

***Board of Trustees  
Meeting***

***June 5, 2023***

**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 5:30 p.m., Monday, June 5, 2023, 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/board-meeting-videos](http://www.sanjac.edu/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. Update on State and Federal Legislative Sessions and the Texas Commission on Community College Finance**
- VI. Update on Enrollment**
- VII. Update on Development of Fiscal Year 2024 Budget**
- VIII. Discuss Proposal to Increase Residential Homestead Exemption**
- IX. Discuss Board Oath of Office and Officers Election Process**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**
  - a. Additional Purchasing Support Documents
- XII. Adjournment**

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, June 1, 2023, 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.

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, June 5, 2023, 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/board-meeting-videos](http://www.sanjac.edu/board-meeting-videos)

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

[www.sanjac.edu/board-meeting-agendas](http://www.sanjac.edu/board-meeting-agendas)

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

A link to a public comments form is available at: [www.sanjac.edu/request-speak-to-board](http://www.sanjac.edu/request-speak-to-board)

The form must be completed prior to 11:00 a.m. on June 5, 2023. 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](mailto:mandi.reiland@sjcd.edu).

**BOARD MEETING  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
- V. Student Success Presentations**  
  
Texas Higher Education Coordinating Board (THECB)  
Accountability System 2022
- VI. Communications to the Board of Trustees**
- VII. Public Comment**

George González

## **VIII. Informative Reports to the Board**

- A. San Jacinto College Financial Statements
  - a. San Jacinto College Monthly Financial Statements April 2023
  - b. San Jacinto College Monthly Investment Report April 2023
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes

## **ACTION ITEMS**

- IX. Statement of Officer and Oath of Office Administered to Recently Elected Trustees**
- X. Consideration of Approval of Election of Officers for the Board of Trustees**
- XI. Consideration of Approval of a Resolution Bestowing the Title of Trustee Emeritus on Dr. Ruede M. Wheeler**
- XII. Consideration of Approval of Amendment to the 2022-2023 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- XIII. Consideration of Approval of Policy IV.4000.P Tuition Reimbursement and Spouse/Dependent Tuition Discount – Second Reading**
- XIV. Consideration of a Resolution to Approve Increase in Ad Valorem Tax Homestead Exemption**
- XV. Consideration of Approval Memorandum of Understanding with Clear Creek ISD to Continue the Clear Horizons Early College High School**
- XVI. Consideration of Approval of Annual Review of the College’s Investment Policy and Strategy - 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 April 3, 2023, Workshop and Regular Board Meeting**
- B. Approval of the Minutes for the May 16, 2023, Special Board Meeting**
- C. Approval of the Budget Transfers**
- D. Approval of Personnel Recommendations, 2022-2023 Part-Time Hourly Rate Schedule, and Extra Service Agreements**
- E. Approval of the Affiliation Agreements**
- F. 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:

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements  
April 2023

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

<u>Assets</u>	<u>2023</u>	<u>2022</u>
Current assets:		
Cash and cash equivalents	\$ 90,552,709	\$ 109,486,375
Investments	31,185,238	-
Accounts receivable - taxes	5,838,707	5,037,790
Accounts receivable	20,128,950	22,094,980
Deferred charges	259,973	407,525
Inventories	422,438	550,602
Total current assets	<u>148,388,016</u>	<u>137,577,272</u>
Noncurrent assets:		
Restricted cash and cash equivalents	93,550,709	111,844,913
Capital assets, net	<u>716,642,757</u>	<u>714,257,066</u>
Total noncurrent assets	<u>810,193,467</u>	<u>826,101,979</u>
Total assets	<u>958,581,483</u>	<u>963,679,251</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	12,486,706	16,771,450
Deferred outflow related to OPEB	19,256,731	22,616,854
Deferred outflow related to defeased debt	4,858,329	5,838,893
Total deferred outflows of resources	<u>36,601,766</u>	<u>45,227,197</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	14,053,400	15,066,943
Accrued liabilities	4,629,854	5,190,786
Accrued compensable absences and deferred compensation	2,429,062	2,399,843
Deferred revenues	4,521,684	4,413,853
Total current liabilities	<u>25,633,999</u>	<u>27,071,424</u>
Noncurrent liabilities:		
Net pension liability	20,637,425	46,145,705
Net OPEB liability	112,279,723	103,762,700
Bonds and notes payable	658,184,362	670,355,269
Total noncurrent liabilities	<u>791,101,510</u>	<u>820,263,674</u>
Total liabilities	<u>816,735,509</u>	<u>847,335,098</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	25,055,564	7,609,539
Deferred inflows related to OPEB	18,658,275	29,602,310
Deferred Inflows - Lease Receivable	1,382,492	2,451,580
Total deferred inflows of resources	<u>45,096,331</u>	<u>39,663,429</u>
<u>Net assets</u>		
Beginning of year - audited	79,147,476	73,919,642
Current year addition	<u>54,203,933</u>	<u>47,988,279</u>
Total net position	<u>\$ 133,351,409</u>	<u>\$ 121,907,921</u>



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Eight Months Ended April 30, 2023

11 Unrestricted Funds	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Appropriations	\$ 41,307,653	\$ 25,610,745	62.00%	\$ 25,610,747	62.00%
Local Taxes - Maintenance & Operations	79,500,000	78,734,601	99.04%	72,371,193	97.94%
Credit Tuition	63,600,000	55,928,665	87.94%	55,932,348	95.42%
Credit Exemptions & Waivers	(8,670,000)	(7,812,610)	90.11%	(7,604,590)	96.44%
Continuing Education					
CPET	525,000	467,262	89.00%	225,501	82.32%
Maritime Transportation	1,500,000	1,475,324	98.35%	979,496	64.05%
Continuing Professional Development (CPD)	6,000,000	3,605,873	60.10%	3,192,385	62.09%
Continuing Education Exemptions & Waivers	(72,000)	(16,295)	22.63%	(40,170)	90.12%
Bad Debt	(700,000)	(466,639)	66.66%	(467,293)	32.71%
Sales & Services	1,740,000	1,452,481	83.48%	1,764,757	46.14%
Insurance Proceeds - Winter Storm	-	-	-	235,791	83.09%
Investment Income	1,000,000	2,989,355	298.94%	89,639	16.46%
HEERF Lost Revenue	7,600,000	8,138,108	107.08%	8,073,333	0.00%
<b>Total Revenues</b>	<b>193,330,653</b>	<b>170,106,870</b>	<b>87.99%</b>	<b>160,363,136</b>	<b>90.68%</b>
<b>Expenditures</b>					
Instruction	77,405,632	57,331,978	74.07%	54,043,068	73.43%
Public Service	23,725	18,362	77.40%	9,391	30.56%
Academic Support	18,118,114	10,630,893	58.68%	10,112,456	69.32%
Student Services	17,185,155	10,054,725	58.51%	9,770,480	64.79%
Institutional Support	50,516,523	31,169,278	61.70%	28,974,468	67.80%
Physical Plant	26,291,868	13,917,162	52.93%	12,193,460	57.44%
Winter Storm	-	-	-	235,791	83.09%
<b>Total Expenditures</b>	<b>189,541,018</b>	<b>123,122,398</b>	<b>64.96%</b>	<b>115,339,114</b>	<b>68.84%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	3,789,635	2,494,213	65.82%	2,492,662	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 44,490,259</b>		<b>\$ 42,531,360</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Eight Months Ended April 30, 2023

Federal Restricted Funds

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Grants	\$ 81,486,043	\$ 60,496,604	74.24%	\$ 71,734,426	80.69%
<b>Total Revenues</b>	<b>81,486,043</b>	<b>60,496,604</b>	<b>74.24%</b>	<b>71,734,426</b>	<b>80.69%</b>
<b>Expenditures</b>					
Instruction	1,350,539	758,137	56.14%	451,756	55.31%
Public Service	360,122	143,969	39.98%	124,517	67.66%
Academic Support	11,578,929	3,664,246	31.65%	2,916,525	57.23%
Student Services	3,351,250	2,477,867	73.94%	1,377,423	49.39%
Institutional Support	16,312,503	12,238,747	75.03%	12,706,807	103.04%
Physical Plant	1,549,311	61,817	3.99%	-	-
Scholarships and Fellowships	46,983,389	41,151,821	87.59%	54,160,031	90.25%
<b>Total Expenditures</b>	<b>81,486,043</b>	<b>60,496,604</b>	<b>74.24%</b>	<b>71,737,059</b>	<b>88.30%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ (2,632)</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Eight Months Ended April 30, 2023

State Restricted Funds

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Paid Benefits	\$ 11,862,735	\$ 8,006,636	67.49%	\$ 7,804,441	74.60%
Grants	4,098,485	1,662,897	40.57%	2,301,845	90.04%
<b>Total Revenues</b>	<b>15,961,220</b>	<b>9,669,533</b>	<b>60.58%</b>	<b>10,106,286</b>	<b>77.63%</b>
<b>Expenditures</b>					
Instruction	6,863,578	4,322,515	62.98%	4,213,724	73.72%
Public Service	15,608	15,608	100.00%	17,416	65.34%
Academic Support	1,827,731	989,894	54.16%	902,540	68.17%
Student Services	1,503,121	1,147,795	76.36%	1,167,377	73.30%
Institutional Support	3,059,252	1,728,873	56.51%	1,695,242	80.08%
Physical Plant	12,509	-	-	-	-
Scholarships and Fellowships	2,679,422	1,464,848	54.67%	2,109,986	94.24%
<b>Total Expenditures</b>	<b>15,961,220</b>	<b>9,669,533</b>	<b>60.58%</b>	<b>10,106,286</b>	<b>77.63%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Eight Months Ended April 30, 2023

Local Restricted Funds	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Grants	\$ 5,591,955	\$ 3,939,661	70.45%	\$ 3,044,237	89.79%
<b>Total Revenues</b>	<b>5,591,955</b>	<b>3,939,661</b>	<b>70.45%</b>	<b>3,044,237</b>	<b>89.79%</b>
<b>Expenditures</b>					
Instruction	20,264	-	0.00%	87,959	99.85%
Public Service	211,540	96,615	45.67%	121,246	65.85%
Academic Support	36,791	15,126	41.11%	338,598	73.73%
Student Services	51,600	13,246	25.67%	19,390	84.43%
Institutional Support	1,778,463	32,404	1.82%	6,684	20.34%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	3,763,132	3,903,471	103.73%	2,601,827	92.99%
<b>Total Expenditures</b>	<b>6,111,790</b>	<b>4,060,862</b>	<b>66.44%</b>	<b>3,175,703</b>	<b>88.58%</b>
<b>Transfers Among Funds</b>					
Transfers In	(519,835)	(95,688)	18.41%	(133,762)	68.65%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (25,513)</b>		<b>\$ 2,297</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Eight Months Ended April 30, 2023

27 Texas Public Education Grant

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Tuition - Credit & Non Credit	\$ 3,100,000	\$ 2,948,910	95.13%	\$ 2,689,585	93.83%
<b>Total Revenues</b>	<b>3,100,000</b>	<b>2,948,910</b>	<b>95.13%</b>	<b>2,689,585</b>	<b>93.50%</b>
<b>Expenditures</b>					
Scholarships and Fellowships	3,100,000	2,751,884	88.77%	3,248,537	97.93%
<b>Total Expenditures</b>	<b>3,100,000</b>	<b>2,751,884</b>	<b>88.77%</b>	<b>3,248,537</b>	<b>97.93%</b>
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 197,026</b>		<b>\$ (558,952)</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Eight Months Ended April 30, 2023

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>28 Private Gifts and Donations</b>					
<b>Revenues</b>					
Sales & Services	\$ -	\$ -	-	\$ 25,955	99.30%
Grants	-	102,000	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>102,000</b>	<b>-</b>	<b>25,955</b>	<b>99.30%</b>
<b>Expenditures</b>					
Instruction	-	19,742	-	15,139	41.40%
Institutional Support	-	102,000	-	-	-
Scholarships and Fellowships	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>121,742</b>	<b>-</b>	<b>15,139</b>	<b>41.40%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (19,742)</b>		<b>\$ 10,816</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Eight Months Ended April 30, 2023

Auxiliary Enterprises

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Auxiliary Services	\$ 2,850,000	\$ 1,890,215	66.32%	\$ 1,773,823	62.77%
<b>Total Revenues</b>	<b>2,850,000</b>	<b>1,890,215</b>	<b>66.32%</b>	<b>1,773,823</b>	<b>62.77%</b>
<b>Expenditures</b>					
Labor	575,270	449,388	78.12%	363,688	62.06%
Benefits	233,996	82,644	35.32%	75,176	61.84%
Supplies	517,770	412,958	79.76%	320,728	68.85%
Travel	194,460	137,256	70.58%	95,505	34.00%
Contracted Services	270,405	152,785	56.50%	153,827	64.71%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,008,357	927,456	91.98%	796,225	79.17%
<b>Total Expenditures</b>	<b>2,800,458</b>	<b>2,162,487</b>	<b>77.22%</b>	<b>1,805,148</b>	<b>66.91%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 49,542</b>	<b>\$ (272,272)</b>		<b>\$ (31,326)</b>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes in Net Position  
For the Eight Months Ended April 30, 2023

Fund 95 Retirement of Indebtedness

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Local Taxes - Debt Service	\$ 37,780,067	\$ 37,399,081	98.99%	\$ 35,343,100	97.98%
Investment Income	-	180,171	-	9,283	17.45%
<b>Total Revenues</b>	<b>37,780,067</b>	<b>37,579,252</b>	<b>99.47%</b>	<b>35,352,382</b>	<b>97.86%</b>
<b>Expenditures</b>					
Institutional Support - Principal	18,530,600	15,155,000	81.78%	12,703,426	100.00%
Institutional Support - Interest	22,519,268	15,816,245	70.23%	16,868,573	68.56%
<b>Total Expenditures</b>	<b>41,049,868</b>	<b>30,971,245</b>	<b>75.45%</b>	<b>29,571,999</b>	<b>79.27%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,269,801)	(2,998,525)	73.35%	(2,358,900)	72.19%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment	1	(15,155,000)	81.78%	(12,703,426)	100.00%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 18,550,600</b>	<b>\$ 24,161,531</b>		<b>\$ 20,842,709</b>	

<sup>1</sup> 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 Eight Months Ended April 30, 2023

Fund 97 Investment in Plant	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Expenditures</b>					
Depreciation	\$ 26,800,000	\$ 18,209,255	67.94%	\$ 15,653,752	57.09%
<b>Total Expenditures</b>	<b>26,800,000</b>	<b>18,209,255</b>	<b>67.94%</b>	<b>15,653,752</b>	<b>57.09%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(4,281,996)	(1,698,920)	39.68%	(754,356)	18.37%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (22,518,004)</b>	<b>\$ (16,510,335)</b>		<b>\$ (14,899,396)</b>	

<sup>1</sup> 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 Eight Months Ended April 30, 2023

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
State Appropriations	\$ 53,170,388	\$ 33,617,381	63.23%	\$ 33,415,188	64.55%
Local Taxes - Maintenance & Operations	79,500,000	78,734,601	99.04%	72,371,193	97.94%
Local Taxes - Debt Service	37,780,067	37,399,081	98.99%	35,343,100	98.02%
Credit Tuition	66,700,000	58,877,574	88.27%	58,621,932	95.34%
Credit Exemptions & Waivers	(8,670,000)	(7,812,610)	90.11%	(7,604,590)	96.44%
Continuing Education					
CPET	525,000	467,262	89.00%	225,501	82.32%
Maritime Transportation	1,500,000	1,475,324	98.35%	979,496	64.05%
Continuing Professional Development	6,000,000	3,605,873	60.10%	3,192,385	62.09%
Continuing Education Exemptions & Waivers	(72,000)	(16,295)	22.63%	(40,170)	90.12%
Bad Debt	(700,000)	(466,639)	66.66%	(467,293)	32.71%
Sales & Services	1,740,000	1,452,481	83.48%	1,790,712	46.50%
Insurance Proceeds - Winter Storm	-	-	0.00%	235,791	83.09%
Investment Income	1,000,000	3,169,526	316.95%	98,922	16.28%
Investment Income - Restricted Funds	-	2,182,978	-	93,403	16.43%
HEERF Lost Revenue	7,600,000	8,138,108	107.08%	8,073,333	100.534%
Auxiliary Services	2,850,000	1,890,215	66.32%	1,773,823	62.77%
Grants	85,834,528	62,286,954	72.57%	74,036,272	80.44%
Local Grants	5,341,955	3,914,209	73.27%	3,044,237	55.49%
<b>Total Revenues</b>	<b>340,099,938</b>	<b>288,916,023</b>	<b>84.95%</b>	<b>285,183,234</b>	<b>87.86%</b>
<b>Expenditures</b>					
Instruction	85,640,013	62,432,372	72.90%	58,811,646	73.28%
Public Service	610,995	274,554	44.94%	272,570	64.05%
Academic Support	31,561,566	15,300,158	48.48%	14,270,120	66.47%
Student Services	22,091,126	13,693,634	61.99%	12,334,669	63.30%
Institutional Support	112,716,609	76,242,546	67.64%	72,955,200	77.18%
Physical Plant	28,103,688	13,978,979	49.74%	12,193,460	57.40%
Winter Storm	-	-	-	235,791	83.09%
Scholarships and Fellowships	56,525,943	49,272,024	87.17%	62,120,381	90.86%
Auxiliary Enterprises	2,800,458	2,162,487	77.22%	1,805,148	66.90%
Depreciation	26,800,000	18,209,255	67.94%	15,653,752	57.09%
<b>Total Expenditures</b>	<b>366,850,397</b>	<b>251,566,010</b>	<b>68.57%</b>	<b>250,652,737</b>	<b>74.56%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,789,636)	(2,494,213)	65.82%	(2,492,662)	32.54%
Transfers Out	3,789,636	2,494,213	65.82%	2,492,662	32.54%
Adjustment for Debt Principal Payment	1	(15,155,000)	81.78%	(12,703,426)	100.00%
Adjustment for Capital Purchases	1	(1,698,920)	39.68%	(754,356)	18.37%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (3,937,863)</b>	<b>\$ 54,203,933</b>		<b>\$ 47,988,279</b>	

<sup>1</sup> 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 Eight Months Ended April 30, 2023

Fund 91 Capital Projects

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PYYTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 2,182,978	-	\$ 93,403	16.43%
<b>Total Revenues</b>	<b>-</b>	<b>2,182,978</b>	<b>-</b>	<b>93,403</b>	<b>16.43%</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	3,290,864	1,956,247	59.44%	760,735	-
Bond Program	82,675,170	11,985,371	14.50%	28,681,954	73.88%
<b>Total Expenditures</b>	<b>85,966,034</b>	<b>13,941,618</b>	<b>16.22%</b>	<b>29,442,689</b>	<b>75.83%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (85,966,034)</b>	<b>\$ (11,758,640)</b>		<b>\$ (29,349,286)</b>	

San Jacinto Community College District  
 Statement of Revenues, Expenditures and Changes in Net Position  
 For the Eight Months Ended April 30, 2023

Fund 93 Renewal and Replacement

	Adjusted Budget	Actual (67%)	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/22 Actual
<b>Revenues</b>					
Land Sale Proceeds	\$ -	\$ -	-	\$ -	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>Expenditures</b>					
Generation Park	-	-	-	19,018	100.00%
Energy Rebate Fund	217,401	-	-	-	-
<b>Total Expenditures</b>	<b>217,401</b>	<b>-</b>		<b>19,018</b>	<b>100.00%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (217,401)</b>	<b>\$ -</b>		<b>\$ (19,018)</b>	

San Jacinto College Financial Statements  
Monthly Investment Report  
April 2023

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

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	April 1, 2023	\$ 220,377,982	\$ 220,192,688
Additions/Subtractions (Net)		(5,569,094)	(5,569,094)
Change in Fair Market Value*		23,132	-
Ending Value	April 30, 2023	<u>\$ 214,832,020</u>	<u>\$ 214,623,594</u>

Earnings for the Month of March	\$ 854,859
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	4.7142%
Benchmark - One Year Treasury Yield	4.8000%

\*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:



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Carol Tillman  
Assistant Comptroller

Reviewed by:

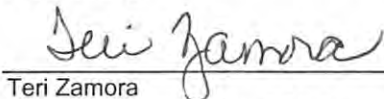


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Andrea DuBois  
Comptroller



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Carin Hutchins  
Associate Vice Chancellor of Finance

Approved by:



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Teri Zamora  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**April 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.
<b>Short-Term Investments - Unrestricted Funds</b>										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	05/01/23	\$	104,945	104,945	0.05%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	05/01/23	N/A	(592,224)	(592,224)	-0.28%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	05/01/23	N/A	7,104,522	7,104,522	3.31%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	05/01/23	N/A	(19,002)	(19,002)	-0.01%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	05/01/23	N/A	(18,188)	(18,188)	-0.01%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	05/01/23	N/A	19,067	19,067	0.01%	1	0.00
<b>Pool Accounts</b>										
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	87,120,406	87,120,406	40.59%	1	0.41
TexPool - Operating	TexPool	4.7984%	N/A	05/01/23	N/A	509,164	509,164	0.24%	1	0.00
<b>Investments</b>										
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.625%	06/23/22	06/30/23	\$	4,980,700	4,987,713	2.32%	61	0.02
US Agency Note, CUSIP 313384FA2	BNY Mellon	4.521%	10/21/22	05/01/23	10,000,000	10,000,000	9,767,467	4.55%	1	0.05
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/22	11/28/23	5,000,000	4,998,400	5,000,500	2.33%	212	0.02
US Agency Note, CUSIP 3130AUN092	BNY Mellon	4.750%	01/19/23	01/19/24	5,000,000	4,996,615	4,997,496	2.33%	264	0.02
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	5,016,050	5,026,000	2.34%	502	0.02
Certificate of Deposit, CUSIP 02589ADC3	BNY Mellon	2.700%	07/20/22	07/20/23	243,000	241,561	243,000	0.11%	81	0.00
Certificate of Deposit, CUSIP 89841MAD9	BNY Mellon	2.850%	07/19/22	07/19/23	249,000	247,683	249,000	0.12%	80	0.00
Certificate of Deposit, CUSIP 909557JT8	BNY Mellon	2.750%	07/22/22	07/21/23	249,000	247,593	249,000	0.12%	82	0.00
<b>Short-Term Investments - Restricted (Bond) Funds</b>										
<b>Pool Accounts</b>										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	11,571,145	11,571,145	5.39%	1	0.05
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	28,045	28,045	0.01%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	3,962	3,962	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	443,044	443,044	0.21%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	831,767	831,767	0.39%	1	0.00
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	20,530	20,530	0.01%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	41,366,887	41,366,887	19.27%	1	0.19
LSJP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.0249%	N/A	05/01/23	N/A	5,022,032	5,022,032	2.34%	1	0.02
TexPool PRIME - 2021 Bond Proceeds	TexPool	4.9916%	N/A	05/01/23	N/A	30,587,316	30,587,316	14.25%	1	0.14
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>						<b>\$</b>	<b>214,832,020</b>	<b>\$</b>	<b>214,623,594</b>	<b>100.00%</b>

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4	Weighted Average to Maturity at Ending Period Date (Days)
0.01%	Petty cash on hand
82.62%	Investment pools
3.07%	Bank deposits - demand deposits
14.30%	U. S. government securities & CDs
<u>100.00%</u>	<u>Total cash, cash equivalents, and investments</u>



