operations	72,131,000	67,873,412	94.10	66,220,085	95.03
Local Taxes - Debt Service	37,728,096	35,247,196	93.42	27,124,142	95.04
Credit Tuition	67,786,000	57,867,630	85.37	39,529,119	86.65
Credit Fees	-	-	-	14,498,716	83.84
Credit Exemptions & Waivers	(7,100,000)	(7,130,597)	100.43	(5,912,000)	89.41
Bad Debt	(1,700,000)	(850,000)	50.00	(949,998)	50.00
Continuing Professional Development	4,725,185	2,608,088	55.20	3,218,594	53.48
Sales & Services	2,100,000	1,049,913	50.00	8,286,381	85.86
Investment Income	1,500,000	947,955	63.20	1,301,623	43.28
Investment Income - San Jac Tomorrow Program	-	1,423,663	-	-	-
Auxiliary Services	3,303,400	2,019,975	61.15	1,824,870	57.37
Grants	52,255,896	30,765,021	58.87	30,690,156	63.99
Local Grants	3,022,661	1,652,400	54.67	1,774,727	78.11
Total	288,864,204	217,488,541	75.29	210,138,529	75.36
EXPENDITURES:					
Instruction	70,178,712	41,951,882	59.78	40,586,866	53.26
Public Service	5,555,324	3,148,979	56.68	3,263,631	42.93
Academic Support	25,936,064	9,386,025	36.19	9,636,510	52.95
Student Services	16,593,236	7,782,046	46.90	7,913,347	47.77
Institutional Support	97,848,414	38,375,091	39.22	31,010,362	49.78
Physical Plant	22,840,808	8,564,232	37.50	7,565,597	39.39
Scholarships and Fellowships	46,608,246	31,565,891	67.73	30,213,599	66.21
Auxiliary Enterprises	3,077,936	1,771,050	57.54	1,493,177	52.65
Depreciation	20,500,000	7,497,734	36.57	8,128,133	54.66
Capital Purchases	-	(285,832)	-	(282,655)	18.47
Total	309,138,740	149,757,098	48.44	139,528,567	53.28
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,249)	(2,372,143)	-	(12,680,049)	-
Transfers Out	3,733,249	2,372,143	-	12,680,049	-
Net Increase (Decrease) in Net Position	<u>\$ (20,274,536)</u>	<u>\$ 67,731,443</u>		<u>\$ 70,609,962</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

91 Capital Projects

	Adjusted Budget	Actual (50%)	2/28/19
REVENUES:			
Investment Income	\$ -	\$ 1,423,663	\$ 1,072,082
Total	-	1,423,663	1,072,082
EXPENDITURES:			
Bond Programs	-	37,916,527	29,395,632
Total	-	37,916,527	29,395,632
Net Increase (Decrease) in Net Position	\$ -	\$ (36,492,864)	\$ (28,323,550)

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 29, 2020

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (50%)	2/28/19
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Generation Park	-	4,886,058	228,395
Total	-	4,886,058	228,395
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	(8,843,556)
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (4,886,058)	\$ 8,615,161

San Jacinto College Financial Statements
Monthly Investment Report February 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
PORTFOLIO SUMMARY REPORT
Period Ending February 29, 2020

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	February 1, 2020	\$ 273,426,948	\$ 273,426,948
Additions/Subtractions (Net)		(3,469,788)	(3,469,788)
Change in Fair Value*		-	-
Ending Value	February 29, 2020	<u>\$ 269,957,160</u>	<u>\$ 269,957,160</u>

Earnings for February	\$ 366,681
WAM at Ending Period Date (Days)	1.00

*On investments held to term, it is the policy of San Jacinto College to hold investments to maturity thus mitigating the impact of market losses.

The investment portfolio is in compliance with the Public Funds Investment Act and the College's Investment Policy

Prepared by:



William E. Dickerson
Director of Accounting & Financial Services



Teri Zamora
Vice Chancellor of Fiscal Affairs

SB1:B57/AN JACINTO COMMUNITY COLLEGE DISTRICT
INVESTMENTS
WEIGHTED AVERAGE TO MATURITY
February 29, 2020

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	03/01/20	\$	67,403	67,403	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	03/01/20		(400,924)	(400,924)	-0.15%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	03/01/20		1,357,884	1,357,884	0.50%	1	0.01
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	03/01/20		(40,484)	(40,484)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	03/01/20		22,742	22,742	0.01%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	03/01/20		20,025	20,025	0.01%	1	0.00
East West MM Operating Account	East West Bank	1.450%	N/A	03/01/20		45,533,605	45,533,605	16.87%	1	0.17
Texas Citizens Bank	Texas Citizens Bank	1.210%	N/A	03/01/20		246,980	246,980	0.09%	1	0.00
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Poo	1.584%	N/A	03/01/20		2,731,496	2,731,496	1.01%	1	0.01
TexPool - Operating	TexPool	1.593%	N/A	03/01/20		39,839	39,839	0.01%	1	0.00
TexPool - PRIME - Operating	TexPool	1.801%	N/A	03/01/20		70,089,323	70,089,323	25.96%	1	0.26
Restricted - Cash & Cash Equivalents										
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	1.450%	N/A	03/01/20		5,006,370	5,006,370	1.85%	1	0.02
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Poo	1.584%	N/A	03/01/20		3,397,400	3,397,400	1.26%	1	0.01
LSJP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Poo	1.584%	N/A	03/01/20		135,401	135,401	0.05%	1	0.00
LSJP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Poo	1.584%	N/A	03/01/20		-	-	0.00%	1	0.00
LSJP Government Overnight Fund - GOB Debt Service	Lone Star Investment Poo	1.584%	N/A	03/01/20		17,642,826	17,642,826	6.54%	1	0.07
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	1.801%	N/A	03/01/20		124,107,274	124,107,274	45.97%	1	0.46
Grand Total Short Term Investments and Cash & Cash Equivalents										
					\$	269,957,160	269,957,160	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

CAFR	Note	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	\$	20,025
		Petty cash on hand
		Investment pools
		Money Market
		Bank deposits - demand deposits
		U. S. government securities and municipal bonds
		Accrued Earnings
	\$	269,957,160
		Total Cash and cash equivalents + investments
		1.00

San Jacinto Community College District
 INVESTMENTS and CASH & EQUIVALENTS
 INVENTORY HOLDINGS REPORT

February 29, 2020

Description	Held At	Annualized Interest Rate	Maturity	Par	01/31/2020		02/29/2020		Change in Fair Value For the Month	September Through February		FY20 Total		2020 August		2020 July		2020 June		2020 May		2020 April		2020 March		2020 February		2020 January		2019 December		2019 November		2019 October		2019 September	
					Beginning Fair Value	Ending Fair Value	Beginning Book Value	Ending Book Value		February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings	February Earnings	September Through February Earnings

February 28, 2020

1 Yr Tsy = 0.97
 2 Yr Tsy = 0.86
 3 Yr Tsy = 0.85

January 31, 2020

1 Yr Tsy = 1.45
 2 Yr Tsy = 1.33
 3 Yr Tsy = 1.30

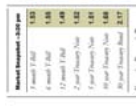
December 31, 2019

1 Yr Tsy = 1.59
 2 Yr Tsy = 1.58
 3 Yr Tsy = 1.62

November 30, 2019

1 Yr Tsy = 1.60
 2 Yr Tsy = 1.61
 3 Yr Tsy = 1.61

October 31, 2019
 U S Treasury Rates - Benchmark from P&A



September 30, 2019
 U S Treasury Rates - Benchmark from P&A

1 Yr Tsy @ 1.44
 2 Yr Tsy @ 1.36
 3 Yr Tsy @ 1.32
 5 Yr Tsy @ 1.32
 10 Yr Tsy @ 1.52

\$269,957,160 WITHHOLD ACCRUED EARNINGS
 \$269,957,160
 Agrees with P&A report at 1/0

<https://www.treasury.gov/resource-center/data-chart-center/interest-rates/pages/textview.aspx?data=yiel&year=2019>

**San Jacinto Community College District
Summary of Investments**

Investment Type	February 29, 2020 Fair Value	February 29, 2020 Book Value
Operating Funds		
Equity Securities		
U.S. Common Stock	\$ -	\$ -
Equity Mutual Funds	-	-
Other Equity Securities	-	-
Total Equity Securities - Operating Funds	<u>\$ -</u>	<u>\$ -</u>
Other Investments		
Real Estate	\$ -	\$ -
Annuities	-	-
Other	-	-
Total Other Investments - Operating Funds	<u>\$ -</u>	<u>\$ -</u>
Short Term Investments < 1 Year		
U.S. Government	\$ -	\$ -
U.S. Government Agency	-	-
Municipal Obligations	-	-
A1/P1 Commercial Paper	-	-
Repurchase Agreements	-	-
TexPool and TexPool Prime	70,129,162	70,129,162
Lone Star Investment Pool - Operating	2,731,496	2,731,496
Other Money Market Funds and Pools	45,780,585	45,780,585
Bank Deposits	1,026,646	1,026,646
Certificates of Deposits	-	-
Cash Held at State Treasury	-	-
Accrued Earnings	-	-
Total Short Term Investments - Operating Funds	<u>\$ 119,667,889</u>	<u>\$ 119,667,889</u>
Long Term Investments > 1 Year		
U.S. Government	\$ -	\$ -
U.S. Government Agency - Operating Funds	-	-
Other Asset-Backed Bonds	-	-
Municipal Obligations	-	-
Corporate Obligations	-	-
Bond Mutual Funds	-	-
Other Asset-Backed Bonds	-	-
Total Long Term Investments - Operating Funds	<u>-</u>	<u>-</u>
Total Investments - Operating Funds	<u>\$ 119,667,889</u>	<u>\$ 119,667,889</u>
Short Term Investments < 1 Year		
Bond Related Funds		
U.S. Government	\$ -	\$ -
U.S. Government Agency	-	-
Municipal Obligations	-	-
TexPool Prime	124,107,274	124,107,274
Lone Star Investment Pool - Bond Proceeds	21,175,627	21,175,627
Other Money Market Funds and Pools	5,006,370	5,006,370
Bank Deposits - Bond Proceeds/Debt Service	-	-
Certificates of Deposits	-	-
Accrued Earnings	-	-
Total Short Term Investments - Bond Related Funds	<u>\$ 150,289,271</u>	<u>\$ 150,289,271</u>
Long Term Investments > 1 Year		
U.S. Government Agency - Bond Funds	\$ -	\$ -
Municipal Obligations - Bond Funds	-	-
Total Long Term Investments - Bond Related Funds	<u>\$ -</u>	<u>\$ -</u>
Total Investments - Bond Funds	<u>\$ 150,289,271</u>	<u>\$ 150,289,271</u>
GRAND TOTAL INVESTMENTS - ALL FUNDS	<u>\$ 269,957,160</u>	<u>\$ 269,957,160</u>

San Jacinto College Financial Statements
Quarterly Investment Report
December 2019 - February 2020

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
PORTFOLIO SUMMARY REPORT
Quarterly Investments - December 01, 2019 through February 29, 2020

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	December 1, 2019	\$ 240,546,322	\$ 240,546,322
Additions/Subtractions (Net)		29,410,838	29,410,838
Change in Fair Value*		-	-
Ending Value	February 29, 2020	<u>\$ 269,957,160</u>	<u>\$ 269,957,160</u>

Earnings for the Month of February	\$ 366,681
Earnings for the Quarter ending February 29, 2020	1,081,574
WAM at Ending Period Date (Days)	1.00

*On investments held to term, it is the policy of San Jacinto College to hold investments to maturity thus mitigating the impact of market losses.

