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 6:30 p.m., Monday, April 7, 2008, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

AGENDA

I. Dinner

II. General Discussion with the Chancellor

Certificate as to Posting or Giving of Notice

On this day, April 4, 2008, at 9 a.m., this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto College District, 4624 Fairmont Parkway, Pasadena, Texas, on all college campuses, the SJC web and was readily accessible to the public at all times.

William H. Lindemann, Jr., Chancellor
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., Monday, April 7, 2008, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

BOARD MEETING
AGENDA

I. Call the meeting to order/certify posting notice

II. Invocation and Pledge to the Flag

III. Special Announcements, Recognitions, Presentations and/or Updates

STEM Program                             Dr. Charles Grant
Intensive Summer Program Grant            Dr. Charles Grant
Access and Outreach Monitoring Report     Dr. Laurel Williamson
Student Success – Health Sciences         Dr. Monte Blue

IV. Communications to the Board of Trustees

V. Hearing of such citizens or groups of citizens desiring to be heard before the Board

VI. Informative reports to the Board

   B. Financial Statement and Current Expenditures

ACTION ITEMS

VII. Approval of an Amendment to the 2007-2008 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants

VIII. Approval of Debt Management Policy
IX. Approval of Revisions to Policy V-A, Policy on Budget Preparation

X. Approval of Revisions to the Investment Policy of the College

XI. Approval of Recommendation to Deny the Request from American Housing Foundation and Brandywood Housing, Ltd. for a 50% Property Tax Exemption for the 2008 Tax year and Subsequent Tax Years under Texas Tax Code §11.1825.

XII. Approval to Dispose of Surplus Materials by Public Auction

XIII. Approval to Increase the Continuing and Professional Development Adjunct Faculty Rate up to and Including $38 per Hour; and Implement Continuing and Professional Development Adjunct Faculty Pay Ranges Assigned per Activity (Training Course or Service) Base upon One or More Identified Business Factors

XIV. Approval to Remove the $10 Distance Learning Student Course Fee for Process Technology (PTAC)

XV. Approval to Increase the Charges for Flight Classes

XVI. Approval of the New Official College Seal

XVII. Approval to Name the Fine Arts Building on North Campus

XVIII. Approval to Name the Music Building on Central Campus

XIX. Approval of Amended Election Order for Capital Improvement Bond Election

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 February 26, 2008, Board Workshop; March 3, 2008, Regular Board Meeting; and March 7, 2008, Special Board Meeting

FINANCIAL

B. Approval of the Budget Transfers
PERSONNEL

C. Approval of Personnel Recommendations
D. Approval of Faculty Contract Recommendations for 2008-2009

MISCELLANEOUS

E. Approval of the Affiliation Agreements
F. Next Regularly Scheduled Meeting

Items for Discussion/Possible Action (continued)
(Items removed from the Consent Agenda, will be considered at this time)
Reports from Board Committees (when applicable)

XX. Consideration of Bids

XXI. Strategic Issues Discussion

XXII. Adjournment

The Board of Trustees may at any time prior to adjournment, in accordance with Sections 551.001, et seq. of the Texas Government Code move into Closed Session under the following provision(s) of the ACT:

Section 551.071 – Consultation with Attorney
Section 551.072 – Deliberation Regarding Real Property
Section 551.073 – Deliberation Regarding Prospective Gifts
Section 551.074 – Personnel Matters
Section 551.076 – Deliberation Regarding Security Devices
Section 551.086 – Economic Development Negotiations

Certificate as to Posting or Giving of Notice

On this day, April 4, 2008, at 9 a.m., this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto College District, 4624 Fairmont Parkway, Pasadena, Texas, on all college campuses, the SJC web and was readily accessible to the public at all times.

William H. Lindemann, Jr., Chancellor
San Jacinto College Foundation  
Statement of Financial Position  
As of February 29, 2008

ASSETS
Current Assets
Checking/Savings  
   General Fund $425,394  
   Funds 0  
   Total Checking/Savings 425,394

Accounts Receivable
   Special Events Receivables 23,570  
   Scholarship Receivables 4,200  
   Allowance (3,428)  
   Discounts (199)  
   Total Accounts Receivable 24,143

Other Current Assets
   Common Fund 3,611,357  
   Texas Citizens Bank - CDARS 1,225,132  
   Total Other Current Assets 4,836,489

Total Current Assets 5,286,027

TOTAL ASSETS 5,286,027

LIABILITIES & EQUITY
Liabilities
Current Liabilities
   Accounts Payable  
      Event Payable $1,500  
      Scholarships Payable 246,412  
      Grants Payable 14,109  
      Programs Payable 1,201  
      Total Accounts Payable 263,222

Total Current Liabilities 263,222

Total Liabilities 263,222

Equity
   Net Assets 4,348,097  
   Net Income 674,708  
   Total Equity 5,022,805

TOTAL LIABILITIES & EQUITY 5,286,027
## San Jacinto College Foundation
### Statement of Activities

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Jul '07 - Feb '08</th>
<th>Jul '06 - Feb '07</th>
<th>$ Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>$1,544,748</td>
<td>$233,381</td>
<td>$1,311,368</td>
</tr>
<tr>
<td>Total Income</td>
<td>1,544,748</td>
<td>233,381</td>
<td>1,311,368</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships Awarded</td>
<td>792,689</td>
<td>236,722</td>
<td>555,967</td>
</tr>
<tr>
<td>Grants Awarded</td>
<td>10,002</td>
<td>12,879</td>
<td>(2,677)</td>
</tr>
<tr>
<td>Programs Sponsored</td>
<td>6,390</td>
<td>6,452</td>
<td>(62)</td>
</tr>
<tr>
<td>Innovative Initiatives</td>
<td>14,270</td>
<td>23,303</td>
<td>(9,033)</td>
</tr>
<tr>
<td>Total Expense</td>
<td>823,351</td>
<td>279,155</td>
<td>544,195</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>721,398</td>
<td>(45,775)</td>
<td>767,172</td>
</tr>
<tr>
<td><strong>Other Income/Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Administration</td>
<td>0</td>
<td>26</td>
<td>(26)</td>
</tr>
<tr>
<td>Investment Income</td>
<td>-119,628</td>
<td>357,008</td>
<td>(476,637)</td>
</tr>
<tr>
<td>Fundraising Events</td>
<td>134,512</td>
<td>128,217</td>
<td>6,294</td>
</tr>
<tr>
<td>Total Other Income</td>
<td>14,883</td>
<td>485,251</td>
<td>(470,368)</td>
</tr>
<tr>
<td><strong>Other Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Expense</td>
<td>9,200</td>
<td>154</td>
<td>9,046</td>
</tr>
<tr>
<td>Foundation Expenses</td>
<td>44,200</td>
<td>2,013</td>
<td>42,187</td>
</tr>
<tr>
<td>Sponsorship Expenses</td>
<td>8,173</td>
<td>3,025</td>
<td>5,148</td>
</tr>
<tr>
<td>Suspense</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Other Expense</td>
<td>61,573</td>
<td>5,192</td>
<td>56,382</td>
</tr>
<tr>
<td><strong>Net Other Income</strong></td>
<td>(46,690)</td>
<td>480,060</td>
<td>(526,750)</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>$674,708</td>
<td>$434,285</td>
<td>$240,423</td>
</tr>
</tbody>
</table>
## Contributions $1000 and over

<table>
<thead>
<tr>
<th>Donor</th>
<th>Amount</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Indian Education</td>
<td>$ 4,000</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Choctaw Nation of Oklahoma</td>
<td>$ 1,000</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Galena Park ISD Education Foundation</td>
<td>$ 3,000</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Galveston County Fair and Rodeo Inc.</td>
<td>$ 1,000</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Houston Livestock Show &amp; Rodeo</td>
<td>$ 2,750</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Houston Parks Board</td>
<td>$ 2,000</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Edward Jones Trust Company (Thelma Maresh)</td>
<td>$ 50,000</td>
<td>Jose Rodriguez Scholarship</td>
</tr>
<tr>
<td>National FFA Foundation</td>
<td>$ 1,000</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Thomas A. Powell Logging</td>
<td>$ 1,000</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>San Antonio Livestock Show Exposition</td>
<td>$ 1,250</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Spring Branch Medical Center Auxiliary</td>
<td>$ 1,250</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>State Farm Foundation - Phelps</td>
<td>$ 2,000</td>
<td>Wynell Phelps Scholarship</td>
</tr>
<tr>
<td>The Chickasaw Nation</td>
<td>$ 3,000</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Gary Walker Foundation</td>
<td>$ 2,000</td>
<td>Scholarship In/Out Accounts</td>
</tr>
<tr>
<td>Certified Safety Specialists</td>
<td>$1,000</td>
<td>2008 Fashion Gems Fashion Show</td>
</tr>
<tr>
<td>Coca-Cola Bottling Company</td>
<td>20,000</td>
<td>2007 Golf Tournament</td>
</tr>
<tr>
<td>San Jacinto Harley Davidson</td>
<td>$1,000</td>
<td>2008 Fashion Gems Fashion Show</td>
</tr>
</tbody>
</table>

### Employee Contributions

| Various                                                      | $812   | 2007 Golf Tournament                    |
| Various                                                      | $450   | 2008 Fashion Gems Fashion Show          |
| Various                                                      | $40    | Innovative Initiative Matching Funds    |
## SAN JACINTO COMMUNITY COLLEGE DISTRICT

### Statement of Net Assets
February 29, 2008

#### Assets

Current assets:
- Cash and cash equivalents $ 66,575,215
- Deposits held by others 26,438
- Investments 36,369,448
- Accounts receivable 11,359,988
- Deferred charges (2,239,237)
- Inventories 331,816
  - Total current assets 112,423,668

Noncurrent assets:
- Restricted cash and cash equivalents 5,668,801
- Bond issuance costs 835,739
- Capital assets, net 143,825,508
  - Total noncurrent assets 150,330,048
  - Total assets $ 262,753,716

#### Liabilities

Current liabilities:
- Accounts payable $ 1,933,662
- Accrued liabilities 2,764,685
- Accrued compensable absences and deferred compensation 2,598,268
- Deferred revenues 3,058,608
  - Total current liabilities 10,355,223

Noncurrent liabilities:
- Bond premium payable 592,296
- Bonds and notes payable 66,542,296
  - Total noncurrent liabilities 66,542,296
  - Total liabilities 76,897,519

Net assets 185,856,197

Total liabilities and net assets $ 262,753,716
San Jacinto College  
Statement of Revenues, Expenditures and Changes In Net Assets  
For the Six Months Ended February 29, 2008

Consolidated (All Funds)

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget</th>
<th>Year-To-Date Actual (50%)</th>
<th>Percentage</th>
<th>Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$ 37,123,012</td>
<td>$ 15,962,894</td>
<td>43.00%</td>
<td>$(21,160,118)</td>
</tr>
<tr>
<td>Local Taxes - Maintenance &amp; Operations</td>
<td>40,400,000</td>
<td>37,832,322</td>
<td>93.64%</td>
<td>$(2,567,678)</td>
</tr>
<tr>
<td>Local Taxes - Debt Service</td>
<td>10,314,514</td>
<td>11,479,924</td>
<td>111.30%</td>
<td>1,165,410</td>
</tr>
<tr>
<td>Credit Tuition</td>
<td>22,545,237</td>
<td>16,597,665</td>
<td>73.62%</td>
<td>(5,947,572)</td>
</tr>
<tr>
<td>Credit Fees</td>
<td>10,457,710</td>
<td>10,993,586</td>
<td>105.12%</td>
<td>535,876</td>
</tr>
<tr>
<td>Credit Exemptions &amp; Waivers</td>
<td>(2,128,565)</td>
<td>(1,079,089)</td>
<td>50.70%</td>
<td>1,049,476</td>
</tr>
<tr>
<td>Continuing Professional Development</td>
<td>7,018,326</td>
<td>2,488,849</td>
<td>35.46%</td>
<td>(4,529,477)</td>
</tr>
<tr>
<td>Sales &amp; Services</td>
<td>1,835,969</td>
<td>617,829</td>
<td>33.65%</td>
<td>(1,218,140)</td>
</tr>
<tr>
<td>Investment Income</td>
<td>4,400,000</td>
<td>1,964,113</td>
<td>44.64%</td>
<td>(2,435,887)</td>
</tr>
<tr>
<td>Bond Proceeds (Investment Income)</td>
<td>-</td>
<td>100,201</td>
<td>0.00%</td>
<td>100,201</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>3,313,926</td>
<td>1,997,462</td>
<td>60.27%</td>
<td>(1,316,464)</td>
</tr>
<tr>
<td>Grants</td>
<td>50,917,237</td>
<td>26,777,148</td>
<td>52.59%</td>
<td>(24,140,089)</td>
</tr>
<tr>
<td>Local Grants</td>
<td>592,107</td>
<td>323,579</td>
<td>54.65%</td>
<td>(268,528)</td>
</tr>
<tr>
<td></td>
<td>186,789,473</td>
<td>126,056,483</td>
<td>67.49%</td>
<td>(60,732,990)</td>
</tr>
<tr>
<td>EXPENDITURES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>49,836,107</td>
<td>25,460,313</td>
<td>51.09%</td>
<td>(24,375,794)</td>
</tr>
<tr>
<td>Public Service</td>
<td>2,976,889</td>
<td>1,158,444</td>
<td>38.91%</td>
<td>(1,818,445)</td>
</tr>
<tr>
<td>Academic Support</td>
<td>10,416,744</td>
<td>4,193,026</td>
<td>40.25%</td>
<td>(6,223,718)</td>
</tr>
<tr>
<td>Student Services</td>
<td>35,107,863</td>
<td>23,146,951</td>
<td>65.93%</td>
<td>(11,960,912)</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>63,756,463</td>
<td>22,821,120</td>
<td>35.79%</td>
<td>(40,935,343)</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>21,352,760</td>
<td>10,583,059</td>
<td>49.56%</td>
<td>(10,769,701)</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>3,342,647</td>
<td>2,729,697</td>
<td>81.66%</td>
<td>(612,950)</td>
</tr>
<tr>
<td></td>
<td>186,789,473</td>
<td>90,092,610</td>
<td>48.23%</td>
<td>(96,696,863)</td>
</tr>
<tr>
<td>Net Increase (Decrease) in Net Assets</td>
<td>$ -</td>
<td>$ 35,963,873</td>
<td>$ 35,963,873</td>
<td>$ 35,963,873</td>
</tr>
</tbody>
</table>
San Jacinto College

Monthly Investment Report
February 29, 2008
A Major Slowdown

The economy has taken a major turn for the worse in the 1Q of 2008. Housing is hitting lows not seen since the 1970s and although employment remains positive it is only marginally growing. Commodities are soaring as a hedge. The main impetus for this turn is uncertainty of the extent of damage done by sub-prime based investments and the credit concerns created by them. Write-downs are estimated anywhere from $160 to $600 billion, which has dried up credit and liquidity globally. The moves are pushing the Fed to further cuts and the question becomes when on cuts and when on a turn-around.
The markets and the economy are caught between (a) the housing slowdown and weak manufacturing, with its attendant slowing in employment and (b) the threat of inflation.

With commodity prices pushed to new highs by developing countries and market speculation, the Fed is having to balance the need to support a sagging economy with the fear of igniting inflation down the road. The S&P 500 traded down 23% in 4Q 2007.

Oil has traded over $102/barrel and consumers are starting to notice the crunch at the pump and wondering when $4/gallon gas will appear. Too much inflationary pressure will curtail the consumer from his/her spending. As the consumer slows, even with money in the bank, the GDP will slowly bring us close to or in a mild recession.

The primary question remains if all the bad credit has been written off or if a second round is due.
The move to lower short term rates has been due to two major factors: the weakening economy and the need for a safe haven. We saw an indication in the middle of 2007 that rates might drop on the newly discovered sub-prime loan problem. As the Fed started to take an active role to shore up financial institutions in July and August, short term rates started to drop more precipitously. And, as the Fed took more and more aggressive steps in lowering rates, the market has built in perhaps more than the Fed had anticipated or wanted.

The flight to high credit quality (i.e. US Treasury debt) has also pushed short term rates down in a classic supply demand action. Even with the lower US Dollar’s value, the global markets need the US’s debt high credit rating. Funds with sub-prime exposure also need the US bond market to balance their seriously depressed credit ratings.

The curve does tend to indicate however, that higher rates may return after we work over the sub-prime hang-over.
Your Portfolio
As of February 29, 2008

- P&A constantly reviews your portfolio on the basis of its asset allocation and its weighted average maturity. A diversified portfolio can better adjust to volatile market conditions. The portfolio allocations change with market conditions also because of the shifting of values.

- When rates are dropping, it often appears as if total liquidity offers the best option for earnings, but an extension – even when slightly lower in rates – may serve the portfolio better as rates continue to drop.

- The dropping market rates have made extensions difficult as the timing for a rebound and Fed action remains unclear.

- We feel that slight extensions are critical, which then can be extended or moved to liquidity, as rates begin to rise. Constant monitoring of the economic news will give us an indication of the anticipated turning point, hopefully later this year.
Portfolio Management
Portfolio Summary
February 29, 2008

<table>
<thead>
<tr>
<th>Investments</th>
<th>Par Value</th>
<th>Market Value</th>
<th>Book Value</th>
<th>% of Portfolio</th>
<th>Term</th>
<th>Days to Maturity</th>
<th>YTM 365 Equiv.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates of Deposit - CDARS</td>
<td>9,000,000.00</td>
<td>9,000,000.00</td>
<td>9,000,000.00</td>
<td>8.14</td>
<td>303</td>
<td>147</td>
<td>4.907</td>
</tr>
<tr>
<td>Passbook/Checking Accounts</td>
<td>453,455.43</td>
<td>453,455.43</td>
<td>453,455.43</td>
<td>0.41</td>
<td>1</td>
<td>1</td>
<td>0.120</td>
</tr>
<tr>
<td>Commercial Paper Disc. - Amortizing</td>
<td>3,300,000.00</td>
<td>3,254,713.00</td>
<td>3,254,713.00</td>
<td>2.94</td>
<td>180</td>
<td>179</td>
<td>2.837</td>
</tr>
<tr>
<td>Federal Agency Coupon Securities</td>
<td>10,000,000.00</td>
<td>10,114,229.28</td>
<td>10,002,999.79</td>
<td>9.05</td>
<td>1,002</td>
<td>245</td>
<td>4.665</td>
</tr>
<tr>
<td>Investment Pools/Money Markets</td>
<td>73,852,910.72</td>
<td>73,852,910.72</td>
<td>73,852,910.72</td>
<td>66.79</td>
<td>1</td>
<td>1</td>
<td>2.824</td>
</tr>
<tr>
<td>Viewpoint Bank CD's</td>
<td>14,010,706.56</td>
<td>14,010,706.56</td>
<td>14,010,706.56</td>
<td>12.87</td>
<td>176</td>
<td>168</td>
<td>3.110</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td><strong>110,617,072.71</strong></td>
<td><strong>110,686,014.99</strong></td>
<td><strong>110,574,785.50</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>144</strong></td>
<td><strong>61</strong></td>
<td><strong>3.192</strong></td>
</tr>
</tbody>
</table>

Investments

- Total Earnings: February 29
  - Current Year: 273,498.09
  - Fiscal Year To Date: 1,936,951.77

Average Daily Balance: 99,015,698.84

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

Kenneth D. Lynn CPA, Vice Chancellor of Fiscal Affairs

4/8/08

Reporting period 02/01/2008-02/29/2008

Portfolio SJCC

Run Date: 03/25/2008 - 10:30
Report Ver. 7.1.4
## San Jacinto Community College
### Summary by Type
#### February 29, 2008
##### Grouped by Fund

<table>
<thead>
<tr>
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<th>Book Value</th>
<th>% of Portfolio</th>
<th>Average YTM 365</th>
<th>Average Days to Maturity</th>
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<td><strong>Subtotal</strong></td>
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<td><strong>110,617,072.71</strong></td>
<td><strong>110,574,785.50</strong></td>
<td><strong>100.00</strong></td>
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<td><strong>Total and Average</strong></td>
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<td><strong>110,617,072.71</strong></td>
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<td><strong>3.192</strong></td>
<td><strong>61</strong></td>
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San Jacinto Community College  
Fund GEN - Consolidated Portfolio  
Investments by Fund  
February 29, 2008

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<th>Purchase Date</th>
<th>Book Value</th>
<th>Par Value</th>
<th>Market Value</th>
<th>Current Rate</th>
<th>YTM 360</th>
<th>YTM 365</th>
<th>Maturity Date</th>
<th>Days To Maturity</th>
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<td>4.889</td>
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</table>

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| 9,000,000.00 | 9,000,000.00 | 9,000,000.00 | 4.840   | 4.907   | 147            |

| Passbook/Checking Accounts |
| 13900012195 | 10036        | Bank of America Sweep  | 09/01/2007    | 30,627.85   | 30,627.85   | 30,627.85   | 1.776        | 1.751   | 1.776   | 09/01/2007    | 1               |
| 707759338   | 10062        | JPM - Operating        | 09/01/2007    | 422,827.58  | 422,827.58  | 422,827.58  | 0.118        | 0.120   |          | 09/01/2007    | 1               |

Subtotal and Average |
1,627,438.54  | 1,627,438.54 | 1,627,438.54 | 2.788  | 2.827   | 08/27/2008   | 179            |

| Commercial Paper Disc. - Amortizing |
| 02581RHT3   | 10068        | American Express CP    | 02/29/2008    | 1,627,438.46 | 1,650,000.00 | 1,627,438.54 | 2.808        | 2.847   | 08/27/2008    | 179            |
| 36959RHT5   | 10067        | General Elec Cap Services CP | 02/29/2008 | 1,627,246.46 | 1,650,000.00 | 1,627,246.46 | 2.799        | 2.837   |          | 08/27/2008    | 179            |

Subtotal and Average |
3,254,713.00  | 3,300,000.00 | 3,254,713.00 | 2.799  | 2.837   |              | 179            |

| Federal Agency Coupon Securities |
| 3133XXA68   | 10011        | Federal Home Loan Bank | 04/14/2005    | 999,967.45   | 1,000,000.00 | 1,000,937.50 | 4.250        | 4.245   | 4.303   | 03/24/2008    | 23               |
| 3133XHAC6   | 10016        | Federal Home Loan Bank | 10/27/2006    | 2,000,000.00 | 2,000,000.00 | 2,044,375.00 | 5.150        | 5.081   | 5.152   | 12/29/2008    | 303              |
| 3133XHNL2   | 10024        | Federal Home Loan Bank | 11/20/2006    | 2,033,194.05 | 2,000,000.00 | 2,036,875.00 | 5.250        | 5.074   | 5.144   | 11/03/2009    | 612              |
| 3128XN66    | 10012        | Federal Home Loan Mfg Corp | 11/29/2004 | 1,499,815.42 | 1,500,000.00 | 1,503,760.53 | 3.880        | 3.881   | 3.935   | 05/27/2008    | 87               |
| 3136F6X79   | 10007        | Federal National Mfg Assn | 07/27/2005 | 1,500,000.00 | 1,500,000.00 | 1,502,343.75 | 4.400        | 4.337   | 4.397   | 04/07/2008    | 37               |
| 3136F6S5M7  | 10008        | Federal National Mfg Assn | 05/23/2005 | 1,000,000.00 | 1,000,000.00 | 1,003,125.00 | 4.250        | 4.191   | 4.250   | 05/23/2008    | 83               |
| 31359ME74   | 10017        | Federal National Mfg Assn | 02/09/2007 | 1,000,022.87 | 1,000,000.00 | 1,022,812.50 | 5.000        | 4.927   | 4.995   | 01/23/2009    | 328              |

Subtotal and Average |
10,002,999.79 | 10,000,000.00 | 10,114,229.28 | 4.601  | 4.665   |              | 245            |

| Investment Pools/Money Markets |
| 9999999992 | 10033        | LSIP - Corp          | 09/01/2007    | 147,218.40  | 147,218.40  | 147,218.40  | 3.490        | 3.442   | 3.490   |              | 1               |
| 708340211  | 10064        | JPM - Debt Service   | 12/05/2007    | 2,669,634.88 | 2,669,634.88 | 2,669,634.88 | 2.882        | 2.842   | 2.881   |              | 1               |
| 707759304  | 10063        | JPM - FT4Disbursements | 09/01/2007 | 318,546.43  | 318,546.43  | 318,546.43  | 0.200        | 0.196   | 0.199   |              | 1               |
| 707759296  | 10069        | JPM - Federal Programs | 02/12/2008 | 0.00        | 0.00        | 0.00        |              |         |         |              | 1               |
| 707759312  | 10055        | JPM - GOB 2004       | 09/01/2007    | 1,564,630.08 | 1,564,630.08 | 1,564,630.08 | 3.749        | 3.697   | 3.749   |              | 1               |

Subtotal and Average |
10,114,229.28 | 10,114,229.28 | 10,114,229.28 | 4.601  | 4.665   |              | 245            |

Run Date: 03/25/2008 - 10:31
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<th>Par Value</th>
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<th>YTM 360</th>
<th>YTM 365</th>
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<th>Days To Maturity</th>
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<td>3.067</td>
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<td>08/14/2008</td>
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<td>3.067</td>
<td>3.110</td>
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## Cash Reconciliation Report

**For the Period February 1, 2008 - February 29, 2008**

**Grouped by Fund**

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<th>Redemptions</th>
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**Total**  
-17,265,166.56 | 182,206.56 | 6,500,000.00 | -10,582,960.00 |
# San Jacinto Community College Purchases Report

Sorted by Fund - Fund

February 1, 2008 - February 29, 2008

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<th>Fund Type</th>
<th>Original Par Value</th>
<th>Purchase Date</th>
<th>Payment Periods</th>
<th>Principal Purchased</th>
<th>Accrued Interest at Purchase</th>
<th>Rate at Purchase</th>
<th>Maturity Date</th>
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**Total Purchases**

|            |              |           | 22,745,765.79   | 22,700,225.79 | 0.00            | 17,265,419.56        |
### San Jacinto Community College
#### Sales/Call Report
##### Sorted by Maturity Date - Fund
##### February 1, 2008 - February 29, 2008

<table>
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<th>Redem. Date</th>
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<th>Rate at Redem.</th>
<th>Book Value at Redem.</th>
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# San Jacinto Community College
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#### February 1, 2008 - February 29, 2008
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**Portfolio SJCC**

**Run Date:** 03/25/2008 - 10:36
## San Jacinto Community College Amortization Schedule
February 1, 2008 - February 29, 2008
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</table>

Subtotal: 13,259,145.00

Total: 13,259,145.00

Portfolio SJCC AP

Run Date: 03/25/2008 - 10:36
### Projected Cashflow Report
Sorted by Fund

**For the Period March 1, 2008 - September 30, 2008**

<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>Investment #</th>
<th>Fund</th>
<th>Secure ID</th>
<th>Transaction Type</th>
<th>Issuer</th>
<th>Par Value</th>
<th>Original Cost</th>
<th>Principal</th>
<th>Interest</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/24/2008</td>
<td>10011</td>
<td>GEN</td>
<td>3133XAY68</td>
<td>Maturity</td>
<td>Federal Home Loan Bank</td>
<td>1,000,000.00</td>
<td>998,500.00</td>
<td>1,000,000.00</td>
<td>21,250.00</td>
<td>1,021,250.00</td>
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<td>03/27/2008</td>
<td>10039</td>
<td>GEN</td>
<td>1002473182</td>
<td>Maturity</td>
<td>TCB - Money Market</td>
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<td>73,921.67</td>
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<td>Federal National Mtg Assn</td>
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<td>1,500,000.00</td>
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<td>05/03/2008</td>
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<td>08/27/2008</td>
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<td>GEN</td>
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<td>General Elec Cap Services CP</td>
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<td>09/25/2008</td>
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<td>TCB - Money Market</td>
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<td>6,000,000.00</td>
<td>292,590.18</td>
<td>6,292,590.18</td>
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</table>

**Total for Consolidated Portfolio**

<table>
<thead>
<tr>
<th>Par Value</th>
<th>Original Cost</th>
<th>Principal</th>
<th>Interest</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>22,300,000.00</td>
<td>22,255,950.00</td>
<td>17,300,000.00</td>
<td>600,111.85</td>
<td>17,900,111.85</td>
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**GRAND TOTALS:**

<table>
<thead>
<tr>
<th>Par Value</th>
<th>Original Cost</th>
<th>Principal</th>
<th>Interest</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>22,300,000.00</td>
<td>22,255,950.00</td>
<td>17,300,000.00</td>
<td>600,111.85</td>
<td>17,900,111.85</td>
</tr>
</tbody>
</table>
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve an amendment to the 2007-2008 budget for restricted revenue and expenses relating to federal and state grants.

