

***Board of Trustees  
Meeting***

***December 2, 2019***

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:15 p.m., Monday, December 2, 2019, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
  - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
  - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Review of 2018-2019 Comprehensive Annual Financial Report**
- VI. Discuss Changes in Unrestricted Fund on Annual Financial Report**
- VII. Propose Reallocation of Funds within 2008 Bond Proceeds**
- VIII. Update on Harris County Promise at San Jacinto College**
- IX. Review Modifications to Dual Credit Memorandums of Understanding**
- X. Review of Instructional Values**
- XI. Review Changes to Policy III.3003.A, Ethical Conduct and Conflicts of Interest**
- XII. Review Policy VI.6003.C, Resident Status – Second Reading**
- XIII. Review of Calendar**
- XIV. General Discussion of Meeting Items**
- XV. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or

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

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

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

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

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

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

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

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

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

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

#### Certification as to Posting or Giving of Notice

On this day, November 22, 2019, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

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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 at 7:00 p.m. on Monday, December 2, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
  - Recognition of Christopher Wild for Receiving the 2019 Two-Year College Teaching Award from the American Chemical Society Brenda Jones
  - Recognition of the SJC Chemistry Professors for Receiving the ChemLuminary Award Brenda Jones
- V. Student Success Presentations**
  - Fall 2019 Headcount and Overview of Workforce Programs George González  
Kevin Morris
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

*In accordance with the San Jacinto Community College District Board of Trustees Bylaws, located on the College's website, a citizen desiring to appear before the Board of Trustees shall complete the Application for Hearing before the Board of Trustees and file said application along with any supporting information concerning the citizen's concern, complaint or commendation, with the Executive Assistant to the Chancellor, ten (10) minutes prior to the start of the posted meeting time. The time allotted each citizen or organization for presentation shall be no more than five (5) minutes. Presentation of matters concerning a complaint or charge against a San Jacinto Community College District employee or officer will be heard in closed session unless the individual who is the subject of the charge or complaint requests a public hearing.*
- VIII. Informative Reports to the Board**
  - A. San Jacinto College Financial Statements
    - a. Financial Statements October 2019
    - b. Monthly Investment Report October 2019
    - c. Quarterly Investment Report February – May, 2019
    - d. Quarterly Investment Report June – August, 2019
  - B. San Jacinto College Foundation Financial Statements
    - a. October 2019
    - b. Financial Audit June 30, 2019 and 2018

- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes

### **ACTION ITEMS**

- IX. Consideration of Approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Policy III.3004.B, Sustainable Energy Management – Second Reading**
- XI. Consideration of Approval of Policy III.3001.D, Tuition and Related Items – Second Reading**
- XII. Consideration of Approval of Policy VI.6003.C, Resident Status – Second Reading**
- XIII. Consideration of Approval of 2020-2021 Academic Calendar**
- XIV. Consideration of Acceptance of the 2018-2019 Comprehensive Annual Financial Report**
- XV. Consideration Of A Resolution For Casting A Ballot For The Election Of A Person To The Board Of Directors Of The Harris County Appraisal District**
- XVI. Consideration of Approval of Memorandum of Understanding and Data Sharing Agreement with Good Reason Houston**
- XVII. Consideration of Approval of Policy III.3003.A, Ethical Conduct & Conflicts of Interest - First Reading (Informational Item)**

### **PURCHASING REQUESTS**

- XVIII. Consideration of Purchasing Requests**

### **CONSENT AGENDA**

- XIX. Consent Agenda**  
(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)
  - A. Approval of the Minutes for the November 4, 2019 Board Workshop and Regular Board Meeting**
  - B. Approval of the Budget Transfers**
  - C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2019-2020 Stipends and Market Premiums Salary Schedule**
  - D. Approval of the Affiliation Agreements**
  - E. Approval of the Next Regularly Scheduled Meeting**
- XX. Items for Discussion/Possible Action**  
(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)
- XXI. Adjournment**  
**Closed Session Authority**

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements  
October 2019

SAN JACINTO COMMUNITY COLLEGE  
DISTRICT Statement of Net Position  
October 31, 2019

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 69,961,786	\$ 78,301,367
Accounts receivable - taxes	3,183,068	3,606,911
Accounts receivable	18,798,893	16,910,657
Deferred charges	1,472,037	1,053,232
Inventories	356,016	359,413
Total current assets	<u>93,771,800</u>	<u>100,231,580</u>
Noncurrent assets:		
Restricted cash and cash equivalents	181,756,105	121,739,828
Capital assets, net	562,515,941	460,738,858
Total noncurrent assets	<u>744,272,046</u>	<u>582,478,686</u>
Total assets	<u>838,043,846</u>	<u>682,710,266</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	25,781,981	4,631,718
Deferred outflow related to OPEB	20,497,036	2,581,254
Deferred outflow related to defeased debt	8,758,041	9,953,586
Total deferred outflows of resources	<u>55,037,058</u>	<u>17,166,558</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	15,333,964	11,102,568
Accrued liabilities	6,312,884	4,021,010
Accrued compensable absences and deferred compensation	2,216,388	2,259,299
Deferred revenues	628,948	716,452
Total current liabilities	<u>24,492,184</u>	<u>18,099,329</u>
Noncurrent liabilities:		
Net pension liability	49,494,145	26,598,961
Net OPEB liability	95,083,178	91,125,036
Bonds and notes payable	590,981,327	464,661,064
Total noncurrent liabilities	<u>735,558,650</u>	<u>582,385,061</u>
Total liabilities	<u>760,050,834</u>	<u>600,484,390</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,771,550	6,007,220
Deferred inflows related to OPEB	36,803,285	20,148,183
Total deferred inflows of resources	<u>43,574,835</u>	<u>26,155,403</u>
<u>Net assets</u>		
Beginning of year	76,748,779	60,632,834
Current year addition	12,706,456	12,604,197
Total net position - PRELIMINARY	<u>\$ 89,455,235</u>	<u>\$ 73,237,031</u>



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

11 Unrestricted Funds

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/18	% of 8/31/19 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 10,102,163	24.01	\$ 9,311,414	24.00
Local Taxes - Maintenance & Operations	72,131,000	174,208	0.24	197,000	0.28
Credit Tuition	64,986,000	39,179,619	60.29	26,252,390	60.06
Credit Fees	-	-	-	10,074,088	58.25
Credit Exemptions & Waivers	(7,100,000)	(3,755,134)	52.89	(3,373,028)	51.01
Bad Debt	(1,700,000)	(283,334)	16.67	(316,666)	16.67
Continuing Professional Development	4,725,185	1,140,762	24.14	1,511,671	25.12
Sales & Services	2,100,000	335,120	15.96	420,200	4.37
Investment Income	1,500,000	219,811	14.65	299,423	11.66
Total	<u>178,722,151</u>	<u>47,113,215</u>	<u>26.36</u>	<u>44,376,492</u>	<u>24.77</u>
EXPENDITURES:					
Instruction	66,483,893	13,140,860	19.77	12,687,931	18.26
Public Service	4,649,340	866,702	18.64	926,743	13.45
Academic Support	18,140,581	3,193,171	17.60	2,925,676	22.43
Student Services	15,835,726	2,146,379	13.55	2,224,721	15.49
Institutional Support	47,422,517	7,057,542	14.88	6,039,765	15.38
Physical Plant	22,456,845	2,626,506	11.70	2,399,208	12.49
Total	<u>174,988,902</u>	<u>29,031,160</u>	<u>16.59</u>	<u>27,204,044</u>	<u>16.77</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,249	18,524	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 18,063,531</u>		<u>\$ 17,172,448</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Grants	\$ 48,291,648	\$ 13,200,931	27.34	\$ 12,436,271	27.60
Total	<u>48,291,648</u>	<u>13,200,931</u>	<u>27.34</u>	<u>12,436,271</u>	<u>27.60</u>
EXPENDITURES:					
Instruction	563,316	84,843	15.06	35,151	5.53
Public Service	272,113	37,083	13.63	39,884	24.78
Academic Support	6,072,445	292,187	4.81	494,695	15.35
Student Services	228,711	89,848	39.28	28,885	7.36
Institutional Support	1,678,947	135,102	8.05	135,510	15.13
Scholarships and Fellowships	39,476,116	12,561,868	31.82	11,702,146	29.42
Hurricane Harvey	-	-	-	-	-
Total	<u>48,291,648</u>	<u>13,200,931</u>	<u>27.34</u>	<u>12,436,271</u>	<u>27.60</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

State Restricted Funds

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/18	% of 8/31/19 Actual
<b>REVENUES:</b>					
State Paid Benefits	\$ 11,032,000	\$ 1,987,024	18.01	\$ 1,967,104	16.70
Grants	3,571,311	963,834	26.99	963,537	33.25
Total	<u>14,603,311</u>	<u>2,950,858</u>	<u>20.21</u>	<u>2,930,641</u>	<u>19.97</u>
<b>EXPENDITURES:</b>					
Instruction	1,587,867	645,365	40.64	919,201	15.34
Public Service	6,901	39,107	566.69	52,958	13.12
Academic Support	157,297	140,438	89.28	183,108	10.86
Student Services	24,717	173,132	700.46	245,396	13.99
Institutional Support	10,800,758	1,070,507	9.91	642,252	24.08
Scholarships and Fellowships	2,025,771	882,309	43.55	887,726	40.82
Total	<u>14,603,311</u>	<u>2,950,858</u>	<u>20.21</u>	<u>2,930,641</u>	<u>19.97</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Local Grants	\$ 2,981,609	\$ 829,581	27.82	\$ 1,032,698	45.45
Total	<u>2,981,609</u>	<u>829,581</u>	<u>27.82</u>	<u>1,032,698</u>	<u>45.45</u>
EXPENDITURES:					
Instruction	78,083	37,496	48.02	2,000	-
Public Service	217,233	18,526	8.53	28,100	19.27
Academic Support	822,541	42,567	5.18	12,564	5.08
Student Services	63,221	15,405	24.37	4,558	7.50
Institutional Support	34,039	1,727	5.07	23,464	27.37
Scholarships and Fellowships	<u>2,000,000</u>	<u>728,153</u>	<u>36.41</u>	<u>985,682</u>	<u>54.04</u>
Total	<u>3,215,117</u>	<u>843,874</u>	<u>26.25</u>	<u>1,056,368</u>	<u>43.58</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(233,508)	(18,524)	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 4,231</u>		<u>\$ (23,670)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