The investment portfolio is in compliance with the Public Funds Investment Act and the College's Investment Policy

Prepared by:



William E. Dickerson
Director of Accounting & Financial Services



Teri Zamora
Vice Chancellor of Fiscal Affairs

SB1:B57AN JACINTO COMMUNITY COLLEGE DISTRICT
INVESTMENTS
WEIGHTED AVERAGE TO MATURITY
02/29/2020

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Days to Portfolio	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents									
Credit Cards in Transit	Heartland	N/A	N/A	03/01/20	\$	67,403	67,403	0.02%	1
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	03/01/20		(400,924)	(400,924)	-0.15%	1
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	03/01/20		1,357,884	1,357,884	0.50%	1
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	03/01/20		(40,484)	(40,484)	-0.01%	1
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	03/01/20		22,742	22,742	0.01%	1
Petty Cash	Campus Business Offices	N/A	N/A	03/01/20		20,025	20,025	0.01%	1
East West MM Operating Account	East West Bank	1.450%	N/A	03/01/20		45,533,605	45,533,605	16.87%	1
Texas Citizens Bank	Texas Citizens Bank	1.210%	N/A	03/01/20		246,980	246,980	0.09%	1
LSJP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	1.584%	N/A	03/01/20		2,731,496	2,731,496	1.01%	1
TexPool - Operating	TexPool	1.593%	N/A	03/01/20		39,839	39,839	0.01%	1
TexPool - PRIME - Operating	TexPool	1.801%	N/A	03/01/20		70,089,323	70,089,323	25.96%	1
Restricted - Cash & Cash Equivalents									
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	1.450%	N/A	03/01/20		5,006,370	5,006,370	1.85%	1
LSJP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	1.584%	N/A	03/01/20		3,397,400	3,397,400	1.26%	1
LSJP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	1.584%	N/A	03/01/20		135,401	135,401	0.05%	1
LSJP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	1.584%	N/A	03/01/20		-	-	0.00%	1
LSJP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	1.584%	N/A	03/01/20		17,642,826	17,642,826	6.54%	1
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	1.801%	N/A	03/01/20		124,107,274	124,107,274	45.97%	1
Grand Total Short Term Investments and Cash & Cash Equivalents					\$ -	\$ 269,957,160	\$ 269,957,160	100.00%	1.00

Weighted Average to Maturity at Ending Period Date (Days)

CAFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	\$ 20,025
	Petty cash on hand
	Investment pools
	218,143,559
	Money Market
	50,786,955
	Bank deposits - demand deposits
	1,006,621
	U. S. government securities and municipal bonds
	-
	Accrued Earnings
	-
	\$ 269,957,160
	Total Cash and cash equivalents + investments
	1.00

San Jacinto Community College District
 INVESTMENTS and CASH & EQUIVALENTS
 INVENTORY HOLDINGS REPORT

Description	Held At	Annualized Interest Rate	Maturity	Par	02/29/2020		11/30/2019		11/30/2019		2nd Quarter Fiscal Year 2019-2020 Activity		02/20/2020		FY20 Total Earnings		2020 August Earnings		2020 July Earnings		2020 June Earnings		2020 May Earnings		2020 April Earnings		2020 March Earnings		2020 February Earnings		2020 January Earnings		2019 December Earnings		2019 November Earnings		2019 October Earnings		2019 September Earnings	
					Beginning Fair Value	Ending Fair Value	Beginning Book Value	Ending Book Value	Beginning Fair Value	Ending Fair Value	Beginning Book Value	Ending Book Value	Change in Fair Value For the Month	September Through February Earnings	February Earnings	Change in Fair Value For the Month	Ending Fair Value	Ending Book Value	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020	02/20/2020

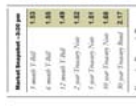
February 28, 2020
 1 Yr Tsy = 0.97
 2 Yr Tsy = 0.86
 3 Yr Tsy = 0.85

January 31, 2020
 1 Yr Tsy = 1.45
 2 Yr Tsy = 1.33
 3 Yr Tsy = 1.30

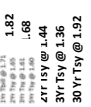
December 31, 2019
 1 Yr Tsy = 1.59
 2 Yr Tsy = 1.58
 3 Yr Tsy = 1.62

November 30, 2019
 1 Yr Tsy = 1.60
 2 Yr Tsy = 1.61
 3 Yr Tsy = 1.61

October 31, 2019
 U S Treasury Rates - Benchmark from P&A



September 30, 2019
 U S Treasury Rates - Benchmark from P&A



<https://www.treasury.gov/resource-center/data-chart-center/interest-rates/pages/textview.aspx?data=yield&year=2019>

**San Jacinto Community College District
Summary of Investments**

Investment Type	02/29/2020 Fair Value	02/29/2020 Book Value
Operating Funds		
Equity Securities		
U.S. Common Stock	\$ -	\$ -
Equity Mutual Funds	-	-
Other Equity Securities	-	-
Total Equity Securities - Operating Funds	\$ -	\$ -
Other Investments		
Real Estate	\$ -	\$ -
Annuities	-	-
Other	-	-
Total Other Investments - Operating Funds	\$ -	\$ -
Short Term Investments < 1 Year		
U.S. Government	\$ -	\$ -
U.S. Government Agency	-	-
Municipal Obligations	-	-
A1/P1 Commercial Paper	-	-
Repurchase Agreements	-	-
TexPool and TexPool Prime	70,129,162	70,129,162
Lone Star Investment Pool - Operating	2,731,496	2,731,496
Other Money Market Funds and Pools	45,780,585	45,780,585
Bank Deposits	1,026,646	1,026,646
Certificates of Deposits	-	-
Cash Held at State Treasury	-	-
Accrued Earnings	-	-
Total Short Term Investments - Operating Funds	\$ 119,667,889	\$ 119,667,889
Long Term Investments > 1 Year		
U.S. Government	\$ -	\$ -
U.S. Government Agency - Operating Funds	-	-
Other Asset-Backed Bonds	-	-
Municipal Obligations	-	-
Corporate Obligations	-	-
Bond Mutual Funds	-	-
Other Asset-Backed Bonds	-	-
Total Long Term Investments - Operating Funds	-	-
Total Investments - Operating Funds	\$ 119,667,889	\$ 119,667,889
Short Term Investments < 1 Year		
Bond Related Funds		
U.S. Government	\$ -	\$ -
U.S. Government Agency	-	-
Municipal Obligations	-	-
TexPool Prime	124,107,274	124,107,274
Lone Star Investment Pool - Bond Proceeds	21,175,627	21,175,627
Other Money Market Funds and Pools	5,006,370	5,006,370
Bank Deposits - Bond Proceeds/Debt Service	-	-
Certificates of Deposits	-	-
Accrued Earnings	-	-
Total Short Term Investments - Bond Related Funds	\$ 150,289,271	\$ 150,289,271
Long Term Investments > 1 Year		
U.S. Government Agency - Bond Funds	\$ -	\$ -
Municipal Obligations - Bond Funds	-	-
Total Long Term Investments - Bond Related Funds	\$ -	\$ -
Total Investments - Bond Funds	\$ 150,289,271	\$ 150,289,271
GRAND TOTAL INVESTMENTS - ALL FUNDS	\$ 269,957,160	\$ 269,957,160

San Jacinto College Foundation
Financial Statements

San Jacinto College Foundation

Statement of Financial Position

As of February 29, 2020

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$2,198,777	\$1,080,225	\$1,118,552
Other Funds	-	-	-
Total Checking/Savings	<u>2,198,777</u>	<u>1,080,225</u>	<u>1,118,552</u>
Accounts Receivable			
Other Receivables	7,500	9,000	(1,500)
Pledge Receivables	160,400	121,400	39,000
Scholarship Receivables	0	1,360	(1,360)
Special Events Receivables	17,938	6,348	11,589
Total Accounts Receivables	<u>185,838</u>	<u>138,108</u>	<u>47,729</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,700,806	11,040,049	660,757
Capital Bank CD	209,492	206,249	3,243
Prosperity Bank	209,506	205,373	4,133
Total SJC Short Term Investments	<u>12,119,804</u>	<u>11,451,672</u>	<u>668,132</u>
Total Current Assets	<u>14,504,419</u>	<u>12,670,006</u>	<u>1,834,413</u>
TOTAL ASSETS	<u>\$14,504,419</u>	<u>\$12,670,006</u>	<u>\$1,834,413</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	48,400	56,201	(7,801)
Programs Payable	33,164	33,164	0
Endowments Payable	168,386	92,988	75,398
Scholarship Payables	190,672	163,924	26,748
Student Success Payables	157,071	97,807	59,264
Total Accounts Payable	<u>597,694</u>	<u>444,084</u>	<u>153,609</u>
Total Current Liabilities	<u>597,694</u>	<u>444,084</u>	<u>153,609</u>
Total Liabilities	597,694	444,084	153,609
NET ASSETS			
Net Assets Without Donor Restrictions	3,613,526	2,604,030	1,009,496
Net Assets With Donor Restrictions	9,145,089	9,372,028	(226,939)
Net Assets	<u>12,758,615</u>	<u>11,976,058</u>	<u>936,167</u>
Net Income	<u>1,148,110</u>	<u>249,863</u>	<u>898,247</u>
Total Net Assets	<u>13,906,725</u>	<u>12,225,921</u>	<u>1,680,804</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$14,504,419</u>	<u>\$12,670,006</u>	<u>\$1,834,413</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending February 29, 2020