BACKGROUND

State and Federal grant activity is ongoing as amendments to currently active grants are processed and new grants are awarded. In order to fund the instructional objectives of the grants, grant operating budgets must be established in a timely manner. This request for a budget amendment reflects the additions to restricted revenues and restricted expenses as a result of amendments and new awards received during the month of March, 2008.

IMPACT OF THIS ACTION

Approval of the budget amendment will allow the District staff to make fully operational the additionally funded award amounts.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by zero, so the net impact on the District budget is zero. Existing staff and any additional staff provided for in the amendment are fully paid from grant funds.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments 4-07-2008
Attachment 2- APR 08 Board Book - Grant Detail

RESOURCE PERSONNEL

Ken Lynn 281.998.6306 kenneth.lynn@sjcd.edu
Kelly Chapman Simons 281.998.6123 kelly.simons@sjcd.edu
## ITS Internship Program by SJC Foundation (New Grant)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org.</th>
<th>Account</th>
<th>Prog.</th>
<th>Amount (Decrease) Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Fund Revenue</td>
<td>265512</td>
<td>56700</td>
<td>554410</td>
<td>110000</td>
</tr>
<tr>
<td>PT- Institutional</td>
<td>265512</td>
<td>56700</td>
<td>614100</td>
<td>620945</td>
</tr>
<tr>
<td>Insurance</td>
<td>265512</td>
<td>56700</td>
<td>651000</td>
<td>620945</td>
</tr>
</tbody>
</table>

## Boeing Exploring Space by SJC Foundation (New Grant)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org.</th>
<th>Account</th>
<th>Prog.</th>
<th>Amount (Decrease) Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Fund Revenue</td>
<td>265583</td>
<td>56700</td>
<td>554400</td>
<td>110000</td>
</tr>
<tr>
<td>PT- Institutional</td>
<td>265583</td>
<td>56700</td>
<td>614100</td>
<td>620945</td>
</tr>
<tr>
<td>Insurance</td>
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<td>56700</td>
<td>651000</td>
<td>620945</td>
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<tr>
<td>Supplies</td>
<td>265583</td>
<td>56700</td>
<td>711000</td>
<td>620945</td>
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<td>Travel</td>
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<td>Contractual Svc</td>
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<td>Student Aid</td>
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</tr>
<tr>
<td>Supplies</td>
<td>265583</td>
<td>56700</td>
<td>711000</td>
<td>620945</td>
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</table>

## Instrumentation Grant by SJC Foundation (New Grant)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org.</th>
<th>Account</th>
<th>Prog.</th>
<th>Amount (Decrease) Increase</th>
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</thead>
<tbody>
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<td>Local Fund Revenue</td>
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<td>110000</td>
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<td>Supplies</td>
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<td>711000</td>
<td>620945</td>
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</table>

## Harris County Juvenile Justice Alternative Education Program Grant -JJAEP 2008 (New Grant)

<table>
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<tr>
<th>Fund</th>
<th>Org.</th>
<th>Account</th>
<th>Prog.</th>
<th>Amount (Decrease) Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Fund Revenue</td>
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<tr>
<td>Student Aid</td>
<td>218311</td>
<td>56700</td>
<td>751000</td>
<td>620913</td>
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</table>

Net Increase (Decrease) $ -
**ITS Internship Program by SJC Foundation (New Grant)**
This local fund is to support SJC students, who are currently PT employees, at IT department.

**Boeing Exploring Space by SJC Foundation (New Grant)**
This local fund is to support scholarship program that provides students an opportunity to have an interactive session with space-industry experts while observing a unique use of technology.

**Instrumentation Grant by SJC Foundation (New Grant)**
This local fund is to support purchasing supplies for Instrumentation department.

**Harris County Juvenile Justice Alternative Education Program grant - JJAEP 2008 (New Grant)**
Grant provides funds for instructional training in vocational courses for troubled teens in the Harris County Youth Village to promote self sufficiency and responsibility.
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve on 2nd reading the attached Debt Management Policy.

BACKGROUND

The purpose of a Debt Management Policy is to formalize the Board’s philosophy of managing the College’s issued debt program. The Policy addresses the Board’s management intent of providing a debt program that maintains financial stability, preserves public trust, minimizes costs to taxpayers, minimizes borrowing costs, preserves access to credit markets and demonstrates adequate oversight of debt programs to regulatory agencies and credit rating agencies. The attached policy has been reviewed and approved by the College’s bond counsel, Vinson & Elkins.

IMPACT OF THIS ACTION

Approval of the Debt Management Policy will formalize the Board’s expectations of how the College’s debt program will be administered and will provide a framework for evaluating administration’s management of the debt program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the policy does not have budget or staffing implications

MONITORING AND REPORTING TIMELINE

Evaluation of management’s compliance with the Debt Management Policy will be examined by the College’s independent auditors as a routine component of their annual examination.

ATTACHMENTS

Debt Management Policy – Attachment 1

RESOURCE PERSONNEL

Ken Lynn  
281.998.6306  
kenneth.lynn@sjcd.edu
San Jacinto College
Debt Management Policy

I. Statement of Purpose

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

II. Scope

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

III. Objective

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

A. Maintain financial stability
B. Preserve public trust
C. Minimize costs to taxpayers
D. Minimize borrowing costs
E. Preserve access to financial markets
F. Demonstrate adequate administrative oversight of debt programs to credit rating agencies

IV. Available Borrowing Methods – The College is authorized to issue the following types of debt as approved by the Texas Education Code and the Texas Government Code:

A. General Obligation Bonds (“GO Bonds” or “Limited Tax Debt”)– The Texas Education Code § 130.122 authorizes community colleges to issue bonds for the construction, acquisition, and equipment of school buildings and the purchase of necessary sites for school buildings. The College secures these bonds through levying, pledging, assessing and collecting annual ad valorem taxes sufficient to pay the principal and interest on the bonds as they become due provided that the annual bond tax shall never exceed 50 cents on the $100 valuation of taxable property in the district. The combined rate for bond taxes and maintenance taxes shall never exceed the aggregate of $1 on the $100 valuation of taxable property in the district. Bonds may be issued in various series or issues and shall mature serially or otherwise not more than 40 years from their issuance date and shall bear interest at the rate established by the Board of Trustees and may be redeemed before maturity. The bonds require voter approval to be issued (§ 130.122 (b)).

B. Maintenance Tax Notes (“MTN”) - The College may pledge any available funds of the College, including the proceeds of its maintenance tax, to secure

2nd reading April 7, 2008 Attachment 1 - Debt Management Policy
negotiable maintenance tax notes under § 45.108, §130.084 and §130.126 of the Texas Education Code. The proceeds of these notes may be used for any legal maintenance expenditure including environmental clean up and asbestos removal programs or maintenance, repair, rehabilitation, or replacement of heating, air conditioning, water, sanitation, roofing, flooring, electric or other building systems of existing school properties. Notes issued pursuant to this section may not at any time exceed 75 percent of the previous year’s income, may be issued only after a budget has been adopted for the current school year, and must mature not more than 20 years from their date. Voter approval is not required.

C. **Tax Anticipation Notes ("TAN")** – The College may issue short-term notes (less than one year) for working capital (cash-flow) purposes. TAN can provide low-cost funding for expenditures prior to receipt of maintenance taxes or other revenues. No election is required. TAN are issued under § 45.108 and § 130.084 of the Texas Education Code. **Voter approval is not required.**

D. **Delinquent Tax Notes** - § 45.104 of the Texas Education Code authorizes the College to pledge any delinquent taxes levied for maintenance purposes to secure a loan and may evidence such loan with negotiable notes. The proceeds of these loans may be employed for any legal maintenance expenditure including all costs incurred in connection with environmental clean up and asbestos removal programs or maintenance, repair, rehabilitation or replacement of heating, air conditioning, water, sanitation, roofing, flooring, electric or other building systems of existing school properties. Negotiable notes issued under this section must mature not more than 20 years from their date. Voter approval is not required.

E. **Time Warrants** - § 45.103 of the Texas Education Code authorizes the College to issue time warrants. The warrants must mature in not more than 5 years from their date of issuance and are payable out of any available funds of the College. No election is required to issue time warrants. Time warrants may be issued to provide funds to construct, repair, or renovate school buildings, purchase school buildings and school equipment, or equip school properties with necessary heating, water, sanitation, lunch room, or electric facilities. A school district may not have more than $500,000 in time warrants outstanding at any one time. Voter approval is not required.

E. **Contractual Obligations** - The College is authorized to incur contractual obligations under Chapter 271 of the Local Government Code to pay for school buses, computers, furniture and other moveable personal property. These contractual obligations are payable from maintenance taxes. The maturity of a contractual obligation may not exceed 25 years. Voter approval is not required.

F. **Lease Purchase Agreement** - The College is authorized to form a Public Property Finance Corporation under Chapter 303 of the Local Government Code. This corporation has the authority to issue bonds to construct any necessary facilities for the College without an election. These bonds are secured by lease payments, payable from the College’s maintenance tax and any other lawfully
available funds, paid by the College to the Corporation. **A 60 day public notice must be given prior to sale, which permits a petition process. If 15% of voters sign a petition the sale is blocked pending a separate election. The statutory authority is §271.004 of the Public Property Finance Act.**

**G. Revenue Bonds** - Under § 130.123 of the Texas Education Code, the College is authorized to issue revenue bonds to provide funds to acquire, purchase, construct, improve, renovate, enlarge, equip, operate, and/or maintain any property, buildings, structures, activities, or operations of any nature. The bonds are payable from and secured by liens on and pledges of all or any part of any of the non-ad valorem tax revenues from any tuition and fees, rentals, rates, charges, fees, or other resources of the College. Voter approval is not required.

**H. Refunding Bonds** – Chapter 1207, Texas Government Code, authorizes school districts to refund or refinance all or any part of the College’s outstanding bonds and matured or unmatured but unpaid interest on those bonds payable from ad valorem taxes by issuing refunding bonds payable from ad valorem taxes. **A series or issue of refunding bonds may not be issued unless the total debt service on the refunding bonds will be less than the total debt service on the bonds being refunded.**

**I. Lease Purchase Obligations for Construction** – Lease purchase obligations are subject to annual appropriation, are secured by surplus maintenance taxes and other available funds and can be used to fund the construction or acquisition of facilities. No separate election is needed; however, 60 day public notice must be given prior to sale, which permits a petition process. **If 15% of voters sign a petition, the sale is blocked pending a separate election. The statutory authority is § 271.004 of the Public Property Finance Act.**

**J-J. Certificates of Indebtedness** – A College in a county with a population of 200,000 or more may issue Certificates of Indebtedness for the purpose of providing funds for the erection and equipment of buildings. Certificates of Indebtedness are payable from and secured by maintenance taxes. The maximum principal amount that College may have outstanding at any one time is limited to $250,000. Certificates of Indebtedness are also subject to maximum debt service requirements based on the College’s assessed valuation. Voter approval is not required. Statutory authority for issuance is § 45.111 of the Texas Education Code.

**K-J. Credit Agreements** – A college with over 40,000 in enrollment or with at least $100 million in authorized and outstanding debt may enter into credit agreements in connection with its debt offerings. These agreements permit more aggressive structures, sweeps and hedges.

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

A. Debt is a financing tool which should be judiciously used within the College’s legal, financial and debt market capacities.

B. Debt Defined – The creation of debt occurs when a governing body incurs a financial obligation that cannot or will not be repaid over a period greater than the current fiscal year.

1. Cash Flow Financing – Cash flow financing refers to tax and revenue anticipation notes (TANS) that are issued in anticipation of the receipt of revenues, and the tax dollars are levied, appropriated, and expected to be received in the fiscal year in which the note is issued. TANS are payable from current year revenues and, therefore, do not constitute debt.

2. Short-Term Debt – For purposes of this policy, short-term debt refers to debt with a repayment term of less than five (5) years.

3. Long-Term Debt – For purposes of this policy, long-term debt refers to debt with a repayment term greater than the maximum term of short-term debt, up to the maximum term allowable by law.

C. Conditions for Which Short-Term Debt May Be Issued - Short-term financing will be considered for projects that cannot be funded from available current resources. The repayment term of any issue will be the greater of five (5) years or the longest useful life of any asset class purchased from the proceeds of the issue. The total amount financed may not exceed 10% of operating revenue.

D. Conditions for Which Long-Term Debt May Be Issued – Long-Term debt is generally issued to finance major capital improvements: i.e. to purchase facility/venue sites, to finance infrastructure improvements, construction of new facilities, significant expansions of existing facilities, extensive remodeling of existing structures and the equipping thereof.

1. General Obligation Bonds – Capital requirements for the construction, acquisition, and equipping of buildings, and the purchase of necessary sites for buildings will be identified through the College’s Master Planning activities. Capital improvements recommended as a result of the Master Planning process are formalized in a capital improvement program (CIP) subject to voter approval. The capital planning process may incorporate demographic data, facility planning data, and debt financing data from the College’s Financial Advisor, architects and other professionals.

2. Debt Refunding – The refinancing and/or restructuring of debt are valuable debt management tools used to provide the College with debt service savings or debt payment relief. Debt is often restructured through the issuance of refunding bonds. Current refundings occur when the refunding bonds are
settled within 90 days of an optional prepayment date. Advance refundings occur when the refundings are settled more than 90 days in advance of an optional prepayment date. Federal restrictions allow an issue to be advance refunded only once on a tax exempt basis. Current refundings will require a 3% net present value threshold to be deemed appropriate. Advance refunding transactions should be considered when the net present value savings as a percentage of the par amount of refunded bonds is at least 4%.

3. **Variable Rate Debt** – Variable rate debt, when issued prudently, can help lower the cost of borrowing and provide a hedge against interest rate risk. Interest rates on variable rate debt instruments are at the short end of the yield curve because they are periodically reset (e.g. daily, weekly, or monthly) based on current market conditions. Variable rate debt gives investors the right to “put” securities back to the issuer at their discretion at specified future intervals. When issuing variable rate debt (as opposed to fixed rate debt), the College team will involve additional parties - a Remarketing Agent, a Liquidity Provider, and a Tender Agent. The Remarketing Agent determines the interest rate for the reset period, notifies the bondholders (through the Tender Agent) and remarkets any bonds tendered to either different bond buyers or the Liquidity Provider. The Liquidity Provider is usually a national or multi-national bank that provides the College with liquidity through a Standby Bond Purchase Agreement or other credit agreement. Should there be a failed remarketing, the Bonds would be placed with the Liquidity Provider until the bonds can be effectively remarketed. The Tender Agent accepts the tender bonds from the holders and notifies the College, remarketing agent, liquidity provider, and the bondholders of required mandatory or optional tender notices or rate changes. As a general rule, some rating agencies recommend that variable rate debt not exceed 25 percent of total bonds outstanding, although other factors may affect their evaluation of the amount they regard as acceptable. The College may consider issuing variable rate bonds when fixed-rate interest costs are high as variable short-term interest rates are consistently lower than long-term fixed rates. Total variable debt will not exceed 20% of the College’s total outstanding debt.

4. **Unauthorized Structures** – The College will not utilize swaps, hedges and other similar derivative products as a method of issuance.

E. **Restrictions / Limitations of Debt Issuance:**

1. **Maintenance Tax Limitations** – Maintenance Tax Notes may not at any time exceed 75 percent of the previous year’s income, may be issued only after a budget has been adopted for the current school year, and must mature not more than 20 years from their date. The maximum maintenance tax rate allowable by statute is $0.20 per $100 of taxable assessed valuation.

2. **Debt Tax Limitations** – The College will evaluate debt limitations in developing debt issuance plans. The College is authorized to issue bonds and levy taxes for repayment subject to voter approval of a proposition under
§ 130.122(b) of the Texas Education Code. § 130.122(a) provides for a maximum tax levy of $0.50 per $100 of taxable valuation of property in the district for the support of College bonded indebtedness. § 130.122(d) requires the College to demonstrate to the Texas Attorney General that the bonds have been authorized in accordance with the law before bonds may be issued.

3. **Maturity Levels** – The term of debt shall in no case exceed 30 years. The average (weighted) bond maturities shall be kept at or below 20 years.

4. **Repayment Provisions** – The College will structure its debt in compliance with all federal, state, and local requirements as to repayment terms and seek to repay its debt in an expeditious manner within the College’s overall financial objectives and in consideration of the useful life of the project and dedicated repayment revenue sources. The College will structure its debt with five primary goals: 1) to ensure the earliest possible maturity of the bonds, 2) matching or improving upon the Interest & Sinking (I&S) tax rate assumptions and projections as discussed with the citizens of the College at the time of the bond election, 3) attempt to maintain a debt service tax rate that is stable and avoids significant year-to-year fluctuations, and 4) seek to repay at least 33% of the principal amount within 10 years, 50% of principal within 15 years, 67% within 20 years, and 5) maintain or improve the College’s bond ratings.

5. **Debt Ratios** – The College will also evaluate debt affordability ratios in developing debt issuance plans:
   - Ratio of Net Bonded Debt to Assessed Value
   - Ratio of Total Debt to Assessed Value
   - Ratio of Net Bonded Debt per Student
   - Ratio of Total Debt per Student

F. **Debt Issuance Process:**

1. **Preferred Method of Sale** – The College will sell bonds through a competitive sale unless specific market conditions exist which warrant a different process. In a competitive sale, bonds are marketed to a wide spectrum of investment banking (underwriting) firms. Their bids are submitted at a specified time. The underwriter is selected based on the best bid (lowest true interest cost).

   For negotiated sales, the College will select one or more underwriters through a competitive process. This process will include a request for proposals from firms considered appropriate for the underwriting of a particular issue. The College’s Financial Advisor will set criteria deemed appropriate for the evaluation of underwriter proposals and make a recommendation to College staff based on such criteria. After review and discussion of the proposals and selection criteria by the Finance Committee and the Board of Trustees, the Board will select one or more underwriters that it believes will provide the College with the lowest possible true interest cost.
2. **External Financial Professionals:**

   a. **Financial Advisor** – The College’s Financial Advisor will work with College staff to:
      - Insure that the College’s bonds are issued at the lowest possible interest cost and are structured in accordance with the College’s financing guidelines
      - Prepare the Notice of Sale, Preliminary Official Statement, and the Official Statement
      - Assist with credit enhancements
      - Evaluate the bids submitted and recommend that they be accepted or rejected
      - Review draft closing documents and monitor the closing process
      - Assist in the preparation of and submit the College’s Annual Disclosure Report in accordance with SEC Rule 15c2-12
      - Assist in establishing repayment schedules that complement existing requirements and maintain a repayment pace acceptable to credit rating agencies

   b. **Bond Counsel** – The College’s Bond Counsel will:
      - Certify that the College has the legal authority to issue bonds
      - Prepare required orders, resolutions, and tax certificates
      - Work with the Attorney General to obtain approval of the bond issue
      - Provide a legal opinion as to the enforceability and the federal income tax implications of the bonds
      - Coordinate the closing transactions

   c. **Paying Agent / Registrar** – The College’s Paying Agent will:
      - Authenticate the bonds
      - Send/receive transfers of money at closing
      - Maintain a listing of bondholders and applicable addresses
      - Receive principal and interest payments from the College and remit to bondholders
      - Represents bondholders in case of default

   d. **Rating Agencies** – The College will obtain a credit rating from at least two nationally recognized bond rating agencies on all bond issues. There are currently three nationally recognized rating agencies: Moody’s Investors Service, Standard & Poor’s, and Fitch Ratings, Inc. Rating agencies assign a credit rating to bonds based on rating agency assessment of the College’s financial position and ability to make full and timely payments of principal and interest, and provide a ratings report to the market prior to the sale.

3. **Timing of Sales** – The College’s Financial Advisor will work with College’s Fiscal Affairs department to assure that bond proceeds are available for projects prior to the execution of construction or purchase contracts.
4. **Bond Rating Goals** – The College will strive to maintain excellent bond ratings through:

   a. Strong financial management practices

   b. Timely disclosure of annual financial information including the Comprehensive Annual Financial Report prepared by management and attested to by the external auditors

   c. Maintaining good relationships with bond rating agencies including site visits or meetings in person when required

5. **Disclosure Requirements** – The Securities and Exchange Commission (SEC) regulates both primary disclosure (the initial marketing of bonds) and continuing disclosure (the ongoing information to the market about the status of the issue and issuer). The Securities and Exchange Commission Rule 15c2-12, as amended, requires the College to provide updated annual financial information within six months of the fiscal year end to designated state and national information repositories. Timely and accurate information can improve the marketability of the College’s bonds. The College will work with its Financial Advisor to prepare and file the annual report with each nationally recognized municipal securities information repository (NRMSIR) and the state information depository (SID) in order to fully comply with regulations.

VI. **Management of Bond Proceeds**

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

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

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

A. Interest Earnings – Interest earnings in the Debt Service Fund will be used for the purpose of paying principal, interest costs, and related fees on current and future debt.

B. Unreserved, Undesignated Fund Balance - The College shall target a minimum debt service fund balance of 25% of the annual debt service requirements on all outstanding debt issuance.

C. I&S Tax Rate:

1. Stabilization – The College will call or defease variable rate bonds as required by the bond order. The College may also call or defease additional variable rate bonds in order to stabilize the I&S tax rate or the total tax rate. This process will be conducted in the spring or early summer of each year.

2. Increases – When required, tax rate increases associated with the issuance of new bonds will be implemented in the current and succeeding fiscal year. Due to construction fund interest earnings being used and other factors, the variable rate bonds of the College may need to be called or defeased to manage fund balance.