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

Description	Held At	Annualized Interest Rate	Maturity	Par	3/31/2023		4/30/2023		4/30/2023		LTD Unrealized Gain/Loss	April Earnings	September through April Earnings
					Ending Fair Market Value	Ending Book Value	Ending Fair Market Value	Ending Book Value	Additions/Subtractions and Change in Fair Market Value For the Month				
<b>Short-Term Investments - Unrestricted Funds</b>													
Demand Deposits													
Credit Cards in Transit													
JPMorgan Accounts Payable Disbursements	Heartland	N/A	05/01/23	N/A	\$	(6,758)	\$	104,945	\$	104,945	\$	\$	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	05/01/23	N/A	(1,010,257)	(1,010,257)	(692,224)	(692,224)	113,703	113,703	N/A	\$	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	05/01/23	N/A	5,999,294	5,999,294	7,104,522	7,104,522	418,033	418,033	N/A	\$	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	05/01/23	N/A	(27,624)	(27,624)	(19,002)	(19,002)	1,305,228	1,305,228	N/A	\$	N/A
Payroll Cash	JPMorgan Chase Bank	N/A	05/01/23	N/A	(7,894)	(7,894)	(19,067)	(19,067)	8,422	8,422	N/A	\$	N/A
Payroll Cash	Campano Business Offices	N/A	05/01/23	N/A	19,067	19,067	19,067	19,067	(12,364)	(12,364)	N/A	\$	N/A
Sub Total Demand Deposits					\$	4,766,118	\$	6,589,120	\$	6,589,120	\$	\$	N/A
Pool Accounts													
TexPool - Operating	TexPool	4.7984%	05/01/23	N/A	\$	104,355	\$	509,164	\$	509,164	\$	\$	1,847
LSP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.0249%	05/01/23	N/A	\$	93,673,251	\$	87,120,406	\$	87,120,406	\$	\$	375,391
Sub Total Pool Accounts					\$	93,777,606	\$	87,629,570	\$	87,629,570	\$	\$	377,238
Investments													
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.625%	06/30/23	\$	5,000,000	\$	4,987,713	\$	4,987,713	\$	5,450	\$	10,937
US Treasury Note, CUSIP 912828N30	BNY Mellon	2.518%	12/31/22	-	-	-	-	-	-	-	(7,013)	\$	45,182
US Agency Note, CUSIP 313385M60	BNY Mellon	2.144%	10/31/22	-	-	-	-	-	-	-	-	-	17,792
US Agency Note, CUSIP 31350V794	BNY Mellon	2.580%	01/16/23	-	-	-	-	-	-	-	-	-	47,237
US Agency Note, CUSIP 313384FA2	BNY Mellon	4.521%	05/01/23	10,000,000	9,767,467	10,000,000	9,767,467	35,400	232,533	232,533	-	33,219	
US Agency Note, CUSIP 3130ATM68	BNY Mellon	4.900%	11/28/23	5,000,000	5,000,500	4,988,400	5,000,500	(5,480)	(4,861)	(4,861)	-	20,417	
US Agency Note, CUSIP 3130AJW62	BNY Mellon	4.750%	01/19/24	5,000,000	5,001,900	4,996,615	4,997,496	(4,865)	(6,861)	(6,861)	-	19,792	
US Agency Note, CUSIP 3130AJW62	BNY Mellon	4.750%	07/19/23	5,000,000	5,001,900	4,996,615	4,997,496	(4,865)	(6,861)	(6,861)	-	20,512	
Certificate of Deposit, CUSIP 026589A0C3	BNY Mellon	2.700%	07/19/23	249,000	243,000	241,863	243,000	388	(1,439)	(1,439)	-	547	
Certificate of Deposit, CUSIP 898411NA09	BNY Mellon	2.650%	07/19/23	249,000	247,335	247,893	249,000	348	(1,317)	(1,317)	-	5,618	
Certificate of Deposit, CUSIP 909557J78	BNY Mellon	2.750%	07/21/23	249,000	247,212	247,893	249,000	391	(1,407)	(1,407)	-	5,024	
Sub Total Investments				\$	30,741,000	\$	30,520,176	\$	30,728,602	\$	23,132	\$	105,224
Sub Total - Short-Term Investments - Unrestricted Funds				\$	30,741,000	\$	30,520,176	\$	30,728,602	\$	23,132	\$	105,224
<b>Short-Term Investments - Restricted (Bond) Funds</b>													
Pool Accounts													
LSP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	5.0249%	05/01/23	N/A	\$	11,328,486	\$	11,571,145	\$	11,571,145	\$	\$	242,659
LSP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.0249%	05/01/23	N/A	29,726	29,726	28,045	28,045	(1,681)	(1,681)	NA	\$	47,341
LSP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.0249%	05/01/23	N/A	3,946	3,946	3,962	3,962	16	16	NA	\$	119
LSP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.0249%	05/01/23	N/A	745,341	745,341	443,044	443,044	(302,297)	(302,297)	NA	\$	1,988
LSP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.0249%	05/01/23	N/A	1,288,150	1,288,150	831,767	831,767	(456,383)	(456,383)	NA	\$	4,614
LSP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.0249%	05/01/23	N/A	20,446	20,446	20,530	20,530	84	84	NA	\$	84
LSP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.0249%	05/01/23	N/A	41,196,787	41,196,787	41,366,887	41,366,887	170,100	170,100	NA	\$	170,100
LSP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.0249%	05/01/23	N/A	5,001,376	5,001,376	5,022,032	5,022,032	20,656	20,656	NA	\$	20,656
TexPool PRIME - 2021 Bond Proceeds	TexPool	4.9916%	05/01/23	N/A	31,514,530	31,514,530	30,957,316	30,957,316	(557,214)	(557,214)	NA	\$	127,479
Sub Total Pool Accounts				\$	91,128,768	\$	89,874,728	\$	89,874,728	\$	208,426	\$	372,397
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$	91,128,768	\$	89,874,728	\$	89,874,728	\$	208,426	\$	372,397
Grand Total - Cash, Cash Equivalents, and Investments				\$	220,377,982	\$	214,832,020	\$	214,832,020	\$	5,445,962	\$	854,859

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

	Current Year		Previous Year		Difference		
	Foundation	Student Success Fund	Foundation	Student Success Fund	Foundation	Student Success Fund	Total
<b>ASSETS</b>							
Current Assets							
Checking/Savings							
General Fund	\$2,823,356	-	\$2,164,464	-	658,892	-	658,892
Other Funds	-	-	-	-	-	-	-
Total Checking/Savings	2,823,356	-	2,164,464	-	658,892	-	658,892
Accounts Receivables	2,607,930	-	3,064,720	-	(456,790)	-	(456,790)
Other Current Assets							
Short Term Investments							
Goldman Sachs - SS2 (Endowed)	18,407,340	18,407,340	18,055,496	18,055,496	-	351,844	351,844
Goldman Sachs - SSF (Non-Endowed)	7,589,591	7,589,591	8,458,871	8,458,871	-	(869,279)	(869,279)
Goldman Sachs - FDN-SSE (Endowed)	1,768,198	1,768,198	11,747	11,747	1,756,451	-	1,756,451
Goldman Sachs - FDN	12,747,247	12,747,247	14,230,095	14,230,095	(1,482,848)	-	(1,482,848)
Total SJC Short Term Investments	14,515,445	25,996,931	14,241,842	26,514,367	273,603	(517,435)	(243,832)
Total Current Assets	19,946,731	25,996,931	19,471,026	26,514,367	475,705	(517,435)	(41,730)
<b>TOTAL ASSETS</b>	<b>19,946,731</b>	<b>25,996,931</b>	<b>19,471,026</b>	<b>26,514,367</b>	<b>475,705</b>	<b>(517,435)</b>	<b>(41,730)</b>
<b>LIABILITIES &amp; NET ASSETS</b>							
Liabilities							
Current Liabilities							
Accounts Payable							
Grants Payable	132,356	-	37,676	-	94,680	-	94,680
Programs Payable	2,030	-	2,030	-	-	-	-
Endowments Payable	182,756	-	94,571	-	88,185	-	88,185
Scholarship Payables	303,551	1,737,434	411,008	626,265	(107,457)	1,111,168	1,003,711
Student Success Payables	92,470	-	112,584	-	(20,114)	-	(20,114)
Total Accounts Payable	713,163	1,737,434	657,869	626,265	55,294	1,111,168	1,166,463
Total Current Liabilities	713,163	1,737,434	657,869	626,265	55,294	1,111,168	1,166,463
Total Liabilities	713,163	1,737,434	657,869	626,265	55,294	1,111,168	1,166,463
NET ASSETS							
Net Assets Without Donor Restrictions	2,248,360	24,575,762	4,099,633	30,000,253	(1,851,273)	(5,424,491)	(7,275,764)
Net Assets With Donor Restrictions	16,322,330	16,322,330	15,960,485	15,960,485	361,844	-	361,844
Net Assets	18,570,689	24,575,762	20,060,118	30,000,253	(1,489,429)	(5,424,491)	(6,913,920)
Net Income	662,878	(316,264)	(1,246,962)	(5,359,113)	1,909,840	3,795,887	5,705,727
Total Net Assets	19,233,568	24,259,498	18,813,157	25,888,101	420,411	(1,628,604)	(1,208,193)
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>19,946,731</b>	<b>25,996,931</b>	<b>19,471,026</b>	<b>26,514,367</b>	<b>475,705</b>	<b>(517,435)</b>	<b>(41,730)</b>

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending April 30, 2023

	Current Year			Previous Year			Difference			Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
<b>Contributions</b>										
Grant Contributions	120,900	-	120,900	2,400	-	2,400	118,500.00	-	118,500.00	90,000
Endowments	331,184	-	331,184	63,266	-	63,266	267,918	-	267,918	175,000
Program Sponsorship	128,605	-	128,605	216,770	-	216,770	(88,165)	-	(88,165)	275,000
Scholarships	432,230	-	432,230	608,849	-	608,849	(176,619)	-	(176,619)	400,000
<b>Total Contributions</b>	1,012,920	-	1,012,920	891,285	-	891,285	121,635	-	121,635	940,000
<b>Other Income</b>										
Special Events	-	-	-	236,250	-	236,250	(236,250)	-	(236,250)	-
Investment Income	414,986	840,095	1,255,081	342,466	486,637	829,102	72,521	353,458	425,979	600,000
Realized Gain / (Loss)	(6,448)	(196,815)	(203,264)	34,412	(27,372)	7,040	(40,860)	(169,444)	(210,304)	-
Unrealized Gain / (Loss)	416,314	1,144,130	1,560,444	(1,361,823)	(3,313,809)	(4,675,632)	5,091,946	4,457,939	6,236,076	-
<b>Total Other Income</b>	824,852	1,787,410	2,612,261	(748,696)	(2,854,544)	(3,603,240)	4,887,356	4,641,953	6,215,501	600,000
<b>Total Income</b>	1,837,771	1,787,410	3,625,181	142,589	(2,854,544)	(2,711,955)	5,008,991	4,641,953	6,337,136	1,540,000
<b>Expense</b>										
<b>Programs</b>										
Scholarships Awarded - SSF	-	2,103,674	2,103,674	-	1,257,608	1,257,608	-	846,066	846,066	2,500,000
Scholarships Awarded - FND	824,838	-	824,838	1,186,401	-	1,186,401	(361,563)	-	(361,563)	1,200,000
Programs Sponsored	268,309	-	268,309	109,452	-	109,452	158,857	-	158,857	600,000
Student Success Initiatives	17,009	-	17,009	50,629	-	50,629	33,620	-	(33,620)	150,000
<b>Total Programs</b>	1,110,157	2,103,674	3,213,831	1,346,481	1,257,608	2,604,089	(169,086)	846,066	609,741	4,450,000
<b>Supporting Services</b>										
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000
<b>Supporting Services</b>										
Foundation Expenses	61,871	-	61,871	24,555	-	24,555	37,316	-	37,316	120,750
Fundraising	-	-	-	15,313	-	15,313	(335)	-	(15,313)	5,000
Sponsorship Expense	2,865	-	2,865	3,200	-	3,200	(335)	-	(335)	125,750
<b>Total Supporting Services</b>	64,736	-	64,736	43,069	-	43,069	36,981	-	21,667	125,750
<b>Total Expense</b>	1,174,893	2,103,674	3,278,567	1,389,550	1,257,608	2,647,158	(132,105)	846,066	631,409	4,577,750
<b>Net Ordinary Income</b>	662,878	(316,264)	346,614	(1,246,962)	(4,112,152)	(5,359,113)	1,909,840	3,795,887	5,705,727	(3,037,750)
Other Income / Expenses										
<b>Increase/Decrease in Net Position</b>	\$662,878	(\$316,264)	\$346,614	(\$1,246,962)	(\$4,112,152)	(\$5,359,113)	\$1,909,840	\$3,795,887	\$5,705,727	(\$3,037,750)

## 2015 Bond Program

Report as of April 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
<b>Central</b>									
731603 - CC Class Room Building	47,155,000	2,195,219	49,350,219	1,788,440	51,138,659	209,178	46,872,920	4,056,561	92%
71608A - CC McCollum Center Reno Phase II	-	8,483,421	8,483,421	338,733	8,822,154	165,057	8,136,661	520,436	94%
<b>Sub-total</b>	47,155,000	10,678,640	57,833,640	2,127,173	59,960,813	374,235	55,009,581	4,576,997	92%
<b>North</b>									
732606 - NC Wheeler Renovation	14,300,000	(2,644,106)	11,655,894	391,191	12,047,085	6,231	9,981,209	2,059,645	83%
732607 - NC Brightwell Renovation	6,628,000	(314,641)	6,313,359	258,531	6,571,890	28,270	6,542,129	1,491	100%
<b>Sub-total</b>	20,928,000	(2,958,747)	17,969,253	649,722	18,618,975	34,501	16,523,338	2,061,136	89%
<b>South</b>									
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	557,564	4,812,056	1,615,644	77%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	38,054	1,086,253	923,485	55%
733610 - SC Jones Renovation	13,803,000	4,348,177	18,151,177	605,876	18,757,053	658,851	16,109,373	1,988,829	89%
73610A - SC Jones Central Plant Relocation	-	10,570,357	10,570,357	344,861	10,915,218	-	8,861,490	2,053,728	81%
<b>Sub-total</b>	20,763,000	16,708,855	37,471,855	1,233,472	38,705,327	1,254,469	30,869,172	6,581,686	83%
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	19,850	927,274	52,876	95%
<b>Sub-total</b>	28,000,000	(27,031,300)	968,700	31,300	1,000,000	19,850	927,274	52,876	95%
<b>Generation Park</b>									
726601 - Generation Park	-	2,916,497	2,916,497	995,152	3,911,649	-	3,911,649	-	100%
76601B - North Access Road	-	1,030,629	1,030,629	-	1,030,629	5,900	1,024,729	-	100%
<b>Sub-total</b>	-	3,947,126	3,947,126	995,152	4,942,278	5,900	4,936,378	-	100%
<b>Admin</b>									
76605A - CW Deferred Maintenance	-	30,829,038	30,829,038	427,385	31,256,423	12,099,920	10,428,206	8,728,297	72%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	27,454	-	-	100%
736601 - Contingency	1,166,180	11,559,900	12,726,080	-	12,726,080	-	-	12,726,080	-
<b>Sub-total</b>	1,166,180	73,820,505	74,986,685	(10,976,728)	64,009,957	12,127,374	10,428,206	41,454,377	35%
<b>Previously Completed and Closed Projects</b>									
<b>Sub-total</b>	306,987,820	(75,165,079)	231,822,741	5,939,909	237,762,650	-	237,762,650	-	100%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>13,816,329</b>	<b>356,456,599</b>	<b>54,727,072</b>	<b>87%</b>

## Generation Park

Report as of April 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park - 726601</b>								
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	6,787,977	-	6,787,977	-	100%
929603 - Operational - 726601	8,843,556	-	8,843,556	8,843,556	-	8,843,556	-	100%
901609 - 2015 Bond - 726601	6,368,466	(2,456,817)	3,911,649	3,911,649	-	3,911,649	-	100%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	(8,725)	3,991,275	3,991,275	-	3,991,275	-	100%
901610 - Generation Park Parking Lot - 76601A	3,521,892	(691,977)	2,829,915	2,829,915	577	2,720,676	108,662	96%
901609/10 - North Access Road - 76601B	-	1,816,525	1,816,525	1,816,525	6,271	1,725,353	84,901	95%
<b>TOTALS</b>	<b>29,521,892</b>	<b>(1,340,994)</b>	<b>28,180,898</b>	<b>28,180,898</b>	<b>6,849</b>	<b>27,980,487</b>	<b>193,562</b>	<b>99%</b>

## Energy Conservation Project

Report as of April 30, 2023

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>							
E22001 - UCRM 1 - LED Lighting	811,078	(231,152)	579,926	100,548	479,378	-	100%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	(5,782)	4,572	-	4,572	-	100%
E22003 - UCRM 2.1b - CC Chillers	1,526,400	156,744	1,683,144	196,518	1,464,382	22,244	99%
E22004 - UCRM 2.1c - NC Chiller	593,600	82,278	675,878	111,170	553,830	10,878	98%
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%
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	56,684	83,136	-	83,136	-	100%
E22008 - UCRM 3 - Retro-Commissioning	280,000	74,010	354,010	81,856	272,154	-	100%
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%
E22011 - UCRM 8 - Solar PV	1,175,849	(260,598)	915,251	480,508	434,743	-	100%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100%
E22000 - Contingency Lone Star Loan	-	249,326	249,326	-	-	249,326	-
<b>TOTALS</b>	<b>4,722,118</b>	<b>-</b>	<b>4,722,118</b>	<b>970,600</b>	<b>3,469,070</b>	<b>282,448</b>	<b>94%</b>

## Bond Interest Earnings

Report as of April 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
732614 - NC - N7, N8 & N9 Roof Replacement (2008 Bond)	-	133,554	133,554	133,554	-	133,554	-	100%
732614 - NC - N7, N8 & N9 Roof Replacement	2,587,830	(473,203)	2,114,627	2,114,627	1,194,876	919,751	-	100%
733615 - SC - S7 & S9 Roof Replacement	1,737,060	473,203	2,210,263	2,210,263	344,446	1,865,817	-	100%
<b>TOTALS</b>	<b>4,324,890</b>	<b>133,554</b>	<b>4,458,444</b>	<b>4,458,444</b>	<b>1,539,322</b>	<b>2,919,122</b>	<b>-</b>	<b>100%</b>

## Repair and Renovation

Report as of April 30, 2023

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F23001 CC - Central Misc.	-	10,000	10,000	10,000	600	9,395	5	100%
F23016 CC - C34.116 Furniture	-	6,644	6,644	6,644	670	5,974	-	100%
F23027 CC - C45.1328 CPET Furniture	-	22,288	22,288	22,288	12,941	-	9,346	58%
F23037 CC - C3 Office Relocation	-	73,325	73,325	73,325	27,993	45,332	-	100%
F23040 CC - Lifecycle Furniture	-	123,168	123,168	123,168	101,701	21,465	2	100%
F23054 CC - C11 and C19 Electrical	-	3,378	3,378	3,378	3,378	-	-	100%
F23056 CC - C3 & C11 Access Control	-	14,582	14,582	14,582	13,849	-	733	95%
F23057 CC - CPET Worktables	-	6,642	6,642	6,642	6,642	-	-	100%
<b>Sub-total</b>	-	260,025	260,025	260,025	167,774	82,165	10,086	96%
<b>North</b>								
F23002 NC - North Misc.	-	10,000	10,000	10,000	-	-	10,000	-
F23018 NC - Lab Conversion ECHS	-	18,956	18,956	18,956	6,487	12,468	-	100%
F23025 NC - N17 EMT Doors	-	18,159	18,159	18,159	-	18,159	-	100%
F23028 NC - Primary Electric Repair Design	-	199,826	199,826	199,826	34,840	162,816	2,171	99%
F23041 NC - Lifecycle Furniture	-	33,853	33,853	33,853	-	33,853	-	100%
<b>Sub-total</b>	-	280,793	280,793	280,793	41,327	227,295	12,171	96%
<b>South</b>								
F23003 SC - South Misc.	-	9,107	9,107	9,107	-	9,107	-	100%
F23007 SC - S1.257 Digital Anatomy Lab Ph2	-	4,332	4,332	4,332	-	4,332	-	100%
F23008 SC - S6.122 Career Svc Office Ph2	-	6,092	6,092	6,092	-	6,074	18	100%
F23009 SC - S1.253 Computational Research	-	3,502	3,502	3,502	1,901	1,601	-	100%
F23042 SC - Lifecycle Furniture	-	28,173	28,173	28,173	28,173	-	-	100%
F23068 SC - Picnic Tables	-	2,975	2,975	2,975	2,975	-	-	100%
<b>Sub-total</b>	-	54,182	54,182	54,182	33,050	21,114	18	100%
<b>Generation Park</b>								
<b>Sub-total</b>	-	-	-	-	-	-	-	-
<b>District</b>								
F23004 DIST - Campus Misc.	-	5,000	5,000	5,000	-	2,057	2,943	41%
F23010 DIST - CW ADA Compliance	-	50,000	50,000	50,000	11,450	33,517	5,033	90%
F23017 DIST - A1.210/212 Cubicles Ext Ph2	-	2,652	2,652	2,652	-	2,652	-	100%
F23029 DIST - Wayfinding	-	1,675	1,675	1,675	-	1,675	-	100%
F23030 DIST - CW Ping Pong Tables	-	13,780	13,780	13,780	-	5,512	8,268	40%
F23046 DIST - A1.210c Furniture Replacement	-	4,572	4,572	4,572	-	4,572	-	100%
F23053 Dist - CW Medical Privacy Rooms	-	15,339	15,339	15,339	14,807	-	532	97%
F23061 DIST - A2.102 & 112 Noise Canceling Devices	-	7,615	7,615	7,615	7,615	-	-	-
F23062 DIST - A2.208 Workroom Conversion	-	25,000	25,000	25,000	11,041	-	13,959	-
<b>Sub-total</b>	-	125,633	125,633	125,633	44,912	49,985	30,735	76%
<b>Contingency (720700) - Major Repairs</b>	200,000	(195,060)	4,940	4,940	-	-	4,940	-
<b>Sub-total</b>	200,000	(195,060)	4,940	4,940	-	-	4,940	-
<b>Projects Closed</b>								
F23011 CC - C34.112 Police Furniture and Move	-	14,522	14,522	14,522	-	14,522	-	100%
F23015 CC - C1.151 Corbin Lighting	-	29,568	29,568	29,568	-	29,568	-	100%
F23024 CC - C26.145 Mirrors	-	7,913	7,913	7,913	-	7,913	-	100%
F23038 CC - C31 Welding Lab Demolition	-	10,108	10,108	10,108	-	10,108	-	100%
F23012 NC - N17 Wallpaper	-	54,365	54,365	54,365	-	54,365	-	100%
F23000 SC - S9 Foundation Repair	-	19,898	19,898	19,898	-	19,898	-	100%
F23013 SC - S1.255 Lab Furniture	-	5,398	5,398	5,398	-	5,398	-	100%
F23045 MT - Lifecycle Furniture	-	-	-	-	-	-	-	-
F23026 GP - G2 Roller Shades	-	9,564	9,564	9,564	-	9,564	-	100%
F23044 GP - Lifecycle Furniture	-	-	-	-	-	-	-	-
F23032 DIST - A1.212 Ext Relations Furniture	-	6,817	6,817	6,817	-	6,817	-	100%
F23033 DIST - A2.213c Conference to Office	-	4,546	4,546	4,546	-	4,546	-	100%
F23043 DIST - Lifecycle Furniture	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	162,699	162,699	162,699	-	162,699	-	-
<b>TOTALS</b>	<b>200,000</b>	<b>688,273</b>	<b>888,273</b>	<b>888,273</b>	<b>287,063</b>	<b>543,259</b>	<b>57,950</b>	<b>93%</b>



**BOARD BUILDING COMMITTEE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
May 23, 2023**

Members Present: Dan Mims and John Moon, Jr.

Members Absent: Marie Flickinger (ex-officio) and Erica Davis Rouse

Other Trustees Present: None

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

- I. John Moon, on behalf of Dan Mims, called the meeting to order at 4:04 p.m. Mr. Mims joined the meeting via teleconference.
- II. Roll call of the Committee members was taken by John Moon:
  - Marie Flickinger (Ex-officio member), absent
  - John Moon, Jr., present
  - Erica Davis Rouse, absent
  - Dan Mims, present
- III. Approval of Minutes from the August 16, 2022, Building Committee Meeting was completed. Motion was made by J. Moon to accept the minutes and seconded by D. Mims. (Approval of the minutes was postponed until later in the meeting when Mr. Mims was physically present.)
- 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 to Award Professional Services Pool
      - This item requests approval of a pool of professional services vendors consisting of engineers and related technical consultants for various unspecified construction, renovation, and infrastructure projects.
      - RFQ No. 23-27 was issued on April 18, 2023, to procure professional services in compliance with §2254 of the Texas Government Code. Forty-five (45) proposals were received and ranked based on the scoring. Ranking and award by discipline were provided to the Building Committee for review.
      - Approval of this request will grant the administration authority to award a pool of pre-qualified professional services firms and negotiate contracts for each project based on the best match of qualifications, experience, and applicable skills as determined by subject matter experts within the College.
      - Separate contracts will be issued with firms on a per project basis. All contracts that exceed the minimum threshold for Board approval will be brought forth for Board approval. The College does not guarantee any firms will be engaged for any projects.
        - D. Mims requested clarification as to what they were being asked to

- vote upon. B. Jones and C. Smith explained to the Building Committee members and meeting attendees that the College procured a pool of professionals approximately seven (7) years ago, and the most recent RFQ was initiated to refresh the pool for professional services and allow for new consultants to be added as approved vendors.
- Consideration of Approval of Additional Funds for Central Campus Marcom Capital Renewal (C-2).
    - This item requests approval for expenditures requiring additional funds for construction services from Tellepsen Builders, L.P. for Central Campus Marcom Building (C-2) Capital Renewal.
    - In June 2022, the Board approved construction manager-at-risk (CMR) #22-32 contract with Tellepsen Builders, L.P. to renovate the Central Campus Marcom Building. In January 2023, the Board authorized a Guaranteed Maximum Price (GMP) not to exceed \$10,600,000. On February 20, 2023, the Chancellor's designee approved the GMP for \$10,010,621, which was \$589,379 below the Board authorized GMP.
    - As the project has developed, it became clear that the College would benefit by pulling the future planned re-roofing of the Marcom Building into the current project. This would eliminate redundancy of roof perimeter work and allow for the elimination of interior roof drains.
    - Approval of this action will increase the GMP of the construction contract and allow for a replacement roof to be included in the project scope.
      - T. Zamora clarified that the Board had previously approved funding for this project, but the additional request for the new roof exceeded architectural threshold for funding.
      - B. Hellyer reminded the Committee members that this topic was previously discussed in the last Board Workshop on May 1, 2023.
      - D. Mims and J. Moon discussed the issue with internal drainpipes in buildings and agreed with the recommendation to move forward with additional funding request for the C-2 Marcom Building roof replacement.
  - Consideration of Approval of Additional Funds for Interior LED Lighting Retrofit Project.
    - This item requests the Board to approve the expenditure requiring additional funds for the LoanSTAR Interior LED Lighting project.
    - In September of 2021, the Board approved a contract with the Texas Comptroller of Public Accounts, State Energy Conservation Office (SECO) for a low interest loan facilitating energy efficiency improvements to the College's built environment. The anticipated amount of the loan package was \$4,722,118, including LED lighting retrofits across the College then valued at \$811,078.
    - Detailed project plans and specifications were developed by ESA (Energy Systems Associates, Inc.) and used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151. Competitive sealed proposal #22-28 for the Interior LED Lighting Retrofit Project was issued on February 1, 2022, and in April 2022, the Board of Trustees approved a contract with E3 Entegral Solutions.