27 Texas Public Education Grant

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/18	% of 8/31/19 Actual
REVENUES:					
Credit Tuition	\$ 2,800,000	\$ 1,828,777	65.31	\$ 1,150,431	60.21
Total	2,800,000	1,828,777	65.31	1,150,431	60.21
EXPENDITURES:					
Scholarships and Fellowships	2,800,000	791,379	28.26	529,346	28.38
Total	2,800,000	791,379	28.26	529,346	28.38
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 1,037,398		\$ 621,085	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 443	-	\$ -	-
Total	<u>-</u>	<u>443</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	260	-	840	-
Student Services	-	-	-	468	56.66
Total	<u>-</u>	<u>260</u>	<u>-</u>	<u>1,308</u>	<u>4.02</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 183</u>		<u>\$ (1,308)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Auxiliary Services	<u>3,068,200</u>	<u>1,003,578</u>	<u>32.71</u>	<u>975,813</u>	<u>30.68</u>
Total	<u>3,068,200</u>	<u>1,003,578</u>	<u>32.71</u>	<u>975,813</u>	<u>30.68</u>
EXPENDITURES:					
Non-Instructional Labor	423,671	75,314	17.78	76,823	16.19
Benefits	100,000	65,347	65.35	69,090	17.15
Supplies	405,295	113,183	27.93	83,359	21.88
Travel	222,135	26,373	11.87	9,190	4.60
Contracted Services	383,708	37,664	9.82	42,990	15.66
Scholarships and Fellowships	1,307,727	385,642	29.49	254,631	23.07
Utilities	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>2,842,736</u>	<u>703,523</u>	<u>24.75</u>	<u>536,083</u>	<u>18.90</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 225,464</u>	<u>\$ 300,055</u>		<u>\$ 439,730</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

95 Retirement of Indebtedness

	Adjusted Budget	Actual (16.67%)	% Actual to Adjusted Budget	10/31/18	% of 8/31/19 Actual
<b>REVENUES</b>					
Investment Income	\$ -	\$ 48,014	-	\$ 51,383	11.71
Local Taxes - Debt Service	37,728,096	72,200	0.19	81,832	0.29
Total	<u>37,728,096</u>	<u>120,214</u>	<u>0.32</u>	<u>133,215</u>	<u>0.46</u>
<b>EXPENDITURES</b>					
Institutional Support	41,227,837	4,723,945	11.46	3,093,993	15.97
Total	<u>41,227,837</u>	<u>4,723,945</u>	<u>11.46</u>	<u>3,093,993</u>	<u>15.97</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,499,741)	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (4,603,731)</u>		<u>\$ (2,960,778)</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/18</u>	<u>% of 8/31/19 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,500,000	\$ 2,696,714	13.15	\$ 2,690,683	18.09
Capital Purchases	-	(24,654)	-	(47,373)	-
Total	<u>20,500,000</u>	<u>2,672,060</u>	-	<u>2,643,310</u>	<u>19.81</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (2,672,060)</u>		<u>\$ (2,643,310)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>10/31/18</u>	<u>% of 8/31/19 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 53,111,966	\$ 12,089,187	22.76	\$ 11,278,518	22.30
Local Taxes - Maintenance & Operations	72,131,000	174,208	0.24	197,000	0.28
Local Taxes - Debt Service	37,728,096	72,200	0.19	81,832	0.29
Credit Tuition	67,786,000	41,008,396	60.50	27,402,821	60.07
Credit Fees	-	-	-	10,074,088	58.25
Credit Exemptions & Waivers	(7,100,000)	(3,755,134)	52.89	(3,373,028)	51.01
Bad Debt	(1,700,000)	(283,334)	16.67	(316,666)	16.67
Continuing Professional Development	4,725,185	1,140,762	24.14	1,511,671	25.12
Sales & Services	2,100,000	335,563	15.98	420,200	4.35
Investment Income	1,500,000	267,825	17.86	350,806	11.66
Investment Income - San Jac Tomorrow Program	-	576,849	-	-	-
Auxiliary Services	3,068,200	1,003,578	32.71	975,813	30.68
Grants	51,862,959	14,164,765	27.31	13,399,808	27.94
Local Grants	2,981,609	829,581	27.82	1,032,698	45.45
Total	<u>288,195,015</u>	<u>67,624,446</u>	<u>23.46</u>	<u>63,035,561</u>	<u>22.60</u>
<b>EXPENDITURES:</b>					
Instruction	68,713,159	13,908,824	20.24	13,645,123	17.91
Public Service	5,145,587	961,418	18.68	1,047,685	13.78
Academic Support	25,192,864	3,668,363	14.56	3,616,043	19.87
Student Services	16,152,375	2,424,764	15.01	2,504,028	15.12
Institutional Support	101,164,098	12,988,823	12.84	9,934,984	15.95
Physical Plant	22,456,845	2,626,506	11.70	2,399,208	12.49
Scholarships and Fellowships	46,301,887	14,963,709	32.32	14,104,900	30.91
Auxiliary Enterprises	2,842,736	703,523	24.75	536,083	18.90
Depreciation	20,500,000	2,696,714	13.15	2,690,683	18.09
Capital Purchases	-	(24,654)	-	(47,373)	-
Total	<u>308,469,551</u>	<u>54,917,990</u>	<u>17.80</u>	<u>50,431,364</u>	<u>19.26</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,733,249)	(18,524)	-	-	-
Transfers Out	3,733,249	18,524	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ (20,274,536)</u>	<u>\$ 12,706,456</u>		<u>\$ 12,604,197</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

91 Capital Projects

	Adjusted Budget	Actual (16.67%)	10/31/18
REVENUES:			
Investment Income	\$ -	\$ 576,849	\$ 357,759
Total	-	576,849	357,759
EXPENDITURES:			
Bond Programs	-	5,902,764	2,501,758
Total	-	5,902,764	2,501,758
Net Increase (Decrease) in Net Position	\$ -	\$ (5,325,915)	\$ (2,143,999)

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Two Months Ended October 31, 2019

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (16.67%)</u>	<u>10/31/18</u>
REVENUES:			
Land Sale Proceeds	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	<u>-</u>	<u>1,429,360</u>	<u>-</u>
Total	<u>-</u>	<u>1,429,360</u>	<u>-</u>
TRANSFERS AMONG FUNDS:			
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ (1,429,360)</u></u>	<u><u>\$ -</u></u>

San Jacinto College Financial Statements  
Monthly Investment Report October 2019

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Cash, Cash Equivalents, and Investments  
PORTFOLIO SUMMARY REPORT  
Period Ending October 31, 2019

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	October 1, 2019	\$ 262,429,949	\$ 262,429,949
Additions/Subtractions (Net)		(10,712,059)	(10,712,059)
Change in Fair Value*		-	-
Ending Value	October 31, 2019	<u>\$ 251,717,890</u>	<u>\$ 251,717,890</u>
Earnings for October			\$ 442,440
WAM at Ending Period Date (Days)			1.00

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

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

Prepared by:

  
\_\_\_\_\_  
William E. Dickerson  
Director of Accounting & Financial Services

  
\_\_\_\_\_  
Teri Zamora  
Vice Chancellor of Fiscal Affairs

SB1.857AN JACINTO COMMUNITY COLLEGE DISTRICT  
INVESTMENTS  
WEIGHTED AVERAGE TO MATURITY  
October 31, 2019

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>										
Credit Cards in Transit	Heartland	N/A	N/A	11/01/19	\$	4,597	4,597	0.00%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	11/01/19		(2,329,668)	(2,329,668)	-0.93%	1	-0.01
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	11/01/19		2,993,962	2,993,962	1.19%	1	0.01
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	11/01/19		(22,472)	(22,472)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	11/01/19		(4,495)	(4,495)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	11/01/19		19,770	19,770	0.01%	1	0.00
East West MM Operating Account	East West Bank	1.900%	N/A	11/01/19		45,274,882	45,274,882	17.99%	1	0.18
Texas Citizens Bank	Texas Citizens Bank	1.210%	N/A	11/01/19		246,008	246,008	0.10%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	1.898%	N/A	11/01/19		300,490	300,490	0.12%	1	0.00
TexPool - Operating	TexPool	1.912%	N/A	11/01/19		1,008,779	1,008,779	0.40%	1	0.00
TexPool - PRIME - Operating	TexPool	2.070%	N/A	11/01/19		30,054,478	30,054,478	11.94%	1	0.12
<b>Restricted - Cash &amp; Cash Equivalents</b>										
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	1.900%	N/A	11/01/19		5,008,000	5,008,000	1.99%	1	0.02
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	1.898%	N/A	11/01/19		3,398,682	3,398,682	1.35%	1	0.01
LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	1.898%	N/A	11/01/19		1,794,484	1,794,484	0.71%	1	0.01
LSIP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	1.898%	N/A	11/01/19		2,256,809	2,256,809	0.90%	1	0.01
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	1.898%	N/A	11/01/19		9,217,551	9,217,551	3.66%	1	0.04
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	2.070%	N/A	11/01/19		152,496,033	#####	60.58%	1	0.61