VIII. Compliance

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

B. Federal Arbitrage and Rebate Compliance – The arbitrage rules are statutory rules set forth in the Internal Revenue Code of 1986, as interpreted from time to time by regulations promulgated by the U. S. Treasury Department and rulings by the Internal Revenue Service. Generally, the rules fall into two broad categories, investment rules and
rebate rules. The investment rules limit the amount that can be earned by investing bond-related money. The rebate rules are designed to require the local governmental issuer to pay to the United States certain amounts of “arbitrage profit” that may be earned under the investment rules. Both sets of rules require compliance. The College will take all necessary steps to comply with the requirements that “rebate arbitrage earnings” on the investment of “gross proceeds” of bonds, within the meaning of section 148(f) of the Code be rebated to the federal government. Specifically, the College will (a) maintain records regarding the investment of the “gross proceeds” of bonds as may be required to calculate such “rebate arbitrage earnings” separately from records of amounts on deposit in the funds and accounts of the College which are allocable to other bond issues of the College, (b) calculate at such intervals as may be required by applicable Regulations, the amount of “rebate arbitrage earnings,” earned from the investment of “gross proceeds” of bonds and (c), pay, not less often than every fifth anniversary date of the delivery of bonds and within 60 days following the final maturity of bonds, or on such other dates required or permitted by applicable Regulations, all amounts required to be rebated to the federal government. The College will maintain a copy of any such calculations, and all documentation necessary to produce such calculations or necessary to establish qualification for an exemption from the need to produce such calculations, for at least six years after the close of the final calendar year during which any bond is outstanding. In addition to bond counsel, the College has contracted with a third party arbitrage compliance specialist to insure that the College maintains compliance with arbitrage rules.

C. Issuers of municipal bonds with an aggregate of $10 million or more in outstanding debt are required by SEC Rule 15c2-12 as amended, to annually disclose certain operating data as well as audited financial statements. The required secondary market or ongoing disclosure documents are due to the state information depository (SID) and each nationally recognized municipal securities information repository (NRMSIR) within six months of the fiscal year end. For San Jacinto College District, the deadline is February 28th following the fiscal year end of August 31st. Accurate and timely filing of ongoing disclosure information is important as it relates to the liquidity of the College’s bonds and insures that the College has the best results when accessing the capital markets.

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

The Chancellor recommends that the Board of Trustees approve revisions to Policy V-A, Policy on Budget Preparation.

BACKGROUND

The annual budget preparation process is guided by state law and local procedures and practices. The attached policy on budget preparation combines the requirements of state law with the College’s requirements that:

- the Chancellor is the responsible official charged with budget development
- the budget conform to the requirements of state law
- the budget be developed according to an internally developed calendar
- budget development process provide for adequate communication of the proposed budget to taxpayers
- the budget development process provide the requirements for adoption

IMPACT OF THIS ACTION

Approval of the Budget Preparation Policy will formalize the Board’s expectations of how the College’s budget will be developed, communicated and adopted. The policy will also provide a framework for evaluating administration’s management of the budget program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the policy does not have monetary or staffing implications

MONITORING AND REPORTING TIMELINE

Evaluation of management’s compliance with the Budget Preparation Policy will be examined by the College’s independent auditors as a routine component of their annual examination. Reporting to the Board will be according to the annual budget calendar.

ATTACHMENTS

Budget Preparation Policy – Attachment 1

RESOURCE PERSONNEL

Ken Lynn 281.998.6306 kenneth.lynn@sjcd.edu
Policy V-A Policy on Budget Preparation

As directed by the campus President, each campus administrator will prepare an estimate of the costs of capital outlay and operational expenditures in his or her area for the coming year. These estimated budgets are submitted to the campus President, who prepares a budget for the campus. The campus budgets are subsequently reviewed by the Vice Chancellor of Fiscal Affairs, who is responsible for presenting them to the college Chancellor. Following review and approval by the Chancellor, the system-wide budget is presented to the Board of Trustees.

The Board of Trustees studies the budget, amending it as necessary. The Board then presents the approved budget at a public hearing no later than the regular Board meeting in August of each year, or as soon thereafter as possible. Notice of the public hearing is made as prescribed by law so that citizens of the college district will be provided an opportunity to present their views and questions concerning the college budget.

After resolution of any public concerns, the Board of Trustees adopts the budget for the ensuing college year. Adoption of the budget by the Board constitutes authority to expend the funds included therein for the purposes indicated, provided the expenditure follows the approved purchasing procedures of the college district. After adoption of the budget by the Board, the college Chancellor is responsible for ensuring compliance with Board policies and state laws in expending and accounting for all college funds. Accounting for district funds follows the process required by state law using the accounting principles described in the College and University Business Administration, Revised Edition 1992, and involving designated agents of the independent accounting firm employed by the college.

### BUDGET OFFICER

The Chancellor shall serve as budget officer for the District.

### DUTIES

The budget officer's duties shall include:

1. Responsibility for the preparation of a budget covering estimated revenue and proposed expenditures of the District for the following year.

2. Ensuring that proper records are kept and that copies of all budget forms, and all other reports are filed with the proper authorities at the proper times.

### DEPUTY BUDGET OFFICER

The Chancellor shall designate the Vice Chancellor of Fiscal Affairs as deputy budget officer. The deputy budget officer shall assist in professional and technical aspects of the budget preparation.

### BUDGET PLANNING

Budget planning shall be an integral part of overall program planning so that the...
budget effectively reflects the strategic plan and annual operating goals of the College and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

**CALENDAR**

The Chancellor or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the District.

**REQUIREMENTS**

The budget shall conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.

**PREPARATION**

The budget must be itemized in detail according to classification and purpose of expenditure and shall be in the format required by the "Annual Financial Reporting Requirements for Public Community and Junior Colleges in Texas."

**AVAILABILITY OF PROPOSED BUDGET**

After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection during regular business hours.

**PUBLIC MEETING ON THE BUDGET**

After the proposed budget has been prepared, the Board Chair shall call a Board meeting for the purpose of adopting a budget for the succeeding fiscal year. Any taxpayer of the District may be present and participate in the hearing.

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2nd reading April 7, 2008  March 3, 2008

Attachment 1 – Budget Preparation Policy
The meeting must comply with the notice requirements of the Open Meetings Act.

The annual public hearing on the proposed budget shall be conducted as follows:

1. The Board Chairman shall request at the beginning of the hearing that all persons who desire to speak should register and speak.
2. Prior to the beginning of the hearing, the Board may establish time limits for speakers and may determine the number of speakers for group presentations.
3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
4. No officer or employee of the District shall be required to respond to questions from speakers at the hearing.

**BUDGET ADOPTION**

The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District’s approved purchasing procedures. The expenditure of funds shall be under the direction of the Chancellor or designee who shall ensure that funds are expended in accordance with the adopted budget.

**BUDGET AMENDMENTS**

The budget may be amended at any time during the fiscal year. The District shall develop procedures for budget amendments.

**AUTHORIZED EXPENDITURES**

No public funds of the District may be spent in any manner other than as provided for in the budget adopted by the

Education Code 44.006; Tx. Const. Art. III, Sec.
The District shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation. The District shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in part. Nor shall the District pay or authorize the payment of any claim against the District under any agreement or contract made without authority of law.

52;Brazoria County v. Perry, 537 S.W.2d 89 (Civ. App. 1976); Tx. Const. Art. III, Sec 53; Harlingen ISD v. C.H. Page and Bro., 48 S.W.2d 983 (Comm. Appl. 1932)

COMMITMENT OF CURRENT REVENUE

A contract for the acquisition, including lease, of real or personal property is a commitment of the District's current revenue only, provided the contract contains either or both of the following provisions:

1. Retains to the Board the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.
2. Is conditioned on a best efforts attempt by the Board to obtain and appropriate funds for ment of the contract.

REPORTING

The Vice Chancellor of Fiscal Affairs will provide the Board of Trustees a monthly financial report that includes balance sheets for all College operating funds as well as a status of current budgeted revenues and expenditures.

The Vice Chancellor of Fiscal Affairs will provide the Board of Trustees a monthly financial report that includes balance sheets for all district operating funds as well as a status of current budgeted revenues and expenditures.
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the attached revisions to the Investment Policy of the College.

BACKGROUND

The Investment Policy of the College requires that the Board of Trustees, at least annually, review and approve the Investment Policy of the College required by Texas Government Code 2256. At the regular meeting of the Board on February 4th a contract was awarded to Patterson & Associates to act as investment advisors to the College. In their capacity as investment advisors, Patterson & Associates is required to review the College’s existing Investment Policy and make recommended changes for the Board’s consideration. The policy revisions attached are the result of Patterson & Associates’ review.

IMPACT OF THIS ACTION

Significant changes recommended by Patterson & Associates are to:

- explicitly state that the objectives of the College’s investment program are (in priority order) safety, liquidity, diversification and yield;
- more clearly define the responsibilities of the Board of Trustees, the Investment Committee and the Investment Officers with regard to investments;
- establish in policy a maximum maturity of 3 years for purchases of obligations of the US Government;
- establish a final maturity date of no more than 1 year for certificates of deposit;
- add commercial paper with at least an A1/P1 rating and a final maturity date of no more than 180 days as an authorized investment for the College;
- add fully collateralized repurchase agreements as an authorized investment of the College;
- add a diversification table that will limit risk of loss by over-concentration of assets in a particular market sector, maturity or security; and,
- state that if the Texas Legislature statutorily modifies authorized investments, the College Board, if it desires to modify authorized investments for the College, must approve changes to the College’s investment policy.

Approval of the recommended changes will refine the College policy to allow Patterson & Associates to make investment recommendations to the College that, in its professional judgment, are appropriate for the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the recommended policy changes does not have budget or staffing implications

MONITORING AND REPORTING TIMELINE

None
Action Item “X”
Regular Board Meeting April 7, 2008
Consideration of Revisions to the Investment Policy of the College – 2nd Reading

ATTACHMENTS
Attachment 1 – Investment Policy Revisions- 2nd Reading April 7, 2008

RESOURCE PERSONNEL
Ken Lynn 281.998.6306 kenneth.lynn@sjcd.edu
SAN JACINTO COLLEGE DISTRICT

INVESTMENT POLICY AND STRATEGY

San Jacinto College District

Investment Policy

Reviewed August 7, 2007

GENERAL STATEMENT

It is the policy of the San Jacinto College District (the “College”) to invest its public funds in a manner which will provide the highest reasonable investment return with the maximum security while meeting the daily cash flow requirements of the College and conforming to all state and federal statutes governing the investment of public funds. The primary state statute controlling the investment of public funds is the Public Funds Investment Act (Texas Government Code, Chapter 2256, the “Act”)

The Board of Regents of San Jacinto College will review the College’s Investment Policy and investment strategies not less than annually in accordance with statutes.

SCOPE

This Investment Policy applies to all assets and investment activity of the San Jacinto College District including restricted and unrestricted funds. These funds are accounted for in the College’s annual financial report.

OBJECTIVES

The primary objectives, in priority order, of the College's investment activities shall be:

SAFETY: Safety of principal is the foremost objective of the investment program. Investments of the College shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Use of high-credit quality securities in a laddered portfolio structure will assist in minimizing credit risk.

LIQUIDITY: The College's investment portfolio will remain sufficiently liquid to enable the College to meet all operating requirements which can be reasonably anticipated. Cash flow projections will be used to monitor changing needs.

DIVERSIFICATION: It will be the objective of the College to create diversification in all portfolios to minimize credit and market risks. Diversification will be addressed in terms of maturity as well as security type and issuer. It will be the policy of the College to diversify its portfolios to manage market risk resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of investment instruments.

YIELD: It will be the objective of the College to earn a reasonable market yield within the restrictions imposed by the Policy’s safety and liquidity requirements, investment strategies, and state and federal laws governing investment of public funds. The investment portfolio shall be designed with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints and the cash flow characteristics.
College will utilize the six-month Treasury Bill and one-year Treasury as benchmarks for the portfolios' performance and risk level.
San Jacinto College District
Investment Policy, Page 2

STRATEGY

The general investment strategy of the College is based on its objectives of (a) safety of principal, (b) liquidity, (c) diversification, and (d) reasonable yield. The strategies created for individual funds are all designed to address: San Jacinto College District is as follows:

1. The understanding of the suitability of the authorized investments investment to the financial and cash flow requirement of the College District.
2. The need for preservation and safety of principal.
3. The need for a measured liquidity to meet the College’s cash flow requirements Liquidity.
4. The marketability of every investment if the need arises to liquidate that investment before maturity.
5. Diversification of the investment portfolio to limit market and credit risks.
6. The recognition of reasonable yield to be used for the needs of the College.

San Jacinto College District maintains portfolios which utilize four separate portfolios representing the four major fund groups of the College. Each portfolio is guided by individual specific investment strategy considerations addressing the unique characteristics of its fund group, the fund groups represented in the investment portfolios.

A. Operating Funds and Commingled Pools Containing Operating Funds

Investment strategies for operating funds and commingled pools containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. This secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high credit quality, short to medium-term securities, which form a ladder or barbell maturity structure and provide for a suitable liquidity buffer for unanticipated expenses. A maximum dollar weighted average maturity (WAM) of 365 days will be maintained in these funds and the WAM of each security. The dollar weighted average maturity (WAM) of 365 days will be maintained in these funds and the material maturity dates of each security. will be calculated using the stated final maturity dates of each security.

B. Debt Service Funds

Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. The next debt service date must always be funded before funding subsequent payments. The maximum weighted average maturity (WAM) of such portfolios will not exceed six months reflecting the semiannual debt payment schedules of the College. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.

C. Debt Service Reserve Funds

Attachment 1 – Investment Policy Revisions – 2nd Reading April 7, 2008
Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Bond documents and ordinances specific to an individual issue shall be considered in the investments. Securities should be of high credit quality, with short to intermediate term maturities. Volatility shall be managed with relatively short and intermediate securities. Further controlled through the purchase of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium, if at all possible. Such securities will tend to hold their value during economic cycles.

D. Construction, Special Projects or Special Purpose Funds

Investment strategies for construction, special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The College will attempt to match its issue costs of bonds (avoid negative arbitrage) without incurring major rebate payables. The stated final maturity dates of securities held should not exceed the estimated project completion date and the maximum weighted average maturity will be guided by anticipated expenditure plans.
STANDARD OF CARE – PRUDENT PERSON STANDARD

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal, liquidity, diversification, principal, liquidity, and yield.

This standard of prudence is to be used by all Investment Officers and shall be the "Prudent Person" standard and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market price fluctuations, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

OBJECTIVES

The primary objectives, in priority order, of the San Jacinto College District's investment activities shall be:

SAFETY: Safety of principal is the foremost objective of the investment program.

INVESTMENT TRAINING

It will be the College's policy to provide training as required by the Act. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

LIQUIDITY: The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

YIELD: It will be the objective of the District to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives, investment strategies and state and federal law governing investment of public funds. The investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

DIVERSIFICATION: Diversification will be conceptualized in terms of maturity as well as instrument type and issuer. With the exception of U.S. Treasury securities and approved pools, it will be the policy of the District to diversify its portfolio to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of investment instruments.
INVESTMENT MANAGEMENT

It will be the District's policy to provide training required by the Public Funds Investment Act, Sec. 2256.008. The Texas Higher Education Coordinating Board will provide training for Board members to be conducted within six months of assuming office. The treasurer, the chief financial officer (if the treasurer is not the chief financial officer), or any designated Investment Officer or investment officer shall attend ten hours of an investment training within twelve months of assuming their duties and ten hours of an investment training session no less often than once every subsequent two fiscal years, commencing September 1, 1997. The investment training session shall be provided by an independent source, approved by the governing body of the local government or a designated investment committee advising the investment officer as provided for in the investment policy of the local government. For purposes of this Policy, an “independent source” from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor other than a business organization with whom the Board of Trustees may engage in an investment purchase or sale transaction.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

In accordance with the Act, Texas Government Code 2256.005, the Board of Trustees hereby delegates, by resolution, management responsibility for the investment program through the Chancellor to the Vice Chancellor of Fiscal Affairs. In the absence of the Vice Chancellor of Fiscal Affairs, with the approval and direction of the Chancellor, the Director of Accounting and Financial Services will perform daily investment transactions. All investment officers will strictly adhere to the standard of care and conditions prescribed in this policy.

Board of Trustees
The Board is responsible for reviewing and adopting the Investment Policy on no less than an annual basis. The Board is responsible for designating Investment Officer(s) or an Investment Adviser responsible for the management of the portfolio(s). The Board may designate an investment committee to review reports and approve counterparties but the Board must receive and review quarterly investment reports. The Board retains ultimate fiduciary responsibility for all funds.

Investment Committee
The Board Budget and Audit Committee will act as the College’s Investment Committee. The Investment Committee shall meet at least quarterly to receive and review quarterly investment reports and monitor investment results. The Investment Committee shall include in its deliberation such topics as: economic outlook, portfolio diversification, maturity structure, risk levels, and performance. The Investment Committee will, on no less than an annual basis, review and adopt the list of authorized broker/dealers for the Board.
**Investment Officer(s)**

The Investment Officer(s) shall monitor and maintain all controls and procedures of the investment process as designated by this Policy. The Officer(s) shall obtain training and shall establish written procedures and controls consistent with this Investment Policy. Such procedures shall include delegation of authority to individual employees responsible for investment transactions and documentation of investment transactions and holdings. The Investment Officer(s) shall prepare all required reports and maintain broker/dealer files as required. All Investment Officers will strictly adhere to the standard of care and conditions prescribed in this Policy.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment Officers will avoid any transaction that might impair public confidence in the College. The investment program shall be designed and managed with a degree of professionalism which is worthy of that public trust.

All Investment Officers shall be familiar with this Policy and its underlying procedures. No Investment Officer may engage in an investment transaction except as provided under the terms of this Policy and the established procedures.

The Board may designate an SEC registered investment adviser to act as an Investment Officer for the College in assisting College staff with all provisions of this Policy.

**ETHICS AND CONFLICTS OF INTEREST**

College Investment Officers District officers involved in the investment process who have personal business relationships with any entity seeking to sell an investment to the College District shall file a statement disclosing the extent of that personal business interest. An Investment Officer/Investment officer who is related within the second degree by affinity or consanguinity, as determined by State statute under Chapter 573, to an individual seeking to sell an investment to the College District shall file a statement disclosing that relationship. A statement required under this section will be filed with the Texas Ethics Commission in accordance with Section 2256.005 of the Texas Government Code.

**AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The investment officer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Texas. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule).

**INTERNAL CONTROL**

An annual independent review by an external auditor will be conducted. This review will provide internal control by assuring compliance with the District’s investment policies and procedures.
COLLATERAL AND SAFEKEEPING

The investment officer shall ensure that all District funds are fully collateralized or insured consistent with federal and state law and the current bank depository contract in one or more of the following manners:

1. FDIC insurance coverage.
2. Obligations of the United States Government or its agencies or instrumentalities.

All purchased securities shall be held in safekeeping by the District or by a third party financial institution or with the Federal Reserve Bank. All certificates of deposit, insured by the FDIC purchased outside the Depository Bank, shall be held in safekeeping by either the District or a District account in a third-party financial institution. All pledged securities by the Depository Bank shall be held in safekeeping by the District, or a District account in a third-party financial institution, or with a Federal Reserve Bank. All security transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis.

REPORTING

Not less than quarterly, a written report describing investment status for all funds for the preceding reporting period will be prepared and submitted to the Board of Regents. The report must conform to the contents of the Public Funds Investment Act and must be prepared and signed by all investment officers of the District.

AUTHORIZED INVESTMENTS

This Policy applies to all investment activity of the College District. The College District will pursue a conservative approach to investment activity and although other investments may be authorized by law, the College District may invest only in investments authorized by the Board as listed below:

1. Obligations of the US Government (Treasury Bills and Treasury Notes), its agencies and instrumentalities excluding mortgage backed securities and not to exceed three years to stated maturity.

2. Certificates of deposit issued by a state or national bank doing business domiciled in Texas which is collateralized in accordance with this Policy or a savings and with a stated final maturity not to exceed one year in accordance domiciled in this state and in

3. Commercial paper rated no less than A1/P1 by two nationally recognized rating agencies with a stated maturity less than 180 days.

4. Fully collateralized direct repurchase agreements with a defined termination date, secured in accordance with this Policy and placed with a primary securities dealer. All repurchase agreement transactions shall be governed by an executed Bond Market Master Repurchase Agreement. Maximum stated maturity shall be 90 days except for flex repurchase agreements.
5. Bond proceeds from one issue may be invested in a single flex repurchase agreement the maximum stated maturity for which shall be matched to the expenditure plan of the bonds.

6. Constant-dollar, Texas local government
   a. Guaranteed or insured by FDIC or its successor.
   b. Secured by obligations that are described by sec. 2256.009(a) of the Public Funds Investment Act.
   c. Secured in any other manner and amount provided by law for deposits of the District.

   Bids for certificates of deposit may be solicited orally, in writing, electronically or in any combination thereof.

3. Commercial Paper issued by private corporations as well as governments. The Commercial Paper must be rated A-1, P-1. The stated maturity must be less than 270 days. No more than 25 percent of the District’s total investment portfolio will be invested in Commercial Paper and only up to 5 percent in any one issuer.

4. Fully collateralized repurchase agreements as expressly defined in the Public Funds Investment Act.

5. Eligible investment pools (as defined by the Act discussed and authorized specifically by the Board of Trustees for by Sec. 2256.0016 – 2256.0019) if the District by resolution authorizes investment in the particular pool. An investment pool shall invest funds it receives from entities in authorized investments permitted by the Public Funds Investment Act.

7. A no-load money market mutual fund as authorized by the Act Public Funds Investment Act § 2256.014.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the College until this Policy has been amended and the amended version adopted by the Board of Trustees.

PROHIBITED INVESTMENTS

The College District is prohibited from investing in any investment unless expressly described under the Authorized Investments paragraph of this policy. The District is strictly prohibited from investing in any type of derivatives:

1. Interest Only Mortgage Backed Securities (IO). Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

2. Principal Only Mortgage Backed Securities (PO). Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations (CMO) that have a stated final maturity date of greater than ten years.

4. Inverse Floaters. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

**DIVERSIFICATION**

Diversification will be used to minimize risk of loss by over-concentration in a particular market sector, maturity or security. The College will strive to structure portfolios with laddered maturities and securities in accordance with the Policy’s authorized investments and maximum maturity constraints. To assure diversification in the portfolio the following maximum limits will be imposed:

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Max. % in Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Treasury Obligations</td>
<td>90%</td>
</tr>
<tr>
<td>US Agency and Instrumentality Obligations</td>
<td>85%</td>
</tr>
<tr>
<td>SEC Registered Money Market Funds</td>
<td>60%</td>
</tr>
<tr>
<td>Repurchase Agreements</td>
<td>75%</td>
</tr>
<tr>
<td>Flex Repurchase (Bond Funds)</td>
<td>100% of issue</td>
</tr>
<tr>
<td>Local Government Investment Pools</td>
<td>100%</td>
</tr>
<tr>
<td>Participation per pool</td>
<td>10% of pool</td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>25%</td>
</tr>
<tr>
<td>Limit per issuer</td>
<td>5%</td>
</tr>
</tbody>
</table>

**MAXIMUM MATURITIES**

The obligations and collateralized mortgage obligations prohibited under Texas Gov. Code Sec 2256.009(b).

**MATUREITY**

San Jacinto College will diversify maturity dates and to the extent possible, match investments with anticipated cash flow requirements. **No investment maturities will exceed three years at the time of purchase.**
AUTHORIZED FINANCIAL BROKERS/DEALERS AND INSTITUTIONS

In accordance with 2256.005k, a written copy of this investment policy will be presented to any person seeking to sell investments. Transactions shall be made through a financial institution or broker/dealer to the District. The registered principal of the business organization seeking to sell an investment shall be authorized by the Board or its Investment Committee. The authorized list is to be reviewed at least annually. The list shall contain no less than five broker/dealers to assure a competitive process.

Authorized broker/dealers and financial institutions may include:

- Federally insured banks doing business in the State of Texas,
- Security dealers reporting designated as “primary government securities dealers” by the Federal Reserve Bank of New York,
- Secondary institutional brokers/dealers registered with the State, the SEC, and the FINRA.

Financial institutions and broker/dealers who desire to transact business with the College must supply the following information/documents. The Investment Officer, or the College’s investment advisor, will maintain this information on the authorized financial institutions.

- Current year audited financial statements
- Financial Industry Regulatory Authority (FINRA) certification and FINRA’s Central Depository Registration (CRD) number.
- Proof of current Texas State Securities registration.

No investment transactions may be entered into with a brokerage subsidiary of the Authority’s depository bank in order to fulfill all delivery versus payment (DVP) requirements for trade independence.

Policy Certification

Each authorized financial institution and broker/dealer must be provided a copy of this Policy to assure that they are familiar with the goals and objectives of the College. The authorized representative of the firm shall sign a written certification, in a form acceptable to the College, substantially to the effect that the firm

1. Received, and thoroughly reviewed the Policy, investment policy of the district; and

2. Acknowledged that the firm has implemented reasonable controls and procedures in an effort to preclude investment transactions with the College that are not authorized by the College’s Policy.

No imprudent investment transaction shall be executed with a firm which has not delivered this written certification. Material changes in this Policy will require re-certification by all broker/dealers. The College is under no obligation to transact business with any financial institution in behalf of the District.