- During execution of the project, changes in scope based on reduced maintenance or changed tenant needs resulted in the addition of 950 lighting fixtures to the project. Unit pricing per fixture was included in the original project award, and these changes met the requirements of the College's LoanSTAR agreement and were approved by SECO. When the final pay application was submitted to the College, it was determined that the change order exceeded the Board approved amount for the project.
  - Approval of this request will allow the final change order and pay application for the project to be processed, allowing the project to be closed. Work was completed in December 2022.
  - This item was presented without further discussion or questions from the Building Committee.
- Operating Funds
    - None.

V. Project Updates

- Bond Funds (Reported by Charles Smith)
  - Safety Metrics
    - Zero safety incidents were reported in the past few months.
    - One property damage incident was recorded when a parking lot light pole at Generation Park Campus fell during a severe weather condition. No collateral damage or injury was reported.
      - C. Smith explained that the poles initially installed suffered from a weak weld and after three years, rusted out. New lamp bases will be installed and anchored. The contractor took full responsibility and has secured a stronger weld as a temporary fix while parts are on order. The contractor will complete the replacement of forty-seven (47) light pole bases by August 2023 at no charge to the College.
  - Schedule Updates
    - The College is nearing completion on the larger 2015 Bond projects and has phased out the program management services. The College will continue to manage the remaining projects in house and will use the remaining Bond funds for capital renewal projects and deferred maintenance.
  - Progress Updates
    1. Central Campus – Technical Education Building (C-31)
      - Roof replacement is nearly complete with a few shortfalls noted in workmanship that are currently under review for resolution.
    2. Central Campus – Marcom Building (C-2)
      - Except for the recently added roof scope, the demolition of C-2 is essentially complete.
      - The build back of plumbing, electrical, and HVAC has begun.
    3. North Campus – Central Plant CIT (N-32)
      - This project is nearing completion. The pipeline extends from the west plant to about one hundred (100) feet from point of connection to the east plant. The last 100 feet will progress slowly due to existing old telephone service, hydronic connectors, sanitary sewers, and natural gas pipeline requiring hand excavation and shoring of the trenches due to soft soil.

4. North Campus– Burleson, Spencer & Brightwell Buildings (N-7, N-8, N-9)
    - Replacement of the roofs is now complete, minus a few punch items that will be corrected this week.
  5. South Campus– Primary Electrical
    - There will be a final shutdown to complete the SC Primary electrical upgrade which will take place over Memorial Day weekend. At this time, a new service will be connected to the CenterPoint meter on Beamer Road. The remaining power poles on El Franco Lee will be removed.
  6. South Campus – Academic North and South Wing (S-7 and S-9)
    - Roof replacement is complete except for the collector boxes, downspouts, and overflow scupper trim. Anticipated completion date is set for two weeks.
  7. Additional projects in development and design are as follows:
    - Central Campus Anderson–Ball Classroom Building (C-16) - Continued efforts to get solar installation approved by CenterPoint are progressing favorably at this point.
    - Central Campus Automotive and Career Center (C-26) - Modifications to support the training of electric vehicle technicians are being studied.
    - Central Campus Walkway to traverse the space formerly occupied by the Central Campus gym – Project is in the design phase.
    - North Campus General Services Building (N-21) – Minor modifications to make the space suitable for auction storage have begun.
    - North Campus Electrical (N-12) – Solicitation for electrical upgrades is scheduled for June 1.
    - North Campus Wheeler Building (N-10) – The design for re-roofing efforts has begun.
    - South Campus Parking Lot (SP-9) – The design for replacement paving is underway.
    - South Campus Academic North and South Wing (S-7 & S-9) – Installation of solar photovoltaics is waiting approval of plans by the City of Houston.
    - Maritime Pool – Working on the completion of drawings for the Maritime pool heater and chiller.
    - College Wide Sports Fields Upgrades – Financial planning is in progress.
    - BioPharma Institute - Requirements are under development.
    - Utility Master Plan – Plan is in the design phase.
    - North Campus Business Office Renovation – Project is in planning phase.
    - Central Campus Commercial Driving Project – Project is in planning phase.
    - LoanSTAR - package development for next fiscal year
      - B. Hellyer requested an update on the District Building A-1 electrical repairs.
      - B. Jones reported that the automatic transfer switch had a catastrophic failure requiring complete replacement. The lead time on the new item is projected to be twenty-eight (28) weeks. A-1 will not have an automatic transfer to the back-up generator during this period, but a back-up generator will be obtained in less than a day if required.
- Financial Updates

May 23, 2023, Board Building Committee Meeting Minutes – Final after Committee approval at next meeting

- All reports were presented without questions or comments.
  - 2015 Bond – Major projects are substantially complete.
  - Generation Park - Projects are ending, and the remaining funds will be moved to Bond contingency.
  - LoanSTAR – The FY22 LoanSTAR loan was initially extended, and a second extension was also requested. The project is anticipated to be completed by August 31, 2023. C. Smith noted that planning was in progress to prepare to apply for another LoanSTAR loan for fiscal year FY24.
  - Bond Interest Earnings – Funds are depleted.
- Operating Funds (Reported by Bryan Jones)
  - Safety Metrics
    - Zero minor incidents were reported.
  - Schedule Updates
    - An overview of the Fiscal Year 2023 minor projects was presented without question.
    - This report was presented with no further comments or questions.
  - Progress Updates
    - An overview of the College’s Fiscal Year 2023 maintenance requests was presented.
    - This report was presented with no further comments or questions.
  - Financial Updates
    - Repair and Renovation – This report was presented with no comments.

VI. Status of Delegation of Authority

- Presented with no comments or questions; there are no items pending.

VII. Adjournment – The meeting adjourned at 4:32 p.m.

**Action Item “IX”**  
**Regular Board Meeting June 5, 2023**

**Statement of Officer and Oath of Office Administered to Recently Elected Trustees**

**ADMINISTRATION RECOMMENDATION/REPORT**

No administrative recommendation required. The Oath of Office will be administered to re-elected Trustee Ms. Erica Davis Rouse for Trustee Position One (1) and elected Trustee Dr. Michelle Cantú-Wilson for Trustee Position Two (2).

**BACKGROUND**

In accordance with Texas Election Code Section 3.004(b), the Board of Trustees, on January 30, 2023, authorized the execution of an Order for Election of San Jacinto Community College District Trustees for a six-year term for Trustee Position One (1) and Trustee Position Two (2). The election was scheduled to be held on May 6, 2023, with candidates filing from January 18, 2023, through February 17, 2023. The eligible candidates who filed for Position 1 were incumbent Erica Davis Rouse and Brad Hance, and candidates who filed for Position 2 were Michelle Cantú-Wilson and Karen Wheeler-Hall.

The election occurred on May 6, 2023, with the unofficial results announced by the College on May 10. Official canvass results were received from the Harris County Elections Office, with whom the College engaged in a joint election, on May 15, 2023. On May 16, 2023, the Board of Trustees in accordance with Section 67.004 of the Texas Election Code, accepted the canvass results provided by Harris County.

The trustees-elect will be sworn into their elected position today, June 5, 2023, which is after the official canvassing date.

**BUDGET INFORMATION**

None

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

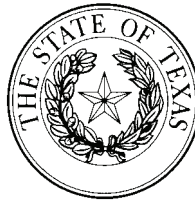
Each new trustee will complete the following:

- Attachment 1 – Statement of Officer, Erica Davis Rouse
- Attachment 2 – Statement of Officer, Michelle Cantú-Wilson
- Attachment 3 – Oath of Office, Erica Davis Rouse
- Attachment 4 – Oath of Office, Michelle Cantú-Wilson

**RESOURCE PERSONNEL**

Brenda Hellyer                      281-998-6100                      [brenda.hellyer@sjcd.edu](mailto:brenda.hellyer@sjcd.edu)

**Form #2201 Rev. 05/2020**  
**Submit to:**  
**SECRETARY OF STATE**  
**Government Filings**  
**Section P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**  
**512-463-5569 - Fax**  
**Filing Fee: None**



**STATEMENT OF OFFICER**

**Statement**

I, Erica Davis Rouse, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: \_\_\_\_\_  
San Jacinto Community College Board of Trustees Position 1

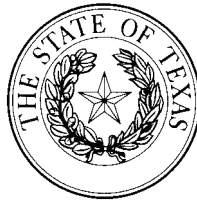
**Execution**

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: June 5, 2023

\_\_\_\_\_  
Signature of Officer

**Form #2201 Rev. 05/2020**  
**Submit to:**  
**SECRETARY OF STATE**  
**Government Filings**  
**Section P O Box 12887**  
**Austin, TX 78711-2887**  
**512-463-6334**  
**512-463-5569 - Fax**  
**Filing Fee: None**



**STATEMENT OF OFFICER**

**Statement**

I, Michelle Cantú-Wilson, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: \_\_\_\_\_  
San Jacinto Community College Board of Trustees Position 2

**Execution**

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: June 5, 2023

\_\_\_\_\_  
Signature of Officer



Form #2204 Rev 9/2017

This space reserved for office use

Submit to:  
SECRETARY OF STATE  
Government Filings Section  
P O Box 12887  
Austin, TX 78711-2887  
512-463-6334  
FAX 512-463-5569  
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,  
I, Erica Davis Rouse, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of San Jacinto Community College Board of Trustees Position 1 of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

\_\_\_\_\_  
Signature of Officer

Certification of Person Authorized to Administer Oath

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Affix Notary Seal,  
only if oath  
administered by a  
notary.)

\_\_\_\_\_  
Signature of Notary Public or  
Signature of Other Person Authorized to Administer An  
Oath

\_\_\_\_\_  
Printed or Typed Name

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:  
SECRETARY OF STATE  
Government Filings Section  
P O Box 12887  
Austin, TX 78711-2887  
512-463-6334  
FAX 512-463-5569  
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,  
I, Michelle Cantú-Wilson, do solemnly swear (or affirm), that I will faithfully  
execute the duties of the office of San Jacinto Community College Board of Trustees Position 2 of  
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws  
of the United States and of this State, so help me God.

\_\_\_\_\_  
Signature of Officer

Certification of Person Authorized to Administer Oath

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Affix Notary Seal,  
only if oath  
administered by a  
notary.)

\_\_\_\_\_  
Signature of Notary Public or  
Signature of Other Person Authorized to Administer An  
Oath

\_\_\_\_\_  
Printed or Typed Name

**Action Item “X”  
Regular Board Meeting June 5, 2023  
Consideration of Approval of  
Election of Officers for the Board of Trustees**

**ADMINISTRATION RECOMMENDATION/REPORT**

No administrative recommendation required. The Board of Trustees will nominate and approve the election of officers for the Board of Trustees.

**BACKGROUND**

In accordance with Texas Education Code Section 130.082(d), Officers of the Board shall be elected at the first regular meeting of the Board of Trustees following the regular election of Board members.

The Board shall be authorized to elect the following officers:

- Chair
- Vice Chair
- Secretary
- Assistant Secretary

Following the May 1, 2021, unopposed Board Election, the Board of Trustees elected the current officers of the Board at the regular Board Meeting held on June 7, 2021. The current officers are Marie Flickinger, Chair; John Moon, Jr., Vice Chair; Keith Sinor, Secretary; and Erica Davis Rouse, Assistant Secretary.

A Board election for Trustee Positions 1 and 2 was held on May 6, 2023. The votes were canvassed on May 16, 2023, and Mrs. Erica Davis Rouse and Dr. Michelle Cantú-Wilson were elected to Trustee Positions 1 and 2, respectively. The newly elected trustees will be sworn in on June 5, 2023, and the officers of the Board of Trustees should be elected thereafter.

**BUDGET INFORMATION**

None

**MONITORING AND REPORTING TIMELINE**

According to the Bylaws of the Board of Trustees, Officers are elected for two-year terms and are selected following swearing in of the Board members.

**ATTACHMENTS**

Attachment 1 – Slate of Officers

The Trustees will propose a slate of Officers on June 5, 2023.

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

**Action Item "X"**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval of**  
**Election of Officers for the Board of Trustees**

**ATTACHMENT 1**

- 1. Chair** \_\_\_\_\_
  
- 2. Vice Chair** \_\_\_\_\_
  
- 3. Secretary** \_\_\_\_\_
  
- 4. Assistant Secretary** \_\_\_\_\_

**Action Item “XI”  
Regular Board Meeting June 5, 2023  
Consideration of Approval of a Resolution Bestowing the Title of  
Trustee Emeritus on Dr. Ruede M. Wheeler**

**ADMINISTRATION RECOMMENDATION/REPORT**

The Chancellor, on behalf of the Board of Trustees, recommends the adoption of the Resolution to award the title of *Trustee Emeritus* to Dr. Ruede M. Wheeler.

**BACKGROUND**

The Board recommends adopting a resolution to award the title of Trustee Emeritus to Dr. Ruede M. Wheeler, who has served as trustee of San Jacinto College District since 1986.

**IMPACT OF THIS ACTION**

Trustee Emeritus is an honorary title and does not confer any employment status, rights, or duties nor shall it carry with it any material benefit other than that of the honor associated with its granting.

This action awards commendation, special tribute, due honor, and recognition to Dr. Wheeler for his distinguished service to San Jacinto College, its students, and community.

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

None

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

Attachment 1 - Resolution

**RESOURCE PERSONNEL**

Brenda Hellyer      281-998-6100      [brenda.hellyer@sjcd.edu](mailto:brenda.hellyer@sjcd.edu)

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION AUTHORIZING BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT TO GIVE COMMENDATION, SPECIAL TRIBUTE, DUE HONOR AND RECOGNITION AND TO BESTOW THE TITLE OF TRUSTEE EMERITUS ON DR. RUEDE M. WHEELER.**

**WHEREAS**, Dr. Ruede M. Wheeler has been a longtime supporter of San Jacinto College and served as a dedicated and valued member of the San Jacinto College Board of Trustees from his appointment on January 6, 1986, through retirement on June 5, 2023; and

**WHEREAS**, in 1989, San Jacinto College honored Dr. Wheeler by celebrating the opening of the Dr. Ruede M. Wheeler Occupational/Technical building on the San Jacinto College North Campus, and in 2020 renamed that facility to the Dr. Ruede M. Wheeler Building after it was renovated to serve the next generation of San Jacinto College students; and

**WHEREAS**, Dr. Wheeler served in several officer roles with the San Jacinto College Board of Trustees and its committees, including serving as Chair of the Board of Trustees and Chair of both the Finance and Building Committees; and

**WHEREAS**, Dr. Wheeler was appointed by the San Jacinto College Board of Trustees as a member of the Chancellor Search Committees in 1995-1996 and again in 2003, and actively participated in the Chancellor succession and transition plan developed in 2007; and

**WHEREAS**, Dr. Wheeler has been a longtime supporter and donor of the San Jacinto College Foundation since its creation in 1996; and

**WHEREAS**, Dr. Wheeler was instrumental in the Board of Trustees' committees that worked on the 1999, 2008, and 2015 bond referendums which voters approved by wide margins and enabled the College to continue to grow and serve the increasing number of students who enroll each year; and which created state-of-the-art academic, workforce training, and student support facilities on all of the College's campuses, including providing resources to expand from three to five campuses; and

## Attachment 1

**WHEREAS**, Dr. Wheeler has been an advocate for the access, success, and completion of all students enrolled at San Jacinto College, and through his leadership, the College aggressively participated in student success initiatives such as Achieving the Dream and American Association of Community Colleges Pathways Project which transformed the College's focus and investment in student success including the strategic allocation of tuition revenue and other resources to enhance such work; and

**WHEREAS**, Dr. Wheeler advocated for San Jacinto College to continue to maintain its affordability to students including outsourcing the College's bookstore operations to Barnes & Noble College Booksellers in 2007 and supporting the College's faculty as they have advanced innovations such as open educational resources to reduce costs and provide expanded textbook and classroom resources to students; and

**WHEREAS**, Dr. Wheeler, along with the Board of Trustees and College leadership, was instrumental in initiating and implementing the performance management program that is in place for San Jacinto College employees; and

**WHEREAS**, Dr. Wheeler is a graduate from Lamar High School in Houston, earned his Bachelor of Science degree at Texas A&M University and his Doctor Degree in Dental Surgery at the University of Texas Dental Branch in Houston; and

**WHEREAS**, Dr. Wheeler served in the United States Air Force, obtaining the rank of captain; and

**WHEREAS**, Dr. Wheeler married Charlcya Mack on November 19, 1960, and moved to La Porte in 1963 where together they raised two children, and along with the entire family, was active in business, school, and community events and activities in the La Porte area; and

**WHEREAS**, Dr. Wheeler is a successful and highly respected businessman and civic leader in the La Porte and Bay Area, where he practiced dentistry for more than 40 years; and

**WHEREAS**, Dr. Wheeler continues to own and operate Wheelstone Auto Sales after retiring from dentistry while serving in key positions for numerous community organizations; and

Attachment 1

**WHEREAS**, Dr. Wheeler served nine years on the La Porte Independent School District Board of Trustees including two years as chair of the Board; served 59 years as a member of the La Porte Rotary Club, including as past president and being considered the Heart and Soul of the La Porte Rotary Reverse Draw that raised money for student scholarships; and served and supported various committees and fundraising initiatives for the LaPorte Chamber of Commerce, La Porte Education Foundation, City of La Porte, American Dental Association, Texas Dental Association, Houston District Dental Society, and many other organizations; and

**WHEREAS**, the San Jacinto College Board of Trustees expresses its sincere appreciation to Dr. Ruede M. Wheeler for his many years of dedicated and valuable service to San Jacinto College, its students, faculty and staff, and the communities in the region; now, therefore,

**BE IT RESOLVED BY THE SAN JACINTO COLLEGE BOARD OF TRUSTEES** that Commendation, Special Tribute, Due Honor and Recognition, is hereby given to Dr. Ruede M. Wheeler for his 37 years of service to postsecondary education and is hereby designated as *Trustee Emeritus of San Jacinto Community College District*, Harris County, Texas.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of San Jacinto Community College District to be affixed hereto, this 5<sup>th</sup> day of June 2023.

PASSED AND ADOPTED on June 5, 2023.

ATTEST:

**SAN JACINTO COMMUNITY  
COLLEGE DISTRICT**

\_\_\_\_\_  
Assistant Secretary, Board of Trustees

By: \_\_\_\_\_  
Chairperson, Board of Trustees

APPROVED:

\_\_\_\_\_  
Brenda Hellyer, Ed.D., Chancellor  
San Jacinto Community College District



**Action Item “XII”  
Regular Board Meeting June 5, 2023  
Consideration of Approval of Amendment to the 2022-2023 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 2022-2023 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 May 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 \$323,834 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- 06-05-23

Attachment 2- Grant Detail- 06-05-23

**RESOURCE PERSONNEL**

Teri Zamora

281-998-6306

[teri.zamora@sjcd.edu](mailto:teri.zamora@sjcd.edu)

Tomoko Olson

281-998-6146

[tomoko.olson@sjcd.edu](mailto:tomoko.olson@sjcd.edu)

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
June 5, 2023

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical</u>					
<u>Education - Basic Grant 2022 (Additional Funds)</u>					
Federal Grant Revenue	528443	56700	554100	110000	(60,404)
Federal Grant Revenue	528444	56700	554100	110000	(118,050)
Federal Grant Revenue	528445	56700	554100	110000	(87,833)
Federal Grant Revenue	528446	56700	554100	110000	(57,361)
Non-Instructional Labor	528443	56700	610000	460121	8,779
Fringe Benefits	528443	56700	650000	460121	2,521
Supplies	528444	56700	710000	460115	27,273
Supplies	528445	56700	710000	460115	37,181
Supplies	528446	56700	710000	460115	51,176
Travel	528443	56700	721000	160125	1,680
Travel	528444	56700	721000	160112	4,191
Travel	528445	56700	721000	160112	7,760
Travel	528446	56700	721000	160112	(5,749)
Contractual Services	528443	56700	731000	160125	30,000
Contractual Services	528444	56700	731000	160125	11,825
Contractual Svcs - Indirect costs	528443	56700	731500	620909	2,424
Contractual Svcs - Indirect costs	528444	56700	731500	620909	5,520
Contractual Svcs - Indirect costs	528445	56700	731500	620909	4,533
Contractual Svcs - Indirect costs	528446	56700	731500	620909	2,935
Equipment	528446	56700	741000	160118	8,999
Equipment	528445	56700	741000	160118	38,359
Equipment	528444	56700	741000	465851	69,241.00
Student Aid - Stipends	528443	56700	751140	520235	15,000
					<u>15,000</u>
					\$ -

Robert Wood Johnson Foundation/The University of Texas Health Science Center at Houston -  
Summer Health Professions Education Program (SHPEP) FY23 (Additional Funds)

Local Grant Revenue	577014	56700	554300	110000	(186)
Contractual Svcs - Indirect costs	577014	56700	731500	620909	186
					<u>186</u>
					\$ -

Net Increase (Decrease)

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 323,648
Robert Wood Johnson Foundation	186
	<u>\$ 323,834</u>

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2022 (Additional Funds)

The Carl Perkins Career and Technical Education annual Basic Grant represents an important option to expand opportunities for every student to explore, choose, and follow career and technical education (CTE) programs of study and career pathways to earn credentials of value.

The most frequent use of funds include occupationally relevant equipment, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, efforts for academic-technical integration, supplemental services for special populations, childcare assistance, and outreach and retention programs.

Robert Wood Johnson Foundation/The University of Texas Health Science Center at Houston – Summer Health Professions Education Program (SHPEP) FY23 (Additional Funds)

The SHPEP project is a free six-week academic enrichment summer program to help qualified undergraduate students from minority and disadvantaged backgrounds compete successfully for medical and dental school admission. The College collaborates with The University of Texas Health Science Center at Houston on this project and provides basic science instruction and testing including components of Physics, Organic Chemistry, and Statistics.

**Action Item “XIII”**  
**Regular Board Meeting June 5, 2023**

**Consideration of Approval of Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve revisions to the College’s Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount.

**BACKGROUND**

The purpose of this policy and procedure is to define the Tuition Reimbursement and Spouse/Dependent Tuition Discount process at the College.

The Board of Trustees previously approved the tuition discount for spouse/dependents of full-time College employees on March 6, 2023. The proposed policy and procedure incorporate this approved discount. Additionally, the revised procedure defines the spouse/dependent tuition discount process. Under the College’s current policy adoption process, this policy became effective as of April 10, 2023, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission, to address temporary situations. The procedure is effective as of April 10, 2023, which will allow for the tuition discount to be in effect in time for the May mini semester.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on April 11, 2023, through April 24, 2023. Three comments were received that resulted in changes to the proposed procedure (see attachment 3 – yellow highlights in tracked changes). Procedures are provided for informational purposes and are not voted on by the Board of Trustees.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount – Tracked Changes
- Attachment 3 – Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount – Clean

**Action Item “XIII”**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval of Policy IV.4000.P, Tuition Reimbursement and**  
**Spouse/Dependent Tuition Discount – Second Reading**

Informational items only:

Attachment 4 – Procedure IV.4000.P.a, Tuition Reimbursement and Spouse/Dependent  
Tuition Discount – Tracked Changes

Attachment 5 – Procedure IV.4000.P.a, Tuition Reimbursement and Spouse/Dependent  
Tuition Discount – Clean

**RESOURCE PERSONNEL**

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Vickie Del Bello	281-998-6357	Vickie.delbello@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: **Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount**

Current Policy Number/Name: Policy IV.4000.P, Tuition Reimbursement

New Procedure Number: N/A

Proposed Procedure Name(s): **Procedure IV.4000,P.a, Tuition Reimbursement and Spouse/Dependent Tuition Discount**

Current Procedure Number(s)/Name(s): Procedure IV.4000.P.a, Tuition Reimbursement

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

<https://www.sanjac.edu/policy-iv-e-policies-benefits>

<https://www.sanjac.edu/procedure-iv4000pa-tuition-reimbursement>

Primary Owner: Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner: Vice President, Human Resources

### Summary of Changes:

- Changed the title of the Policy and Procedure to Tuition Reimbursement and Spouse/Dependent Tuition Discount
- Added a section on Spouse/Dependent Tuition Discount
  - Defined the eligibility requirements
  - If eligible, will receive a tuition percentage discount of approximately \$30.00 per credit hour
  - Identified the process steps

## Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount

### Purpose

The purpose of this policy is to define the Tuition Reimbursement and Spouse/Dependent Tuition Discount process at the College.

### Policy

Full-time employees may request reimbursement for classes taken at San Jacinto College. Tuition, books, and fees may be reimbursed up to \$1,800 per fiscal year per employee. Reimbursement is subject to the availability of funds. The College will also offer a tuition percentage discount for an eligible spouse and dependents.

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

### Associated Procedures

Procedure IV.4000.P.a, Tuition Reimbursement and Spouse/Dependent Tuition Discount

Date of Board Approval	<u>This policy became effective as of April 10, 2023, 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 follow the standard policy review process at the next regularly scheduled meetings of the Board with first reading anticipated on May 1, 2023, and approval on June 5, 2023.</u>
Effective Date	<u>This policy became effective as of April 10, 2023, 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 follow the standard policy review process at the next regularly scheduled meetings of the Board with first reading anticipated on May 1, 2023, and approval on June 5, 2023.</u>
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

## **Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount**

### **Purpose**

The purpose of this policy is to define the Tuition Reimbursement and Spouse/Dependent Tuition Discount process at the College.