Grand Total Short Term Investments and Cash & Cash Equivalents

\$ - \$ 251,717,890 \$ 251,717,890 100.00% 1.00

Weighted Average to Maturity at Ending Period Date (Days)

CAFR Note 4	Weighted Average to Maturity at Ending Period Date (Days)
\$ 19,770	Petty cash on hand
200,527,306	Investment pools
50,528,890	Money Market
641,924	Bank deposits - demand deposits
-	U. S. government securities and municipal bonds
-	Accrued Earnings
\$ 251,717,890	Total Cash and cash equivalents + investments

183,559,290 TexPool  
16,968,016 LSIP  
200,527,306



San Joaquin Community College District  
INVESTMENTS CASH & EQUIVALENTS  
INVENTORY HOLDINGS REPORT  
October 31, 2019

Description	Hold At	Annualized Interest Rate (30)	Maturity	10/01/2019		10/31/2019		10/31/2019		Change in Fair Value		FY20		2020		2020		2020		2020		2019		2019			
				Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value	Beginning Book Value	Ending Book Value
<b>Short-Term Investments - Unrestricted Funds</b>																											
Money Market Accounts				7,088	4,597	7,088	4,597	7,088	4,597	7,088	4,597																
East West Bank		1.9000%	11/01/19	45,194,166	45,194,166	45,274,882	45,274,882	45,274,882	45,274,882	80,716	\$																
Texas Citizens Bank		1.2100%	11/01/19	245,758	245,758	245,008	246,008	245,008	246,008	250	\$																
Sub Total Money Market Accounts				45,439,924	45,439,924	45,520,890	45,520,890	45,520,890	45,520,890	80,966	\$																
<b>Pool Accounts</b>																											
TeaPool - Operating		1.9115%	11/01/19	2,004,008	2,004,008	1,008,779	1,008,779	1,008,779	1,008,779	(956,229)	\$																
TeaPool PRIME - Operating (New 11/01/2018)		2.0701%	11/01/19	30,054,478	30,054,478	30,054,478	30,054,478	30,054,478	30,054,478	(5,019,978)	\$																
LSP Government Overnight Fund - Operating Funds		1.8976%	11/01/19	501,935	501,935	30,800	30,800	30,800	30,800	(2,485)	\$																
Sub Total Pool Accounts				32,560,411	32,560,411	31,094,057	31,094,057	31,094,057	31,094,057	(9,465,692)	\$																
<b>Sub Total - Short Term Investments - Unrestricted Funds</b>																											
				84,443,371	84,443,371	77,546,331	77,546,331	77,546,331	77,546,331	(6,897,040)	\$																
<b>Short Term Investments - Restricted (Bond) Funds</b>																											
Money Market Accounts				5,008,332	5,008,332	5,008,332	5,008,332	5,008,332	5,008,332	(892)	\$																
East West Bank		1.9000%	11/01/19	5,008,332	5,008,332	5,008,332	5,008,332	5,008,332	5,008,332	(892)	\$																
Sub Total Money Market Accounts				5,008,332	5,008,332	5,008,332	5,008,332	5,008,332	5,008,332	(892)	\$																
<b>Pool Accounts</b>																											
LSP Government Overnight Fund - 2008 GOB Bond Proceeds		1.8976%	11/01/19	3,426,716	3,426,716	3,398,682	3,398,682	3,398,682	3,398,682	(28,034)	\$																
LSP Government Overnight Fund - 2015 Revenue Bond Proceeds		1.8976%	11/01/19	1,794,484	1,794,484	1,794,484	1,794,484	1,794,484	1,794,484	(188)	\$																
LSP Government Overnight Fund - Bond Proceeds		1.8976%	11/01/19	9,181,172	9,181,172	9,217,951	9,217,951	9,217,951	9,217,951	(36,779)	\$																
LSP Government Overnight Fund - GOB Bond Proceeds		1.8976%	11/01/19	9,217,951	9,217,951	9,217,951	9,217,951	9,217,951	9,217,951	(36,779)	\$																
TeaPool PRIME - 2019 Bond Proceeds (New 02/26/2019)		2.0701%	11/01/19	152,496,033	152,228,386	152,496,033	152,496,033	152,496,033	152,496,033	267,647	\$																
TeaPool		2.0701%	11/01/19	169,163,659	172,877,686	169,163,659	169,163,659	169,163,659	169,163,659	(3,814,927)	\$																
Sub Total Pool Accounts				174,171,659	177,985,978	174,171,659	174,171,659	174,171,659	174,171,659	(3,814,927)	\$																
<b>Sub Total - Short Term Investments - Restricted (Bond) Funds</b>																											
				174,171,659	177,985,978	174,171,659	174,171,659	174,171,659	174,171,659	(3,814,927)	\$																
<b>Grand Total</b>																											
				251,717,890	252,429,949	251,717,890	251,717,890	251,717,890	251,717,890	(702,059)	\$																

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

October 31, 2019  
U.S. Treasury Rates - Benchmark from PAA

Market Benchmark - 30yr gov	1.53
7 month T Bill	1.55
6 month T Bill	1.49
12 month T Bill	1.52
2 year Treasury Note	1.51
5 year Treasury Note	1.68
10 year Treasury Note	2.17
30 year Treasury Bond	2.17

September 30, 2019  
U.S. Treasury Rates - Benchmark from PAA  
3Yr Tbx @ 1.65  
5Yr Tbx @ 1.60  
30Yr Tbx @ 1.92

San Jacinto College Financial Statements  
Quarterly Investment Report February – May, 2019



**Quarterly Investment Report**  
**February 28, 2019 – May 31, 2019**



# Same Story - Worse Results

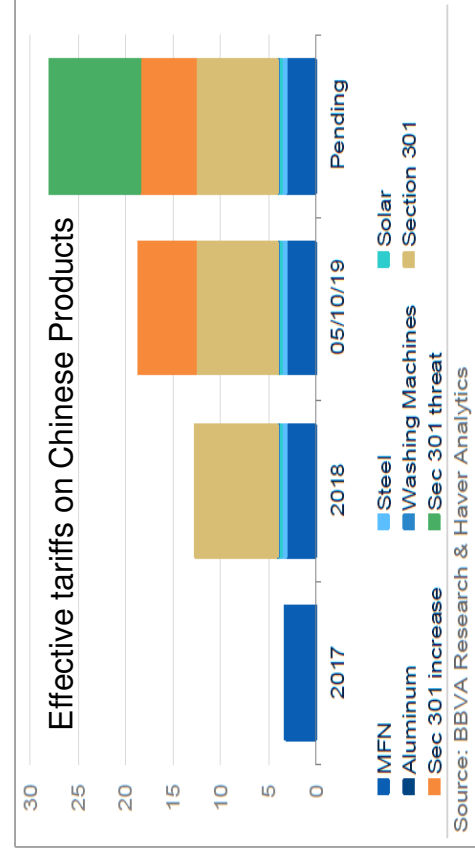
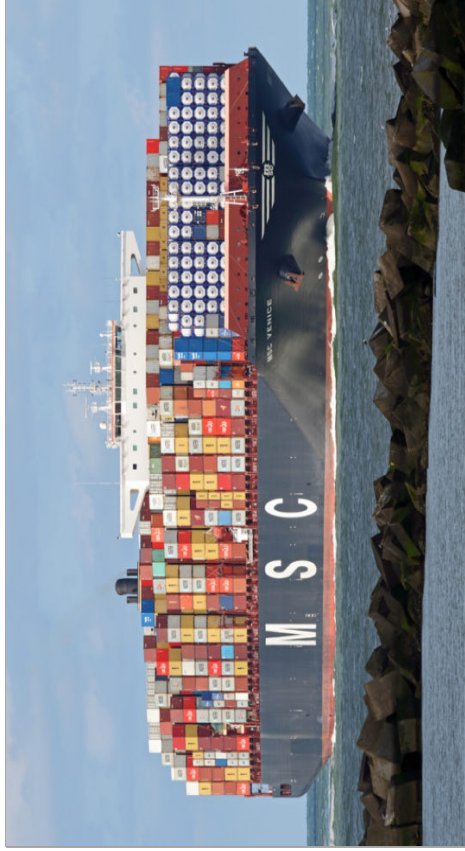
During the entire month of May the focus remained on trade as the vagaries of the international negotiations fluctuated so did markets. News regarding the Chinese and Mexican proposed tariffs were interspersed with other geo-political problems. As tempers flared and uncertainties grew, investors started to feel the increasing pressure of uncertainty. As compromise was reached on Mexico, markets once again focused on at least more fundamentals some of which are weak and some strong.

With increased optimism at the beginning of the month for a swift Chinese resolution, markets soared but as negotiations slowed, calls for a Fed rate cut intensified. Instead of the prior possible one hike in late 2019, the markets have built in a quarter point cut in July. Remembering that in December we all looked for three more hikes this is a major impact to the markets. The question is whether the fundamentals support it or whether it is primarily market-angst.

The Fed could continue to try to steepen the curve with purchases of short securities as part of their "portfolio maintenance" program and the large supply with runoff of longer securities from QE, but, the chance of a cut is definitely increasing. The economy is stuttering and geopolitical concerns keep investors wary and worried.

Geo-political forces also continue to take center stage. The last days of May were indeed the last days of [Theresa] May. (She will resign June 7) Three years trying to negotiate a Brexit deal honoring the referendum that brought her to power were unsuccessful. Now, with the October deadline looming the UK and the EU are on hold until a new PM successor is elected. This is bad news for both parties as the EU struggles to increase inflation and employment.