The District may not buy any securities from a person who has not delivered to the District an instrument in substantially the form provided above according to section 2256.005(l).

Certification

Attachment 1 – Investment Policy Revisions- 2nd Reading April 7, 2008
COLLEGE DEPOSITORY

At least every five years a College Depository shall be selected through a formal request for proposal (RFP). In selecting a depository, the services, cost of services, credit worthiness, and collateralization by the institutions shall be considered.

INTERNAL CONTROL

An annual independent review will be conducted to assure internal controls are in place which provide for compliance with the College's Investment Policies and procedures and the Act.

COLLATERALIZATION

All College time and demand deposits shall be secured above FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the depository at 102% of market value of principal and accrued interest on the deposits. The bank shall be responsible for monitoring the collateral market value daily to assure that the margin on the pledged securities is maintained.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository in accordance with a safekeeping agreement signed by authorized representatives of the College, the Depository, and the custodian (with the exception of the Federal Reserve for which a Circular 7 Form will be used).

All collateral shall be subject to inspection and audit by the College or its independent auditors.

Authorized Collateral
The College shall accept only the following as collateral for time and demand deposits:

A. FDIC insurance coverage.
B. Obligations of the United States, its agencies or instrumentalities, or other evidence of indebtedness of the United States guaranteed as to principal and interest including mortgage backed securities which pass the bank test.

SAFEKEEPING

All securities owned by the College shall be held in safekeeping by the College’s depository bank or an authorized third party financial institution under an executed safekeeping agreement.

DELIVERY VERSUS PAYMENT

All security transactions, including collateral for repurchase agreements, entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis to assure that the College has full control of its funds and assets at all times.

REPORTING

The Investment Officer shall submit monthly and quarterly reports to the Board of Trustees in accordance with the Act containing sufficient information to permit an informed reader to evaluate the performance and risks of the investment program. At a minimum the report shall include:

a. Description of each investment and depository position.

Attachment 1 – Investment Policy Revisions- 2nd Reading April 7, 2008
b. Book and market values at the beginning and end of the reporting period

c. Additions and changes to the market value during the period

d. The book and market value of each separately invested asset at the beginning and end of the reporting period market sector and fund

e. The maturity date of each separately invested asset

f. The account, fund, or pooled group fund for which each investment was acquired.

g. The earnings for the period

h. The overall yield for the portfolio(s) and its benchmark yield for the period

Market prices for market value calculations shall be obtained from an independent source. The report must conform to the contents of the Public Funds Investment Act and must be prepared and signed by all investment officers of the College.

INTERNAL CONTROLS

The Vice Chancellor of Fiscal Affairs shall establish a system of controls to regulate the activities of the investment program and staff. The controls will be reviewed annually with the independent auditor of the College. The controls shall be designed to prevent loss of funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions. Controls deemed most important would include: control of collusion, separation of duties, custody and safekeeping, delegation of authority, securities losses and remedial actions, and documentation of all transactions.

Cash Flow Forecasting

Cash flow forecasting is a control designed to protect and sustain cash flow requirements of the College. The Investment Officer will maintain a cash flow analysis designed to forecast cash positions for investment purposes.

INVESTMENT POLICY ADOPTION

The Investment Committee may suggest Policy changes to the Board of Trustees at any time. The Board of Trustees shall review and adopt, by resolution, its Investment Policy and investment strategies not less than annually and the approving resolution shall designate any changes made to the Policy.

PASSED AND ADOPTED THIS THE _____ DAY OF _____ 20__

In compliance with the Texas Government Code (Public Funds Investment Act) Sec. 2256.005 (k) (1), ____________________________ acknowledges that the qualified representative and all sales personnel conducting investment transactions with the San Jacinto College District have received and have thoroughly reviewed the Statement of Investment Policy of the District. ____________________________ acknowledges that reasonable procedures and controls have been implemented in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the District and Broker/Firm.

Transactions between ________________ and the San Jacinto College District will be directed towards protecting the District from credit and market risks. This firm pledges due diligence in informing the District of foreseeable risks associated with investment transactions connected to this firm.
Attachment 1 – Investment Policy Revisions- 2nd Reading  April 7, 2008
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees deny the request from American Housing Foundation and Brandywood Housing, Ltd. for a 50% property tax exemption for the 2008 tax year and subsequent tax years under Texas Tax Code §11.1825.

BACKGROUND

On March 3, 2008, the College received a written request from American Housing Foundation and Brandywood Housing, Ltd. (dated February 27, 2008) requesting a property tax exemption under Texas Tax Code §11.1825.

This section of the Tax Code allows for an exemption for entities that construct or rehabilitate properties which will be used for low and moderate income housing. Section 11.1825 requires action within 60 days of receipt of the request and such action should be either: 1) to approve a 50% property tax exemption; 2) to approve a property tax exemption in a reasonable amount other than 50%; or, 3) to deny the property tax exemption. In order to deny the exemption under §11.1825, an entity must determine that: 1) it can not afford the loss of revenue that would result by approving the property tax exemption; or, 2) additional housing for low and moderate income is no longer needed in the entity’s jurisdictional territory.

The written request states that Brandywood Apartments located at Spencer and Red Bluff in Pasadena, Texas have been rehabilitated and are being used to provide decent, affordable housing to low and moderate income citizens.

American Housing Foundation and Brandywood Housing, Ltd. requested the property tax exemption to all applicable taxing entities including the City of Pasadena, Harris County entities, and Deer Park Independent School District.

This loss of property tax revenue must be considered in the context of several issues impacting the College fiscally. The following highlights just a few of those issues:

1. The College’s funding from the State has declined from a high of 65% of operational costs to approximately 35% and the portion allocated by the State to cover instruction is substantially below actual costs. The College’s future funding from the State of Texas is unknown and several issues impacting community college funding are being reviewed including proportionality and reduced contact hour funding.

2. The demographics for the College’s service area continue to change and many of those citizens have increased needs resulting in increased costs to educate. For example, over 8,000 students or approximately 28% of the student body were enrolled in developmental courses this past Fall Semester. These students are not performing at college level and are required to take developmental courses to reach the appropriate level. These students require increased instructional attention and student service support. To complicate this matter even more, the College does not receive State funding for students that attempt courses three or more times.
3. The number of properties within the College’s taxing district that may qualify for this exemption could be extensive. The City of Pasadena has identified 45 such properties within their limits of which all would fall within the College’s taxing jurisdiction. The cumulative effect of such requests throughout the entire taxing district could have a substantial impact on the College’s future property tax revenue which is a major funding source for operations and debt service.

Pursuant to the requirements §11.1825 of the Texas Tax Code, the exemption for property tax revenue in any amount is denied due to the fact that, as a taxing unit, San Jacinto College can not afford the loss of property tax revenue that would result from approving the exemption.

**IMPACT OF THIS ACTION**

Based on the decision to deny the requested exemption, there will be no fiscal impact to the College.

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

None

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

Resolution Authorizing Denial of Tax Exemption – Attachment 1

**RESOURCE PERSONNEL**

Ken Lynn (281) 998-6306 kenneth.lynn@sjcd.edu
RESOLUTION AUTHORIZING DENIAL OF TAX EXEMPTION

WHEREAS, the Board of Trustees of San Jacinto Community College District ("District") received a letter from American Houston Foundation on behalf of Brandywood Houston, Ltd., requesting a fifty percent (50%) property tax exemption for the Brandywood Apartments ("Property") under Texas Tax Code §11.1825; and

WHEREAS, the Harris County Appraisal District appraised the Property at $3,195,400.00 which, with the current San Jacinto College District tax rate of 14.5365 cents per $100, would result in $4,644.99 of annual tax revenue generated; and

WHEREAS, approving an exemption of 50% for this Property would result in an annual revenue loss of $2,322.49; and

WHEREAS, the District’s funding from the State of Texas has declined from a high of 65% of operational costs to approximately 35% and the portion allocated by the State to cover instruction is substantially below actual costs; and

WHEREAS, the District’s future funding from the State of Texas is unknown and several issues impacting community college funding are being reviewed, including proportionality and reduced contact hour funding; and

WHEREAS, the demographic data for the District’s service area continues to change resulting in increased costs to education students with greater needs, such as costs attributable to developmental courses, increased instructional attention and increased service support; lack of State funding for students who attempt courses three or more times; and

WHEREAS, because the number of properties within the District’s taxing district that may qualify for this exemption could be extensive, with at least 45 such properties identified just within the limits of the City of Pasadena, the cumulative effect of such requests throughout the entire taxing district could have a substantial impact on the District’s future property tax revenue, which is a major funding source for operations and debt service; and

WHEREAS, pursuant to Texas Education Code §130.082, the District shall act and proceed by and through resolutions adopted or passed by a majority of all members of the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SAN JACINTO COMMUNITY COLLEGE DISTRICT THAT:

Section One: All of the above recitals are incorporated into and made a part of this Resolution.
Section Two: The Board of Trustees of the San Jacinto Community College District has reviewed the request and determined that the District cannot afford the loss of ad valorem tax revenue that would result from approving the exemption.

Section Three: The Board of Trustees authorizes the administration of San Jacinto Community College District to take all further actions necessary regarding the denial of exemption including, without limitation, executing any appropriate documents.

PASSED AND APPROVED on April 7, 2008.

ATTEST: SAN JACINTO COMMUNITY COLLEGE DISTRICT

___________________________________        ________________________________
Secretary, Board of Trustees                Chairman, Board of Trustees
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the disposal of surplus materials by public auction.

BACKGROUND

The College has determined that the personal property described in the attachment is no longer necessary for the operation of the college and is declared surplus property.

The attached list contains a grouping entitled “Various Equipment” which covers computer monitors, furniture, copiers, supplies and miscellaneous items which are no longer used and are obsolete.

IMPACT OF THIS ACTION

This action allows the College to dispose of its obsolete material. All proceeds from the disposal will be recorded as revenue and the appropriate adjustments will be made for exchange transactions.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

N/A

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

Attachment 1 - 2008 Auction - April

RESOURCE PERSONNEL

Ken Lynn  281.998.6306  kenneth.lynn@sjcd.edu
Paula Wohnoutka  281.998.6106  paula.wohnoutka@sjcd.edu
## 2008 AUCTION - April

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<td>Scanner</td>
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<td>Paper Cutter Table</td>
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<td>1</td>
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<td>Typewriters</td>
<td>South</td>
<td>8</td>
<td>Chairs</td>
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ACTION ITEM “XIII”
REGULAR BOARD MEETING, April 7, 2008

RECOMMENDATION

1) Increase the continuing & professional development adjunct faculty rate up to and including $38 per hour; and

2) Implement continuing & professional development adjunct faculty pay ranges assigned per activity (training course or service) based upon one or more identified business factors (listed below).

RATIONALE

Because of the recent increase in credit adjunct and overload pay to $38 per hour, the Continuing & Professional (CPD) Division respectfully requests an update to the continuing education adjunct faculty rate. This will not only keep the division competitive but also keep the district consistent in its pay practices amongst its credit and non-credit entities. In order to minimize expense and to maximize contact hour generation, CPD is requesting that a range of hourly adjunct pay rates between $14 and $38 be implemented. Ranges as specified below will be assigned to CPD training or service activities based upon one or more business factors. These factors include: a) course enrollment numbers b) instructor experience c) course complexity d) instructor responsibility e) other external market factors.

<table>
<thead>
<tr>
<th>CPD Pay Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE1 $38.00</td>
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<tr>
<td>CE2 $35.00</td>
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<tr>
<td>CE3 $32.00</td>
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</tr>
<tr>
<td>CE8 $17.00</td>
</tr>
<tr>
<td>CE9 $14.00</td>
</tr>
</tbody>
</table>

Approval of this request will insure CPD has the means necessary to adjust expense in the form of pay rates in order to meet business needs. It will allow the division to remain competitive while being flexible. Courses with lower enrollment numbers may still be conducted if the instructor expense does not exceed the student revenue. This allows for additional contact hours to be generated.

FISCAL IMPLICATIONS TO THE COLLEGE

Dollars necessary for the requested change are presently budgeted in the 2007-08 Continuing & Professional Development fund.

CONTACT PERSON - James Fowler, Vice Chancellor of Human Resources
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve removal of the $10 distance learning student course fee for Process Technology (PTAC).

BACKGROUND

In summer 2003 San Jacinto College began billing a $10 fee for Process Technology (PTAC) courses offered online. This fee, combined with the $30 distance learning fee, covered the expenses related to licensing course content developed through an NSF grant and licensed by the College of the Mainland Center for the Advancement of Process Technology (CAPT).

Beginning in the fall 2008 semester, the PTAC program will begin offering course content developed solely by SJC faculty working with SJC instructional designers. At this point it will no longer be necessary to license the content from CAPT or to bill our students the additional $10 per course fee.

IMPACT OF THIS ACTION

The impact of this action will be to remove the course fee associated with Process Technology that is no longer required.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budget impact – the requested decrease in course fees mirrors the decrease in content licensing fees from the College of the Mainland Center for the Advancement of Process Technology (CAPT).

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

2008 Request for Fee removal
2003 Request to Implement Course Fee

RESOURCE PERSONNEL

Niki Whiteside 281.929.4618 niki.whiteside@sjcd.edu
Dr. Laurel Williamson 281.998.1682 laurel.williamson@sjcd.edu
TO: Ken Lynn  
Vice Chancellor for Fiscal Affairs  
FROM: Niki Whiteside  
Vice President for Educational Technology Services  
CC: Laurel Williamson  
James Baker  
Steve Horton  
Michael Speegle  
DATE: February 25, 2008  
SUBJECT: Process Technology Distance Learning Student Course Fee  
RATIONAL:  
In summer 2003 San Jacinto College began billing a $10 fee for Process Technology (PTAC) courses offered online. This fee, combined with the $30 distance learning fee, covered the expenses related to licensing course content developed through an NSF grant and licensed by the College of the Mainland Center for the Advancement of Process Technology (CAPT).  
Beginning in the fall 2008 semester the PTAC program will begin offering course content developed solely by SJC faculty working with SJC instructional designers. At this point it will no longer be necessary to license the content from CAPT or to bill our students the additional $10 per course fee.  
REQUEST:  
To remove the additional fee associated only with the PTAC distance learning courses that was previously used to cover instructional materials costs from CAPT. PTAC distance learning students would then pay only the SJC Distance Learning Fee of $30 per course that is consistent with other distance learning classes.  
This request seeks approval to discontinue collecting the additional fee of $10 beginning the 2008 fall term.
TO: Mr. Rudy Gonzales  
Vice Chancellor of Fiscal Affairs

Through: Dr. Bill Lindemann  
Interim Chancellor

From: Dr. Ken Dvorak  
Dr. Gwen Tilley  
Michael D. Varnell  
Niki Whiteside

Subject: Process Technology Student Course Fees

Rationale:
The Process Technology department is a direct link to the largest industry in the greater Houston area and the Texas Gulf Coast region. In the past, very little formal training was required prior to taking the job in the chemical process industry. However, companies in the Houston area now require more education for their entry-level technicians and are looking to community college graduates to meet those needs.

To meet this demand SJCD’s Process Technology program working with a National Science Foundation Grant (NSF) has partnered with the Gulf Coast Process Technology Association (GCPTA) and with the College of the Mainland to offer a series of online PTAC courses taught by SJCD faculty. We learned, after the 2002-2003 budgets were approved, that each student enrolled in these courses are charged $40 by GCPTA to cover the cost of instruction.

The standard fee charged for distance learning instruction to SJCD students is $30 an increase of $10 from the $20 charged beginning with the fall 2002 semester. This $30 fee covers expenses related to other types of distance learning instructional charges but not for the process technology classes. For the 2002-2003 budget, the SJCD Distance Learning Program is making up the $10 difference out of Distance Learning operating funds but we will not be able to continue this practice as the program continues to grow.

Request:
To add a special fee associated only with the PTAC distance learning courses that will allow SJCD to collect the money to cover our costs for instruction. PTAC students would then pay the following:

1) SJCD Distance Learning Fee: $30
2) GCPTA Course Fee: $10

Total Cost for SJCD PTAC Students: $40

This request seeks approval for allowing SJCD to begin collecting the additional $10 GCPTA course fee for the summer 2003 term.
Regards,

[Signature]

Dr. Ken Dvorak
Distance Learning Coordinator
San Jacinto College District
Telephone: 281.991.6110
Email: Ken.Dvorak@sjcd.edu

CC:
Dr. Bill Lindeman
Dr. Gwen Tilley
Mike Varnel
Niki Whiteside
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve a request to increase the charges for flight classes.

BACKGROUND

The Delta Connection Academy (DCA) and San Jacinto College have become a part of the new FAA/Industry Training Standards (FITS) program. FITS is a scenario-based, learner-focused training materials that encourage practical application of knowledge and skills. The goal is to help pilots of technically advanced aircraft, which have more automation and performance capability, to develop risk management skills and in-depth systems knowledge needed to safely operate and maximize the capability of these aircraft in the National Airspace System. The Board originally approved a contract with the Delta Connection Academy during the August 14, 2005 meeting to provide the airline quality flight training for our aviation program.

DCA has become one of the front runner flight training programs in the country. They have upgraded their aircraft to the latest in technology. They have purchased corresponding flight simulators. This means that the overall cost for this training will increase. The proposal makes the course cost more in line with the actual cost for training.

IMPACT OF THIS ACTION

The increase in the courses required for the Pilot Development AAS is $3,930 and for the Instrument Flight Instructor Course is $2,100 for a total of $6,030.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

N/A

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

Summary of charges.

RESOURCE PERSONNEL

Dr. Laurel Williamson  281.998.6182  laurel.williamson@sjcd.edu
Dr. Joe Kirkland  281-998-1802  joseph.kirkland@sjld.edu
Robert Willhoite  281.998.2789  robert.willhoite@sjcd.edu
Summary of Charges

Courses for the Degree

<table>
<thead>
<tr>
<th>Course Type</th>
<th>AIRP</th>
<th>Current</th>
<th>Proposed</th>
<th>Difference</th>
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<tr>
<td>Private Flight</td>
<td>1215</td>
<td>7500</td>
<td>10000</td>
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<td>Intermediate Flight</td>
<td>1255</td>
<td>4250</td>
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<td>Not Required</td>
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<tr>
<td>Instrument Flight</td>
<td>2250</td>
<td>6320</td>
<td>12000</td>
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<td>18070</td>
<td>22000</td>
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<td>Commercial Flight</td>
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<td>5800</td>
<td>5800</td>
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<tr>
<td>Multi-engine Flight</td>
<td>2251</td>
<td>8940</td>
<td>8940</td>
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<tr>
<td>Com SE add-on</td>
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<td></td>
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<tr>
<td>Intermediate Flight</td>
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<tr>
<td>Commercial / Multiengine</td>
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<td>0</td>
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<td>Total for Degree</td>
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<td>40990</td>
<td>3930</td>
<td>Increase For Degree</td>
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Instructor Courses Beyond the Degree

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<tr>
<th>Instructor Type</th>
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<th>Current</th>
<th>Proposed</th>
<th>Instructor Increase</th>
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<tr>
<td>Certified Flight Instructor</td>
<td>2336</td>
<td>7600</td>
<td>7600</td>
<td>2100</td>
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<td>Flight Instructor Instrument</td>
<td>2242</td>
<td>3900</td>
<td>6000</td>
<td>2100</td>
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<tr>
<td>Multi-engine Instructor</td>
<td>2243</td>
<td>4450</td>
<td>4450</td>
<td>2100</td>
</tr>
</tbody>
</table>

TOTAL COST 53010 59040 6030

Attachment 1 – Summary of Charges
Recommendation:

Recommend the Board of Trustees approve this College Seal to serve as the one and only seal of the college and represents the official signature of the College. The seal will include guidelines as to where and when it will be used.

Rationale:

A committee of faculty and staff looked at the College Seal as part of the overall branding effort. The committee found at least five seals being used and worked to have only one as this is the official signature and symbol of the college. This seal represents the college in FORMAL situations where the college logo is the informal mark.

The committee chose this representation and presented it to the Chancellor's Cabinet as an updated version of an academic seal created in 1966 – 1967 by the student body of San Jacinto College. The committee decided to update the seal but keep the elements of the original created by students.

Seal Elements:

San Jacinto College students created the Academic Seal in 1966-1967 as an effort to “instill pride in the student body.”

Requirements included:

1) Consist of the following elements
   a. Shield
   b. Mantel
   c. Motto written in Latin with an exact translation
2) Every element should have some meaning and explanation

On March 6, 1967, the above College Seal or “Coat-of-Arms” as described by the students, was presented to and adopted by the Board of Regents.

Elements and their meaning:

**Date: 1961** commemorating the official start of classes in September 1961.

**Torch of Wisdom**

**Within the shield are:**

1) The Raven – nickname of General Sam Houston
2) The San Jacinto Monument
3) The lamp of learning

**Oak leaves** signifying strength and longevity.

**Latin**

Cras Es Noster – the future is ours

**Contact Person:** Teri Fowle
Action Item “XVI”
Regular Board Meeting April 7, 2008
Consideration to Approve College Seal
RECOMMENDATION

Recommend Board approval of Resolution for the North Campus Fine Arts Building to be named for and in behalf of Charles W. Grant.

The San Jacinto College North Campus Fine Arts Building shall hereby be named and designated for all purposes of reference to the building/structure, including any and all identification on the building/structure as the:

Charles W. Grant Fine Arts Building
SAN JACINTO COMMUNITY COLLEGE DISTRICT
RESOLUTION

THE BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT, BY THIS RESOLUTION, HEREBY AUTHORIZE ALL REFERENCE, DESIGNATION AND NAME OF THE NORTH CAMPUS FINE ARTS BUILDING TO BE NAMED FOR AND IN BEHALF OF CHARLES W. GRANT OF THE SAN JACINTO COMMUNITY COLLEGE DISTRICT.

WHEREAS, the Board of Trustees of San Jacinto Community College District is desirous of identifying and placing a name of designation for the North Campus Fine Arts Building and it is hereby resolved that said designation shall be as follows:

Section One: The San Jacinto College North Campus Fine Arts Building shall hereby be named and designated for all purposes of reference to the building/structure, including any and all identification on the building/structure as the:

Charles W. Grant Fine Arts Building

PASSED AND APPROVED on April 7, 2008.

ATTEST: SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: Secretary, Board of Trustees Chairman, Board of Trustees
ACTION ITEM “XVIII”

REGULAR BOARD MEETING, April 7, 2008

RECOMMENDATION

Recommend Board approval of Resolution for the Central Campus Music Building to be named for and in behalf of Monte Blue.

The San Jacinto College Central Campus Music Building shall hereby be named and designated for all purposes of reference to the building/structure, including any and all identification on the building/structure as the:

Monte Blue Music Building
SAN JACINTO COMMUNITY COLLEGE DISTRICT
RESOLUTION

THE BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT, BY THIS RESOLUTION, HEREBY AUTHORIZE ALL REFERENCE, DESIGNATION AND NAME OF THE CENTRAL CAMPUS MUSIC BUILDING TO BE NAMED FOR AND IN BEHALF OF MONTE BLUE OF THE SAN JACINTO COMMUNITY COLLEGE DISTRICT.

WHEREAS, the Board of Trustees of San Jacinto Community College District is desirous of identifying and placing a name of designation for the Central Campus Music Building and it is hereby resolved that said designation shall be as follows:

Section One: The San Jacinto College Central Campus Music Building shall hereby be named and designated for all purposes of reference to the building/structure, including any and all identification on the building/structure as the:

Monte Blue Music Building

PASSED AND APPROVED on April 7, 2008.

ATTEST: SAN JACINTO COMMUNITY COLLEGE DISTRICT

______________________________________________
Secretary, Board of Trustees

______________________________________________
Chairman, Board of Trustees
ACTION ITEM “XIX”
REGULAR BOARD MEETING, April 7, 2008

RECOMMENDATION

Recommend approval of Amended Election Order for Capital Improvement Bond Election for San Jacinto Community College District.

RATIONALE

The amended order includes required statutory language in the proposition as set out in this order; designation of early voting and Election Day polling places; and employment of election judges for all voting locations within the San Jacinto Community College District.

CONTACT PERSONS

Ron Rucker, Vice Chancellor for Administration
Daniel J. Snooks, Attorney
AMENDED ORDER FOR CAPITAL IMPROVEMENT BOND ELECTION FOR SAN JACINTO COMMUNITY COLLEGE DISTRICT

THE STATE OF TEXAS,  
COUNTY OF HARRIS,  
AND CHAMBERS

The Board of Trustees of SAN JACINTO COMMUNITY COLLEGE DISTRICT convened in a regular meeting at the regular meeting place thereof within said District on April 7, 2008, with the following members present, to-wit:

Marie Flickinger, Chairperson
Dan Mims, Vice-Chairperson
Ben F. Meador, Jr., Secretary
Larry Wilson, Assistant Secretary
J. D. Bruce
Ruede M. Wheeler
C. Wayne Slovacek

when, among other business, the following was transacted: a Motion was introduced for a Resolution to amend the Order approved on February 4, 2008, calling for a Capital Improvement Bond Election to be held on May 10, 2008.