### **Policy**

Full-time employees may request reimbursement for classes taken at San Jacinto College. Tuition, books, and fees may be reimbursed up to \$1,800 per fiscal year per employee. Reimbursement is subject to the availability of funds. The College will also offer a tuition percentage discount for an eligible spouse and dependents.

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

### **Associated Procedures**

Procedure IV.4000.P.a, Tuition Reimbursement and Spouse/Dependent Tuition Discount

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Date of Board Approval	This policy became effective as of April 10, 2023, 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 follow the standard policy review process at the next regularly scheduled meetings of the Board with first reading anticipated on May 1, 2023, and approval on June 5, 2023.
Effective Date	This policy became effective as of April 10, 2023, 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 follow the standard policy review process at the next regularly scheduled meetings of the Board with first reading anticipated on May 1, 2023, and approval on June 5, 2023.
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

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## **Procedure IV.4000.P.a, Tuition Reimbursement and Spouse/Dependent Tuition Discount**

### **Associated Policy**

Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount

### **Purpose**

The College will reimburse active, full-time, employees who have completed six (6) months of continuous service at the time of enrollment for classes taken at San Jacinto College. Subject to the availability of funds, the College will reimburse employees for tuition, books, and related charges up to \$1,800 each fiscal year. The College will also offer discounted tuition to an employee's eligible spouse and dependents.

### **Procedure**

#### **Employee Tuition Reimbursement**

- Employees may receive up to \$600 for each of three reimbursement periods, not to exceed \$1,800 each fiscal year. See reimbursement period dates below. The College Reimbursement ~~will be allocated and distributed~~ reimbursement on a first come, first served basis.
- The College will budget Reimbursement reimbursement funds ~~will be budgeted~~ each fiscal year or as authorized by the Board of Trustees.
- For credit courses, the College will ~~reimbursement will be paid~~ employees after classes are completed and a grade of “C” or better has been awarded. For continuing education (CE) courses, the College will ~~reimbursement will be made~~ employees after classes are completed and the requirements of the class have been mastered or the CE credits have been awarded.
- The College will not reimburse employees ~~Reimbursement will not be paid~~ for auditing courses.
- The College covers the cost of books, supplies, and related charges ~~are covered as long as if an itemized~~ receipt for payment is provided.
- It is at the discretion of leadership whether an employee may be released during ~~normal-standard~~ working hours to attend a class. The adjusted schedule must account for the total hours required for the employee’s position.
- Out-of-district tuition will be waived; however, the Registrar's office must be notified of residency status prior to payment of tuition and any related charges.
- Funds are not available to waive tuition charges for family members.

Attachment 4 – Tracked Changes

- Employee tuition cannot be paid or reimbursed from the College’s departmental budgets.
- *Free* courses do not fall within this procedure.
- Courses paid for by grants or scholarships are not eligible for reimbursement under this procedure.
- Reimbursements must occur within the fiscal year in which classes are taken.

To receive tuition reimbursement, employees must follow the **steps below** following steps:

1. As soon as the employee registers for the course(s), they must complete and submit an Employee Tuition Reimbursement Form to Human Resources, Benefits. All forms will be logged by date of receipt to assess the potential reimbursements requested. As the submitted forms near the ~~allotted~~ dollar limit the College allotted for employee tuition reimbursement, Human Resources, Benefits will notify the employee that reimbursement may not occur due to limited funds.
2. Employees must submit grades or CE requirements to Human Resources, Benefits by the deadlines listed below:

Reimbursement Period	Deadline to Submit Grades
Period 1	January 15
Period 2	May 17
Period 3	August 15

Grades submitted after the deadline date may not be processed until the next reimbursement period and only if funds are available. The date of the original submission (step 1) and the date of grade submission (step 2) will be considered in determining the order of reimbursement until all available funds are expended. Tuition reimbursement may not cross fiscal years.

**Spouse and Dependent Tuition Discount**

Spouse and dependents of eligible, full-time employees qualify for a tuition percentage discount of approximately \$30.00 per semester credit hour, to be deducted from in-district, out-of-district, or out-of-state rates, as applicable. Out-of-district/state tuition is not waived for the employee’s spouse and dependents.

The discount does not apply to dual credit enrollment or non-credit courses.

For a spouse or dependent to qualify for the discount, be eligible, the employee must have completed six months of employment. for their dependent to qualify for the discount.

Attachment 4 – Tracked Changes

For eligibility purposes, the College will use the same spouse and dependent eligibility criteria as defined by the ERS Dependent Eligibility Chart, located at <https://ers.texas.gov/Benefits-at-a-Glance/Dependent-eligibility-chart.pdf>. A spouse or dependent does not need to be covered under the employee’s health care plan to be eligible for the tuition discount.

If an employee or dependent is later determined to be ineligible, the discounted fees must be repaid to the College.

**Process Steps**

1. To request the spouse/dependent tuition discount, the employee must complete the Spouse and Dependent Tuition Discount Request form each semester. The form is located at [internal.sanjac.edu/College Resources/Forms-Documents/HR and Payroll Forms](http://internal.sanjac.edu/College Resources/Forms-Documents/HR and Payroll Forms). The completed form will be automatically routed to the employee’s leader for approval.
2. Once the form is received by the leader, the leader should confirm that the employee has worked at the College for a minimum of six months and approve the form confirming eligibility.
3. The approved form is automatically routed to the selected Campus Business Office that will ensure the necessary steps are taken to apply the discount.

Date of SLT Approval	<u><a href="#">April 9, 2023</a></u>
Effective Date	<u><a href="#">April 10, 2023</a></u>
Associated Policy	Policy IV.4000.P, Tuition Reimbursement <u><a href="#">and Spouse/Dependent Tuition Discount</a></u>
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

## **Procedure IV.4000.P.a, Tuition Reimbursement and Spouse/Dependent Tuition Discount**

### **Associated Policy**

Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount

### **Purpose**

The College will reimburse active, full-time, employees who have completed six (6) months of continuous service at the time of enrollment for classes taken at San Jacinto College. Subject to the availability of funds, the College will reimburse employees for tuition, books, and related charges up to \$1,800 each fiscal year. The College will also offer discounted tuition to an employee's eligible spouse and dependents.

### **Procedure**

#### **Employee Tuition Reimbursement**

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- The College will budget reimbursement funds each fiscal year or as authorized by the Board of Trustees.
- For credit courses, the College will reimburse employees after classes are completed and a grade of C or better has been awarded. For continuing education (CE) courses, the College will reimburse employees after classes are completed and the requirements of the class have been mastered or the CE credits have been awarded.
- The College will not reimburse employees for auditing courses.
- The College covers the cost of books, supplies, and related charges if an itemized receipt for payment is provided.
- It is at the discretion of leadership whether an employee may be released during standard working hours to attend a class. The adjusted schedule must account for the total hours required for the employee's position.
- Out-of-district tuition will be waived; however, the Registrar's office must be notified of residency status prior to payment of tuition and any related charges.
- Funds are not available to waive tuition charges for family members.

- Employee tuition cannot be paid or reimbursed from the College’s departmental budgets.
- *Free* courses do not fall within this procedure.
- Courses paid for by grants or scholarships are not eligible for reimbursement under this procedure.
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**To receive tuition reimbursement, employees must follow the steps below:**

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The discount does not apply to dual credit enrollment or non-credit courses.

For a spouse or dependent to qualify for the discount, the employee must have completed six months of employment.

For eligibility purposes, the College will use the same spouse and dependent eligibility criteria as defined by the ERS Dependent Eligibility Chart, located at <https://ers.texas.gov/Benefits-at-a-Glance/Dependent-eligibility-chart.pdf>. A spouse or dependent does not need to be covered under the employee’s health care plan to be eligible for the tuition discount.

If an employee or dependent is later determined to be ineligible, the discounted fees must be repaid to the College.

**Process Steps**

1. To request the spouse/dependent tuition discount, the employee must complete the Spouse and Dependent Tuition Discount Request form each semester. The form is located at [internal.sanjac.edu/College Resources/Forms-Documents/HR and Payroll Forms](http://internal.sanjac.edu/College Resources/Forms-Documents/HR and Payroll Forms). The completed form will be automatically routed to the employee’s leader for approval.
2. Once the form is received by the leader, the leader should confirm that the employee has worked at the College for a minimum of six months and approve the form confirming eligibility.
3. The approved form is automatically routed to the selected Campus Business Office that will ensure the necessary steps are taken to apply the discount.

Date of SLT Approval	April 9, 2023
Effective Date	April 10, 2023
Associated Policy	Policy IV.4000.P, Tuition Reimbursement and Spouse/Dependent Tuition Discount
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

**Consideration of a Resolution to Approve Increase in Ad Valorem Tax Homestead Exemption**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a resolution establishing the exemption on residential homesteads at 5 percent for tax year 2023 and all future years unless revised.

**BACKGROUND**

Residential homestead exemptions provide tax relief to the qualifying taxpayer. An exemption excludes part of the property's value from property taxes and lowers the taxable value and subsequent tax levies.

Texas Tax Code Section 11.13 (n) sets the minimum homestead exemption at 1 percent of each qualifying home's appraised value, or \$5,000, whichever is higher. That same section sets 20 percent as the maximum homestead exemption allowable.

The current homestead exemption granted by the College is 1 percent, which provides \$458 million in homestead exemptions, resulting in annual tax savings to homeowners of approximately \$713,000.

The recommendation at this time is to increase the homestead exemption beginning tax year 2023 to 5 percent of each qualifying home's appraised value or \$5,000, whichever is higher.

**IMPACT OF THIS ACTION**

The proposed homestead exemption rate of 5 percent will provide approximately \$935 million in homestead exemptions, resulting in total annual tax savings to homeowners estimated at \$1,454,000.

The average home within the College's taxing district has a current taxable value of \$157,553. The increase in the homestead exemption rate will reduce the current ad valorem taxes on the average home from \$245.16 to \$240.29 annually.

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

The total tax savings of \$1,454,000 is \$741,000 more than the savings experienced currently. The proposed increase in exemptions decreases the College's anticipated Maintenance and Operating tax revenue by \$502,000 and the Debt tax revenue by \$239,000, based upon current tax rates for tax year 2022.

**MONITORING AND REPORTING TIMELINE**

The expectation is to review the residential homestead exemption annually and evaluate the opportunity to increase the exemption percentage.

**ATTACHMENTS**

**Action Item “XIV”**  
**Regular Board Meeting June 5, 2023**

**Consideration of a Resolution to Approve Increase in Ad Valorem Tax Homestead Exemption**

Attachment 1 – Resolution

**RESOURCE PERSONNEL**

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



**RESOLUTION AND ORDINANCE OF THE BOARD OF TRUSTEES OF THE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
ESTABLISHING HOMESTEAD EXEMPTION ON  
RESIDENTIAL HOMESTEADS FOR TAX YEAR 2023,  
AND ALL FUTURE YEARS UNLESS REVISED**

**WHEREAS**, the College's Board of Trustees wishes to establish, and is authorized by the Texas Property Tax Code to establish certain exemptions to the taxable values of certain properties in the College's tax jurisdiction for the purpose of assessing and collecting taxes for the tax year 2023.

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

With respect to all real property owned by an individual and occupied by that individual as a residence homestead (as defined in Section 11.13G)(1) of the Texas Property Tax Code), that, in addition to any other exemptions provided by Section 11.13 of the Texas Property Tax Code, the first \$5,000 or 5% of appraised value, whichever is greater, with respect to said property be exempt from ad valorem taxation.

**BE IT FURTHER RESOLVED** this Resolution and Ordinance shall have an initial term of one (1) year from the approved date. Upon expiration of the initial term, this Resolution and Ordinance shall automatically renew for successive one (1) year terms unless the above-mentioned exemptions are changed.

Passed the 5th day of June, 2023. This Resolution may be signed electronically and in counterparts.

\_\_\_\_\_  
Chair, Board of Trustees  
San Jacinto Community College District

Attest:

\_\_\_\_\_  
Secretary, Board of Trustees  
San Jacinto Community College District

**Action Item “XV”**  
**Regular Board Meeting June 5, 2023**

**Consideration of Approval Memorandum of Understanding with Clear Creek ISD  
to Continue the Clear Horizons Early College High School**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a Memorandum of Understanding between San Jacinto Community College District (SJCCD) and Clear Creek Independent School District (CCISD) for the continuation of the Clear Horizons Early College High School (CHECHS).

**BACKGROUND**

In the 2006-2007 school year, CCISD and SJCCD implemented a pilot high school for seniors, called Project ExCEL. This pilot became Clear Horizons ECHS in 2007. Since 2007, the College has partnered with CCISD to continue to offer an Early College High School opportunity to their students on the South Campus.

All provisions in a memorandum of understanding (MOU) will follow the rules for Dual Credit and Early College High School Partnerships between Secondary Schools and Texas Public Colleges as outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D. The MOU will further the College’s dual credit program goals, which align with the goals of the Texas Higher Education Coordinating Board, which will be included or referenced in the MOU.

**IMPACT OF THIS ACTION**

Approval of this action will allow the College and CCISD to continue the operation of the CHECHS, a four-year high school with an early college program component that is located at SJCCD’s South campus. CHECHS allows eligible CCISD students to earn college credit while simultaneously earning credit toward their high school graduation requirements. The ECHS will continue to enroll approximately 125 students in grade 9 on a yearly basis, with a maximum enrollment not to exceed 500 students in grades 9-12.

**BUDGET INFORMATION**

All elements related to operation of the early college high school programs will be contained within the fiscal year 2024 budget and future budgets.

**MONITORING AND REPORTING TIMELINE**

The CCISD Board approved the MOU for Dual Credit with the College during their regular board meeting on December 12, 2022.

The agreement will continue through August 25, 2025.

**ATTACHMENTS**

**Action Item “XV”**  
**Regular Board Meeting June 5, 2023**

**Consideration of Approval Memorandum of Understanding with Clear Creek ISD  
to Continue the Clear Horizons Early College High School**

Attachment 1 – Memorandum of Understanding

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



This Memorandum of Understanding ("Agreement") is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas ("SJCCD" or "College") and the **Clear Creek Independent School District**, a public school district established by law and political subdivision of the State of Texas ("ISD" or "District") as of the date the second of the Parties executes this Agreement ("Effective Date"). Individually, SJCCD or Clear Creek ISD shall be referred to herein as "Party" and collectively, as "Parties."

The Parties agree to the following:

#### I. TERM

This Agreement shall commence on the Effective Date and expire on **August 25, 2025** ("Expiration Date") unless terminated earlier as set forth herein and conditioned upon any approvals required by the Texas Education Agency ("TEA") and the Texas Higher Education Coordinating Board ("THECB"). As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date.

#### II. WEBSITE

Both Parties agree to post a copy of this Agreement on their respective internet websites in accordance with 19, Texas Administrative Code § 4.84(c)(11) for dual credit partnerships between public school districts and Texas public institutions of higher education.

#### III. OVERVIEW

The College is committed to serving the students and communities of the greater Houston area through collaborative work with public school districts in the College's service area. A major initiative promoting a college-going and college graduation culture is the SJCCD's Early College High School ("ECHS") dual credit program, which complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for ECHS programs and dual credit partnerships between secondary schools and Texas public colleges to offer ECHS programs and dual credit courses and programs to qualified students. The term 'partnership' as used in this Agreement refers to the early college high school and dual credit partnerships as described in 19 Texas Administrative Code, Chapter 4, Subchapters D and G and 19 Texas Administrative Code, Chapter 9, Subchapter H. The applicable statutes

and the foregoing regulations authorize Texas public institutions of higher education (as defined in Texas Education Code § 61.003, which includes community colleges) to enter into agreements with secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit and for qualifying students (those at risk of dropping out of school or who wish to accelerate completion of the high school program) to combine high school courses and college-level courses during grades 9-12 and complete the students' high school diplomas and either an associate's degree or at least sixty (60) semester hours toward a baccalaureate degree. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the continuing operation of the Clear Horizons Early College High School (CHECHS) on the SJCCD South campus.

#### **IV. NON-DISCRIMINATION**

The College and the District are 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 Law.

No person, including students, faculty, staff, part-time, and temporary workers, will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the College or the District on the basis of the categories listed.

For more information on the College's non-discrimination policy, see [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

For more information on the District non-discrimination policy see, Board Policy <https://www.ccisd.net/policy>.

The District will designate a specific District official that is certified as a Title IX Investigator to serve as the authorized liaison for the SJCCD Office of Human Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel or student matter.

The Parties acknowledge their respective duties and obligations to enforce their student codes of conduct and policies applicable to both students and staff, as well as investigate and address reports of concerns that implicate state and federal law, including, but not limited to, Title IX of the Education Amendments of 1974. To ensure that both Parties comply with these occasional overlapping obligations, the Parties agree that their designees responsible for discharging these duties will act cooperatively, communicate fully, and share information as permitted by Applicable Law.

#### **V. APPLICABLE LAW**

Both Parties agree to perform their respective obligations and operate the ECHS program in compliance with all applicable Federal, State, and local laws, implementing regulations, executive orders, and

interpreting authorities including, but not limited to, the United States Constitution; the Texas Constitution, the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008; the Age Discrimination Act of 1975; Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq; United States Department of Education requirements; the Texas Education Code, including, without limitation, Sections 28.009, 29.081, 29.908, 130.008, and other provisions governing early college high school programs and dual credit programs, high school and college course requirements and credit, grading, graduation requirements, and credentialing; Chapter 22 (Subchapter B as its relates to immunity and Subchapter C as related to criminal history background checks for services provided on a school district campus); Chapter 39 (accountability); the Texas Government Code, to the extent it applies to the subject matter of this Agreement, including, without limitation Chapter 551 (Open Meetings), Chapter 552 (Public Records), Chapter 573 (Nepotism), and the Chapter 2251 ("Prompt Pay Act"); Texas Labor Code; the record retention laws and conflicts of interest laws under the Texas Local Government Code; Texas Local Government Code, Chapter 271, Subchapter I; Title 19 of the Texas Administrative Code, including without limitation, Chapter 4, Subchapters D and G, and Chapter 9, Subchapter H, Section 102.109 (early college high schools), and Section 129.1027 (optional flexible school days); all TEA and THECB regulations, guidelines, program assurances, and blueprint applicable to early college high school and dual credit programs, courses and coursework, and personnel, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual ("LDACGM") and the Workforce Education Course Manual ("WECM"); requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations to the extent applicable to the delivery of services under this Agreement; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

## **VI. PURPOSE**

In the 2006-07 school year, CCISD and SJCCD implemented a pilot high school for seniors, called Project ExCEL. This pilot became Clear Horizons ECHS in 2007. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the continuing operation of the Clear Horizons Early College High School (CHECHS), a four-year high school with an early college program component ("Program") that is located at SJCCD's South campus which will allow eligible students to earn college credit while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the ECHS and dual credit program as required by Applicable Law. The Program provides student learning and support programs that enable participating students to earn a high school diploma and earn up to 60 semester credit hours toward an associate or baccalaureate degree by the fifth anniversary of

the student's first day of high school. The ECHS will enroll approximately **125** students in grade 9 on a yearly basis, with a maximum enrollment not to exceed **500** students in grades 9-12.

#### **VII. GOVERNANCE AND ORGANIZATION**

- a) The ECHS will establish a Steering Committee consisting of high-level personnel with decision-making authority who meet regularly and report to both SJCCD and the District.
- b) Members of the Steering Committee will include at least 6 representatives from the District including the following: Superintendent of Schools, Deputy Superintendent for Curriculum and Instruction, Assistant Superintendent for Secondary Education, and the ECHS principal. Members of the Steering Committee will include at least the following 6 SJCCD representatives: President and Deputy Chancellor, Associate Vice Chancellor for Student Success, the Dean of Student Development, the Director of Dual Credit, campus Provost. Other appropriate SJCCD campus and district personnel, as determined by SJCCD and the district, may be included.
- c) The Steering Committee will meet at least annually and as needed. The Steering Committee will be charged with the overall oversight of the ECHS. Its responsibilities will include:
  1. Developing and implementing the academic and professional policy as relates to the ECHS;
  2. Developing long-term strategic priorities for the ECHS Program along with a work plan for how to achieve programmatic goals in coordination with District and campus improvement planning
  3. Developing and implementing budgets and financial policy as related to the ECHS;
  4. Insuring adherence to Applicable Law that affects the well-being of students enrolled in ECHS;
  5. Reviewing the Agreement and suggesting revisions as necessary or advisable; Ensuring that annual outcomes-based measures are met;
  6. Providing annual reports to the District's and the College's governing boards, as well as to the public. Reviewing formative data to ensure the ECHS is on-track to meet outcome-based measures; and
  7. Guiding mid-course corrections as needed.
- d) SJCCD will provide a representative to participate in the process of hiring the ECHS Principal, who shall be an employee of the District. The District will provide a representative to participate in the process of hiring the SJCCD Dual Credit Director, who shall be an SJCCD employee. The Dual Credit Director shall serve as SJCCD Liaison with the District as it relates to the ECHS and will cooperate with and facilitate communication between the District and SJCCD. The Dual Credit Director will meet with the ECHS Principal, on-site administrator (if other than the ECHS Principal), and other representatives as may be needed to support the ECHS.
- e) Except for building use policies or as otherwise set forth in this Agreement or required by Applicable Law, policies and procedures relating to the high school portion of the Program and ECHS shall be governed by District policies and regulations. The building use policies and all policies relating to the college courses and services portion of the Program and ECHS shall be governed by the SJCCD policies and procedures. The ECHS Principal will have decision-making authority in matters of budgeting, staffing for non-college level courses, scheduling, student assessment for non-college level courses and requirements, curriculum for non-college level

courses, and professional development in congruence with District policy and ECHS procedures. SJCCD, in cooperation with the ECHS Principal, shall be responsible for assessing participating students for readiness for college-level courses and for developing and implementing an evaluation process for measuring the effectiveness of the Program. The Program courses will be the same college-level courses offered by SJCCD to non- Program students. SJCCD shall be responsible for selecting instructors for college-level courses in accordance with SJCCD faculty credentialing and other requirements, Applicable Law, and SJCCD policies and regulations for supervising instructors of college-level courses.

- f) SJCCD will provide classroom, office, and other space for the ECHS Program at the ECHS Facility as indicated. The District will support the ECHS' day-to-day operational costs, including administrative and staff salaries, transportation, and facility and other school-related expenditures

#### **VIII. ELIGIBLE COURSES**

- a) The Program will include courses that enable participating students the opportunity to complete high school graduation requirements and earn an associate degree or at least sixty (60) semester credit hours toward a baccalaureate degree. The Crosswalk (as hereinafter defined) will provide pathways to postsecondary credentials. The Parties acknowledge that some of the Program courses will be for high school credit only but are designed to prepare the student for the dual credit college courses to achieve the purposes of the Program. Any courses offered at the ECHS for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the LDACGM adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of WECM adopted by the THECB, or a foreign language course.
- b) Prior to the commencement of the classes, the College and the District will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed. The final course equivalency crosswalk ("Crosswalk") will be attached to this Agreement as Appendix B and incorporated herein.
- c) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- d) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- e) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.
- f) Developmental and remedial courses are not offered for dual credit.
- g) The College and the District agree that SJCCD policies and practices regulating dual credit courses will be followed.

#### **IX. STUDENT ELIGIBILITY REQUIREMENTS**



- a) To be eligible for ECHS dual credit enrollment at SJCCD, the high school student must reside in the District and must:
  - 1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.
  - 2. Must meet ECHS dual credit admissions and eligibility requirements as required by Applicable Law, including, without limitation, the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
  - 3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
- b) The District shall comply with all recruitment and notification requirements of Chapter 28 of the Texas Education Code and other Applicable Law.
- c) Beginning June 2023, students taking the TSIA at SJCCD will not be charged for up to 5 attempts on sections of the Texas Success Initiative Assessment (TSIA). Students will be charged for any additional testing attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment. The ISD will cover the cost of any additional testing beyond the 5 attempts.
- d) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

#### **X. ECHS FACILITIES**

- a) SJCCD will provide a dedicated space on the appropriate campus for the ECHS. This space will include core learning classrooms, administrative and student support areas, and other space as determined by the Parties. As the number of students increases, subject to space requirements of SJCCD for students participating in the regular college program on the campus, additional space may be provided to meet these needs of the ECHS. Non-contiguous classrooms will be utilized for specialized facilities (e.g., science labs, fine arts, physical education) and for college credit classes taught in departmental buildings.
- b) Subject to availability and SJCCD building use and other applicable policies and procedures, SJCCD will provide to students and employees of the ECHS Program reasonable access to all the SJCCD designated campus buildings, including the student center, for meetings, socialization, and cultural events sponsored by and/or associated with the ECHS. Access for facilities, services, and resources will be addressed by the ECHS Steering Committee and SJCCD Dual Credit Office.
- c) Maintenance and operation of SJCCD facilities and campuses is the responsibility of SJCCD and SJCCD personnel. This includes but is not limited to operation, inspection and repair of utilities systems, lights, air conditioning, plumbing, elevators, fire alarm, access control, sidewalks, parking lots, campus and facilities signage, painting, pest management, grounds management, custodial services, and technology infrastructure.
- d) As required, SJCCD personnel will access the SJCCD ECHS facilities and classrooms to perform required maintenance, repairs, and inspections. SJCCD will work with the ECHS to ensure that these activities are conducted during reasonable time frames with minimal interruptions to academic activities.