UK problems however are over-shadowed by North Korea's growing arrogance and Syrian saber rattling. If you are looking for inflation look to Venezuela where inflation spiraled to 130,060% in 2018 as recently reported by their central bank.



# The Pace Slows...But Why?

The regional Fed quarterly reports show economic conditions in their respective regions as mixed but the consensus does show a slowing. It is questionable whether the economy would slow as much without trade tantrums storming but the statistics do indicate a moderating trend. Stuttering is not stopping. Even with all the weakened economic statistics, inflation is holding firm near the Fed's target. With the core PPI up above expectations the talk of *multiple* rate cuts is not supported by reality.

There is plenty of data to support moderate cut talk but none of it represents a *strong* argument beyond the fact the economy is weaker – not weak. 1Q GDP has now been revised down to 3.1% (from 3.2%) but it still remains a two quarter high. YOY the US economy continues to expand but at a much slower pace.

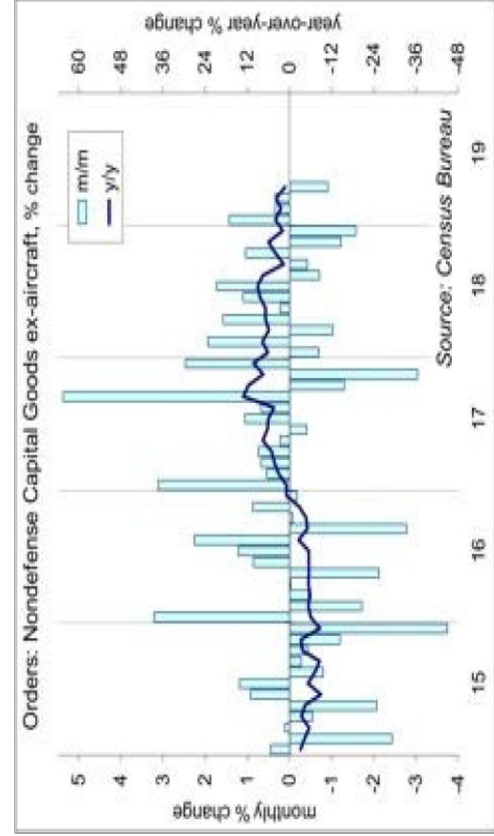
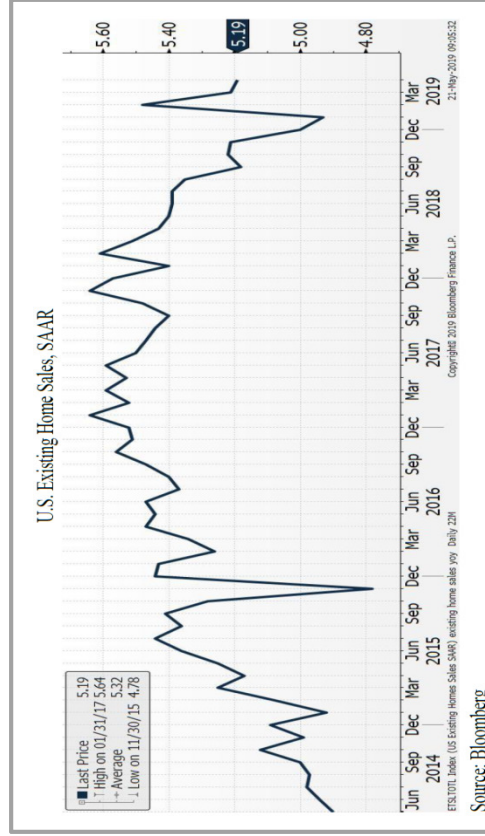
Durable goods was a shock and echoed the overall slump. Its disappointing miss gives evidence of the trend. Year-over-year the durables showed weakness in orders, non-defense goods, and transportation. And, although wages are still climbing slowly, overall employment has slowed from technology impacts. If companies see a slowing in the economy they also slow their pace of hiring – beginning that spiral to higher unemployment rates.

Private investments have also been affected by the trends and wild market fluctuations. Business investments fell in buildings as well as on equipment and intellectual property/technology.

In the housing area, new home sales are a natural victim of the slowing. New home sales dropped to a 2-month low and the median price of a new home rose 11.9% to \$342k. Buying a home – even with the low mortgage rates – loses its appeal in such circumstances.

Farmers have been hard hit by the trade wars. A farmer relief plan is in the works which will cost \$16B. This will go primarily to farmers of commodities such as soybeans, corn and sorghum whose prices have slumped for a year and who were severely impacted by spring flooding. Corn is down 10% from last year and soybeans are down 20%.

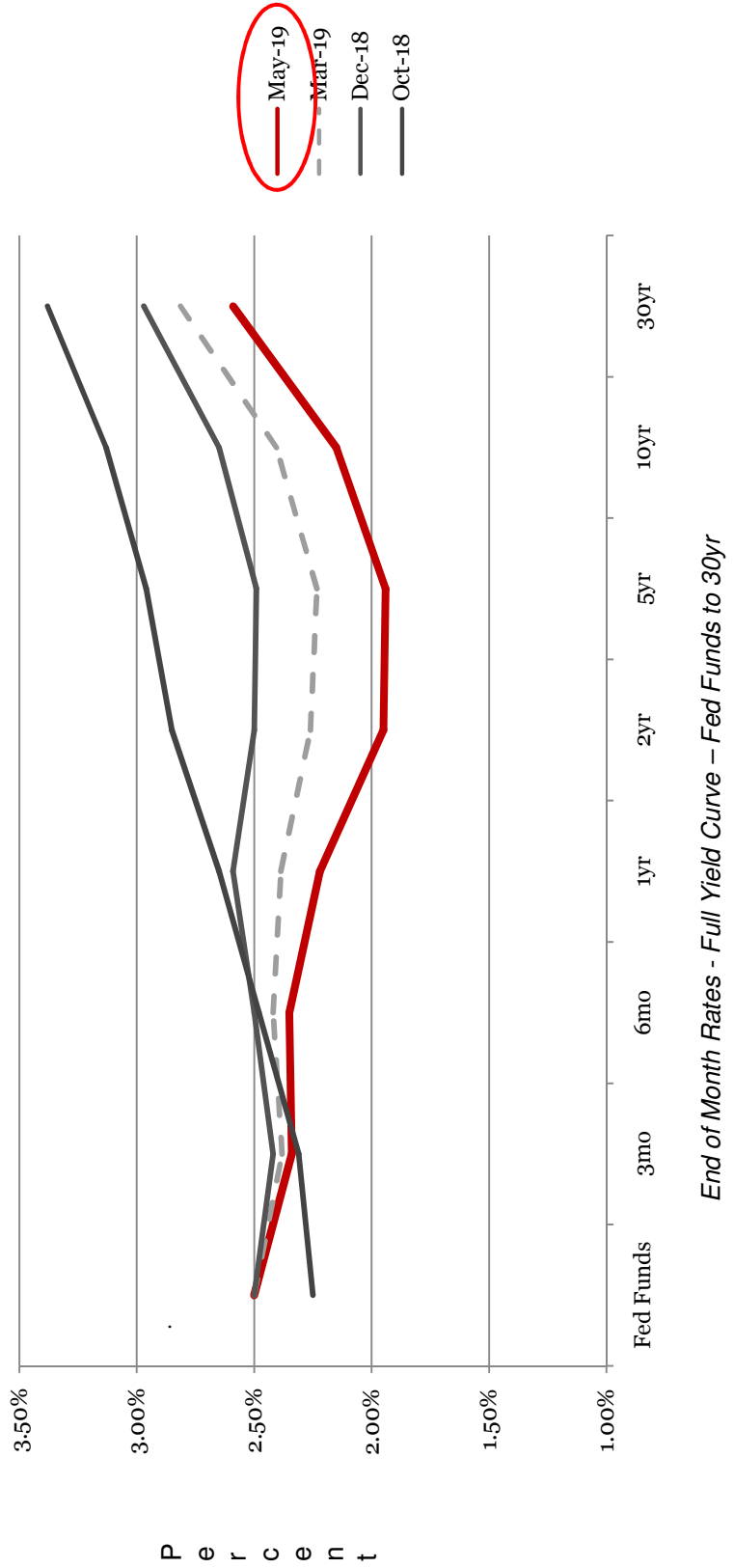
It continues to be difficult to read the tea leaves if trade woes were suddenly to disappear or lessen, but, without a major change the situation may drag us lower. Interestingly however emerging markets equity markets are strengthening which could reduce some of the investment in our treasury market. Which one wins is still the question.





# The Inversion Increases

- The equity markets remain robust but the inversion in the Treasury curve forced by heightened buying remains, although the shortest inversion(3-6 month) has dipped further in May signaling a real concern by investors in the economy's health.
- The possibility of lower rates anticipated by the market – although not signaled by the Fed - has convinced investors to lock in some rates as a hedge against lower rates. The buying drives the yield down (prices up). Rate changes during May clearly showed the value of extending portfolios somewhat as the equity markets and uncertainty drive funds into fixed income markets driving rates lower.
- The long end (30yr) has been slow to believe any news but the move down since last October has finally pushed even the 30 year downward.
- Part of the move has to be explained also by comparable rates in other major global economies. The yield on the German 10-year is now a *negative!* (-0.22%) That has to make the US at 2.50% look quite attractive. But it also shows a weaker global economy.




*San Jacinto College District*  
 Quarterly Investment Report  
 February 28, 2019–May 31, 2019

**Portfolio Summary Management Report**

This quarterly report is prepared in compliance with the Investment Policy and Strategy of the District and the Public Funds Investment Act (Chapter 2256, Texas Government Code).