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	22,500	79,112	(56,612)	91,000	68,500
Endowments	47,843	42,001	5,842	201,600	153,757
Program Sponsorship	1,316,697	273,763	1,042,934	300,000	(1,016,697)
Scholarships	212,434	257,681	(45,247)	698,400	485,966
Total Contributions	<u>1,599,475</u>	<u>652,557</u>	<u>946,917</u>	<u>1,291,000</u>	<u>(308,475)</u>
Other Income					
Special Events	188,944	113,042	75,902	270,000	81,056
Investment Income	189,048	228,443	(39,395)	141,823	(47,225)
Realized Gain / (Loss)	(2,207)	(12,687)	10,480	62,500	64,707
Unrealized Gain / (Loss)	70,317	26,273	44,044	62,500	(7,817)
Total Other Income	<u>446,101</u>	<u>355,070</u>	<u>91,031</u>	<u>536,823</u>	<u>90,722</u>
Total Income	2,045,576	1,007,627	1,037,949	1,827,823	(217,753)
Expense					
Programs					
Scholarships Awarded	391,809	338,561	(53,247)	350,000	(41,809)
Programs Sponsored	249,309	197,642	(51,666)	580,000	330,691
Student Success Initiatives	134,972	116,617	(18,355)	150,000	15,028
Total Programs	<u>776,089</u>	<u>652,820</u>	<u>(123,269)</u>	<u>1,080,000</u>	<u>303,911</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	2,000
Supporting Services					
Foundation Expenses	42,507	38,884	(3,623)	51,830	9,323
Fundraising Expense	72,770	61,980	(10,790)	150,000	77,230
Sponsorship Expense	6,100	4,080	(2,020)	10,000	3,900
Total Supporting Services	<u>121,377</u>	<u>104,944</u>	<u>(16,433)</u>	<u>211,830</u>	<u>90,453</u>
Total Expense	<u>897,466</u>	<u>757,764</u>	<u>(139,702)</u>	<u>1,293,830</u>	<u>396,364</u>
Net Ordinary Income	1,148,110	249,863	898,247	533,993	(614,117)
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$1,148,110</u>	<u>\$249,863</u>	<u>\$898,247</u>	<u>\$533,993</u>	<u>(\$614,117)</u>



Contributions Report
February 2020

Donors	Amount	Fund
Corporations	43,022	Brittany Williams Scholarship, Children's Center North, Gala, General Support, MindTrekkers, Petrochem & Maritime Outlook
Foundations	51,083	Chancellors Cultivation Fund, Golf Tournament, PVF, San Jac Star, Veterans Center
Individuals	35,235	Brittany Williams Scholarship, General Support, Foundation Memorial Scholarship, Jannettes Drill Team Scholarship, Jennifer Puryear Scholarship, Learning Disabilities Program, Pope Cosmetology Scholarship, San Jac Star, Science & Robotic Department

Total Donation 129,341

Employee Contributions	5,490	Food Market, Foundation Memorial Fund, General Support, Jannettes Drill Team Scholarship, San Jac Star, Veterans Center
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Total Contributions 134,831

2008 Bond Program

Report as of February 29, 2020

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									
723917 - SC Welcome Center Reconfiguration	-	590,574	590,574	-	590,574	515,912	31,101	43,561	92.62%
Sub-total	-	590,574	590,574	-	590,574	515,912	31,101	43,561	92.62%
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,037,333)	588,927	-	588,927	-	-	588,927	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	250,283	79,628	670,089	32.99%
726811 - A.1/A.2 Building Renovations	-	1,161,000	1,161,000	-	1,161,000	7,325	908,505	245,170	78.88%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
Sub-total	14,676,260	(1,841,310)	12,834,950	(9,595,023)	3,239,927	259,108	992,633	1,988,186	9.75%
2008 Contingency Supplemental Projects									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
Sub-total	-	200,000	200,000	-	200,000	-	-	200,000	-
Supplemental Projects closed									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
721915 - CC Police Vehicles	-	121,623	121,623	-	121,623	-	121,623	-	100.00%
721916 - CC FS Passenger Van	-	78,671	78,671	-	78,671	-	78,671	-	100.00%
721917 - CC FS Pick-Up/Mini Van	-	77,729	77,729	-	77,729	-	77,729	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	-	-	-	-	-	-	-	-
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%
726912 - Dist MAC Computer Refresh	-	465,934	465,934	-	465,934	-	465,934	-	100.00%
726913 - Dist Dell Lease Refresh/Bond Comp	-	117,569	117,569	-	117,569	-	117,569	-	100.00%
726914 - Dist - System Admin Storage Refresh	-	139,730	139,730	-	139,730	-	139,730	-	100.00%
726915 - Dist Inv/Procure Ford Transit 250	-	63,600	63,600	-	63,600	-	63,600	-	100.00%
726917 - Dist - CPD Evolve Software	-	91,600	91,600	-	91,600	-	91,600	-	100.00%
726918 - Dist Marketing Website Devel	-	161,500	161,500	-	161,500	-	161,500	-	100.00%
726919 - Dist Marketing Printer	-	4,990	4,990	-	4,990	-	4,990	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
726921 - Dist - Transcripts Solution Lexmark	-	237,770	237,770	-	237,770	-	237,770	-	100.00%
Sub-total	-	3,616,532	3,616,532	-	3,616,532	-	3,616,532	-	100.00%
Projects Closed									
Sub-total	280,323,740	(2,965,796)	277,357,944	9,595,023	286,952,967	-	286,952,967	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	775,020	291,593,233	2,631,747	Page 36 of 86

2015 Revenue Bond Program

Report as of February 29, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park									
726601 - Generation Park	-	6,787,978	6,787,978	-	6,787,978	4,997,140	1,790,838	-	100.00%
Contingency (726900)	2,408,355	(2,408,355)	-	-	-	-	-	-	-
Sub-total	2,408,355	4,379,623	6,787,978	-	6,787,978	4,997,140	1,790,838	-	100.00%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722916 - NC - CIT Graphics	-	40,779	40,779	-	40,779	-	40,779	-	100.00%
722917 - NC - CIT Supplemental	-	25,546	25,546	-	25,546	-	25,546	-	100.00%
722918 - NC - CIT Acoustics	-	90,855	90,855	-	90,855	-	90,855	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
Sub-total	47,591,645	(4,379,623)	43,212,022	-	43,212,022	-	43,212,022	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	4,997,140	45,002,860	-	100.00%

2015 Bond Program

Report as of February 29, 2020

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	(1,879,450)	50,570,550	2,217,080	52,787,630	1,221,296	50,595,470	970,864	98.16%
71601A - CC Petrochem Process Plant	-	7,309,913	7,309,913	320,476	7,630,389	273,719	6,393,749	962,921	87.38%
71601B - CC Petrochem Extended Site Development	-	7,612,277	7,612,277	333,732	7,946,009	34,930	5,548,652	2,362,427	70.27%
731602 - CC Welcome Center	16,600,000	1,994,364	18,594,364	600,809	19,195,173	2,493,009	17,169,962	(467,798)	102.44%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	17,579	107,161	2,875,260	4.16%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	2,415,778	2,292,254	52,430,627	8.24%
731604 - CC Central Data Closets	2,444,000	(75,257)	2,368,743	76,537	2,445,280	72,176	571,546	1,801,558	26.33%
731605 - CC Central Access Security	1,852,000	289,991	2,141,991	69,211	2,211,202	45,276	317,786	1,848,140	16.42%
731606 - CC Frels Renovation	1,153,000	2,985,562	4,138,562	133,723	4,272,285	46,706	3,728,688	496,891	88.37%
731607 - CC Davison Building Reno	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	7,488,460	1,262,532	1,760,667	83.25%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	27,521	661,745	11,111,393	5.84%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	50,736	110,925	10,660,493	1.49%
731609 - CC McCollum North Reno	2,535,000	1,214,962	3,749,962	121,166	3,871,128	18,667	86,266	3,766,195	2.71%
731610 - CC Ball Demo	1,725,000	(53,993)	1,671,008	53,993	1,725,000	10,266	59,969	1,654,764	4.07%
731611 - CC Anderson Demo	2,654,000	(81,728)	2,572,272	83,114	2,655,386	14,826	110,539	2,530,022	4.72%
731612 - CC Stadium and Track Demo	174,000	(109,420)	64,580	2,087	66,667	-	66,762	-	100.14%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	29,173	569,975	966,077	38.28%
731614 - CC Central Plant Upgrades	1,160,000	68,603	1,228,603	39,698	1,268,301	3,360	1,260,310	4,631	99.63%
Sub-total	170,717,000	23,175,739	193,892,739	7,020,066	200,912,805	14,263,479	90,914,290	95,735,131	52.35%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	638,019	23,483,019	758,768	24,241,787	2,543,031	22,051,241	(352,484)	101.45%
732602 - NC North Data Closets	915,000	(28,183)	886,817	28,654	915,472	13,580	412,566	489,326	46.55%
732604 - NC Lehr Library Demo	650,000	(434,122)	215,878	6,975	222,854	-	222,795	-	99.97%
732605 - NC North Access/Security	877,000	147,246	1,024,246	33,095	1,057,341	14,591	167,130	875,620	17.19%
732606 - NC Wheeler Reno	14,300,000	198,655	14,498,655	468,471	14,967,126	8,650,575	1,400,308	4,916,243	67.15%
732607 - NC Brightwell Reno	6,628,000	2,063,151	8,691,151	280,823	8,971,974	6,397,362	887,071	1,687,541	81.19%
732608 - NC Spencer Reno	13,000,000	(2,256,095)	10,743,905	347,150	11,091,055	6,100,549	4,798,571	191,935	98.27%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	38,168	310,023	434,422	44.49%
732610 - NC Underground Utility Tunnel	11,600,000	(7,606,127)	3,993,873	129,047	4,122,920	69,221	3,926,552	127,147	96.92%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burlison Renovation	-	3,803,606	3,803,606	122,900	3,926,506	321,659	2,943,682	661,164	83.16%
Sub-total	78,395,000	(10,295,732)	68,099,268	2,200,379	70,299,647	24,148,736	37,119,939	9,030,914	87.15%
South									
733601 - SC Engineering & Technology Center	28,400,000	(5,795,907)	22,604,093	730,369	23,334,462	4,111,554	19,312,630	(89,722)	100.38%
733602 - SC Cosmetology Center	16,213,000	(1,147,729)	15,065,271	486,779	15,552,050	1,741,863	13,611,350	198,837	98.72%
733603 - SC Longenecker Reno	22,555,000	(1,960,085)	20,594,915	665,449	21,260,365	5,407,536	12,851,756	3,001,073	85.88%
733604 - SC South Data Closets	765,000	(60,442)	704,558	22,765	727,324	30,886	300,657	395,781	45.58%
733605 - SC South Primary Electrical Upgrade	5,800,000	(2,720,399)	3,079,601	99,506	3,179,107	838,812	1,889,960	450,334	85.83%
733606 - SC South Access/ Security	599,000	105,558	704,558	22,765	727,324	20,868	186,111	520,344	28.46%
733607 - SC South HW/CW Relocation	10,266,000	(6,366,876)	3,899,124	125,986	4,025,109	1,489,097	1,935,965	600,047	85.09%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	1,655,581	2,815,581	90,975	2,906,556	34,585	170,337	2,701,634	7.05%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	6,885,577	20,688,577	668,476	21,357,053	83,397	475,538	20,798,117	2.62%
73610A - SC Jones Cenral Plant Relocation	-	8,636,172	8,636,172	279,046	8,915,218	-	-	8,915,218	-
733611 - SC Bruce Student Center Reno	10,400,000	(8,225,107)	2,174,893	70,274	2,245,167	-	2,053,019	192,148	91.44%
733612 - SC HVAC Tech	312,000	2,429,828	2,741,828	88,592	2,830,420	43,030	2,719,609	67,780	97.61%
733613 - SC South DDC Network	580,000	178,117	758,117	24,496	782,613	85,747	361,038	335,829	57.09%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,355,716	5,355,716	173,050	5,528,766	527,282	4,128,913	872,571	84.22%
Sub-total	116,438,000	(6,614,996)	109,823,004	3,548,529	113,371,533	14,414,657	59,996,884	38,959,992	65.64%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	-	-	1,000,000	-
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	309,657	386,427	1,303,916	34.80%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	309,657	386,427	2,303,916	23.20%
Generation Park									
726601 - Generation Park	-	6,169,133	6,169,133	199,333	6,368,466	5,849,622	389,174	129,670	97.96%
Sub-total	-	6,169,133	6,169,133	199,333	6,368,466	5,849,622	389,174	129,670	97.96%
Admin									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	105,615	71,369	10,279,016	1.69%
736604 - Dist Construction Studies	283,820	174,028	457,848	-	457,848	37,358	319,596	100,894	77.96%
720100 - Program Management - AECOM	-	10,319,040	10,319,040	(10,181,018)	138,022	384,033	-	(246,011)	278.24%
720100 - Program Management - Other	-	3,599,774	3,599,774	(2,902,589)	697,185	-	-	697,185	-
736601 - Contingency	1,166,180	18,132,314	19,298,494	-	19,298,494	-	-	19,298,494	-
Sub-total	31,450,000	12,681,156	44,131,156	(13,083,607)	31,047,549	527,006	390,965	30,129,578	2.96%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	59,513,157	189,197,679	176,289,164	58.52%