- e) SJCCD retains the responsibility for assuring compliance with applicable codes, laws, and standards and will carry out tests and services on SJCCD facilities systems to ensure that compliance. ECHS personnel will ensure that the activities within the SJCCD ECHS facilities do not jeopardize the safe use and occupancy of the facility including but not limited to altering or disabling any fire alarm device, exceeding occupancies, or restricting any exit or access passageways.
- f) College facilities will be unavailable for occupancy on those days specified in the SJCCD academic calendar under "Facilities and/or Utilities Systems Maintenance." Exceptions to these dates must be discussed with the Dual Credit Director at the start of the semester.
- g) Furniture and related equipment located in SJCCD ECHS spaces and supplied by SJCCD will be repaired, and as necessary, moved between rooms and buildings by SJCCD personnel.
- h) ECHS personnel can make requests for SJCCD facilities and maintenance support through the Facilities Services website: <https://www.sanjac.edu/facilities>.
- i) ECHS students and personnel will follow posting and signage guidelines with respect to SJCCD facilities as set forth in SJCCD policy and the student handbook.
- j) ECHS students will have a District and a SJCCD identification card, which will give them access to SJCCD facilities and resources available to all students enrolled at SJCCD.

#### **XI. TRANSPORTATION**

SJCCD will not provide student transportation. The District will provide students appropriate transportation under State law and District rules and procedures. The District agrees to schedule appropriate transportation to ensure arrival at the College's campus early enough to allow students to be on time for class. The District will provide students appropriate transportation on days that constitute holidays or days off for the District, when the College is open and operating classes.

#### **XII. STUDENT COMPOSITION OF CLASS**

ECHS students enrolled in SJCCD college-level courses may attend classes composed of only ECHS students or may attend classes with regular SJCCD students enrolled in that college level class.

#### **XIII. FACULTY SELECTION, SUPERVISION, AND EVALUATION**

- a) The District shall select, hire, supervise, and evaluate all high school instructors who teach ECHS high school courses according to District policies and procedures. All ECHS instructors must meet state certification requirements in their subject area to teach in the state of Texas and be designated as highly qualified.
- b) The College shall select, hire, supervise, and evaluate all instructors of ECHS dual credit courses offered at the College, according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.
- c) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the Dual Credit Director and the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.

- d) The School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for the SJCCD Office of Human Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.
- e) Each Party shall be responsible for the payment of the salary, benefits, and employment taxes of its respective employees performing services for or at the ECHS. Additionally, SJCCD shall be responsible for payment of the stipend or salary of any adjunct faculty who teaches a college-level course for the ECHS, which amount shall be equivalent to the salary or stipend paid to other SJCCD adjunct faculty.
- f) Each Party shall provide professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees. Additionally, professional development for cross-over learning and collaboration will be planned and implemented by the ECHS Principal and the SJCCD Liaison when appropriate.

#### XIV. COURSE CURRICULUM, INSTRUCTION AND GRADING

- a) The College shall ensure that all dual credit courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the dual credit class.
- b) The course syllabus will be available to students through the Blackboard Learning Management System. The syllabus will contain the following information: course description; learning outcomes; a list of required materials/textbook(s) for the course; the method(s) of instruction; grading policy; instructor's office hours and location; method of student evaluation; general classroom policies including attendance; a calendar of lecture/discussion topics and assignment due dates; and other material deemed pertinent by the instructor.
- c) All faculty teaching dual credit students will follow the College Grading System as stated in the SJCCD Catalog as well as the grading criteria in the department approved syllabus.

SJC Grade	SJCCD Numerical Range	SJCCD Definition	SJCCD Point Value
A	90-100	Excellent, superior achievement	4
B	80-89	Good, above average achievement	3
C	70-79	Average, acceptable achievement	2
D	60-69	Passing, marginal achievement	1
F	59 and below	Failure, unsatisfactory achievement	0
FX	59 and below	Failure, unsatisfactory achievement due to absences	0
I		Incomplete	0
NG		No Grade Reported	0
W		Withdrawal, not included in 6 drop limit	0
WL		Withdrawal, included in 6 drop limit	0

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, rigor, and method of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and District officials will not interfere with the faculty member's responsibility for assigning grades in the college-level course. Any grade appeals will be conducted in accordance with applicable SJCCD policies and procedures.
- f) Beginning with the Fall 2023 semester, final grades shall be submitted by the College to the District's high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. The District is responsible for determining the numerical grade equivalent for their students.
- g) Beginning with the Fall 2023 semester, midterm grades shall be submitted by the College to the District's high school in which the student is enrolled through the secure online dual credit dashboard or through a secure spreadsheet. The midterm grade sent to the District from the College will be a letter grade. The District is responsible for determining the numerical grade equivalent for their students.
- h) The ECHS will be responsible for providing textbooks, equipment, and supplemental materials required for classes at no cost to the student. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with the success of students enrolled in the Program, the District shall make available to each student the required textbooks and materials on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.
- i) The District and SJCCD will develop an articulated four-year course of study plan (grades 9-12) that meets the requirements of Applicable Law, provides a seamless transition for students from grade level to grade level, allows students to transition from a majority of high school classes in grades 9 and 10 to a gradual integration to college-level classes during grades 11 and 12, and represents high levels of rigor, acceleration, and support. SJCCD and the District will collaborate to develop and refine a clear and coherent academic program across the two institutions for curriculum alignment.
- j) ECHS students may be able to earn their high school diploma within a four-year time frame and 60 credit hours towards an Associate degree, and/or Baccalaureate degree. Students will be encouraged to pursue an associate degree course of study such as an Associate of Arts or Associate of Science. ECHS students may also be able to earn the Distinguished Level of Achievement diploma or graduate with any of the five (5) options for endorsements in accordance with Applicable Law. The District shall be responsible for ensuring that high school curriculum courses will meet the requirements of the Texas Essential Knowledge and Skills and other Applicable Law and that the ECHS students are able to meet all high school graduation requirements, including all End of Course examinations, while earning college credit. The District will be responsible for monitoring and ensuring the quality of instruction for the high school credit courses offered at the ECHS. ECHS students must meet all the

regular prerequisites for any college-level course. SJCCD will assess each student for readiness to engage in any college-level course.

#### **XV. ATTENDANCE/CALENDAR**

- a) ECHS Program classes will align with the College Academic Calendar including SJCCD student holidays. ECHS students are required to attend classes at the College on days that constitute holidays or days off or emergency closures for the District when the College is open and operating classes. Exceptions may be arranged through collaboration between the College and the District. When the requested exception involves the final exam schedule for long semester classes, the College Department Chair and Division Dean must be involved in and approve the decision.
- b) The instructional calendar for the high school portion of the ECHS will be based on the District's calendar and comply with all related TEA regulations for attendance. The District will adjust its schedule if necessary to enable the ECHS students to enroll in and attend the college-level courses provided by SJCCD. Where allowed by Applicable Law, including, without limitation, Section 29.0822 of the Texas Education Code and 19 Texas Administrative Code § 129.1027, and further subject to approval of both Parties, the ECHS calendar may vary from that of the District in order to best fit the needs of students and reasonably interrelate with the SJCCD academic calendar.
- c) College courses and exams should take reasonable priority over District activities. All students enrolled in the ECHS are responsible for notifying their college instructor if they are missing any classes and must follow course policies on syllabus concerning attendance.
- d) No changes will be made to the SJCCD scheduled course start and end times established for the semester. SJCCD class times must meet established State requirements for instructional minutes. SJCCD faculty members are not authorized to change the start and end times of their classes to meet scheduling needs of the District.
- e) Students must report regularly and promptly to dual credit Program courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- f) The Parties shall comply with Applicable Law in crediting attendance in the Program courses. Each ECHS faculty member will take daily attendance and shall report such attendance for enrollment and funding purposes as required by Applicable Law.
- g) All ECHS students are required to participate in required state, national and federal assessments, which will be administered by the ECHS staff. SJCCD agrees to make reasonable accommodations in course scheduling and attendance so that ECHS students are not penalized in their college credit courses for their participation in the required state, national and federal assessments. The District shall notify SJCCD promptly of the testing and assessment schedule prior to the start of the affected term.
- h) Students are required to attend classes at the College on days that constitute holidays or days off or emergency closures for the District when the College is open and operating classes.

**XVI. WITHDRAWAL FROM COLLEGE COURSES**

- a) Students enrolled in the ECHS Dual Credit Program who desire to withdraw from college courses must speak with the SJCCD Dual Credit office and their high school counselor or other high school designated administrator to fully understand how the drop will impact their educational path at the high school and at SJCCD.
- b) All dates regarding withdrawal deadlines published on the SJCCD website shall apply to dual credit Program students. Once the final withdrawal deadline has passed, the student shall have no further opportunities for withdrawal thereafter and will receive the grade earned in the class.
- c) The District shall not implement any policy or procedure that prohibits or restricts a dual credit ECHS student from withdrawing from a college course.

**XVII. TRANSCRIPTION OF CREDIT**

Grades for college courses will be transcribed upon successful completion of the College's end of term processing following the College's academic calendar.

**XVIII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS**

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the dual credit Program without the consent of either the parents or the student.
- b) Data obtained by either Party will be used solely for the purposes of performing that Party's obligations and as otherwise set forth in this Agreement. The College and the District shall comply with the requirements of the FERPA and its implementing regulations; and shall provide all safeguards for the protection of the confidentiality of student and parent data. Each Party will notify its designated individuals who are authorized to access individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless required or authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.
- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.

- f) The College and the District agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.
- g) In addition to any other reports to which the Parties have agreed or other reporting requirements expressly set forth herein, the Parties will cooperate on the preparation and submission of the annual and other reports on the progress of the ECHS to be submitted to TEA and as may be required by the THECB. The reports will be provided to each Party and others as deemed appropriate. Data regarding student progress and success will be collected and shared as deemed appropriate.

#### **XIX. ACADEMIC POLICES AND STUDENT SUPPORT SERVICES**

- a) Students enrolled in the ECHS Program are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students except in limited cases where the service would be duplicative of services provided by the District or where utilizing the College's services would not be applicable to the ECHS student such as College meal plans and mental health counseling.
- b) The School District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to the ECHS dual credit students enrolled in the Program.
- c) The District will post information and a link to the SJCCD Dual Credit website on the District homepage. Information about SJCCD Dual Credit opportunities will be posted on the individual high school's College/Career or College Resources website.
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The District will assign a specific counselor to the ECHS to provide both academic and counseling support. The College and the District will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The Educational Planner in the Dual Credit Office offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit web site. In active collaboration with the College, the District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).
- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) Tools to assist counselors, students, and families in selecting endorsements offered by the District and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce

Commission. Links to these tools are located on the District web site and the SJCCD Dual Credit web page.

- g) The College and the District shall comply with Applicable Law with respect to a student's disabilities and need for accommodations. If the ECHS class is taught by SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the District's high school counselor responsible for determining accommodations. If the class is taught by a member of the District faculty, the District's high school will be responsible for providing the classroom accommodations.
- h) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the District. The College disseminates the most current dual credit and ECHS information regarding enrollment, resources, and requirements for the Program on the College's dual credit website.

## XX. STUDENT CONDUCT

- a) Students enrolled in the ECHS are required to adhere to both the District and SJCCD policies, procedures, and regulations regarding facilities and equipment usage, and both SJCCD and the District's code of student conduct while at SJCCD facilities. The failure of any ECHS Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College and the District, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the ECHS Program shall be in conformity with the codes of conduct of the parties. In the event of a conflict between the policies of the District and SJCCD, the Parties will collaborate to resolve any conflict. Any escalating student behavioral concerns or threats made by ECHS students against ISD or SJCCD properties must be reported to or shared with Compliance and Judicial Affairs or the Dual Credit office in a timely manner so that the College is aware of potential risks and concerns involving SJCCD property and personnel.
- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: [https://cm.maxient.com/reportingform.php?SanJacCollege&layout\\_id=0](https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0).

## XXI. ACCIDENTS/EMERGENCIES

Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any ECHS student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating or that may pose a threat to the safety and welfare



of the SJCCD college community. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJCCD property or attending an SJCCD-sponsored event or activity off campus, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines. If such an event occurs while the individual is not on SJCCD property or attending a District-sponsored event or activity off campus, the response to such incidents will be based on District policies, procedures, regulations, and guidelines. Accordingly, while on the College's property, the policies and procedures of SJCCD related building use, emergency response, and safety of shall apply, to the extent applicable. The District shall notify the SJCCD Office of Emergency Services at the start of the semester of any planned drills or exercises conducted by the District conducted on SJCCD property. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes found within the SJCCD Student of Concern Reporting Process Guide and the Emergency Incident Response Guide book.

## **XXII. CONCEALED HANDGUN NOTICE**

Pursuant to Texas Senate Bill 11 (2019 Regular Session of the Legislature), and in accordance with SJCCD Policy III.3000.A: Campus Carry, a holder of a valid license to carry who is age 21 or older is authorized to possess a concealed handgun on SJCCD property. The policy also identifies certain campus locations and activities that a valid licensed to carry holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College including the areas designated for the ECHS. More information can be found at <https://www.sanjac.edu/policy-iii3000a-campus-carry>.

## **XXIII. FUNDING**

- a) State funding for dual credit courses is available to both the District and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in the ECHS will not be directly charged for costs associated with the Program for tuition and fees, textbooks, administration of a college placement exam, or fees required by SJCCD for other students enrolled in SJCCD.
- c) ECHS Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. The current waiver is 75% of tuition and fees as of Fall 2022. The remaining tuition and fees will be paid by the District to SJCCD.
- d) The College's Board of Trustees reserves the right to adjust tuition and fees or waivers as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition, fees, or waivers being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.

- e) The District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for District students enrolled in the Program including dual credit student tuition, fees, and books/materials as set forth in this Agreement. The District will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and secondary contact and any other personnel or departments desired by the District. Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within 45-days of the billing date:

San Jacinto Community College District  
Attn: Accts. Receivable  
4624 Fairmont Parkway Ste. A2-214  
Pasadena, TX. 77504

SJCCD Invoicing Contact:

Primary: Morgan West [morgan.west@sjcd.edu](mailto:morgan.west@sjcd.edu) 281-991-2665

Secondary: Esmeralda Parrales [esmeralda.parrales@sjcd.edu](mailto:esmeralda.parrales@sjcd.edu) 281-998-6145

- f) Physical Education is not part of the Associate Degree plan but part of the high school graduation requirements, therefore:
  - 1. ECHS students will enroll in SJCCD PHED courses to meet their high school graduation requirements in Physical Education.
  - 2. Because the courses are not required for the Associate degree, the dual credit tuition waiver will not apply to the tuition for these courses and the District will pay the full-price of tuition for the ECHS students taking these courses at the appropriate tuition rate based on each student's residency status.
  - 3. SJCCD will continue to accept the financial loss of state funding for the PHED courses under current legislation.
- g) The costs for textbooks and/or instructional materials for ECHS dual credit courses shall be the responsibility of the District, not SJCCD. The required supplies will be available to ECHS students prior to the first day of class to help facilitate student success.
- h) The District, not SJCCD, will be responsible for costs associated with students re-taking a class.
- i) Students who re-take classes because of failure or to obtain a higher grade, as well as those who take classes beyond the prescribed Associate degree plan will pay tuition and fees at the rate assigned to dual credit students not enrolled in the ECHS while they are considered dual credit students.

#### **XXIV. PROGRAM GOALS**

In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in [Appendix A](#). Additionally, the Parties include in the Crosswalk an alignment of endorsements described in Texas Education Code § 28.025 and the courses offered under the Program that apply toward those endorsements.

**XXV. LIABILITY; INSURANCE**

- a) To the extent permitted by Applicable Law, the District does hereby agree to release SJCCD and its trustees, employees, agents, officers, and representatives (collectively "College Parties") from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the District or any of its trustees, employees, agents, officers and representatives (collectively "District Parties"). To the extent permitted by Applicable Law, the College does hereby agree to release the District Parties from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of the College or any of the College Parties.
- b) Each Party shall carry general liability insurance to cover against claims, liabilities, losses, and damages resulting from that Party's presence on SJCCD property and participation in the Program under this Agreement. Each Party shall cause its insurance policy to contain a waiver of subrogation against the other Party. Each Party shall carry other insurance as that Party deems advisable to protect against claims or liabilities that may result from participation in the Program under this Agreement.

**XXVI. TERMINATION OF AGREEMENT**

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon thirty (30) days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any District students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Termination for Cause. In the event that either Party defaults in its obligations under this Agreement, the other Party may terminate the Agreement for cause and pursue any remedies under law or in equity. Notwithstanding the foregoing, except for Exigent Circumstances, the defaulting Party shall have thirty (30) days from notice of default in which to cure the default before the Party alleging the default terminates and pursues its remedies. For purposes of this Agreement, the term "Exigent Circumstances" shall mean (collectively and individually) any act, omission, failure, or breach that in the reasonable discretion of the Party alleging the breach or default may (I) pose a threat to the safety or well-being of persons; (II) pose imminent danger to the premises of the other Party; (III) constitute a violation of Applicable Law; and/or (IV) result in the imposition of fines or penalties, for the other Party.
- c) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either the District's Board of Trustees or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least forty-five (45) days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party

except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

- d) Discontinuance of ECHS. The District and SJCCD agree to comply with the requirements of Applicable Law for discontinuing operations of the ECHS. During the teach-out period transitioning from full operation to the discontinued program, SJCCD and the District will continue to meet all of the required elements of an early college high school program and provide full support for all students enrolled in the ECHS. During the teach-out period, no new or additional students will be enrolled in the ECHS in grades that have been phased out. If the ECHS has only ninth and/or ninth and tenth grade cohorts, the Program will be closed down at the end of the school year in which the decision is made to discontinue operations. If the ECHS has eleventh and/or eleventh and twelfth grade cohorts, operation will continue through the graduation date for the eleventh-grade cohort. During this time, services may continue to be offered for enrolled ninth and tenth grade students through scheduled graduation for the cohort(s); however, a continuation of services is not required.

## XXVII. GENERAL PROVISIONS

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee, or agent of SJCCD or the District, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or the District. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the early college high school and dual credit Program between the Parties and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state of Texas, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.
- f) Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of SJCCD and the District may teach college courses as adjunct professors of

SJCCD, or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither Party shall have control over the other Party with respect to its hours, times, employment, etc.

Executed as of the Effective Date:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
Dr. Brenda Hellyer, Chancellor

Date: \_\_\_\_\_

**CLEAR CREEK INDEPENDENT SCHOOL DISTRICT**

By:  \_\_\_\_\_  
Dr. Karen Engle, Superintendent

Date: 12/15/2022

**Appendix A**

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Clear Creek Independent School District.

**Program Goals**

STATE DUAL CREDIT GOALS	SJCCD DUAL CREDIT GOALS
<p>Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.</p> <p>Measures of Implementation:</p> <ul style="list-style-type: none"> <li>• Collaboration between ISDs and IHE partner(s) to host informational sessions for students and parents on dual credit opportunities, benefits and cost</li> <li>• ISD and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies.</li> <li>• Hosting dual credit 101 sessions for high school counselors</li> <li>• Collaboration between ISDs and IHE partner(s) on a marketing campaign</li> <li>• Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.</li> </ul>	<p>Goal 1: The SJCCD dual credit program’s achievement of enrollment in postsecondary education goal is fully supported by outreach efforts to inform students and parents of the benefits and costs of dual credit are a major part of this goal, as included in the SJCCD Strategic Plan.</p> <p>Measures of Implementation include:</p> <ul style="list-style-type: none"> <li>• Parent Night and Student Presentations</li> <li>• Website and associated College documents updated often to reflect policies, rules, and financial policies</li> <li>• College staff presentations to ISD School Boards, as requested</li> <li>• Dual credit director and administrators meet with ISD administrators about dual credit programming</li> <li>• SJCCD dual credit office creates marketing posters and brochures to disseminate to the ISDs and homeschools</li> <li>• SJCCD dual credit office maintains a record of visits and activities</li> </ul>
<p>Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school</li> <li>• Time to degree completion</li> <li>• Semester credit hours to degree</li> <li>• Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student sub-population.</li> </ul>	<p>Goal 2: The SJCCD dual credit program’s successful transition to and acceleration through postsecondary education goal is to increase dual credit AA, AS, AAS, or certificate completion as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Goals for both transfer and technical certificate and degree attainment assessed through internal databases, THECB data, and the National Student Clearinghouse data; all data are disaggregated based on race and ethnicity, gender, and age</li> <li>• Time to degree completion tracked through internal data</li> <li>• Semester credit hours to degree tracked through internal data</li> <li>• Analysis of measures in enrollment in</li> </ul>

	<p>persistence through postsecondary education, disaggregated by student subpopulations, tracked through internal data</p> <ul style="list-style-type: none"> <li>• Dual credit office performs transcript audits to determine hours to degree and graduation options</li> <li>• Dual credit office performs student advising with dual credit high school students per THECB rules</li> </ul>
<p>Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school</li> <li>• Time to degree completion</li> <li>• Decrease in excess number of semester hours beyond required hours to degree completion</li> <li>• Analysis of measures in enrollment and degree completion, disaggregated by student sub-population.</li> </ul>	<p>Goal 3: The SJCCD dual credit program will develop an effective bridge between secondary and postsecondary education to increase the number of high school graduates who are college ready, according to the policies of THECB and statute, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school is tracked through internal databases and THECB data; all data are disaggregated based on race and ethnicity, gender, and age, as well as specific ISD</li> <li>• Using transcripts and testing, the Dual credit office determines dual credit student college readiness, according to the methodologies set forth in statute and THECB policies</li> <li>• SJCCD offers online test preparation through the PAA which is available to all dual credit students</li> <li>• In order to decrease the excess hours to completion, the Dual credit office creates a program completion plan for each student and maintains these in Degreeworks; dual credit students are tracked according to standard College processes</li> <li>• SJCCD provides student support services for all dual credit students, as do the ISDs</li> </ul>
<p>Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Analysis of performance in subsequent course work.</li> </ul>	<p>Goal 4: The SJCCD goal for dual credit students' performance in college-level coursework is to increase academic and career and technical education course completion, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD.</li> <li>• SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.</li> </ul>

	<ul style="list-style-type: none"><li>• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.</li></ul>
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## Appendix B

This Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Clear Creek Independent School District as of the agreed upon Effective Date. Any capitalized terms used in this Appendix B that are not otherwise defined shall have the meaning set forth in the Agreement.

