

*Board of Trustees
Meeting*

January 29, 2024

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:15 p.m., Monday, January 29, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:
www.sanjac.edu/about/board-trustees/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

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

A. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

B. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

IV. Reconvene in Open Meeting

V. Review Action for Designation of Unrestricted Cash Reserves for Future Capital Projects

VI. Update on Enrollment

VII. Review Request for Funding Allocations for Parking Lot Preservation and Reroofing Projects

A. Allocation from 2015 Bond contingency for College-wide parking lot preservation

B. Allocation from available bond interest funds for College-wide reroofing and upgrade projects

VIII. Review Proposal to Offer an Associate of Applied Science in Magnetic Resonance Imaging (MRI) Degree

IX. Review of Calendar

X. General Discussion of Meeting Items

A. Additional Purchasing Support Documents

XI. Adjournment

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 *et seq.* of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Section 551.087– To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks or may seek to have locate, stay, or expand in or near the territory of the College and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification as to Posting or Giving of Notice

On this day, January 26, 2024, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

January 26, 2024

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, January 29, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:
www.sanjac.edu/about/board-trustees/board-meeting-videos

An electronic copy of the agenda packet is available on the College's website as follows:
www.sanjac.edu/about/board-trustees/#Board_of_trustees_meetings

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

A link to a public comments form is available at: www.sanjac.edu/request-speak-to-board
The form must be completed prior to 11:00 a.m. on January 29, 2024. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Moment of Silence, Invocation, and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

A. Chesmar Foundation Check Presentation

Presenter: Robert Cage

B. Recognition of the External Relations Team

Presenter: Teri Crawford

C. Recognition of JoEllen Price Appointed to U.S. Department of Education 2024 Negotiated Rulemaking Program Integrity and Institutional Quality Committee

Presenter: Joanna Zimmermann

D. Recognition of 2023-2024 Excellence Award Recipients and Minnie Piper Nominee

Presenter: Laurel Williamson

V. Student Success Presentations

A. Promise@San Jac Scholarship Update

Presenters: Teri Crawford, Allatia Harris

VI. Communications to the Board of Trustees

VII. Public Comment

VIII. Informative Reports to the Board

A. San Jacinto College Financial Statements

1. San Jacinto College Monthly Financial Statements December 2023
2. San Jacinto College Monthly Investment Report December 2023
3. San Jacinto College Monthly Financial Statements November 2023
4. San Jacinto College Monthly Investment Report November 2023
5. San Jacinto College Quarterly Investment Report September 2023 - November 2023

B. San Jacinto College Foundation Financial Statements

1. December 2023
2. November 2023

C. Capital Improvement Program

1. December 2023
2. November 2023

D. San Jacinto College Building Committee Minutes

ACTION ITEMS

IX. Consideration of Approval of Amendment to the 2023-2024 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

X. Consideration of Adoption of Authorized Broker/Dealer List

XI. Consideration and Approval of Designation of Unrestricted Cash Reserves to Fund Future Capital Projects

XII. Consideration of Approval of Naming of Facility Space at the San Jacinto College Maritime Campus

XIII. Consideration of Approval of an Associate of Applied Science in Magnetic Resonance Imaging Degree

XIV. Consideration of Approval of Policy VI.6004.D, Pregnancy and Parenting - Second Reading

XV. Consideration of Approval of Revisions to Policy III.3000.B, Mental Health Leave for Peace Officers and Telecommunicators

XVI. Consideration of Rescission of Policy IV-C-14, Policy for College Officials Serving on Committees, Commissions, Boards or Agencies, and Approval of Policy #, Institutional Representation - First Reading (Informational Item)

PURCHASING REQUESTS

XVII. Consideration of Purchasing Requests

CONSENT AGENDA

XVIII. Consent Agenda

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

A. Approval of the Minutes for the December 4, 2023, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

C. Approval of Personnel Recommendations and Extra Service Agreements

D. Approval of the Affiliation Agreements

E. Approval of the Next Regularly Scheduled Meeting

XIX. Items for Discussion/Possible Action

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

XX. Adjournment

Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 *et seq.* of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

Section 551.072 –For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Section 551.087 – To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks or may seek to have locate, stay, or expand in or near the territory of the College and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification as to Posting or Giving of Notice

On this day, January 26, 2024, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements
December 2023

San Jacinto Community College District
Statement of Net Position
December 31,

<u>Assets</u>	<u>2023</u>	<u>2022</u>
Current assets:		
Cash and cash equivalents	\$ 54,494,501	\$ 57,111,806
Investments	9,989,742	30,767,681
Accounts receivable - taxes	5,256,975	5,838,707
Accounts receivable	29,986,349	27,687,700
Deferred charges	1,897,574	1,950,667
Inventories	434,916	422,438
Total current assets	<u>102,060,056</u>	<u>123,778,998</u>
Noncurrent assets:		
Restricted cash and cash equivalents	76,198,552	85,640,077
Other long term investments	20,070,550	-
Capital assets, net	<u>722,948,769</u>	<u>716,771,111</u>
Total noncurrent assets	<u>819,217,871</u>	<u>802,411,188</u>
Total assets	<u>921,277,928</u>	<u>926,190,185</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	21,400,078	12,486,706
Deferred outflow related to OPEB	16,454,021	19,256,731
Deferred outflow related to defeased debt	4,260,817	5,173,492
Total deferred outflows of resources	<u>42,114,917</u>	<u>36,916,929</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	12,954,258	11,874,523
Accrued liabilities	9,213,524	8,965,132
Accrued compensable absences and deferred compensation	2,417,317	2,429,062
Deferred revenues	278,550	468,602
Total current liabilities	<u>24,863,648</u>	<u>23,737,318</u>
Noncurrent liabilities:		
Net pension liability	49,944,685	20,637,425
Net OPEB liability	96,184,800	112,279,723
Bonds and notes payable	663,729,974	675,743,629
Total noncurrent liabilities	<u>809,859,459</u>	<u>808,660,777</u>
Total liabilities	<u>834,723,107</u>	<u>832,398,095</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	5,790,103	25,055,564
Deferred inflows related to OPEB	34,752,051	18,658,275
Deferred Inflows - Lease Receivable	1,227,296	1,382,492
Total deferred inflows of resources	<u>41,769,451</u>	<u>45,096,331</u>
<u>Net assets</u>		
Beginning of year - audited	83,260,534	79,484,620
Current year addition	3,639,753	6,128,068
Total net position	<u>\$ 86,900,287</u>	<u>\$ 85,612,688</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

11 Unrestricted Funds

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Appropriations	\$ 57,895,750	\$ 27,497,875	47.50%	\$ 17,762,291	43.00%
Local Taxes - Maintenance & Operations	84,770,000	8,624,706	10.17%	14,721,865	18.51%
Credit Tuition	66,345,000	51,972,137	78.34%	46,113,277	77.53%
Credit Exemptions & Waivers	(8,445,000)	(7,830,335)	92.72%	(6,891,785)	82.50%
Continuing Education					
CPET	525,000	125,502	23.91%	272,527	52.05%
Biotechnology	500,000	-	0.00%	-	-
Maritime Transportation	2,000,000	577,818	28.89%	637,385	29.82%
Continuing Professional Development (CPD)	6,360,000	1,397,154	21.97%	1,803,835	31.27%
Continuing Education Exemptions & Waivers	-	(14,979)	-	(11,085)	18.13%
Bad Debt	(1,000,000)	(333,365)	33.34%	(233,323)	16.46%
Sales & Services	1,800,000	874,804	48.60%	458,482	14.51%
Investment Income	6,000,000	1,782,231	29.70%	988,335	22.66%
Total Revenues	216,750,750	84,673,548	39.06%	75,621,803	40.58%
Expenditures					
Instruction	84,921,207	32,035,577	37.72%	29,614,547	37.15%
Public Service	20,500	1,927	9.40%	2,552	6.24%
Academic Support	20,848,844	6,324,311	30.33%	5,728,134	37.90%
Student Services	21,182,984	5,942,788	28.05%	4,762,075	29.74%
Institutional Support	57,357,049	17,449,526	30.42%	15,182,620	30.84%
Physical Plant	27,592,479	6,630,756	24.03%	6,040,544	25.37%
Total Expenditures	211,923,063	68,384,885	32.27%	61,330,472	33.34%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	4,827,687	1,062,897	22.02%	54,706	7.54%
Net Increase (Decrease) in Net Position	\$ -	\$ 15,225,766		\$ 14,236,625	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

Federal Restricted Funds

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ 58,111,517	\$ 28,702,099	49.39%	\$ 26,605,872	35.33%
Total Revenues	58,111,517	28,702,098	49.39%	26,605,872	35.33%
Expenditures					
Instruction	1,209,526	336,558	27.83%	248,446	18.05%
Public Service	75,771	49,330	65.10%	72,008	36.14%
Academic Support	8,757,086	1,728,792	19.74%	1,614,134	22.90%
Student Services	138,001	111,455	80.76%	1,323,670	36.31%
Institutional Support	656,152.78	184,556	28.13%	1,421,303	19.48%
Physical Plant	1,085,303	50,348	4.64%	-	-
Scholarships and Fellowships	46,189,677	26,241,060	56.81%	21,926,311	46.45%
Total Expenditures	58,111,517	28,702,098	49.39%	26,605,872	39.55%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

State Restricted Funds

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Paid Benefits	\$ 12,215,000	\$ 4,362,904	35.72%	\$ 4,011,996	31.62%
Grants	7,432,221	2,555,988	34.39%	837,503	31.69%
Total Revenues	19,647,221	6,918,892	35.22%	4,849,499	31.63%
Expenditures					
Instruction	7,022,919	2,420,971	34.47%	2,222,636	32.63%
Public Service	5,897	5,897	100.00%	10,544	47.17%
Academic Support	1,974,796	482,794	24.45%	483,490	25.92%
Student Services	1,552,065	650,930	41.94%	553,783	30.30%
Institutional Support	3,081,301	869,191	28.21%	829,035	30.93%
Physical Plant	14,386	-	-	-	-
Scholarships and Fellowships	5,995,857	2,489,110	41.51%	750,012	35.60%
Total Expenditures	19,647,221	6,918,892	35.22%	4,849,499	31.63%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

Local Restricted Funds

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ 7,798,104	\$ 2,876,252	36.88%	\$ 3,218,390	75.93%
Total Revenues	7,798,104	2,876,252	36.88%	3,218,390	75.93%
Expenditures					
Instruction	-	-	-	-	-
Public Service	232,134	62,936	27.11%	54,304	35.55%
Academic Support	1,806,797	90,196	4.99%	1,892	1.91%
Student Services	6,156	2,000	32.49%	5,210	29.64%
Institutional Support	80,279	22,705	28.28%	17	0.03%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	5,982,000	2,776,159	46.41%	3,210,843	77.96%
Total Expenditures	8,357,366	2,953,996	35.35%	3,272,265	74.03%
Transfers Among Funds					
Transfers In	(559,262)	(62,897)	11.25%	(54,706)	28.60%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (14,847)		\$ 831	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

27 Texas Public Education Grant

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Tuition - Credit & Non Credit	\$ 3,100,000	\$ 2,476,308	79.88%	\$ 2,232,072	74.92%
Total Revenues	3,100,000	2,476,308	79.88%	2,232,072	73.46%
Expenditures					
Scholarships and Fellowships	3,100,000	3,798,289	122.53%	1,271,172	40.58%
Total Expenditures	3,100,000	3,798,289	122.53%	1,271,172	40.58%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (1,321,981)		\$ 960,900	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

28 Private Gifts and Donations

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Sales & Services	\$ -	\$ -	-	\$ -	-
Grants	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures					
Instruction	-	6,370	-	6,724	19.77%
Institutional Support	-	-	-	-	-
Scholarships and Fellowships	-	-	-	-	-
Total Expenditures	-	6,370	-	6,724	4.94%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (6,370)		\$ (6,724)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

Auxiliary Enterprises

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Auxiliary Services	\$ 3,073,000	\$ 1,024,472	33.34%	\$ 939,590	38.22%
Total Revenues	3,073,000	1,024,472	33.34%	939,590	38.22%
Expenditures					
Labor	661,888	238,193	35.99%	210,623	30.21%
Benefits	75,563	41,420	54.82%	40,417	30.58%
Supplies	673,354	223,751	33.23%	191,935	36.97%
Travel	199,192	76,080	38.19%	38,785	15.15%
Contracted Services	209,446	35,451	16.93%	116,405	55.96%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,253,357	602,005	48.03%	582,816	53.73%
Total Expenditures	3,073,000	1,216,900	39.60%	1,180,983	40.76%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (192,428)		\$ (241,393)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Local Taxes - Debt Service	40,100,400	4,082,792	10.18%	6,995,404	18.56%
Investment Income	-	19,905	-	8,150	2.23%
Total Revenues	40,100,400	4,102,696	10.23%	7,003,554	18.41%
Expenditures					
Institutional Support - Principal	18,379,936	-	-	-	-
Institutional Support - Interest	24,988,889	7,917,548	31.68%	8,259,743	34.33%
Total Expenditures	43,368,825	7,917,548	18.26%	8,259,743	21.06%
Transfers Among Funds					
Transfers In	(3,268,425)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(18,379,936)	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 18,379,936	\$ (3,814,852)		\$ (1,256,189)	

¹ Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

Fund 97 Investment in Plant

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Expenditures					
Depreciation	\$ 29,800,000	\$ 9,123,272	30.62%	\$ 9,094,102	32.16%
Total Expenditures	29,800,000	9,123,272	30.62%	9,094,102	32.16%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(2,104,295)	(535,951)	25.47%	(565,342)	10.94%
Net Increase (Decrease) in Net Position	\$ (27,695,705)	\$ (8,587,321)		\$ (8,528,760)	

1

Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Appropriations	\$ 70,110,750	\$ 31,860,779	45.44%	\$ 21,774,287	40.33%
Local Taxes - Maintenance & Operations	84,770,000	8,624,706	10.17%	14,721,865	18.51%
Local Taxes - Debt Service	40,100,400	4,082,792	10.18%	6,995,404	18.58%
Credit Tuition	69,445,000	54,448,445	78.41%	48,345,348	77.41%
Credit Exemptions & Waivers	(8,445,000)	(7,830,335)	92.72%	(6,891,785)	82.50%
Continuing Education					
CPET	525,000	125,502	23.91%	272,527	52.05%
Biotechnology	500,000	-	-	-	-
Maritime Transportation	2,000,000	577,818	28.89%	637,385	29.82%
Continuing Professional Development	6,360,000	1,397,154	21.97%	1,803,835	31.27%
Continuing Education Exemptions & Waivers	-	(14,979)	-	(11,085)	18.13%
Bad Debt	(1,000,000)	(333,365)	33.34%	(233,323)	16.46%
Sales & Services	1,800,000	874,803	48.60%	458,482	14.51%
Investment Income	6,000,000	1,802,136	30.04%	996,485	20.82%
Investment Income - Restricted Funds	-	1,351,787	-	962,777	27.15%
Auxiliary Services	3,073,000	1,024,472	33.34%	939,590	38.22%
Grants	65,713,737	31,389,137	47.77%	27,523,564	35.24%
Local Grants	7,628,104	2,745,203	35.99%	3,138,200	75.17%
Total Revenues	348,580,991	132,126,054	37.90%	121,433,556	36.97%
Expenditures					
Instruction	93,153,652	34,799,476	37.36%	32,092,353	36.50%
Public Service	334,302	120,089	35.92%	139,408	33.57%
Academic Support	33,387,521	8,626,092	25.84%	7,827,649	32.44%
Student Services	22,879,207	6,707,173	29.32%	6,644,738	30.90%
Institutional Support	104,543,607	26,443,526	25.29%	25,692,717	26.06%
Physical Plant	28,942,168	6,681,104	23.08%	6,040,544	24.84%
Scholarships and Fellowships	61,267,533	35,304,619	57.62%	27,158,338	48.02%
Auxiliary Enterprises	3,073,000	1,216,900	39.60%	1,180,983	40.76%
Depreciation	29,800,000	9,123,272	30.62%	9,094,102	32.16%
Total Expenditures	377,380,991	129,022,252	34.19%	115,870,830	33.62%
Transfers Among Funds					
Transfers In	(4,827,687)	(1,062,897)	22.02%	(54,706)	0.56%
Transfers Out	4,827,687	1,062,897	22.02%	54,706	0.56%
Adjustment for Debt Principal Payment ¹	(18,379,936)	-	-	-	-
Adjustment for Capital Purchases ¹	(2,104,295)	(535,951)	25.47%	(565,342)	10.94%
Net Increase (Decrease) in Net Position	\$ (8,315,770)	\$ 3,639,753		\$ 6,128,068	

¹

Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

Fund 91 Capital Projects

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Investment Income	\$ -	\$ 1,245,395	-	\$ 962,777	28.05%
Total Revenues	-	1,245,395	-	962,777	28.05%
Expenditures					
SECO-Energy Conservation Projects	686,729	306,088	44.57%	72,839	2.80%
Bond Program	61,835,911	3,929,647	6.35%	3,114,268	17.41%
Total Expenditures	62,522,640	4,235,735	6.77%	3,187,107	15.56%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (62,522,640)	\$ (2,990,340)		\$ (2,224,329)	

1

Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Four Months Ended December 31, 2023

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 33.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Interest Earnings	\$ -	\$ 106,392	-	\$ -	-
Total Revenues	-	106,392	-	-	-
Expenditures					
District Energy Rebates	386,402	-	-	-	-
Total Expenditures	386,402	-	-	-	-
Transfers Among Funds					
Transfers In	(1,000,000)	(1,000,000)	100.0%	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 613,598	\$ 1,106,392		\$ -	

1

Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto College Monthly Investment Report
December 2023

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending December 31, 2023

		<u>Fair Market</u>		<u>Book Value</u>
		Value		
Beginning Value	December 1, 2023	\$ 161,648,915	\$	161,743,112
Additions/Subtractions (Net)		(1,199,312)		(1,199,312)
Change in Fair Market Value*		142,200		-
Ending Value	December 31, 2023	<u>\$ 180,589,803</u>	\$	<u>180,543,800</u>

Earnings for the Month of December	\$	677,023
Weighted Average Maturity at Ending Period Data (Days)		1.00
Weighted Average Earnings Rate		5.0424%
Benchmark - One Year Treasury Yield		4.7900%

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

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

Prepared by:



Carol Tillman
Assistant Comptroller

Reviewed by:

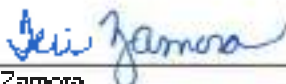


Andrea DuBois
Comptroller



Carin Hutchins
Associate Vice Chancellor of Finance

Approved by:



Teri Zamora
Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
December 31, 2023

Description	Held At	Annualized Interest Rate	Maturity	Par	11/30/2023	11/30/2023	12/31/2023	12/31/2023	Additions/Subtractions and Change in Fair Market Value For the Month	LTD Unrealized Gain/Loss	December Earnings	September through December Earnings
					Ending Fair Market Value	Ending Book Value	Ending Fair Market Value	Ending Book Value				
Short-Term Investments - Unrestricted Funds												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	01/01/24	\$ N/A	\$ 38,564	\$ 38,564	\$ (557,702)	\$ (557,702)	\$ (596,266)	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	01/01/24	N/A	(3,492,300)	(3,492,300)	(688,671)	(688,671)	2,803,628	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	01/01/24	N/A	5,384,860	5,384,860	8,687,086	8,687,086	3,302,226	N/A	8,283	27,344
JPMorgan Payroll	JPMorgan Chase Bank	N/A	01/01/24	N/A	(35,723)	(35,723)	(44,190)	(44,190)	(8,467)	N/A	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	01/01/24	N/A	(4,687)	(4,687)	(7,426)	(7,426)	(2,739)	N/A	N/A	N/A
Petty Cash	Heartland	N/A	01/01/24	N/A	18,957	18,957	18,517	18,517	(440)	N/A	N/A	N/A
Sub Total Demand Deposits				\$ N/A	\$ 1,909,671	\$ 1,909,671	\$ 7,407,614	\$ 7,407,614	\$ 5,497,942	\$ N/A	\$ 8,283	\$ 27,344
Pool Accounts												
TexPool - Operating	TexPool	#REF!	01/01/24	\$ N/A	\$ 781,084	\$ 781,084	\$ 137,097	\$ 137,097	\$ (643,986)	\$ NA	\$ 1,284	\$ 10,893
TexPool PRIME - Operating	TexPool	#REF!	01/01/24	N/A	15,061,239	15,061,239	7,797,983	7,797,983	(7,263,256)	NA	56,744	257,598
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	#REF!	01/01/24	N/A	40,128,213	40,128,213	42,449,883	42,449,883	2,321,670	NA	194,239	851,606
Sub Total Pool Accounts				\$ N/A	\$ 55,970,535	\$ 55,970,535	\$ 50,384,963	\$ 50,384,963	\$ (5,585,572)	\$ NA	\$ 252,266	\$ 1,120,097
Investments												
US Agency Note, CUSIP 3130ATXK9	BNY Mellon	4.900%	11/28/23	-	-	-	-	-	-	-	-	72,000
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/24	5,000,000	4,995,350	4,997,497	4,998,550	4,997,497	3,200	1,053	19,792	79,167
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	5,000,000	4,984,400	5,026,000	4,996,400	5,026,000	12,000	(29,600)	20,313	81,250
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/13/25	10,000,000	9,964,900	10,000,000	10,032,500	10,000,000	67,600	32,500	19,216	134,512
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	5,013,500	5,027,750	5,041,650	5,027,750	28,150	13,900	8,431	73,775
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	5,000,000	4,796,400	4,799,500	4,827,650	4,799,500	31,250	28,150	3,646	2,188
Sub Total Investments				\$ 30,000,000	\$ 29,754,550	\$ 29,850,747	\$ 29,896,750	\$ 29,850,747	\$ 142,200	\$ 46,003	\$ 71,397	\$ 442,891
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 87,634,757	\$ 87,730,954	\$ 87,689,327	\$ 87,643,324	\$ 54,570	\$ 46,003	\$ 331,947	\$ 1,590,331
Short-Term Investments - Restricted (Bond) Funds												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	#REF!	01/01/24	N/A	947,572	947,572	2,327,234	2,327,234	1,379,663	NA	7,094	19,905
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	#REF!	01/01/24	N/A	25,606	25,606	25,729	25,729	123	NA	123	488
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	#REF!	01/01/24	N/A	4,091	4,091	4,111	4,111	20	NA	20	76
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	#REF!	01/01/24	N/A	148,788	148,788	149,502	149,502	714	NA	714	2,823
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	#REF!	01/01/24	N/A	203,005	203,005	203,979	203,979	974	NA	974	4,121
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	#REF!	01/01/24	N/A	21,197	21,197	21,299	21,299	102	NA	102	396
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	#REF!	01/01/24	N/A	42,710,876	42,710,876	42,915,805	42,915,805	204,930	NA	204,930	797,090
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	#REF!	01/01/24	N/A	6,189,997	6,189,997	6,219,697	6,219,697	29,700	NA	29,700	106,392
TexPool PRIME - 2021 Bond Proceeds	TexPool	#REF!	01/01/24	N/A	23,761,026	23,761,026	21,033,119	21,033,119	(2,727,906)	NA	101,420	440,401
Sub Total Pool Accounts				\$ N/A	\$ 74,012,158	\$ 74,012,158	\$ 72,900,476	\$ 72,900,476	\$ (1,111,682)	\$ NA	\$ 345,076	\$ 1,371,691
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 74,012,158	\$ 74,012,158	\$ 72,900,476	\$ 72,900,476	\$ (1,111,682)	\$ NA	\$ 345,076	\$ 1,371,691
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 161,646,915	\$ 161,743,112	\$ 160,589,803	\$ 160,543,800	\$ (1,057,112)	\$ 46,003	\$ 677,023	\$ 2,962,023