Generation Park

Report as of February 29, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond	6,787,978	-	6,787,978	-	6,787,978	4,997,140	1,790,838	-	100.00%
929603 - Operational	8,843,556	-	8,843,556	-	8,843,556	185,121	8,580,988	77,447	99.12%
901609 - 2015 Bond	6,368,466	-	6,368,466	-	6,368,466	5,849,621	389,174	129,671	97.96%
901610 - Generation Park Site Infrastructure	4,000,000	-	4,000,000	-	4,000,000	647,325	-	3,352,675	16.18%
901610 - Generation Park Surface Parking	3,521,892	-	3,521,892	-	3,521,892	-	-	3,521,892	-
TOTALS	29,521,892	-	29,521,892	-	29,521,892	11,679,207	10,761,000	7,081,685	76.01%

Repair and Renovation

Report as of February 29, 2020

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F19067 - C11.1110 Surgical Sink Upgrade	-	40,000	40,000	-	40,000	33,524	-	6,476	83.81%
F20001 - CC Central Miscellaneous	-	50,000	50,000	-	50,000	20,123	9,526	20,350	59.30%
F20006 - C14.218 Pantry Market Relocation	-	23,500	23,500	-	23,500	9,410	3,816	10,274	56.28%
F20008 - CC Library Office Reconfiguration	-	20,000	20,000	-	20,000	13,253	395	6,352	68.24%
F20025 - C45.1429 Mag Unit Electrical	-	8,920	8,920	-	8,920	8,920	-	-	100.00%
F20026 - CC - Furniture Life Cycle Program	-	160,000	160,000	-	160,000	149,810	-	10,190	93.63%
F20036 - CC - C11.1081 Conference Room Upgrade	-	20,000	20,000	-	20,000	16,522	-	3,478	82.61%
F20043 - CC-C20 Corridor Painting	-	20,000	20,000	-	20,000	19,742	-	258	98.71%
Sub-total	-	342,420	342,420	-	342,420	271,304	13,737	57,378	83.24%
North									
F20002 - NC North Miscellaneous	-	50,000	50,000	-	50,000	4,719	-	45,281	9.44%
F20011 - N12.203/206 Call Center Renovation	-	97,000	97,000	-	97,000	55,954	2,365	38,681	60.12%
F20013 - N7 ECHS Dining Hall Audio Visual Upgrade	-	11,000	11,000	-	11,000	-	10,953	47	99.58%
F20014 - NC - N1 Audio Visual System Upgrade	-	15,700	15,700	-	15,700	15,646	-	55	99.65%
F20027 - NC - Furniture Life Cycle Program	-	108,000	108,000	-	108,000	82,519	-	25,481	76.41%
F20052 - NC - N6 Exterior Weatherproofing	-	9,100	9,100	-	9,100	9,057	-	43	99.53%
Sub-total	-	290,800	290,800	-	290,800	167,894	13,318	109,588	62.32%
South									
F18040 - S8 Roof Replacement Design	-	40,643	40,643	-	40,643	34,884	5,759	-	100.00%
F19080 - S7 Roof Replacement Design	-	10,150	10,150	-	10,150	10,150	-	-	100.00%
F20003 - SC South Miscellaneous	-	50,000	50,000	-	50,000	-	3,160	46,840	6.32%
F20005 - S9 HVAC Pipe Supports Design	-	6,300	6,300	-	6,300	1,575	4,725	-	100.00%
F20029 - SC - Furniture Life Cycle Program	-	132,000	132,000	-	132,000	131,465	-	536	99.59%
F20031 - SC - S9.252 Walls Painted	-	7,500	7,500	-	7,500	7,358	-	142	98.11%
F20032 - S11 2nd Floor Carpet Replacement	-	28,000	28,000	-	28,000	27,353	-	647	97.69%
F20038 - SC-S11.231 Workspace with Furniture	-	7,500	7,500	-	7,500	7,473	-	27	99.65%
Sub-total	-	282,093	282,093	-	282,093	220,258	13,644	48,191	82.92%
District									
F20004 - Admin Campus Misc.	-	50,000	50,000	-	50,000	14,474	5,596	29,930	40.14%
F20047 - Replace Recycle Receptacles District Wide	-	82,060	82,060	-	82,060	14,952	34,014	33,095	59.67%
Sub-total	-	132,060	132,060	-	132,060	29,426	39,610	63,025	52.28%
Contingency (720700)									
Sub-total	1,070,684	(716,046)	354,638	-	354,638	-	-	354,638	-
Projects Closed									
F20045 - C14 Chilled Water Line	-	-	-	-	-	-	-	-	-
TOTALS	1,070,684	331,327	1,402,011	-	1,402,011	688,882	80,310	632,820	54.86%

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
March 17, 2020**

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

Members Absent: Marie Flickinger

Other Trustees Present: None

Others Present: Brenda Hellyer, Deborah Paulson, Charles Smith, and Teri Zamora

- I. Dan Mims, Building Committee Chair, called the meeting to order at 4:08 p.m. The meeting start time was delayed by eight minutes due to technical issues. Additional complications caused a delay in the camera feed of the live streaming and began just after the meeting roll call and January meeting minutes were approved. The audio could be heard on the live stream from the moment the meeting began.

- II. Roll call of the Committee members was taken by Dan Mims:
 - John Moon, Jr., present
 - Erica Davis Rouse, present
 - Members absent: Marie Flickinger

- III. Approval of Minutes from the January 21, 2020, Building Committee Meeting
 - D. Mims presented the minutes from the January 21, 2020, Building Committee Meeting.
 - A motion was made by E. Davis Rouse and seconded by J. Moon to accept the minutes as presented.

- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Charles Smith)
 - Bond Funds
 - Consideration of Approval to Contract for Architectural Services for Generation Park Parking Lot.
 - This item requests approval to contract with Page Southland Page, Inc. to provide architectural services for design of the additional parking lot project at Generation Park.
 - The architects proposed lump sum fee is \$210,000 plus reimbursable fees estimated at \$50,000. The construction cost of work is estimated at \$3,260,000. The proposed fee is within the Board approved guidelines established for new construction projects and will be funded from the interest earned on bond funds.
 - Funding was reviewed on February 21, 2020 at the Board retreat.
 - This item was presented without further discussion.
 - Consideration of Approval to Contract for Engineering Services for South Campus Central Plant.

- This item requests approval to contract with ACR Engineering, Inc. to provide engineering services for design of the South Campus Central Plant project.
- The architect's proposed lump sum fee is \$525,000 plus allowable reimbursable fees estimated at \$50,000. The construction cost of work is estimated to be \$7,300,000. The fee proposal is within the Board approved guidelines established for renovation projects in the 2015 Bond Program.
- Funds were reviewed at the February 2020 Board retreat.
- This item was presented without further discussion.
- Consideration of Approval to Contract for Direct Digital Control (DDC) Network Upgrades, Package III.
 - This item requests approval to contract with Siemens Industry, Inc. to provide and install Package III of the building automation and energy management system upgrade project.
 - The scope of this project includes necessary physical components and upgrades to the DDC systems at targeted locations across North and Central campuses.
 - The estimated expenditure for this project is \$705,101 and will be funded from the 2015 Bond Program.
 - Funds were reviewed on February 21, 2020 at the Board retreat.
 - This item was presented without further discussion.
- Operating Funds
 - There were no operating fund requests presented for approval.

V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
 - Safety Metrics
 - There was one safety event noted this month.
 1. Property damage occurred at the South Campus when an unsecured construction gate was blown into a moving vehicle. The vehicular damage was minor and covered by the contractor. The driver was not injured.
 - The College is concerned with the current COVID-19 situation and is taking every measure to secure the safety of its employees and contractors. Each project site has monitored point of access screening.
 - D. Mims asked if the screening is strictly for contractors in which C. Smith replied that the screening is for anyone entering the project site.
 - E. Davis Rouse asked if the screening was being conducted by a designated person or by a written survey. C. Smith replied a designed person is assigned to each access point.
 - C. Smith relayed that the College will continue to monitor the CDC recommendations, and requirements will evolve as needed. He noted that the College will soon be adding non-touch thermometers at the access point screenings.
 - E. Davis Rouse asked if the College was providing worker education regarding behaviors to reduce exposure to the COVID-19 virus.
 - C. Smith assured her that the College is providing safety meetings to educate the employees and contractors and to implement safety standards such as the

inability to use a shared water supply (no refillable jugs) or microwaves to reduce contact sites. Employees are following standards provided by the CDC for proper personal spacing as well as utilizing sanitized gloves.