## Crosswalk of CCISD Courses and SJCCD Courses

CCISD ID	SJC ID	Course Description	Codes	CCISD ID	SJC ID	Course Description	Codes
7348	ACCT 2301	Principals of Financial Accounting		2816	COSC 1436	Programming Fundamentals I	
7349	ACCT 2302	Principals of Managerial Accounting	P	2817	COSC 1437	Programming Fundamentals II	P
4889	ANTH 2351	Cultural Anthropology		2828	COSC 2325	Computer Organization	P
8008	ARTS 1301	Art Appreciation		2829	COSC 2436	Programming Fundamentals III	P
8258	ARTS 1303	Art History I		8908	DANC 2303	Dance Appreciation	
8259	ARTS 1304	Art History II		8408	DRAM 1120	Theatre Practicum I	
8058	ARTS 1311	Design I	\$	8338	DRAM 1310	Theatre Appreciation	
8059	ARTS 1312	Design II	P \$	8339	DRAM 1341	Stage Makeup	\$
8238	ARTS 1316	Drawing I		8358	DRAM 1351	Acting I	
8031 SJC	ARTS 1317	Drawing II	P	8359	DRAM 1352	Acting II	
8057	ARTS 2316	Painting I		8348	DRAM 2366	Film Appreciation	
8203	ARTS 2348	Digital Art I		4518	ECON 2301	Principles of Macroeconomics	
8009	ARTS 2356	Photography I	\$	4528	ECON 2302	Principles of Microeconomics	
7329	BCIS 1305	Business Computer Applications		7707	EDUC 1100	Learning Framework	
3868	BIOL 1306	Biology for Science Majors I		7718	EDUC 1301	Intro to the Teaching Profession	
3869	BIOL 1307	Biology for Science Majors II		7719	EDUC 2301	Intro to Special Populations	
3865	BIOL 1308	Biology for Non-Science Majors I		1328	ENGL 1301	Composition I	
3866	BIOL 1309	Biology for Non-Science Majors II		1329	ENGL 1302	Composition II	P
7048	<b>BIOL 1311</b>	<b>General Botany</b>	<b>P</b>	1518	ENGL 2307	Creative Writing	
7519	BIOL 1322	Nutrition & Diet Therapy		1519	<b>ENGL 2308</b>	<b>Creative Writing Studies</b>	<b>P</b>
3848	BIOL 2301	Human Anatomy & Physiology I	P	1529	ENGL 2311	Technical and Business Writing	P
3849	BIOL 2302	Human Anatomy & Physiology II	P	1333	ENGL 2322	British Literature I	P
3038	BIOL 2320	Microbiology for Health Sci Majors	P	1338	ENGL 2323	British Literature II	P
3048	BIOL 2321	Microbiology for Science Majors	P	1997	ENGL 2327	American Literature I	P
7313	BUSI 2301	Business Law		1998	ENGL 2328	American Literature II	P
3228 SJC	CHEM 1305	Intro to Chemistry I		1523	ENGL 2332	World Literature I	P
3229 SJC	<b>CHEM 1307</b>	<b>Intro to Chemistry II</b>	<b>P</b>	1528	ENGL 2333	World Literature II	P
3528 SJC	CHEM 1311	General Chemistry I	P	1558	ENGL 2341	Literature & Film	P
3529 SJC	CHEM 1312	General Chemistry II	P	7910 SJC	ENGR 1201	Introduction to Engineering	P
3523	CHEM 2323	Organic Chemistry I	P	7900 SJC	ENGR 1304	Engineering Graphics I	P
3524	CHEM 2325	Organic Chemistry II	P	7911 SJC	ENGR 2305	Electrical Circuits I	P
5408	CHIN 1411	Beginning Chinese I		5008	FREN 1411	Beginning French I	
5409	CHIN 1412	Beginning Chinese II	P	5009	FREN 1412	Beginning French II	P

## Crosswalk of CCISD Courses and SJCCD Courses continued

CCISD ID	SJC ID	Course Description	Codes	CCISD ID	SJC ID	Course Description	Codes
3808	GEOL 1303	Physical Geology		6085	PHED 1114	Jogging	
3809	GEOL 1304	Historical Geology	P	6023	PHED 1119	Exercise for Health & Fitness	
5108	GERM 1411	Beginning German I		6084	PHED 1121	Slow Pitch Softball	
5109	GERM 1412	Beginning German II	P	6086	PHED 1122	Soccer	
4328	GOVT 2305	Federal Government		6089	PHED 1126	Team Sports	
4329	GOVT 2306	Texas Government		6063	PHED 1134	Yoga I	
7518	HECO 1322	Nutrition & Diet Therapy		6043	PHED 1140	Martial Arts	\$
4218	HIST 1301	United States History I		6068	PHED 1143	Fitness Walking	
4219	HIST 1302	United States History II		6033	PHED 1145	Kickboxing for Fitness	
4258	HIST 2311	Western Civilization I		6028	PHED 1164	Intro to Physical Fitness/Wellness	
4259	HIST 2312	Western Civilization II		6087	PHED 2140	Advanced Martial Arts	P S
1557	HUMA 1301	Introduction to the Humanities I		4758	PHIL 1301	Intro to Philosophy	
7328	ITSC 1309	Integrated Software Applications I		4759	PHIL 1304	Introduction to World Religions	
2297	MATH 1314	College Algebra		4748	PHIL 2303	Logic I	
2298	MATH 1324	Math for Business & Social Sciences		4888	PHIL 2306	Introduction to Ethics	
2728	MATH 1325	Calculus for Business & Social Sciences	P	4783	PHIL 2307	Intro to Social & Political Philosophy	
2731 SJC	MATH 1332	Contemporary Mathematics		3733	PHYS 1301	College Physics I	P
2628	MATH 1342	Statistics		3738	PHYS 1302	College Physics II	P
2529	MATH 2318	Linear Algebra	P	3878	PHYS 2325	University Physics I	P
2629	MATH 2320	Differential Equations	P	3879	PHYS 2326	University Physics II	P
2329	MATH 2412	PreCalculus Math	P	4718	PSYC 2301	General Psychology	
2428	MATH 2413	Calculus I	P	4798	PSYC 2308	Child Psychology	P
2429	MATH 2414	Calculus II	P	4768	PSYC 2314	Lifespan Growth & Development	P
2528	MATH 2415	Calculus III	P	4728	PSYC 2315	Psychology of Adjustment	P
8616	MUEN 1122	Concert Band		4788	PSYC 2317	Statistical Methods in Psychology	P
8888	MUSI 1141	College Choir		4778	PSYC 2319	Social Psychology	P
8618	MUSI 1163	Jazz Improvisation I		4738	SOCI 1301	Intro to Sociology	
8848	MUSI 1306	Music Appreciation		4739	SOCI 1306	Social Problems	
8868	MUSI 1307	Music Literature		5208	SPAN 1411	Beginning Spanish I	
8849	MUSI 1310	American Music		5209	SPAN 1412	Beginning Spanish II	P
6053	PHED 1101	Beginning Tennis	P	1607	SPCH 1315	Public Speaking	
6058	PHED 1102	Advanced Tennis		1608	SPCH 1318	Interpersonal Communications	
6054	PHED 1112	Badminton		1609	SPCH 1321	Business & Professional Speech	

Appendix C

**School District Title IX Investigator/Coordinator**

As stated above, **Clear Creek** Independent School District ("District") will designate a specific District official that is certified as a Title IX Investigator to serve as the authorized liaison for SJCCD Office of Human Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter. Any capitalized terms not otherwise defined in this Appendix shall have the meaning set forth in the Agreement between the Parties.

The District Liaison contact information is as follows:

District Name:

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High School Name:

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Liaison's Name:

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Position Title:

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Contact Phone Number:

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Email:

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## Appendix D

This Appendix D is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Clear Creek Independent School District.

The TEA Early College High School (ECHS) Blueprint provides foundational principles and standards for innovative partnerships with colleges and universities. The Blueprint contains mandatory design elements and requirements for meeting outcomes-based measures on data indicators related to access, attainment, and achievement that must be met annually. More information can be found at [https://tea.texas.gov/sites/default/files/2020-21%20ECHS\\_Blueprint\\_6.8.20\\_Final.pdf](https://tea.texas.gov/sites/default/files/2020-21%20ECHS_Blueprint_6.8.20_Final.pdf) and at <https://chechs.ccisd.net/products> on the Clear Horizons ECHS web site.

### Benchmark 1: Target Population

The Early College High School shall serve, or include plans to scale up to serve, students in grades 9 through 12, and shall target and enroll students who are at risk of dropping out of school as defined by statute (Texas Education Code (TEC) 29.908) and the Public Education Information Management System (PEIMS) and who might not otherwise go to college.

- Written lottery procedures
- Written admission policy, and enrollment application
- Written recruitment plan, including a timeline of recruitment and enrollment events, and recruitment materials for distribution at feeder middle schools and other appropriate locations in the community
- Brochures and marketing in Spanish, English, and/or other relevant languages
- Written communication plan for targeting identified audiences (e.g. parents, community members, school boards, higher education personnel, etc.)

### Benchmark 2: Partnership Agreement

The Early College High School shall have a current, signed memorandum of understanding (MOU), interlocal agreement (ILA) for each school year that:

- Defines partnership between the school district(s) and the institution(s) of higher education (IHE) and addresses topics including, but not limited to, the ECHS location, transferability, and applicability of college credit between a 2-year and 4-year institution; the allocation of costs for tuition, fees, and textbooks; and student transportation;
- States that the school district or charter in which the student is enrolled shall pay for college tuition (for all dual credit courses, including retakes), fees (including TSI administration fees), and required textbooks to the extent those charges are not waived by the partner IHE;
- Defines an active partnership between the school district(s) and the IHE(s), which shall include joint decision-making procedures that allow for the planning and implementation of a coherent program across institutions; and
- Includes a data-sharing agreement that promotes collaborative interventions with processes for collecting, sharing, and reviewing program and student data to assess the progress of students served by the ECHS.
- Final, signed, and executed MOU/ILA or similar agreement

### **Benchmark 3: P-16 Leadership Initiatives**

The school district and institution(s) of higher education (IHE) partners shall develop and maintain a leadership team that meets regularly (e.g. quarterly or monthly) to address issues of design, implementation, ongoing implementation, and sustainability. Membership should include the Early College High School leader and individuals with decision-making authority from the district(s) and IHE(s).

- ECHS/IHE leadership meeting agendas
- School board and board of regents' presentations
- Description of each member and role in committee
- Document(s) outlining the strategic priorities for the current academic year and/or long-term priorities of the ECHS partnership

### **Benchmark 4: Curriculum and Support**

The Early College High School shall provide a rigorous course of study that enables a participating student to receive a high school diploma and complete the Texas Higher Education Coordinating Board's (THECB) core curriculum (as defined by Title 19 of the Texas Administrative Code (TAC) 4.28), obtain certifications, or earn an associate degree, or earn at least 60 credit hours toward a baccalaureate degree during grades 9-12. The ECHS shall provide students with academic, social, and emotional support in their course of study.

- Crosswalk aligning high school and college courses, grades 9 through 12, which enables a student to earn an associate degree or 60 college credit hours toward a baccalaureate degree
- Calendar of family outreach events
- Professional learning community agendas
- Advisory/study skills curriculum material
- Master schedules

### **Benchmark 5: Academic Rigor and Readiness**

The Early College High School shall administer a Texas Success Initiative (TSI) college placement exam (as defined by TAC 4.53) to all accepted ECHS students to assess college readiness, design individual instructional support plans, and enable students to begin college courses based on their performance on the exam.

- Calendar of TSI scheduled test administration dates, sign-up process, and intervention expectations
- Aggregate reports of TSI exam performance
- Tutoring and bridge program schedules
- Bridge program curriculum

### **Benchmark 6: School Design**

The Early College High School must provide a full-day program (i.e., full day as defined in PEIMS) at an autonomous high school (i.e., a high school with ECHS leader assigned to ECHS responsibilities who has

scheduling, hiring, and budget authority), an IHE liaison with decision-making authority, and a highly qualified staff with support and training.

- Mentor/induction program plans
- Annual training or professional development plan with ECHS and IHE faculty
- ECHS leader/liaison meeting agendas and informational handouts

**Item “XVI”**  
**Regular Board Meeting June 5, 2023**

**Consideration of Approval of Annual Review of the College’s Investment Policy and Strategy -  
First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the attached revisions to the Investment Policy and Strategy of the College. The Board of Trustees will not vote on this item but is creating awareness that the policy revision is being considered and input is being gathered.

**BACKGROUND**

The Investment Policy and Strategy of San Jacinto College requires that the Board of Trustees, at least annually, review and approve appropriate changes as required by Texas Government Code 2256, the Public Funds Investment Act (PFIA). The Board approved the last revisions on August 8, 2022.

The Investment Policy and Strategy provides guidance to make investment recommendations to the College based on current financial market conditions within the requirements of the PFIA.

**IMPACT OF THIS ACTION**

The revisions to the Investment Policy and Strategy are listed in the attached Summary of Changes and include minor updates as part of the annual review.

The updated policy will be sent to the College community on June 5, 2023. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on August 7, 2023.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The Board will be notified of any changes that require its action. Evaluation of management’s compliance with this policy is periodically reviewed by administration, the College’s internal and external auditors and the Texas State Auditor’s Office.

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy III.3001.A, Investment Policy and Strategy (Tracked Changes)
- Attachment 3 – Policy III.3001.A, Investment Policy and Strategy (Clean Version)

**RESOURCE PERSONNEL**

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: **N/A**  
Proposed Policy Name: **N/A**  
Current Policy Number/Name: **Policy III.3001.A, Investment Policy and Strategy**

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

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

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-v-o-investment-policy-and-strategy>

Primary Owner: **Vice Chancellor, Fiscal Affairs**  
Secondary Owner: **Associate Vice Chancellor, Finance**

Summary of Changes:

*Policy Changes:*

The current Policy III.3001.A, Investment Policy and Strategy, requires a revision to include:

- Added language per Section 2256.017 of the Public Funds Investment Act

*Procedure Changes:*

N/A



## **Policy III.3001.A, Investment Policy and Strategy**

### **Purpose**

The Board of Trustees of San Jacinto College will review and adopt the College's Investment Policy and investment strategies not less than annually in accordance with the Public Funds Investment Act.

### **Policy**

It is the policy of the San Jacinto College District (“College”) to invest its public funds in a manner that will provide the highest reasonable investment return with the maximum security while meeting the daily cash flow requirements of the College and conforming to all state and federal statutes governing the investment of public funds. These funds are accounted for in the College's annual comprehensive financial report.

### **Authority**

The primary state statute controlling the investment of public funds is the Public Funds Investment Act, Texas Government Code, Chapter 2256 (Act).

### **Applicability**

This Investment Policy applies to all assets and investment activity of the College including restricted and unrestricted funds.

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

## **OBJECTIVES**

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

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

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

**DIVERSIFICATION:** The College will strive to create diverse portfolios to minimize credit and market risks by addressing diversification in terms of maturity as well as security type and issuer. The College will diversify its portfolios to manage market risk resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of investment instruments.

**YIELD:** The College will strive to earn a reasonable market yield within the restrictions imposed by the Policy's safety and liquidity requirements, investment strategies, and state and federal laws governing investment of public funds. The College will design the investment portfolio with the objective of meeting and exceeding the yield of comparable benchmark securities chosen to be commensurate with the College's investment risk constraints

and the cash flow characteristics. The College will utilize the 1-Year, 2-Year, and 3-Year Treasury yields, as appropriate, as benchmarks for the portfolios' performance and risk levels.

### **STRATEGY**

The College's general investment strategy is based on its objectives of (a) safety of principal, (b) liquidity, (c) diversification, and (d) reasonable yield. The College's strategies for individual funds will address:

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

The College maintains three separate portfolios representing the College's major fund types. Each portfolio is guided by individual investment strategy considerations addressing the unique characteristics of its fund group.

#### **A. Operating Funds and Commingled Pools Containing Operating Funds**

Investment strategies for operating funds and commingled pools containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The College may accomplish this objective by purchasing high credit quality, short to medium-term securities, which form a laddered maturity structure and provide for a suitable liquidity buffer for unanticipated expenses. The College will maintain a maximum dollar weighted average maturity (WAM) of 365 days in these funds and will calculate the WAM using the stated final maturity date of each security.

#### **B. Debt Service Funds**

These portfolios contain debt service funds with particular needs. Investment strategies for debt service payments shall assure investment liquidity adequate to cover the debt service obligation on the required payment date. The next debt service date must always be funded before funding subsequent payments.

Included also are debt service reserve funds that are used to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. The College shall consider bond documents and ordinances specific to an individual issue in the investments. Securities should be of high credit quality with short to intermediate term maturities. The College shall manage volatility with relatively short and intermediate securities.

**C. Bond Funds, Construction, Special Projects, or Special Purpose Funds**

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

**STANDARD OF CARE – PRUDENT PERSON STANDARD**

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

All College Investment Officers will use this standard of prudence in the context of managing the overall portfolio. Investment Officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security’s credit or market price fluctuations by the College provided that the Investment Officers report deviations from expectations in a timely fashion and take appropriate action to control adverse developments.

**INVESTMENT TRAINING**

It will be the College's policy to provide training for Board members and Investment Officers as required by the Act. For the purposes of the Act, community colleges are considered to be state agencies. The Texas Higher Education Coordinating Board (THECB) will provide training for Board members that members complete within six months of assuming office.

The designated Investment Officer(s) shall attend at least the minimum required hours of investment training within six months of assuming their duties and at least the minimum required hours every subsequent two fiscal years. The Board will approve the independent source to provide the investment training. For purposes of this Policy, an “independent source” approved by the Board from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor other than a business organization with whom the Board of Trustees engages in an investment purchase or sale.

Not later than the 180<sup>th</sup> day after the last day of each regular session of the legislature, a report on investment training attended by Investment Officers of the institution shall be prepared by administration and delivered to the Board of Trustees.

**DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

In accordance with the Act, the Board of Trustees delegates, by resolution, management responsibility for the investment program through the Chancellor to the Vice Chancellor of Fiscal Affairs as the primary Investment Officer. The daily investment transaction processing and reporting are delegated to the following Finance staff who are also considered Investment Officers: Associate Vice Chancellor, Finance; Comptroller; and Assistant Comptroller.

### **Board of Trustees**

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

### **Investment Committee**

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

### **Investment Officer(s)**

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

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

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

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

### **ETHICS AND CONFLICTS OF INTEREST**

College Investment Officers involved in the investment process who have personal business relationships with any entity seeking to sell an investment to the College shall file a statement disclosing the extent of that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity (as determined by state statute) to an individual seeking to sell an investment to the College shall file a statement disclosing that relationship with the Texas Ethics Commission in accordance with the Act.

## **AUTHORIZED INVESTMENTS**

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

1. Obligations of the US Government (Treasury Bills and Treasury Notes), its agencies and instrumentalities not to exceed three years to stated maturity. Mortgage-backed securities with stated maturities not more than three years are authorized only in bond construction funds.
2. Fully insured or collateralized certificates of deposit of any bank doing business in Texas that are collateralized in accordance with this Policy and with a stated final maturity not to exceed one year to include those bought through the CDARS network.
3. Negotiable certificates of deposit securities issued by a bank that has a certificate of deposit rating of at least 1 or equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A1/P1 or equivalent by a nationally recognized rating agency.
4. Commercial paper rated no less than A1/P1 by two nationally recognized rating agencies with a stated maturity less than 90 days.
5. Fully collateralized direct repurchase agreements with a defined termination date, secured in accordance with this Policy and placed with a primary securities dealer. All repurchase agreement transactions shall be governed by an executed Bond Market Association Master Repurchase Agreement. Maximum stated maturity shall be 90 days except for flex repurchase agreements. Bond proceeds from one issue may be invested in a single flex repurchase agreement the maximum stated maturity for which shall be matched to the expenditure plan of the bonds.
6. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated maturity of not more than three years.
7. AAA or equivalent rated, Texas local government investment pools striving to maintain a \$1 net asset value (NAV) as defined by the Act and authorized specifically by the Board of Trustees for a particular pool.
8. A money market mutual fund in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
9. Corporate bonds, debentures or similar debt obligations rated in one of the two highest long-term rating categories without regard to gradations in those categories by two nationally recognized rating agencies not to exceed three years to maturity.
10. FDIC-insured brokered certificate of deposit securities from a bank in any US state, delivered versus payment to the College's safekeeping depository, not to exceed one year to maturity. Before purchase, the Investment Officer or Adviser must verify the FDIC status of the bank on [www.fdic.gov](http://www.fdic.gov) to assure that the bank is FDIC insured.
11. Fully insured or collateralized interest-bearing accounts in any bank in Texas.

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

**PROHIBITED INVESTMENTS**

The Board strictly prohibits the College from investing in any type of mortgage derivatives:

1. Interest Only Mortgage-Backed Securities (IO). Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Principal Only Mortgage-Backed Securities (PO). Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations (CMO) that have a stated final maturity date greater than ten years.
4. Inverse Floaters. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

If the state prohibits any type of securities for investment of public funds by state statute, the College is not required to liquidate investments that were authorized at the time of purchase.

**DIVERSIFICATION**

The College will use diversification to minimize risk of loss by over-concentration in a particular market sector, maturity or security. The College will strive to structure portfolios with laddered maturities and securities in accordance with the Policy's authorized investments and maximum maturity constraints. To assure diversification in the portfolio, the College will impose the following maximum limits (at time of purchase):

<b><u>Investment Type</u></b>	<b><u>Max. % in Portfolio</u></b>
US Treasury Obligations	90%
US Agency and Instrumentality Obligations	85%
SEC Registered Money Market Funds	60%
Repurchase Agreements	75%
Flex Repurchase (Bond Funds)	100% of issue
Collateralized/Insured CDs	20%
FDIC insured brokered CDs	20%
Negotiable CDs	15%
Limit per bank	5%
Local Government Investment Pools	100%
Participation per pool	10% of pool
Commercial Paper	25%
Limit per issuer	5%
Municipal Obligations	50%
Limit per issuer	10%
Limit per geographical region	50%
Corporate Obligations	30%
Limit per issuer	5%

### **MAXIMUM MATURITIES**

The College will diversify maturity dates and to the extent possible, match investments with anticipated cash-flow requirements. No investment stated maturities will exceed three years at the time of purchase.

### **AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The College shall make all investments transactions with a broker/dealer authorized by the Board or its Investment Committee. The College will review and adopt the authorized list at least annually. The Board or Investment Committee does not need to approve banks utilized for time or demand accounts, but the bank must provide all required information to the Investment Officer(s) prior to the transaction. The list shall contain no fewer than three to five broker/dealers to assure a competitive process. The College does not limit the number of banks.

Authorized broker/dealers and financial institutions may include:

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

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

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

The College may not enter into any investment transactions with a brokerage subsidiary of the Authority’s depository bank in order to fulfill all delivery versus payment (DVP) requirements for trade independence.

### **Policy Certification**

The College must provide each authorized local government investment pool and broker/dealer a copy of this Policy to assure that the pools or dealers are familiar with the goals and objectives of the College. The authorized representative shall sign a written certification, in a form acceptable to the College, substantially to the effect that they:

- Received and thoroughly reviewed the Policy and
- Acknowledge that the pool or broker/dealer has implemented reasonable controls and procedures in an effort to preclude investment transactions with the College that are not authorized by the College’s Policy.

Any College Investment Adviser shall certify their adherence to the Policy.

The College shall not execute any investment transaction with a pool that has not delivered this written certification. Material changes in this Policy will require re-certification. The College is under no obligation to transact business with any financial institution.

### **COLLEGE DEPOSITORY**

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

### **COMPLIANCE AUDIT**

The College's independent auditor reviews cash and investments in conjunction with the performance of the annual audit. At least once every two years, the College's independent auditor will perform a compliance audit to assure internal controls are in place that provide for compliance with the College's Investment Policies and procedures and the Act. The College will report the results of this compliance audit to the Board of Trustees and the state auditor not later than January 1 of each even-numbered year.

### **Loss of Rating**

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer or Adviser shall notify the Investment Committee of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available, within two weeks after the loss of the required rating.

### **Monitoring FDIC Status**

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College based upon information from the FDIC. If any bank has been acquired or merged with another bank in which the College owns brokered CDs, the Investment Officer or Adviser shall immediately liquidate any brokered CD that places the College above the FDIC insurance level.

### **COLLATERALIZATION**

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

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



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

**Authorized Collateral**

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

- A. FDIC insurance coverage.
- B. Obligations of the United States, its agencies or instrumentalities, or other evidence of indebtedness of the United States guaranteed as to principal and interest including mortgage-backed securities that pass the bank test.
- C. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated A or its equivalent by two nationally recognized rating agencies.
- D. Letter of credit of the United States or its agencies and instrumentalities, issued by the Federal Home Loan Bank (FHLB).

**Voluntary Collateral Pooling Alternative**

The College will evaluate collateral pooling alternatives authorized by state statute (TX Gov't Code 2257) on a case-by-case basis for use.

If any depository offers a voluntary collateral pooling alternative for the provision of collateral (instead of uniquely pledged securities to the College), the investment officers shall fully evaluate the risk factors concerned to determine the efficacy of participation. The College will analyze the use of collateral pooling using factors such as anticipated balances, fluctuations in balances, duration of deposits and current economic conditions to determine the acceptability of the collateral pool. The pool must contain only marketable securities.

**SAFEKEEPING**

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

**DELIVERY VERSUS PAYMENT**

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

**REPORTING**

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

- a. Description of each investment and depository position;
- b. Book and market values at the beginning and end of the reporting period;
- c. Additions and changes to the market value during the period;
- d. The book and market value of each separately invested asset;
- e. The maturity date of each separately invested asset;

- f. The account, fund, or pooled group fund for which each investment was acquired;
- g. The earnings for the period; and
- h. The overall yield for the portfolio(s) and its benchmark yield for the period designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

The College shall obtain market prices for market value calculations from an independent source. The report must conform to the contents of the Act and must be prepared and signed by all investment Officers of the College.

In accordance with Rider 5, the General Appropriations Act (86th Legislature), the College shall file an annual investment report, prepared in the method prescribed by the State Auditor’s Office, by December 31 each year. The College shall also publish and maintain on its website for at least two years the annual investment report, quarterly investment reports, and current investment policy.

**INTERNAL CONTROLS**

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

**Cash Flow Forecasting**

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

**INVESTMENT POLICY ADOPTION**

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

**Procedures**

There are no associated procedures with this policy.

Date of Board Approval	<del>August 8, 2022</del> <u>Anticipated August 7, 2023</u>
Effective Date	<del>August 9, 2022</del> <u>Anticipated August 8, 2023</u>
Primary Owner	Vice Chancellor, Fiscal Affairs

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Secondary Owner	Associate Vice Chancellor, Finance
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## **Policy III.3001.A, Investment Policy and Strategy**

### **Purpose**

The Board of Trustees of San Jacinto College will review and adopt the College's Investment Policy and investment strategies not less than annually in accordance with the Public Funds Investment Act.

### **Policy**

It is the policy of the San Jacinto College District (“College”) to invest its public funds in a manner that will provide the highest reasonable investment return with the maximum security while meeting the daily cash flow requirements of the College and conforming to all state and federal statutes governing the investment of public funds. These funds are accounted for in the College's annual comprehensive financial report.

### **Authority**

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Not later than the 180<sup>th</sup> day after the last day of each regular session of the legislature, a report on investment training attended by Investment Officers of the institution shall be prepared by administration and delivered to the Board of Trustees.

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In accordance with the Act, the Board of Trustees delegates, by resolution, management responsibility for the investment program through the Chancellor to the Vice Chancellor of Fiscal Affairs as the primary Investment Officer. The daily investment transaction processing and reporting are delegated to the following Finance staff who are also considered Investment Officers: Associate Vice Chancellor, Finance; Comptroller; and Assistant Comptroller.

### **Board of Trustees**

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

### **Investment Committee**

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

### **Investment Officer(s)**

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

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

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

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

### **ETHICS AND CONFLICTS OF INTEREST**

College Investment Officers involved in the investment process who have personal business relationships with any entity seeking to sell an investment to the College shall file a statement disclosing the extent of that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity (as determined by state statute) to an individual seeking to sell an investment to the College shall file a statement disclosing that relationship with the Texas Ethics Commission in accordance with the Act.