________________________ made a Motion that the same be adopted.
____________________________ seconded the Motion for adoption of said Amended Order. The Motion, carrying with it the adoption of said Amended Order, prevailed by a unanimous vote.

The Chairperson thereupon announced that the Motion had duly and lawfully carried and that the Amended Order had been duly and lawfully adopted. The Amended Order thus adopted the following:

RESOLUTION

AN ORDER CALLING A CAPITAL IMPROVEMENT BOND ELECTION; PROVIDING FOR THE CONDUCT AND THE GIVING OF NOTICE OF SAID ELECTION; AND RESOLVING OTHER MATTERS RELATED THERETO.

WHEREAS, the Board of Trustees (the Board) of the SAN JACINTO COMMUNITY COLLEGE DISTRICT (the District) on February 4, 2008, called the Capital Improvement Bond Election pursuant to Subchapter A, Chapter 45, Texas Education Code, as amended, and the Texas Election Code, as amended.
BE IT ORDERED BY THE BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT THAT:

Section 1. The statements contained in the preamble of this Amended Order are true and correct and adopted as findings of fact.

Section 2. A Capital Improvement Bond Election shall be held on May 10, 2008 in the District, at which election the following amended proposition shall be submitted in accordance with the law:

PROPPOSITION

shall the board of trustees of san jacinto community college district (the district) be authorized to issue and sell at any price or prices the bonds of the district in the amount of $295,000,000 for the construction and equipment of school buildings in the district and the purchase of the necessary sites therefore, which bonds may be issued in various issues or series, shall mature serially or otherwise not more than 40 years from their date, and shall bear interest at such rate or rates, not to exceed the maximum rate now or hereafter authorized by law, as shall be determined by the board of trustees of the district within the discretion of the board at the time of issuance; and shall the board of trustees be authorized to levy and pledge, and cause to be assessed and collected, annual ad valorem taxes on all taxable property in the district sufficient to pay the principal of and interest on said bonds as the same come due and the costs of any credit agreements executed or authorized in anticipation of, in relation to, or in connection with said bonds, provided that the aggregate bond taxes in the district shall not exceed $0.50 on the $100 valuation of taxable property and provided that the amount of bond tax together with the amount of maintenance tax shall not exceed $0.70 on the $100 valuation of taxable property; said bonds to be issued and said taxes to be levied, pledged, assessed, and collected under the constitution and laws of the state of texas including the texas education code?

Section 3. The Capital Improvement Bond Election for those voters within the San Jacinto Community College District shall be conducted by San Jacinto Community College District and any governmental entities holding Joint Elections under Governmental Joint Election Agreements with
San Jacinto Community College District on May 10, 2008 between the hours of 7:00 a.m. and 7:00 p.m. See Exhibits AA@ and AB@ for voting locations.

Section 4. The Presiding Judge of each precinct is hereby appointed pursuant to the attached exhibit and each Judge shall hire qualified election clerks to serve and assist in conducting said election.

Section 5. The manner of holding the election shall be governed by the Texas Election Code and the Texas Education Code.

Section 6. The official ballots for said election shall be prepared in accordance with the Texas Election Code, so as to permit the electors to vote AFor@ or AAgainst@ the aforesaid proposition, which shall be set forth substantially as follows:

PROPOSITION

THE ISSUANCE OF $295,000,000.00 SCHOOL BUILDING BONDS AND THE LEVYING OF THE TAX IN PAYMENT THEREOF AS SET OUT IN ITS ENTIRETY IN SECTION 2 OF THIS ELECTION ORDER.

Section 8. Voting in said election shall be by the use of electronic voting systems, voting machines, and voting equipment.

Section 9. Immediately after said election has been held, the officers holding the same shall return the ballots, ballot boxes, ballot stubs, stub boxes, poll lists, completed compensation forms and transfer cases to the Presiding Judge for the Central Counting Station, 4624 Fairmont Parkway, 1st Floor, Pasadena, Texas 77504 and to the Secretary of the Board of Trustees of San Jacinto Community College District, for tabulation of all ballots.

Section 10. All resident, qualified electors of the District shall be entitled to vote at said election at the early voting locations by personal appearance and election day voting locations as set out in Exhibits AA@ and AB@ herein.

Section 11. It is ORDERED that the Chancellor or Vice Chancellor of Administration is hereby granted the authority to appoint Judges/Alternate Judges as required, upon an emergency, up to the date of election, May 10, 2008 for all polling locations within San Jacinto Community College District.

Section 12. It is ORDERED that, pursuant to the provisions of Article 32.005 of the Texas Election Code, the Judges/Alternate Judges as designated for each voting location within San Jacinto Community College District on Exhibits AA@ and AB@ attached hereto, are hereby appointed and the term of appointment for Judges/Alternate Judges shall be for a two (2) year term, terminating the
second Saturday of May, 2010 or upon completion of any runoff election, if necessary, in the year 2010.

   The above Amended Order being read, it was moved and seconded that the same does pass.

   THEREUPON, the question being call for, the following members of the Board voted AYE:

   Marie Flickinger, Chairperson
   Dan Mims, Vice-Chairperson
   Ben F. Meador, Jr., Secretary
   Larry Wilson, Assistant Secretary
   J. D. Bruce
   Ruede M. Wheeler
   C. Wayne Slovacek

and the following voted NO: None.

   PASSED AND APPROVED on this 7th day of April, 2008.

ATTEST:   SAN JACINTO COMMUNITY COLLEGE
           DISTRICT

__________________________________________  By: ________________________
Secretary, Board of Trustees                  Chairperson, Board of Trustees
EXHIBIT A
Early Voting Locations

Pasadena Memorial High School
4410 Crenshaw
Pasadena, TX 77504
Judge: Cynthia Huber

Sam Rayburn High School
2121 Cherrybrook Lane
Pasadena, TX 77502
Judge: Bill Fyffe

Dobie High School
10220 Blackhawk Boulevard
Houston, TX 77089
Judge: Roberta Toppin

South Houston High School
3820 S Shaver
South Houston, TX 77587
Judge: Edie Holland

Pasadena High School
206 South Shaver
Pasadena, TX 77501
Judge: Patricia Van Houte

South Houston City Hall
1018 Dallas Street
South Houston, TX 77587
Judge: Antonia Martinez

Sheldon ISD Administration Building
11411 C.E. King Parkway
Houston, TX 77044
Judge: Jennie Davis

Channelview Tax Office
828 Sheldon Road
Channelview, TX 77530
Judge: Judy Starnes

Deer Park Administration Office
203 Ivy
Deer Park, TX 77536
Judge: Thelma Shaffer

Galena Park ISD Administration Building
14705 Woodforest
Galena Park, TX 77547
Judge: Laverna Wils

Galena Park Middle School
400 Keene Street
Galena Park, TX 77547
Judge: Alice Reyna

La Porte City Hall
604 West Fairmont Pkwy
La Porte, TX 77571
Judge: Becky Rogers

Shoreacres City Hall
601 Shoreacres Blvd
Shoreacres, TX 77571
Judge: Giovanna Searcy

Morgan's Point City Hall
1415 East Main St
Morgan's Point, TX 77571
Judge: Nancy Holmes

San Jacinto College District Central Campus
Davis Library - Lobby
8060 Spencer Hwy
Pasadena, TX 77505
Judge: Thomas Hailey

San Jacinto College District North Campus
Fine Arts Building - Lobby
5800 Uvalde
Houston, TX 77049
Judge: Wilbert Boson

San Jacinto College District South Campus
Longenecker Building - Lobby
13735 Beamer Rd
Houston, TX 77089
Judge: Wade Webster
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<th>Election Day Locations</th>
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<tr>
<td><strong>Beverly Hills Intermediate</strong></td>
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<tr>
<td>11111 Beamer Rd</td>
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<tr>
<td>Houston, TX 77089</td>
</tr>
<tr>
<td>Judge: Cynthia Huber</td>
</tr>
<tr>
<td><strong>San Jacinto Intermediate</strong></td>
</tr>
<tr>
<td>3102 San Augustine</td>
</tr>
<tr>
<td>Pasadena, TX 77503</td>
</tr>
<tr>
<td>Judge: Michael Maddi</td>
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<tr>
<td><strong>Southmore Intermediate</strong></td>
</tr>
<tr>
<td>1200 East Houston</td>
</tr>
<tr>
<td>Pasadena, TX 77502</td>
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<tr>
<td>Judge: John Bryan</td>
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<td><strong>Queens Intermediate</strong></td>
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<td>1112 Queens Road</td>
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<td>Judge: Daniel Hester</td>
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<tr>
<td><strong>Bondy Intermediate</strong></td>
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<tr>
<td>Judge: Ellen Hinkle</td>
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<td><strong>Galena Park Middle School</strong></td>
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<td>400 Keene Street</td>
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<td>Judge: Juanita Rios</td>
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<td><strong>Thompson Intermediate</strong></td>
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<td>Judge: Steven Williams</td>
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<td><strong>Pyburn Elementary</strong></td>
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<td>12303 Coulson Drive</td>
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<td>Houston, TX 77015</td>
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<td>Judge: Denise Gotte</td>
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<td><strong>Jackson Intermediate</strong></td>
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<tr>
<td>1020 E. Thomas Avenue</td>
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<td>Judge: Patricia Van Houte</td>
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<td><strong>Jacinto City Town Center</strong></td>
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<td>1025 Oates Rd.</td>
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<td>Jacinto City, TX 77029</td>
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<td>Judge: Debbie Cox</td>
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<tr>
<td><strong>South Houston Municipal Court Building</strong></td>
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<tr>
<td>1019 Dallas</td>
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<tr>
<td>South Houston, TX 77587</td>
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<tr>
<td>Judge: Antonia Martinez</td>
</tr>
<tr>
<td><strong>Kenneth J. Tice Elementary</strong></td>
</tr>
<tr>
<td>14120 Wallisville Road</td>
</tr>
<tr>
<td>Houston, TX 77049</td>
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<tr>
<td>Judge: Amy Benedict</td>
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<tr>
<td><strong>Miller Intermediate</strong></td>
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<tr>
<td>1002 Fairmont Parkway</td>
</tr>
<tr>
<td>Pasadena, TX 77504</td>
</tr>
<tr>
<td>Judge: Celeste Perez</td>
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<tr>
<td><strong>Evelyn Churchill Community Center</strong></td>
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<tr>
<td>1508 Hunter</td>
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<td>Galena Park, TX 77547</td>
</tr>
<tr>
<td>Judge: Don Green</td>
</tr>
<tr>
<td><strong>South Houston High School</strong></td>
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<tr>
<td>3820 S. Shaver</td>
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<tr>
<td>South Houston, TX 77587</td>
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<tr>
<td>Judge: Bill Fyffe</td>
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<td><strong>North Shore Elementary</strong></td>
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<td>14310 Duncannon</td>
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<tr>
<td>Houston, TX 77015</td>
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<td>Judge: Judy Dewees</td>
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<tr>
<td><strong>Park View Intermediate</strong></td>
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<tr>
<td>3003 Dabney Dr.</td>
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<tr>
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<tr>
<td>Judge: Ronald Plante</td>
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<tr>
<td><strong>Cloverleaf Elementary</strong></td>
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<tr>
<td>1035 Frankie Street</td>
</tr>
<tr>
<td>Houston, TX 77015</td>
</tr>
<tr>
<td>Judge: Doris Fain</td>
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<tr>
<td><strong>Green Valley Elementary</strong></td>
</tr>
<tr>
<td>13350 Woodforest Blvd.</td>
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C.E. King Middle School  
8530 C.E. King Parkway  
Houston, TX 77044  
Judge: Glenda Shuffield

Royalwood Elementary  
7715 Royalwood Dr.  
Houston, TX 77049  
Judge: Jennie Davis

Sheldon Intermediate  
17010 Beaumont Highway  
Houston, TX 77049  
Judge: Wilbert Boson

Deer Park Community Center  
610 E. San Augustine  
Deer Park, TX 77536  
Judge: Joan Pattison

Deepwater Elementary  
309 Glenmore  
Pasadena, TX 77503  
Judge: Ludell Britt

San Jacinto Christian Academy  
301 Ilfrey  
Baytown, TX 77521  
Judge: Denise Pratt

Fairmont Elementary  
4315 Heathfield  
Pasadena, TX 77505  
Judge: Eva Camunez
ITEM “A”

REGULAR BOARD MEETING, April 7, 2008

RECOMMENDATION

Recommend Board approval of the minutes for February 26, 2008; Board Workshop, March 3, 2008, Board Meeting; and March 7, 2008, Special Board Meeting.
San Jacinto College District
Board Workshop Minutes
February 26, 2008

The Board of Trustees of the San Jacinto Community College District met at 4:00 p.m., Tuesday, February 26, 2008, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a Board Workshop.

Members
Marie Flickinger, Chairman
Present:
Dan Mims, Vice Chairman
Ben Meador, Secretary
Larry Wilson, Assistant Secretary
Wayne Slovacek
J. D. Bruce
Dr. Ruede Wheeler

Others: Dr. Bill Lindemann and Brenda Dunaway

Chancellor Bill Lindemann presented a proposed Performance Management Project Outline. Phase I of the project will be to define expectations; Phase II (evaluation tool) will not occur until August 2009. The goal is to have an evaluation system that relates to the goals and strategic plan of the College. Dr. Lindemann stated that until the evaluation project is complete, he will ask the Board for COLA raises.

At the March 3, 2008, Board Meeting, a recommendation will be placed on the agenda for approval to hire Steve Trncak and Susan Temple to serve as performance management facilitators until August 2008. A contract extension may be proposed if they achieve the goals of the contract.

A Performance Management Board Committee (Dan Mims, Ben Meador and Larry Wilson) will be formed for oversight of the process.

The meeting adjourned at 5pm with no action taken.

______________________________
Chairman

______________________________
Secretary

Date Approved: _____________
The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, March 3, 2008, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for the Regular Board Meeting.

Members Present: Marie Flickinger, Chair
Dan Mims, Vice Chair
Larry Wilson, Assistant Secretary
J. D. Bruce
Wayne Slovacek
Dr. Ruede Wheeler

Absent: Ben Meador, Secretary

Administrators: Bill Lindemann
Ron Rucker
James Fowler
Ken Lynn
Charles Grant
Maureen Murphy
Monte Blue

Others Present: Kathy Roosa
Brook Zemel
Teri Fowle
Greg Williams
Susan Muha
Ann Tate
AJ Jain
Lt. Mayo
Joe Kirkland
Wayne Hall
Amanda Booren
Bill Raffetto
Bill Mattei
Sherry Jones
Keith Hudson
Brenda Dunaway
Gary Friery
Danny Snooks
Richard Bailey
Danny Snooks
Linda Watkins
Lili Zamorano
Danny Snooks

Chair Marie Flickinger called the regular meeting of the Board of Regents to order. The invocation was given by Joe Kirkland and the pledge was led by Maureen Murphy.

Special Recognitions: Charles Grant presented awards given to North Campus students at the recent Texas Community College Speech Teachers Association State Tournament. 1st Place – Overall Sweepstakes; 2nd Place – Overall Debate Sweepstakes; and 3rd Place – Overall Individual Sweepstakes.
Linda Watkins and Ann Tate gave a presentation on *Linking Critical Faculty Behavior to Student Success* – improving student success by empowering faculty.

Hilda Boyce introduced Mark Eckhart, Regional Manager of Barnes & Noble who gave an overview of how the bookstore have done in the past seven months and future service enhancements.

**Communications:**

Thank you from Debbie Norton and Beverly Flanagan for flowers sent in memory of their loved ones; thank you from Bill Mattei for flowers sent to the hospital during his recent surgery; and, thank you from the SJC Faculty Organization for the recent raise.

**Hearing of Citizens:**

None

**Informative Reports:**

Report on Gifts and Grants was presented and filed for information. The Financial Statement was presented and filed for information.

**Motion 7952**

Amendment to 2007-2008 Budget

Motion was made by Dan Mims, seconded by Ruede Wheeler, to approve an amendment to the 2007-2008 budget for restricted revenue and expenses related to federal and state grants.

Motion carried.

**Yeas:**

Flickinger, Wilson, Mims, Wheeler, Slovacek, Bruce

**Nays:**

None

**Motion 7953**

Agreements for Counselor Services with ISDs

Motion was made by Ruede Wheeler, seconded by Larry Wilson, to approve the Agreements for Counselor Services between the San Jacinto College District and those school districts participating in this program.

Motion carried.

**Yeas:**

Bruce, Flickinger, Wilson, Wheeler, Slovacek, Mims

**Nays:**

None.

**Motion 7954**

Consent Agenda

Motion was made by Wayne Slovacek, seconded by Ruede Wheeler, to approve the Consent Agenda:

A. Approval of the Minutes for February 4, 2008, Regular Board Meeting.

B. Approval of the 2007/2008 Budget Transfers.

C. Approval of the Personnel Recommendations.
D. Approval of the Affiliation Agreements.


  **Motion carried.**

**Yeas:** Wheeler, Flickinger, Slovacek, Mims, Wilson, Bruce

**Nays:** None

**Motion 7955**

**Bids**

Motion was made by Dan Mims, seconded by Ruede Wheeler, to approve the following bids:

**EQUIPMENT SUPPLIES & SERVICES BIDS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting Services</td>
<td>$55,000.00</td>
</tr>
<tr>
<td><strong>TOTAL OF ALL BIDS/RFP</strong></td>
<td>$55,000.00</td>
</tr>
<tr>
<td><strong>SJCD PURCHASE REQUEST FROM PREAPPROVED SOLE SOURCE VENDORS, COOPERATIVES, AND CONTACT RENEWALS</strong></td>
<td></td>
</tr>
<tr>
<td>Request #1 Replacement Server Batteries</td>
<td>$55,000.00</td>
</tr>
<tr>
<td><strong>SUBTOTAL OF ALL PURCHASING REQUESTS:</strong></td>
<td>$55,000.00</td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$110,000.00</td>
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</table>

  **Motion carried.**

**Yeas:** Bruce, Slovacek, Mims, Wilson, Flickinger, Wheeler

**Nays:** None

**Strategic Items Discussed:** None

The meeting adjourned at 7:40 p.m.

_____________________________
Chairman

_____________________________
Secretary

Date Approved:______________
SAN JACINTO COLLEGE DISTRICT
SPECIAL BOARD MEETING MINUTES
March 7, 2008

The Board of Trustees of the San Jacinto Community College District met at 9:30 a.m., on Friday, March 7, 2008, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a Special Board Meeting.

Members Present:
Marie Flickinger, Chair
Larry Wilson, Assistant Secretary
Wayne Slovacek
J. D. Bruce

Via Conference Call:
Dan Mims, Secretary
Dr. Ruede Wheeler

Others Present:
Bill Lindemann
Ken Lynn
Tom Sage
Brenda Dunaway
Keith Hudson

Via Conference Call:
Clarence Grier
David Tiffin

Chair Marie Flickinger called the meeting to order.

Motion 7956
Order Authorizing Issuance of Limited Tax Refunding Bonds, Series 2008

Motion was made by Larry Wilson, seconded by Wayne Slovacek, to adopt an order authorizing the issuance of San Jacinto Community College District Limited Tax Refunding Bonds, Series 2008; authorizing the Chancellor and the Vice Chancellor of Fiscal Affairs to approve the amount, the interest rate, price, and terms thereof and certain other procedures and provisions related thereto; and authorizing the redemption prior to maturity of certain outstanding bonds.

Motion carried.

Yeas: Flickinger, Mims, Wheeler, Slovacek, Bruce, Wilson

Nays: None

The meeting adjourned at 9:45 a.m.

___________________________________
Chairman

___________________________________
Secretary

Date Approved:_____________
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approval of budget transfers for 2007-2008 which have been made in accordance with State accounting procedures.

BACKGROUND

Adoption of the budget by the Board of Trustees in August of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO). Realizing that the budget is a viable document that reflects the evolving needs of the District 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 District to more effectively utilize existing resources in fulfilling its instructional objectives.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

None – reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Ken Lynn  281.998.6306  kenneth.lynn@sjcd.edu
Mini Izaguirre  281.998.6347  mini.izaguirre@sjcd.edu
## SAN JACINTO COLLEGE DISTRICT

### BUDGET TRANSFERS FOR THE APRIL 7, 2008 BOARD MEETING

#### FISCAL YEAR 2007/2008

<table>
<thead>
<tr>
<th>ELEMENT OF COST</th>
<th>DEBIT</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>DISTRICT</td>
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<td></td>
</tr>
<tr>
<td>INSTRUCTION</td>
<td>$</td>
<td>$</td>
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<tr>
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<td>SOUTH</td>
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<td></td>
<td>362,765.88</td>
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</table>

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

**DISTRICT**

- $76,802.46 TRANSFER TO BE ALLOCATED OVERAGE FUNDS
- $76,802.46

**CENTRAL**

- $83,746.00 SACS RELEASE-TRANSFER FOR J. SMITH
- $83,746.00

**NORTH**

- $86,417.00 SACS RELEASE-SALARY TRANSFER FOR B. FISCHER
- $47,926.20 SACS RELEASE-SALARY TRANSFER FOR K. HATTAWAY
- $134,343.20

**SOUTH**

- $19,500.00 TELESCOPE BLDG-TRANSFER FUNDS TO CIP
- $19,500.00
ITEM “C”

REGULAR BOARD MEETING, April 7, 2008

RECOMMENDATION
Recommend Board approval of the attached personnel recommendations.

RATIONALE
Hiring of personnel, resignations, retirements, etc.

FISCAL IMPLICATIONS TO THE COLLEGE
Budgeted

CONTACT PERSONS
James Fowler, Vice Chancellor of Human Resources
MEMORANDUM

TO: Board of Trustees

FROM: Dr. William Lindemann, Chancellor

DATE: March 28, 2008

SUBJECT: Recommendations for Board of Trustees Meeting

Attached for your approval is the personnel agenda for the April 7, 2008 Board of Trustees meeting.

ITEM 1

The Chancellor recommends the offer of employment to the following:

Kevin McKisson, Dean, Enrollment Services at a rate of $74,000 per year effective March 3, 2008. The salary is within the band.

Kimberly Steele, Counselor-Shared, Counseling/Advising, at a rate of $49,996 per year effective March 3, 2008. The salary is within the band.

ITEM 2

The Chancellor recommends the following Extra Service Agreements (ESA)

Pamela Campbell, Workshop Facilitator/Professor, Aerospace Academy, effective May 10, 2008 through July 10, 2008. This ESA is grant funded.

Eric Carson, Instructor, Geology, North, effective April 8, 2008 through May 9, 2008.

Myrna Gonzalez, Department Chair, ESOL effective April 8, 2008 through May 9, 2008.

Jason s. Hairston, Project Coordinator, Aerospace Academy, effective April 8, 2007 through August 31, 2008. This ESA is grant funded.

Sharon Sledge, Professor, Mathematics, effective April 8, 2008 through August 29, 2008. This ESA is grant funded.

Michael Stewardson, Professor, Computer Information Systems, effective April 15, 2008 through June 30, 2008. This ESA is grant funded.
Anna Zaborowski, Workshop Facilitator/Professor, Aerospace Academy effective May 10, 2008 through July 10, 2008. This ESA is grant funded.

ITEM 3
The Chancellor recommends the following addition to the part-time rate schedule:
Part-time Musical Accompanist, which will be tied to the current Adjunct lab rate.

ITEM 4
The Chancellor recommends the following resignations:
Eric Carson, Professor, Geology, resignation effective June 15, 2008

ITEM 5
The Chancellor recommends the following personnel changes:
Michael Moore will change from Director of Small Business Development at a salary of $65,148.00 to Director of Grants Accounting at a salary of $69,708.00. The salary is within the band.

ITEM 6
The Chancellor recommends the following Personnel Actions for the month of April, 2008:

**District**

**New Employees**
Katlyn Alford, Part-time, File Clerk, Business Office, at a rate of $7.00 per hour effective February 28, 2008.

Mark Baker, Part-time, IT Student Assistant, RT, at a rate of $7.50 per hour effective March 6, 2008.

Christina Beall, Part-time, Coordinator, Aerospace Academy, at a rate of $20.00 per hour effective February 11, 2008.

Blanca Carrasco, Full-time, General Ledger Assistant, Business Office, at a rate of $2,704.24 per month effective March 11, 2008.

Beverly Mills Part-time, Business Office, at a rate of $13.00 per hour effective February 11, 2008.

Stacey Prieto, Full-time, Financial Aid Services Special, Financial Office, at a rate of $2,263.08 per month effective February 1, 2008.

Audrey Turner Part-time, TWS, Human Resource, at a rate of $7.00 per hour effective February 13, 2008.
Jessica Vaquera, Full-time, Administrative Assistant II, Business Office, at a rate of $2,263.08 per month effective March 3, 2008.

**Employee Changes**

Emily Earnest will be promoted to Benefits Advisor, Human Resources, at a rate of $2,477.17 per month effective February 25, 2008.

Micheal Yates will be demoted to Desktop Support Analyst II, at a rate of $39,160 per year effective February 18, 2008.

Judith Yonley will add Part-time CAN coordinator, CPD, at a rate of $20.00 an hour effective February 22, 2008.

**Resignations/Terminations**


**Central Campus**

**New Employees**

Eyvette Baldwin, Full-time, Administrative Assistant I, Nursing, at a rate of $2,046.41 per month effective March 3, 2008.