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
December 31, 2023

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	01/01/24	\$ N/A	\$ (557,702)	\$ (557,702)	-0.35%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	01/01/24	N/A	(688,671)	(688,671)	-0.43%	1	0.00
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	N/A	01/01/24	N/A	8,687,086	8,687,086	5.41%	1	0.05
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	01/01/24	N/A	(44,190)	(44,190)	-0.03%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	01/01/24	N/A	(7,426)	(7,426)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	01/01/24	N/A	18,517	18,517	0.01%	1	0.00
Pool Accounts										
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	#REF!	N/A	01/01/24	N/A	42,449,883	42,449,883	26.44%	1	0.26
TexPool - Operating	TexPool	#REF!	N/A	01/01/24	N/A	137,097	137,097	0.09%	1	0.00
TexPool - PRIME - Operating	TexPool	#REF!	N/A	01/01/24	N/A	7,797,983	7,797,983	4.86%	1	0.05
Investments										
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/23	01/19/24	5,000,000	4,998,550	4,997,497	3.11%	19	0.03
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,996,400	5,026,000	3.13%	257	0.03
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	10,032,500	10,000,000	6.23%	530	0.06
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	5,041,650	5,027,750	3.13%	530	0.03
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,827,650	4,799,500	2.99%	323	0.03
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	#REF!	N/A	01/01/24	N/A	2,327,234	2,327,234	1.45%	1	0.01
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	01/01/24	N/A	25,729	25,729	0.02%	1	0.00
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	01/01/24	N/A	4,111	4,111	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	01/01/24	N/A	149,502	149,502	0.09%	1	0.00
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	01/01/24	N/A	203,979	203,979	0.13%	1	0.00
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	#REF!	N/A	01/01/24	N/A	21,299	21,299	0.01%	1	0.00
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	#REF!	N/A	01/01/24	N/A	42,915,805	42,915,805	26.73%	1	0.27
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	#REF!	N/A	01/01/24	N/A	6,219,697	6,219,697	3.87%	1	0.04
TexPool PRIME - 2021 Bond Proceeds	TexPool	#REF!	N/A	01/01/24	N/A	21,033,119	21,033,119	13.10%	1	0.13
Grand Total - Cash, Cash Equivalents, and Investments						<u>\$ 160,589,803</u>	<u>\$ 160,543,800</u>	<u>100.00%</u>		<u>1.00</u>

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 18,517	Petty cash on hand	0.00
76.77%	123,285,439	Investment pools	0.77
4.61%	7,389,097	Bank deposits - demand deposits	0.05
18.62%	29,896,750	U. S. government securities & CDs	0.19
<u>100.00%</u>	<u>\$ 160,589,803</u>	Total cash, cash equivalents, and investments	<u>1.00</u>

San Jacinto College Monthly Financial Statements
November 2023

San Jacinto Community College District
Statement of Net Position
November 30,

<u>Assets</u>	<u>2023</u>	<u>2022</u>
Current assets:		
Cash and cash equivalents	\$ 54,830,075	\$ 47,292,256
Investments	10,223,392	30,632,226
Accounts receivable - taxes	5,256,975	5,838,707
Accounts receivable	29,529,545	23,152,832
Deferred charges	2,340,282	2,302,654
Inventories	434,916	422,438
Total current assets	<u>102,615,185</u>	<u>109,641,113</u>
Noncurrent assets:		
Restricted cash and cash equivalents	77,062,290	84,193,816
Other long term investments	19,962,800	-
Capital assets, net	<u>723,296,751</u>	<u>718,203,517</u>
Total noncurrent assets	<u>820,321,841</u>	<u>802,397,333</u>
Total assets	<u>922,937,026</u>	<u>912,038,446</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	21,400,078	12,486,706
Deferred outflow related to OPEB	16,454,021	19,256,731
Deferred outflow related to defeased debt	4,333,200	4,254,120
Total deferred outflows of resources	<u>42,187,299</u>	<u>36,997,557</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	11,515,816	11,946,339
Accrued liabilities	7,166,074	6,972,880
Accrued compensable absences and deferred compensation	2,417,317	2,429,062
Deferred revenues	299,188	473,894
Total current liabilities	<u>21,398,395</u>	<u>21,822,175</u>
Noncurrent liabilities:		
Net pension liability	49,944,685	20,637,425
Net OPEB liability	96,184,800	112,279,723
Bonds and notes payable	663,872,873	675,752,873
Total noncurrent liabilities	<u>810,002,358</u>	<u>808,670,021</u>
Total liabilities	<u>831,400,753</u>	<u>830,492,196</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	5,790,103	25,055,564
Deferred inflows related to OPEB	34,752,051	18,658,275
Deferred Inflows - Lease Receivable	1,227,296	1,382,492
Total deferred inflows of resources	<u>41,769,451</u>	<u>45,096,331</u>
<u>Net assets</u>		
Beginning of year - audited	83,260,534	79,484,620
Current year addition	8,693,588	(6,037,144)
Total net position	<u>\$ 91,954,121</u>	<u>\$ 73,447,476</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

11 Unrestricted Funds

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Appropriations	\$ 57,895,750	\$ 27,497,875	47.50%	\$ 13,838,064	33.50%
Local Taxes - Maintenance & Operations	84,770,000	103,700	0.12%	80,254	0.10%
Credit Tuition	66,345,000	45,806,235	69.04%	40,498,041	68.09%
Credit Exemptions & Waivers	(8,400,000)	(4,366,756)	51.99%	(6,259,692)	74.93%
Continuing Education					
CPET	525,000	99,202	18.90%	220,041	42.03%
Biotechnology	500,000	-	-	-	-
Maritime Transportation	2,000,000	556,358	27.82%	523,885	24.49%
Continuing Professional Development (CPD)	6,360,000	1,134,960	17.85%	1,431,889	24.82%
Continuing Education Exemptions & Waivers	(45,000)	(14,329)	31.84%	(6,760)	11.06%
Bad Debt	(1,000,000)	(250,000)	25.00%	(174,990)	24.90%
Sales & Services	1,800,000	651,582	36.20%	369,833	17.44%
Investment Income	6,000,000	1,308,085	21.80%	679,034	15.11%
HEERF Lost Revenue	-	-	-	-	-
Total Revenues	216,750,750	72,526,912	33.46%	51,199,600	26.22%
Expenditures					
Instruction	85,383,715	23,726,292	27.79%	22,050,090	27.78%
Public Service	19,900	599	3.01%	2,129	5.59%
Academic Support	21,223,003	4,936,681	23.26%	4,363,399	27.07%
Student Services	21,295,714	4,354,083	20.45%	3,475,261	21.51%
Institutional Support	56,376,064	13,667,898	24.24%	11,554,033	23.94%
Physical Plant	27,624,666	5,011,287	18.14%	4,359,092	18.52%
Total Expenditures	211,923,063	51,696,839	24.39%	45,804,051	24.96%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	4,827,687	1,039,536	21.53%	42,678	1.23%
Net Increase (Decrease) in Net Position	\$ -	\$ 19,790,538		\$ 5,352,871	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

Federal Restricted Funds

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ 58,111,517	\$ 27,946,847	48.09%	\$ 24,915,268	33.09%
Total Revenues	58,111,517	27,946,847	48.09%	24,915,268	33.09%
Expenditures					
Instruction	1,211,992	253,199	20.89%	155,616	10.96%
Public Service	75,771	34,981	46.17%	55,448	28.45%
Academic Support	8,754,620	1,345,260	15.37%	768,066	10.99%
Student Services	138,001	94,466	68.45%	1,040,474	28.20%
Institutional Support	656,152.78	133,617	20.36%	1,110,640	7.25%
Physical Plant	1,085,303	11,340	1.04%	-	-
Scholarships and Fellowships	46,189,677	26,073,984	56.45%	21,785,024	46.17%
Total Expenditures	58,111,517	27,946,847	48.09%	24,915,268	33.09%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

State Restricted Funds

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Paid Benefits	\$ 12,215,000	\$ 3,243,678	26.55%	\$ 2,999,870	24.81%
Grants	7,258,836	2,465,709	33.97%	812,350	28.58%
Total Revenues	19,484,781	5,709,387	29.30%	3,812,221	25.53%
Expenditures					
Instruction	7,024,273	1,826,704	26.01%	1,675,498	25.85%
Public Service	4,543	4,543	100.00%	7,218	33.56%
Academic Support	1,864,606	358,146	19.21%	361,242	20.02%
Student Services	1,552,065	477,330	30.75%	411,699	23.10%
Institutional Support	3,052,085	626,779	20.54%	606,552	22.38%
Physical Plant	43,602	-	-	-	-
Scholarships and Fellowships	5,943,607	2,415,884	40.65%	750,012	35.60%
Total Expenditures	19,484,781	5,709,387	29.30%	3,812,221	25.53%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

Local Restricted Funds

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ 7,698,104	\$ 1,894,098	24.60%	\$ 2,230,506	52.95%
Total Revenues	7,698,104	1,894,098	24.60%	2,230,506	52.95%
Expenditures					
Instruction	-	-	-	-	-
Public Service	232,134	51,718	22.28%	42,678	26.83%
Academic Support	1,719,841	73,243	4.26%	1,892	2.65%
Student Services	6,156	-	-	5,219	29.69%
Institutional Support	67,235	22,705	33.77%	17	0.03%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	5,982,000	1,812,957	30.31%	2,223,379	54.18%
Total Expenditures	8,257,366	1,960,624	23.74%	2,273,185	51.58%
Transfers Among Funds					
Transfers In	(559,262)	(39,536)	7.07%	(42,678)	22.32%
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (26,990)		\$ -	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

27 Texas Public Education Grant

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Tuition - Credit & Non Credit	\$ 3,100,000	\$ 2,188,812	70.61%	\$ 1,955,805	65.65%
Total Revenues	3,100,000	2,188,812	70.61%	1,955,805	65.65%
Expenditures					
Scholarships and Fellowships	3,100,000	2,770,498	89.37%	1,267,645	40.46%
Total Expenditures	3,100,000	2,770,498	89.37%	1,267,645	40.46%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (581,687)		\$ 688,160	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

28 Private Gifts and Donations

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Grants	\$ -	\$ -	-	\$ -	-
Total Revenues	-	-	-	-	-
Expenditures					
Instruction	-	5,014	-	4,914	14.74%
Institutional Support	-	-	-	-	-
Scholarships and Fellowships	-	-	-	-	-
Total Expenditures	-	5,014	-	4,914	3.63%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (5,014)		\$ (4,914)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

Auxiliary Enterprises

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Auxiliary Services	\$ 3,073,000	\$ 902,661	29.37%	\$ 817,273	31.61%
Total Revenues	3,073,000	902,661	29.37%	817,273	28.32%
Expenditures					
Labor	661,888	170,597	25.77%	157,425	22.58%
Benefits	75,563	30,104	39.84%	29,757	22.45%
Supplies	687,348	191,131	27.81%	161,510	31.59%
Travel	185,198	64,836	35.01%	35,796	13.98%
Contracted Services	209,446	32,830	15.67%	102,533	49.40%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,253,357	429,844	34.30%	425,466	36.98%
Total Expenditures	3,073,000	919,342	29.92%	912,487	30.88%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (16,681)		\$ (95,214)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
Local Taxes - Debt Service	\$ 40,100,400	\$ 40,284	0.10%	\$ 38,168	0.10%
Investment Income	-	12,811	-	3,861	1.06%
Total Revenues	40,100,400	53,094	0.13%	42,029	0.11%
Expenditures					
Institutional Support - Principal	18,379,936	-	-	-	-
Institutional Support - Interest	24,988,889	5,940,615	23.77%	6,196,107	25.84%
Total Expenditures	43,368,825	5,940,615	13.70%	6,196,107	15.84%
Transfers Among Funds					
Transfers In	(3,268,425)	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	(18,379,936)	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 18,379,936	\$ (5,887,520)		\$ (6,154,078)	

¹ Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

Fund 97 Investment in Plant

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Expenditures					
Depreciation	\$ 29,800,000	\$ 6,813,538	22.86%	\$ 6,832,943	24.80%
Total Expenditures	29,800,000	6,813,538	22.86%	6,832,943	24.80%
Transfers Among Funds					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	(1,994,209)	(220,674)	11.07%	(340,774)	7.28%
Net Increase (Decrease) in Net Position	\$ (27,805,791)	\$ (6,592,864)		\$ (6,492,169)	

1

Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
Revenues					
State Appropriations	\$ 70,110,750	\$ 30,741,553	43.85%	\$ 16,837,934	31.53%
Local Taxes - Maintenance & Operations	84,770,000	103,700	0.12%	80,254	0.10%
Local Taxes - Debt Service	40,100,400	40,284	0.10%	38,168	0.10%
Credit Tuition	69,445,000	47,995,047	69.11%	42,453,845	67.97%
Credit Exemptions & Waivers	(8,400,000)	(4,366,756)	51.99%	(6,259,692)	74.93%
Continuing Education					
CPET	535,945	99,202	18.51%	220,041	42.03%
Biotechnology	500,000	-	0.00%	-	-
Maritime Transportation	2,000,000	556,358	27.82%	523,885	24.49%
Continuing Professional Development	6,360,000	1,134,960	17.85%	1,431,889	24.82%
Continuing Education Exemptions & Waivers	(45,000)	(14,329)	31.84%	(6,760)	11.06%
Bad Debt	(1,000,000)	(250,000)	25.00%	(174,990)	24.90%
Sales & Services	1,800,000	651,582	36.20%	369,833	17.44%
Investment Income	6,000,000	1,320,895	22.01%	682,896	14.06%
Investment Income - Restricted Funds	-	1,013,805	-	668,200	18.84%
Auxiliary Services	3,073,000	902,661	29.37%	817,273	31.61%
Grants	65,540,352	30,478,717	46.50%	25,807,809	33.63%
Local Grants	7,528,104	1,827,936	24.28%	2,150,316	37.53%
Total Revenues	348,318,551	112,235,616	32.22%	85,640,902	25.37%
Expenditures					
Instruction	93,619,981	25,811,209	27.57%	23,886,118	27.36%
Public Service	332,348	91,841	27.63%	107,474	25.99%
Academic Support	33,562,069	6,713,330	20.00%	5,494,599	22.00%
Student Services	22,991,936	4,925,879	21.42%	4,932,653	22.79%
Institutional Support	103,520,362	20,391,614	19.70%	19,467,348	18.44%
Physical Plant	29,003,572	5,022,627	17.32%	4,359,092	18.11%
Scholarships and Fellowships	61,215,283	33,073,323	54.03%	26,026,060	46.04%
Auxiliary Enterprises	3,073,000	919,342	29.92%	912,533	30.88%
Depreciation	29,800,000	6,813,538	22.86%	6,832,943	24.80%
Total Expenditures	377,118,551	103,762,703	27.51%	92,018,820	26.21%
Transfers Among Funds					
Transfers In	(4,827,687)	(1,039,536)	21.53%	(42,678)	1.23%
Transfers Out	4,827,687	1,039,536	21.53%	42,678	1.23%
Adjustment for Debt Principal Payment ¹	(18,379,936)	-	-	-	-
Adjustment for Capital Purchases ¹	(1,994,209)	(220,674)	11.07%	(340,774)	-
Net Increase (Decrease) in Net Position	\$ (8,425,855)	\$ 8,693,588		\$ (6,037,144)	

¹ Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

Fund 91 Capital Projects

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual
Revenues				
Investment Income	\$ -	\$ 937,113	-	\$ 668,200
Total Revenues	-	937,113	-	668,200
Expenditures				
SECO-Energy Conservation Projects	686,729	306,088	44.57%	8,989
Bond Program	61,835,911	2,320,808	3.75%	2,573,934
Total Expenditures	62,522,640	2,626,896	4.20%	2,582,923
Transfers Among Funds				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Net Increase (Decrease) in Net Position	\$ (62,522,640)	\$ (1,689,782)		\$ (1,914,723)

1

Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Three Months Ended November 30, 2023

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual 25.0%	% Actual to Adjusted Budget	PY YTD Actual
Revenues				
Interest Earnings	\$ -	\$ 76,692	-	\$ -
Total Revenues	-	76,692	-	-
Expenditures				
District Energy Rebates	250,229	-	-	-
Total Expenditures	250,229	-	-	-
Transfers Among Funds				
Transfers In	(1,000,000)	(1,000,000)	100.00%	-
Transfers Out	-	-	-	-
Net Increase (Decrease) in Net Position	\$ 749,771	\$ 1,076,692		\$ -

1 Per government accounting practices, capital purchases and principal payments included in the expenditure line items above are subsequently deducted from total year-to-date expenditures and reclassified as an increase or reduction to the appropriate asset or liability line item on the Statement of Net Position.

San Jacinto College Monthly Investment Report
November 2023

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending November 30, 2023

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	November 1, 2023	\$ 178,155,828	\$ 178,342,675
Additions/Subtractions (Net)		(16,599,563)	(16,599,563)
Change in Fair Market Value*		90,650	-
Ending Value	November 30, 2023	<u>\$ 181,646,915</u>	<u>\$ 161,743,112</u>

Earnings for the Month of November	\$ 774,647
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	5.4713%
Benchmark - One Year Treasury Yield	5.1600%

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

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

Prepared by:



Carol Trueman
Assistant Comptroller

Reviewed by



Andrea DuBois
Comptroller



Carin Hutchins
Associate Vice Chancellor of Finance

Approved by:



Teri Zamora
Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
November 30, 2023

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	12/01/23	\$	38,564	\$ 38,564	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	12/01/23	N/A	(3,492,300)	(3,492,300)	-2.16%	1	-0.02
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	N/A	12/01/23	N/A	5,384,860	5,384,860	3.33%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	12/01/23	N/A	(35,723)	(35,723)	-0.02%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	12/01/23	N/A	(4,687)	(4,687)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	12/01/23	N/A	18,957	18,957	0.01%	1	0.00
Pool Accounts										
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	40,128,213	40,128,213	24.81%	1	0.25
TexPool - Operating	TexPool	5.3724%	N/A	12/01/23	N/A	781,084	781,084	0.48%	1	0.00
TexPool - PRIME - Operating	TexPool	5.6138%	N/A	12/01/23	N/A	15,061,239	15,061,239	9.31%	1	0.09
Investments										
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/23	01/19/24	5,000,000	4,995,350	4,997,497	3.09%	50	0.03
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,984,400	5,026,000	3.11%	288	0.03
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	9,964,900	10,000,000	6.18%	561	0.06
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	5,013,500	5,027,750	3.11%	561	0.03
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,796,400	4,799,500	2.97%	354	0.03
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	947,572	947,572	0.59%	1	0.01
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	25,606	25,606	0.02%	1	0.00
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	4,091	4,091	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	148,788	148,788	0.09%	1	0.00
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	203,005	203,005	0.13%	1	0.00
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	21,197	21,197	0.01%	1	0.00
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	42,710,876	42,710,876	26.41%	1	0.26
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	6,189,997	6,189,997	3.83%	1	0.04
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.6138%	N/A	12/01/23	N/A	23,761,026	23,761,026	14.69%	1	0.15
Grand Total - Cash, Cash Equivalents, and Investments						<u>\$ 161,646,915</u>	<u>\$ 161,743,112</u>	<u>100.00%</u>		<u>1.00</u>

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 18,957	Petty cash on hand	0.00
80.41%	129,982,694	Investment pools	0.80
1.18%	1,890,714	Bank deposits - demand deposits	0.01
18.41%	<u>29,754,550</u>	U. S. government securities & CDs	<u>0.18</u>
<u>100.00%</u>	<u>\$ 161,646,915</u>	Total cash, cash equivalents, and investments	<u>1.00</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
November 30, 2023

Description	Held At	Annualized Interest Rate	Maturity	Par	10/31/2023	10/31/2023	11/30/2023	11/30/2023	Additions/Subtractions and Change in Fair Market Value For the Month	LTD Unrealized Gain/Loss	November Earnings	September through November Earnings
					Ending Fair Market Value	Ending Book Value	Ending Fair Market Value	Ending Book Value				
Short-Term Investments - Unrestricted Funds												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	12/01/23	\$ N/A	\$ (3,786)	\$ (3,786)	\$ 38,564	\$ 38,564	\$ 42,350	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	12/01/23	N/A	(756,318)	(756,318)	(3,492,300)	(3,492,300)	(2,735,982)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	12/01/23	N/A	5,432,203	5,432,203	5,384,860	5,384,860	(47,343)	N/A	6,268	19,061
JPMorgan Payroll	JPMorgan Chase Bank	N/A	12/01/23	N/A	(39,172)	(39,172)	(35,723)	(35,723)	3,449	N/A	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	12/01/23	N/A	(3,532)	(3,532)	(4,687)	(4,687)	(1,155)	N/A	N/A	N/A
Petty Cash	Campus Business Offices	N/A	12/01/23	N/A	18,667	18,667	18,957	18,957	290	N/A	N/A	N/A
Sub Total Demand Deposits				\$ N/A	\$ 4,648,063	\$ 4,648,063	\$ 1,909,671	\$ 1,909,671	\$ (2,738,392)	\$ N/A	\$ 6,268	\$ 19,061
Pool Accounts												
TexPool - Operating	TexPool	5.3724%	12/01/23	\$ N/A	\$ 655,490	\$ 655,490	\$ 781,084	\$ 781,084	\$ 125,593	\$ NA	\$ 3,373	\$ 9,609
TexPool PRIME - Operating	TexPool	5.6138%	12/01/23	N/A	24,762,370	24,762,370	15,061,239	15,061,239	(9,701,131)	NA	99,827	200,854
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.6537%	12/01/23	N/A	43,937,071	43,937,071	40,128,213	40,128,213	(3,808,858)	NA	191,142	657,367
Sub Total Pool Accounts				\$ N/A	\$ 69,354,931	\$ 69,354,931	\$ 55,970,535	\$ 55,970,535	\$ (13,384,396)	\$ NA	\$ 294,342	\$ 867,830
Investments												
US Agency Note, CUSIP 3130ATXK9	BNY Mellon	4.900%	11/28/23	-	4,997,200	5,000,500	-	-	(4,997,200)	-	31,167	72,000
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/24	5,000,000	4,991,300	4,997,497	4,995,350	4,997,497	4,050	(2,148)	19,792	59,375
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	5,000,000	4,972,600	5,026,000	4,984,400	5,026,000	11,800	(41,600)	20,313	60,938
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/13/25	10,000,000	9,913,600	10,000,000	9,964,900	10,000,000	51,300	(35,100)	38,432	115,296
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	4,990,200	5,027,750	5,013,500	5,027,750	23,300	(14,250)	21,781	65,344
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	5,000,000	-	-	4,796,400	4,799,500	4,796,400	(3,100)	-	-
Sub Total Investments				\$ 30,000,000	\$ 29,864,900	\$ 30,051,747	\$ 29,754,550	\$ 29,850,747	\$ (110,350)	\$ (96,198)	\$ 131,484	\$ 372,952
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 103,867,894	\$ 104,054,741	\$ 87,634,757	\$ 87,730,954	\$ (16,233,137)	\$ (96,198)	\$ 432,094	\$ 1,259,843
Short-Term Investments - Restricted (Bond) Funds												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.6537%	12/01/23	N/A	943,189	943,189	947,572	947,572	4,383	NA	4,383	12,811
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	25,487	25,487	25,606	25,606	118	NA	118	365
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	4,072	4,072	4,091	4,091	19	NA	19	57
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	148,100	148,100	148,788	148,788	688	NA	688	2,109
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	202,066	202,066	203,005	203,005	939	NA	939	3,147
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	21,099	21,099	21,197	21,197	98	NA	98	294
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.6537%	12/01/23	N/A	42,513,320	42,513,320	42,710,876	42,710,876	197,556	NA	197,556	592,160
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.6537%	12/01/23	N/A	6,161,366	6,161,366	6,189,997	6,189,997	28,631	NA	28,631	76,692
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.6138%	12/01/23	N/A	24,269,234	24,269,234	23,761,026	23,761,026	(508,209)	NA	110,121	338,981
Sub Total Pool Accounts				\$ N/A	\$ 74,287,934	\$ 74,287,934	\$ 74,012,158	\$ 74,012,158	\$ (275,776)	\$ NA	\$ 342,553	\$ 1,026,616
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 74,287,934	\$ 74,287,934	\$ 74,012,158	\$ 74,012,158	\$ (275,776)	\$ NA	\$ 342,553	\$ 1,026,616
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 178,155,828	\$ 178,342,675	\$ 161,646,915	\$ 161,743,112	\$ (16,508,913)	\$ (96,198)	\$ 774,647	\$ 2,286,459

San Jacinto College Quarterly Investment Report
September – November 2023

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Quarterly Investment Report - September 1, 2023 to November 30, 2023

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	September 1, 2023	\$ 171,241,781	\$ 171,398,938
Additions/Subtractions (Net)		(9,655,826)	(9,655,826)
Change in Fair Market Value*		60,950	-
Ending Value	November 30, 2023	<u>\$ 161,646,915</u>	<u>\$ 161,743,112</u>

Earnings for the 1 st Quarter	\$	2,286,459
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate for the 4 th Quarter		5.4871%
Benchmark - One Year Treasury Yield - Average		5.1600%

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

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

Prepared by:



Carol Tilmser
Assistant Comptroller

Reviewed by:



Arceia DuBos
Comptroller
Reviewed by



Carin Hutchins
Associate Vice Chancellor of Finance

Reviewed by:



Ten Zamora
Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
November 30, 2023