<b><u>Portfolio as of 02/28/19:</u></b>		
Beginning Book Value	\$ 387,415,648	
Beginning Market Value	\$ 387,415,648	
WAM at Beginning Period Date <sup>1</sup>	1 day	
<i>(Decrease in market value is due to seasonal cash outflows)</i>		
	<b>Average Yield to Maturity for period</b>	<b>2.489 %</b>
	<b>Average Yield 180-Day Treasury Bill for period</b>	<b>2.460 %</b>
<b><u>Portfolio as of 05/31/19:</u></b>		
Ending Book Value		\$ 344,708,553
Ending Market Value		\$ 344,708,553
Investment Income for the period		\$ 2,297,167
Unrealized Gain/Loss		\$ 0
WAM at Ending Period Date <sup>1</sup>		1 day
	<b>Change in Market Value<sup>2</sup></b>	<b>\$ (42,707,095)</b>

Teri Zamora, Vice Chancellor of Fiscal Affairs  
 San Jacinto College District

  
 Linda T. Patterson, Investment Advisor, SJCD  
 Patterson & Associates

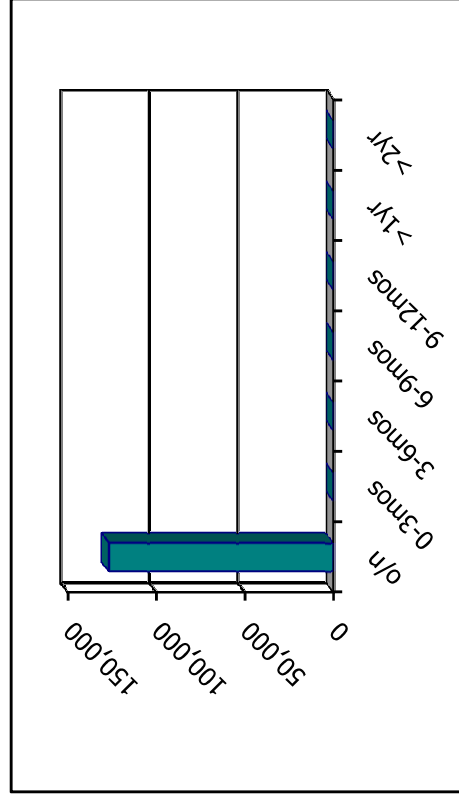
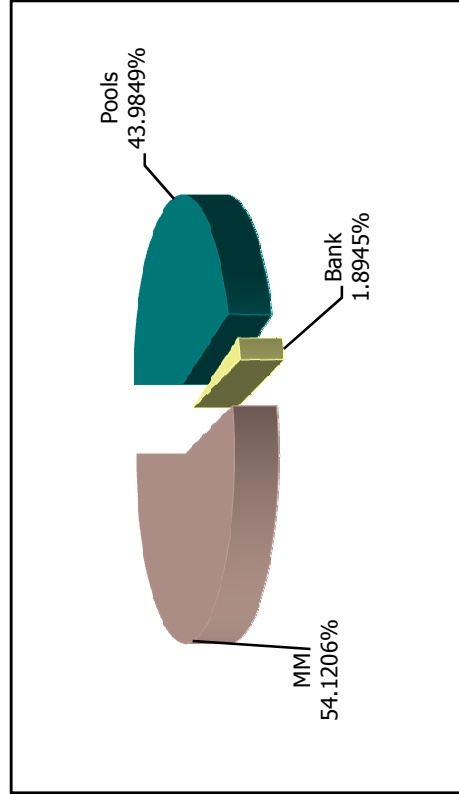
<sup>1</sup> WAM – weighted average maturity

<sup>2</sup> “Change in Market Value” is required data, but will primarily reflect the receipt and expenditure of the College’s funds from month to month. Patterson & Associates has assisted in the preparation of this consolidated investment report, with additional input provided by the College District.

# General Portfolio

As of May 31, 2019

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of a rate increase in 2019 – and possibly two – but not in the first quarter. This slowdown in rate hikes and the potential of decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.

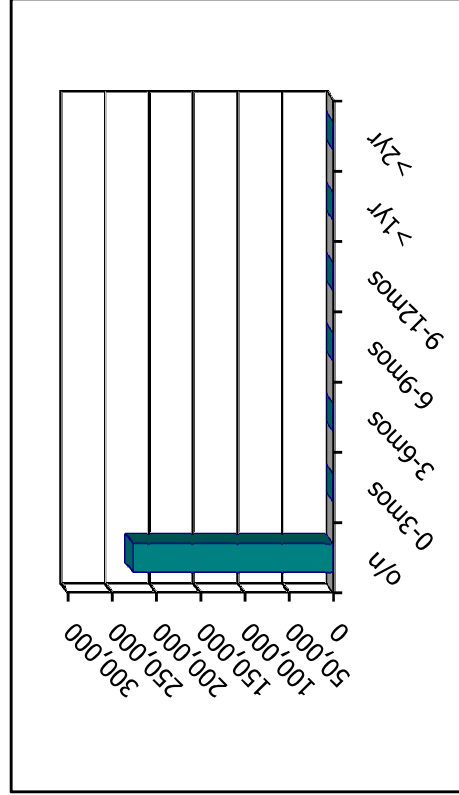
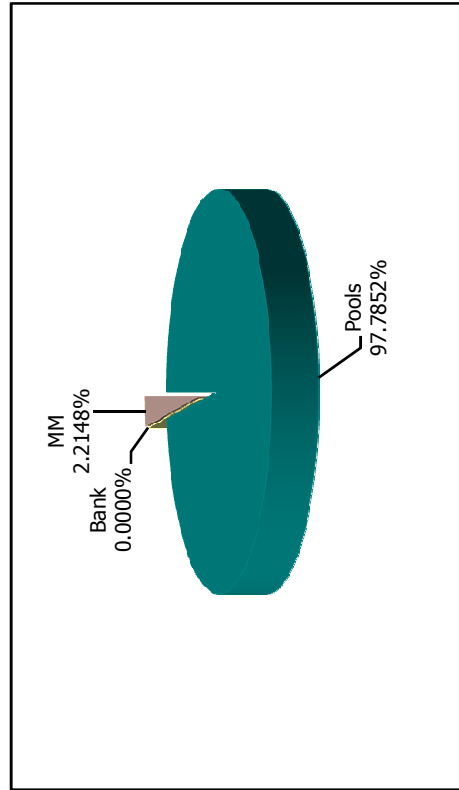


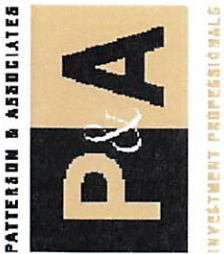


# Bond Portfolio

As of May 31, 2019

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of a rate increase in 2019 – and possibly two – but not in the first quarter. This slowdown in rate hikes and the potential of decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.





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

**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 May 31, 2019**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
Passbook/Checking Accounts	2,244,944.93	2,244,944.93	2,244,944.93	0.65	1	1	0.000
Investment Pools/Money Markets	342,463,607.88	342,463,607.88	342,463,607.88	99.35	1	1	2.456
<b>Investments</b>	<b>344,708,552.81</b>	<b>344,708,552.81</b>	<b>344,708,552.81</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>2.440</b>
<b>Total Earnings</b>	<b>May 31</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year		732,869.62	4,670,871.05				

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

*Teri Zamora* 11/19/19  
 Teri Zamora, Vice Chancellor of Fiscal Affairs



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## San Jacinto Community College Summary by Type May 31, 2019 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	9	226,206,764.36	226,206,764.36	65.62	2.495	1
<b>Subtotal</b>	<b>9</b>	<b>226,206,764.36</b>	<b>226,206,764.36</b>	<b>65.62</b>	<b>2.495</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	2,244,944.93	2,244,944.93	0.65	0.000	1
Investment Pools/Money Markets	6	116,256,843.52	116,256,843.52	33.73	2.380	1
<b>Subtotal</b>	<b>15</b>	<b>118,501,788.45</b>	<b>118,501,788.45</b>	<b>34.38</b>	<b>2.335</b>	<b>1</b>
<b>Total and Average</b>	<b>24</b>	<b>344,708,552.81</b>	<b>344,708,552.81</b>	<b>100.00</b>	<b>2.440</b>	<b>1</b>



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**San Jacinto Community College**  
**Fund BOND - Bond Funds**  
**Investments by Fund**  
**May 31, 2019**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Investment Pools/Money Markets</b>										
708340211	10064	JPM - Debt Service	12/05/2007	0.00	0.00	0.00				1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00				1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,009,554.79	5,009,554.79	5,009,554.79	2.270	2.238	2.270	1
86-72000844	10232	East West MM Debt Service	09/09/2014	0.00	0.00	0.00				1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	2,822,843.54	2,822,843.54	2,822,843.54	2.400	2.367	2.400	1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,776,220.38	1,776,220.38	1,776,220.38	2.400	2.367	2.400	1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	49,267,090.52	49,267,090.52	49,267,090.52	2.400	2.367	2.400	1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	16,323,400.20	16,323,400.20	16,323,400.20	2.400	2.367	2.400	1
999999920	10237	TexPool Prime	02/26/2019	151,007,654.93	151,007,654.93	151,007,654.93	2.547	2.511	2.546	1
<b>Subtotal and Average</b>				<b>226,206,764.36</b>	<b>226,206,764.36</b>	<b>226,206,764.36</b>		<b>2.461</b>	<b>2.495</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>226,206,764.36</b>	<b>226,206,764.36</b>	<b>226,206,764.36</b>		<b>2.461</b>	<b>2.495</b>	<b>1</b>