## **AUTHORIZED INVESTMENTS**

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

1. Obligations of the US Government (Treasury Bills and Treasury Notes), its agencies and instrumentalities not to exceed three years to stated maturity. Mortgage-backed securities with stated maturities not more than three years are authorized only in bond construction funds.
2. Fully insured or collateralized certificates of deposit of any bank doing business in Texas that are collateralized in accordance with this Policy and with a stated final maturity not to exceed one year to include those bought through the CDARS network.
3. Negotiable certificates of deposit securities issued by a bank that has a certificate of deposit rating of at least 1 or equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A1/P1 or equivalent by a nationally recognized rating agency.
4. Commercial paper rated no less than A1/P1 by two nationally recognized rating agencies with a stated maturity less than 90 days.
5. Fully collateralized direct repurchase agreements with a defined termination date, secured in accordance with this Policy and placed with a primary securities dealer. All repurchase agreement transactions shall be governed by an executed Bond Market Association Master Repurchase Agreement. Maximum stated maturity shall be 90 days except for flex repurchase agreements. Bond proceeds from one issue may be invested in a single flex repurchase agreement the maximum stated maturity for which shall be matched to the expenditure plan of the bonds.
6. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated maturity of not more than three years.
7. AAA or equivalent rated, Texas local government investment pools striving to maintain a \$1 net asset value (NAV) as defined by the Act and authorized specifically by the Board of Trustees for a particular pool.
8. A money market mutual fund in compliance with SEC Rule 2a-7 and striving to maintain a \$1 net asset value.
9. Corporate bonds, debentures or similar debt obligations rated in one of the two highest long-term rating categories without regard to gradations in those categories by two nationally recognized rating agencies not to exceed three years to maturity.
10. FDIC-insured brokered certificate of deposit securities from a bank in any US state, delivered versus payment to the College's safekeeping depository, not to exceed one year to maturity. Before purchase, the Investment Officer or Adviser must verify the FDIC status of the bank on [www.fdic.gov](http://www.fdic.gov) to assure that the bank is FDIC insured.
11. Fully insured or collateralized interest-bearing accounts in any bank in Texas.

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



**PROHIBITED INVESTMENTS**

The Board strictly prohibits the College from investing in any type of mortgage derivatives:

1. Interest Only Mortgage-Backed Securities (IO). Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Principal Only Mortgage-Backed Securities (PO). Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations (CMO) that have a stated final maturity date greater than ten years.
4. Inverse Floaters. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

If the state prohibits any type of securities for investment of public funds by state statute, the College is not required to liquidate investments that were authorized at the time of purchase.

**DIVERSIFICATION**

The College will use diversification to minimize risk of loss by over-concentration in a particular market sector, maturity or security. The College will strive to structure portfolios with laddered maturities and securities in accordance with the Policy's authorized investments and maximum maturity constraints. To assure diversification in the portfolio, the College will impose the following maximum limits (at time of purchase):

<b><u>Investment Type</u></b>	<b><u>Max. % in Portfolio</u></b>
US Treasury Obligations	90%
US Agency and Instrumentality Obligations	85%
SEC Registered Money Market Funds	60%
Repurchase Agreements	75%
Flex Repurchase (Bond Funds)	100% of issue
Collateralized/Insured CDs	20%
FDIC insured brokered CDs	20%
Negotiable CDs	15%
Limit per bank	5%
Local Government Investment Pools	100%
Participation per pool	10% of pool
Commercial Paper	25%
Limit per issuer	5%
Municipal Obligations	50%
Limit per issuer	10%
Limit per geographical region	50%
Corporate Obligations	30%
Limit per issuer	5%

### **MAXIMUM MATURITIES**

The College will diversify maturity dates and to the extent possible, match investments with anticipated cash-flow requirements. No investment stated maturities will exceed three years at the time of purchase.

### **AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The College shall make all investments transactions with a broker/dealer authorized by the Board or its Investment Committee. The College will review and adopt the authorized list at least annually. The Board or Investment Committee does not need to approve banks utilized for time or demand accounts, but the bank must provide all required information to the Investment Officer(s) prior to the transaction. The list shall contain no fewer than three to five broker/dealers to assure a competitive process. The College does not limit the number of banks.

Authorized broker/dealers and financial institutions may include:

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

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

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

The College may not enter into any investment transactions with a brokerage subsidiary of the Authority’s depository bank in order to fulfill all delivery versus payment (DVP) requirements for trade independence.

### **Policy Certification**

The College must provide each authorized local government investment pool and broker/dealer a copy of this Policy to assure that the pools or dealers are familiar with the goals and objectives of the College. The authorized representative shall sign a written certification, in a form acceptable to the College, substantially to the effect that they:

- Received and thoroughly reviewed the Policy and
- Acknowledge that the pool or broker/dealer has implemented reasonable controls and procedures in an effort to preclude investment transactions with the College that are not authorized by the College’s Policy.

Any College Investment Adviser shall certify their adherence to the Policy.

The College shall not execute any investment transaction with a pool that has not delivered this written certification. Material changes in this Policy will require re-certification. The College is under no obligation to transact business with any financial institution.

### **COLLEGE DEPOSITORY**

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

### **COMPLIANCE AUDIT**

The College's independent auditor reviews cash and investments in conjunction with the performance of the annual audit. At least once every two years, the College's independent auditor will perform a compliance audit to assure internal controls are in place that provide for compliance with the College's Investment Policies and procedures and the Act. The College will report the results of this compliance audit to the Board of Trustees and the state auditor not later than January 1 of each even-numbered year.

### **Loss of Rating**

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer or Adviser shall notify the Investment Committee of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available, within two weeks after the loss of the required rating.

### **Monitoring FDIC Status**

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College based upon information from the FDIC. If any bank has been acquired or merged with another bank in which the College owns brokered CDs, the Investment Officer or Adviser shall immediately liquidate any brokered CD that places the College above the FDIC insurance level.

### **COLLATERALIZATION**

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

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

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

**Authorized Collateral**

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

- A. FDIC insurance coverage.
- B. Obligations of the United States, its agencies or instrumentalities, or other evidence of indebtedness of the United States guaranteed as to principal and interest including mortgage-backed securities that pass the bank test.
- C. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated A or its equivalent by two nationally recognized rating agencies.
- D. Letter of credit of the United States or its agencies and instrumentalities, issued by the Federal Home Loan Bank (FHLB).

**Voluntary Collateral Pooling Alternative**

The College will evaluate collateral pooling alternatives authorized by state statute (TX Gov't Code 2257) on a case-by-case basis for use.

If any depository offers a voluntary collateral pooling alternative for the provision of collateral (instead of uniquely pledged securities to the College), the investment officers shall fully evaluate the risk factors concerned to determine the efficacy of participation. The College will analyze the use of collateral pooling using factors such as anticipated balances, fluctuations in balances, duration of deposits and current economic conditions to determine the acceptability of the collateral pool. The pool must contain only marketable securities.

**SAFEKEEPING**

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

**DELIVERY VERSUS PAYMENT**

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

**REPORTING**

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

- a. Description of each investment and depository position;
- b. Book and market values at the beginning and end of the reporting period;
- c. Additions and changes to the market value during the period;
- d. The book and market value of each separately invested asset;
- e. The maturity date of each separately invested asset;

- f. The account, fund, or pooled group fund for which each investment was acquired;
- g. The earnings for the period; and
- h. The overall yield for the portfolio(s) and its benchmark yield for the period designated as 1-Year, 2-Year or 3-Year Treasury yields, as appropriate.

The College shall obtain market prices for market value calculations from an independent source. The report must conform to the contents of the Act and must be prepared and signed by all investment Officers of the College.

In accordance with Rider 5, the General Appropriations Act (86th Legislature), the College shall file an annual investment report, prepared in the method prescribed by the State Auditor’s Office, by December 31 each year. The College shall also publish and maintain on its website for at least two years the annual investment report, quarterly investment reports, and current investment policy.

**INTERNAL CONTROLS**

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

**Cash Flow Forecasting**

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

**INVESTMENT POLICY ADOPTION**

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

**Procedures**

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 7, 2023
Effective Date	Anticipated August 8, 2023
Primary Owner	Vice Chancellor, Fiscal Affairs

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Secondary Owner	Associate Vice Chancellor, Finance
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**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
June 5, 2023**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

Purchase Request #1		
Consideration of Approval to Award Professional Services Pool	(pg. 2-4)	\$ -
 Purchase Request #2		
Consideration of Approval of Additional Funds for Central Campus Marcom Capital Renewal	(pg. 5)	150,000
 Purchase Request #3		
Consideration of Approval of Additional Funds for Interior LED Lighting Retrofit Project	(pg. 6-7)	75,000
 Purchase Request #4		
Consideration of Approval to Renew the Contract for Bookstore Operations	(pg. 8-9)	6,000,000
 Purchase Request #5		
Consideration of Approval to Contract for Mass Communication and Emergency Notification Services	(pg. 10-11)	226,227
 Purchase Request #6		
Consideration of Approval to Purchase Electronic Access Control	(pg. 12)	200,000
 Purchase Request #7		
Consideration of Approval to Purchase Portable Radios	(pg. 13)	134,756
 Purchase Request #8		
Consideration of Approval of Additional Funds for Catering Services	(pg. 14)	100,000
 Purchase Request #9		
Consideration of Approval of Funds for Customer Relationship Management Solution Contract	(pg. 15)	215,000
 Purchase Request #10		
Consideration of Approval of Additional Funds for Fortune Cookie Marketing Campaign	(pg. 16-17)	150,000
 <b>TOTAL OF PURCHASE REQUESTS</b>		<b><u>\$ 7,250,983</u></b>

**Purchase Request #1**  
**Regular Board Meeting June 5, 2023**

**Consideration of Approval to Award Professional Services Pool**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a pool for professional services consisting of engineers and construction technical consultants for various construction, renovation, and infrastructure projects.

**BACKGROUND**

Engineers and construction-related technical services are required for various construction and facility upgrade projects. Such services are classified as professional services pursuant to §2254 of the Texas Government Code and are awarded based on firms' qualifications relative to each project. Previously for the 2015 Capital Improvement Bond Program, it was determined the College would be best serviced by utilizing a pool of pre-qualified firms in each discipline. A pool was approved by the Board of Trustees in November 2016 based on the selection of respondents to Request for Qualifications (RFQ) No. 16-10.

To refresh the pool, RFQ No. 23-27 was issued on April 18, 2023, to procure professional services in compliance with §2254 of the Texas Government Code. This allows potential new vendors to be considered and validates the qualifications of existing providers. Forty-five responses were received and evaluated by a team comprised of facilities and capital projects staff. Based on the evaluation team's scores, it was determined that the needs of the College would be best served by approving firms from each discipline. Some disciplines are engaged more frequently for projects and/or for longer durations. A larger number of firms are being recommended to ensure availability for multiple projects anticipated during the contract term.

**IMPACT OF THIS ACTION**

Approval of this request will grant the College administration authority to award a pool of pre-qualified professional services firms and negotiate contracts for each project based on the best match of qualifications, experience, and applicable skills as determined by subject matter experts within the College.

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

Separate contracts will be issued with firms on a per project basis. All contracts that exceed the minimum threshold for Board approval will be brought forth for Board approval. The College does not guarantee any firms will be engaged for any projects. Funds required for each engagement will be allocated from either an approved project budget or operational budgets.

**MONITORING AND REPORTING TIMELINE**

Professional services firms will be engaged by facilities and capital projects staff on an "as-needed" basis. The award term for the pool of professional services firms will be for approximately five years.



**Purchase Request #1**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval to Award Professional Services Pool**

**ATTACHMENTS**

Attachment 1 – Ranking and Award by Discipline

**RESOURCE PERSONNEL**

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

**RFQ 23-27 - Professional Services**  
**Attachment 1 - Ranking and Award by Discipline**

#	Vendors	Score
<b>Building Commissioning Consultant</b>		
1	ACR Engineering Inc	95.00
2	Terracon Consultants, Inc.	89.19
3	Page (Page Southerland Page, Inc)	85.71
4	Engineered Air Balance Co., Inc.	85.56
5	WYLIE Consulting Engineers	81.06
6	JonesDBR Engineering	79.82
7	Command Commissioning, LLC	77.58
8	WSP USA Buildings Inc.	77.42
9	PBK, Inc.	76.39
10	Braun Intertec Corporation	75.64
11	EMA Engineering & Consulting	71.71
12	Campos Engineering, Inc.	69.01
13	McKinstry	64.07

<b>Civil Engineering</b>		
1	Walter P Moore	96.88
2	HTS, Inc. Consultants	86.19
3	Dally + Associates	85.13
4	PBK, Inc.	76.39
5	Lentz Engineering, LLC	66.32

<b>Mechanical, Electrical, and Plumbing Engineering</b>		
1	ACR Engineering Inc	95.00
2	Terracon Consultants, Inc.	89.19
3	Page (Page Southerland Page, Inc)	85.71
4	E&C Engineering	82.29
5	Infrastructure Associates, Inc.	81.35
6	WYLIE Consulting Engineers	81.06
7	JonesDBR Engineering	79.82
8	WSP USA Buildings Inc.	77.42
9	PBK, Inc.	76.39
10	EMA Engineering & Consulting	71.71
11	O'Connell Robertson	71.40
12	LTY Engineers	68.37
13	MEP Green Design & Build	60.18
14	English + Associates Architects, Inc.	41.26

<b>Structural Engineering</b>		
1	Walter P Moore	96.88
2	Terracon Consultants, Inc.	89.19
3	Dally + Associates	85.13
4	Ensign Haynes Whaley	81.82
5	PBK, Inc.	76.39
6	Amtech Solutions, Inc.	60.50
7	English + Associates Architects, Inc.	41.26


<b>Envelope Consulting &amp; Testing Services</b>		
1	Walter P Moore	96.88
2	Zero Six Consulting, LLC	93.03
3	Terracon Consultants, Inc.	89.19
4	Armko Industries, Inc.	78.19
5	PBK, Inc.	76.39
6	Braun Intertec Corporation	75.64
7	Raba Kistner	75.36
8	ECS Southwest, LLP	68.58
9	Amtech Solutions, Inc.	60.50
10	BLUEFIN, LLC	59.04
11	English + Associates Architects, Inc.	41.26

#	Vendors	Score
<b>Environmental Services</b>		
1	Terracon Consultants, Inc.	89.19
2	Alpha Testing, Inc.	83.09
3	WSP USA Buildings Inc.	77.42
4	Braun Intertec Corporation	75.64
5	Raba Kistner	75.36
6	ECS Southwest, LLP	68.58
7	Geotech Engineering & Testing	67.88
8	Earth Engineering, Inc.	67.42
9	Atlas Technical Consultants	66.42
10	EFI Global, Inc.	60.13
11	ERC Environmental & Construction Services	52.40

<b>Geotechnical/Materials Testing</b>		
1	Terracon Consultants, Inc.	89.19
2	HTS, Inc. Consultants	86.19
3	Alliance Geotechnical Group, Inc.	83.38
4	Alpha Testing, Inc.	83.09
5	Braun Intertec Corporation	75.64
6	Raba Kistner	75.36
7	Riner Engineering	69.81
8	ECS Southwest, LLP	68.58
9	Geotech Engineering & Testing	67.88
10	Earth Engineering, Inc.	67.42
11	Atlas Technical Consultants	66.42

<b>Testing and Balancing</b>		
1	Page (Page Southerland Page, Inc)	85.71
2	Engineered Air Balance Co., Inc.	85.56
3	Technical Air Balance Texas	78.17
4	PBK, Inc.	76.39
5	Braun Intertec Corporation	75.64
6	Campos Engineering, Inc.	69.01
7	Geotech Engineering & Testing	67.88

<b>Other Professional Services</b>		
<i>Architectural Programming and Planning</i>		
1	Facility Programming and Consulting	95.50
<i>Acoustic and Performance Venue Consulting</i>		
1	Wrightson, Johnson, Haddon & Williams, Inc.	87.19
<i>Land Surveying</i>		
1	JPM Survey Group, LP (Miller Survey Group)	80.17
2	West Belt Surveying, Inc.	75.15
<i>Technology Consulting</i>		
1	TechKnowledge Consulting Corp	60.07
<i>Program and Project Management</i>		
1	9 Ether Global Services, LLC. (Mitchell)	38.00

 Award recommended firms highlighted in green.

**Purchase Request #2**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval of Additional Funds for**  
**Central Campus Marcom Capital Renewal**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the Central Campus Marcom Building Capital Renewal construction contract with Tellepsen Builders, L.P.

**BACKGROUND**

In June 2022, the Board approved a construction manager-at-risk (CMR) #22-32 contract with Tellepsen Builders, L.P. to renovate the Central Campus Marcom Building. In January 2023, the Board authorized a Guaranteed Maximum Price (GMP) not to exceed \$10,600,000. On February 20, 2023, the Chancellor's designee approved the GMP for \$10,010,621, which was \$589,379 below the Board authorized GMP.

As the project has developed, it has become clear that the College would benefit by pulling the future planned re-roofing of the Marcom Building into the current project. This would eliminate redundancy of roof perimeter work and allow for the elimination of interior roof drains.

In accordance with the Local Government Code, Section 252.048, an increase in the total contract price may be made if funds are appropriated for that purpose, if approved by the governing board, and if the increase is less than twenty-five percent of the original contract price.

**IMPACT OF THIS ACTION**

Approval of this action will increase the GMP of the construction contract and allow for a replacement roof to be included in the project scope.

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

This request will increase the Board authorized GMP limit by an additional \$150,000 to a total of \$10,750,000. The GMP to the contractor will increase by \$739,379. This project will be funded from the 2015 Bond Program and is within budget.

**MONITORING AND REPORTING TIMELINE**

Completion of the project is expected for the fall of 2024. This project will be managed by capital projects personnel.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #3**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval of Additional Funds for**  
**Interior LED Lighting Retrofit Project**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the LoanSTAR interior LED lighting retrofit project.

**BACKGROUND**

In September of 2021, the Board approved a contract with the Texas Comptroller of Public Accounts, State Energy Conservation Office (SECO) for a low interest loan facilitating energy efficiency improvements to the College's built environment. The anticipated amount of the Loan package was \$4,722,118, including LED lighting retrofits across the college then valued at \$811,078.

Detailed project plans and specifications were developed by ESA Energy Systems Associates, Inc. and used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151. Competitive sealed proposal #22-28 for the Interior LED Lighting Retrofit Project was issued on February 1, 2022, and in April 2022, the Board of Trustees approved a contract with E3 Entegral Solutions.

During execution of the project, changes in scope based on reduced maintenance or changed tenant needs resulted in the addition of 950 lighting fixtures to the project. Unit pricing per fixture was included in the original project award, and these changes met the requirements of the College's LoanSTAR agreement and were approved by SECO. When the final pay application was submitted to the College, it was determined that the change order exceeded the Board approved amount for the project.

**IMPACT OF THIS ACTION**

Approval of this request will allow the final Change Order and pay application for the project to be processed, allowing the project to be closed. Work was completed in December 2022.

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

In April 2022, the Board approved an expenditure of \$507,537 for interior LED lighting retrofit project. This request will increase the total amount approved by \$75,000 to a total of \$582,537. This expenditure will be funded from the LoneSTAR Contract CL-380.

**MONITORING AND REPORTING TIMELINE**

Construction of LoanSTAR projects are being managed by capital projects personnel.

**ATTACHMENTS**

None

**Purchase Request #3  
Regular Board Meeting June 5, 2023  
Consideration of Approval of Additional Funds for  
Interior LED Lighting Retrofit Project**

**RESOURCE PERSONNEL**

Chuck Smith

281-998-6341

charles.smith@sjcd.edu

Genie Freeman-Scholes

281-998-6349

genevieve.scholes@sjcd.edu

**Purchase Request #4**  
**Regular Board Meeting June 5, 2023**

**Consideration of Approval to Renew the Contract for Bookstore Operations**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees exercise a one-year renewal option on the contract with Barnes & Noble College Booksellers LLC (B&N) for continued operations of the College's bookstores.

**BACKGROUND**

B&N has operated the campus bookstores since June 15, 2007, procured through Request for proposals (RFP) #07-21 and RFP #18-22. Since 2007, B&N has provided the College with monetary and capital improvement packages and has worked closely with the College to control and reduce resource material and textbook costs for the students.

RFP #18-22 was issued March 27, 2018, to procure bookstore operations services, which complied with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the contract with B&N on June 4, 2018, which was for five years with three one-year renewal options.

**IMPACT OF THIS ACTION**

Approval of this contract renewal will continue to provide the following benefits to the College and its students:

- Guaranteed annual commission of 90 percent of current the previous year's commission
- Higher commission rates for sales tiers with lower sales requirements
- \$10,000 annual scholarship for students
- \$10,000 annual unrestricted donation
- Major reductions in the cost of resource materials via the B&N First Day Program
- Price matching for students

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

The estimated annual expenditure is \$6,000,000, primarily funded from restricted financial aid funds on behalf of students.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the first of three one-year renewal options available. The renewal term will be June 15, 2023, through June 14, 2024.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

**Purchase Request #4**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval to Renew the Contract for Bookstore Operations**

Matt Prasifka  
Farrah Khalil

281-991-2627  
281-998-6326

first.last@sjcd.edu  
farrah.khalil@sjcd.edu

**Purchase Request #5**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval to Contract for Mass Communication**  
**and Emergency Notification Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Rave Mobile Safety for mass communication and emergency notification services for the Office of Emergency Management (OEM) Department.

**BACKGROUND**

The College is required under the Jeanne Clery Act to deliver emergency and timely notifications to students, employees, visitors, and contractors at all College locations for any safety or security threat. This communication is done through a software service that allows for rapid dissemination of information using multiple modalities such as voice, text, e-mail, digital signage, computer screens, and social media.

Request for proposal #23-25 was issued on March 9, 2023, to procure mass communication and emergency notification services, which complied with the competitive procurement requirements per Texas Education Code §44.031(a). Four responses were received and evaluated by a team comprised of representatives from marketing, office of emergency management (OEM), police department, and information technology services determined the proposal submitted by Rave Mobile Safety (Rave) will provide the best value to the College.

**IMPACT OF THIS ACTION**

Procuring services with Rave will allow the College to continue to meet its alert messaging responsibilities as required by the Jeanne Clery Act. Since Rave is the incumbent providing these services, there is not an implementation cost included with this new contract.

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

The three-year initial term expenditure is \$226,227 and will be funded from the OEM department's 2022-2023 operating budget and subsequent year budgets. The total expenditure for the maximum seven-year contract is estimated at \$527,143.

**MONITORING AND REPORTING TIMELINE**

The initial three-year award term will commence on July 1, 2023, with four one-year renewal options for a maximum seven-year contract.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Ali Shah	281-998-6311	ali.shah@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu



**RFP 23-25**  
**Mass Communication Emergency Notification Services**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS SUMMARY**

#	Vendor	Points (Max 30)	Shortlist
1	Rave Mobile Safety	23.60	Yes
2	BlackBerry Corporation	20.17	Yes
3	Regroup Mass Notification	14.30	Yes
4	Alertus Technologies	13.87	Yes

**PRESENTATIONS SUMMARY**

#	Vendor	Points (Max 40)
1	Rave Mobile Safety	23.00
2	BlackBerry Corporation	22.57
3	Alertus Technologies	17.00
4	Regroup Mass Notification	14.00

**PRICING SUMMARY**

#	Vendor	Points (Max 30)	Price - 7 Years
1	Regroup Mass Notification	18.69	\$ <b>398,740.00</b>
2	BlackBerry Corporation*	17.10	\$ <b>423,317.00</b>
3	Rave Mobile Safety	17.09	\$ <b>527,143.00</b>
4	Alertus Technologies*	10.31	\$ <b>566,400.00</b>

\* Price includes additional costs to the College not included in scope.

**FINAL RANKING**

#	Vendor	Final Score (Max 100)	Price - 7 Years
1	Rave Mobile Safety	63.69	\$ <b>527,143.00</b>
2	BlackBerry Corporation	59.84	\$ <b>423,317.00</b>
3	Regroup Mass Notification	46.99	\$ <b>398,740.00</b>
4	Alertus Technologies	41.18	\$ <b>566,400.00</b>

**Purchase Request #6**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval to Purchase Electronic Access Control**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of electronic access control, electronic hardware, card readers, proximity cards, and services from Custom Access and Integration (Custom Access) for the facilities services department.

**BACKGROUND**

Custom Access has historically provided services related to the installation, repair, maintenance, licensing, and programming of access control systems and equipment throughout the College. These services range from planned events to unforeseen and emergency situations when a quick response is essential. Custom Access can provide a range of services to support College needs related to access control.

Custom Access has a contract to provide security systems products and services through the TIPS cooperative contracts program, contract #230202, that complies with competitive procurement requirements in Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

Having a reliable and responsive company such as Custom Access provides a critical resource to support the facilities services department, allowing them to quickly respond to projects, service requests, and repair needs. These services are also vital for the completion of planned maintenance and repairs. Without access to these services, the College would be hindered in its ability to quickly respond to issues which may negatively impact the College and its students.

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

The estimated annual expenditure for this request is \$200,000 and will be funded from the facilities services department's 2022-2023 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Genie Freeman-Scholes	281-998-6348	genevieve.scholes@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of portable radios from Motorola Solutions for the police and emergency management vehicles.

## **BACKGROUND**

In August 2022, the Board of Trustees approved the purchase of new portable radios, providing one radio for each employee of the police and emergency management departments. This purchase replaced radios that averaged ten years old. In coordination with the police dispatch console upgrade project, twenty-six additional vehicle radios are required to replace vehicle radios that are at the end of their lifecycle.