- Schedule Updates
 - At the end of February 2020, the College had ten active projects.
 - The first phase of renovations to the South Campus Longenecker and Spencer Buildings is complete.
 - Four new construction sites were completed in February 2020.
 1. Central Campus Welcome Center
 2. North Campus Cosmetology and Culinary Center
 3. South Campus Engineering and Technical Building
 4. South Campus Cosmetology Center
- Progress Updates
 1. Central Campus – CPET Extended Site
 - Detailed proposed construction design updates were provided to the Committee with emphasis placed on the traffic loop change requested by the county. The College will resubmit for approval once design changes are completed.
 2. Central Campus – Welcome Center
 - Move in to the Welcome Center was completed on February 18, 2020. Photographs of the building were shared with the Committee.
 - Customization to offices and student services departments are complete.
 - A mural is planned for the lobby utilizing a professional artist.
 3. Central Campus – Classroom Building
 - Detailed updates to this mass timber project were provided to the Committee.
 - Timber suppliers and fire sprinkler contractors are now working with the design team to refine the building model.
 - A summary of the “smart building” technology that the College is researching for this project was presented to the Committee.
 4. Central Campus – Davison Building
 - Detailed construction updates were provided to the Committee.
 - Completion date is still targeted for August 2020.
 5. North Campus – Cosmetology Center
 - Detailed construction updates were provided to the Committee.
 - Classes began in the building on February 24, 2020.
 6. South Campus – Engineering and Technology Building
 - Move in for this building is now complete.
 - Images of the completed building and architectural design were shared with the Committee, including interview pods, new technology known as electrochromic glass and Solatubes that are being considered for other new facilities.
 7. South Campus – Cosmetology Center
 - Move in is complete for this building.
 - Detailed descriptions and images were provided to the Committee.
 8. South Campus – Longenecker Renovation

- Brief construction updates were provided to the Committee.
- Phase one of this project is complete with students and staff in occupancy.
- Phase two of this project has begun.
- 9. South Campus – Electrical Upgrade
 - Brief construction updates were provided to the Committee.
- 10. South Campus – Chilled Water Infrastructure
 - Brief construction updates were provided to the Committee.
- 11. South Campus – Domestic Water Project
 - Brief construction updates were provided to the Committee.
- 12. Generation Park –
 - Brief construction updates were provided along with images of the projects progression.
 - Project completion is still projected for August 1, 2020; however, the impact of the COVID-19 virus could impact that date.
 - The ability to obtain utility connections to the site are directly tied to county inspections and approvals which could be impacted by the rising concerns of the pandemic.
- Financial Updates
 - 2008 Bond – This report was presented with no comments.
 - 2015 Revenue Bond – This report was presented with no comments.
 - 2015 Bond – C. Smith indicated that the budget included the revisions presented to the Board at the February 21, 2020 Board strategic planning retreat. This report was presented with no comments.
 - Generation Park – C. Smith noted that the report was updated to reflect the inclusion of accrued bond interest as a means of funding the parking lot development. This report was presented with no comments.
- Operating Funds (Discussion led by Charles Smith)
 - Safety Metrics
 - There were two safety incidents reported this month requiring only a doctor’s visit.
 1. An employee suffered a minor injury from a slip while on a ladder.
 2. An employee incurred a muscle strain while opening a box truck door.
 - The College incurred one system failure at the South Campus when a squirrel encountered an electrical surge from the power lines. Power was restored and the overhead power lines have since been removed and placed underground.
 - Schedule Updates
 - The report was presented with no comments.
 - Progress Updates
 - The College-wide replacement of recycling bins project is 50% complete.
 - Campus Wayfinding is entering the procurement phase.
 - Campus monument signs are under final design review.
 - Walking trails project is waiting on the completion of engineered drawings and is expected to be completed over the summer of 2020.
 - North Campus Welcome Center reconfiguration project is slated to start in June 2020.
 - South Campus Welcome Center reconfiguration project is waiting on the City

of Houston to approve the permit.

- The Ellington EDGE project has completed phase II renovations and the College is now coordinating with the city for roof repairs and a few cosmetic upgrades.
- Financial Updates
 - Repair and Renovation – This report was presented with no comments.

VI. Status of Delegation Of Authority

- There were no operating fund requests presented for approval.
- B. Hellyer requested an update on projects at Maritime. C. Smith provided details regarding temporary fencing, dirt work, and excavation. The port project is moving forward. The previous design required modification to reconfigure the berth. This change will require flood control approval.

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

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
April 6, 2020**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1		
Contract for Architectural Services for an Additional Parking Lot at Generation Park (pg. 2)	\$	260,000
 Purchase Request #2		
Contract for Engineering Services for South Campus Central Plant (pg. 3)		575,000
 Purchase Request #3		
Contract for Direct Digital Control Network Upgrades, Package III (pgs. 4-5)		705,101
 Purchase Request #4		
Purchase Computers (pgs. 6-7)		200,000
 Purchase Request #5		
Renew the Contract for Casualty Insurance (pg. 8)		270,017
 Purchase Request #6		
Renew the Contract for Property Insurance (pgs. 9-10)		2,820,984
 Purchase Request #7		
Renew Contracts for Asphalt and Concrete Paving and Parking Lot Striping Services (pgs. 11-12)		850,000
 Purchase Request #8		
Contract for Grant Development Services (pgs. 13-14)		162,000
 Purchase Request #9		
Contract for Budget Software Services (pgs. 15-16)		200,000
 Purchase Request #10		
Purchase Police Vehicles (pg. 17)		<u>213,000</u>
 TOTAL OF PURCHASE REQUESTS	\$	<u><u>6,256,102</u></u>

Purchase Request #1
Regular Board Meeting April 6, 2020
Consideration of Approval to Contract for Architectural Services
for an Additional Parking Lot at Generation Park

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Page Southerland Page, Inc. to provide architectural services for design of the additional parking lot project at Generation Park.

BACKGROUND

In June 2016, the Board approved a pool of architects for 2015 Bond projects selected through request for qualifications #16-15. A review process is conducted to assess which firm is best suited for each respective project and it is recommended that Page Southerland Page provide design services for an additional parking lot at Generation Park. Architectural services are classified as professional services pursuant to Texas Government Code §2254 and are awarded based on a firm's qualifications relative to each project.

IMPACT OF THIS ACTION

This action will provide architectural design services for the additional parking lot approved for Generation Park. Design requirements will include grading, drainage, paving, lighting, roadway, marking and wayfinding improvements in accordance with the Site Development Plan.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The architect's proposed lump sum fee is \$210,000 plus allowable reimbursable fees estimated at \$50,000. The estimated construction cost of work is \$3,300,000. The fee proposed is within the Board approved guidelines established for new construction projects in the 2015 Bond Program. The expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Architectural design of this project will require approximately three months following notice to proceed. This project will be monitored by capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

Purchase Request #2
Regular Board Meeting April 6, 2020
Consideration of Approval to Contract for Engineering Services
for South Campus Central Plant

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with ACR Engineering, Inc. to provide engineering services for design of the South Campus central plant project.

BACKGROUND

In June 2016, the Board approved a pool of professional services providers for 2015 Bond projects selected through request for qualifications #16-15. A review process is conducted to assess which firm is best suited for each respective project, and it is recommended that ACR Engineering, Inc. provide design services for the South Campus central plant. Engineering services are classified as professional services pursuant to Texas Government Code §2254 and are awarded based on a firm's qualifications relative to each project.

IMPACT OF THIS ACTION

This action will provide engineering design services in support of relocation of end-of-life equipment for the South Campus central plant. Engineering services will include design solutions for improvements and upgrades to the campus chilled water system and establish a new auxiliary central plant on the western corner of the campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The engineer's proposed lump sum fee is \$525,000 plus allowable reimbursable fees estimated at \$50,000. The estimated construction cost of work is \$7,300,000. The expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Engineering design of this project will require approximately six months following notice to proceed. This project will be monitored by capital projects personnel and program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

Purchase Request #3
Regular Board Meeting April 6, 2020
Consideration of Approval to Contract for Direct Digital
Control Network Upgrades, Package III

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Siemens Industry, Inc. to provide and install Package III of the building automation and energy management system upgrade project.

BACKGROUND

The College's direct digital control (DDC) system provides two primary benefits. The first is to allow remote electronic control of air conditioning and other critical utility systems across all campuses from any location via an internet connection. This saves labor by eliminating the need for facilities services personnel to travel to each building or plant location to make operational corrections. The second benefit is the ability to balance building comfort with minimal energy usage. This would essentially be impossible without a central DDC system.

ACR Engineering was engaged to provide mechanical, electrical, and plumbing engineering services and will provide contract administration services as required for the implementation of the Package III work. Installation and upgrades to the DDC system will be completed by Siemens, as they are the sole provider for the building automation system currently installed in campus buildings and are the only authorized upgrade services provider for the system. Sole source #1484 has been assigned. Siemens also has a contract through the General Services Administration cooperative contracts program to provide facilities control and automation materials, installation, and related services, contract #GS-07F-217CA, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

The scope of this project includes necessary physical components and upgrades to the DDC systems at targeted locations across North and Central campuses. The targeted locations require conversion to the new Desigo system and pneumatic conversion, replacement of existing boiler isolation valves, and installation of chilled water/hot water flow meters. The proposed upgrades will provide the necessary control capacity required to allow the system to operate at its optimum performance.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$705,101 and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Services are expected to be completed by April 2021. This project will be monitored by capital projects/facilities services personnel and program management will be provided by AECOM.

**Purchase Request #3
Regular Board Meeting April 6, 2020
Consideration of Approval to Contract for Direct Digital
Control Network Upgrades, Package III**

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of laptop computers from Dell Marketing LP to support the Health Profession Opportunity Grant (HPOG).

BACKGROUND

The healthcare industry has an ongoing need to increase the number of certified and trained workers in to the applicant pool of qualified workers. The College received the HPOG grant from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance, award #90FX0035-01-00. The HPOG program is a demonstration project for Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals. The goal of the grant is to increase retention and completion rates for students as they move along their healthcare career pathway. One of the ways identified through this grant to meet this goal is to provide students with ready access to a computer.

Dell Marketing, LP has a contract through the Department of Information Resources cooperative contracts program to provide computer equipment, contract #DIR-SDD-3763, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

To address the barrier of accessibility to technology for low-income students, HPOG personnel will work with the information technology services department to provide laptops to qualified grant students in a loan-to-own program. Students will be provided a laptop while they are in their program of study. Upon successful completion of the training, the College will transfer ownership of the laptops purchased with grant funds to the student.

BUDGET INFORMATION

The estimated expenditure for this request is \$200,000 and will be funded from the HPOG grant.

MONITORING AND REPORTING TIMELINE

Weekly collaboration meetings will occur to review and implement contractor services, personnel required to distribute and maintain technology on the laptops, administer the student responsibility contract with each participant, and track sustainability, post implementation and bi-annual reporting of results, successes, and challenges.

ATTACHMENTS

None

**Purchase Request #4
Regular Board Meeting April 6, 2020
Consideration of Approval to Purchase Computers**

RESOURCE PERSONNEL

Lydia Chavez-Garcia	281-476-1815	lydia.chavezgarcia@sjcd.edu
DeShawn Pitre	281-998-6150	deshawn.pitre@sjcd.edu
Cathy Rau	281-998-6112	cathy.rau@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #5
Regular Board Meeting April 6, 2020

Consideration of Approval to Renew the Contract for Casualty Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with USI Southwest Services Insurance (USI) for casualty insurance coverage for the College.