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	12/01/23	\$	38,564	\$ 38,564	0.02%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	12/01/23	N/A	(3,492,300)	(3,492,300)	-2.16%	1	-0.02
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	N/A	12/01/23	N/A	5,384,860	5,384,860	3.33%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	12/01/23	N/A	(35,723)	(35,723)	-0.02%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	12/01/23	N/A	(4,687)	(4,687)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	12/01/23	N/A	18,957	18,957	0.01%	1	0.00
Pool Accounts										
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	40,128,213	40,128,213	24.81%	1	0.25
TexPool - Operating	TexPool	5.3724%	N/A	12/01/23	N/A	781,084	781,084	0.48%	1	0.00
TexPool - PRIME - Operating	TexPool	5.5628%	N/A	12/01/23	N/A	15,061,239	15,061,239	9.31%	1	0.09
Investments										
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/23	01/19/24	5,000,000	4,995,350	4,997,497	3.09%	50	0.03
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,984,400	5,026,000	3.11%	288	0.03
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	9,964,900	10,000,000	6.18%	561	0.06
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	5,013,500	5,027,750	3.11%	561	0.03
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,796,400	4,799,500	2.97%	354	0.03
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	947,572	947,572	0.59%	1	0.01
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	25,606	25,606	0.02%	1	0.00
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	4,091	4,091	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	148,788	148,788	0.09%	1	0.00
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	203,005	203,005	0.13%	1	0.00
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	21,197	21,197	0.01%	1	0.00
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	42,710,876	42,710,876	26.41%	1	0.26
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.6537%	N/A	12/01/23	N/A	6,189,997	6,189,997	3.83%	1	0.04
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.6138%	N/A	12/01/23	N/A	23,761,026	23,761,026	14.69%	1	0.15
Grand Total - Cash, Cash Equivalents, and Investments					\$	N/A	\$ 161,646,915	\$ 161,743,112	100.00%	1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4				
0.01%	\$ 18,957	Petty cash on hand		0.00
80.41%	129,982,694	Investment pools		0.80
1.17%	1,890,714	Bank deposits - demand deposits		0.01
18.41%	29,754,550	U. S. government securities & CDs		0.18
<u>100.00%</u>	<u>\$ 161,646,915</u>	Total cash, cash equivalents, and investments		<u>1.00</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
1st Quarter Fiscal Year 2023-2024 Activity

Description	Held At	Annualized November Interest Rate	Maturity	11/30/2023		8/31/2023		8/31/2023		11/30/2023		11/30/2023		Additions/Subtractions and Change in Fair Market Value For the Quarter	LTD Unrealized Gain/Loss	November Earnings	September Through November Earnings
				Par	Fair Market Value	Ending Book Value	Ending Book Value	Ending Fair Market Value	Ending Book Value	Ending Fair Market Value	Ending Book Value						
Short-Term Investments - Unrestricted Funds																	
Demand Deposits																	
Credit Cards in Transit	Heartland	N/A	12/01/23	\$ N/A	\$ 48,968	\$ 48,968	\$ 38,564	\$ 38,564	\$ 38,564	\$ 38,564	\$ (10,404)	N/A	N/A	N/A	N/A	N/A	N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	12/01/23	N/A	(1,313,254)	(1,313,254)	(3,492,300)	(3,492,300)	(3,492,300)	(3,492,300)	(2,179,046)	N/A	N/A	N/A	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	12/01/23	N/A	5,736,455	5,736,455	5,384,860	5,384,860	5,384,860	5,384,860	(351,595)	N/A	6,268	19,061	N/A	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	12/01/23	N/A	(21,169)	(21,169)	(35,723)	(35,723)	(35,723)	(35,723)	(14,554)	N/A	N/A	N/A	N/A	N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	12/01/23	N/A	(3,369)	(3,369)	(4,687)	(4,687)	(4,687)	(4,687)	(1,318)	N/A	N/A	N/A	N/A	N/A	N/A
Petty Cash	Campus Business Offices	N/A	12/01/23	N/A	19,067	19,067	18,957	18,957	18,957	18,957	(110)	N/A	N/A	N/A	N/A	N/A	N/A
Sub Total Demand Deposits				\$ N/A	\$ 4,466,698	\$ 4,466,698	\$ 1,909,671	\$ 1,909,671	\$ 1,909,671	\$ 1,909,671	\$ (2,557,027)	N/A	6,268	19,061			
Pool Accounts																	
TexPool - Operating	TexPool	5.3724%	12/01/23	\$ N/A	\$ 108,096	\$ 108,096	\$ 781,084	\$ 781,084	\$ 781,084	\$ 781,084	\$ 672,988	NA	\$ 3,373	\$ 9,609			
TexPool PRIME - Operating	TexPool	5.6138%	12/01/23	N/A	4,163,468	4,163,468	15,061,239	15,061,239	15,061,239	15,061,239	10,897,771	NA	99,827	200,854			
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	5.6537%	12/01/23	N/A	58,583,205	58,583,205	40,128,213	40,128,213	40,128,213	40,128,213	(18,454,992)	NA	191,142	657,367			
Sub Total Pool Accounts				\$ N/A	\$ 62,854,769	\$ 62,854,769	\$ 55,970,535	\$ 55,970,535	\$ 55,970,535	\$ 55,970,535	\$ (6,884,234)	NA	\$ 294,342	\$ 867,830			
Investments																	
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/23	-	4,989,250	5,000,500	-	-	-	-	(4,989,250)	-	31,167	72,000			
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/24	5,000,000	4,983,150	4,997,497	4,995,350	4,997,497	4,997,497	4,997,497	12,200	(2,148)	19,792	59,375			
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	5,000,000	4,978,350	5,026,000	4,984,400	5,026,000	5,026,000	5,026,000	6,050	(41,600)	20,313	60,938			
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/13/25	10,000,000	9,938,000	10,000,000	9,964,900	10,000,000	10,000,000	10,000,000	26,900	(35,100)	38,432	115,296			
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	5,005,850	5,027,750	5,013,500	5,027,750	5,027,750	5,027,750	7,650	(14,250)	21,781	65,344			
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	5,000,000	-	-	4,796,400	4,799,500	4,799,500	4,796,400	-	(3,100)	-	-			
Sub Total Investments				30,000,000	29,894,600	30,051,747	29,754,550	29,850,747	29,850,747	29,850,747	(140,050)	(96,198)	131,484	372,952			
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 97,216,067	\$ 97,373,214	\$ 87,634,757	\$ 87,730,954	\$ 87,730,954	\$ 87,730,954	\$ (9,581,310)	(96,198)	\$ 432,094	\$ 1,259,843			
Short-Term Investments - Restricted (Bond) Funds																	
Pool Accounts																	
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.6537%	12/01/23	N/A	889,012	889,012	947,572	947,572	947,572	947,572	58,560	NA	4,383	12,811			
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	27,278	27,278	25,606	25,606	25,606	25,606	(1,672)	NA	118	365			
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	4,034	4,034	4,091	4,091	4,091	4,091	57	NA	19	57			
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	162,723	162,723	148,788	148,788	148,788	148,788	(13,935)	NA	688	2,109			
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	315,168	315,168	203,005	203,005	203,005	203,005	(112,163)	NA	939	3,147			
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.6537%	12/01/23	N/A	20,903	20,903	21,197	21,197	21,197	21,197	294	NA	98	294			
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.6537%	12/01/23	N/A	42,118,715	42,118,715	42,710,876	42,710,876	42,710,876	42,710,876	592,161	NA	197,556	592,160			
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.6537%	12/01/23	N/A	5,113,306	5,113,306	6,189,997	6,189,997	6,189,997	6,189,997	1,076,691	NA	28,631	76,692			
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.6138%	12/01/23	N/A	25,374,585	25,374,585	23,761,026	23,761,026	23,761,026	23,761,026	(1,613,559)	NA	110,121	338,981			
Sub Total Pool Accounts				\$ N/A	\$ 74,025,724	\$ 74,025,724	\$ 74,012,158	\$ 74,012,158	\$ 74,012,158	\$ 74,012,158	\$ (13,566)	NA	\$ 342,553	\$ 1,026,616			
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 74,025,724	\$ 74,025,724	\$ 74,012,158	\$ 74,012,158	\$ 74,012,158	\$ 74,012,158	\$ (13,566)	NA	\$ 342,553	\$ 1,026,616			
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 171,241,791	\$ 171,398,938	\$ 161,646,915	\$ 161,743,112	\$ 161,743,112	\$ 161,743,112	\$ (9,594,876)	(96,198)	\$ 774,647	\$ 2,286,459			

San Jacinto College Foundation Financial Statements
December 2023

San Jacinto College Foundation

Statement of Financial Position

As of December 31, 2023

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
ASSETS									
Current Assets									
Checking/Savings									
General Fund	\$3,205,173	-	\$3,205,173	\$2,332,699	-	\$2,332,699	\$872,474	-	\$872,474
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	3,205,173	-	3,205,173	2,332,699	-	2,332,699	872,474	-	872,474
Accounts Receivables	2,545,705	-	2,545,705	3,127,330	-	3,127,330	(581,625)	-	(581,625)
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		20,073,730	20,073,730		17,442,240	17,442,240	-	2,631,490	2,631,490
Goldman Sachs - SSF (Non-Endowed)		5,580,714	5,580,714		7,952,510	7,952,510	-	(2,371,796)	(2,371,796)
Goldman Sachs - FDN - HOE	433,306		433,306	-		-	433,306		433,306
Goldman Sachs - FDN-SSE (Endowed)	1,799,430		1,799,430	1,594,965		1,594,965	204,465	-	204,465
Goldman Sachs - FDN-SSE (Non-Endowed)	2,500		2,500	-		-	2,500		2,500
Goldman Sachs - FDN	14,070,992		14,070,992	12,305,320		12,305,320	1,765,672	-	1,765,672
Total SJC Short Term Investments	16,306,228	25,654,444	41,960,672	13,900,285	25,394,750	39,295,035	2,405,943	259,694	2,665,637
Total Current Assets	22,057,106	25,654,444	47,711,550	19,360,314	25,394,750	44,755,064	2,696,792	259,694	2,956,486
TOTAL ASSETS	22,057,106	25,654,444	47,711,550	19,360,314	25,394,750	44,755,064	2,696,792	259,694	2,956,486
LIABILITIES & NET ASSETS									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	123,414	-	123,414	87,796	-	87,796	35,618	-	35,618
Programs Payable	2,030	-	2,030	2,030	-	2,030	-	-	-
Endowments Payable	196,053	-	196,053	176,756	-	176,756	19,297	-	19,297
Scholarship Payables	628,903	1,338,514	1,967,418	260,304	2,229,903	2,490,207	368,599	(891,389)	(522,790)
Student Success Payables	140,404	-	140,404	109,159	-	109,159	31,245	-	31,245
Total Accounts Payable	1,090,804	1,338,514	2,429,318	636,045	2,229,903	2,865,948	454,759	(891,389)	(436,630)
Total Current Liabilities	1,090,804	1,338,514	2,429,318	636,045	2,229,903	2,865,948	454,759	(891,389)	(436,630)
Total Liabilities	1,090,804	1,338,514	2,429,318	636,045	2,229,903	2,865,948	454,759	(891,389)	(436,630)
NET ASSETS									
Net Assets Without Donor Restrictions	3,592,731	24,004,479	27,597,210	2,674,662	24,575,762	27,250,423	918,070	(571,283)	346,786
Net Assets With Donor Restrictions	16,361,408		16,361,408	15,896,028		15,896,028	465,380	-	465,380
Net Assets	19,954,139	24,004,479	43,958,618	18,570,690	24,575,762	43,146,451	1,383,450	(571,283)	812,167
Net Income	1,012,163	311,451	1,323,614	153,580	(1,410,914)	(1,257,335)	858,583	1,722,366	2,580,949
Total Net Assets	20,966,302	24,315,930	45,282,232	18,724,269	23,164,847	41,889,116	2,242,033	1,151,083	3,393,115
TOTAL LIABILITIES & NET ASSETS	\$22,057,106	\$25,654,444	\$47,711,550	\$19,360,314	\$25,394,750	\$44,755,064	\$2,696,792	\$259,694	\$2,956,486

San Jacinto College Foundation
Statement of Activities
For the Period Ending December 31, 2023

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
Ordinary Income/Expense Income											
Contributions											
Grant Contributions	115,775	-	115,775	100,900	-	100,900	14,875	-	14,875	810,000	14%
Endowments	100,779	-	100,779	220,084	-	220,084	(119,305)	-	(119,305)	1,200,000	8%
Program Sponsorship	148,223	-	148,223	91,300	-	91,300	56,923	-	56,923	850,000	17%
Scholarships	233,603	-	233,603	353,403	-	353,403	(119,799)	-	(119,799)	650,000	36%
Total Contributions	598,381	-	598,381	765,687	-	765,687	(167,307)	-	(167,307)	3,510,000	17%
Other Income											
Special Events	325,011	-	325,011	-	-	-	325,011	-	325,011	450,000	72%
Investment Income	286,180	417,693	703,873	297,559	632,570	930,129	(11,378)	(214,877)	(226,255)	1,200,000	59%
Realized Gain / (Loss)	10,013	(32,165)	(22,151)	5,804	(50,609)	(44,805)	4,209	18,445	22,654	-	-
Unrealized Gain / (Loss)	557,712	1,264,905	1,822,617	(116,037)	(174,238)	(290,274)	847,987	1,439,143	2,112,892	-	-
Total Other Income	1,178,917	1,650,433	2,829,350	187,326	407,723	595,049	1,165,828	1,242,710	2,234,301	1,650,000	171%
Total Income	1,777,297	1,650,433	3,427,731	953,014	407,723	1,360,737	998,521	1,242,710	2,066,994	5,160,000	66%
Expense											
Programs											
Scholarships Awarded - SSF		1,338,982	1,338,982		1,818,637	1,818,637		(479,655)	(479,655)	3,500,000	38%
Scholarships Awarded - FND	530,852	-	530,852	562,895	-	562,895	(32,044)	-	(32,044)	900,000	59%
Programs Sponsored	146,318	-	146,318	186,594	-	186,594	(40,276)	-	(40,276)	400,000	37%
Student Success Initiatives	55,970	-	55,970	-	-	-	55,970	-	55,970	150,000	37%
Total Programs	733,139	1,338,982	2,072,121	749,489	1,818,637	2,568,127	(16,350)	(479,655)	(496,005)	4,950,000	42%
Supporting Services											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000	0%
Supporting Services											
Foundation Expenses	27,368	-	27,368	47,280	-	47,280	(19,912)	-	(19,912)	102,500	27%
Fundraising	1,801	-	1,801	-	-	-	1,801	-	1,801	150,000	1%
Sponsorship Expense	2,826	-	2,826	2,665	-	2,665	161	-	161	15,000	19%
Total Supporting Services	31,995	-	31,995	49,945	-	49,945	(17,950)	-	(17,950)	267,500	12%
Total Expense	765,135	1,338,982	2,104,117	799,434	1,818,637	2,618,072	(34,300)	(479,655)	(513,955)	5,219,500	40%
Net Ordinary Income	1,012,163	311,451	1,323,614	153,580	(1,410,914)	(1,257,335)	858,583	1,722,366	2,580,949	(59,500)	
Other Income / Expenses											
Increase/Decrease in Net Position	\$1,012,163	\$311,451	\$1,323,614	\$153,580	(\$1,410,914)	(\$1,257,335)	\$858,583	\$1,722,366	\$2,580,949	(\$59,500)	

San Jacinto College Foundation Financial Statements
November 2023

San Jacinto College Foundation
Statement of Financial Position
As of November 30, 2023

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
ASSETS									
Current Assets									
Checking/Savings									
General Fund	\$2,748,190	-	\$2,748,190	\$2,198,600	-	\$2,198,600	\$549,590	-	\$549,590
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	2,748,190	-	2,748,190	2,198,600	-	2,198,600	549,590	-	549,590
Accounts Receivables	2,566,430	-	2,566,430	3,120,225	-	3,120,225	(553,795)	-	(553,795)
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		19,687,295	19,687,295		17,843,708	17,843,708	-	1,843,587	1,843,587
Goldman Sachs - SSF (Non-Endowed)		6,322,913	6,322,913		8,139,006	8,139,006	-	(1,816,094)	(1,816,094)
Goldman Sachs - FDN - HOE	447,191	-	447,191	-	-	-	447,191	-	447,191
Goldman Sachs - FDN-SSE (Endowed)	1,785,527	-	1,785,527	1,465,537	-	1,465,537	319,991	-	319,991
Goldman Sachs - FDN-SSE (Non-Endowed)	2,500	-	2,500	-	-	-	2,500	-	2,500
Goldman Sachs - FDN	13,322,497	-	13,322,497	12,692,896	-	12,692,896	629,601	-	629,601
Total SJC Short Term Investments	15,557,715	26,010,207	41,567,922	14,158,432	25,982,714	40,141,147	1,399,282	27,493	1,426,775
Total Current Assets	20,872,335	26,010,207	46,882,542	19,477,257	25,982,714	45,459,972	1,395,078	27,493	1,422,570
TOTAL ASSETS	20,872,335	26,010,207	46,882,542	19,477,257	25,982,714	45,459,972	1,395,078	27,493	1,422,570
LIABILITIES & NET ASSETS									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	123,414	-	123,414	87,796	-	87,796	35,618	-	35,618
Programs Payable	2,030	-	2,030	2,030	-	2,030	-	-	-
Endowments Payable	196,053	-	196,053	176,756	-	176,756	19,297	-	19,297
Scholarship Payables	325,231	2,761,412	3,086,643	385,563	2,229,903	2,615,466	(60,332)	531,509	471,176
Student Success Payables	140,404	-	140,404	109,159	-	109,159	31,245	-	31,245
Total Accounts Payable	787,131	2,761,412	3,548,543	761,304	2,229,903	2,991,207	25,827	531,509	557,336
Total Current Liabilities	787,131	2,761,412	3,548,543	761,304	2,229,903	2,991,207	25,827	531,509	557,336
Total Liabilities	787,131	2,761,412	3,548,543	761,304	2,229,903	2,991,207	25,827	531,509	557,336
NET ASSETS									
Net Assets Without Donor Restrictions	3,070,709	24,004,479	27,075,188	2,836,671	24,575,762	27,412,433	234,038	(571,283)	(337,245)
Net Assets With Donor Restrictions	16,883,430	-	16,883,430	15,734,018	-	15,734,018	1,149,412	-	1,149,412
Net Assets	19,954,139	24,004,479	43,958,618	18,570,690	24,575,762	43,146,451	1,383,450	(571,283)	812,167
Net Income	131,064	(755,683)	(624,619)	145,264	(822,950)	(677,686)	(14,199)	67,267	53,068
Total Net Assets	20,085,204	23,248,796	43,333,999	18,715,953	23,752,812	42,468,765	1,369,250	(504,016)	865,234
TOTAL LIABILITIES & NET ASSETS	\$20,872,335	\$26,010,207	\$46,882,542	\$19,477,257	\$25,982,714	\$45,459,972	\$1,395,078	\$27,493	\$1,422,570

San Jacinto College Foundation
Statement of Activities
For the Period Ending November 30, 2023

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
Ordinary Income/Expense Income											
Contributions											
Grant Contributions	20,000	-	20,000	100,900	-	100,900	(80,900)	-	(80,900)	810,000	2%
Endowments	58,777	-	58,777	42,324	-	42,324	16,453	-	16,453	1,200,000	5%
Program Sponsorship	118,156	-	118,156	59,410	-	59,410	58,747	-	58,747	850,000	14%
Scholarships	226,026	-	226,026	231,140	-	231,140	(5,114)	-	(5,114)	650,000	35%
Total Contributions	422,959	-	422,959	433,773	-	433,773	(10,814)	-	(10,814)	3,510,000	12%
Other Income											
Special Events	19,700	-	19,700	-	-	-	19,700	-	19,700	450,000	4%
Investment Income	185,064	253,147	438,211	145,333	286,561	431,894	39,731	(33,414)	6,317	1,200,000	37%
Realized Gain / (Loss)	10,013	(23,755)	(13,742)	(5,036)	(50,609)	(55,645)	15,049	26,854	41,904	-	-
Unrealized Gain / (Loss)	188,061	353,907	541,968	301,915	759,736	1,061,651	(873,590)	(405,829)	(519,683)	-	-
Total Other Income	402,838	583,299	986,137	442,212	995,687	1,437,900	(799,110)	(412,388)	(451,762)	1,650,000	60%
Total Income	825,797	583,299	1,409,096	875,986	995,687	1,871,673	(809,924)	(412,388)	(462,577)	5,160,000	27%
Expense											
Programs											
Scholarships Awarded - SSF		1,338,982	1,338,982		1,818,637	1,818,637		(479,655)	(479,655)	3,500,000	38%
Scholarships Awarded - FND	527,886	-	527,886	562,895	-	562,895	(35,009)	-	(35,009)	900,000	59%
Programs Sponsored	91,831	-	91,831	154,278	-	154,278	(62,447)	-	(62,447)	400,000	23%
Student Success Initiatives	55,970	-	55,970	-	-	-	55,970	-	55,970	150,000	37%
Total Programs	675,687	1,338,982	2,014,669	717,174	1,818,637	2,535,811	(41,486)	(479,655)	(521,142)	4,950,000	41%
Supporting Services											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000	0%
Supporting Services											
Foundation Expenses	14,418	-	14,418	10,883	-	10,883	3,535	-	3,535	102,500	14%
Fundraising	1,801	-	1,801	-	-	-	1,801	-	1,801	150,000	1%
Sponsorship Expense	2,826	-	2,826	2,665	-	2,665	161	-	161	15,000	19%
Total Supporting Services	19,045	-	19,045	13,548	-	13,548	5,497	-	5,497	267,500	7%
Total Expense	694,733	1,338,982	2,033,715	730,722	1,818,637	2,549,359	(35,989)	(479,655)	(515,645)	5,219,500	39%
Net Ordinary Income	131,064	(755,683)	(624,619)	145,264	(822,950)	(677,686)	(14,199)	67,267	53,068	(59,500)	
Other Income / Expenses											
Increase/Decrease in Net Position	\$131,064	(\$755,683)	(\$624,619)	\$145,264	(\$822,950)	(\$677,686)	(\$14,199)	\$67,267	\$53,068	(\$59,500)	

Capital Improvement Program
June 30, 2023

2015 Bond Program

Report as of December 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	319,081	47,051,009	768,569	98.40%
Sub-total	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	319,081	47,051,009	768,569	98.40%
North									
732607 - NC Brightwell Renovation	6,628,000	(314,642)	6,313,358	258,532	6,571,890	18,180	6,553,710	-	100.00%
Sub-total	6,628,000	(314,642)	6,313,358	258,532	6,571,890	18,180	6,553,710	-	100.00%
South									
733608 - SC Domestic Water System Rehabilitation	1,160,000	(99,371)	1,060,629	64,096	1,124,725	33,741	1,086,671	4,313	99.62%
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	544,212	41,078	164,710	78.04%
Sub-total	1,160,000	650,629	1,810,629	64,096	1,874,725	577,953	1,127,749	169,023	90.98%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	22,288	936,590	441,122	68.49%
Sub-total	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	22,288	936,590	441,122	68.49%
Generation Park									
Sub-total	-	-	-	-	-	-	-	-	-
Admin									
76605A - CW Deferred Maintenance Phase I	-	31,184,038	31,184,038	427,385	31,611,423	8,441,172	19,572,368	3,597,883	88.62%
736610 - CW Deferred Maintenance Phase II	-	2,650,000	2,650,000	-	2,650,000	67,000	488,131	2,094,869	20.95%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	24,160	60,175	19,915,665	0.42%
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	27,454	-	-	100.00%
736601 - Contingency	1,166,180	20,027,861	21,194,041	-	21,194,041	-	-	21,194,041	-
Sub-total	1,166,180	85,293,466	86,459,646	(10,976,728)	75,482,918	8,559,786	20,120,674	46,802,458	38.00%
Previously Completed and Closed Projects									
Sub-total	340,890,820	(58,193,372)	282,697,448	8,834,360	291,531,808	-	291,531,808	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	9,497,288	367,321,540	48,181,172	88.66%

Interest Earnings

Report as of December 31, 2023

Bond Issue Earnings by Fiscal Year (FY) and Fund Type	2004-2011 Bond Issue Earnings 901612 -901616	2016 & 2019 Bond Issue Earnings 901610	2021 Bond Issue Earnings 901611	2022 Bond Issue Earnings 901617
Prior years Interest Earnings as of 08.31.23	4,468,926	8,419,073	1,736,826	2,117,715
Interest Earnings FY24	7,904	9,583	439,819	797,090
Total Earnings *	4,476,830	8,428,655	2,176,644	2,914,805
Budgeted 901610 - Multiple Projects and Salaries & Benefits		8,095,695	-	-
Budgeted 732614 - NC - N7, N8 & N9 Roof Replacement (901612-901616)	2,115,544	-	-	-
Budgeted 733615 - SC - S7 & S9 Roof Replacement (901612-901616)	2,211,251	-	-	-
Total Budgeted	4,326,796	8,095,695	-	-
Interest Earnings Available	150,034	332,960	2,176,644	2,914,805

* Interest Earnings are calculated on unspent bond proceeds on a monthly basis.