Melinda Bowman, Full-time, Enrollment Services Specialist, Enrollment Services, at a rate of $2,263.08 per month effective February 11, 2008.

Stephanine Canizales, Part-time, Tutor, Title V, at a rate of $7.00 per hour effective March 7, 2008.

Angela Davis, Full-time, Administrative Assistant I, AD Behavioral/SS & Bus Administrative, at a rate of $2,046.41 per month effective February 18, 2008.

Arthur Elsner, Part-time, Office Assistant, Test Center, at a rate of $7.00 per hour effective February 14, 2008.

Mildred Fernandez, Part-time, VA Information Clerk, Financial Aid/Veterans, at a rate of $7.00 per hour effective February 26, 2008.

Crystal Fleming, Part-time, Telecommunicator, Police, at a rate of $10.06 per hour effective March 10, 2008.

Karina Garza, Part-time, Student Assistant, Children’s Center, at a rate of $7.00 per hour effective February 11, 2008.
Wendy Galvan, Part-time, Tutor, Title V, at a rate of $7.00 per hour effective February 27, 2008.

Georgina Gomez, Part-time, Telecommunicator, Police, at a rate of $10.06 per hour effective March 10, 2008.

Cassandra Gossett, Full-time, Administrative Assistant I, Nursing, at a rate of $2,046.41 per month effective March 3, 2008.


Morgan Keith, Part-time, Technology Learning Resource, at a rate $9.00 per hour effective March 4, 2008.

Ericka Musa, Part-time, Telecommunicator, Police, at a rate of $10.06 per hour effective February 26, 2008.

Derek Nicholas, Part-time, tutor, Title V, at a rate of $7.00 per hour effective February 14, 2008.

Kenneth Oliver, Part-time, Multimedia Assistant I, Technology Learning Resources, at a rate of $9.00 per hour effective February 27, 2008.

Melinda Porter, Part-time, Supplemental Instruction, Title V, at a rate of $9.00 per hour effective January 21, 2008.

Susan Pratt, Part-time, Teacher’s Aide, Children’s Center, at a rate of $7.00 per hour effective February 4, 2008.

Rose Pulido, Part-time, Student Assistant, Newspaper, at rate of $7.00 per hour effective January 23, 2008.


David Schultea, Part-time, Information Clerk, Library, at a rate of $7.00 per hour effective March 10, 2008.


Christina Sherry, Part-time, Information Clerk, Counseling, at a rate of $7.00 per hour effective February 25, 2008.


**New Employees con’t**

Carlos Vasquez, Part-time, Information Clerk, Test Center, at a rate of $7.00 per hour effective March 25, 2008.

Callie Vaylin, Part-time, Student Assistant, Children’s Center, at a rate of $7.00 per hour effective February 4, 2008.

Don Walls, Part-time, Tool Room Equipment Specialist, Automotive Technology, at a rate of $10.00 per hour effective February 15, 2008.

Kenneth Webster, Part-time, Office Assistant, CPD, at a rate of $7.00 per hour effective January 22, 2008.

Shannon Williams, Part-time, administrative Assistant, Office of Student Recruitment, at a rate of $9.45 per hour effective March 11, 2008.

**Employees Changes**

Arthur Elsner will add Part-time, Office Assistant, Test Center, at a rate of $7.00 per hour effective February 14, 2008.

Bobbie Payton will change from $7.50 per hour to $8.00 per hour effective January 2,2008.

Ashley Polker will change from $7.50 per hour to $8.00 per hour effective January 2, 2008.

Joe Pond will be promoted to District Access Control Locksmith, Maintenance, at a rate of $3,155.16 per month effective February 01, 2008.

Cindy Rivas will change from $7.00 per hour to $8.00 per hour effective January 2, 2008.

Wanda Watson will be promoted to Administrative Assistant IV, Dean of Evening and Weekend, at a rate of $31,264 per year effective February 1, 2008.

**Resignations/Terminations**


Bryan Olvera, Part-time, Multimedia Assistant, termination effective March 12, 2008.


Kristan Stutz, Part-time, Student Teacher, Children’s Center, resignation January 8, 2008.

**New Employees**

Amanda Moran, Part-time, Student Assistant, Financial Aid, at a rate of $7.00 per hour effective March 24, 2008.
John Brandley, Part-time, Structured Learning Assistance, College Prep/ESOL, at a rate $9.00 per hour effective February 22, 2008.

Milagros Corral, Part-time, Information Clerk, Student Success, at a rate of $7.00 per hour effective March 25, 2008.

Ana Flores, Full-time, Test Examiner, Testing, at a rate of $2,588.58 per month effective March 3, 2008.


Nikki Lightfoot, Part-time, Advisor, Counseling, at a rate of $15.00 per hour effective February 25, 2008.

Darlene McClain, Part-time, Supplemental Instruction, College Prepartory, at a rate of $12.00 per hour effective February 19, 2008.

Rosa Mendez, Part-time, Financial Aid Student Assistant, Financial Aid Office, at a rate of $7.00 per hour effective February 25, 2008.

Isabel Nava, Part-time, Tutor, GearUp, at a rate of $8.50 per hour effective January 22, 2008.

Nicholas Newsome, Part-time, Test Proctor, Special Populations, at a rate of $7.00 per hour effective February 8, 2008.

Chris Olsen, Part-time, Tutor, GearUp, at a rate of $8.50 per hour effective January 22, 2008.

Alejandro Rodriguez, Part-time, Tutor, GearUp, at a rate of $8.50 per hour effective January 22, 2008.

Mary Rodriguez, Part-time, Tutor, GearUp, at a rate of $8.50 per hour effective January 22, 2008.

Renata Russo, Part-time, Project Director, HUD/HSIAC-Grant, at a rate $38.00 per hour hour effective March 3, 2008.

David Scott, Part-time, Cook, Food Services, at a rate of $7.00 per hour effective February 26, 2008.

Niketa Springer, Part-time, Teacher Aid, Children’s Center, at a rate of $7.00 per hour effective February 21, 2008.

New Employees con’t.

Sonja Thornton, Part-time, Information Clerk, Counseling, at a rate of $7.00 per hour effective February 22, 2008.

Employee Changes

Raquel Garcia will change from $7.00 per hour to $7.65 per hour effective January 14, 2008.
Sandra Lozano will change from $36.00 per hour to $38.00 per hour effective February 25, 2008.

Dana Perrodin will change from $10.50 per hour to $12.00 per hour effective January 18, 2008.

Erika Ramirez will change from $8.00 per hour to $9.00 per hour effective January 14, 2008.

Heriberto Remingio will change from $7.50 per hour to $8.00 per hour effective January 11, 2008.

Joshua Shankle will change from $8.00 per hour to $9.00 per hour effective January 14, 2008.

Patsy West will be promoted to Administrative Assistant IV, Dean of Evening and Weekend, at a rate of $39,118 per year effective January 29, 2008.

**Resignations/Terminations**

Antonio Hernandez, Part-time, Clerk, Library, resignation effective March 5, 2008.

Isabel Nava, Part-time, Tutor, GearUp, resignation effective February 29, 2008.


Candace Rutledge, Part-time, Teacher Aid/Home Grown, University Connection-EDUC, termination effective March 7, 2008.

Andrea Sneed, Part-time, Teacher’s Aide, Children’s Center, resignations effective January 11, 2008.


Jennifer Trejo, Part-time, Tutor, Title V, resignation effective December 17, 2007.

**Resignations/Terminations Con’t.**

Erica Villanueva, Part-time, Information Clerk, Career and Employment Center, resignations effective January 17, 2008.


South Campus

New Employees

Timothy Benedict, Part-time, Tutor, CIS, at a rate of $7.00 an hour effective March 6, 2008.

Debra Bonier, Part-time, Note Taker, Special Populations, at a rate of $7.00 an hour effective March 6, 2008.

Janice Brem, Part-time, Enrollment Specialist, Enrollment Services, at a rate of $7.00 per hour February 27, 2008

Nancy Daves, Part-time, Advisor, Counseling, at a rate of $20.00 per hour effective February 22, 2008.

Hong Do, Part-time, Office Clerk, Counseling, at a rate of $7.00 per hour effective February 21, 2008.

Luke Downey, Part-time, Tutor, Student Success Center, at a rate of $7.00 per hour effective February 22, 2008.

Patrick Eads, Part-time, IT Student Assistant, RT, at a rate of $7.50 an hour effective March 5, 2008.

Molly Farrell, Part-time, Student Assistant, PHED & Language Skills, at a rate of $7.00 per hour effective March 6, 2008.

Nabil Fuentes, Part-time, Office Assistant, Health Science Division, at a rate of pay of $7.00 per hour effective February 21, 2008.

Matthew Hall, Part-time, Tutor, IT, at a rate of $8.00 an hour effective February 27, 2008.

Joyce Hopkins, Part-time, Reference Librarian, Library, at a rate of $30.00 per hour effective March 4, 2008.

Peris Kamau, Part-time, Tutor, Title V, at a rate of $7.00 per hour effective February 25, 2008.

New Employees con’t


Nancy Melenrio, Part-time, Pianist, Music, at a rate $32.00 per hour effective February 28, 2008.

Trisha Michelson, Part-time, Wellness Instruction, Wellness, at a rate of $32.00 an hour effective February 13, 2008.

Tasnim Mohamed, Part-time, Office Assistant, Continuing Education, at a rate of $7.00 per hour effective February 27, 2008.
Quang Ngo, Part-time, Specialty Lab Assistant, Supplemental Instruction, at a rate of $9.00 per hour effective January 10, 2008.

Quang Nguyen, Part-time, Tutor, Title V, at a rate of $7.00 per hour effective January 7, 2008.

Bolanle Omotoso, Part-time, tutor, Student Success Center, at a rate of $7.00 per hour effective March 3, 2008.

Patrick Perez, Part-time, Student Assistant, Vocational Nursing & ADN Mobility, at a rate of $7.00 per hour effective February 11, 2008.

Anh Pham, Part-time, Office Assistant, Library, at a rate of $7.00 per hour effective January 28, 2008.

Tien Pham, Part-time, Tutor, Special Populations, at a rate of $10.00 per hour effective January 28, 2008.

Mario Polo, Part-time, Specialty Lab Assistant, at rate of $9.00 per hour effective January 31, 2008.

Homero Rios, Part-time, Tutor, Title V, at a rate of $7.00 per hour effective January 18, 2008.

Samantha Rodriguez, Part-time, Specialty Lab Assistant, Supplemental Instruction, at a rate of $9.00 per hour effective January 10, 2008.

Maggie Sandoval, Part-time, Kitchen, Children’s Center, at a rate of $9.00 per hour effective January 28, 2008.

Taylor Smith, Part-time, Specialty Lab Assistant, Mathematics, at a rate of $9.00 per hour effective February 5, 2008.

Mariel Sturm, Part-time, Specialty Lab Assistant, Supplemental Instruction, at a rate of $9.00 per hour effective January 10, 2008.

Esther Tamez, Part-time, Student Assistant, Student Success Center, at a rate of $7.00 per hour effective August 27, 2007.

**New Employees con’t.**

Tyra Taylor, Full-time, Enrollment Services Specialist, Dean of Enrollment Management, at a rate of $2,263.08 per month effective January 22, 2008.

Juan Vivanco, Part-time, Specialty Lab Assistant, Mathematics, at a rate of $9.00 per hour effective January 15, 2008.

Jessica Waltenbaugh, Part-time, Note Taker, Special Populations, at a rate of $7.00 per hour effective February 27, 2008.

Aunshaunte’ Wilson, Part-time, Children’s Center, Teacher’s Aide, at a rate of $7.00 per hour effective March 6, 2008.
Fernando Zuniga, Part-time, Gym Assistant, Physical Education, at a rate $7.00 per hour effective January 28, 2008.

**Employee Changes**

April Becker change from $28.00 per hour to $30.00 per hour effective March 4, 2008.

Cristhian Bisso will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Constance Busch change for $28.00 per hour to $30.00 per hour effective March 4, 2008.

Zachary Cavanaugh will change from $7.00 per hour to $7.50 per hour effective January 28, 2008. Also will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Wilson Chavez will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Adolfo Cortez will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Chris Courville will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Darryl Dement will be promoted to Campus Business Officer Supervisor, Business Office, at a rate of $2,920.42 per month effective February 18, 2008.

Chris Do will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Cassandra Gutierrez changed from $8.00 per hour to $9.00 per hour effective February 7, 2008.

Kurtis Harris will add Part-time, On-line tutor, CIS/COSC at a rate of pay of $8.00 per hour effective February 4, 2008.

**Employees Changes Con’t.**

Nguyen Lam will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Bianka Majchrowicz will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Quang Ngo will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Maria Payne changed from $10.00 per hour to $12.00 per hour effective January 10, 2008.

Joseph Pena changed from $9.00 pr hour to $12.00 per hour effective December 17, 2007.
Patricia Pollard will be promoted to Administrative Assistant II, Library, at a rate of $2,466.50 per month effective February 4, 2008.

Terry Roberts will add Part-time, Specialty Lab Assistant, Writer’s Center/English, at a rate of $9.00 per hour effective February 19, 2008.

Samantha Rodriguez will add Part-time, Tutor, Title V, at a rate of $7.00 per hour effective February 7, 2008.

Sarah Sedrak will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Diana Shokralla changed from $7.00 per hour to $7.50 per hour effective January 28, 2008.

Mary Smith will be promoted to Art Lab Supervisor, Art, at a rate of $2,536.75 per month effective February 1, 2008.

Tanya Suresh changed from $10.00 per hour to $12.00 per hour effective January 10, 2008.

Jimmy Tabares changed from $30.00 per hour to $32.00 per hour effective February 1, 2008.

Evette Torrence will be promoted to Part-time, Program Assistant, Honors, at a rate of $13.00 per hour effective February 4, 2008.

Alex White will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

Michelle Williams will add Part-time, Tutor, Grant Funding at a rate of $10.00 per hour effective January 31, 2008.

**Resignations/Terminations**


**Resignations/Terminations Con’t.**

Jennifer Chavez, Part-time, Teacher Aide, Children’s Center, resignation effective February 18, 2008.

Sabrina Davis, Part-time, Registration Clerk, CPD, resignation effective March 10, 2008.

Natasha deGarcia, Part-time, Specialty Lab Assistant, English/Writer’s Center, resignation effective February 19, 2008.

Chanel Lewis, Part-time, Texas Work Study, CPD, resignations effective March 10, 2008.

Samantha Rodriguez, Part-time, Tutor, Student Success Center, resignation effective February 6, 2008.


Tiarya Timmons, Part-time, Note Taker, Special Populations, resignation effective February 4, 2008.

Georgianna Trif, Part-time, Teacher-Aide, Children’s Center, resignation effective February 18, 2008.

Elizabeth Tucker, Part-time, Information Clerk, Student Success Center, resignation effective February 6, 2008.

Caesar Vallejo, Part-time, Tutor, Student Success Center, resignation effective February 6, 2008.
ITEM “D”

REGULAR BOARD MEETING, April 7, 2008

RECOMMENDATION

Recommend Board approval of the proposed 2008-2009 Faculty Contract Recommendations.

RATIONALE

Routine annual contract renewals for faculty who continue to receive high performance reviews.

FISCAL IMPLICATIONS TO THE COLLEGE

Budgeted

CONTACT PERSON

James Fowler, Vice Chancellor of Human Resources
CONTRACT RECOMMENDATIONS
2008-2009

One-Year (9 Month) Contract Recommendation Unless Otherwise Indicated

Central Campus

Behavioral/Social Science and Business Administration Division

Accounting and General Business:
Merrily J. Hoffman  Distinguished Faculty 2 years: 2008/10
Jeffrey S. Jackson
Randall C. Whitmore

Anthropology:
Pamela Maack  Split assignment: 100% Central, 40% South (pay will be transferred from South)
Distinguished Faculty 2 years: 2008/10

Business Office Technology:
Theresa V. Gann
Billie R. George
Helen M. LaCour

Computer Information Systems:
Eva M. Brown
Clara D. Campbell  Distinguished Faculty 2 years: 2008/10
Mike W. Kent  Distinguished Faculty 2 years: 2008/10
Norman H. Liebling

Economics:
Francila Garib
Delwin Long, Sr.
N. Bich Tran  Split assignment: 40% Central, 60% South

Geography:
Michael Modica

Government:
Dina Castillo
John Forshee  Distinguished Faculty 2 years: 2008/10
Ben Fraser
John Osterman, Jr.
Prudencio Ramirez
Van Allen Wigginton
History:
Danielle Bible
Lesley Kauffman
Stephen Lopez
Paul McRee
Hal Shelton
Marcus Turner
Larry Wilson

Philosophy:
Thi Lam
Steven Pena

Psychology:
Jack Chuang  Distinguished Faculty 2 years: 2008/10
Wayne Hall  Distinguished Faculty 2 years: 2008/10
Lilian Romero
Phyllis Rundhaug  Distinguished Faculty 2 years: 2008/10
Anna Clare Zaborowski  Distinguished Faculty 2 years: 2008/10

Real Estate:
Kevin Morris  12 month, 35-hour week
Split assignment: 40% Central, 40% North, 20% South

Sociology:
Cynthia Montemayor
Tina Mougouris  Distinguished Faculty 2 years: 2008/10

Fine Arts and Language Arts Division

Art:
James Todd Allison
William Frazier
Mark Myers
Michael Unger

Drama:
Jerry Ivins
Curt Meyer
Richard Turner
Molly Vernon

English:
David Auchter
Barbara Brown  Distinguished Faculty 2 years: 2008/10
Vicki Brown
Erin Callahan
Kimberly DeLauro
Sherrin Frances
Julia Jay  Distinguished Faculty 2 years: 2008/10
David LeMaster  Distinguished Faculty 2 years: 2008/10
Ava Lunsford
James McKenna
Ernest Muirhead
Timothy Naylor
Ann Pearson
John Thornburg  Distinguished Faculty 2 years: 2008/10

Foreign Languages:
Hildegart Hoquee  Distinguished Faculty 2 years: 2008/10

Journalism:
Royce Ann Walker  Distinguished Faculty 2 years: 2008/10

Language Skills:
Lana McEnery  Distinguished Faculty 2 years: 2008/10
Lee Ann Morris  Distinguished Faculty 2 years: 2008/10
Carolyn Poole
Betty Woodfill

Music:
Jeffrey Adams
Martha Braswell
Paul Busselberg
Eric Late
Karen Marston
James Metcalfe
Michael Mizma
Sarah Spencer
Lester Williams  12 month, 40-hour week

Speech:
Laury Scott Ellis  Distinguished Faculty 2 years: 2008/10
Ava Good  Distinguished Faculty 2 years: 2008/10
Joyce Gale Sharpe

Health Sciences Division

Associate Degree Nursing:
Noorjehan Abdullah  12 month
Mary K. Bub  12 month
Lajanie Cook
Janice DiFalco  Distinguished Faculty 2 years: 2008/10
Mary J. Gillispie
Karla Hardacker  12 month
Katherine Hayes  12 month
Veronica Jammer  12 month; 40-hour week Distinguished Faculty 2 years: 2008/10
Yolanda Lonsford  12 month; Distinguished Faculty 2 years: 2008/10
Maria Miranda  12 month
Assoicate Degree Nursing Central Con't.
Nancy K. Reid 12 month, 35-hour week
Monica Taylor 12 month, 35-hour week
Suzanne Tolley 12 month, 35-hour week
Philisie Washington 12 month; Distinguished Faculty 2 years: 2008/10
Claudia M. Whitlatch

Dietetics
Adrienne Sonnier

Emergency Medical Technology:
Jay Cloud
Patricia Farrington
Joseph Hamilton 12 month, 40-hour week
Michael Lindamood

Fire Protection:
Lynwood Dunseith 12 month, 35-hour week; Distinguished Faculty 2 years: 2008/10

Medical Laboratory Technology:
Tina Fontenot 12 month, 35-hour week
Terri Carpenter-Simon 12 month, 35-hour week

Medical Radiography:
Tunde Breaker 12 month, 40-hour week
Cindra Daniels 12 month, 40-hour week
Phyllis Hooi 12 month, 40-hour week
Rhea Shaunty-Docis 12 month, 40-hour week

Occupational Health & Safety Technology
Alfred Sustaita

Respiratory Care:
Carrol LaRowe 12 month, 40-hour week
Larry Vandiver 12 month, 40-hour week

Surgical Technology:
Diane DeYoung 12 month; 40-hour week
Catherine M. Yendell 12 month; 40-hour week

Vision Care Technology:
Debra Clarke 12 month, 40-hour week, Distinguished Faculty 2 years: 2008/10
Carrie Campbell 12 month, 40-hour week
Industrial Technology Division

Automotive Technology:
Gregory Black
David Castillo
Mark Deschner
John Goins
Elias Lopez
Darryl Malone
David Norman
Thad Pannell
Waylan Pittman
Homer Swihart
Romulo Vela

Pending educational requirements

Commercial Truck Driving
John H. Stephens
12 month; 40-hour week; Contingent upon enrollment

Non-Destructive Testing Technology:
Stephen Rowland, Jr.

Process Technology:
Kenneth Jackson
Michael Speegle
Daniel Stoltzfus

Welding Technology:
Tiburcio Parras III
Edu Req – 3 hours by August 31, 2008
Bryan Suarez
12 month, 35-hour week

Mathematics, Science and Physical Education Division

Biology:
Paul Barron
Kari Doyle
Jared Gilmore
Carrie Hughes
Robert McReynolds
Larry Petersen
Barbara Schumacher
Patricia Steinke
Camile Tipton
Louis Westmoreland
Zhijian Zhou

Distinguished Faculty 2 years: 2008/10

Chemistry:
Dolores Aquino
Ann Cartwright

Distinguished Faculty 2 years: 2008/10
Geology:
Bjorn Brooks
Sharon Choens  Distinguished Faculty 2 years: 2008/10
Kristi Higginbotham  Distinguished Faculty 2 years: 2008/10

Mathematics:
Steven Davidson
Reza Khademakbari
Randall McNiece
Leighann Martinets
Jennifer May
Lisa Rhea
Deanna Robinson-Breide  Transferring from North Campus to Central Campus
Terri L. Seiver  Distinguished Faculty 2 years: 2008/10
James Sells  Distinguished Faculty 2 years: 2008/10
Sharon Sledge  Distinguished Faculty 2 years: 2008/10
James E. Smith
Gregory Steele
Alan Wiederhold
J. Terry Wilson  Distinguished Faculty 2 years: 2008/10
Virgil Zoth

Physical Education:
Scott Gernander  12 month; 40-hour week (Coach/Athletic Director)
Scott Horstman  10.5 month (Coach)
Becky Lidolph  Distinguished Faculty 2 years: 2008/10
Sandra Morgan  Distinguished Faculty 2 years: 2008/10
Sharon Nelson  10.5 month (Coach)
Elizabeth Powell  Coach
Kristen Redding  Wellness Coordinator
Derrell Simpson  10.5 month
Butch Sutton  Director of recreational Sports
Patti Underkircher  Distinguished Faculty 2 years: 2008/10
Louis Vicenik

Physics:
Morris Greenwood

Remedial Mathematics:
Sherry Eska  Distinguished Faculty 2 years: 2008/10
Virginia Hanning  Distinguished Faculty 2 years: 2008/10
Barbara Hughes  Distinguished Faculty 2 years: 2008/10
Joseph Maire
Services Technology Division

Aeronautical Technology:
Larry Smith
Robert Willhoite
Everett Yeager

Child Development:
Carol Ortega  Distinguished Faculty 2 years: 2008/10
Deborah Simpson-Smith  Distinguished Faculty 2 years: 2008/10
Anastasia Stewart  Distinguished Faculty 2 years: 2008/10

Cosmetology:
Peggy Barron  12 month; 35-hour week; Distinguished Faculty 2 years: 2008/10
Danette Ehlinger  Distinguished Faculty 2 years: 2008/10
Levita O’Brien  Edu Req- Completed by May 2008
Mary J. Perez
Theresa R. Rudisell  Distinguished Faculty 2 years: 2008/10 Edu Req-Completed by April 2008

Criminal Justice:
Raymond Richards  Distinguished Faculty 2 years: 2008/10
Robyn Ring  Contingent on Enrollment
Daniel Rosenberg
Bruce Stewart

Culinary Arts & Restaurant Management:
Ernest Becerra
Leonard Pringle

Dietetics:
Adrianne Sonnier

Electrical Technology
Michael Sims  Edu Req – Completed by May 2008

Engineering Design Graphics:
Anna Cummings
Michael Fox
Roy Pariisher
Darrick L. Reeves
Michael Varnell  12 month; 35-hour week

Instrumentation Technology
David B. Bourque
Tom Stokes

Interior Design:
David Vanover
Business and Technology Division

Business Department:
Margaret Black
Maria Bright
Phil Cohen
Ernest Davila
Kevin Morris
Contingent upon enrollment
12 month, 35-hour week
Split assignment: 40% North, 40% Central, 20% South
Distinguished Faculty 2 years: 2008/10

Virgil Price
Judy Ramsay
Dan Strout

Civil/Industrial Technology:
Don Clayton
Eddie Foster
Ben Ficklin
Glen Kirkwood
Hugh Rogers
Mike Varnell
Contingent upon enrollment