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**May 31, 2019**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To
										Date Maturity
<b>Passbook/Checking Accounts</b>										
1390012195A	10164	Bank of America - Operating	09/01/2018	0.00	0.00	0.00				1
9999999914	10089	Credit Cards - In Transit	09/01/2018	8,281.14	8,281.14	8,281.14				1
708340062	10086	Disbursements	09/01/2018	-435,613.06	-435,613.06	-435,613.06				1
707759296	10069	JPM - Federal Programs	09/01/2018	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2018	2,691,394.45	2,691,394.45	2,691,394.45				1
707759346	10085	Payroll Fund	09/01/2018	-32,315.22	-32,315.22	-32,315.22				1
9999999913	10088	Petty Cash	09/01/2018	20,025.00	20,025.00	20,025.00				1
707759353	10181	Student Deferred Income	09/01/2018	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2018	-6,827.38	-6,827.38	-6,827.38				1
				<b>2,244,944.93</b>	<b>2,244,944.93</b>	<b>2,244,944.93</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Subtotal and Average</b>										

<b>Investment Pools/Money Markets</b>										
86-7200810	10230	East West MM	09/09/2014	62,888,547.57	62,888,547.57	62,888,547.57	2.270	2.238	2.270	1
999999993	10034	LSIP GOF - Operating	09/01/2007	1,009,101.20	1,009,101.20	1,009,101.20	2.400	2.367	2.400	1
707759320	10035	JPM - Money Market	09/01/2007	1,000,976.50	1,000,976.50	1,000,976.50	1.150	1.134	1.150	1
999999996	10038	TCB - Money Market	09/26/2007	244,457.33	244,457.33	244,457.33	1.210	1.193	1.210	1
999999991	10032	TexPool	09/01/2007	1,005,609.32	1,005,609.32	1,005,609.32	2.401	2.367	2.400	1
9999999919	10236	TexPool Prime	11/01/2018	50,108,151.60	50,108,151.60	50,108,151.60	2.547	2.511	2.546	1
				<b>116,256,843.52</b>	<b>116,256,843.52</b>	<b>116,256,843.52</b>		<b>2.347</b>	<b>2.380</b>	<b>1</b>
				<b>118,501,788.45</b>	<b>118,501,788.45</b>	<b>118,501,788.45</b>		<b>2.303</b>	<b>2.335</b>	<b>1</b>
<b>Total Investments and Average</b>										

**San Jacinto Community College**  
**Interest Earnings**  
 Sorted by Fund - Fund  
 March 1, 2019 - May 31, 2019  
 Yield on Average Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
999999999	10084	BOND	RRP	2,822,843.54	3,370,723.63	3,214,678.94		2.400	2.409	19,515.51	0.00	19,515.51
999999916	10106	BOND	RRP	16,323,400.20	15,011,351.63	15,851,385.18		2.400	2.409	96,237.18	0.00	96,237.18
86-72004242	10233	BOND	RRP	5,009,554.79	5,010,087.67	5,000,573.02		2.270	2.410	30,380.83	0.00	30,380.83
999999917	10234	BOND	RRP	1,776,220.38	1,791,261.13	1,782,198.11		2.400	2.409	10,819.85	0.00	10,819.85
999999918	10235	BOND	RRP	49,267,090.52	75,263,517.46	64,507,049.53		2.400	2.409	391,662.91	0.00	391,662.91
999999920	10237	BOND	RRP	151,007,654.93	150,032,326.50	150,376,570.07		2.547	2.573	975,328.43	0.00	975,328.43
			<b>Subtotal</b>	<b>226,206,764.36</b>	<b>250,479,268.02</b>	<b>240,732,454.85</b>			<b>2.512</b>	<b>1,523,944.71</b>	<b>0.00</b>	<b>1,523,944.71</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	1,005,609.32	10,019,117.46	4,759,446.03		2.401	2.416	28,986.60	0.00	28,986.60
999999996	10038	GEN	RRP	244,457.33	243,719.42	243,973.04		1.210	1.200	737.91	0.00	737.91
707759320	10035	GEN	RRP	1,000,976.50	1,000,882.00	1,000,222.55		1.150	1.149	2,898.00	0.00	2,898.00
707759338	10062	GEN	PA1	2,691,394.45	2,439,400.44	3,042,911.27				0.00	0.00	0.00
707759346	10085	GEN	PA1	-32,315.22	-25,382.72	-35,502.35				0.00	0.00	0.00
708340062	10086	GEN	PA1	-435,613.06	-830,216.77	-1,291,419.10				0.00	0.00	0.00
999999913	10088	GEN	PA1	20,025.00	19,740.00	19,786.96				0.00	0.00	0.00
999999914	10089	GEN	PA1	8,281.14	49,254.25	34,869.93				0.00	0.00	0.00
707759361	10103	GEN	PA1	-6,827.38	-2,272.53	-3,579.23				0.00	0.00	0.00
999999993	10034	GEN	RRP	1,009,101.20	11,454,748.64	5,874,436.37		2.400	2.411	35,705.70	0.00	35,705.70
86-7200810	10230	GEN	RRP	62,888,547.57	62,477,122.40	62,636,410.33		2.270	2.410	380,511.46	0.00	380,511.46
999999919	10236	GEN	RRP	50,108,151.60	50,090,267.18	50,012,786.65		2.547	2.573	324,382.39	0.00	324,382.39
			<b>Subtotal</b>	<b>118,501,788.45</b>	<b>136,936,379.77</b>	<b>126,294,342.47</b>			<b>2.429</b>	<b>773,222.06</b>	<b>0.00</b>	<b>773,222.06</b>
			<b>Total</b>	<b>344,708,552.81</b>	<b>387,415,647.79</b>	<b>367,026,797.33</b>			<b>2.483</b>	<b>2,297,166.77</b>	<b>0.00</b>	<b>2,297,166.77</b>



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**San Jacinto Community College  
 Texas Compliance Change in Val Report  
 Sorted by Fund  
 March 1, 2019 - May 31, 2019**

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
<b>Fund: Bond Funds</b>									
10064	DS	BOND	12/05/2007	0.00	0.00	0.00	0.00	0.00	0.00
708340211	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10084	LSIP08	BOND	10/03/2008	19,515.51	3,370,723.63	19,515.51	567,395.60	-547,880.09	2,822,843.54
999999999	2,822,843.54	2.400	/ /	19,515.51	3,370,723.63	19,515.51	567,395.60	-547,880.09	2,822,843.54
10106	LSIPDS	BOND	07/30/2009	96,237.18	15,011,351.63	1,312,048.57	0.00	1,312,048.57	16,323,400.20
999999916	16,323,400.20	2.400	/ /	96,237.18	15,011,351.63	1,312,048.57	0.00	1,312,048.57	16,323,400.20
10231	EWM08	BOND	09/09/2014	0.00	0.00	0.00	0.00	0.00	0.00
86-72000794	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10232	EWMDS	BOND	09/09/2014	0.00	0.00	0.00	0.00	0.00	0.00
86-72000844	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10233	EWM015	BOND	08/06/2015	30,380.83	5,010,087.67	30,380.83	30,913.71	-532.88	5,009,554.79
86-72004242	5,009,554.79	2.270	/ /	30,380.83	5,010,087.67	30,380.83	30,913.71	-532.88	5,009,554.79
10234	LSIP15	BOND	08/06/2015	10,819.85	1,791,261.13	10,819.85	25,860.60	-15,040.75	1,776,220.38
999999917	1,776,220.38	2.400	/ /	10,819.85	1,791,261.13	10,819.85	25,860.60	-15,040.75	1,776,220.38
10235	LSIP16	BOND	04/20/2016	391,662.91	75,263,517.46	391,662.91	26,388,089.85	-25,996,426.94	49,267,090.52
999999918	49,267,090.52	2.400	/ /	391,662.91	75,263,517.46	391,662.91	26,388,089.85	-25,996,426.94	49,267,090.52
10237	TXPRIM	BOND	02/26/2019	975,328.43	150,032,326.50	975,328.43	0.00	975,328.43	151,007,654.93
999999920	151,007,654.93	2.546	/ /	975,328.43	150,032,326.50	975,328.43	0.00	975,328.43	151,007,654.93
<b>Sub Totals For: Fund: Bond Funds</b>				1,523,944.71	250,479,268.02	2,739,756.10	27,012,259.76	-24,272,503.66	226,206,764.36
				1,523,944.71	250,479,268.02	2,739,756.10	27,012,259.76	-24,272,503.66	226,206,764.36