Energy Conservation Project

Report as of December 31, 2023

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered /Expensed
College Wide							
E22001 - UCRM 1 - LED Lighting	811,078	(231,152)	579,926	-	579,926	-	100.00%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	(5,782)	4,572	-	4,572	-	100.00%
E22003 - UCRM 2.1b - CC Chillers	1,526,400	117,308	1,643,708	-	1,643,708	-	100.00%
E22004 - UCRM 2.1c - NC Chiller	593,600	10,400	604,000	-	604,000	-	100.00%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	(33,000)		-	-	-	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	20,905	30,851	-	30,851	-	100.00%
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	56,684	83,136	-	83,136	-	100.00%
E22008 - UCRM 3 - Retro-Commissioning	280,000	54,010	334,010	-	334,010	-	100.00%
E22009 - UCRM 4.2c - Vending Misers	46,224	(46,224)	-	-	-	-	-
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	(63,192)	49,477	-	49,477	-	100.00%
E22011 - UCRM 8 - Solar PV	1,175,849	(260,598)	915,251	-	915,251	-	100.00%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	-	380,641	380,641	-	-	380,641	-
TOTALS	4,722,118	-	4,722,118	-	4,341,477	380,641	91.94%

North and South Campus Roof Replacement

Report as of December 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
732614 - NC - N7, N8 & N9 Roof Replacement (2008 Bond)	-	133,554	133,554	133,554	-	133,554	-	100.00%
733615 - SC - S7 & S9 Roof Replacement (901610)	-	108,281	108,281	108,281	6,881	-	101,400	6.35%
Sub-total	-	241,835	241,835	241,835	6,881	133,554	101,400	58.07%
732614 - NC - N7, N8 & N9 Roof Replacement (901612-901616)	2,587,830	(472,286)	2,115,544	2,115,544	21,574	1,975,240	118,731	94.39%
733615 - SC - S7 & S9 Roof Replacement (901612-901616)	1,737,060	474,191	2,211,251	2,211,251	9,489	2,201,762	-	100.00%
Sub-total	4,324,890	1,906	4,326,796	4,326,796	31,063	4,177,002	118,731	97.26%
TOTALS	4,324,890	243,741	4,568,631	4,568,631	37,944	4,310,556	220,131	95.18%

Repair and Renovation

Report as of December 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F24001 CC - Central Misc.	-	15,000	15,000	15,000	-	-	15,000	-
F24007 CC - C45.1322 CPET Worktables	-	5,421	5,421	5,421	-	5,421	-	100.00%
F24014 CC - C45 RO Cover	-	-	-	-	-	-	-	-
F24016 CC - Exterior Wayfinding	-	-	-	-	-	-	-	-
F24020 CC - C1.129 IT Service Desk	-	42,911	42,911	42,911	42,911	-	-	100.00%
F24030 CC - C3 Conference Center Renovation	-	-	-	-	-	-	-	-
F24031 CC - C3 Level 3 - Demo Lockers	-	12,673	12,673	12,673	12,673	-	-	100.00%
F24032 CC - C3.142h Renovation	-	-	-	-	-	-	-	-
F24033 CC - C19.365 Science Lab Renovation	-	11,595	11,595	11,595	11,595	-	-	100.00%
F24034 CC - C45.1001 Event Stage Reno	-	24,382	24,382	24,382	12,382	12,000	-	100.00%
Sub-total	-	111,982	111,982	111,982	79,561	17,421	15,000	86.61%
North								
F24002 NC - North Misc.	-	10,000	10,000	10,000	-	-	10,000	-
F24009 NC - N17 Wallpaper Removal & Paint	-	111,319	111,319	111,319	111,319	-	-	100.00%
F24010 NC - N12.100 Sensory Room Ph II	-	-	-	-	-	-	-	-
F24012 NC - N24.103 & N24.105 Esthetics Lab	-	103,504	103,504	103,504	93,803	5,139	4,562	95.59%
F24015 NC - N14.112b Legal Resource Center	-	9,621	9,621	9,621	1,602	8,018	-	100.00%
F24018 NC - N7.2112j & N7.2118a Private Door	-	-	-	-	-	-	-	-
F24023 NC - N8.112 IT Service Desk	-	63,034	63,034	63,034	63,034	-	-	100.00%
F24025 NC - N24.121 Replacement Facial Beds	-	15,715	15,715	15,715	15,715	-	-	100.00%
F24040 NC - N17.1059-59a&1061 Wall Removal	-	33,015	33,015	33,015	33,015	-	-	100.00%
F24043 NC - Baseball Rebrand and Painting	-	45,337	45,337	45,337	45,337	-	-	100.00%
F24045 NC - N12.205 Card Access Repair	-	4,825	4,825	4,825	4,825	-	-	100.00%
Sub-total	-	396,370	396,370	396,370	368,650	13,157	14,562	96.33%
South								
F24003 SC - South Misc.	-	10,000	10,000	10,000	-	594	9,406	5.94%
F24008 SC - S1.377 BioManufacturing Lab	-	164,742	164,742	164,742	16,504	137,893	10,344	93.72%
F24011 SC - S24.103 Esthetics Lab	-	95,172	95,172	95,172	89,250	5,139	783	99.18%
F24017 SC - S6.110 Cashier Overhead Light	-	-	-	-	-	-	-	-
F24021 SC - S6.121G & S6.121H Room Reno	-	26,138	26,138	26,138	-	-	26,138	-
F24022 SC - S12.118 IT Service Desk	-	65,760	65,760	65,760	63,024	2,736	-	100.00%
F24028 SC - S1.170 Undergraduate Research	-	-	-	-	-	-	-	-
F24042 SC - Softball Field Rebrand	-	45,109	45,109	45,109	45,109	-	-	100.00%
Sub-total	-	406,921	406,921	406,921	213,887	146,362	46,672	88.53%
Maritime								
F24013 MT - Maritime Gate	-	35,940	35,940	35,940	2,000	33,940	-	100.00%
F24024 MT - Parking Lot Expansion	-	-	-	-	-	-	-	-
F24035 MT - Maritime Handrail Phase II	-	5,000	5,000	5,000	-	5,000	-	100.00%
F24038 MT - Maritime Access Control Modification	-	8,728	8,728	8,728	-	8,728	-	100.00%
Sub-total	-	49,668	49,668	49,668	2,000	47,668	-	100.00%
Generation Park								
F24005 GP - GEN P Misc.	-	5,000	5,000	5,000	-	-	5,000	-
F24037 GP - G2.221 A&P Lab	-	-	-	-	-	-	-	-

Repair and Renovation

Report as of December 31, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
District								
F24004 DIST - Campus Misc.	-	5,000	5,000	5,000	1,252	397	3,351	-
F24019 DIST - A1.101b Office Conversion	-	-	-	-	-	-	-	-
F24026 DIST - CW Roof Safety	-	75,000	75,000	75,000	37,003	-	37,997	49.34%
F24036 DIST - CW Stopper Stations	-	22,955	22,955	22,955	-	22,955	-	100.00%
F24041 DIST - CW Chair Reupholster	-	19,547	19,547	19,547	19,547	-	-	100.00%
F24006 EDGE - E-1 Lab Furniture	-	-	-	-	-	-	-	-
F24029 EDGE - E1.232 Conference Room	-	9,749	9,749	9,749	9,749	-	-	100.00%
Sub-total	-	132,251	132,251	132,251	67,551	23,352	41,348	68.74%
Contingency (720700) - Major Repairs	600,000	(524,472)	75,528	75,528	-	-	75,528	-
Sub-total	600,000	(524,472)	75,528	75,528	-	-	75,528	-
TOTALS	600,000	577,720	1,177,720	1,177,720	731,649	247,961	198,110	83.18%

Capital Improvement Program
May 31, 2023

2015 Bond Program

Report as of November 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	289,972	47,051,009	797,678	98.34%
Sub-total	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	289,972	47,051,009	797,678	98.34%
North									
732607 - NC Brightwell Renovation	6,628,000	(314,642)	6,313,358	258,532	6,571,890	18,180	6,553,710	-	100.00%
Sub-total	6,628,000	(314,642)	6,313,358	258,532	6,571,890	18,180	6,553,710	-	100.00%
South									
733608 - SC Domestic Water System Rehabilitation	1,160,000	(99,371)	1,060,629	64,096	1,124,725	33,741	1,086,671	4,313	99.62%
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	87,578	4,639	657,783	12.30%
Sub-total	1,160,000	650,629	1,810,629	64,096	1,874,725	121,319	1,091,310	662,096	64.68%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	22,828	936,050	441,122	68.49%
Sub-total	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	22,828	936,050	441,122	68.49%
Generation Park									
Sub-total	-	-	-	-	-	-	-	-	-
Admin									
76605A - CW Deferred Maintenance Phase I	-	31,184,038	31,184,038	427,385	31,611,423	9,939,042	18,074,498	3,597,883	88.62%
736610 - CW Deferred Maintenance Phase II	-	2,650,000	2,650,000	-	2,650,000	72,250	482,881	2,094,869	20.95%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	84,335	-	19,915,665	0.42%
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	27,454	-	-	100.00%
736601 - Contingency	1,166,180	20,027,861	21,194,041	-	21,194,041	-	-	21,194,041	-
Sub-total	1,166,180	85,293,466	86,459,646	(10,976,728)	75,482,918	10,123,081	18,557,379	46,802,458	38.00%
Previously Completed and Closed Projects									
Sub-total	340,890,820	(58,193,372)	282,697,448	8,834,360	291,531,808	-	291,531,808	-	100.00%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	10,575,380	365,721,266	48,703,354	88.54%

Interest Earnings

Report as of November 30, 2023

Bond Issue Earnings by Fiscal Year (FY) and Fund Type	2004-2011 Bond Issue Earnings 901612 -901616	2016 & 2019 Bond Issue Earnings 901610	2021 Bond Issue Earnings 901611	2022 Bond Issue Earnings 901617
Prior years Interest Earnings as of 08.31.23	4,468,926	8,419,073	1,736,826	2,117,715
Interest Earnings FY24	5,972	7,242	331,739	592,160
Total Earnings *	4,474,898	8,426,315	2,068,565	2,709,876
Budgeted 901610 - Multiple Projects and Salaries & Benefits		8,095,695	-	-
Budgeted 732614 - NC - N7, N8 & N9 Roof Replacement (901612-901616)	2,115,086	-	-	-
Budgeted 733615 - SC - S7 & S9 Roof Replacement (901612-901616)	2,211,251	-	-	-
Total Budgeted	4,326,337	8,095,695	-	-
Interest Earnings Available	148,561	330,620	2,068,565	2,709,876

* Interest Earnings are calculated on unspent bond proceeds on a monthly basis.

Energy Conservation Project

Report as of November 30, 2023

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E22001 - UCRM 1 - LED Lighting	811,078	(231,152)	579,926	-	579,926	-	100.00%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	(5,782)	4,572	-	4,572	-	100.00%
E22003 - UCRM 2.1b - CC Chillers	1,526,400	117,308	1,643,708	-	1,643,708	-	100.00%
E22004 - UCRM 2.1c - NC Chiller	593,600	10,400	604,000	-	604,000	-	100.00%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	(33,000)	-	-	-	-	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	20,905	30,851	-	30,851	-	100.00%
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	56,684	83,136	-	83,136	-	100.00%
E22008 - UCRM 3 - Retro-Commissioning	280,000	54,010	334,010	-	334,010	-	100.00%
E22009 - UCRM 4.2c - Vending Misers	46,224	(46,224)	-	-	-	-	-
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	(63,192)	49,477	-	49,477	-	100.00%
E22011 - UCRM 8 - Solar PV	1,175,849	(260,598)	915,251	-	915,251	-	100.00%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	-	380,641	380,641	-	-	380,641	-
TOTALS	4,722,118	-	4,722,118	-	4,341,477	380,641	91.94%

North and South Campus Roof Replacement

Report as of November 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide								
732614 - NC - N7, N8 & N9 Roof Replacement (2008 Bond)	-	133,554	133,554	133,554	-	133,554	-	100.00%
733615 - SC - S7 & S9 Roof Replacement (901610)	-	108,739	108,739	108,739	6,881	-	101,859	6.33%
Sub-total	-	242,294	242,294	242,294	6,881	133,554	101,859	57.96%
732614 - NC - N7, N8 & N9 Roof Replacement (901612-16)	2,587,830	(472,744)	2,115,086	2,115,086	21,574	1,975,240	118,272	94.41%
733615 - SC - S7 & S9 Roof Replacement (901612-16)	1,737,060	474,191	2,211,251	2,211,251	9,489	2,201,762	-	100.00%
Sub-total	4,324,890	1,447	4,326,337	4,326,337	31,063	4,177,002	118,272	97.27%
TOTALS	4,324,890	243,741	4,568,631	4,568,631	37,944	4,310,556	220,131	95.18%

Repair and Renovation

Report as of November 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F24001 CC - Central Misc.	-	15,000	15,000	15,000	-	-	15,000	-
F24007 CC - C45.1322 CPET Worktables	-	5,421	5,421	5,421	5,421	-	-	100.00%
F24014 CC - C45 RO Cover	-	-	-	-	-	-	-	-
F24016 CC - Exterior Wayfinding	-	-	-	-	-	-	-	-
F24020 CC - C1.129 IT Service Desk	-	42,911	42,911	42,911	42,911	-	-	100.00%
F24030 CC - C3 Conference Center Renovation	-	-	-	-	-	-	-	-
F24031 CC - C3 Level 3 - Demo Lockers	-	12,673	12,673	12,673	12,673	-	-	100.00%
F24032 CC - C3.142h Renovation	-	-	-	-	-	-	-	-
F24033 CC - C19.365 Science Lab Renovation	-	11,595	11,595	11,595	11,595	-	-	100.00%
F24034 CC - C45.1001 Event Stage Reno	-	24,382	24,382	24,382	12,382	12,000	-	100.00%
Sub-total	-	111,982	111,982	111,982	84,982	12,000	15,000	86.61%
North								
F24002 NC - North Misc.	-	10,000	10,000	10,000	-	-	10,000	-
F24009 NC - N17 Wallpaper Removal & Paint	-	111,319	111,319	111,319	111,319	-	-	100.00%
F24010 NC - N12.100 Sensory Room Ph II	-	-	-	-	-	-	-	-
F24012 NC - N24.103 & N24 105 Esthetics Lab	-	103,504	103,504	103,504	98,942	-	4,562	95.59%
F24015 NC - N14.112b Legal Resource Center	-	9,621	9,621	9,621	9,621	-	-	100.00%
F24018 NC - N7.2112j & N7 2118a Private Door	-	-	-	-	-	-	-	-
F24023 NC - N8.112 IT Service Desk	-	63,034	63,034	63,034	63,034	-	-	100.00%
F24025 NC - N24.121 Replacement Facial Beds	-	15,715	15,715	15,715	15,715	-	-	100.00%
F24043 NC - Baseball Rebrand and Painting	-	45,337	45,337	45,337	45,337	-	-	100.00%
F24045 NC - N12.205 Card Access Repair	-	4,825	4,825	4,825	4,825	-	-	100.00%
Sub-total	-	363,355	363,355	363,355	348,793	-	14,562	95.99%
South								
F24003 SC - South Misc.	-	10,000	10,000	10,000	-	594	9,406	5.94%
F24008 SC - S1.377 BioManufacturing Lab	-	164,742	164,742	164,742	15,660	134,179	14,902	90.95%
F24011 SC - S24.103 Esthetics Lab	-	95,000	95,000	95,000	94,389	-	611	99.36%
F24017 SC - S6.110 Cashier Overhead Light	-	-	-	-	-	-	-	-
F24021 SC - S6.121G & S6.121H Room Reno	-	26,138	26,138	26,138	-	-	26,138	-
F24022 SC - S12.118 IT Service Desk	-	65,760	65,760	65,760	65,760	-	-	100.00%
F24028 SC - S1.170 Undergraduate Research	-	-	-	-	-	-	-	-
F24042 SC - Softball Field Rebrand	-	45,109	45,109	45,109	45,109	-	-	100.00%
Sub-total	-	406,749	406,749	406,749	220,918	134,773	51,057	87.45%
Maritime								
F24013 MT - Maritime Gate	-	35,940	35,940	35,940	35,940	-	-	100.00%
F24024 MT - Parking Lot Expansion	-	-	-	-	-	-	-	-
F24035 MT - Maritime Handrail Phase II	-	5,000	5,000	5,000	-	5,000	-	100.00%
F24038 MT - Maritime Access Control Modification	-	8,728	8,728	8,728	-	8,728	-	100.00%
Sub-total	-	49,668	49,668	49,668	35,940	13,728	-	100.00%
Generation Park								
F24005 GP - GEN P Misc.	-	5,000	5,000	5,000	-	-	5,000	-
F24037 GP - G2.221 A&P Lab	-	-	-	-	-	-	-	-
Sub-total	-	5,000	5,000	5,000	-	-	5,000	-

Repair and Renovation

Report as of November 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
District								
F24004 DIST - Campus Misc.	-	5,000	5,000	5,000	1,252	-	3,748	25.04%
F24019 DIST - A1.101b Office Conversion	-	-	-	-	-	-	-	-
F24026 DIST - CW Roof Safety	-	75,000	75,000	75,000	-	-	75,000	-
F24036 DIST - CW Stopper Stations	-	22,955	22,955	22,955	22,955	-	-	100.00%
F24041 DIST - CW Chair Reupholster	-	19,547	19,547	19,547	19,547	-	-	100.00%
F24006 EDGE - E-1 Lab Furniture	-	-	-	-	-	-	-	-
F24029 EDGE - E1.232 Conference Room	-	9,749	9,749	9,749	9,749	-	-	100.00%
Sub-total	-	132,251	132,251	132,251	53,503	-	78,748	40.46%
Contingency (720700) - Major Repairs	600,000	(492,112)	107,888	107,888	-	-	107,888	-
Sub-total	600,000	(492,112)	107,888	107,888	-	-	107,888	-
TOTALS	600,000	576,893	1,176,893	1,176,893	744,137	160,501	272,255	76.87%

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
January 18, 2024**

Members Present: Keith Sinor, John Moon, Jr., Dr. Michelle Cantú-Wilson

Members Absent: Marie Flickinger

Other Trustees Present: None

Others Present: Heidi Cartzendafner, Damon Harris, Brenda Hellyer, Carin Hutchins, Bryan Jones, John Haugen, Deborah Paulson, Genie Scholes, Charles Smith, and Teri Zamora

- I. Keith Sinor called the meeting to order at 4:01 p.m.
- II. Roll call of the Committee members was taken by Keith Sinor:
 - Marie Flickinger (Ex-officio member), absent
 - John Moon, Jr., present
 - Dr. Michelle Cantu-Wilson, present
 - Keith Sinor, present
- III. Approval of Minutes from the October 17, 2023, Building Committee Meeting was completed. Motion was made by M. Cantú-Wilson to accept the minutes and seconded by J. Moon.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - Bond Funds
 - Consideration of Approval of Additional Funds for Paving Services
 - This item requests approval for the expenditure of additional funds for pavement preservation services from RMB Management LLC dba Corestone Construction Services (Corestone).
 - Over the years, pavement maintenance at the College has been primarily focused on repairs rather than preventative maintenance. The College has 5.7 million square feet of pavement, most of which is in fair condition. Investing in pavement preservation work on good pavement every ten years avoids the need to spend significantly more to replace it entirely if it prematurely fails. Therefore, the Board approved the use of 2015 Bond contingency to fund pavement preservation activities for College-wide pavement life extension services.
 - Request for proposals #19-13 was issued in January 2019 to procure asphalt paving, concrete paving, and striping services which complies with competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with Corestone in April 2019, and the final of four one-year renewal options with Corestone was approved in April 2023.
 - In April and in October 2023, the Board approved a combined expenditure of

\$1,200,000 for asphalt paving, concrete paving, and striping services. This request will increase the total amount approved by \$2,117,000 to a total of \$3,317,000. This expenditure will be funded from the 2015 Bond Program and the facilities services department's 2023-2024 operating budget.

- B. Hellyer inquired as to whether the increase of \$2 million would enable completing the project within the current fiscal year.
- C. Smith confirmed that the projects can be completed within the current fiscal year.
- Consideration of Approval to Contract for Architectural Services for Generation Park Expansion Building
 - This item requests approval to contract with Page Southerland Page (Page) to provide architectural services for site development of the Generation Park Expansion Building and schematic design of the General Services/Central Utility Plant Building.
 - In August 2023, the Board approved a pool of professional services firms selected through request for qualifications #23-27. Page was selected from the awarded pool to provide architectural services for site development of the Generation Park Expansion Building and schematic design of the General Services/Central Utility Plant Building, with a separate firm providing interior and mechanical design.
 - This action will authorize an architectural fee for Page's scope of work that is based on an estimate of the total hours required to complete this complex project. The proposed fee equates to 11.0 percent of the current estimated cost of work, which exceeds the rate in the architect services fee schedule approved by the Board in June 2016 due to scale and complexity of the project.
 - The total contract expenditure for this request is \$441,598. This expenditure will be funded from the 2015 Capital Improvement Bond.
 - K. Sinor inquired about the square footage of the Generation Park Expansion building.
 - C. Smith replied 10,000 square feet. C. Smith also offered additional details regarding how the cost was calculated, noting that the cost was determined by man hours required to complete the project and not square footage.
- Consideration of Approval of oontract for Architectural Services for Generation Park Center for Biotechnology
 - This item requests the Board to approve a contract with Pfluger Architects (Pfluger) to provide architectural services related to the development of the Generation Park Center for Biotechnology.
 - In August 2023, the Board approved a pool of professional services firms selected through request for qualifications #23-26. Pfluger was selected from the awarded pool to provide interior and mechanical design for the initial building use as the Center for Biotechnology. Pfluger has provided similar services for adaptation of South Campus spaces to support the biomanufacturing program.
 - This action will authorize an architectural fee for Pfluger's scope of work that is based on an estimate of the total hours required to complete this complex project. The proposed fee equates to 8.0 percent of the current estimated cost

of work, which exceeds the rate in the architect services fee schedule approved by the Board in June 2016 due to the scale and complexity of the project.

- The total contract expenditure for this request is \$320,000. This expenditure will be funded from the 2015 Capital Improvement Bond.
 - K. Sinor asked how much the quick pace of the project translates into dollars.
 - C. Smith replied that we are using two architects since the building will initially be for Biotechnology and later converted to a General Service building. He stated that the shop drawings are the biggest hurdle because of the review process.
 - K. Sinor asked what happens if we do not meet the March 2025 deadline.
 - T. Zamora replied that there are no specific penalties outlined in the agreement that the College would be penalized for, but that we are moving forward with the intention of meeting our project deadline.
 - B. Hellyer commented that the contractors have been working under the Delegation of Authority.
 - C. Smith stated that he is meeting weekly with the architects to make sure the project stays on track. He replied that the three key factors discussed are cost, quality, and schedule.

- Operating Funds
 - None.

V. Project Updates

- Bond Funds (Reported by Charles Smith)
 - Safety Metrics
 - Zero safety incidents were reported in the past few months.
 - Schedule Updates
 - The College has three major projects in active construction.
 - C2 – Marcom Renovation
 - S1 – Biotechnology
 - SP9 – Parking Lot
 - Progress Updates on Major and Minor Projects
 1. Central Campus – C2 Marcom Building
 - Replacement of brick has been completed.
 - The new roof is in place and work on the downspouts will begin.
 - The interior of the building has been transformed by enlarging the hallways and raising the ceilings throughout.
 - Completion of the building has been pushed back from late February 2024 to April or May due to repair of the hallway terrazzo.
 2. Central Campus – C5 Monte Blue Music Building
 - The lower roof deck is in fair condition with perhaps two or three years of service left.
 - The skylight and wall flashing of the upper roof extension has failed requiring repair by removing brick, replacing flashing, followed by reinstallation of brick and siding material.

3. Central Campus – C16 Anderson-Ball Classroom Building
 - CenterPoint has been engaged.
 - Prism Electric completed the installation of uninterrupted power and racks to support the required relays that will be installed within the next two weeks to accommodate bringing solar panels online.
4. Central Campus– C26 Automotive and Career Center
 - The first EV charger to support Stellantis has been installed.
 - Phase II of this project will be the sourcing of an upsized transformer.
5. Central Campus– C12 Slocomb Auditorium
 - This project is projected to begin solicitation in February 2024 for the replacement of air handlers.
 - This project also includes the replacement of existing air ducts.
6. North Campus – N10 Wheeler Building
 - Roof life extension mobilized in October 2023 and has been completed.
 - The roof was coated with a reflective silicone sealant that has a twenty-year warranty at one-third the price of a new roof.
7. North Campus – N2 – Interactive Learning Center (ILC)
 - This building’s roof was judged to be in the worst condition of all the roofs studied, with areas of the roof exhibiting blistering and moisture damage. There is no alternative but to replace it entirely. Unfortunately, the building design does not lend itself to a ready conversion to external downspouts.
 - B. Hellyer asked when N2 was built.
 - B. Jones replied that the building was built in 1999/2000.
8. North Campus – Pavement Preservation
 - Project has been completed.
9. North Campus– N6 Welcome Center
 - This project is under scope development with formal design proposal soon.
10. South Campus – P9 – Parking Lot
 - The City of Houston finally granted a permit to repave P9B at South Campus in mid-December, but we delayed the start of work until the end of the semester at the request of Clear Horizons Early College High School (CHECHS) staff.
 - Project is projected to be completed by the end of May 2024.
11. South Campus – S1 Science and Allied Health Building Biomanufacturing Space
 - This project is substantially complete. Equipment has been received and ribbon cutting is scheduled in two weeks.
12. South Campus – S11 Bruce Student Center / Bookstore
 - The roof needs immediate action. The standing seam and skylight section of the roof have failed and require immediate replacement. The remainder of the roof, although exhibiting some distress, remains a candidate for possible coating.
13. South Campus – S14 HVAC Technology
 - The roof has previously been coated to extend its life, but inspection revealed several “soft” spots in the metal deck and multiple leaks are apparent on the interior of the building. After discussion, it was decided

that full replacement would likely be less expensive than meticulous defect identification, repair, and re-coating.