Engineering/Information Technology:
Bill Edison
Sharon George
James Holmes
Gail Mason
Frank Ocon
Contingent upon enrollment
Michael Stewardson

College Preparatory and Education Division

Developmental Mathematics:
Brenda Blue
Kelley Bush
Susan Clark
Gail Patrick
Karen Skinner
Jana Tarlton

Developmental Reading:
Colin Dalton
Myrna Gonzalez
Distinguished Faculty 2 years: 2008/10

Developmental Writing:
Carla Garrett
Health Sciences and Consumer Services Division

Child Development:
Christine Ortiz-Gatlin

Consumer Services:
Mary Ellen Gardner
Judy Hendley
Sean Perrodin
Steven Rudd 12 month, 40-hour week
Tina Sanchez
Cindy Woodcock

Health Sciences:
Shalonica Angelle 12 month; 35-hour week
Rhonda Bell 12 month; 35-hour week
Alana Curry 12 month, 35-hour week
Patricia Ferrell 12 month, 35-hour week
Kerri Hines 12 month, 35-hour week
Diana Houston 12 month, 35-hour week, Distinguished Faculty 2 years: 2008/10
Margaret Jefferson 12 month; 35-hour week
Fred Lara 12 month, 35-hour week
Cindy Lemoine
Della Moon 12 month, 35-hour week
Robbie Murphy 12 month; 35-hour week
Deborah Schultze 12 month, 35-hour week
Beverly Smith 12 month; 35-hour week
James Steen 12 month, 35-hour week

Humanities Division

Behavioral Sciences:
Tammy Miller
Darla Rocha
James Semones Distinguished Faculty 2 years: 2008/10

English:
Richard Bridwell
Nancy Carothers
Beverly Fischer Distinguished Faculty 2 years: 2008/10
Karen Hattaway 12 month, 35-hour week, SACS projects, Distinguished Faculty 2 years: 2008/10
Lorena Horton Distinguished Faculty 2 years: 2008/10
David Idrogo  
Mary Jennings  
Jeffrey Mollhagen  
Susan Palmer  

Distinguished Faculty 2 years: 2008/10

Fine Arts:  
Ken Luce  
Floyd McConnell  
Edgar Moore  
Carol Morgan  
Susan Palmer  
Daryll Vitaska  
Randy Snyder  

Distinguished Faculty 2 years: 2008/10  

12 month, 35-hour week

Social Sciences:  
Edwin Aiman  
Amy Brandon  
Duane Emmons  
Dianne Heafer  
Bret Nelson  
Dennis Toombs  
Doug Simmons  

Distinguished Faculty 2 years: 2008/10

Math, Science and Kinesiology Division

Kinesiology:  
Thomas Arrington  
Terrence Daugherty  
James Durham  
Shawn Silman  

12 month, 40-hour week  
10.5 month  
12 month, 40-hour week  
Coach  
Coach  
Athletic Director

Mathematics:  
Janice Wilson  
Janet Schachtner  

Distinguished Faculty 2 years: 2008/10

Natural Sciences:  
Eric Carson  
C. Paul Goains  
Bennie Jenkins  
Susan Lustick  
Johnny Ray Marak  
Reza Marvadashti  
Kelly Mizell  

Distinguished Faculty 2 years: 2008/10  

Services Technology Division

Electrical  
Hugh Rogers
South Campus

Arts and Sciences Division

Anthropology:
Deniss Edwards
Cheryl L. Fasullo  Distinguished Faculty 2 years: 2008/10

Philosophy:
Carlos Atalay
Randall Horton

Psychology:
Dawn Eaton
James Francis
Marylou Robins
Alex Shepko

Social Sciences:
John Bolen  Distinguished Faculty 2 years: 2008/10
Francis Coppinger
Cecil Dorsey  12 month, 35-hour week; Distinguished Faculty 2 years: 2008/10
Sanford B. Kanter
Ron Law  Distinguished Faculty 2 years: 2008/10
Kearby Lyde
Nick Malavis
Dennis Morrison
Lisa Palton
Jennifer Tate  Distinguished Faculty 2 years: 2008/10
Cecil Edward Weller
Benton White
Christine White

Physical Education:
Judith Harrison
Jacalyn Junkman  Distinguished Faculty 2 years: 2008/10
David Santesteban  12 month, 35-hour week, Distinguished Faculty 2 years: 2008/10; Coach
Kelly Saenz  12 month, 35-hour week; Coach
Sherry Swim  10.5 month; Distinguished Faculty 2 years: 2008/10

Dance:
Patty Haselbarth

Art:
Dixon Bennett
Lou Brock
Christina Potts
Mark Schatz
Martin Wnuk

**Drama:**
Sheleigh Carmichael

**Music:**
Jeremy Garcia
Robert Odneal
Jana Rader
Cynthia Stevens

**Language Arts:**
Charles Harrison
Vickie Hodges
Yuri Horner
Collin Hutchison
Peggy Oliver  Distinguished Faculty 2 years: 2008/10
Penny O'Neal
James Gregory Smith  Distinguished Faculty 2 years: 2008/10
Michael Woodson  Distinguished Faculty 2 years: 2008/10

**Speech:**
Christina Cardenas
Catherine Gragg  Distinguished Faculty 2 years: 2008/10
Connie Taylor

**Foreign Languages:**
Ricardo Garcia
Juan Martinez

**Language Skills:**
Carol Chance
Joanie DeForest  Distinguished Faculty 2 years: 2008/10
Pat Grissom  Distinguished Faculty 2 years: 2008/10
Allyson Marceau  Distinguished Faculty 2 years: 2008/10
Jintana Sullivan

**Mathematics:**
John P. Anderson  12 month 35-hour week; Distinguished Faculty 2 years: 2008/10
Navjot Birring  Distinguished Faculty 2 years: 2008/10
Ali Elhaj
Douglas Green Distinguished Faculty 2 years: 2008/10
James Griffiths
Sandra McCurdy Distinguished Faculty 2 years: 2008/10
Danielle Morgan Distinguished Faculty 2 years: 2008/10
Abigail Payne
Stanley Pinegar
Wendy Repsher
Martha Robertson 10.5 month; Distinguished Faculty 2 years: 2008/10
George Stockton Distinguished Faculty 2 years: 2008/10
Jerry Tate Distinguished Faculty 2 years: 2008/10
Pricilla Wake Distinguished Faculty 2 years: 2008/10

Science:
Gus Cei
Ethel Cornforth
Raymond Crawford
Karen Duston
Adam Eiler
Joseph Granata 12 month, 35-hour week
Cynthia Hoobler Distinguished Faculty 2 years: 2008/10
Louise Hayes-Odom
Cynthia Maurstad
Thomas Miskelly
Joyce Miller Distinguished Faculty 2 years: 2008/10
Joseph Mills
Lambrini Nicopoulos
Maik Pertermann
Jeannie Plunkett
Kirsten Raines Distinguished Faculty 2 years: 2008/10
Bayani I. Ramirez
Frank Richardson
Tim V. Roye
Baharuddi Sheikh
Mary Wisgirda

Health Sciences Division

Associate Degree Nursing (LVN to RN Mobility):
Mini Jose 12 month, 40-hour week
Karen Malloy 12 month, 40-hour week; Distinguished Faculty 2 years: 2008/10
Lucille McGahey 12 month, 35-hour week
Linda Roberts 12 month, 35-hour week
Ranjana Sardana 12 month, 35-hour week

Licensed Vocational Nursing:
Karen Alexander
Twila Cooper
Shiela Ford
Dana Hines 12 month, 35-hour week
Laurene Mathews
Peggy Penn 12 month, 35-hour week
Rebecca Shuttlesworth 12 month, 35-hour week
Teresa Wells 12 month, 40-hour week
Bobbie Williamson

Physical Therapist Assistant:
Julianne Blanford 12 month, 35-hour week
Carolyn Hoffman 12 month, 35-hour week

Pharmacy Technician:
Mario Garcia
Alexander Okwonna 12 month, 35-hour week

**Business, Technology and Continuing Education**

**Economics:**
Janet Blackburn
Ngoc-Bich Tran Split assignment: 60% South, 40% Central

**Accounting/General Business:**
Susan Eason Distinguished Faculty 2 years: 2008/10
William Gaffey 10.5 month

**Management:**
Carolyn Keck

**Real Estate:**
Kevin Morris 12 month, 35-hour week
Split assignment: 20% South, 40% Central, 40% North

**Computer Information Systems:**
Pamela Betts
Terry Hanks
Jerry Igleheart
James Meeks 10.5 month
Ralph Penn
Robert Tchoryk
Joyce Welby

**Applied Technologies:**
David Baisden 10.5 month
Mary Ann Blake
Brian Sanders
Cosmetology:
Dana Belt  Distinguished Faculty 2 years: 2008/10
Pandora Freestone  Distinguished Faculty 2 years: 2008/10
Mary Paschal-Lindsay  12 month, 40-hour week; Distinguished Faculty 2 years: 2008/10
David Waters
ITEM “E”

REGULAR BOARD MEETING, April 7, 2008

RECOMMENDATION

Recommend Board approval of the following Affiliation Agreements:

1. Affiliation Agreement between San Jacinto College North Campus Health Information Management Program and Best Care Ambulance;
2. Affiliation Agreement between San Jacinto College South Campus Physical Therapist Assistant Program and Reliant Rehabilitation; and,
3. Affiliation Agreement between San Jacinto College Central Campus Vision Care Technology Program and Harris County Hospital District.

RATIONALE

The Affiliation Agreements were reviewed by the College Attorney.

FISCAL IMPLICATIONS TO THE COLLEGE

None

CONTACT PERSONS

Daniel J. Snooks, Attorney
ITEM “F”

REGULAR BOARD MEETING, April 7, 2008

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be on May 5, 2008.
ACTION ITEM “XX”

REGULAR BOARD MEETING, April 7, 2008

Presentation of Bids
I. CONSTRUCTION PROJECTS

Central Campus
Re-Roofing Services pgs (3 - 8) $1,116,954

North/South Campuses
Re-Roofing Services (pgs 9 - 13) 792,296

TOTAL OF ALL CONSTRUCTION PROJECTS $1,909,250

II. EQUIPMENT, SUPPLIES & SERVICES BIDS

District:
Temporary Personnel Staffing (pgs 14 - 18) $250,000
Interpreting Services (pgs 19 - 23) 225,000
Copier Maintenance Services (pgs 24 - 28) 76,600

TOTAL OF ALL BIDS/RFP $551,600

III. SJCCD PURCHASE REQUEST FROM SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS

Purchase Request #1 - Routers & Firewalls (pg 29) $161,217
Purchase Request #2 - Internet Connections (pg 30) 80,000
Purchase Request #3 - Internet Services (pg 31) 42,000

TOTAL OF PURCHASING REQUESTS: $283,217

GRAND TOTAL $2,744,067
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the award of RFP# 08-24 to Restoration Services, Inc.

BACKGROUND

The College currently has need to re-roof the Davison, Ball and Anderson Technology buildings on Central Campus, the Edwin Lehr Library on North Campus and the W.L. 'Levi' Smallwood Physical Education Facility on South Campus. Five contractors submitted proposals. One contractor requested to have their proposal withdrawn from consideration because of an omission on their part. Of the remaining four contractors and through the evaluation process that followed, it was determined that RSI offered the best value to the District.

IMPACT OF THIS ACTION

Approval of this request will allow the College to maintain the buildings involved. The roofing projects will protect those buildings and their interiors from inclement weather.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Central Campus re-roofing project and related work is in the amount of $1,116,954. The South and North Campuses re-roofing project and related work are in the amount of $792,296. The total expenditure for this project is $1,909,250. The expenditure is funded through the Net Assets 2007 – 2008 budget.

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

Building Committee recommendations and evaluations.

RESOURCE PERSONNEL

Dr. Ron Rucker 281.998.6122  ron.rucker@sjcd.edu
Larry Logsdon 281.998.6120  larry.logsdon@sjcd.edu
William C. Mattei 281.998.6122  william.mattei@sjcd.edu
Paula Wohnoutka 281.998.6106  paula.wohnoutka@sjcd.edu
San Jacinto College District
2008 Re-Roofing Program

San Jacinto College District
Building Committee to Board of Trustees
4624 Fairmont Parkway, Suite 200
Pasadena, Texas 77504

Date: March 26, 2008
Regarding: Project #s 721807, 721808, 721809 – Re-Roofing and Related Work, Davison, Ball and Anderson Technology Buildings', Central Campus
RFP # 08-24 - Recommendation to Award

In the fall of 2007, Weiss, Janney, Elstner Associates, Inc. (WJE) began working to produce a design for the re-roofing of three buildings. This design was completed and released for competitive sealed proposals in March of this year. A Pre-Proposal Meeting for interested contractors was conducted on March 11, 2008, and Competitive Sealed Proposals were received and opened on March 25, 2008. Five contractors submitted their Competitive Sealed Proposals. PRC Roofing requested to have their proposal withdrawn from consideration because of an omission on their part. A Proposal Tabulation that summarizes those proposals is attached.

Subsequent to the receipt of requested information from the four (4) contractors, the roofing consultant WJE and Owner began the process of evaluating and ranking the proposals based on the evaluation criteria that had been published with the proposal documents. When the evaluation process concluded the scores were tabulated and it was determined that Restoration Services Inc. submitted the Competitive Sealed Proposal that offered the best value to the San Jacinto College District. The scoring and ranking results are attached.

Therefore, Weiss, Janney, Elstner Associates Inc. and the San Jacinto College District Administration, are in agreement in recommending to the Board of Trustees' Building Committee that the award of this agreement be made to Restoration Services Inc. for the re-roofing and related work in the amount of $1,116,954.00

Should you have any questions, or desire additional information, please feel free to contact me.

Sincerely,

Dr. Ron Rucker
San Jacinto College District

Encls: as
San Jacinto College District  
FY 2008 Re-Roofing and Related Work Anderson, Ball, and Davison  
Weighted Criteria

RFP ID: #08-24  
Project ID: 721807, 721808, 721809

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation of Criteria</th>
<th>Weight Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed amount of the base bid</td>
<td>Proposed construction contract amount base proposal. Lower amount equates to a higher score.</td>
<td>25</td>
</tr>
<tr>
<td>Proposed Length of Construction</td>
<td>Proposed contract construction time expressed in calendar days. Lesser duration equates to a higher score.</td>
<td>10</td>
</tr>
<tr>
<td>Reputation of the Contractor based on references</td>
<td>References from project owners and architects/engineers on projects of similar size, scope, and value. Positive comments equate to a higher score.</td>
<td>10</td>
</tr>
<tr>
<td>Contractor's Experience and quality of performance on previous projects</td>
<td>Contractor's relevant and recent successful experience with projects of similar size, scope, complexity, and value. Positive experiences equate to a higher score.</td>
<td>10</td>
</tr>
<tr>
<td>Safety Record</td>
<td>Quality of Contractor's written Safety and Drug/Alcohol Policy. Contractors current Workmen's Compensation Modifier. Number of Lost Time Incidents during the past five years and the associated total number of lost days. Number of Occupational Safety and Health Administration citations received during the past five years. Positive policies, lower modifier, lower number of incidents and lost days, and lower number of citations equate to a higher score.</td>
<td>10</td>
</tr>
<tr>
<td>The likelihood that the proposer will perform completely without delay or interference</td>
<td>Quality and clarity of the Contractor's work plan. Organization, staffing, and management of the construction team personnel. Demonstration of Contractor's sensitivity to ongoing College operations and ability to accommodate the campus schedule. Demonstrated quality and clarity equate to a higher score.</td>
<td>15</td>
</tr>
<tr>
<td>Project Personnel</td>
<td>Qualifications of the proposed project personnel to be assigned to the project. Greater qualifications and level of comment equate to a higher score</td>
<td>10</td>
</tr>
<tr>
<td>Financial Stability and Bonding Capacity</td>
<td>Number of years in business, and last three years audited financial statements. Single project limit, aggregate projects limit, and remaining bonding capacity prior to award of this project. Greater financial stability and greater bonding capacity equate to a higher score.</td>
<td>10</td>
</tr>
</tbody>
</table>

Total Weighted Score: 100
San Jacinto College District
FY 2008 Re-Roofing and Related Work Anderson, Ball, and Davison
March 25, 2008
Final Rankings

Bid #08-24
Project ID: 721807, 721808, 721809

<table>
<thead>
<tr>
<th>Rank</th>
<th>Contractor</th>
<th>Weighted Score</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Restoration Services, Inc.</td>
<td>794.17</td>
<td>1,116,954</td>
</tr>
<tr>
<td></td>
<td>Crown Roofing Services</td>
<td>732.51</td>
<td>1,180,530</td>
</tr>
<tr>
<td></td>
<td>Pyramid Roofing</td>
<td>560.62</td>
<td>1,396,130</td>
</tr>
</tbody>
</table>
San Jacinto College District  
FY 2008 Re-Roofing and Related Work Anderson, Ball, and March 25, 2008  
Proposal Tabulation Sheet

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Restoration Services, Inc.</th>
<th>Pyramid Roofing</th>
<th>Crown Roofing Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Addenda</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Days</td>
<td>266</td>
<td>200</td>
<td>150</td>
</tr>
<tr>
<td>Alternate 1</td>
<td>(65,687)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Proposal</td>
<td>1,116,954</td>
<td>1,396,130</td>
<td>1,180,530</td>
</tr>
<tr>
<td>Grand Total</td>
<td>1,116,954</td>
<td>1,396,130</td>
<td>1,180,530</td>
</tr>
</tbody>
</table>
San Jacinto College District  
Competitive Sealed Proposals  
Project Evaluation Summary

Project: FY 2008 Re-Roofing and Related Work Anderson, Ball, and Davison  
Project ID: 721807, 721808, 721809

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Restoration Services, Inc.</th>
<th>Pyramid Roofing</th>
<th>Crown Roofing Services</th>
<th>Explanation of Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed amount of the base bid</td>
<td>250.00</td>
<td>25.00</td>
<td>198.76</td>
<td>Proposed construction contract amount base proposal. Lower amount equates to a higher score.</td>
</tr>
<tr>
<td>Proposed Length of Construction</td>
<td>81.87</td>
<td>80.20</td>
<td>88.33</td>
<td>Proposed contract construction time expressed in calendar days. Lesser duration equates to a higher score.</td>
</tr>
<tr>
<td>Reputation of the Contractor based on references</td>
<td>73.33</td>
<td>71.67</td>
<td>71.67</td>
<td>References from project owners and architects/engineers on projects of similar size, scope, and value. Positive comments equate to a higher score.</td>
</tr>
<tr>
<td>Contractor's Experience and quality of performance on previous projects</td>
<td>77.50</td>
<td>68.33</td>
<td>61.67</td>
<td>Contractor's relevant and recent successful experience with projects of similar size, scope, complexity and value. Positive experiences equate to a higher score.</td>
</tr>
<tr>
<td>Safety Record</td>
<td>64.17</td>
<td>70.00</td>
<td>66.67</td>
<td>Quality of Contractor's written Safety and Drug/Alcohol Policy. Contractor's current Workmen's Compensation Modifier. Number of Lost Time Incidents during the past five years and the associated total number of lost days. Number of Occupational Safety and Health Administration citations received during the past five years. Positive policies, lower modifier, lower number of incidents and lost days, and lower number of citations equate to a higher score.</td>
</tr>
<tr>
<td>The likelihood that the proposer will perform completely without delay or interference</td>
<td>117.50</td>
<td>103.75</td>
<td>108.75</td>
<td>Quality and clarity of the Contractor's work plan. Organization, staffing, and management of the construction team personnel. Demonstration of Contractor's sensitivity to ongoing College operations and ability to accommodate the campus schedule. Demonstrated quality and clarity equate to a higher score.</td>
</tr>
<tr>
<td>Project Personnel</td>
<td>76.67</td>
<td>68.33</td>
<td>63.33</td>
<td>Qualifications of the proposed project personnel to be assigned to the project. Greater qualifications and level ofcomment equate to a higher score.</td>
</tr>
<tr>
<td>Financial Stability and Bonding Capacity</td>
<td>73.33</td>
<td>73.33</td>
<td>73.33</td>
<td>Number of years in business, and last three years audited financial statements. Single project limit, aggregate projects limit, and remaining bonding capacity prior to award of this project. Greater financial stability and greater bonding capacity equate to a higher score.</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>794.17</td>
<td>560.62</td>
<td>732.51</td>
<td>Rank 8</td>
</tr>
</tbody>
</table>


San Jacinto College District
2008 Re-Roofing Program

San Jac into College District
Building Committee to Board of Trustees
4624 Fairmont Parkway, Suite 200
Pasadena, Texas 77504

Date: March 26, 2008
Regarding: Project #s 722805, 723807 – Re-Roofing and Related Work, North Campus Edwin Lehr Library, South Campus W.L ‘Levi’ Smallwood Physical Education Facility
RFP # 08-24 - Recommendation to Award

In the fall of 2007, Weiss, Janney, Elstner Associates, Inc. (WJE), began working to produce a design for the re-roofing of South Campus physical education facility and the North Campus library buildings. This design was completed and released for competitive sealed proposals in March of this year. A Pre-Proposal Meeting for interested contractors was conducted on March 11, 2008, and Competitive Sealed Proposals were received and opened on March 25, 2008. Five contractors submitted their Competitive Sealed Proposals. During the evaluation process, PRC Roofing requested to have their proposal withdrawn from consideration because of an omission on their part. A Proposal Tabulation that summarizes those proposals is attached.

Subsequent to the receipt of requested information from the five (5) contractors, the roofing consultant WJE and Owner began the process of evaluating and ranking the proposals based on the evaluation criteria that had been published with the proposal documents. When the evaluation process concluded the scores were tabulated and it was determined that Restoration Services Inc. submitted the Competitive Sealed Proposal that offered the best value to the San Jacinto College District. The scoring and ranking results are attached.

Therefore, Weiss, Janney, Elstner Associates Inc. and the San Jacinto College District Administration, are in agreement in recommending to the Board of Trustees’ Building Committee that the award of this agreement be made to Restoration Services Inc. for the re-roofing and related work in the amount of $792,296.00

Should you have any questions, or desire additional information, please feel free to contact me.