BACKGROUND

USI provides liability and casualty coverage which includes automobile liability including physical damage, general liability, umbrella liability, law enforcement liability, educator's legal liability (ELL), crime, cyber liability, and international travel coverage.

Request for proposals #17-11 was issued in January 2017 to procure casualty insurance coverage. The Board approved the original contract with USI in April 2017.

IMPACT OF THIS ACTION

Approval of the policy renewal will continue the existing liability and casualty insurance coverage for the College. The total premium will increase by 14.6 percent due to coverage limit increases for crime and cyber liability from \$250,000 to \$1,000,000 and \$3,000,000 to \$4,000,000 respectively. The ELL premium also increased by five percent due to an elevated loss ratio.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$270,017 and will be funded from the safety, health, environmental and risk management department's 2019-2020 operating budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be May 1, 2020 through April 30, 2021.

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #6
Regular Board Meeting April 6, 2020

Consideration of Approval to Renew the Contract for Property Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with McGriff, Seibels & Williams Insurance to provide the property insurance coverage for the College.

BACKGROUND

The proposed insurance package for the year beginning May 1, 2020 will utilize the existing underwriters for coverage of physical structures and contents for a total insurable value of \$1,008,822,431. This increase of 14.8 percent is due to the addition of new buildings completed as part of the 2015 Bond Program.

In the past year, the College has added to the insurance portfolio the LyondellBasell Center for Petrochemical, Energy, & Technology and Welcome Center buildings at Central Campus; the North Campus Cosmetology/Culinary Center building; and the Cosmetology Center and Engineering & Technology buildings at South Campus. The Generation Park Academic building will be added to the portfolio in Summer 2020.

The College has enlisted the consulting services of Pozmantier, Williams & Stone Insurance Consultants to review property insurance coverages. While the firm provides assistance in the overall review of insurance policies, specifically related to property, they ensure that the property coverage is adequate and meets or exceeds the needs of the College.

The renewal package proposal provides coverage at \$0.279 per hundred dollars of insured value. This rate is an increase of 9.4 percent over last year's rate of \$0.255 per hundred dollars of insured value. The coverage limits remain the same with a maximum two percent deductible; a named storm deductible cap of \$2.5 million; \$100 million per occurrence for fire, wind, hail, tornado, and vandalism; and \$25 million aggregate for flood. The annual premium is \$2,820,984 for the new twelve-month policy term. The expiring term premium was \$2,161,272. The increase in premium reflects the additions to the College portfolio as well as the underwriter's report that property insurance premiums have increased across the board in response to fluctuations in market values and other factors.

Request for proposals #17-11 was issued in January 2017 to procure property insurance coverage. The Board approved the original contract with McGriff, Seibels & Williams in April 2017.

IMPACT OF THIS ACTION

McGriff, Seibels & Williams has worked on behalf of the College to provide a property insurance package that protects the College's structural assets. The Board's approval will ensure continuity of property insurance coverage for the College.

Purchase Request #6
Regular Board Meeting April 6, 2020

Consideration of Approval to Renew the Contract for Property Insurance

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$2,820,984 and will be funded from the safety, health, environmental and risk management department's 2019-2020 operating budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of four one-year renewal options available. The new contract term will be May 1, 2020 through April 30, 2021.

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #7
Regular Board Meeting April 6, 2020
Consideration of Approval to Renew Contracts for Asphalt and
Concrete Paving and Parking Lot Striping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew contracts with Enterprise Commercial Paving and Corestone Construction Services (RMB Management) for asphalt and concrete paving and parking lot striping services for the facilities services department.

BACKGROUND

Due to the volume of cars and traffic each campus experiences daily, parking lots can realistically only be restricted from use in order to complete repairs and upgrades during off-peak hours. Facilities services is tasked with completing multiple projects for asphalt and concrete paving or parking lot striping services during these lower-usage periods to minimize the disruption to students, faculty and staff. For this reason, it is highly advantageous for the College to have two contractors available to complete projects, especially when working on concurrent projects on multiple campuses.

Request for proposals #19-13 was issued in January 2019 to procure asphalt and concrete paving and parking lot striping services. The Board approved the original contracts with Enterprise Commercial Paving and Corestone Construction Services in April 2019.

IMPACT OF THIS ACTION

Service providers for asphalt and concrete paving and parking lot striping are required to perform repairs and upgrades to maintain hazard-free walkways and parking surfaces. The facilities services department can perform minor repairs, but services of a qualified contractor are required for larger projects.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total estimated annual expenditure for this request is \$850,000 and will be funded from the 2015 Bond Program and facilities services department's 2019-2020 operating budget and subsequent year budget.

Major upcoming projects include the walkway project for the LyondellBasell Center for Petrochemical, Energy, & Technology and resurfacing of the Central Campus P17 and P18 parking lots, as well as smaller routine maintenance and striping projects.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of four one-year renewal options available. The new contract term for each contract will be April 9, 2020 through April 8, 2021.

Purchase Request #7
Regular Board Meeting April 6, 2020
Consideration of Approval to Renew Contracts for Asphalt and
Concrete Paving and Parking Lot Striping Services

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Ellucian for grant development services for the office of grant management (OGM) department.

BACKGROUND

OGM supports the College by seeking out, developing, and maintaining fiscal management of external, supplemental grant funding for academic support, workforce development, skills training, and other post-secondary educational programs. The number of available grant-funded opportunities from which the College can benefit from has increased in recent years. Many of these opportunities are in the form of large federal grants, which require a substantial amount of manpower, a significant amount of grant development coordination, planning sessions with College administrators and faculty, and complex budget planning within short timelines.

Request for qualifications #20-20 was issued to procure grant development services. Two responses were received and evaluated by a team comprised of OGM and business office representatives who determined the proposal submitted by Ellucian will provide the best value to the College.

IMPACT OF THIS ACTION

This contract will provide resources needed to apply for additional grant-funded activities and services at the College which will provide the means to take full advantage of all upcoming funding opportunities to support expanded student services and academic programs. These grants will support the College’s strategic initiatives and goals through federal, state, and/or local funding opportunities.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$162,000 and will be funded from the OGM department’s 2019-2020 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on April 7, 2020, with renewal options of two one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

ATTACHMENT NO. 1

**RFQ 20-20 Grant Development Services
Evaluation Summary**

Stated Criteria	Maximum Value	Grants Office LLC	Ellucian Company L.P.
Knowledge of grant opportunities, funding sources and associated regulations	160	107	146
Qualifications and experience of firm and personnel	120	86	109
Successful track record of acquiring grant funding	80	51	66
Total (90* x 4 Evaluators)	360	244	321

**10 points per evaluator were reserved for a presentation phase.
It was determined presentations would not be required.*

Final Ranking

	Vendor Name	Total Score
1	Ellucian Company L.P.	321
2	Grants Office LLC	244

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Anaplan, Inc. for budget software services for the budget control department.

BACKGROUND

The current budget process includes several manual operations, leaving room for errors which can cause delays throughout the process. The College also lacks a robust forecasting tool for modeling various future scenarios and determining long-term effects of current decisions.

Request for proposals #20-17 was issued to procure budget software services. Ten responses were received and evaluated by a team with representatives from the budget control, business office, human resources, and information technology services departments who determined the proposal submitted by Anaplan Inc. will provide the best value to the College.

IMPACT OF THIS ACTION

The budgeting software tool will be used to create the annual budget, will provide a platform for robust what-if scenarios, and will be the source of each fiscal year's budget book. In addition, streamlined budget versus actual reports, drill-down capabilities, and summary graphs and charts will be available throughout the year to support decision-making by the College's budget managers.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure, pending successful contract negotiations, is \$200,000 for implementation services and the initial year subscription access, and \$89,000 annually for each subsequent year. This expenditure will be funded from the vice chancellor of fiscal affairs department's 2019-2020 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial two-year award term will commence on April 7, 2020, with renewal options of three one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

ATTACHMENT NO. 1

**RFP 20-17 Budget Software Services
Evaluation Summary**

Stated Criteria	Maximum Value	Anaplan, Inc.	Clarity Partners, LLC	Delbridge Solutions	EPM Intelligence, LLC	Holland Parker	Jedox, Inc.	Kaufman, Hall, & Associates	Prophix Software, Inc.	Questica Ltd.	Sirius Computer Solutions
Understanding of the project scope and ability to meet specifications	100	82.00	85.00	73.00	58.00	72.00	Non-Responsive	91.00	Non-Responsive	80.00	63.00
Qualifications and experience of firm and personnel	100	80.00	85.00	78.00	54.00	61.00		81.00		78.00	52.00
Customer service	50	36.00	40.00	30.00	28.00	36.00		40.00		38.00	29.00
Overall completeness and clarity of responses to Attachment A, Budget Software – Scope & Specifications Requirements	50	44.00	37.00	31.00	32.00	33.00		40.00		37.00	30.00
Price proposal	100	100.00	33.00	86.50	27.15	0.00		69.50		97.50	42.50
Proposer's financial responsibility	50	37.50	50.00	0.00	0.00	0.00		0.00		0.00	0.00
Subtotal (90 Points x 5 Evaluators)	450	379.50	330.00	298.50	199.15	202.00	-	321.50	-	330.50	216.50
Oral and visual presentations for top-ranked firms (10 Points x 6 Evaluators)	60	51.10	52.00	-	-	-	-	52.60	-	51.55	-
Grand Total	510	430.60	382.00	298.50	199.15	202.00	-	374.10	-	382.05	216.50

Final Ranking

	Vendor Name	Total Score
1	Anaplan, Inc.	430.60
2	Questica Ltd.	382.05
3	Clarity Partners, LLC	382.00
4	Kaufman, Hall, & Associates	374.10
5	Delbridge Solutions	298.50
6	Sirius Computer Solutions	216.50
7	Holland Parker	202.00
8	EPM Intelligence, LLC	199.15
9	Jedox, Inc.	-
10	Prophix Software, Inc.	-

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of vehicles for the police department from Johnson Grayson Automotive, Inc. dba Holiday Chevrolet.

BACKGROUND

The police department maintains a fleet of police vehicles utilized for campus patrol and official police transportation functions. Police vehicles are marked as police patrol vehicles and are equipped with the required emergency equipment.