14. Maritime Campus – Pool
 - The pool heating and cooling project was awarded to Construction Masters in November, but progress has been slow due to the holidays and the pool heater manufacturer’s reluctance to commit to a sales price. This issue should be resolved by the end of the month.
15. Generation Park – Expansion Building (Biotechnology)
 - The groundbreaking ceremony is scheduled for January 26th.
 - Plans for site drainage and grading were submitted to Harris County in December 2023.
 - Structural and Foundation Plans were released to Tellepsen for advertising.
16. LoanSTAR – State Energy Conservation Office (SECO) Project
 - We will be accepting a \$48,000 check from ERCOT for our Demand Response activity over the summer.
 - We have recently submitted a reservation for another \$2.6 million in LoanSTAR Loan Funding with a 30 percent faster payback. The projects comprising the proposed loan include the replacement of our very last non-LED lighting, a partial refunding of the cost of the C12 AHU replacement that was already approved through deferred maintenance funds, the installation of 12 mini-split units to protect computer closets that would otherwise require entire buildings to be air-conditioned during periods of inactivity, a dedicated split system for the South Campus Police Department that will allow the rest of their building to be shut down when unoccupied, optimization software for the North chillers and South boilers, retro-commissioning of the next 20 percent of all buildings, taking credit for planned roofing replacements, and irrigation improvements at North and South campuses.
 - B. Hellyer requested C. Smith to provide an overview of what SECO is.
 - C. Smith stated that SECO is the State Energy Conservation Office and explained the LoanSTAR Program in further depth.
 - T. Zamora asked how long the payback for the entire package would be, in terms of energy savings.
 - C. Smith replied that it would be fifteen years.
- Financial Updates
 - All reports were presented without questions or comments.
 - 2015 Bond
 - An additional \$1.5 million will be requested to be moved from contingency to Deferred Maintenance projects at the upcoming Board Workshop
 - Available Interest Earnings
 - \$4.3 million will be requested to be designated from accrued interest earnings for roofing repairs and replacements at the upcoming Board Workshop.
 - Energy Conservation Report - LoanSTAR
- Operating Funds (Reported by Bryan Jones)

January 18, 2024, Board Building Committee Meeting Minutes – Final after Committee approval at next meeting

- Safety Metrics
 - There were zero incidents reported in the previous three months.
- Schedule Updates
 - An overview of the current minor projects listing was presented.
 - Special mention was given to low turnover rate for housekeeping personnel. Also, it was mentioned that two Facilities employees are retiring this spring after each serving the College for 30+ years.
 - This report was presented with no further comments or questions.
- Progress Updates
 - 51 minor projects have been recorded to date.
 - 24 working projects
 - 19 projects in planning
 - 8 projects have been completed.
 - Post Freeze Report
 - Minimum impact College-wide with only minor water leaks reported.
 - B. Hellyer asked how we are doing on repairs related to the Maritime Incident.
 - B. Jones informed the Committee that all but one of the spaces affected were renovated and reopened within a one-week timespan.
- Financial Updates
 - Repair and Renovation – This report was presented with no comments.

VI. Status of Delegation of Authority

- One delegation was completed and reported; there are no items pending.

VII. Adjournment – The meeting adjourned at 4:44 p.m.

Action Item “IX”
Regular Board Meeting January 29, 2024
Consideration of Approval of Amendment to the 2023-2024 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2023-2024 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of December 2023.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$288,602 so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments- 01-29-24

Attachment 2- Grant Detail- 01-29-24

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Tomoko Olson

281-998-6146

tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
January 29, 2024

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>Texas Higher Education Coordinating Board - Texas Reskilling and Upskilling through Education</u>					
<u>(TRUE) 2023 Grant Program (New Grant)</u>					
State Grant Revenue	555057	56700	554200	110000	(188,602)
Non-Instructional Labor	555057	56700	610000	460961	73,334
PT - Extra Service Agreement	555057	56700	614200	460961	9,030
Fringe Benefits	555057	56700	650000	460961	22,813
Supplies	555057	56700	710000	460961	3,425
Contractual Services	555057	56700	730000	460961	5,000
Student Aid - Scholarships	555057	56700	751009	520235	<u>75,000</u>
					\$ -
<u>Educate Texas - Communities Foundation of Texas / Pathways in Technology Early College</u>					
<u>High Schools (P-TECH) Expansion Planning Grant (New Grant)</u>					
Local Grant Revenue	570036	56700	554300	110000	(100,000)
Non-Instructional Labor	570036	56700	610000	460913	37,143
Fringe Benefits	570036	56700	650000	460913	11,143
Supplies	570036	56700	731000	460913	3,275
Travel	570036	56700	721000	460913	27,645
Contractual Services	570036	56700	731000	460913	7,750
Contractual Svcs - Indirect costs	570036	56700	731500	620909	<u>13,044</u>
					\$ -
					<u>\$ -</u>

Net Increase (Decrease)

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

Grant Funding Summary by Agency:

Texas Higher Education Coordinating Board	\$ 188,602
Educate Texas	<u>100,000</u>
	<u>\$ 288,602</u>

January 29, 2024, Board Book – Grant Amendments Detail List

Texas Higher Education Coordinating Board - Texas Reskilling and Upskilling through Education (TRUE) 2023 Grant Program (New Grant)

The TRUE award program will emphasize training and supplying graduates through San Jacinto Community College’s Center for Entrepreneurship & Business (CE&B). These graduates will be equipped to become part of a skilled workforce, filling roles that require education and skills beyond high school. The funded activities include convening business, industry, education, and community leaders to develop work-based learning experiences for program participants.

Students in the programs will engage in critical thinking, problem-solving, decision-making, and digital literacy curriculum to strengthen critical workforce employable skills. Further, the program will select an “Entrepreneur in Residence” who will apply their professional experience to guide and facilitate the development and implementation of business plans. Providing funds for curriculum development, outreach activities and staff hiring, this award also provides funds for financial aid to cover program costs for at least 20 participants.

Educate Texas - Communities Foundation of Texas / Pathways in Technology Early College High Schools (P-TECH) Expansion Planning Grant (New Grant)

The Pathways in Technology Early College High School (P-TECH) model creates workforce pathways aligned with high-demand, high-wage fields. Students enrolled in the P-TECH program work toward an associate degree while gaining hands-on work experience.

With this current expansion award the College, along with independent school district partners, will (1) design/develop a framework strategy and process to expand P-TECH programs; (2) develop a plan to provide high school students a seamless pathway to college; (3) strengthen partnerships between high schools and employers; and (4) enhance data sharing to improve student outcomes.

The program areas of focus are: Educational Aide - Occupational Certificate; Paraprofessional Certificate; Child Development Associate Credential; Early Childhood/Child Development – Certificate of Technology; Child Development, Associate Training for Director – Occupational Certificate; Educational Aide – Certificate of Technology; and Early Childhood/Child Development – Associate of Applied Science.

Action Item “X”
Regular Board Meeting January 29, 2024
Consideration of Adoption of Authorized Broker/Dealer List

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt the Authorized Broker/Dealer List.

BACKGROUND

The Investment Policy of San Jacinto College requires that the Board of Trustees annually review and adopt the list of approved broker/dealers with which the College is authorized to transact investment activity. Primary dealers are banks or securities broker/dealers who may trade directly with the Federal Reserve System of the United States. Primary dealers purchase US Treasury securities and resell them to the public and other brokerage firms, often at an advantageous price.

Request for qualifications #22-14 and #22-23 were issued in November and December 2021, respectively, to procure investment broker/dealer services. At the January 31, 2022 meeting, the Board of Trustees approved contracts with FHN Financial, Mischler Financial, Multi-Bank Securities, Inc and Rice Securities, LLC to provide these services beginning February 15, 2022 with renewal options of four one-year terms. These firms have performed well and the College plans to renew their contracts for an additional year, utilizing renewal option two of four one-year terms.

IMPACT OF THIS ACTION

Any securities purchased for the College’s investment portfolio will be purchased through a competitive bid process. Approval of the Authorized Broker/Dealer List will enhance competition as the College solicits prices for security purchases.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The College does not pay the firms directly for their services as their fees are incorporated into the security transactions with which they are involved.

MONITORING AND REPORTING TIMELINE

Monthly investment reports are included in the Board packet for review.

ATTACHMENTS

Attachment 1 – Authorized Broker/Dealer List

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

Action Item "X"
Regular Board Meeting January 29, 2024
Consideration of Adoption of Authorized Broker/Dealer List

Attachment 1

San Jacinto Community College
Authorized Broker/Dealer List

February 15, 2024 – February 14, 2025

The authorized broker/dealer list for San Jacinto Community College is shown below. Each of these firms, and the individual broker responsible for the account, acknowledge the current Investment Policy of the College. An updated copy of the Investment Policy is provided to each broker/dealer annually.

The College's Investment Policy establishes specific criteria for the broker/dealers and requires that the list of broker/dealers be approved annually by the Board of Trustees. The College recommends that the current list of broker/dealers be approved for the period indicated above:

FHN Financial
Mischler Financial
Multi-Bank Securities, Inc
Rice Securities, LLC

Action Item "XI"
Regular Board Meeting January 29, 2024
Consideration and Approval of Designation of Unrestricted Cash
Reserves to Fund Future Capital Projects

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees consider and approve designating \$5 million of unrestricted cash reserves to fund future capital projects.

BACKGROUND

Policy III.3001.B, Finance Standards, outlines the requirement for financial stability as follows:

- The Board has the legal power and duty to act as a fiduciary in the management of funds. The target level for the College’s Days Cash on hand is four (4) to six (6) months of the annual current unrestricted and auxiliary funds budgets.

As of August 31, 2023, the College had \$93.1 million of unrestricted cash reserves, which is equivalent to 5.0 months of Days Cash on hand. Following the designation of \$5 million, the College will still have substantial unrestricted cash reserves of 4.8 months.

The cash balance each November 30th has historically been the lowest balance experienced annually. With the change in the State funding model and timing of payments, and the inconsistency of tax collections in December, the lowest balance this year is December 31st. As of December 31, 2023, the College had \$84.4 million of unrestricted cash reserves, which is equivalent to 4.6 months of Days Cash on hand. Following the designation of \$5 million, the unrestricted cash reserves as of December 31st will be equivalent to 4.3 months.

This action is the initial step in partially self-funding future capital improvement projects, including deferred maintenance. The administration will consider the annual designation of unrestricted cash reserves as available for this purpose.

IMPACT OF THIS ACTION

The impact on operational funding of using surplus unrestricted cash reserves for future capital projects should be minimal since the College’s Days Cash on hand is still well within the target levels. In addition, this action delays the need for the College to issue additional debt for this purpose.

ATTACHMENTS

None

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

Action Item “XII”
Regular Board Meeting January 29, 2024

Consideration of Approval of Naming of Facility Space at the San Jacinto College Maritime Campus

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the naming of common space at the San Jacinto College Maritime Campus.

BACKGROUND

The College opened the Maritime Campus in March 2016. Significant in-kind services, infrastructure, and equipment access along with cash investments have been received from industry partners interested in providing support to the training programs offered at the Maritime Campus.

Maritime industry partners and other interested individuals continue to express an interest in expanding the fundraising efforts through naming opportunities at the Maritime Campus in order to support and expand the program.

Through continued fundraising, an anonymous donor has come forward with an interest in honoring Rear Admiral (RADM) William W. “Bear” Pickavance, Jr., USN through a \$25,000 naming opportunity gift of the forward lounge located at the front of the facility just outside the galley and the multi-purpose room. The seating space will be named the RADM William W. “Bear” Pickavance Jr., USN (U.S. Navy) The Admiral’s Lounge. This is in accordance with the College’s existing Policy VI-S: Policy on Naming College Facilities and Academic and Support Entities and its related procedure.

RADM Pickavance is a decorated naval aviation veteran. During his 32 years of service to the Navy, he served as the Commander of the USS Kitty Hawk, Commander of Carrier Group ONE, and Director for Operations, Pacific Fleet. He commanded two carrier squadrons, an FA-18 fighter wing, and a support ship during Operation Desert Storm. He was involved in 200 combat missions over North Vietnam and has more than 800 aircraft carrier landings. His military awards and decorations include the Defense Superior Service Medal, three Legions of Merit, the Distinguished Flying Cross, and four Meritorious Service Medals.

After retiring from the Navy, RADM Pickavance served as a Corporate Vice President for Space Operations for United Space Alliance. In this role he was responsible for space shuttle launch and recovery systems at Kennedy Space Center. After the Shuttle program was discontinued, RADM Pickavance returned to his alma mater of Texas A&M University at Galveston where he served as Superintendent of the Maritime Academy. He then worked with San Jacinto College as a consultant to assist with the construction and opening operations of the new maritime facility.

IMPACT OF THIS ACTION

With positive action on this recommendation, the Board of Trustees will approve the following donor(s) and named spaces:

Action Item “XII”
Regular Board Meeting January 29, 2024

Consideration of Approval of Naming of Facility Space at the San Jacinto College Maritime Campus

DONOR

NAMED SPACE

Anonymous Donor

RADM William W. “Bear” Pickavance, Jr., USN
The Admiral’s Lounge

Following this action, steps will be taken to develop and place the appropriate signage and recognition at the Maritime Campus. The Foundation will also host an event to reveal the named space and honor RADM Pickavance.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The donation is a \$25,000 cash investment and was received with the execution of a written gift agreement January 5, 2024.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 - Maritime Naming Brochure

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6305	teri.zamora@sjcd.edu
Robert Cage	281-998-6368	robert.cage@sjcd.edu



MARITIME TECHNOLOGY & TRAINING CENTER
NAMING OPPORTUNITIES



S SAN JACINTOSM
C COLLEGE
Your Goals. Your College.



ABOUT THE SAN JACINTO COLLEGE MARITIME TECHNOLOGY & TRAINING CENTER

The San Jacinto College Maritime Technology & Training Center is a 45,000-square-foot, waterfront facility — equipped with state-of-the-art bridge and engine room simulators — facilitating more than 70 U.S. Coast Guard (USCG) and Standards of Training Certification and Watchkeeping for Seafarers (STCW) approved courses. The Maritime Technology & Training Center also offers Texas' only Associate of Applied Science degree in maritime transportation, combining USCG- and STCW-approved training with college-level academics.

Winner of the prestigious 2019 Bellwether Award in Workforce Development, the San Jacinto College Maritime Program provides a solution to the shortage of Gulf Coast mariners through strong industry and community partnerships. The Maritime Technology & Training Center is truly a community and industry asset that provides the skilled maritime workforce needed to build a stronger regional economy.

The training center has hosted and co-sponsored the Maritime Logistics and Youth Expo (MLYE) annually since 2017. This event attracts more than 500 high school students and 30 exhibitors, teaching students about different careers in the maritime and logistics industries. Students witness towboats, harbor tugs, barges, shipping forklifts, maritime salvage equipment, and many other shoreside and waterside displays during the half-day event.

The Maritime Technology & Training Center also hosted the 2019 Maritime Throwdown Competition Houston Regional Qualifier. This annual maritime line-handling and line-throwing skills competition increases skills and safety while showcasing the maritime industry to the public. The qualifier featured the College's maritime students and industry professionals from six different maritime companies, all competing for the best time in field simulation obstacles. This has led to the creation of our own in-house competition, the Maritime Combine, where students compete in various seamanship events each year.

MARITIME ADVISORY COMMITTEE

AET Offshore Services Inc.
Buffalo Marine
Conoco Phillips
G&H Towing Company
Galveston Historical Foundation
Galveston Texas City Pilots
Houston Party Boats

Houston Pilots
Kirby Inland Marine
Marquette Transportation Services
Port Houston
Teichman Group
Tricon Energy
Valsource International LLC



ABOUT SAN JACINTO COLLEGE

Surrounded by monuments of history, evolving industries, maritime enterprises of today, and the space age of tomorrow, San Jacinto College has served the people of East Harris County, Texas, since 1961. San Jacinto College is among the top five community colleges in the nation as designated by the Aspen Institute for Community College Excellence in 2021, and was named an Achieving the Dream Leader College of Distinction in 2020. The College spans five campuses serving approximately 41,000 credit and non-credit students annually, and offers more than 200 degrees and certificates across eight major areas of study that put students on a path to transfer to four-year institutions or enter the workforce. San Jacinto College's impact on the region totals \$1.3 billion in added income, which supports 13,044 jobs. The College is fiscally sound, holding bond ratings of AA and Aa2 by Standard & Poor's and Moody's.



MARITIME INDUSTRY PARTNERS

AccuTrans
American Commercial Barge Lines
Blessey Marine Services Inc.
Bolivar Barge
Campbell Transportation
Canal Barge
Centerline Logistics

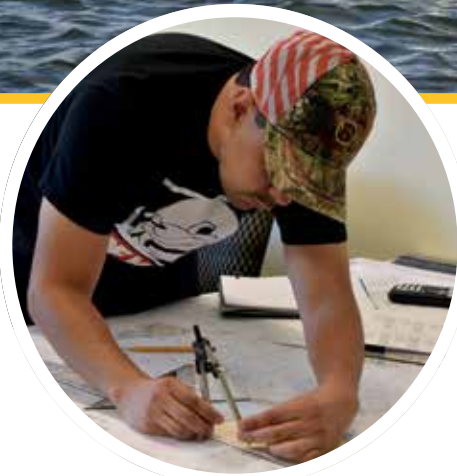
Crowley
D&S Marine
Diamond Offshore
Echo Marine
Florida Marine
Genesis Marine
Harbor Services

Ingram Marine Group
Northern Safety
Seadrill
Seamen's Church Institute
West Gulf Maritime Association



MARITIME TECHNOLOGY & TRAINING CENTER

NAMING OPPORTUNITIES



TITLE GIFT: NAMING THE MARITIME TECHNOLOGY & TRAINING CENTER

\$3,000,000

Financial and equipment gifts demonstrate leadership and ensure the San Jacinto College Maritime Technology & Training Center meets the dynamic requirements of business and industry. A menu of leadership support levels allows interested individuals and organizations to contribute in a meaningful way. Each gift will receive appropriate recognition on-site and throughout all materials and media related to the campus.



WHAT ARE THE BENEFITS?

- PROVIDE CRITICAL FINANCIAL SUPPORT FOR THE CENTER
- DEMONSTRATE INDUSTRY AND COMMUNITY LEADERSHIP OF THE HIGHEST LEVEL
- RECEIVE TITLE RECOGNITION IN MATERIALS, MEDIA, AND ACTIVITIES RELATED TO THE CENTER
- PROVIDE HIGH-PROFILE NAME RECOGNITION EXPOSURE TO STUDENTS, THE PUBLIC, CURRENT WORKERS, AND MARITIME INDUSTRY AFFILIATES ON THE LAND AND WATER SIDE OF THE CENTER

THANK YOU

TO THOSE WHO HAVE ALREADY GENEROUSLY SUPPORTED THE MARITIME TECHNOLOGY & TRAINING CENTER

G&H TOWING COMPANY
HOUSTON PILOTS
LBC TANK TERMINALS

NAMING OPPORTUNITIES



HOUSTON PILOTS MARITIME SIMULATION SUITE \$1,000,000

SOLD

The Houston Pilots Maritime Simulation Suite houses three state-of-the-art, full-mission bridge simulators featuring 65 hydro-dynamically accurate vessels that can be operated in 10 regions worldwide. Additionally, the suite comprises a simulation control room to monitor, record, and remotely control simulation scenarios, along with debrief room equipment with a teaching computer, internet, and overhead projection. This room is the main entrance to the entire simulation suite, offering potential donors the opportunity to be seen not only by current students but also by lawmakers, legislators, prospective students, industry partners, and other visitors.



**BRIDGE AND ENGINE ROOM
SIMULATOR CONTROL ROOM**



SHIP BRIDGE SIMULATOR



TUG BRIDGE SIMULATORS (2)



MULTI-PURPOSE ROOM

\$1,000,000

The 2,100-square-foot multi-purpose room overlooks the Bayport Turning Basin and provides a picturesque location for large industry meetings, seminars, and banquets. This room has been used to host meetings with local and state government organizations, as well as law enforcement and industry partners, providing donors high visibility to Maritime Technology & Training Center guests.



GALLEY/DINING ROOM

\$750,000

The galley/dining room features modern kitchen appliances to prepare and serve a variety of fresh food to satisfy everyone's appetite. Students frequently visit the spacious seating area and fill up their coffee cups, giving a potential donor high visibility to students.



TRAINING POOL

\$500,000

The 2,092-square-foot training pool provides hands-on training for 10 STCW personal survival techniques and "in-water" skills using life rafts and survival equipment. On the water side of the campus, the pool offers a view of the turning basin and the lifeboat davit, providing added visibility for potential donor signage.

NAMING OPPORTUNITIES



MARINE ENGINEERING LAB

\$250,000

The marine engineering lab provides hands-on training using refrigeration, pump, and hydraulic system trainers. Also included are valves, hoses, pumps, and ancillary marine engineering components. Each student enrolled in the maritime program (commercial or academic) will experience this lab while taking courses at the College, giving your company the opportunity to create a lasting memory in the minds of students and instructors.



NAVIGATION LABS (2)

\$250,000

Both navigational labs contain 12 Transas NTPRO simulation suites, which teach students the skills to operate a marine RADAR/Automatic Radar Planning Aids (ARPA), Electronic Chart Display and Information Systems (ECDIS), and Global Marine Distress Signaling System (GMDSS) properly and safely. Every student uses both labs, providing potential donors the opportunity to be seen not only by current students but also by many visitors and industry partners.



EXECUTIVE CONFERENCE ROOM

\$200,000

The executive conference room is a 450-square-foot, state-of-the-art space ideal for business meetings. The room features a sleek conference table and leather seating for 12, along with perimeter seating for 10 guests. The room contains VoIP teleconferencing, overhead projection with VGA and HDMI input for a personal computer, and a whiteboard. College employees and outside partners may reserve this space, providing a donor with visibility to a steady stream of decision makers.



ENGINE ROOM SIMULATOR

\$150,000

The Kongsberg K-Sim engine room simulator provides a true physical shipboard environment with an emergency generator room, engine control room, and an engine room equipped with touch screens integrated with three different propulsion plants. To enhance the student learning experience, dynamic engine room sounds reproduce variation in engine speed, malfunctions in turbo charger air filters, start/stop of pumps, oil-fired boilers and compressors, and alarms. The engine room simulator can operate independently or interactively with the full-bridge and mini-bridge simulators.



LIFEBOAT DAVIT

\$100,000

The gravity lifeboat davit provides hands-on training in launching and recovering a 16-person open lifeboat for the USCG- and STCW-approved Proficiency in Survival Craft course. Located on the east side of the campus, the davit sits at the end of the turning basin, providing waterside visibility for any potential donor signage.



CLASSROOMS (10)

\$50,000 / EACH

The classrooms accommodate classes ranging from 12-24 students and contain the latest in classroom technology, including a teaching computer, internet, and overhead projection. These classrooms are used not only in maritime instruction, but for employees across the College for safety and human resources trainings as well. This gives a donor the potential to reach a broad audience almost daily with name recognition.

NAMING OPPORTUNITIES



PASSAGEWAYS (STARBOARD AND PORT) **\$50,000**

These two main hallways are the access points to the training center's classrooms and simulation suite. Potential donors will have the opportunity to have their name in front of every student, staff member, and visitor.



MIDSHIP LOUNGE **\$25,000**

This student lounge connects the starboard and port passageways outside the simulation suite and provides a place for student seating. The area also contains TVs for College announcements and student information.



FORWARD LOUNGE **\$25,000**

This visitor lounge is at the front of the building, near the front desk. Students and visitors often sit here to watch activity on the Bayport Turning Basin while sipping coffee or catching up on maritime news.



ABOUT FIRE TRAINING AT THE MARITIME CENTER



Maritime courses in advanced fire-fighting and incipient fire protection and control combine classroom learning within the center and hands-on training at its newly built fire field.

In the Houston region alone, more than 6,400 manufacturers employ 230,000 skilled workers in industries such as fabricated metal, machinery, and chemical manufacturing. It is crucial that these mariners and plant workers receive incipient firefighting training.