Sincerely,

Dr. Ron Rucker
San Jacinto College District

Encls: as
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation of Criteria</th>
<th>Weight Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed amount of the base bid</td>
<td>Proposed construction contract amount base proposal. Lower amount equates to a higher score.</td>
<td>25</td>
</tr>
<tr>
<td>Proposed Length of Construction</td>
<td>Proposed contract construction time expressed in calendar days. Lesser duration equates to a higher score.</td>
<td>10</td>
</tr>
<tr>
<td>Reputation of the Contractor based on references</td>
<td>References from project owners and architect/engineers on projects of similar size, scope, and value. Positive comments equate to a higher score.</td>
<td>10</td>
</tr>
<tr>
<td>Contractor's Experience and quality of performance on previous projects</td>
<td>Contractor's relevant and recent successful experience with projects of similar size, scope, complexity and value. Positive experiences equate to a higher score.</td>
<td>10</td>
</tr>
<tr>
<td>Safety Record</td>
<td>Quality of Contractor's written Safety and Drug/Alcohol Policy. Contractors current Workmen's Compensation Modifier. Number of Lost Time Incidents during the past five years and the associated total number of lost days. Number of Occupational Safety and Health Administration citations received during the past five years. Positive policies, lower modifier, lower number of incidents and lost days, and lower number of citations equate to a higher score.</td>
<td>10</td>
</tr>
<tr>
<td>The likelihood that the proposer will perform completely without delay or interference</td>
<td>Quality and clarity of the Contractor's work plan. Organization, staffing, and management of the construction team personnel. Demonstration of Contractor's sensitivity to ongoing College operations and ability to accommodate the campus schedule. Demonstrated quality and clarity equate to a higher score.</td>
<td>15</td>
</tr>
<tr>
<td>Project Personnel</td>
<td>Qualifications of the proposed project personnel to be assigned to the project. Greater qualifications and level of comment equate to a higher score</td>
<td>10</td>
</tr>
<tr>
<td>Financial Stability and Bonding Capacity</td>
<td>Number of years in business, and last three years audited financial statements. Single project limit, aggregate projects limit, and remaining bonding capacity prior to award of this project. Greater financial stability and greater bonding capacity equate to a higher score.</td>
<td>10</td>
</tr>
</tbody>
</table>

Total Weight Factor: 100
San Jacinto College District  
FY 2008 Re-Roofing and Related Work  
Smallwood & Lehr  
March 25, 2008  
Final Rankings

Bid #08-24 Project ID: 722805, 723807

<table>
<thead>
<tr>
<th>Rank</th>
<th>Contractor</th>
<th>Weighted Score</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Restoration Services, Inc.</td>
<td>772.58</td>
<td>792,296</td>
</tr>
<tr>
<td></td>
<td>Reliable Roofing</td>
<td>679.93</td>
<td>821,700</td>
</tr>
<tr>
<td></td>
<td>Crown Roofing Services</td>
<td>670.11</td>
<td>873,736</td>
</tr>
<tr>
<td></td>
<td>Pyramid Roofing</td>
<td>560.90</td>
<td>954,043</td>
</tr>
</tbody>
</table>
San Jacinto College District  
FY 2008 Re-Roofing and Related Work Smallwood & Lehr  
March 25, 2008  
Proposal Tabulation Sheet

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Restoration Services, Inc.</th>
<th>Pyramid Roofing</th>
<th>Crown Roofing Services</th>
<th>Reliable Roofing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Addenda</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>1</td>
</tr>
<tr>
<td>Days</td>
<td>190</td>
<td>150</td>
<td>150</td>
<td>95</td>
</tr>
<tr>
<td>Alternate 1</td>
<td>(149,556)</td>
<td></td>
<td>(39,800)</td>
<td></td>
</tr>
<tr>
<td>Base Proposal</td>
<td>792,296</td>
<td>954,043</td>
<td>873,736</td>
<td>821,700</td>
</tr>
<tr>
<td>Grand Total</td>
<td>792,296</td>
<td>954,043</td>
<td>873,736</td>
<td>821,700</td>
</tr>
</tbody>
</table>
### Project: FY 2008 Re-Roofing and Related Work Smallwood & Lehr

Project ID: 722805, 723807

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Restoration Services, Inc.</th>
<th>Pyramid Roofing</th>
<th>Crown Roofing Services</th>
<th>Reliable Roofing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed amount of the base bid</td>
<td>250.00</td>
<td>25.00</td>
<td>136.71</td>
<td>209.10</td>
</tr>
<tr>
<td>Proposed Length of Construction</td>
<td>60.00</td>
<td>87.15</td>
<td>87.15</td>
<td>68.33</td>
</tr>
<tr>
<td>Reputation of the Contractor based on references</td>
<td>73.33</td>
<td>73.33</td>
<td>73.33</td>
<td>73.33</td>
</tr>
<tr>
<td>Contractor's Experience and quality of performance on previous projects</td>
<td>78.33</td>
<td>71.67</td>
<td>61.67</td>
<td>61.67</td>
</tr>
<tr>
<td>Safety Record</td>
<td>63.33</td>
<td>71.67</td>
<td>61.67</td>
<td>66.67</td>
</tr>
<tr>
<td>The likelihood that the proposer will perform completely without delay or interference</td>
<td>106.25</td>
<td>88.75</td>
<td>106.25</td>
<td>87.50</td>
</tr>
<tr>
<td>Project Personnel</td>
<td>68.33</td>
<td>68.33</td>
<td>68.33</td>
<td>68.33</td>
</tr>
<tr>
<td>Financial Stability and Bonding Capacity</td>
<td>75.00</td>
<td>75.00</td>
<td>75.00</td>
<td>45.00</td>
</tr>
<tr>
<td><strong>Total Weighted Scores</strong></td>
<td><strong>772.58</strong></td>
<td><strong>560.90</strong></td>
<td><strong>670.11</strong></td>
<td><strong>679.93</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th>Restoration Services, Inc.</th>
<th>Pyramid Roofing</th>
<th>Crown Roofing Services</th>
<th>Reliable Roofing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>772.58</strong></td>
<td><strong>560.90</strong></td>
<td><strong>670.11</strong></td>
<td><strong>679.93</strong></td>
</tr>
</tbody>
</table>

#### Explanation of Criteria
- **Proposed amount of the base bid**: Proposed construction contract amount base proposal. Lower amount equates to a higher score.
- **Proposed Length of Construction**: Proposed contract construction time expressed in calendar days. Lesser duration equates to a higher score.
- **Reputation of the Contractor based on references**: References from project owners and architects/engineers on projects of similar size, scope, and value. Positive comments equate to a higher score.
- **Contractor's Experience and quality of performance on previous projects**: Contractor's relevant and recent successful experience with projects of similar size, scope, complexity and value. Positive experiences equate to a higher score.
- **Safety Record**: Quality of Contractor's written Safety and Drug/Alcohol Policy. Contractor's current Workmen's Compensation Modifier. Number of Lost Time Incidents during the past five years and the associated total number of lost days. Positive policies, lower modifier, lower number of incidents and lost days, and lower number of citations equate to a higher score.
- **The likelihood that the proposer will perform completely without delay or interference**: Quality and clarity of the Contractor's work plan. Organization, staffing, and management of the construction team personnel. Demonstration of Contractor's sensitivity to ongoing College operations and ability to accommodate the campus schedule. Demonstrated quality and clarity equate to a higher score.
- **Project Personnel**: Qualifications of the proposed project personnel to be assigned to the project. Greater qualifications and level of comment equate to a higher score.
- **Financial Stability and Bonding Capacity**: Number of years in business, and last three years audited financial statements. Single project limit, aggregate projects limit, and remaining bonding capacity prior to award of this project. Greater financial stability and greater bonding capacity equate to a higher score.
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the award of RFP # 08-14 to Meador Staffing Services.

BACKGROUND

This contract will provide trained and qualified temporary employees to perform the duties required by various departments throughout the College. These services are required primarily during campus registration and on an “as needed” basis. No minimum number of hours will be guaranteed by the College. Payment for these services is based on an hourly rate and a percentage mark-up.

RFP 08-14 is a one year contract which allows for two one year renewals.

IMPACT OF THIS ACTION

Approval of this request will provide temporary personnel services for the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for this request is an estimated $250,000. This expenditure is funded by individual departments through their 2007-2008 budgets.

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

Attachment 1 – Project Information
Attachment 2- Tabulation Sheet
Attachment 3- Evaluation Summary
Attachment 4- Final Rankings

RESOURCE PERSONNEL

Jerry Ward 281.998.6328 jerry.ward@sjcd.edu
Greg Williams 281.998.6103 greg.williams@sjcd.edu
ATTACHMENT No. 1

Project Information

Project Title: Temporary Personnel Services
Proposal Opening Date: Monday, February 25, 2008
Bid Number: 08-14

Vendors:
1) Apple One
2) Dixie Staffing
3) Silver & Associates
4) MRS Staffing
5) Advance'd Temporaries
6) Kelly Staffing
7) Dean's Professional
8) Meador Staffing

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Total proposed price including markup will equate to a higher score.</td>
<td>30</td>
</tr>
<tr>
<td>Qualifications and Experience of the Responding Party</td>
<td>Greater qualifications, positive responses, and greater detail will equate to a higher score. Contractors past experience will be evaluated.</td>
<td>25</td>
</tr>
<tr>
<td>Selection and Performance Monitoring</td>
<td>Greater quality of answers and responsiveness will equate to a higher score.</td>
<td>15</td>
</tr>
<tr>
<td>Value Added</td>
<td>Greater quality of value added services will be equate to higher scores.</td>
<td>5</td>
</tr>
<tr>
<td>Compliance to RFP</td>
<td>Greater conformance to RFP's scope of services, requirements, terms, pricing terms, and condition sections equate to a higher score.</td>
<td>25</td>
</tr>
</tbody>
</table>
ATTACHMENT No. 2

Tabulation Sheet

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Apple One</th>
<th>Dixie Staffing</th>
<th>Silver &amp; Associates</th>
<th>MRS Staffing</th>
<th>Advance'd Temporaries</th>
<th>Kelly Staffing</th>
<th>Dean's Professional</th>
<th>Meador Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Proposal</td>
<td>$2,469</td>
<td>$3,177</td>
<td>$2,633</td>
<td>$2,741</td>
<td>$2,416</td>
<td>$2,680</td>
<td>$3,300</td>
<td>$2,587</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$2,469</td>
<td>$3,177</td>
<td>$2,633</td>
<td>$2,741</td>
<td>$2,416</td>
<td>$2,680</td>
<td>$3,300</td>
<td>$2,587</td>
</tr>
</tbody>
</table>

- Costs are based on an aggregated total of the hourly rate multiplied by a 40 hour work week.

<table>
<thead>
<tr>
<th>Entry Level/Office</th>
<th>Apple One</th>
<th>Dixie Staffing</th>
<th>Silver &amp; Associates</th>
<th>MRS Staffing</th>
<th>Advance'd Temporaries</th>
<th>Kelly Staffing</th>
<th>Dean's Professional</th>
<th>Meador Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Assistant I/Office Assistant II</td>
<td>14.51</td>
<td>17.40</td>
<td>15.33</td>
<td>16.69</td>
<td>12.87</td>
<td>16.08</td>
<td>19.80</td>
<td>14.52</td>
</tr>
<tr>
<td>Admin II/Office Assistant IV/ Acct Assistant I</td>
<td>15.86</td>
<td>21.75</td>
<td>18.20</td>
<td>17.75</td>
<td>17.16</td>
<td>17.42</td>
<td>21.45</td>
<td>17.16</td>
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<tr>
<td>TOTAL</td>
<td>$61.73</td>
<td>$79.41</td>
<td>$65.83</td>
<td>$68.52</td>
<td>$60.39</td>
<td>$67.00</td>
<td>$82.50</td>
<td>$64.68</td>
</tr>
<tr>
<td>Multiplied by a 40 hour work week</td>
<td>$2,469</td>
<td>$3,177</td>
<td>$2,633</td>
<td>$2,741</td>
<td>$2,416</td>
<td>$2,680</td>
<td>$3,300</td>
<td>$2,587</td>
</tr>
</tbody>
</table>
**ATTACHMENT No. 3**  
**Evaluation Summary**  

**Project: Temporary Personnel Services**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Apple One</th>
<th>Dixie Staffing</th>
<th>Silver &amp; Associates</th>
<th>MRS Staffing</th>
<th>Advanced Temporaries</th>
<th>Kelly Staffing</th>
<th>Dean's Professional</th>
<th>Meador Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted Scores</td>
<td>86.40</td>
<td>38.35</td>
<td>75.26</td>
<td>67.94</td>
<td>90.00</td>
<td>72.08</td>
<td>30.00</td>
<td>78.39</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>252.65</td>
<td>194.60</td>
<td>235.26</td>
<td>192.94</td>
<td>228.75</td>
<td>239.58</td>
<td>117.50</td>
<td>263.39</td>
</tr>
</tbody>
</table>

**Explanation of Criteria**

- **Cost**: Total proposed price including markup will equate to a higher score.
- **Qualifications and Experience of the Responding Party**: Greater qualifications, positive responses, and greater detail will equate to a higher score. Contractors past experience will be evaluated.
- **Selection and Performance Monitoring**: Greater quality of answers and responsiveness will equate to a higher score.
- **Value Added**: Greater quality of value added services will equate to higher scores.
- **Compliance to RFP**: Greater conformance to RFP's scope of services, requirements, terms, pricing terms, and condition sections equate to a higher score.
## ATTACHMENT No. 4

### Final Rankings

**RFP #08-14**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Contractor</th>
<th>Weighted Score</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meador Staffing</td>
<td>263.39</td>
<td>$2,587</td>
</tr>
<tr>
<td>2</td>
<td>Apple One</td>
<td>252.65</td>
<td>2,469</td>
</tr>
<tr>
<td>3</td>
<td>Kelly Staffing</td>
<td>239.58</td>
<td>2680</td>
</tr>
<tr>
<td>4</td>
<td>Silver &amp; Associates</td>
<td>235.26</td>
<td>2,633</td>
</tr>
<tr>
<td>5</td>
<td>Advance'd Temporaries</td>
<td>228.75</td>
<td>2,416</td>
</tr>
<tr>
<td>6</td>
<td>Dixie Staffing</td>
<td>194.60</td>
<td>3,177</td>
</tr>
<tr>
<td>7</td>
<td>MRS Staffing</td>
<td>192.94</td>
<td>2,741</td>
</tr>
<tr>
<td>8</td>
<td>Dean's Professional</td>
<td>117.50</td>
<td>3,300</td>
</tr>
</tbody>
</table>
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the award of RFP # 08-21 to Sign Shares.

BACKGROUND

Interpreting services are required to provide the College with qualified professionals that offer classroom interpretation and administrative support for hearing impaired students and employees. Sign Shares will also render interpreting services for special events outside of regular school sessions i.e. graduation ceremonies.

Sign Shares will charge $55 per hour for interpreters which are utilized during the hours of 8 a.m. and 6 p.m.

IMPACT OF THIS ACTION

Approval of this request will provide interpreting services for the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for this request is an estimated $225,000. This expenditure is funded by individual departments through their 2007-2008 budgets.

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

Attachment 1 – Project Information
Attachment 2 - Tabulation Sheet
Attachment 3 - Evaluation Summary
Attachment 4 - Final Rankings

RESOURCE PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeRhonda McWaine</td>
<td>281.998.6150</td>
<td><a href="mailto:derhonda.mcwaine@sjcd.edu">derhonda.mcwaine@sjcd.edu</a></td>
</tr>
<tr>
<td>Jerry Ward</td>
<td>281.998.6328</td>
<td><a href="mailto:jerry.ward@sjcd.edu">jerry.ward@sjcd.edu</a></td>
</tr>
</tbody>
</table>
ATTACHMENT No. 1

Project Information Sheet

Project Information

Project Title: Interpreting Services
Proposal Opening Date: Monday, February 25, 2008
Bid Number: RFP 08-21

Vendors:
1) Sign Shares
2) CAAG

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs</td>
<td>Proposed project amount base price. Lower amount equates to a higher score.</td>
<td>25</td>
</tr>
<tr>
<td>Experience &amp; Qualifications of Responding Party</td>
<td>Responding Party's relevant and recent successful experience with projects of a similar size, scope, complexity, and value. Greater qualifications equate to a higher score</td>
<td>15</td>
</tr>
<tr>
<td>Qualifications &amp; Experience of Personnel</td>
<td>Qualifications of the proposed project personnel to be assigned to the project. Greater qualifications and level of commitment equate to a higher score.</td>
<td>20</td>
</tr>
<tr>
<td>Explanation of Costs</td>
<td>Higher quality of responses will equate to a higher score.</td>
<td>20</td>
</tr>
<tr>
<td>Compliance to RFP</td>
<td>Greater conformance to RFP will equate to a higher score.</td>
<td>20</td>
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</table>
## ATTACHMENT No. 2

### Tabulation Sheet

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Sign Shares</th>
<th>CAAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Proposal</td>
<td>$55</td>
<td>$65</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$55</td>
<td>$65</td>
</tr>
</tbody>
</table>
ATTACHMENT No. 3

Project Evaluation Summary

Project: Interpreting Services

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Sign Shares</th>
<th>CAAG</th>
<th>Explanation of Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs</td>
<td>75.00</td>
<td>25.00</td>
<td>Proposed project amount base price. Lower amount equates to a higher score.</td>
</tr>
<tr>
<td>Experience &amp; Qualifications of Responding Party</td>
<td>45.00</td>
<td>35.00</td>
<td>Responding Party's relevant and recent successful experience with projects of a similar size, scope, complexity, and value. Greater qualifications equate to a higher score.</td>
</tr>
<tr>
<td>Qualifications &amp; Experience of Personnel</td>
<td>53.33</td>
<td>60.00</td>
<td>Qualifications of the proposed project personnel to be assigned to the project. Greater qualifications and level of commitment equate to a higher score.</td>
</tr>
<tr>
<td>Explanation of Costs</td>
<td>26.67</td>
<td>33.33</td>
<td>Higher quality of responses will equate to a higher score.</td>
</tr>
<tr>
<td>Compliance to RFP</td>
<td>33.33</td>
<td>33.33</td>
<td>Greater conformance to RFP will equate to a higher score.</td>
</tr>
<tr>
<td><strong>Total Weighted Scores</strong></td>
<td><strong>233.33</strong></td>
<td><strong>186.67</strong></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT No. 4
Interpreting Services
Final Rankings

Bid #RFP 08-21

<table>
<thead>
<tr>
<th>Rank</th>
<th>Contractor</th>
<th>Weighted Score</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sign Shares</td>
<td>233.33</td>
<td>$55</td>
</tr>
<tr>
<td>2</td>
<td>CAAG</td>
<td>186.67</td>
<td>$65</td>
</tr>
</tbody>
</table>
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the award of RFP# 08-20 to Stargel Office Solutions.

BACKGROUND

The College currently owns approximately 108 copiers that generate almost 6 million copies annually. Routine maintenance is required on these copiers to maintain their efficiency and productivity in providing administrative support to faculty and administrators. Maintenance under this contract will include all labor, parts, toner, supplies, and preventative maintenance. The service does not include staples or paper. Stargel Office Solutions will also provide the following services at no additional expense to the College: free shipment of supply orders, relocation of copier equipment within the same building, and training services. All service calls will be met with an average response time of two hours and a designated technician will be assigned to the College. These services will be utilized throughout all College locations.

This contract term is for one year and allows for two one year renewals.

IMPACT OF THIS ACTION

Approval of this RFP will provide the College with copier maintenance services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for this request is an estimated $76,600. This expenditure is funded by individual departments through their 2007-2008 budgets.

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

Attachment 1 - Project Information
Attachment 2 - Tabulation Sheet
Attachment 3 - Evaluation Summary
Attachment 4 – Final Rankings

RESOURCE PERSONNEL

Jerry Ward 281.998.6328 jerry.ward@sjcd.edu
Greg Williams 281.998-6103 greg.williams@sjcd.edu
ATTACHMENT No. 1

Project Information

Project Title: Copier Maintenance
Proposal Opening Date: Monday, February 25, 2008
Bid Number: RFP 08-20

Vendors:
1) Electronic Risks Consultants
2) Stargel
3) Business Solutions International
4) Danka

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Explanation</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed amount of the base bid</td>
<td>Proposed project amount base price. Lower amount equates to a higher score.</td>
<td>25</td>
</tr>
<tr>
<td>Qualifications &amp; experience of the Responding Party</td>
<td>References from previous projects of similar size, scope, complexity, and value. Positive experiences and qualifications equate to a higher score.</td>
<td>20</td>
</tr>
<tr>
<td>Qualifications &amp; Experience of the Personnel</td>
<td>Responding Party Personnel's relevant experience with projects of similar scope, complexity, and value. Positive qualifications equate to a higher score.</td>
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</tr>
<tr>
<td>Conformance to RFP</td>
<td>How well the solicitation meets the requirements set forth in all sections of the solicitation document. Greater compliance equates to a higher score.</td>
<td>20</td>
</tr>
<tr>
<td>Explanation of Services</td>
<td>Higher quality of responses will equate to a higher score.</td>
<td>25</td>
</tr>
</tbody>
</table>

100
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Electronic Risks Consultants</th>
<th>Stargel</th>
<th>Business Solutions International</th>
<th>Danka</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grand Total</strong></td>
<td>$120,500</td>
<td>$76,600</td>
<td>$51,000</td>
<td>$75,600</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Electronic Risks Consultants</th>
<th>Stargel</th>
<th>Business Solutions International</th>
<th>Danka</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Rate Per Copy</td>
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<td>$0.0085</td>
<td>$0.0126</td>
<td></td>
</tr>
<tr>
<td>Annual Copies</td>
<td>6,000,000</td>
<td>6,000,000</td>
<td>6,000,000</td>
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</tr>
<tr>
<td>Cost</td>
<td>120,500</td>
<td>51,000</td>
<td>75,700</td>
<td></td>
</tr>
</tbody>
</table>

**Tiered Pricing**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Electronic Risks Consultants</th>
<th>Stargel</th>
<th>Business Solutions International</th>
<th>Danka</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Copy (Digital)</td>
<td>$0.0104</td>
<td></td>
<td>$0.0175</td>
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<tr>
<td>Annual Copies</td>
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</tr>
<tr>
<td>Per Copy (Analog)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Copies</td>
<td>2,000,000</td>
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<td></td>
</tr>
<tr>
<td>Cost</td>
<td>$76,600</td>
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<td></td>
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</tbody>
</table>
## Evaluation Summary

### Project: Copier Maintenance

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Electronic Risks Consultants</th>
<th>Stargel</th>
<th>Business Solutions International</th>
<th>Danka</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed amount of the base bid</td>
<td>25.00</td>
<td>56.58</td>
<td>75.00</td>
<td>57.30</td>
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<tr>
<td>Qualifications &amp; experience of the Responding Party</td>
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<td>60.00</td>
<td>33.33</td>
<td>48.33</td>
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<tr>
<td>Qualifications &amp; Experience of the Personnel</td>
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<td>21.67</td>
<td>20.00</td>
<td>26.67</td>
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<tr>
<td>Conformance to RFP</td>
<td>36.67</td>
<td>40.00</td>
<td>26.67</td>
<td>40.00</td>
</tr>
<tr>
<td>Explanation of Services</td>
<td>25.00</td>
<td>75.00</td>
<td>41.67</td>
<td>75.00</td>
</tr>
</tbody>
</table>

| Total Weighted Scores                        | 158.33                      | 253.25  | 196.67                           | 247.30|

### Explanation of Criteria

- **Proposed amount of the base bid**: Proposed project amount base price. Lower amount equates to a higher score.
- **Qualifications & experience of the Responding Party**: References from previous projects of similar size, scope, complexity, and value. Positive experiences and qualifications equate to a higher score.
- **Qualifications & Experience of the Personnel**: Responding Party Personnel's relevant experience with projects of similar scope, complexity, and value. Positive qualifications equate to a higher score.
- **Conformance to RFP**: How well the solicitation meets the requirements set forth in all sections of the solicitation document. Greater compliance equates to a higher score.
- **Explanation of Services**: Higher quality of responses will equate to a higher score.
#RFP 08-20

<table>
<thead>
<tr>
<th>Rank</th>
<th>Contractor</th>
<th>Weighted Score</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Stargel</td>
<td>253.25</td>
<td>$76,600</td>
</tr>
<tr>
<td>2</td>
<td>Danka</td>
<td>247.30</td>
<td>75,600</td>
</tr>
<tr>
<td>3</td>
<td>Business Solutions International</td>
<td>196.67</td>
<td>51,000</td>
</tr>
<tr>
<td>4</td>
<td>Electronic Risks Consultants</td>
<td>158.33</td>
<td>120,500</td>
</tr>
</tbody>
</table>
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve a purchase request to M&S Technologies for Juniper routers and firewalls.

BACKGROUND

The College has 30Mbps internet connections that will soon be upgraded and increased to 100Mbps. The current infrastructure equipment in place will not handle more than 45Mbps. New routers will be necessary to allow the connections to scale all the way up to 1Gbps without additional purchases of equipment. The firewalls will be utilized by the Banner network to better protect the College’s sensitive data from security breaches. This purchase is made through the State of Texas Department of Information Resources (DIR) cooperative contracts program. DIR contracts have been executed from solicitations that have been competitively bid and awarded by DIR. DIR is responsible for all cooperative contract programs that enable state entities to efficiently pool their purchasing power to drive down cost. This purchase qualifies for exemptions from competitive sourcing as provided for in section 44.031 of the Texas Education code.

IMPACT OF THIS ACTION

Approval of this request will provide the necessary routers and firewalls to support the increase in bandwidth utilized by the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for this request is $161,217. This expenditure is funded through the ITS department’s 2007-2008 budget.

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

N/A

RESOURCE PERSONNEL

Ken Lynn 281.998.6306 kenneth.lynn@sjcd.edu
Jerry Ward 281.998.6328 jerry.ward@sjcd.edu
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve a purchase request to Solid Border for Packeteer traffic shaping devices for the College’s internet connections.

BACKGROUND

The College has 30 Mbps internet connections that will be upgraded and increased to 100 Mbps. The current infrastructure equipment in place will not handle more than 45 Mbps. New traffic devices for the College’s servers will make sure that the correct amount of bandwidth is allocated to the users that use the internet the most. The server devices will ensure that nonessential traffic will not interfere with the College’s essential academic day to day web traffic. This purchase is made through the State of Texas Department of Information Resources (DIR) cooperative contracts program. DIR contracts have been executed from solicitations that have been competitively bid and awarded by DIR. DIR is responsible for all cooperative contract programs that enable state entities to efficiently pool their purchasing power to drive down cost. This purchase qualifies for exemptions from competitive sourcing as provided for in section 44.031 of the Texas Education code.

IMPACT OF THIS ACTION

Approval of this request will provide the necessary server infrastructure upgrades for the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for this request is $80,000. This expenditure is funded through the ITS department’s 2007-2008 operating budget.

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

N/A

RESOURCE PERSONNEL

Ken Lynn 281.998.6306 kenneth.lynn@sjcd.edu
Jerry Ward 281.998.6328 jerry.ward@sjcd.edu
ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve a contract renewal with Time Warner Telecom for the College’s internet services.

BACKGROUND

The College has 30 Mbps internet connections which are insufficient for the needs of the students and faculty. Access college-wide is slower than desired. Renewal of this contract will resolve this issue at the North campus and throughout the College District. The college will essentially be charged the same rate for an increase in speed from 30 Mbps to 100 Mbps and will be utilized on the entire college network. This is a 3 year DIR contract through the State of Texas Department of Information Resources (DIR) cooperative contracts program. The contract number is DIR-TEXAN-2000-TWT-LS.

IMPACT OF THIS ACTION

Approval of this renewal will provide North campus with faster internet connections.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for this request will be $42,000. This expenditure is funded through the ITS department’s 2007-2008 budget.

MONITORING AND REPORTING TIMELINE

N/A

ATTACHMENTS

N/A

RESOURCE PERSONNEL

Ken Lynn 281.998.6306  kenneth.lynn@sjcd.edu
Jerry Ward 281.998.6328  jerry.ward@sjcd.edu