Johnson Grayson Automotive, Inc. dba Holiday Chevrolet has a contract through the Tarrant County cooperative contracts program to provide police vehicles, contract #2019-014, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

The police department is awaiting delivery of two new Ford Interceptors which are scheduled to be delivered this spring. The department is now requesting four additional vehicles to replace aging fleet vehicles and to augment the fleet in order to provide patrol coverage for the Generation Park campus once it is opened. The purchase of these vehicles will allow the police department to continue to respond to calls in a timely manner without the likelihood of vehicle mechanical breakdowns.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$213,000 and will be funded from the police department's 2019-2020 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Bruce Caldwell	281-542-2064	bruce.caldwell@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Item "A"
Regular Board Meeting April 6, 2020
Approval of the Minutes for the March 2, 2020
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the March 2, 2020, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
March 2, 2020
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, John Moon, Jr., Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Mandi Reiland, Laurel Williamson, and Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:37 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.	Notification of Closure of Electronics Technology Program	Laurel Williamson provided a notification to the Board of the closure of the electronics technology program. The decision to close this program is based on low enrollment and low graduation rates over a five-year period. Brenda Hellyer explained that we are transitioning the four remaining students into the electrical program. Laurel Williamson left the meeting after this item.
IV.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters	Chair Flickinger adjourned to closed session at 5:41 p.m. It was determined that there were no legal matters to discuss during this closed session. Mandi Reiland and Teri Zamora were present for the closed session for personnel matters.

V.	Reconvene in Open Meeting	The meeting reconvened to the open meeting at 5:45 p.m.
VI.	Discussion of Board Bylaws	Brenda reviewed the proposed changes to the Board bylaws. These were previously reviewed at the February Board Strategic Planning Retreat. Additionally, she clarified a prior question regarding run-off elections. Per the Texas Education Code, “If no candidate receives a majority, then the two candidates receiving the highest number of votes shall run against each other for the position. The run-off election for all positions shall be held on a date that complies with law and shall be ordered, notice thereof given, and held, as provided herein for regular elections.” This requirement is included in the current Board bylaws, so no revision is needed.
VII.	Discussion of Communicable Diseases Policy and Procedures	<p>Teri Zamora provided an overview of planning for public health emergencies. She reviewed the existing policies and procedures that are currently in place on communicable diseases. The recommendations for Policy IV-B-4 has been reviewed and two small edits are suggested. Procedure 8-3 on communicable disease has been reviewed and three clarifying edits are suggested and a reference to the new proposed procedure should be added. Procedure IV.4001.A.k on working during emergencies or weather has been reviewed, and we suggest one edit to add in the possibility of working from home, where appropriate. Procedure IV.4001.A.l on compensation during an unscheduled college closure was reviewed and there are no suggested changes.</p> <p>Also, administration is recommending a new procedure on Public Health Emergencies. The Board was presented with a draft procedure. This is awaiting Strategic Leadership Team approval and gives the College authority to: screen high-risk populations as needed, up to the entire population where valid; report and refer persons to the public health agency where screening is positive; prevent access to College resources to persons symptomatic or non-compliant; and to mass dispense medications in partnership with local health agencies.</p> <p>Teri explained that planning is ongoing and under review to address Coronavirus. Decisions regarding upcoming travel will be addressed upon return from spring break. A sample of action thresholds and related actions will be</p>

		<p>presented as a sample of what might occur. These are still under discussion. She reviewed the steps and guidance for implementation of Protective Measures Level 1 through 4. These guidelines will be adjusted based on actions of surrounding cities and the county.</p> <p>All members were comfortable with this approach.</p>
VIII.	Review of Calendar	Brenda reviewed the calendar with the Board.
IX.	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>Teri reviewed mass timber buildings in Texas as a follow up item from the February Board Strategic Planning Retreat and in conjunction with tonight’s Purchase Request #4 which is requesting approval for the guaranteed Maximum Price for the Central Campus Classroom Building.</p> <p>Teri also reviewed a version of the bid recap for the purchasing section. This version is slightly different than what was presented in the Board book. Moving forward, we would like to have asterisks noting the items that are estimates only for architectural services. The members were comfortable with this for future bid recaps.</p>
X.	Adjournment	Workshop adjourned at 6:18 p.m.

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

March 2, 2020

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, March 2, 2020, 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
John Moon, Jr., Vice Chair
Keith Sinor, Secretary
Dr. Ruede Wheeler
Larry Wilson

Chancellor: Brenda Hellyer

Others Present:

Joshua Banks	Matt Keim
Dean Barnes	Tami Kelly
Lee Benjamins	Ann Kokx-Templet
Allen Bourque	Tanya Madrigal
Marsha Bowden	Diana Mahannah-John
Sara Byars	Kevin McKisson
Daniel Byars	DeRhonda McWaine
Michelle Callaway	Robert Merino
Hector Covo	Kevin Morris
Teri Crawford	Alexander Okwonna
Destry Dokes	Ros Parker
Teddy Farias	Joe Pena
Amanda Fenwick	Bill Raffetto
Robb Flynn	JR Ragaisis
Scott Gernander	Sandra Ramirez
George González	Radia Redjimi
Jim Griffin	Mandi Reiland
Kevin Hale	Heather Rhodes
Allatia Harris	Rob Stanicic
Bo Hopper	John Stauffer
Clare Iannelli	Kenneth Tidwell
Mini Izaguirre	Niki Whiteswide
Sallie Kay Janes	Laurel Williamson
Brenda Jones	Teri Zamora

Call the Meeting to order:	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:00 p.m.
Roll Call of Board Members:	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
Invocation and Pledges to the Flags:	The invocation was given by Dr. Teddy Farias. The pledges to the American flag and the Texas flag were led by John Moon, Jr.
Special Announcements, Recognitions, Introductions, and Presentations:	1. Allen Bourque and Robert Flynn recognized the 2019-2020 Honoraria Recipients: Sara Byars and Radia Redjimi.
Student Success Presentations:	1. Michelle Callaway and DeRhonda McWaine presented an overview of the 2019 Fall Course Retention and Success and Strategies.
Communications to the Board:	The following items were distributed to the Board as communication items. <ol style="list-style-type: none"> 1. A thank you was sent to the Board from Ann Pearson, for the plant sent in memory of her mother 2. A thank you was sent to the Board from Mandi Reiland, for the plant sent in memory of her uncle. 3. A thank you was sent to the Board from Angela Laredo, Christine Laredo, and Patsy Laredo, for the plant sent in memory of their aunt. 4. A thank you was sent to the Board from Brenda Jones, for the plant sent in memory of her brother. 5. A thank you was sent to the Board from Tammy McAdams, for the plant sent in memory of her father-in-law. 6. A thank you was sent to the Board from Sharon Spears, for the plant sent in memory of her mother. 7. February Opportunity News 8. March Opportunity News 9. Spring 2020 Career Focus
Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:	There were no citizens desiring to be before the Board of Trustees.

Informative Reports:

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

- A. San Jacinto College Financial Statements
 - a. Financial Statements January 2020
 - b. Monthly Investment Report January 2019
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program

**Motion 10022
Consideration of Approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

**Motion 10023
Consideration of Approval of Tuition Schedule for Fiscal Year 2021**

Motion was made by Dan Mims, seconded by Erica Davis Rouse, for approval of Tuition Schedule for Fiscal Year 2021.

Motion Carried.

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

**Motion 10024
Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2021**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Tuition Exemptions and Waivers for Fiscal Year 2021.

Motion Carried.

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

**Motion 10025
Consideration of Purchasing Requests**

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

Purchase Request #1	
Contract for Architectural Services for Central Campus McCollum Building Renovation	\$1,349,900

Purchase Request #2	
Contract for Architectural Services for College-Wide Glazing Replacement	358,000

Purchase Request #3

Contract for College-Wide Access Controls	1,169,802
Purchase Request #4 Guaranteed Maximum Price for Central Campus Classroom Building Package 1	24,710,091
Purchase Request #5 Method of Procurement for College-Wide Glazing Replacement	-
Purchase Request #6 Method of Procurement for Central Campus McCollum Building Renovation	-
Purchase Request #7 Method of Procurement for Masonry Repairs	-
Purchase Request #8 Contract for Bank Depository Services	25,000
Purchase Request #9 Contract for Merchant Credit Card Services	450,000
Purchase Request #10 Contract for Nursing Testing and Preparation Services	367,000
Purchase Request #11 Renew Contract for Plumbing Services	165,000
Purchase Request #12 Renew Contract for Geofencing Services	200,000
Purchase Request #13 Purchase Direct Mail Marketing Campaign Services	<u>131,000</u>
TOTAL OF PURCHASE REQUESTS	\$28,925,793

Motion Carried.

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

Nays: None

**Motion 10026
Consent Agenda**

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

- A. Approval of the Minutes for the January 27, 2020 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations and Honoraria Recipients
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment: Meeting Adjourned at 7:39 p.m.

Item “B”
Regular Board Meeting April 6, 2020
Approval of the Minutes for the February 21, 2020
Board Strategic Planning Retreat

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the February 21, 2020, Board Strategic Planning Retreat.

SAN JACINTO COLLEGE DISTRICT
Board of Trustees Strategic Planning Retreat Minutes
February 21, 2020

The Board of Trustees of the San Jacinto Community College District met at 8:30 a.m., Friday, February 21, 2020, in room A-2.203 of the San Jacinto College District Annex Administration Building, 4620 Fairmont Pkwy., Pasadena, TX 77504, for a Board Strategic Planning Retreat.

Members Present: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

Others Present: Brenda Hellyer, Sandra Ramirez, Mandi Reiland, Teri Zamora

I. The meeting was called to order at 8:31 a.m. by Chair Marie Flickinger.

II. Roll Call of Board Members

Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

III. Review of Bond Projects

A. Teri Zamora reviewed the budget adjustment requests and general project updates. Teri explained that at this point, fourteen projects are essentially complete. In the aggregate, these fourteen projects represent 40 percent of the bond funds and were finished for approximately four percent less than their revised budgets.

B. She explained that it should be noted that these numbers are based on the last reconciliations performed. They do tend to vary slightly as project costs are reconciled and closed out. It would be extremely helpful if the Chancellor could be authorized with one-time adjustment authority on each project following closure of up to \$50,000 to accommodate late invoices and refunds, etc.

a. Discussion –

i. All members were comfortable with this process.

ii. Dan Mims asked that the Board receive monthly updates on the adjustments.

iii. Teri stated that these reports would be provided.

iv. Erica Davis Rouse asked how the College determines which buildings are renovated versus a demolition and rebuild.

v. Brenda Hellyer responded that there are several steps. One of the first steps is to determine if the building is structurally sound then many factors are reviewed to determine the best course of action.

C. The group reviewed the current status of elevators, windows, and envelope work. All were comfortable with the direction as presented.