FIRE FIELD WITH MODULAR FIRE TRAINER **\$750,000**

The fire field offers a natural gas feed modular fire trainer, allowing maritime and fire protection technology students to confront galley, bunk, and motor/generator fires. Additionally, the fire field allows students to extinguish various types of fires using portable extinguishers.



www.sanjac.edu/maritime
281-459-5483

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice Chancellor of Human Resources, 4624 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.

Action Item “XIII”
Regular Board Meeting January 29, 2024
Consideration of Approval of an Associate of Applied Science in
Magnetic Resonance Imaging Degree

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the offering of an Associate of Applied Science (AAS) in Magnetic Resonance Imaging (MRI) degree at San Jacinto College.

BACKGROUND

The College proposes an Associate of Applied Science degree (AAS) in Magnetic Resonance Imaging (MRI) which will prepare individuals to work in a variety of health care facilities. Currently, the San Jacinto College Medical Imaging Department offers an advanced technical certificate in magnetic resonance imaging (MRI). The existing program was designed for individuals who have completed an AAS in Medical Radiography or Sonography.

The healthcare industry is facing a shortage of MRI technicians. To address the shortages of MRI technologists within the local healthcare system, the College will expand the current MRI program to include the awarding of an AAS degree in MRI, as a precertification program. Hospital partners suggested the proposed pathway to shorten the pipeline into the MRI field, and the advisory committee approved the expanded pathway to support the healthcare industry.

Students completing the current advanced technical certificate program or the proposed AAS degree will be eligible to sit for the American Registry for Radiologic Technologists (ARRT) national certification. The advanced technical certificate will continue to support students who are interested in expanding their credentials to include MRI.

Based on a review of LinkedIn hospital job postings, approximately 100 jobs exist in MRI in our geographical area. The San Jacinto College medical radiography program receives approximately 350 – 400 applications each academic year and is approved to admit 90 applicants annually. The diagnostic medical sonography program receives 100 applications each academic year and is approved to admit 18 applicants annually.

The Texas Wages and Employment Projections indicate that Texas will have a 16.9% increase in jobs, 2020 – 2030. The median salary for MRI technologists in the Texas Gulf Coast region is \$81,151.

The expansion of the pathway to include an AAS degree will enable students who are seeking to enter the medical imaging field another opportunity for entry. Students interested in pursuing an MRI credential will no longer be required to complete another AAS degree prior to entering the MRI program.

IMPACT OF THIS ACTION

The curriculum for the MRI AAS degree will align with the existing advanced technical certificate curriculum which will maximize the overall enrollment in MRI courses. The primary difference between the current pathway and the proposed pathway is the incorporation of general

Action Item “XIII”
Regular Board Meeting January 29, 2024
Consideration of Approval of an Associate of Applied Science in
Magnetic Resonance Imaging Degree

education and prerequisite courses. Additionally, the faculty has confirmed that San Jacinto College has enough clinical sites to support the expansion of the MRI program. Students are expected to number 20 in the first year, 25 in the second year, and 30 students going forward.

BUDGET INFORMATION (including any staffing implications)

To expand a pre-certification program for MRI, a faculty member will serve as a program director, receiving six hours of released time for this role. When the program enters its second year, clinical coordination duties with a six-hour released time assignment will be assigned to another faculty member. As the program launches, part-time faculty who have the MRI credential will teach classes, making up for the released time assigned and new sections offered. The program leaders will continue to recruit qualified adjunct faculty to support all programs in medical imaging.

Existing labs and classroom space will be adequate for the expansion of the MRI program. To supplement the didactic content, the College will purchase an MRI simulator for an annual cost of \$25,000. The MRI simulator will also serve the medical radiology and sonography programs.

	FY24	FY25	FY26	FY27	FY28
Total Net Revenue/Cost	(69,293)	(74,282)	(10,782)	7,614	42,464

The analysis includes tuition and state appropriation revenues and accounts for stipends, released time, benefit costs, direct operational expenses, indirect expenses, equipment, and instructional support. Additional faculty will be hired as enrollment demands warrant. The net revenues less expenditures are projected to reach and exceed the breakeven point in year four of the program.

The financial analysis is based on the following enrollment trends and accounts for an 85% retention rate.

- Year 1 (Fall 2024 start-up semester): 20 students
- Year 2: 25 students
- Year 3 and beyond: 30 students

MONITORING AND REPORTING TIMELINE

The new degree will require notifications and submissions to the Higher Education Regional Committee (HERC) and the Texas Higher Education Coordinating Board (THECB) which will occur after Board approval. Additionally, the THECB requires career technical certificates and associate programs award an average of five credentials per academic year, and the total credentials awarded for any five-year period cannot be less than twenty-five. A new degree program is exempted from this requirement for the first five years of program implementation. Annual review by THECB will begin in the sixth year of implementation; program is expected to exceed THECB requirements. San Jacinto College will review progress and outcomes of the Magnetic Resonance Imaging AAS program regularly through advisory committee meetings and

Action Item “XIII”
Regular Board Meeting January 29, 2024
Consideration of Approval of an Associate of Applied Science in
Magnetic Resonance Imaging Degree

routinely through the College’s institutional effectiveness processes. As appropriate or requested, updates will be provided to the Board of Trustees.

ATTACHMENTS

None

RESOURCE PERSONNEL

Laurel V. Williamson	281-998-6182	laurel.williamson@sjcd.edu
Allatia Harris	382-459-7140	allatia.harris@sjcd.edu
Rhonda Bell	281- 476-1858	rhonda.bell@sjcd.edu
Chris Duke	281-998-6203	chris.duke@sjcd.edu

Action Item “XIV”
Regular Board Meeting January 29, 2024

Consideration of Approval of Policy VI.6004.D, Pregnancy and Parenting - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new Policy VI.6004.D, Pregnancy and Parenting.

BACKGROUND

Pregnant students and student parents are protected by Title IX, a federal law that prohibits sex discrimination. Students who are pregnant or experiencing pregnancy-related conditions are entitled to academic adjustments and modifications, lactation break time and space, and time off/excused absences when necessary for pregnancy-related conditions. Title IX prohibits educational institutions from discriminating against students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

The Texas Education Code (TEC) provides protection for pregnant students as well as those who are parents or guardians of children under the age of 18. Specifically, Senate Bill 412 (SB 412) which became law with the Texas 88th Legislative Session which created TEC Section 51.982 specifically to safeguard the students’ rights by prohibiting actions such as requiring a leave of absence, withdrawal, participation in alternate programs, changes of their chosen major or educational program, and any discrimination related to their parenting status or matters associated with pregnancy or parenting. Colleges are required to provide reasonable accommodations to pregnant students including allowing for make-up work, additional time to complete work, and excused absences related to the pregnancy. If in good academic standing, pregnant students may take a leave of absence from the College. Institutions of higher education must adopt a policy for students on pregnancy and parenting discrimination that includes a designated point of contact, is easily accessible, and is made available to employees of the institution.

IMPACT OF THIS ACTION

Approval of this policy and associated procedures brings the College into compliance with the requirements of TEC §51.982 (SB412) and confirms a pregnant or parenting student’s rights under Title IX. Senate Bill 412 requires a policy to be effective prior to the Spring 2024 semester. In order to comply with this legislation, the policy and procedure were implemented in December 2023. The Chancellor exercised this authority according to Policy II.2000.A and will obtain permanent affirmation by the Board through this action item.

The proposed policy and procedures were sent to the College community on November 27, 2023 through December 11, 2023. Feedback was reviewed and appropriate changes were made to the procedure to clarify that the College does not provide storage for expressed milk. After additional review, grammar changes were made as well as a few clarifications from legal counsel. All edits were made in tracked changes. Procedures are provided for informational purposes and are not voted on by the Board of Trustees.

Action Item “XIV”
Regular Board Meeting January 29, 2024

Consideration of Approval of Policy VI.6004.D, Pregnancy and Parenting - Second Reading

BUDGET INFORMATION

All elements related to the policy are contained within the fiscal year 2024 budget.

MONITORING AND REPORTING TIMELINE

The new policy and procedure became effective December 12, 2023, under the Chancellor’s authority granted by Policy II.2002.A. This policy and procedure were required to be effective for the Spring 2024 semester and were required to be posted on the College website by January 15, 2024. All changes were made and will be approved by the Board’s action. The Board will be notified of any future changes that require its action.

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Proposed Policy VI.6004.D, Pregnancy and Parenting

Informational Items Only:

Attachment 3 – Proposed Procedure VI.6004.D.a, Pregnancy and Parenting Accommodations

Attachment 3 – Proposed Procedure VI.6004.D.b, Student Lactation Access

RESOURCE PERSONNEL

Laurel Williamson

281-998-6182

laurel.williamson@sjcd.edu

Joanna Zimmermann

281-476-1863

joanna.zimmermann@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **Policy VI.6004.D**
Proposed Policy Name: **Pregnancy and Parenting**
Current Policy Number/Name: N/A

New Procedure Number: See below.
Proposed Procedure Name(s):
Procedure VI.6004.D.a, Pregnancy and Parenting Accommodations
Procedure VI.6004.D.b, Student Lactation Access
Current Procedure Number(s)/Name(s): N/A

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

Web Links:
[Texas Ed. Code. § 51.982 \(SB 412\)](#)

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

Summary:

- This policy and procedure were developed to be in compliance with [Texas Ed. Code. § 51.982](#) and Senate Bill 412 (SB 412) which were approved by the 88th session of the Texas Legislature.
- Policy and Procedure are required to be effective for Spring 2024 semester and are required to be posted on the College website by January 15, 2024.
- This policy and associated procedures were developed in collaboration with legal counsel.
- Add clarification that the College will not provide storage for expressed milk.

Policy IVI.6004.D, Pregnancy and Parenting

Associated Procedure

Procedure IVI.6004.D.a, Pregnancy and Parenting Accommodations

Procedure IVI.6004.D.b, Student Lactation Access

Purpose

This Policy provides rules and procedures for the San Jacinto College (“College”) to comply with state and federal laws prohibiting discrimination against pregnant and parenting persons. The College complies with the mandates of Title IX of the Education Amendments of 1972 (“Title IX”), the Family and Medical Leave Act of 1993, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act (Section 504), and the Texas Commission on Human Rights Act, as applicable.

Policy

The College is committed to maintaining and strengthening a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy or parental status, is prohibited.

This pPolicy provides for the protection and equal treatment of students who are pregnant, have pregnancy-related conditions, and/or are parents. This pPolicy applies to all aspects of the College’s programs, including but not limited to, admissions, educational programs and activities, and extracurricular activities.

The Ppregnant or Pparenting student may start an interactive process with the Title IX Coordinator or Deputy Coordinators by visiting the Title IX webpage or the Accessibility Services webpage, or by emailing either TitleIX@sjcd.edu or accessibility.services@sjcd.edu.

Student Rights and Accommodations

The College and its instructors, staff, and other employees shall not require a pregnant or parenting student to take a leave of absence, withdraw from, or limit their studies or activities due solely to pregnancy, childbirth, or related conditions.

Pursuant to Title IX, the College treats Pregnancy and Pregnancy-Related Conditions as justification for a student to request a leave of absence for as long as deemed medically necessary by a student’s physician.

The benefits and services provided to pregnant and parenting students shall be no less than those provided to students with temporary medical conditions.

A pregnant student’s college-provided housing (e.g., student-athletes who are utilizing Ccollege-provided housing) will not be altered based on pregnancy status unless requested by the pregnant student.

Pregnant and parenting students cannot be channeled into an alternative program or school against their wishes based on their pregnancy status.

To the extent possible, the College will take reasonable steps to ensure that upon return from leave, the student will be reinstated to their program in the same status as when the leave began.

Students are encouraged to request **P**regnancy and **P**arenting-**R**elated **R**easonable accommodations in advance whenever possible, which may include, but are not limited to:

- Changes to protect the health and safety of the **p**Pregnant **P**erson and/or their pregnancy (such as allowing the person to maintain a safe distance from hazardous substances).
- Extra breaks during class, work, or other activities to use the restroom.
- Excusal of medically necessary absences (including exceptions to class attendance requirements set by the faculty, department, or division) to the extent allowable and/or reasonable.
- Leave of absence when medically necessary.

The above accommodations may be applied retroactively if warranted based on an individualized assessment of the circumstances.

Absences for reasons related to a student's pregnancy, childbirth, or any resulting medical status or condition will be excused absences. **-**Coursework missed as a result of these absences must be completed within the normal time allowed per College policy. Students with a medical basis for an extension should promptly contact the College's Accessibility Services office to request additional time or assistance with access to instructional materials, if needed.

Lactation Access

Breastfeeding persons must be granted reasonable time and space to express breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement. An appropriate lactation facility should be located within a reasonable distance of the person's location and be available for up to a year following childbirth. Break time should be adjusted to account for the distance to the nearest lactation facility.

Family-friendly Assistance and Flexibility

Instructors are encouraged to work with **P**arenting **P**ersons to consider their parenting obligations and needs, which may include, but are not limited to, meeting with the child's school officials, closure of a school or childcare facility, family-related health issues (including physical, behavioral, or emotional health concerns), routine healthcare and bereavement.

Students are encouraged to work in advance with their instructors to request excused time off for routine infant and child healthcare matters. Child health emergencies of parenting students should be excused to the same degree as student healthcare emergencies, with an opportunity to make up missed work and participation points as applicable. Generally, children are not allowed in the workplace or in class.

If students require additional support to resolve infant and child health care matters, they may contact the Title IX Office or Student Support Services for information and resources.

Reporting Violations

Any member of the College community may report a violation of this Policy to any supervisor, manager, or the Title IX Coordinator or Deputy Coordinators. Employees are responsible for promptly forwarding such reports to the Title IX Coordinator or Deputy Coordinators.

A pregnant or parenting person alleging pregnancy discrimination or other form of sexual harassment may file a formal complaint with the Title IX Coordinator or Deputy Coordinators.

Privacy

In addition to requirements under The Family Educational Rights and Privacy Act of 1974 (FERPA), employees will regard all information associated with pregnant and parenting accommodation requests as private and will not disclose this information to anyone, unless there is a business or academic need to know.

Harassment and Retaliation

Harassment based on a student's pregnancy or pregnancy-related condition, or breastfeeding is unlawful and prohibited. Examples of conduct related to pregnancy or parenting status that may amount to harassment include, but are not limited to:

- Sexual comments or denigrating jokes about a pregnancy;
- Negative stereotyping;
- Comments about an individual's intellectual or physical ability to complete coursework or commitment to their education or future profession based on their pregnancy or parenting status;
- Spreading rumors about sexual activity;
- Making sexual propositions or gestures; and/or
- Withholding or threatening to withhold academic benefits due to pregnancy or parenting status.

Instructors, staff, and other College employees are prohibited from retaliating against students or employees for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes due to requesting leave or accommodation, filing a complaint, or otherwise exercising their rights under this Policy.

Definitions

Fundamental Alteration – Any academic accommodation, adjustment/auxiliary aid, or service that would fundamentally affect or change the nature of a program or course being taught or that fundamentally alters the essential requirements of instruction or course requirements is not considered a reasonable academic accommodation. The College is not required to alter or modify a course or program to the extent that it changes the fundamental nature of that course or program.

Attachment 2 – Proposed Policy

Instructor – College employee responsible for teaching classes or supervising academic work including, but not limited to, faculty, adjunct faculty, and graduate teaching assistants.

Medical Necessity – Determination made by a health care provider of a student’s or employee’s choosing.

Parenting Person – Person with the legal or voluntary responsibility to ensure the safety and well-being of a child under the age of 18 years and includes birth and non-birth parents, adopting parents, fostering parents, legal guardians, spouses and domestic partners of a parent or legal guardian, stepparents, siblings with significant caregiving responsibility (such as during absence or incapacitation of primary caregiver), kinship placement and acting in place of a parent.

Pregnancy and Pregnancy-Related Conditions – Health conditions including but not limited to childbirth, false pregnancy, miscarriage, termination of pregnancy, conditions arising in connection with pregnancy, recovery from any of these conditions, and medically necessary child healthcare within a reasonable time postpartum in accordance with federal law.

Pregnancy Discrimination – Treating an individual affected by Pregnancy or a Pregnancy-Related Condition less favorably than similar individuals not so affected and includes a failure to provide legally mandated leave or accommodations.

Pregnant Person or Birth-Parent – An individual who is or was pregnant. This Policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.

Reasonable Accommodations – Changes in the education or workplace activities that enable a person with a Pregnancy or Pregnancy-Related Condition to continue to pursue their studies and/or occupation and enjoy equal benefits of the College.

Undue Burden/Hardship – Any academic accommodation, adjustment/auxiliary aid, or service that would result in a significant financial or administrative burden or expense constitutes an undue burden/hardship and is not considered a ~~Reasonable Accommodation~~. Factors to consider in determining whether there is an undue burden/hardship include:

- the overall size of the program or activity with respect to the number of employees, number and type of facilities, and size of budget;
- the type of operation, including the composition and structure of the workforce;
- and the nature and cost of the accommodation needed.

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

Date of Board Approval	This policy became is -effective as of December 12, 2023 (pending review of feedback from the College community) , under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will followed the standard policy review process at the next regularly scheduled
------------------------	--

Attachment 2 – Proposed Policy

	meetings of the Board. (First reading on December 4, 2023) Anticipated January 29, 2024
Effective Date	Anticipated December 12, 2023
Associated Procedure	Procedure IVI .6004.D.a, Pregnancy and Parenting Accommodations Procedure IVI .6004.D.b, Student Lactation Access
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure **IVI.6004.D.a, Pregnancy and Parenting Accommodations**

Associated Policy

Policy **IVI.6004.D, Pregnancy and Parenting**

Procedures

Nothing in this Procedure requires modification to the essential elements of any academic program.

The Pregnant or Parenting student may start an interactive process with the Title IX Coordinator or Deputy Coordinators by visiting the Title IX webpage or the Accessibility Services webpage, by emailing either TitleIX@sjcd.edu or accessibility.services@sjcd.edu or by calling 281-478-2756.

Instructor and activity supervisors ~~should~~ ~~may~~ refer pregnancy and parenting accommodation requests for assistance to the Title IX Coordinator or Deputy Coordinators which will follow an interactive process as outlined below:

- Utilizing existing processes in place for accommodation requests, the Title IX Coordinator or Deputy Coordinators will ask the student to confirm accommodation requests in writing and to specify which instructor(s) and/or department(s) should receive the request.
- The Title IX Coordinator and/or their designee will conduct an individualized assessment of the student's request. The interactive process may include speaking with the student and requesting appropriate documentation, which could include medical documentation. The Title IX Coordinator and/or their designee will respond in writing to the student's request, either granting or denying the request or proposing an alternative.
- ~~If the student's request is approved. Upon confirming appropriate documentation,~~ the Title IX Coordinator or Deputy Coordinators will send an accommodation notice to the instructor including the requests for accommodations to the instructor along with guidance on pregnancy and parenting accommodations. The Title IX Coordinator or Deputy Coordinators will coordinate with the instructor to explore options for ~~R~~reasonable Aaccommodation(s) as may be appropriate.
- Instructors who have questions or concerns about an accommodation notice and/or believe that the accommodation(s) would result in a ~~f~~Fundamental ~~a~~Alteration or ~~u~~Undue ~~b~~Burden/~~H~~Hardship must request a consultation with the Title IX Coordinator or Deputy Coordinators. The consultation can be requested to discuss their concerns, engage in an interactive process to further understanding and collaboration with the student in providing accommodation(s) and/or to discuss whether alternative accommodations are appropriate.
- The Title IX Coordinator or Deputy Coordinators will process medical documentation of the diagnosis and any dates of absence based on medical necessity. Medical documentation will be maintained confidentially and will not be shared with instructors without the student's consent.
- The Title IX Coordinator or Deputy Coordinators may consult with other administrators such as department leaders to determine if other College resources may be available to address the accommodation request.
- Note that a change in accommodation may be necessary due to the progression of the pregnancy. Any request for a change in an existing accommodation must be submitted with appropriate documentation for the adjustment to the Title IX Coordinator or Deputy

Coordinators.

A pregnant or parenting student with a concern that they have been denied a reasonable accommodation (either by not receiving an accommodation that was already approved or by denial of a request for a reasonable accommodation) or that they have experienced harassment or retaliation due to their request may share their concern or file a formal complaint with the Title IX Coordinator or Deputy Coordinators.

Should a ~~P~~pregnancy or ~~P~~pregnancy-~~R~~related ~~C~~condition cause a temporary or permanent disability (such as anemia, gestational diabetes, preeclampsia, postpartum depression, etc.), students are encouraged to seek additional disability-related accommodations through their respective Accessibility Services Coordinator.

Date of SLT Approval	November 16, 2023
Effective Date	Anticipated December 12, 2023
Associated Policy	Policy IV I.6004.D, Pregnancy and Parenting
Primary Owner of Policy Associated with Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with Procedure	Associate Vice Chancellor, Student Services

Procedure IVI.6004.D.b, Student Lactation Access

Associated Policy

Policy IVI.6004.D, Pregnancy and Parenting

Procedure

- A. Students should inform the Title IX Coordinator or Deputy Coordinator as soon as possible of their need for a lactation space.- Reasonable notice provides the College time to ensure all necessary arrangements are made.
- B. Once the Title IX Coordinator or Deputy Coordinator is notified of the need for a lactation room, the leader will notify Accessibility Services.
- C. Accessibility Services will coordinate any logistical requirements needed to provide reasonable accommodations for the nursing student.
- D. The nursing student will be allowed a flexible schedule for nursing.
- E. The College will provide a clean, private room that locks (not a public restroom) in reasonable proximity to the instructional area, where the student can express milk in privacy. The room will be furnished appropriately and will have a chair, table, adequate ventilation, and an accessible electrical outlet for the pump. Lactation spaces are not equipped with refrigerators for expressed milk to be stored. It is the student’s responsibility to store expressed milk.
- F. It is the student’s responsibility to ensure the location is clean after each use.

Date of SLT Approval	November 16, 2023
Effective Date	Anticipated December 12, 2023
Associated Policy	Policy <u>IVI.6004.D</u> , Pregnancy and Parenting
Primary Owner of Policy Associated with Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with Procedure	Associate Vice Chancellor, Student Services

Action Item “XV”
Regular Board Meeting January 29, 2024

Consideration of Approval Revisions to Policy III.3000.B, Mental Health Leave for Peace Officers and Telecommunicators

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the revisions to Policy III.3000.B, Mental Health Leave for Peace Officers and Telecommunicators under the exclusion provided for immediate approval of a policy.

BACKGROUND

The policy was originally developed in 2022 in response to Senate Bill 1359 passed in 2021, granting mental health leave for peace officers who experience a traumatic event in the scope of their employment.

Subsequently, in 2023, House Bill 1486 was passed adding the same leave time provision for full-time telecommunicators.

IMPACT OF THIS ACTION

The revisions to the Policy on Mental Health Leave for Peace Officers will ensure compliance with House Bill 1486.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Revisions to the policy have potential for minimal budget implications for coverage using overtime.

MONITORING AND REPORTING TIMELINE

Due to the legal aspect that is being addressed by this revision, the Policy will not be distributed to the College community for comments.

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Current – Policy III.3000.B, Mental Health Leave for Peace Officers
- Attachment 2 – Policy III.3000.B, Mental Health Leave for Peace Officers (Tracked Changes)
- Attachment 3 – Policy III. 3000.B, Mental Health Leave for Peace Officers and Telecommunicators (Clean Version)

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Sabrina Naulings	281-542-2064	sabrina.naulings@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **No Change**

Proposed Policy Name: **Policy III.3000.B, Mental Health Leave for Peace Officers and Telecommunicators**

Current Policy Number/Name: **Policy III.3000.B, Mental Health Leave for Peace Officers**

New Procedure Number: **N/A**

Proposed Procedure Name(s): **N/A**

Current Procedure Number(s)/Name(s): **N/A**

Action Recommended for Policy: **Update**

Action Recommended for Procedures: **N/A**

Web Links:

<https://sanjac.edu/about/policies-procedures/III-3000-B-Mental-Health-Leave-for-Peace-Officers.pdf>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Chief of Police

Summary of Changes:

Policy Changes

- Update in response to changes required by House Bill 1486, enacted in Texas Government Code Section 614.015
- Includes full-time telecommunicators as being eligible for mental health leave. Previously this leave was reserved for peace officers only.

Policy III.3000.B, Mental Health Leave for Peace Officers

Purpose

The purpose of this policy is to document the College's provision of mental health leave for peace officers who experience a traumatic event in the scope of employment.

Policy

All licensed peace officers employed by San Jacinto College who experience a traumatic event within the scope of their employment at the College are eligible for mental health leave in compliance with Texas Government Code 614.015.