**Fund: Consolidated Portfolio**

**San Jacinto Community College  
Texas Compliance Change in Val Report  
March 1, 2019 - May 31, 2019**

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Market Value				Market Value
10032	TXPOOL	GEN	09/01/2007	28,986.60	10,019,117.46	14,591,538.64	23,605,046.78	-9,013,508.14	1,005,609.32
999999991	1,005,609.32	2.400	/ /	28,986.60	10,019,117.46	14,591,538.64	23,605,046.78	-9,013,508.14	1,005,609.32
10034	LSIP	GEN	09/01/2007	35,705.70	11,454,748.64	26,997,458.89	37,443,106.33	-10,445,647.44	1,009,101.20
999999993	1,009,101.20	2.400	/ /	35,705.70	11,454,748.64	26,997,458.89	37,443,106.33	-10,445,647.44	1,009,101.20
10035	MM	GEN	09/01/2007	2,898.00	1,000,882.00	2,898.00	2,803.50	94.50	1,000,976.50
707759320	1,000,976.50	1.150	/ /	2,898.00	1,000,882.00	2,898.00	2,803.50	94.50	1,000,976.50
10038	TXCIT	GEN	09/26/2007	737.91	243,719.42	737.91	0.00	737.91	244,457.33
999999996	244,457.33	1.210	/ /	737.91	243,719.42	737.91	0.00	737.91	244,457.33
10062	OPER	GEN	09/01/2018	0.00	2,439,400.44	1,402,903.46	1,150,909.45	251,994.01	2,691,394.45
707759338	2,691,394.45	0.000	/ /	0.00	2,439,400.44	1,402,903.46	1,150,909.45	251,994.01	2,691,394.45
10069	FPRO	GEN	09/01/2018	0.00	0.00	0.00	0.00	0.00	0.00
707759296	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10085	PAY	GEN	09/01/2018	0.00	-25,382.72	21,388.28	28,320.78	-6,932.50	-32,315.22
707759346	-32,315.22	0.000	/ /	0.00	-25,382.72	21,388.28	28,320.78	-6,932.50	-32,315.22
10086	DIS	GEN	09/01/2018	0.00	-830,216.77	2,544,081.36	2,149,477.65	394,603.71	-435,613.06
708340062	-435,613.06	0.000	/ /	0.00	-830,216.77	2,544,081.36	2,149,477.65	394,603.71	-435,613.06
10088	PC	GEN	09/01/2018	0.00	19,740.00	435.00	150.00	285.00	20,025.00
9999999913	20,025.00	0.000	/ /	0.00	19,740.00	435.00	150.00	285.00	20,025.00
10089	CC	GEN	09/01/2018	0.00	49,254.25	3,222.33	44,195.44	-40,973.11	8,281.14
9999999914	8,281.14	0.000	/ /	0.00	49,254.25	3,222.33	44,195.44	-40,973.11	8,281.14
10103	WC	GEN	09/01/2018	0.00	-2,272.53	582.87	5,137.72	-4,554.85	-6,827.38
707759361	-6,827.38	0.000	/ /	0.00	-2,272.53	582.87	5,137.72	-4,554.85	-6,827.38
10164	BAOP	GEN	09/01/2018	0.00	0.00	0.00	0.00	0.00	0.00
1390012195A	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10181	SDI	GEN	09/01/2018	0.00	0.00	0.00	0.00	0.00	0.00
707759353	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00

Portfolio SJCC

TC (PRF\_TC) 7.0  
Report Ver. 7.3.6.1



San Jacinto Community College  
Texas Compliance Change in Val Report  
March 1, 2019 - May 31, 2019

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Market Value				Market Value
10230	EWBMM	GEN	09/09/2014	380,511.46	62,477,122.40	411,425.17	0.00	411,425.17	62,888,547.57
86-7200810	62,888,547.57	2.270	/ /	380,511.46	62,477,122.40	411,425.17	0.00	411,425.17	62,888,547.57
10236	TXPRIM	GEN	11/01/2018	324,382.39	50,090,267.18	324,382.39	306,497.97	17,884.42	50,108,151.60
9999999919	50,108,151.60	2.546	/ /	324,382.39	50,090,267.18	324,382.39	306,497.97	17,884.42	50,108,151.60
<b>Sub Totals For: Fund: Consolidated Portfol</b>									
				773,222.06	136,936,379.77	46,301,054.30	64,735,645.62	-18,434,591.32	118,501,788.45
				773,222.06	136,936,379.77	46,301,054.30	64,735,645.62	-18,434,591.32	118,501,788.45
<b>Report Grand Totals:</b>									
				2,297,166.77	387,415,647.79	49,040,810.40	91,747,905.38	-42,707,094.98	344,708,552.81
				2,297,166.77	387,415,647.79	49,040,810.40	91,747,905.38	-42,707,094.98	344,708,552.81

San Jacinto College Financial Statements  
Quarterly Investment Report June – August, 2019

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**PORTFOLIO SUMMARY REPORT**  
**Quarterly Report for the Period June 01 through August 31, 2019**

		Fair Value	Book Value
Beginning Value	June 1, 2019	\$ 344,708,553	\$ 344,708,553
Additions/Subtractions (Net)		(67,092,101)	(67,092,101)
Change in Fair Value*			-
Ending Value	August 31, 2019	<u>\$ 277,616,452</u>	<u>\$ 277,616,452</u>

Earnings for August	\$ 573,962
WAM at Ending Period Date (Days)	1.00

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

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

Prepared by:



William E. Dickerson  
 Director of Accounting & Financial Services



Teri Zamora  
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
INVESTMENTS  
WEIGHTED AVERAGE TO MATURITY  
August 31, 2019

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Ave. Mat.
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>										
Credit Cards in Transit										
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	09/01/2019	\$	51,533	51,533	0.02%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	09/01/2019		(1,259,673)	(1,259,673)	-0.45%	1	0.00
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	09/01/2019		4,419,672	4,419,672	1.59%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	09/01/2019		(31,257)	(31,257)	-0.01%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	09/01/2019		(7,844)	(7,844)	0.00%	1	0.00
						19,825	19,825	0.01%	1	0.00
<b>East West MM Operating Account</b>	East West Bank	2.170%	N/A	09/01/2019		45,109,325	45,109,325	16.25%	1	0.16
JPMorgan Money Market (Closed 07/01/2019)	JPMorgan Chase Bank	1.150%	N/A	09/01/2019		-	-	0.00%	1	0.00
Texas Citizens Bank	Texas Citizens Bank	1.210%	N/A	09/01/2019		245,507	245,507	0.09%	1	0.00
LSP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	2.164%	N/A	09/01/2019		3,481,223	3,481,223	1.25%	1	0.01
TexPool - Operating	TexPool	2.191%	N/A	09/01/2019		1,150,710	1,150,710	0.41%	1	0.00
TexPool - PRIME - Operating	TexPool	2.360%	N/A	09/01/2019		35,078,580	35,078,580	12.64%	1	0.13
<b>Restricted - Cash &amp; Cash Equivalents</b>										
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	2.170%	N/A	09/01/2019		5,009,130	5,009,130	1.80%	1	0.02
LSP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	2.164%	N/A	09/01/2019		3,520,079	3,520,079	1.27%	1	0.01
LSP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	2.164%	N/A	09/01/2019		1,793,775	1,793,775	0.65%	1	0.01
LSP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	2.164%	N/A	09/01/2019		18,010,602	18,010,602	6.49%	1	0.06
LSP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	2.164%	N/A	09/01/2019		9,080,974	9,080,974	3.27%	1	0.03
TexPool PRIME - 2019 Bond Proceeds (New 02/28/2019)	TexPool	2.360%	N/A	09/01/2019		151,944,291	151,944,291	54.73%	1	0.55
<b>Grand Total Short Term Investments and Cash &amp; Cash Equivalents</b>						\$ 277,616,452	\$ 277,616,452	100.00%		1.00

CAFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	
	\$ 19,825 Petty cash on hand
	224,060,234 Investment pools
	50,363,964 Money Market
	3,172,428 Bank deposits - demand deposits
	- U. S. government securities and municipal bonds
	- Accrued Earnings
	\$ 277,616,452 Total Cash and cash equivalents + investments

San Jacinto Community College District  
 INVESTMENTS and CASH & EQUIVALENTS  
 INVENTORY HOLDINGS REPORT  
 June 01 through August 31, 2109