D. The group reviewed the South Campus proposed changes and related projects.

- a. Discussion –
 - i. The group discussed the utilities and an electrical upgrade.
- E. The group reviewed the maritime update.
 - a. Discussion –
 - i. John Moon, Jr. expressed concerns about the plan for the Port’s modifications to the land at the Maritime Campus. He is concerned about the long-term effects and stated that they need to bulkhead it.
 - ii. Members asked about the timeline of this work. Brenda answered that the Port believes they can get this approved in April with plans to complete the work by 2023 or 2024.
 - iii. Brenda reviewed the proposed maritime budget changes.
 - iv. The group briefly discussed naming opportunities for the Maritime Technology and Training Center. This includes proposals for various donor levels, plan for a donor wall, and recognition of past donors. All were comfortable with this direction.
- F. The group reviewed the Generation Park Parking Proposal. Teri explained that they are concerned at this point that the 400 spaces in the current parking lot that fronts the building may be slightly undersized for the actual student population. To prepare for that possibility, we are suggesting setting aside \$3.5 million to allow for the design and construction of the next parking area. This additional surface parking will represent the total surface parking that will be allowed by McCord at the Generation Park campus. All future parking additions will come in the form of a parking garage, which we anticipate will be in tandem with construction of the second building.
 - a. Discussion –
 - i. The group discussed reserved parking at Generation Park and throughout the campus.
 - ii. All were comfortable with the direction being taken for additional parking at Generation Park.
- G. The group reviewed the continued work and upgrades underway for the Direct Digital Control (DDC) upgrades. Additional urgent needs in control systems have been identified with a request to increase the budget by \$809,000.
- H. The group reviewed updates on other CIP projects not requiring budget adjustments.
 - a. Discussion -
 - i. As each were reviewed, the Board discussed various plans for renovations at each location. Projects reviewed include: Center for Petrochemical, Energy, and Technology (CPET) notices of deficiencies, Central Campus McCollum renovation, Central Campus classroom building, upcoming Board action items, move in updates, and financing plan.
 - ii. Teri reviewed the notices of deficiencies in the CPET building. Issues should be resolved by responsible parties. The Board will be updated on the progress.
 - iii. One component during the selection process for use of architectural firms on future projects will continue to be based on

analysis of past and current project performance.

- iv. The upcoming Board actions items would have been presented to the Board Building Committee meeting but there was not a meeting this month. The Board will be asked to vote on these items at the next Board meeting in March.

IV. Review Generation Park Activities

- A. An overview of the leadership team at Generation Park was provided.
- B. Registration for Fall 2020 classes will begin in April. A temporary registration site will be established on campus.
- C. The group reviewed the staffing plans for faculty and staff.
 - a. Discussion –
 - i. Larry Wilson asked questions about custodial and police presence. Teri explained that the contract with ABM will expand to cover Generation Park. She will be working through the police coverage utilizing our police department. He also inquired about the fire protection in that area. Teri will confirm these pieces and bring an update back to the Board.
- D. The group reviewed the temporary locations of offices while the first building is under construction.
- E. The group reviewed the marketing plan and efforts.
- F. The group reviewed the outcomes of the past and visioning sessions and plans for future sessions. Brenda provided an overview of what is included in the strategic vision from Facility Programming. Members can take this document to review in greater detail.
- G. Brenda asked if members had any questions on Generation Park.
 - a. Discussion –
 - i. Members expressed that after the initial enrollment in Fall they will know more.
 - ii. Erica Davis Rouse asked about mailing lists and what we are doing to let people sign up for more information. Teri explained that the marketing team and Generation Park leadership are currently doing a variety of marketing efforts in the area. She added that we will have more engagement in those efforts after the temporary offices open at McCord Development.
 - iii. Brenda will follow up with marketing on other details and provide updates to the Board.

V. Discussion on Naming Facilities

- A. The group reviewed building names and the proposed modification of the names for consistency.
 - a. Discussion –
 - i. Members would like history of named buildings researched, confirmed, and documented. Teri explained that there is currently research going on to provide this to the Board.
 - ii. Erica suggested a different name for support services center. Also, the welcome center needs to indicate student services is provided.

- VI. Update on Harris County Promise at San Jacinto College
 - A. The group reviewed the Promise update, current pledge totals, and Pell eligibility.
 - B. Brenda reviewed the Foundation’s role in the Promise program. This is a possibility for a future campaign, but we will analyze after the model is reviewed after the first cohort enrolls.
 - C. Brenda reviewed the next steps and deadlines.

 - VII. Review Proposed Updated to Board Bylaws
 - A. The group reviewed proposed updates to consider.
 - a. Discussion –
 - i. Members asked if the statement on page 1 regarding winning candidates with a majority of votes and run-off elections is required. Teri will look into this and bring back information.
 - ii. All were comfortable with the proposed changes. This will be an action item at an upcoming Board meeting.

 - VIII. Review Employee Diversity Progress
 - A. Sandra Ramirez provided an overview on employee diversity progress.
 - a. Discussion -
 - i. The group discussed unconscious bias training and process for selecting diverse hiring committees.
 - ii. Erica said that even though we are exceeding the AAP percentages in Hispanic data, we could still do better.
 - iii. Dan added that our Hispanic students are performing well with their student success rates higher than other groups.

 - IX. Review Operating Results and Opportunities
 - A. The group reviewed the Early High School Memorandums of Understanding. They are currently being updated for Board approval. They contain a provision for school districts to share in the operating costs of space on College campuses beginning Fall 2020.
 - B. The group reviewed the current mascots and the need to determine an approach for mascots for the future with addition of the Maritime Training Center and the upcoming opening of the Generation Park campus.
 - a. Discussion –
 - i. The group discussed mascots.
 - ii. The recommendation is to engage a marketing consultant to determine next steps.
 - iii. The Board agrees that this needs to be addressed.
- Note: Larry Wilson had to leave the meeting at 12:08 p.m. Brenda Hellyer and Marie Flickinger had to leave at 12:13 p.m. Teri Zamora continued the meeting with the remaining Board members.
- C. The group reviewed the tuition model that was implemented in Fall 2019. The implementation went well, and all parties involved are happy with this change. This includes students and employees.

- D. The group reviewed the Fresh Start Program opportunity. Teri also reviewed the bad debt analysis as of February 2020. The purpose of the program is to capture former students who had not completed and have minimal debt. If they go through all of the steps of the program, the debt could be paid through a scholarship funded by auxiliary revenues. We will be looking into more specific data on this student population before moving forward. The plan is to bring back more information to the Board for review. All were comfortable with looking into this.
- E. Teri reviewed other items that would be coming to the Board for review. The items reviewed were: contract for depository items, contract for merchant credit card services, and adoption of existing tuition rates and exemptions.

- X. Review Board Calendar
 - A. Mandi Reiland reviewed the Board calendar of upcoming events.

- XI. Wrap-up with Summary for Follow-up
 - A. No additional items were reviewed.

- XII. Adjournment
 - A. Vice Chair John Moon, Jr. adjourned the meeting at 12:30 p.m.

Item "C"
Regular Board Meeting April 6, 2020
Approval of the Minutes for the March 17, 2020
Special Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the March 17, 2020, Special Board Meeting.

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

March 17, 2020

The Board of Trustees of the San Jacinto Community College District met at 4:45 p.m., Tuesday, March 17, 2020, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for a Special Board Meeting.

Chancellor: Brenda Hellyer

Others Present: Teri Crawford
Bo Hopper
Matt Keim
Paul Lamp
Joe Pena
Sandra Ramirez
Laurel Williamson
Teri Zamora

Call the Meeting to order: Chair Marie Flickinger called the special meeting of the Board of Trustees to order at 4:48 p.m.

Roll Call of Board Members: Erica Davis Rouse
Dan Mims
John Moon, Jr.
Keith Sinor
Dr. Ruede Wheeler
Larry Wilson

Public Comment as required by Tex. Gov't Code § 551.007 There were no citizens desiring to be before the Board of Trustees.

Update on Altered College Operations During COVID-19 Event Dr. Brenda Hellyer provided an update on altered college operations during the COVID-19 event. She reviewed the ongoing external inputs and ongoing information inflows and participation. This includes but is not limited to the Texas Department of State Health Services, Harris County officials, Office of the Governor, local Independent School Districts, and other State and local entities. Brenda reviewed the instructional, student services, and operational planning. All current and ongoing work are within the legal parameters set by Federal, State, and local entities.

Brenda reviewed the following strategic objectives:

- To protect the health and safety of our students and employees
- To be prepared by Monday, March 23 to begin completing the Spring semester through online, hybrid, and alternate classwork, depending on the type of course, and to make-up one week of lost instruction time
- To keep students on track for completion
- To enable the majority of College employees to work remotely, while continuing to provide necessary services, with the remainder working on campus
- To retain full-time & part-time employees, reduce turnover, increase morale, help employees focus on work, and facilitate future return to normal operations

Brenda and the administration recommend that the Board consider a proposed resolution that delegated authorities to the Chancellor to act in place of the Board, during the COVID-19 altered operations and/or College closure, to accomplish the above strategic objectives through the following:

- Determine payment of employees during altered operations
- Implement provisions of Policy IV.4001.A Compensation
- Determine purpose and parameters of payments
- Alter 2019-2020 calendar
- Establish guidelines regarding time off and work hours
- Ability to seek waivers from THECB, SACSCOC, and other accreditation agencies
- Ability to procure
- Seek other waivers or actions as needed

Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters

Chair Flickinger adjourned to closed session at 5:06 p.m.

It was determined that there were no personnel matters to discuss during this closed session.

Paul Lamp (attorney with Karczeski Bradshaw Spalding), Sandra Ramirez, Mandi Reiland, Laurel Williamson, and Teri Zamora were present for the closed session for consultation with an attorney.

**Reconvene in
Open Meeting**

The meeting reconvened to the open meeting at 6:00 p.m.

**Consideration of
Delegation of
Authority to
Chancellor for
Purchase of Items
and Other
Operational
Expenditures
Needed During
Altered College
Operations**

This item was tabled.

**Motion 10027
Consider
adoption of
Resolution of the
Board of Trustees
regarding the
COVID-19 Virus,
including, but not
limited to,
delegation of
authority to
Chancellor**

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, to adoption Resolution of the Board of Trustees regarding the COVID-19 Virus, including, but not limited to, delegation of authority to Chancellor.

Motion Carried.

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

Nays: None

Adjournment:

Meeting Adjourned at 6:02 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for 2019-2020 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 April 6, 2020 Board Meeting
 Budget Transfers Related to Fiscal Year 2019-2020

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 10,170	\$ 26,320
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 31,112	\$ 6,131
STUDENT SERVICES	\$ -	\$ -
INSTITUTIONAL SUPPORT	\$ -	\$ -
PHYSICAL PLANT	\$ 952	\$ 10,197
AUXILIARY ENTERPRISES	\$ 413	\$ -
	\$ 42,648	\$ 42,648

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

RECOMMENDATION

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

Central Campus

Department

Respiratory Care Program

Affiliation Entity

The University of Texas Medical Branch at Galveston

South Campus

Department

Occupational Therapy Assistant Program

Affiliation Entity

BakerRipley

Physical Therapist Assistant Program

The University of Texas MD Anderson Cancer Center

LVN/Paramedic-RN Transition Program

University of Texas at Arlington

LVN/Paramedic-RN Transition Program

Western Governors University

Occupational Therapy Assistant Program

Libbie’s Place

Personal Trainer Program

Houston Athletic Club

Personal Trainer Program

StrongFound Personal Training LLC

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 "G"
Regular Board Meeting April 6, 2020
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, May 4, 2020.