Procedures

1. Upon experiencing a traumatic event, a peace officer may make a verbal or written request for mental health leave to their leader.
2. The leader may approve up to three (3) working days of mental health leave for the requesting officer, per traumatic event. The leader shall notify the Chief of Police via the chain of command. The Chief shall then notify the Vice Chancellor Fiscal Affairs, in writing, of the request regardless of approval.
3. If a peace officer requests more than three (3) working days of mental health leave under this policy, the additional days shall be approved by the College's Vice Chancellor of Human Resources. Up to an additional four (4) working days of mental health leave may be approved when supporting documents are provided. Examples of supporting documentation include:
 - a. Physician note
 - b. Therapist/Counselor note
 - c. Peer Support Team Recommendation
4. A peace officer is entitled to take approved mental health leave without a deduction in salary or other compensation, and without use of other types of available leave.
5. Any requests for mental health leave shall be confidential. Such requests, including approval or denial of the request, shall remain confidential and provide anonymity for a peace officer who takes mental health leave.

Resources

While peace officers are free to utilize any resource of their choosing, San Jacinto College partners the University of Texas Employee Assistance Program to offer confidential counseling, assessments and other referrals for benefits eligible faculty and staff and their dependents. The Program is available for 24/7 crisis situations and has a network of state-wide licensed mental

Attachment 2 – Current Policy

health and substance abuse clinicians. These services can be accessed by calling (512) 471-3366 Monday-Friday), 512-471-3399 (after hours), or on the Program website, <https://eap.utexas.edu/>.

Definitions

Peace Officer: A full-time employee employed by the College in a police officer or police leadership position who is licensed by the Texas Commission on Law Enforcement (TCOLE).

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

Associated Procedures

There are no associated procedures with this policy.

Date of Board Approval	June 6, 2022
Effective Date	June 7, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

Policy III.3000.B, Mental Health Leave for Peace Officers and Telecommunicators

Purpose

The purpose of this policy is to document the College's provision of mental health leave for full-time peace officers and full-time telecommunicators who experience a traumatic event in the scope of employment.

Policy

All full-time licensed peace officers and full-time telecommunicators employed by San Jacinto College who experience a traumatic event within the scope of their employment at the College are eligible for mental health leave in compliance with Texas Government Code 614.015.

Procedures

1. Upon experiencing a traumatic event, a ~~peace officer~~ peace officer or telecommunicator may make a verbal or written request for mental health leave to their leader.
2. The leader may approve up to three (3) working days of mental health leave for the requesting officer or telecommunicator, per traumatic event. The leader shall notify the Chief of Police via the chain of command. The Chief shall then notify the Vice Chancellor Fiscal Affairs, in writing, of the request regardless of approval status.
3. If ~~a peace officer~~ the requesting officer or telecommunicator requests more than three (3) working days of mental health leave under this policy, the ~~additional days request~~ shall be presented to approved by the College's Vice Chancellor of Human Resources for approval. Up to an additional four (4) working days of mental health leave may be approved when supporting documents are provided. Examples of supporting documentation include:
 - a. Physician note
 - b. Therapist/Counselor note
 - c. Peer Support Team Recommendation
4. ~~A peace officer is~~ Peace officers and telecommunicators are entitled to take approved mental health leave without a deduction in salary or other compensation, and without use of other types of available leave.
5. Any requests for mental health leave shall be confidential. Such requests, including approval or denial of the request, shall remain confidential and provide anonymity for a peace officer or telecommunicator who takes mental health leave.

Resources

While ~~peace officers~~ peace officers and telecommunicators are free to utilize any resource of their choosing, San Jacinto College partners the University of Texas Employee Assistance Program to offer confidential counseling, assessments and other referrals for benefits eligible faculty and staff

and their dependents. The Program is available for 24/7 crisis situations and has a network of state-wide licensed mental health and substance abuse clinicians. These services can be accessed by calling (512) 471-3366 Monday-Friday), 512-471-3399 (after hours), or on the Program website, <https://eap.utexas.edu/>.

Definitions

Peace Officer: A full-time employee employed by the College in a police officer or police leadership position who is licensed by the Texas Commission on Law Enforcement (TCOLE).

Telecommunicator: A full-time employee authorized to act as a telecommunicator under Section 1701.405, Occupations Code.

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

Associated Procedures

There are no associated procedures with this policy.

Date of Board Approval	June 6, 2022 <u>Anticipated January 29, 2024</u>
Effective Date	June 7, 2022 <u>Anticipated January 30, 2024</u>
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

Policy III.3000.B, Mental Health Leave for Peace Officers and Telecommunicators

Purpose

The purpose of this policy is to document the College's provision of mental health leave for full-time peace officers and full-time telecommunicators who experience a traumatic event in the scope of employment.

Policy

All full-time licensed peace officers and full-time telecommunicators employed by San Jacinto College who experience a traumatic event within the scope of their employment at the College are eligible for mental health leave in compliance with Texas Government Code 614.015.

Procedures

1. Upon experiencing a traumatic event, a peace officer or telecommunicator may make a verbal or written request for mental health leave to their leader.
2. The leader may approve up to three (3) working days of mental health leave for the requesting officer or telecommunicator, per traumatic event. The leader shall notify the Chief of Police via the chain of command. The Chief shall then notify the Vice Chancellor Fiscal Affairs, in writing, of the request regardless of approval status.
3. If the requesting officer or telecommunicator requests more than three (3) working days of mental health leave under this policy, the request shall be presented to the College's Vice Chancellor of Human Resources for approval. Up to an additional four (4) working days of mental health leave may be approved when supporting documents are provided. Examples of supporting documentation include:
 - a. Physician note
 - b. Therapist/Counselor note
 - c. Peer Support Team Recommendation
4. Peace officers and telecommunicators are entitled to take approved mental health leave without a deduction in salary or other compensation, and without use of other types of available leave.
5. Any requests for mental health leave shall be confidential. Such requests, including approval or denial of the request, shall remain confidential and provide anonymity for a peace officer or telecommunicator who takes mental health leave.

Resources

While peace officers and telecommunicators are free to utilize any resource of their choosing, San Jacinto College partners the University of Texas Employee Assistance Program to offer confidential counseling, assessments and other referrals for benefits eligible faculty and staff and

their dependents. The Program is available for 24/7 crisis situations and has a network of state-wide licensed mental health and substance abuse clinicians. These services can be accessed by calling (512) 471-3366 Monday-Friday, 512-471-3399 (after hours), or on the Program website, <https://eap.utexas.edu/>.

Definitions

Peace Officer: A full-time employee employed by the College in a police officer or police leadership position who is licensed by the Texas Commission on Law Enforcement (TCOLE).

Telecommunicator: A full-time employee authorized to act as a telecommunicator under Section 1701.405, Occupations Code.

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

Associated Procedures

There are no associated procedures with this policy.

Date of Board Approval	Anticipated January 29, 2024
Effective Date	Anticipated January 30, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

Action Item “XVI”
Regular Board Meeting January 29, 2024

Consideration of Rescission of Policy IV-C-14, Policy for College Officials Serving on Committees, Commissions, Boards or Agencies, and Approval of Policy #, Institutional Representation - First Reading (Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind Policy IV-C-14, Policy for College Officials Serving on Committees, Commissions, Boards or Agencies, and approve Policy #, Institutional Representation. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

The current Policy for College Officials Serving on Committees, Commissions, Boards or Agencies (Policy IV-C-14) is outdated, limited in scope, and includes procedures versus broader policy statements. The new proposed institutional representation policy and procedures will provide helpful guidance to employees and leaders and ensure consistent practices are followed by all employees.

IMPACT OF THIS ACTION

This policy will be sent to the College community on January 29, 2024, and any comments will be reviewed and addressed prior to the second reading of the policy by the Board which is anticipated on March 4, 2024.

The procedure is provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Total cost of institutional representation is estimated at \$50,000, which is budgeted and available in the 2023-2024 operating budget.

MONITORING AND REPORTING TIMELINE

The Board will be notified of any changes that require its action. Evaluation of management’s compliance with this policy and procedures will be periodically evaluated by administration and the College’s internal and external auditors.

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Current Policy IV-C-14, College Officials Serving on Committees, Commissions, Boards or Agencies (Rescind)
- Attachment 3 – New Policy #, Institutional Representation

Informational Item Only:

- Attachment 4 – Current Procedure 3-14, College Officials Serving on Committees, Commissions, Boards or Agencies (Rescind)
- Attachment 5 – New Procedure #, Institutional Representation

Action Item “XVI”
Regular Board Meeting January 29, 2024

**Consideration of Rescission of Policy IV-C-14, Policy for College Officials Serving on
Committees, Commissions, Boards or Agencies, and Approval of
Policy #, Institutional Representation - First Reading (Informational Item)**

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **TBA**

Proposed Policy Name: **Institutional Representation**

Current Policy Number/Name: **IV-C-14, Policy for College Officials Serving on Committees, Commissions, Boards or Agencies**

New Procedure Number: **TBA**

Proposed Procedure Name(s): **Institutional Representation**

Current Procedure Number(s)/Name(s): **3-14, College Officials Serving on Committees, Commissions, Boards or Agencies**

Action Recommended for Policy: **Rescission of IV-C-14, Policy for College Officials Serving on Committees, Commissions, Boards or Agencies and Approval of new Institutional Representation Policy**

Action Recommended for Procedures: **Rescission of 3-14, Procedure for College Officials Serving on Committees, Commissions, Boards or Agencies and Approval of new Institutional Representation Procedure**

Web Links:

<https://www.sanjac.edu/about/policies-procedures/IV-C-14-Policy-for-College-Officials-Serving-on-Committees-Commissions-Boards-or-Agencies.pdf>

<https://www.sanjac.edu/about/policies-procedures/3-14-College-Officials-Serving-on-Committees-Commissions-Boards-or-Agencies.pdf>

Primary Owner: **Vice Chancellor, Fiscal Affairs**

Secondary Owner: **Associate Vice Chancellor, Finance**

Summary of Changes:

Policy Changes:

- The current Policy for College Officials Serving on Committees, Commissions, Boards or Agencies (IV-C-14) is outdated and limited in scope. Administration is requesting it be rescinded.
- The new Institutional Representation Policy provides:
 - Examples of institutional representation
 - Removes procedure language
 - Updates approvals required for participation

Procedure Changes:

- The current Procedure for College Officials Serving on Committees, Commissions, Boards or Agencies (3-14) is outdated and does not provide adequate guidance to employees. Administration is requesting it be rescinded.
- The new Institutional Representation Procedure includes:
 - Approvals required for participation
 - Reimbursable and non-reimbursable expenses
 - Incorporates current Travel Policy and Procedure

IV-C-14 Policy for College Officials Serving on Committees, Commissions, Boards or Agencies

When a college employee is to be off from his/her job to serve on a district or regional or state board, committee or commission, the following criteria must be met:

- Permission must be obtained from the campus President and the Chancellor or Executive Vice Chancellor.
- Committee or commission must be of benefit to the college as determined by the campus President and Chancellor or Executive Vice Chancellor.
- Committee or commission must be related to the employee's area of expertise or college-related in some manner.
- Information regarding frequency of meetings, amount of release time needed, cost of travel for serving, and length of service must be submitted prior to the final appointment of the employee.

Policy #:	IV-C-14
Policy Name:	Policy for College Officials Serving on Committees, Commissions, Boards or Agencies
Pages:	1
Adopted Date:	October 4, 1982
Revision/Reviewed Date:	
Effective Date:	October 4, 1982
Associated Procedure:	3-14

Policy #, Institutional Representation

Purpose

To enhance the College’s community and industry awareness and engagement, there is a need for appropriate San Jacinto College employees to participate in activities of other organizations and entities that are related to the College’s business activities in higher education or the community including associations, regulatory agencies, rotary clubs, local chambers of commerce, local economic development groups, and nonprofit organizations.

Policy

College employees may desire or be asked to serve as members, officers or committee members of these entities or organizations and officially represent the College in their roles.

Participation should be of benefit to the College, related to the employee’s area of expertise or College-related in some manner, and approved in advance by a Strategic Leadership Team (SLT) member, after SLT member consultation with the Chancellor.

With approved participation in these entities, certain expenses incurred by a College employee will be covered or reimbursed by the College, and certain time spent supporting these entities will be considered College time worked.

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

Associated Procedures

Procedure #, Institutional Representation

Date of Board Approval	Anticipated March 4, 2024
Effective Date	Anticipated March 5, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

Procedure 3-14: College Officials Serving on Committees, Commissions, Boards or Agencies

This policy only applies when a college employee is to be absent from his or her job to serve on a district, regional or state board, committee or commission. It does not apply to local community boards or committees on which employees serve on their own time.

When the employee is to be off from his or her work assignment to serve on a board, committee or commission, he or she must first comply with the following criteria:

1. Permission must be obtained from the campus President and the Chancellor or Executive Vice Chancellor.
2. Committee or commission must be of benefit to the college as determined by the campus President and Chancellor or Executive Vice Chancellor before serving on the board.
3. Committee or commission must be related to the employee's area of expertise or college-related in some matter before serving on the board.
4. Information concerning frequency of meetings, amount of release time needed, cost of travel for serving and length of service must be submitted to the campus President and Chancellor or Executive Vice Chancellor before final appointment is obtained.

Procedure #:

3-14

Procedure Name:

College Officials Serving on Committees, Commissions, Boards or Agencies

Pages:

1

Adopted Date:

Prior to 2006

Revision/Reviewed Date:

Effective Date:

Associated Policy:

IV-C-14

Procedure #, Institutional Representation

Associated Policy

Policy #, Institutional Representation

Procedures

Examples of organizations/entities College employees may have a need to participate in is provided below. This list is not exhaustive but is offered only for example purposes.

Rotary Clubs, Chambers of Commerce, Economic Development groups, community service organizations, Greater Houston Partnership, State advisory committees, American Association of Community Colleges (AACCC), Southwestern Social Science Association (SSSA), Texas Association of Black Personnel in Higher Education (TABPHE), Texas Association of Collegiate Registrars and Admissions Officers (TACRAO), Texas Higher Education Coordination Board (THECB), Texas Association of Community College Business Officers (TACCBO), Texas Association of School Boards (TASB), and Texas Association of Community Colleges (TACC). Official institutional representation requires approval from leaders up to the appropriate SLT member, after SLT member consultation with the Chancellor. Information concerning frequency of meetings, amount of release time needed, cost of travel for serving, and length of service must be submitted with the request for approval. Only expenses related to fully approved roles will be reimbursed per the guidelines below.

General Guidelines (once institutional representation has been fully approved):

- Travel expenses incurred to attend board meetings or special events can be reimbursed or directly paid by the College if the external organization does not cover the cost. Adherence to the College's official Travel Policy and Procedure is required. Expenses can be covered by the employee's department budget or SLT member budget reserves, if needed.
- Expenses of external organizations cannot be charged to the College. Examples are expenses related to board meetings and special events, such as event supplies, marketing, food, prizes, honorariums, etc.
- Rotary and chamber of commerce dues and event fees such as luncheon meetings can be funded, but not raffle/prize tickets or donations.
- In some instances, the employee has been approved to be an officer or Board member of an entity and the entity also hosts an annual conference to provide professional development for its members and others. Travel expenses related to professional development can be charged to the College per the official Travel Policy and Procedure. Expenses can be covered by the employee's department budget, SLT member budget reserves, or Center for Excellence in Teaching and Learning (CETL). These expenditures are considered professional development rather than expenses related to an employee's official role in that entity.

Attachment 5 – Proposed Procedure

- All expenses submitted for reimbursement or direct payment must be in accordance with San Jacinto College Policies and Procedures.

Date of SLT Approval	January 17, 2024
Effective Date	Anticipated March 5, 2024
Associated Policy	Policy #, Institutional Representation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Finance

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
January 29, 2024**

PURCHASE REQUESTS AND CONTRACT RENEWALS	
<i>Purchase Requests</i>	<i>Amounts</i>
Purchase Request #1	
Consideration of Approval of Additional Funds for Paving Services	\$ 2,117,000
Purchase Request #2	
Consideration of Approval to Contract for Architectural Services for Generation Park Expansion Building	441,598
Purchase Request #3	
Consideration of Approval to Contract for Architectural Services for Generation Park Center for Biotechnology	320,000
Purchase Request #4	
Consideration of Approval to Renew the Contract for Custodial Services	3,802,000
Purchase Request #5	
Consideration of Approval to Contract for Vehicles Lease	750,000
Purchase Request #6	
Consideration of Approval to Renew the Contract for Full Catering Services	220,000
Purchase Request #7	
Consideration of Approval to Contract for Elevator Maintenance Services	175,000
Purchase Request #8	
Consideration of Approval of Additional Funds for Electrical Services	150,000
Purchase Request #9	
Consideration of Approval of Additional Funds for Compressed Gases and Associated Equipment	100,000
TOTAL OF PURCHASE REQUESTS	<u>\$ 8,075,598</u>

Purchase Request #1
Regular Board Meeting January 29, 2024
Consideration of Approval of Additional Funds for Paving Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for pavement preservation services from RMB Management LLC dba Corestone Construction Services (Corestone).

BACKGROUND

Over the years, pavement maintenance at the College has been primarily focused on repairs rather than preventative maintenance. The College has 5.7 million square feet of pavement, most of which is in fair condition. Investing in pavement preservation work on good pavement every ten years avoids the need to spend significantly more to replace it entirely if it prematurely fails. Therefore, the Board approved the use of 2015 Bond contingency to fund pavement preservation activities for college-wide pavement life extension services.

Request for proposals #19-13 was issued in January 2019 to procure asphalt paving, concrete paving, and striping services which complies with competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with Corestone in April 2019, and the final of four one-year renewal options with Corestone was approved in April 2023.

IMPACT OF THIS ACTION

Increased pavement preservation efforts will improve safety and extend the life of existing pavements, reducing overall costs of ownership. This approval will also extend the contract for five months, which will allow pavement preservation services to be completed prior to awarding a new paving contract.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In April and in October 2023, the Board approved a combined expenditure of \$1,200,000 for asphalt paving, concrete paving, and striping services. This request will increase the total amount approved by \$2,117,000 to a total of \$3,317,000. This expenditure will be funded from the 2015 Bond program and the facilities services department's 2023-2024 operating budget.

MONITORING AND REPORTING TIMELINE

Pavement repair and preservation work will be managed by capital projects staff. This contract is being extended for five months, with a revised end date of September 8, 2024.

ATTACHMENTS

None

Purchase Request #1
Regular Board Meeting January 29, 2024
Consideration of Approval of Additional Funds for Paving Services

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genevieve Scholes	281-998-6103	Genie.Scholes@sjcd.edu

Purchase Request #2
Regular Board Meeting January 29, 2024
Consideration of Approval to Contract for Architectural Services
for Generation Park Expansion Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Page Southerland Page (Page) to provide architectural services for site development of the Generation Park Expansion Building and schematic design of the General Services/Central Utility Plant Building.

BACKGROUND

In August 2023, the Board approved a pool of professional services firms selected through request for qualifications #23-27. Page was selected from the awarded pool to provide architectural services for site development of the Generation Park Expansion Building and schematic design of the General Services/Central Utility Plant Building, with a separate firm providing interior and mechanical design.

Architectural services are classified as professional services pursuant to §2254 of the Texas Government Code and are exempt from the competitive bidding per Texas Education Code §44.031(f). Professional services are selected based on demonstrated competence and qualifications to perform the service.

IMPACT OF THIS ACTION

This action will authorize an architectural fee for Page's scope of work that is based on an estimate of the total hours required complete this complex project. The proposed fee equates to 11.0% of the current estimated cost of work, which exceeds the rate in the architect services fee schedule approved by the Board in June 2016 due to scale and complexity of the project.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total contract expenditure for this request is \$441,598. This expenditure will be funded from the 2015 Bond program.

MONITORING AND REPORTING TIMELINE

The project is estimated to be completed in March 2025. Project management and monitoring will be by the College's capital projects personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genie Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #3
Regular Board Meeting January 29, 2024
Consideration of Approval to Contract for Architectural Services
for Generation Park Center for Biotechnology

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Pfluger Architects (Pfluger) to provide architectural services related to the development of the Generation Park Center for Biotechnology.

BACKGROUND

In August 2023, the Board approved a pool of professional services firms selected through request for qualifications #23-26. Pfluger was selected from the awarded pool to provide interior and mechanical design for the initial building use as the Center for Biotechnology. Pfluger has provided similar services for adaptation of South Campus spaces to support the biomanufacturing program.

Architectural services are classified as professional services pursuant to §2254 of the Texas Government Code and are exempt from the competitive bidding per Texas Education Code §44.031(f). Professional services are selected based on demonstrated competence and qualifications to perform the service.

IMPACT OF THIS ACTION

This action will authorize an architectural fee for Pfluger’s scope of work that is based on an estimate of the total hours required to complete this complex project. The proposed fee equates to 8.0% of the current estimated cost of work, which exceeds the rate in the architect services fee schedule approved by the Board in June 2016 due to scale and complexity of the project.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total contract expenditure for this request is \$320,000. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The project is estimated to be completed in March 2025. Project management and monitoring will be by the College’s capital projects personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genie Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #4
Regular Board Meeting January 29, 2024
Consideration of Approval to Renew the Contract for Custodial Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with GCA Education Services of Texas, Inc., an ABM Company (ABM) for custodial services for the facilities services department.

BACKGROUND

Custodial services are necessary to ensure a clean and sanitary environment for all students, faculty, staff, and guests who utilize our buildings and campuses. The College requires specific levels of service be provided to meet the Association of Physical Plant Administrators of Universities and Colleges Level 2 standards as well as the National Association for the Education of Young Children accreditation standards for the childcare facility. The custodial contractor also ensures buildings with non-electronic door locking controls are accessible and secured, as well as providing logistical support for college and community events.

Request for proposals #18-05 was issued October 9, 2017, to procure custodial services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with ABM on December 11, 2017, for four years plus four one-year renewal options.

IMPACT OF THIS ACTION

The custodial services contractor is responsible for cleaning and maintaining all college-owned and leased facilities comprised of 69 addressed buildings, which is approximately 3.2 million square feet of classroom, office, and lab space, and support functions, across 544 acres. The custodial services contractor provides the necessary custodial services and event setup required to maintain the facilities in a clean, safe, and efficient manner.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$3,802,000 and will be funded from the facilities services department's 2023-2024 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four one-year renewal options available. The new contract term will be February 19, 2024, through February 18, 2025.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Enterprise Fleet Management (Enterprise) for vehicle leasing services for the facilities services department.

BACKGROUND

In August of 2023, the Board of Trustees approved continuation of funding for leased fleet operations with Enterprise. This decision supported improvement and availability of vehicles for use by the College for use by college employees in support of instructional and support functions and events. Leased vehicles acquired through Enterprise provide a readily flexible and updateable asset to support the College's needs. They allow the College to fund vehicles in a manner that is embedded within the annual operating budget at a consistent amount, rather than funding large capital purchases when needs arise.

These leased vehicles also require annual expenditures for maintenance and vehicle checkout needs, as managed by campus services and facilities services. Most recent strategic leadership team approvals have supported an expansion of leased vehicle acquisitions, which are intended to provide for continued support and modernization of the vehicle fleet moving from older and less efficient vehicles to more efficient and suitable vehicles. The College intends to continue the existing leases and expand/upgrade leases with an additional seven vehicles, bringing the total to twenty-seven leased vehicles. These leases will be for five years and are estimated to begin March 31, 2024.

Enterprise has a contract through the E&I cooperative contracts program to provide for vehicle leases, contract no. CNR-01399, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Vehicles are necessary for an efficient operational tempo, providing support for the facilities department and other departments as they maintain and service the College's physical resources, as well as providing transportation support for college events functions, and travel. The past automotive lease service has proven to be an efficient and economical program that provides for a large portion of the College transportation needs. Continued participation will ensure appropriate support of the College mission and goals.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated five-year expenditure is \$750,000 and will be funded from the facilities services department's 2023-2024 operating budget and subsequent year budgets. The College's operating budget currently includes \$150,000 for this purpose.

MONITORING AND REPORTING TIMELINE

The contract with Enterprise Fleet Management allows for this five-year extension, estimated to go through March 30, 2029, or the date the leases of the new vehicles are available to occur based

Purchase Request #5
Regular Board Meeting January 29, 2024
Consideration of Approval to Contract for Vehicles Lease

upon their actual delivery dates.

ATTACHMENTS

None

RESOURCE PERSONNEL

John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

Purchase Request #6
Regular Board Meeting January 29, 2024
Consideration of Approval to Renew the Contract for Full Catering Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew a contract with City View Catering to provide full catering services for College events.

BACKGROUND

Full catering services are frequently used by the College for a myriad of formal, on-campus events. It is not uncommon to have multiple college events successively scheduled within the same week or month. In order to efficiently accommodate events, full catering services have been historically utilized by the College on a consistent and recurring basis.

Request for proposals #23-13 was issued on November 7, 2022, to procure full catering services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with City View Catering on January 30, 2023.