Motorola Solutions has a contract for radio communications and emergency response equipment through the H-GAC cooperative contracts program, contract #RA05-21, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

## **IMPACT OF THIS ACTION**

Approval of this request will allow Motorola Solutions to complete the police dispatch console upgrade project by adding twenty-six new radios to the police vehicles for the police and emergency management departments.

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

The estimated expenditure for this request is \$134,756 and will be funded from HEERF funds.

## **MONITORING AND REPORTING TIMELINE**

This purchase will be completed by the HEERF deadline of June 30, 2023.

## **ATTACHMENTS**

None

## **RESOURCE PERSONNEL**

Sabrina Naulings	281-998-6150	sabrina.naulings@sjcd.edu
Ali Shah	281-998-6311	ali.shah@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

**Purchase Request #8**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval of Additional Funds for Catering Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of catering services from City View Catering for College events.

**BACKGROUND**

The College hosts a variety of events that are best supported by contracting with qualified full-service catering companies. As the College's community and outreach activities continue to grow, the number of events that require catering has continued to grow as well. Having access to full-service catering firms, such as City View Catering, allows the College to receive reliable and quality catering services.

Request for proposals #23-13 was issued November 7, 2022, to procure catering services for College events. There were five responses received, and City View Catering is one of five catering services providers that was awarded a contract by the Board in January 2023.

**IMPACT OF THIS ACTION**

Approval of this request will allow City View Catering to continue providing quality catering services for College events as needed.

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

In January of 2023, the Board approved an expenditure of \$150,000 for catering services. This request will increase the total amount approved by \$100,000 to a total of \$250,000. This expenditure will be funded from multiple departments' 2022-2023 operating budgets and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The current contract term with City View Catering is February 6, 2023 through February 5, 2024 with four one-year renewal options remaining.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #9**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval of Funds for Customer Relationship**  
**Management Solution Contract**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of the second contract year term with TargetX for a Customer Relationship Management (CRM) solution for the College.

**BACKGROUND**

In June 2022, the Board of Trustees approved a contract TargetX for a CRM solution with the ability to assign advisors based on pathway, manage early alerts and interventions, implement a student communication plan, connect students to the appropriate resources/staff members, and manage prospects and applicants through the enrollment funnel.

Request for proposals #22-04 was issued on February 16, 2022 to procure a CRM solution. Nine responses were received, and the solution proposed by TargetX was determined to provide the best value for the College.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to continue to use the CRM platform to track and personalize student communication, bridge the gap between faculty and staff advising notes, and use just in time interventions based on data points.

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

In June 2022, the Board of Trustees approved the initial three-year term and the first-year costs of \$340,000. The second-year expenditure for this request is \$215,000 and will be funded from the 2022-2023 institutional unrestricted budget.

**MONITORING AND REPORTING TIMELINE**

Year two of the three-year initial term begins June 30, 2023, through June 29, 2024.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu
Jessica Tello	281-998-6150 x1126	jessica.tello@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

**Purchase Request #10**  
**Regular Board Meeting June 5, 2023**  
**Consideration of Approval of Additional Funds for**  
**Fortune Cookie Marketing Campaign**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of additional fortune cookie marketing campaign services from Fortune Media Inc. dba OpenFortune (OpenFortune) for the external relations department.

## **BACKGROUND**

In Spring 2023, the College executed a contract with OpenFortune to provide fortune cookie advertising and analysis services, which includes writing the advertisement fortunes and working with their suppliers for distribution of 315,000 future cookies to 24 restaurants within the San Jacinto College taxing district. They also provide campaign measurement and effectiveness data and reporting. San Jacinto College is the only higher education institution in Texas that has partnered with OpenFortune.

The fortunes were in market beginning April 1, 2023. For measurement purposes, the College considered a 45-day campaign in which social media was monitored and measured, and a during which a brand lift study was conducted. The College included messaging within the fortunes for three campaigns: general brand awareness, adult populations, and San Jac Online. Each campaign included two fortune slips - one with a QR code that individuals could scan to learn more (the link took them to a page on the San Jacinto College website), and one without the QR code. The most scanned QR code was tied to the adult populations campaign.

Among a group of approximately 200 individuals who received the fortune, more than 70% were between the ages of 20 and 45. 63.5% recalled seeing the ad on the fortune cookie slip, 12.5% took a picture of their San Jacinto College branded fortune, 5.5% shared their fortune on social media, 7% shared their fortune via text message, 44.5% started a conversation about San Jacinto College, and 14.5% Googled San Jacinto College to learn more. 91.8% of individuals had a positive reaction to seeing the San Jacinto College fortune. One restaurant patron posted their fortune on social media with the caption: "Leave it to a fortune cookie to make me re-think college. San Jacinto College can you help with that?"

OpenFortune is a sole source provider of fortune cookie marketing campaign services and is exempt from the competitive bidding per Texas Education Code §44.031(j). Sole source #1588 has been assigned.

## **IMPACT OF THIS ACTION**

This brand awareness tactic is another layer in the marketing and advertising toolbox that is showing success in penetrating the adult populations who reside within the San Jacinto College district. This approach supports the College's annual priority: Expand Outreach Efforts Through College-Going Opportunities by targeting the adult populations and those who may be interested in obtaining their degree online through a unique and different advertising medium. By engaging in another campaign cycle with OpenFortune, we will have a baseline for measurement and better be able to analyze social media and track website traffic to determine the overall impact of this marketing tactic.

**Purchase Request #10  
Regular Board Meeting June 5, 2023  
Consideration of Approval of Additional Funds for  
Fortune Cookie Marketing Campaign**

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

In March 2023, the College executed a contract with OpenFortune for \$75,000. This request will increase the total amount by \$75,000 for a total approval of \$150,000. This expenditure will be funded from the marketing and public relations department's 2022-2023 operating budget.

**MONITORING AND REPORTING TIMELINE**

This second marketing campaign is projected to being mid-July through August 2023.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Item "A"**  
**Regular Board Meeting June 5, 2023**

**Approval of the Minutes for the May 1, 2023, Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the May 1, 2023, Workshop and Regular Board Meeting.



## San Jacinto College District Board Workshop May 1, 2023

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:00 p.m., Monday, May 1, 2023, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr. Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Attorney Micki Morris (via conference call), Sandra Ramirez, Mandi Reiland, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Chair Flickinger called the workshop to order at 5:04 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Board Chair Flickinger conducted a roll call of the Board members:  Erica Davis Rouse Marie Flickinger Dan Mims (arrived during closed session) John Moon, Jr. Keith Sinor Dr. Ruede Wheeler (arrived during closed session) Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters</b>	Chair Flickinger adjourned to closed session at 5:05 p.m.  The Board members listed above as attending, Chancellor Brenda Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session. Other attendees are noted below.  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. Conference call with Attorney Micki Morris. 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.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Chair Flickinger reconvened to open meeting at 5:58 p.m.
<b>V.</b>	<b>Review of Board Election Calendar and Processes</b>	<p>Teri Zamora provided an update on the 2023 Board election activities. The announcement of early voting locations was made on April 11, and the notice of the election was published in the newspaper on April 13. The first day of early voting was April 24, and the last day of early voting is on May 2. Election information, including voting locations, dates, and times, were added to the College’s website on April 26. Signage listing where to vote in the San Jacinto College election was placed at area early voting locations for entities that chose not to participate with the Harris County election. Similar signage will be posted on May 5 to address voting locations on election day (May 6). Regarding post-election activities, the preliminary election results will be available on the Harris County website May 6-17. The Special Board Meeting to canvass election results has been cancelled. Harris County canvasses their own votes and will send the College final results by 4:00 p.m. on May 17. An announcement of the unofficial election results will be made on May 8, and an announcement of the canvassed election results will be made by May 18. The newly elected Board members will take their Oaths of Office on June 5, and an updated group photo to include the new trustees will be scheduled.</p> <p>Teri provided a list of the 13 early voting locations throughout the College’s taxing district.</p> <p>Dr. Brenda Hellyer clarified that the list the Board was given indicates voting for the College will be in different rooms than the local city and school district elections since we are holding a joint election with the county.</p> <p>Keith Sinor asked if the County pays for these additional sites. Brenda responded that the College pays a flat rate to partner with the County, and the sites are included in the fee.</p>

		<p>Note: It was subsequently determined that the College was required to hold a Special Board Meeting to canvass the election results. This occurred on May 16, 2023.</p>
<p><b>VI.</b></p>	<p><b>Review New Board Member Orientation Outline and Training</b></p>	<p>Brenda explained that the Board received a rough draft of a list of the items that will be included in the new Board member training manual. The training required by the Texas Higher Education Coordinating Board (THECB) is included, and the required cybersecurity training will be moved to August to allow the new Board members to participate in this training at the same time as current members. She provided an overview of what is being covered and asked the group if they have anything to add to the list.</p> <p>Erica Davis Rouse recommended adding Board workshops and retreats to the Board calendar portion.</p> <p>The group agreed all topics being covered will be helpful and did not have any other items to add to the list.</p> <p>Erica mentioned that Board members reaching out to provide assistance when she was onboarding was helpful and recommended they do the same for the new Board member.</p>
<p><b>VII.</b></p>	<p><b>Update on Development of Fiscal Year 2024 Budget</b></p>	<p>Brenda explained that the College is at a place where we have a lot of unknowns in the budget revenue projections. We have the new tuition increase and are working to model enrollment projections for next year. From the State standpoint, the current estimate that the College could receive ranges from a \$4.5 million up to \$19 million annual increase. House Bill 8, which is the community college finance recommendations, is moving into the Senate, but we do not have approval on the funding model designs or the final process for development. Teri Zamora is on an advisory committee working through these details.</p> <p>Regarding property taxes, there was a significant increase of 7.8 percent in the preliminary projections from the Harris County Appraisal District (HCAD) across all types of valuations. We are waiting for more details and will have another update at the June 5 Board meeting. The July 25 Building and Finance committee meetings will be cancelled, and a budget retreat will be held instead. The budget will go to the Board for approval at the August Board meeting.</p>

<b>VIII.</b>	Update on Deferred Maintenance Requests	<p>Teri provided an overview of the deferred maintenance requests. The College currently has a \$27.7 million budget for deferred maintenance. A majority of these dollars have been committed to 20 different projects. We have encumbered \$12.4 million and spent \$9.8 with \$5.4 remaining. We have allocated \$20 million for new opportunities at Generation Park and have approximately \$15.5 million in contingency. Most of the larger projects have been completed, and many are waiting to close out.</p> <p>Teri is requesting the following projects be added to the approval list: replacement of South Campus P9 parking lot, replacement of N10 Wheeler roof at North Campus, and replacement of the roof on the C2 Marcom building. The third project does not require a budget change but will require the Board to approve an increase of the existing Guaranteed Maximum Price (GMP) by \$150,000 at the June Board meeting.</p> <p>The Board was supportive of adding the three projects.</p>
<b>IX.</b>	<b>Discuss Foreign Trade Zone Application from Gulf Stream Marine, Inc.</b>	<p>Brenda explained the College receives these applications periodically but has not had one in a couple of years so Teri will provide an overview. There will also be an action item regarding this application during tonight’s Board meeting.</p> <p>Teri provided an overview of the Foreign Trade Zone (FTZ) application including the process, the College’s history with the FTZ, and the current request. The College has historically agreed to provide letters of non-opposition as long as a payment in lieu of taxes (PILOT) agreement is executed. The current request is from Gulf Coast Marine, Inc, who has applied for participation in the FTZ program at three leased properties.</p> <p>The College’s next steps are to approve the draft PILOT agreement and approve issuing a letter of non-opposition.</p> <p>Larry Wilson asked how many years this will be effective. Teri responded that it is effective until some action or move causes it to go away.</p>
<b>X.</b>	<b>Update on State and Federal Legislative Sessions</b>	Brenda provided an update on the State and Federal legislative sessions.

	<p><b>and the Texas Commission on Community College Finance</b></p>	<p>On the Federal side, Dan Mims, Brenda Hellyer, and Teri Crawford traveled to Washington D.C. April 19-20 to attend the Aspen Prize luncheon. While in Washington, D.C., they hosted a dinner for Congresswoman Sylvia Garcia, her Chief of Staff and Legislative Director, Congressman Randy Weber, Brenda Weber, and Congressman Weber’s Legislative staff. In addition, Tom Downs with Downs Government Affairs and Carrie Warwick Smith with Association of Community Colleges Trustees (ACCT) also joined the dinner. As the College has discussed policy issues multiple times, this was more of a social visit, and policy was touched on briefly.</p> <p>Brenda explained that we continue to work with members of Congress regarding a \$30 million appropriation in fiscal year 2024 for the Domestic Maritime Centers of Excellence workforce training grants. Congresswoman Sylvia Garcia’s office is leading this effort, and our members said they would review the legislation and consider signing onto it.</p> <p>On the State side, with 28 days left in the Legislative Session, the members are spending more time on the chamber floor and less time in committee hearings. The following is an update on key bills being monitored:</p> <p>House Bill (HB) 1 – This is the State budget bill. It includes a \$650 million rider for community college funding. The bill passed the House and had a committee substitute in the Senate. Both the House and Senate have appointed conferees, and this bill is now behind closed doors being discussed by the conferees.</p> <p>HB 8 – This is the authorizing bill for the new funding model for community colleges. It has passed out of the House and was received by the Senate on April 12. It has not been assigned to a committee, yet which would keep it moving through the legislative process. The rationale for the bill not moving is thought to be due to a disagreement between Lt. Governor Patrick and Speaker Phelan. The Lt. Governor has passed his priority bills out of the Senate, but they are moving slowly in the House. Therefore, the low House Bill number indicating that this is a priority for Speaker Phelan may be causing the Lt. Governor to slow down House Bills in the Senate.</p>
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		<p>Senate Bill (SB) 15 – This bill is related to requiring students in public higher education institutions who compete in athletic competitions to compete based on their biological sex at birth. This bill has passed out of the Senate and was referred to the House Higher Education Committee and was heard today, Monday, May 1, in Committee.</p> <p>SB 17 – This is known as the Diversity, Equity, and Inclusivity (DEI) bill and would limit higher education from having an office of diversity or requiring diversity statements or giving preference in hiring practices. There are several other items in the bill that may be amended by the House, so we continue to watch this bill carefully. This bill has passed out of the Senate and was referred to the House Higher Education Committee on Friday, April 28.</p> <p>SB 1887 – This bill is another attempt to make transferring courses between institutions of higher education easier for students and having those course credits transfer as a degree rather than as an elective. This bill has a companion in the House, HB 3486. SB 1887 has passed out of the Senate and was referred to the House Higher Education Committee on Friday, April 28.</p> <p>SB 2335 – This bill would create a Texas Higher Education Accreditation Commission, independent state agency directly accountable to the Governor. The Accreditation Commission would be appointed by the Governor, Lt. Governor, and the Speaker. Two-thirds of the Commission must be an employer, or a representative of an employer association in a target occupations field determined by the Texas Workforce Commission. This bill has passed in the Senate and was referred to the House Higher Education Committee on Friday, April 28.</p> <p>We continue to watch the Texas State Technical College (TSTC) expansion bills. At this time, those bills are stalling in the Senate and individual community colleges that could be impacted by the expansion are working with Senators to slow these expansion bills down or kill them. San Jacinto College would not be immediately impacted, but we are closely watching. As mentioned previously, there is funding created in HB 1 to provide an endowment for TSTC and the Lamar colleges. The Senate allocated</p>
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		<p>differently than the House, so this is an item being considered in the conference committee.</p> <p>We are also monitoring the House and Senate Property Tax bills. Currently, we are not seeing a bill with significant impact to community colleges, so we are trying to keep out of the fight occurring with these bills. The House and Senate have significant disagreements on how to implement these bills, so it is a significant headline. The disagreement has to do with buying down property taxes, increasing homestead exemptions for ISDs, and limiting increases from the appraisal districts. The House and Senate do not concur specifically on buying down property taxes versus limiting appraisal district increases.</p>
<b>XI.</b>	<b>Review of Calendar</b>	<p>Brenda reviewed the Board calendar with the group and asked them to let Mandi Reiland know if they would like to attend any of the listed events.</p> <p>She highlighted the employee celebration event on May 5 and asked if any of the Board members would like to attend and say a few words. Marie Flickinger, Erica Davis Rouse, and Dan Mims agreed to attend and speak at the event.</p>
<b>XII.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda provided supporting documents on purchase request #3, which is the contract for beverage vending. On the second page, the scores for the four vendors that participated in the process are listed. Dr. Pepper’s financial return to the College was greater than the others. They are offering a 20 percent sales commission and guaranteeing a \$100,000 sponsorship payment annually. If approved by the Board, this contract will begin August 2, 2023.</p>
<b>XIII.</b>	<b>Adjournment</b>	<p>Chair Flickinger adjourned the workshop at 6:40 p.m.</p>

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

**May 1, 2023**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, May 1, 2023, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a regular Board Meeting.**

**Board of Trustees:** Erica Davis Rouse, Assistant Secretary  
Marie Flickinger, Chair  
Dan Mims  
John Moon, Jr., Vice Chair  
Keith Sinor, Secretary  
Larry Wilson  
Dr. Ruede Wheeler

**Chancellor:** Brenda Hellyer

**Others Present:**

Shunta Antuli	Susana González	Mandi Reiland
Rhonda Bell	Kevin Hale	R Ridley
Jimmie Bennett	Brad Hance	Shelley Rinehart
Lynne Brandt	Allatia Harris	Eddy Ruiz
Bailey Butler	Damon Harris	S Rushing
Mary Jane Caddell	LaTasha Henderson	Romeo Saenz
Robert Cage	Jerelyn Hughes-Glen	Joseph Schenck
Michelle Cantu-Wilson	Carin Hutchins	Sebastian Solis
Debra Clarke	Sallie Kay Janes	Janice Sullivan
Laura Cole	Robert Jeter III	Ken Tidwell
Jacquelynn Conger	Matt Keim	Graham Tobin
Teri Crawford	Aaron Knight	Steven Tristan
Gloria Davis	Carrol LaRowe	Jordan Tucker
Wiley Davis	Kalena Leonard	Shanedria Wagner
Marcy Deajon	Jemina MacHarry	Richard Watson
Vicente DelAngel	DeRhonda McWaine	Sarah Watson
Kim DeLauro	Lamar McWaine	Karen Wheeler-Hall
Chris Duke	Bernie Milstein	Niki Whiteside
Jonathan Estrada	Mike Mizma	Van Wigginton
Teddy Farias	Kevin Morris	Laurel Williamson
Rachel Garcia	Joe Pena	Teri Zamora
Scott Gernander	JR Ragisis	Joanna Zimmermann

**Call the Meeting to order:** Chair Flickinger called the Regular Meeting of the Board of Trustees to order at 7:01 p.m.

**Roll Call of Board Members:** Chair Flickinger conducted a roll call of the Board members:  
Erica Davis Rouse



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

**Invocation and Pledges to the Flags:**

The invocation was given by Dr. Aaron Knight. The pledges to the American flag and the Texas flag were led by Dan Mims.

**Special Announcements, Recognitions, Introductions, and Presentations:**

1. Van Wigginton recognized the See to Succeed Program.
2. Van Wigginton recognized the Texas Music Educators Association Awardees.
3. Teri Zamora recognized San Jacinto College for receiving the Claims Administrative Services Receipt of CAS Safety Award for Superior Loss Control Results for 2021-2022 Plan Year.
4. Faculty Senate President Kevin Hale provided the 2022-2023 Faculty Senate update.

**Student Success Presentations:**

1. Niki Whiteside and Amanda Fenwick provided a presentation on San Jac Online.
2. The presentation on Career and Workforce Pathways was tabled.

**Communications to the Board:**

The following items were reviewed and distributed to the Board as communication items:

1. A thank you was sent to the Board from Michael Marchuk for the plant sent in memory of his grandson.

**Public Comment:**

There were two citizens desiring to speak before the Board.

1. Robert Jeter III
2. Shanedria Wagner

**Informative Reports:**

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

- A. San Jacinto College Financial Statements
  - a. San Jacinto College Monthly Financial Statements March 2023
  - b. San Jacinto College Monthly Investment Report March 2023
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program

**Motion 10269 Consideration of Approval of Amendment to the 2022-2023 Budget for Restricted Revenue**

Motion was made by Keith Sinor, seconded by Dan Mims, for approval of Amendment to the 2022-2023 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

**and Expenses  
Relating to Federal  
and State Grants**

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

**Motion 10270  
Consideration of  
Approval of Non-  
Credit Course  
Enrollment Charges**

Motion was made by Dan Mims, seconded by Larry Wilson, for approval of Non-Credit Course Enrollment Charges.

Motion Carried.

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

**Motion 10271  
Consideration of  
Approval to Execute a  
Payment in Lieu of  
Taxes Agreement  
with Gulf Stream  
Marine, Inc. and  
Issue a Letter of Non-  
Opposition**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval to Execute a Payment in Lieu of Taxes Agreement with Gulf Stream Marine, Inc. and Issue a Letter of Non-Opposition.

Motion Carried.

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

**Consideration of  
Approval of Policy  
IV.4000.P Tuition  
Reimbursement and  
Spouse/Dependent  
Tuition Discount –  
First Reading  
(Informational Item)**

Consideration of Approval of Policy IV.4000.P Tuition Reimbursement and Spouse/Dependent Tuition Discount – First Reading (Informational Item).

No vote required.

**Motion 10272  
Consideration of  
Purchasing Requests**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for approval of the purchasing requests.

Purchase Request #1 RFP 23-23, Consideration of Approval to Contract for Landscaping and Grounds Maintenance Services	\$850,000
Purchase Request #2 Consideration of Approval of Additional Funds for DOL H1-B Grant Subrecipients	1,096,237
Purchase Request #3 RFP 23-15, Consideration of Approval to Contract for Beverage Vending and Pouring Rights	70,000
Purchase Request #4 Consideration of Approval to Purchase Electrical Supplies and Equipment	160,000

Purchase Request #5 Consideration of Approval of Additional Funds for Temporary Staffing Services	150,000
Purchase Request #6 Consideration of Approval to Purchase Ballistic Shields	127,200
Purchase Request #7 Consideration of Approval to Purchase Upfitting for Police Vehicles	108,000
Purchase Request #8 Consideration of Approval of Additional Funds for Food Distributor Services	100,000
Purchase Request #9 Consideration of Approval of Additional Funds for Semi-Tractor and Bus Repair	<u>100,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$2,761,437</b>

Motion Carried.

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

**Motion 10273  
Consent Agenda**

Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson, to approve the consent agenda.

- A. Approval of the Minutes for the April 3, 2023, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, 2023-2024 Part-Time Hourly Rate Schedule, Extra Service Agreements, and 2023-2024 Faculty Contract Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on June 5, 2023
- F. Approval of Corrections to the Minutes for the March 6, 2023, Regular Board Meeting

Motion Carried.

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

**Items for Discussion/  
Possible Action**      There were no additional items discussed.

**Adjournment:**              Chair Flickinger adjourned the meeting at 8:02 p.m.

**Item “B”**  
**Regular Board Meeting June 5, 2023**  
**Approval of Minutes for the May 16, 2023, Special Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the May 16, 2023, Special Board Meeting.

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

**May 16, 2023**

**The Board of Trustees of the San Jacinto Community College District met for a Special Board Meeting at 5:00 p.m. on Tuesday, May 16, 2023, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Per Election Code 67.004, two members of the Board constitute a quorum for purposes of canvassing an election.**

**Chancellor:** Brenda Hellyer

**Others Present:** Matt Keim  
Rosie Helms  
Bo Hopper  
Mandi Reiland  
Teri Zamora

**Call the Meeting to order:** Chair Marie Flickinger called the special meeting of the Board of Trustees to order at 5:01 p.m.

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

**Public Comment:** There were no citizens desiring to speak before the Board.

**Motion 10274 Consideration of Approval to Adopt Order Canvassing Results and Declaring Winners of the May 6, 2023, Election for Board of Trustee Positions 1 and 2.** Motion was made by John Moon, Jr., seconded by Marie Flickinger, for approval to Adopt Order Canvassing Results and Declaring Winners of the May 6, 2023, Election for Board of Trustee Positions 1 and 2.

**Canvassing Results and Declaring Winners of the May 6, 2023, Election for Board of Trustee Positions 1 and 2** Motion Carried.  
Yeas: Flickinger, Moon, Jr.  
Nays: None

**Adjournment:** Chair Flickinger adjourned the meeting at 5:04 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for April 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 – 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 2022-23  
 for April 2023

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 2,667	\$ 315,806
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 60,956	\$ 3,740
STUDENT SERVICES	\$ 1,650	\$ -
INSTITUTIONAL SUPPORT	\$ 210,000	\$ 7,311
PHYSICAL PLANT	\$ 51,583	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 326,856</b>	<b>\$ 326,856</b>



**RECOMMENDATION**

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

**North Campus**

Department

Health Information Management

Affiliation Entity

Skinner Medical Billing & Consulting LLC

**South Campus**

Department

Occupational Therapy Assistant

Affiliation Entity

University of Texas M.D. Anderson Cancer Center

Physical Therapy Assistant

Houston Physicians’ Hospital

Physical Therapy Assistant

Independence Rehab LLC

**Central Campus**

Department

Medical Imaging

Affiliation Entity

Gulf Coast MRI & Diagnostic

Surgical Technology

Houston Physicians’ Hospital

**District-Wide**

Department

Allied Health

Affiliation Entity

AD Hospital East dba East Houston Hospital & Clinics and River Oaks Hospital & Clinics

**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 “F”**  
**Regular Board Meeting June 5, 2023**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 7, 2023.