IMPACT OF THIS ACTION

The College hosts a variety of formal events, via various departments, on an annual basis. These events are best supported by the reservation and utilization of full catering services. Full catering services, which come replete with servers and waitstaff, allow events to reflect the College's value of excellence.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$220,000 and will be funded from multiple departments' 2023-2024 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the first of four one-year renewal options available. The new contract term will be February 6, 2024, through February 5, 2025.

ATTACHMENTS

None

RESOURCE PERSONNEL

Damon Harris	281-998-6103	damon.harris@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khail@sjcd.edu

Purchase Request #7
Regular Board Meeting January 29, 2024
Consideration of Approval to Contract for Elevator Maintenance Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Elevator Transportation Services, Inc. for elevator maintenance services for the facilities services department.

BACKGROUND

The College maintains fifty-six elevators which are in service throughout the campuses. These elevators comply with regulatory and accessibility requirements and are used to transport people and materials between floors of the College buildings. In order to operate reliably, and to comply with regulatory codes, elevators require periodic condition inspection, routine preventive and corrective maintenance, annual inspections, reporting for the authority having jurisdiction, and occasional modernization upgrades.

Request for proposals #24-11 was issued on October 31, 2023, to procure elevator maintenance services, which complies with competitive procurement requirements per Texas Education Code §44.031(a). Nine responses were received and evaluated by a team comprised of representatives from facilities services and petrochemical technology who determined the proposal submitted by Elevator Transportation Services, Inc., will provide the best value to the College.

IMPACT OF THIS ACTION

The approval of this recommendation will allow for the continued inspection, certification and licensing, and safe operation of college facilities' elevators to support the needs of the College community.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$175,000 and will be funded from the facilities services department's 2023-2024 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial term will commence on February 1, 2024, through January 31, 2025, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

RFP 24-11
Elevator Maintenance Services
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Project Understanding	Section 4: References	Total Points
	<i>Total Points</i>	<i>20</i>	<i>20</i>	<i>20</i>	<i>10</i>	<i>70</i>
1	Elevator Transportation Services, Inc.	17.50	18.00	17.00	9.75	62.25
2	Fortress Elevator, LLC	14.00	16.00	16.50	5.75	52.25
3	Vertical Transportation Services	14.00	13.75	16.75	7.50	52.00
4	ERS, Inc.	16.50	15.75	17.00	1.50	50.75
5	Prestige Elevator Services, LLC	15.50	13.00	12.75	8.13	49.38
6	Genesis Elevator Services	13.50	11.50	12.00	7.75	44.75
7	Stark Elevator LLC	12.00	11.50	12.50	6.00	42.00
8	Exodus Elevator Solutions	3.00	3.00	3.50	0.50	10.00
9	TK Elevator Corporation	2.50	2.00	2.00	2.25	8.75

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>70</i>
1	Elevator Transportation Services, Inc.	62.25	25.35	87.60
2	Fortress Elevator, LLC	52.25	30.00	82.25
3	Prestige Elevator Services, LLC	49.38	23.10	72.48
4	ERS, Inc.	50.75	15.10	65.85
5	Vertical Transportation Services	52.00	11.61	63.61
6	Stark Elevator LLC	42.00	19.71	61.71
7	Genesis Elevator Services	44.75	15.76	60.51
8	TK Elevator Corporation	8.75	13.55	22.30
9	Exodus Elevator Solutions	10.00	9.07	19.07

Purchase Request #8
Regular Board Meeting January 29, 2024
Consideration of Approval of Additional Funds for Electrical Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for electrical services from Prism Electric for the College's facilities services and capital projects departments.

BACKGROUND

In August 2023, the Board of Trustees approved annual funds with Prism Electric for general electrical maintenance services throughout the College. In December 2023, the College used \$142,000 of that authority to support capital projects, including the Central Campus solar photovoltaic (PV) interconnect project.

Request for proposals #20-28 was issued on April 29, 2020, to procure electrical services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved a contract renewal with Prism Electric in August 2023. The contract was issued for one year of service, with an additional four one-year extensions available at the College's discretion.

IMPACT OF THIS ACTION

This request will restore purchase authority used for capital projects so that it will be available for maintenance needs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2023, the Board approved an expenditure of \$300,000 for electrical services. This request will increase the total amount approved by \$150,000 to a total of \$450,000. This expenditure will be funded from the facilities services department's 2023-2024 operating budget and the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The current contract term is September 1, 2023, through August 31, 2024, and is the fourth year of a possible five-year contract. The Prism Electric portion of the solar PV interconnect project is expected to be completed by during the first quarter of 2024. This project will be monitored by capital projects and facilities services personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #9
Regular Board Meeting January 29, 2024
Consideration of Approval of Additional Funds for Compressed Gases
and Associated Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of compressed gases and associated equipment from Airgas LLC for the welding, medical, and biotechnology departments.

BACKGROUND

In August of 2023, the Board of Trustees approved spend with Airgas LLC for the welding and medical departments to procure compressed gases and associated equipment to meet the classroom and curriculum needs. Additional funds are needed to accommodate the College's new Biotechnology program, as well as additional purchases of welding machines and equipment via federal funding.

Airgas LLC has a contract through the E&I cooperative contracts program to provide various compressed gases and associated equipment via contract no. CNR01362 and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

Compressed gases and associated updated welding machinery and equipment are mandatory for the successful operation of the College's welding, medical, and biotechnology departments. Proficient understanding of compressed gases and associated compressed gas equipment will allow students to flourish in correlated careers and places of business outside of the academic classroom.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2023, the Board approved an expenditure of \$115,000 for compressed welding and medical gases. This request will increase the total amount approved by \$100,000 to a total of \$215,000. This expenditure will be funded from grant funding and the welding, medical, and biotechnology departments' 2023-2024 operating budgets.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Joseph Zwiercan	281-998-6150-1352	joseph.zwiercan@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu

Item "A"
Regular Board Meeting January 29, 2024

Approval of the Minutes for the December 4, 2023, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the December 4, 2023, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop December 4, 2023

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, December 4, 2023, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Dr. Michelle Cantú-Wilson (absent), Erica Davis Rouse (absent), Marie Flickinger, Dan Mims, John Moon, Jr. Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Sandra Ramirez, Mandi Reiland, Teri Zamora, Celina Cereceres (Auditor), Andrew Jennett (Auditor), Carin Hutchins, Laurel Williamson
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Flickinger called the workshop to order at 4:46 p.m.
II.	Roll Call of Board Members	Board Chair Flickinger conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson (absent) Erica Davis Rouse, Assistant Secretary (absent) Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal	Chair Flickinger adjourned to closed session at 4:47 p.m. The Board members listed above as attending, Chancellor Brenda Hellyer, Teri Zamora, Sandra Ramirez, and Mandi Reiland were present for the closed session. a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. It was determined after the time of posting that a consultation with an attorney was not needed.

	Matters and Personnel Matters	<p>b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> • Review Results from the Board’s Self-Assessments <p>This item was tabled.</p>
IV.	Reconvene in Open Meeting	Chair Flickinger reconvened to open meeting at 5:26 p.m.
V.	Discuss Action Steps from the Board Self-Assessment Process	Dr. Brenda Hellyer announced the Board’s Self-Assessment review will be postponed until January. The evaluations have been completed, but the discussion and action steps will take place in January.
VI.	Review of 2022-2023 Annual Comprehensive Financial Report	<p>Carin Hutchins, Celina Cereceres, and Andrew Jennett joined the workshop.</p> <p>Teri Zamora introduced Celina Cereceres, Andrew Jennett, and Carin Hutchins who led the preparation and finalization of the 2022-2023 Annual Comprehensive Financial Report (ACFR).</p> <p>Celina provided an overview of the annual financial statement audit and federal and state single audit. She presented on the audit process, results of the audit, and financial statement highlights. The purpose of the financial statement audit is to express an opinion as to whether the financial statements are fairly stated and presented in accordance to generally accepted accounting principles. The College’s financial statements received an unmodified “clean” opinion. There were no internal control findings related to financial reporting and no findings related to compliance.</p> <p>This year, the College spent \$75 million in federal funds and \$3 million in state funds. Major programs tested in the federal and state single audit included:</p> <ul style="list-style-type: none"> • Federal Major Programs <ul style="list-style-type: none"> ○ Higher Education Emergency Relief Fund (HEERF) and Governor’s Emergency Education Relief (GEER)

		<ul style="list-style-type: none"> ○ Hispanic Serving Institutions STEM and Articulation Programs/Developing Hispanic-Serving Institutions ○ H-1B Job Training Grant ● State Major Programs <ul style="list-style-type: none"> ○ Texas Educational Opportunity Grant (TEOG) <p>Celina commented that there were no findings in any of these categories when performing the audit.</p> <p>Celina provided a high-level overview of the College’s statement of net position and additional data points. She explained that FY23 had a net position of \$83 million, which is an increase of \$4 million compared to FY22. The College’s proportionate share of the Net Pension Liability (NPL) based on the Teacher Retirement System of Texas (TRS) for FY23 was \$50 million. She noted that information utilized annually for this calculation lags one year statewide due to information from TRS not being available until a year later. The College’s proportionate share of the Net Other Post-Employment Benefits (OPEB) liability based on the Employees Retirement System of Texas for FY23 was \$96 million. The College’s total revenues for FY23 total \$299 million, which is an increase of \$18 million from FY22. The College’s total expenses for FY23 total \$296 million compared to \$288 million in FY22.</p> <p>Celina provided an overview of required communications and covered significant risks and accounting estimates. There were no disagreements with management regarding the application of accounting principles and estimates of any auditing or financial related matters. Celina thanked the San Jacinto College team for their willingness to cooperate and answer all questions in a timely manner.</p> <p>Brenda, Teri, and the Board members present thanked the representatives from Whitley Penn and the College team for their work on the audit.</p> <p>Carin Hutchins, Celina Cereceres, and Andrew Jennett left the workshop.</p>
VII.	Review of Highlights from	Teri provided an overview of the College’s highlights from the 2022-2023 financials. The College had \$92.9 million in

	<p>2022-2023 Financials</p>	<p>unrestricted cash and unrestricted investments in FY23, which is an increase of \$2.8 million compared to FY22. The College had five months of excess cash on hand at the end of August 2023. The College’s total net position for FY23 is \$83.2 million compared to \$79.4 million in FY22. The unrestricted net assets as of August 31, 2023, is negative \$57.8 million, which is a \$5 million decrease from last year.</p> <p>The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) has set up a schedule to help demonstrate how the Unrestricted Assets Net of Plant and Plant-Related Debt (UNAEP) is calculated to remove the effect of various non-cash liabilities from the College’s Unrestricted Net Asset balance. Teri provided an overview of this schedule and the details of the calculation. She provided a high-level overview of the results from the College’s changes in operating results which includes increases or decreases in operating revenues, non-operating revenues, and operating expenses. The final results show that when adjusted to remove the effects of non-cash liabilities, the Unrestricted Net Position of the College improved from \$87.8 million as of August 31, 2022 to \$93.4 million as of August 31, 2023.</p>
<p>VIII.</p>	<p>Review of Candidates for Member of Harris County Appraisal District</p>	<p>Brenda explained to the Board members that the candidate for member of the Harris County Appraisal District will be voted on during the Board meeting. The four local community colleges share a vote for a nominee for the Harris County Appraisal District. The two nominees being brought forward are Bruce A. Austin and Martina Lemond Dixon. She provided the bios for each nominee and asked if the Board would like to have a conversation or have any feedback to provide.</p> <p>The Board discussed and agreed to nominate Martina Lemond Dixon.</p> <p>Dr. Laurel Williamson joined the workshop.</p>
<p>IX.</p>	<p>Update on Next Steps Related to Senate Bill 17 Compliance</p>	<p>Sandra Ramirez provided an overview of steps related to Senate Bill 17 (SB17) compliance. The Board will have an action item this evening to approve changes made to the College’s Strategic Plan to include language that is compliant with SB17. She explained the language changes</p>

		<p>that are being proposed to shift the focus from diversity, equity, and inclusion (DEI) to a learning environment dedicated to fostering a sense of belonging and excellence. She provided an overview of the SB17 compliance chart which outlines changes the College has put in place to comply with SB17 and the status of each change. This work has taken several employees hundreds of hours since March to put these changes into place. All employees will also be required to take training on these changes to stay compliant.</p>
<p>X.</p>	<p>Review Course-based Competency-based Education Instructional Modality</p>	<p>Brenda informed the Board members they will have an action item during the Board meeting to approve the Course-based Competency-based Education (CB-CBE) Instructional Modality. The wording in the action item in the Board book was revised from four workforce certificates to five workforce certificates in four programs.</p> <p>Dr. Laurel Williamson explained CB-CBE allows students to earn their credit more efficiently by leveraging their individual knowledge, skills, abilities, and experience to accelerate their progress through selected courses and programs. This modality targets working, career-experienced adult learners who have been on a job and have the experience to receive credit toward a certificate or degree.</p> <p>She provided an overview of the process and steps taken to reach the decision to implement this modality including foundational work, advisory committee input, and curriculum development. Students progress through this modality at their own pace through Blackboard adaptive release with assignments being released upon completion. She provided a chart to illustrate a comparison of traditional courses and CB-CBE courses.</p> <p>The College will offer five certificates in four programs: Child Development / Early Childhood Education (1), Construction Management (2), Global Logistics and Supply Chain (1) Medical Laboratory (1). A few factors, including registration process and grade posting process, are still being worked. Once implemented, the first cohort will be reviewed upon completion to consider this modality for scalability within other programs.</p>

		<p>Brenda explained once approved, a letter with the prospectus and an overview of the program development process will be sent to the SACSCOC for approval at their June Board meeting with the anticipated implementation of this program in Fall 2024.</p> <p>Larry Wilson asked if these courses would be online or in person. Laurel responded they will be online but there will be labs and faculty members will be available to assist students who appear to be stuck.</p> <p>Dan Mims commented that this program will be good for employers as well as students.</p> <p>Keith Sinor asked if many community colleges in Texas have this program. Laurel responded she is in the process of looking into this. Some institutions have been doing a small version of this with a niche market. San Jacinto College hopes to be able to implement this at a larger scale with many programs.</p>				
XI.	Review 2024-2025 Academic Calendar	<p>Brenda explained the Board approves the next academic calendar each December. The College attempts to align holidays with the independent school districts (ISD) and was successful in doing so with many of the dates. She stated one recommendation for this year and moving forward is for the College to close for the whole week for the Thanksgiving holiday break. This aligns with our ISD partners and will help address attendance issues with dual credit students during this week. This will also help parenting students and our employees. The academic calendar will begin a week earlier to make up these instructional days leaving us an additional two days if needed for College closure.</p> <p>The Board members were supportive of this change.</p>				
XII.	Update on Issuance of \$4 Million in Bonds	<p>Brenda provided background regarding the issuance in \$4 million in bonds that occurred on November 22.</p> <p>Teri provided an overview of the process for the bond transaction. The tender of funds will occur in the following order:</p> <table style="margin-left: 40px;"> <tr> <td>a. November 22, 2023</td> <td style="text-align: right;">\$500,000</td> </tr> <tr> <td>b. July 31, 2024</td> <td style="text-align: right;">\$1,500,000</td> </tr> </table>	a. November 22, 2023	\$500,000	b. July 31, 2024	\$1,500,000
a. November 22, 2023	\$500,000					
b. July 31, 2024	\$1,500,000					

		<p>c. March 31, 2025 <u>\$2,000,000</u> <u>\$4,000,000</u></p> <p>The parties to transaction will be San Jacinto College as the issuer and McCord Development and Generation Park Management District as the purchasers, each owning 50 percent of the bonds. The deadline to post the bond is December 7. The payback will be included in the College’s normal flow of when it pays owed debt. The final maturity will be February 15, 2034, and there will be no interest. She provided an overview of how the dollars will be used to fund the construction of the Center for Biotechnology.</p> <p>Brenda added that there will be a grand opening of both the program at South Campus and Center for Biotechnology at Generation Park on January 26, 2024.</p>
XIII.	Review Chancellor Job Description	<p>Brenda explained some of the wording in her job description was updated. The Board was provided an updated description with tracked changes, and she provided an overview of the changes.</p> <p>The Board members were supportive of these changes.</p>
XIV.	Review of Calendar	<p>Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events. She provided details for commencement and the Foundation holiday party as well as other upcoming events.</p>
XV.	General Discussion of Meeting Items a. Additional Purchasing Support Documents	<p>The Board members had no other questions and no additional purchasing support documents were provided.</p>
XVI.	Adjournment	<p>Chair Flickinger adjourned the meeting at 6:48 p.m.</p>

San Jacinto Community College District
Regular Board Meeting Minutes
December 4, 2023

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, December 4, 2023, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Attendance

Present:

Members: Marie Flickinger, John Moon, Jr., Dan Mims, Keith Sinor, Larry Wilson

Chancellor: Dr. Brenda Hellyer

Others Present: Eliud Acevedo, Amberly Barnhart-Dalton, Vickie Del Bello, Robert Cage, Raul Cantu, Jacquelynn Conger, Matt Crow, Shanna Dement, Abby Dias, Destry Dokes, Andrea DuBois, Dianne Duron, Teddy Farias, Noel Garcia, Rachel Garcia, George González, Susanna González, Allatia Harris, Damon Harris, Richard Herrera, Neesha Hosein, Jerelyn Hughes-Glenn, Carin Hutchins, Sallie Kay Janes, Bryan Jones, Matt Keim, Erica Kemper, Aaron Knight, DeRhonda McWaine, Lamar McWaine, Alexander Okwonna, Tomoko Olson, Joe Pena, Linda Pennington, JoEllen Price, JR Ragaisis, Sandra Ramirez, Mandi Reiland, Shelley Rinehart, Shawn Silman, Rob Stanicic, Janice Sullivan, Marie Tate, Earle Thomas, Ken Tidwell, Carol Tillman, Becky Turner, Nathan Warner, Van Wigginton, Laurel Williamson, Noveta Wimbley, Teri Zamora, Joseph Zwiercan

Absent:

Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse

I. Call the Meeting to Order

Chair Flickinger called the regular meeting of the Board of Trustees to order at 7:02 p.m.

II. Roll Call of Board Members

Chair Flickinger conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson (absent)

Erica Davis Rouse, Assistant Secretary (absent)

Marie Flickinger, Chair

Dan Mims

John Moon, Jr., Vice Chair

Keith Sinor, Secretary

Larry Wilson

III. Invocation and Pledge to the Flags

Regular Board Meeting Minutes

December 4, 2023

Page 1 of 6

The invocation was given by Dr. Destry Dokes. The pledges to the American and Texas flags were led by Dan Mims.

IV. Special Announcements, Recognitions, Introductions, and Presentations

1. Provost Van Wigginton recognized students who received awards at the First Annual Welding Competition hosted on Central Campus in partnership with other institutions.
2. Teri Zamora recognized the Fiscal Affairs Department for Receiving the Certificate of Achievement for Excellence in Financial Reporting.
3. Teri Zamora recognized the Fiscal Affairs Department for Receiving the Certificate of Distinction for its College Investment Policy from the Government Treasurers' Organization of Texas.
4. The recognition of the External Relations team was tabled until the next meeting.

V. Student Success Presentations

1. George González and Allatia Harris presented on Reaching our High School Population.

VI. Communications to the Board of Trustees

1. A thank you was sent to the Board from Carliss Ramos for the plant sent in memory of her father.
2. Included at each Board members place at the dais was the December Opportunity News and Accents – The Student Literary Magazine of San Jacinto College.

VII. Public Comment

There were no citizens desiring to speak before the Board.

VIII. Informative Reports to the Board

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

A. San Jacinto College Financial Statements

1. San Jacinto College Monthly Financial Statements October 2023
2. San Jacinto College Monthly Investment Report October 2023

B. San Jacinto College Foundation Financial Statements

1. October 2023
2. Financial Audit Years Ended June 30, 2023 and 2022

C. Capital Improvement Program

- IX. Consideration of Approval of Amendment to the 2023-2024 Budget for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts

Motion 10318:

Motion moved by Larry Wilson and motion seconded by Dan Mims. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

- X. Consideration of Acceptance of the 2022-2023 Annual Comprehensive Financial Report

Motion 10319:

Motion moved by Dan Mims and motion seconded by John Moon, Jr. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XI. Consideration of Approval of the 2024-2025 Academic Calendar

Motion 10320:

Motion moved by Keith Sinor and motion seconded by Larry Wilson. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XII. Consideration of Approval of the Awarding of a Posthumous Certificate - Gary Williams

Motion 10321:

Motion moved by Larry Wilson and motion seconded by Keith Sinor. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XIII. Consideration of Approval of the Awarding of a Posthumous Degree – Jeffery Alberti

Motion 10322:

Motion moved by John Moon, Jr. and motion seconded by Dan Mims. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XIV. Consideration of Approval of Course-based Competency-based Education Instructional Modality

Motion 10323:

Motion moved by Keith Sinor and motion seconded by Dan Mims. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XV. Consideration of a Resolution for Casting a Ballot for the Election of a Person to the Board of Directors of the Harris County Appraisal District

Motion 10324:

Larry Wilson moved that Martina Lemond Dixon be selected as San Jacinto College's selection for member of the Harris County Appraisal District Board of Directors.

Motion moved by Larry Wilson and motion seconded by Dan Mims. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XVI. Consideration of Approval of Revisions to 2019-2024 Strategic Plan

Motion 10325:

Motion moved by John Moon, Jr. and motion seconded by Dan Mims. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XVII. Consideration of Rescission of Policy VI-Y Policy on Historically Underutilized Business Program

Motion 10326:

Motion moved by Dan Mims and motion seconded by John Moon, Jr. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

- XVIII. Consideration of Approval of Policy VI.6004.D, Pregnancy and Parenting - First Reading (Informational Item)

No voted required.

- XIX. Consideration of Approval of Policy #, Use of Equipment - First Reading (Informational Item)

No vote required.

XX. Consideration of Purchasing Requests

Purchase Request #1 Consideration of Delegation of Authority to Purchase Benchtop Bioreactors

\$383,000

Purchase Request #2 Consideration of Approval of Additional Funds for Landscaping Services

300,000

Purchase Request #3 Consideration of Approval to Renew the Contract for Printing Services

200,000

Purchase Request #4 Consideration of Approval to Purchase Graduation Event License

130,000

Purchase Request #5 Consideration of Approval to Contract for Steel Supplies

TOTAL OF PURCHASE REQUESTS \$ 1,133,000

Motion 10327:

Motion moved by Keith Sinor and motion seconded by John Moon, Jr. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

XXI. Consent Agenda

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

- A. Approval of the Minutes for the November 6, 2023, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations and Extra Service Agreements
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on January 29, 2024

Motion 10328:

Motion moved by Larry Wilson and motion seconded by John Moon, Jr. Motion carried.

Yeas: Mims, Moon, Jr., Sinor, Wilson

Nays: None

XXII. Items for Discussion/Possible Action

There were no additional items discussed.

XXIII. Adjournment

Chair Flickinger adjourned the meeting at 7:43 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for November and December 2023 which have been made in accordance with appropriate accounting procedures.

BACKGROUND

Adoption of the budget by the Board of Trustees prior to September 1 of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, Public Service, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO). Realizing that the budget is a living document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional movement of budgeted funds between cost elements is desirable and warranted. The budget transfers under consideration represent previously authorized expenditures that are requested to be reclassified from one cost element to another cost element.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – November 2023 Budget Transfers

Attachment 2 – December 2023 Budget Transfers

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2023-24
 for November 2023

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 142,602	\$ 94,694
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 5,434	\$ 136,586
STUDENT SERVICES	\$ 3,314	\$ 117,500
INSTITUTIONAL SUPPORT	\$ 119,923	\$ 12,016
PHYSICAL PLANT	\$ 91,946	\$ 2,423
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 363,219	\$ 363,219

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2023-24
 for December 2023

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 83,201	\$ 351,231
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 4,050	\$ 235,872
STUDENT SERVICES	\$ 4,700	\$ 161,410
INSTITUTIONAL SUPPORT	\$ 663,654	\$ 7,920
PHYSICAL PLANT	\$ 827	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 756,433	\$ 756,433

RECOMMENDATION

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

South Campus

Department

Vocational Nursing Certificate of Technology

Affiliation Entity

Harris County Hospital District dba Harris Health

Physical Therapy Assistant

Tideway Physical Therapy

Occupational Therapy Assistant

Care Options for Kids/Pathfinder Pediatric Home Care, LLC

Central Campus

Department

Medical Imaging

Affiliation Entity

Texas Children’s Hospital

Medical Imaging

Gulf Coast MRI & Diagnostic

Medical Laboratory

Kingspoint Laboratory

North Campus

Department

Mental Health

Affiliation Entity

Into Action Recovery Centers

Mental Health

Bay Area Recovery Center

Mental Health

CAN Behavioral Health

Mental Health

Cenikor Foundation

Associate Degree Nursing

VA Healthcare System

Vocational Nursing

VA Healthcare System

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting January 29, 2024
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, March 4, 2024.