Description	Held At	Interest Rate - Ann	Maturity	Par	08/01/2019 Beginning Fair Value	06/01/2019 Beginning Book Value	08/31/2019 Ending Fair Value	08/31/2019 Ending Book Value	Change In Fair Value For the Month	August Earnings	September Through August Earnings
<b>Short-Term Investments - Unrestricted Funds</b>											
<b>Demand Deposits</b>											
Credit Cards in Transit											
JPMorgan Accounts Payable Disbursements	Heartland	N/A	09/01/2019	51,533	8,281	8,281	51,533	51,533	43,252	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	09/01/2019	(1,259,673)	(435,613)	(1,259,673)	(1,259,673)	(1,259,673)	(624,050)	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	09/01/2019	4,419,672	2,691,394	4,419,672	4,419,672	4,419,672	1,728,278	N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	09/01/2019	(31,257)	(32,315)	(31,257)	(31,257)	(31,257)	1,066	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	09/01/2019	(7,844)	(6,827)	(7,844)	(7,844)	(7,844)	(1,017)	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	09/01/2019	19,825	20,025	19,825	19,825	19,825	(200)	N/A	N/A
				3,192,256	2,244,945	3,192,256	3,192,256	3,192,256	947,311		
<b>Money Market Accounts</b>											
East West MM Operating Account	East West Bank	2.170%	09/01/2019	45,109,325	62,888,548	45,109,325	45,109,325	45,109,325	(17,779,223)	109,325	1,272,494
JPMorgan Money Market (Closed 07/01/2019)	JPMorgan Chase Bank	1.150%	09/01/2019	1,000,977	1,000,977	1,000,977	1,000,977	1,000,977	(1,000,977)	-	8,824
Texas Citizens Bank	Texas Citizens Bank	1.210%	09/01/2019	244,457	244,457	244,457	244,457	244,457	1,050	241	2,915
Sub Total Money Market Accounts				45,354,832	64,133,982	45,354,832	45,354,832	45,354,832	(18,778,150)	109,566	1,284,233
<b>Pool Accounts</b>											
TexPool - Operating	TexPool	2.191%	09/01/2019	1,150,710	1,005,609	1,150,710	1,150,710	1,150,710	145,101	2,141	216,822
TexPool PRIME - Operating (New 11/01/2018)	TexPool	2.360%	09/01/2019	35,078,580	50,108,152	35,078,580	35,078,580	35,078,580	(15,029,572)	76,560	842,345
LSP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	2.164%	09/01/2019	3,481,223	1,009,101	3,481,223	3,481,223	3,481,223	2,472,122	2,697	107,120
Sub Total Pool Accounts				39,710,513	52,122,862	39,710,513	39,710,513	39,710,513	(12,412,349)	83,418	1,166,287
Sub Total - Short Term Investments - Unrestricted Funds				88,267,601	118,501,789	88,267,601	88,267,601	88,267,601	(30,244,188)	192,984	2,450,520
<b>Short-Term Investments - Restricted (Bond) Funds</b>											
<b>Money Market Accounts</b>											
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	2.170%	09/01/2019	5,009,130	5,009,554	5,009,130	5,009,130	5,009,130	(424)	9,130	115,451
East West Bank MM 2008 GOB Bond Proceeds (Closed 02/01/19)	East West Bank	N/A	N/A	-	-	-	-	-	-	-	19,158
East West Bank MM Debt Service (Closed 02/01/19)	East West Bank	N/A	N/A	-	-	-	-	-	-	-	81,946
Sub Total Money Market Accounts				5,009,130	5,009,554	5,009,130	5,009,130	5,009,130	(424)	9,130	216,565
<b>Pool Accounts</b>											
LSP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	2.164%	09/01/2019	3,520,079	2,822,844	3,520,079	3,520,079	3,520,079	697,235	7,068	63,096
LSP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	2.164%	09/01/2019	1,793,775	1,776,220	1,793,775	1,793,775	1,793,775	17,555	3,256	40,881
LSP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	2.164%	09/01/2019	18,010,602	49,267,091	18,010,602	18,010,602	18,010,602	(31,256,489)	36,597	1,620,587
LSP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	2.164%	09/01/2019	9,090,974	16,323,400	9,090,974	9,090,974	9,090,974	(7,242,426)	22,654	233,164
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	2.360%	09/01/2019	151,944,291	151,007,655	151,944,291	151,944,291	151,944,291	936,636	302,273	1,944,291
Sub Total Pool Accounts				184,349,721	221,197,210	184,349,721	184,349,721	184,349,721	(36,847,489)	371,845	3,902,019
Sub Total - Short Term Investments - Restricted (Bond) Funds				189,358,851	226,206,764	189,358,851	189,358,851	189,358,851	(36,847,913)	380,978	4,118,584
<b>Grand Total</b>											
				277,616,452	344,708,553	277,616,452	277,616,452	277,616,452	(67,092,101)	573,962	6,569,104

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

U S Treasury Rates - Benchmark  
 6mo Tbill @ 1.82  
 1Yr Tbill @ 1.68  
 2Yr Tsy @ 1.44  
 3Yr Tsy @ 1.36  
 30 Yr Tsy @ 1.92

**San Jacinto Community College District  
Annual Investment Report (Including Deposits)**

**August 31, 2019  
Fair Value**

**Investment or Deposit Type**

Investment or Deposit Type	Fair Value
<b>Publicly Traded Equity and Similar Investments</b>	
Total Publicly Traded Equity and Similar Investments \$	-
<b>"Other" Investments - Other than Publicly Traded Equity and Debt Investments</b>	
Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments \$	-
<b>Publicly Traded Debt &amp; Similar Investments &gt;1 year maturity</b>	
U.S. Government Securities ("Treasuries")	\$ -
U.S. Government Agency Securities ("Agencies")	-
Mortgage Pass-Throughs - "Agency"	-
Mortgage Pass-Throughs - "Private Label"	-
Asset-Backed Securities (ABS) (other than mortgage-backed securities)	-
Sovereign Debt (non-U.S.)	-
Municipal Obligations	-
<b>Collateralized Mortgage Obligations (CMOs) - list below by category</b>	
Interest Only Strips (IOs)	-
Principal Only Strips (POs)	-
Inverse Floaters	-
Stated Final Maturity longer than 10 years	-
Other CMOs - "Agency"	-
Other CMOs - "Private Label"	-
<b>Corporate Obligations (U.S. or foreign companies) - list below by rating</b>	
Highly Rated (AAA/AA or equivalent)	-
Other Investment Grade (A/BBB or equivalent)	-
High Yield Bonds (<BBB or equivalent)	-
Not Rated (NR)	-
Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)	-
Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)	-
"Commonfund" Fixed Income/Bond Commingled Funds	-
Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)	-
GICs (Guaranteed Investment Contracts)	-
<b>Other - list by type - Accrued Earnings</b>	-
Total Publicly Traded Debt & Similar Investments >1 year \$	-
<b>Short-Term Investments &amp; Deposits</b>	
U.S. Government Securities ("Treasuries")	\$ -
U.S. Government Agency Securities ("Agencies")	-
Bankers' Acceptances	-
Commercial Paper - A1/P1 (or equivalent)	-
Other Commercial Paper - lower rated	-
Repurchase Agreements (Repos)	-
Money Market Mutual Funds (registered with the SEC)	-
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	-
<b>Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")</b>	
TexPool and TexPool Prime	188,173,581
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	40,895,783
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	-
Certificates of Deposit (CD) - Nonnegotiable	-
Certificates of Deposit (CD) - Negotiable	-
Bank Deposits	48,547,088
Cash Held at State Treasury	-
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	-
<b>Other - list by type</b>	-
Total Short-Term Investments & Deposits \$	277,616,452
<b>TOTAL INVESTMENTS and DEPOSITS \$</b>	<b>277,616,452</b>

**COMPLIANCE STATEMENTS**

1. San Jacinto Community College District does not use soft dollar arrangements, directed brokerage or directed commission, commission recapture, or similar arrangements (these arrangements typically involve using brokerage commissions as a means of paying for other related investment services through credits of a portion of brokerage commissions paid or using selected brokers who will rebate a portion of commissions they receive on trades for the investor). All investments are paid through direct payments.

2. San Jacinto Community College District is associated with the San Jacinto Community College Foundation, Inc. Goldman, Sachs & Co. acts as financial advisors without autonomous execution authority for the Foundation. For information about the Foundation please contact the Director for Resource Development, 4624 Fairmont Parkway, Suite 208, Pasadena, TX 77504. At the close of the quarter on June 30, 2019 the fair value of the Foundation's investments was \$12,961,851  
Goldman, Sachs & Co. 100 Crescent Court Suite 1000, Dallas, TX 75201.

San Jacinto College Foundation Financial Statements  
October 2019

## San Jacinto College Foundation

### Statement of Financial Position

As of October 31, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$984,320	\$906,727	\$77,593
Other Funds	-	-	-
Total Checking/Savings	<u>984,320</u>	<u>906,727</u>	<u>77,593</u>
Accounts Receivable			
Other Receivables	7,500	9,000	(1,500)
Pledge Receivables	170,800	221,700	(50,900)
Scholarship Receivables	170	0	170
Special Events Receivables	19,550	2,013	17,538
Sponsorship Receivables	5,000	0	5,000
Total Accounts Receivables	<u>203,020</u>	<u>232,713</u>	<u>(29,692)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,710,004	10,741,612	968,392
Capital Bank CD	207,786	205,136	2,650
Prosperity Bank	207,415	203,958	3,458
Total SJC Short Term Investments	<u>12,125,205</u>	<u>11,150,706</u>	<u>974,499</u>
Total Current Assets	<u>13,312,545</u>	<u>12,290,146</u>	<u>1,022,400</u>
<b>TOTAL ASSETS</b>	<b><u>\$13,312,545</u></b>	<b><u>\$12,290,146</u></b>	<b><u>\$1,022,400</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Event Payable	0	635	(635)
Grants Payable	50,334	64,910	(14,575)
Programs Payable	33,164	34,100	(936)
Endowments Payable	142,073	104,733	37,340
Scholarship Payables	137,104	216,251	(79,148)
Student Success Payables	39,451	21,764	17,687
Total Accounts Payable	<u>402,126</u>	<u>442,393</u>	<u>(40,266)</u>
Total Current Liabilities	<u>402,126</u>	<u>442,393</u>	<u>(40,266)</u>
Total Liabilities	402,126	442,393	(40,266)
NET ASSETS			
Net Assets Without Donor Restrictions	1,831,762	2,273,541	(441,780)
Net Assets With Donor Restrictions	10,926,854	9,702,517	1,224,337
Net Assets	<u>12,758,615</u>	<u>11,976,058</u>	<u>742,291</u>
Net Income	151,804	(128,305)	280,109
Total Net Assets	<u>12,910,419</u>	<u>11,847,753</u>	<u>1,062,666</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$13,312,545</u></b>	<b><u>\$12,290,146</u></b>	<b><u>\$1,022,400</u></b>



**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending October 31, 2019

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	0	69,112	(69,112)	91,000	91,000
Endowments	26,273	1,116	25,157	201,600	175,327
Program Sponsorship	42,279	96,706	(54,426)	300,000	257,721
Scholarships	157,826	149,798	8,028	698,400	540,574
<b>Total Contributions</b>	<u>226,378</u>	<u>316,732</u>	<u>(90,354)</u>	<u>1,291,000</u>	<u>1,064,622</u>
<b>Other Income</b>					
Special Events	75,189	85,602	(10,413)	270,000	194,811
Investment Income	49,156	61,196	(12,040)	141,823	92,667
Realized Gain / (Loss)	(6,549)	(2,674)	(3,874)	62,500	69,049
Unrealized Gain / (Loss)	216,905	(118,630)	335,535	62,500	(154,405)
<b>Total Other Income</b>	<u>334,701</u>	<u>25,493</u>	<u>309,208</u>	<u>536,823</u>	<u>202,122</u>
<b>Total Income</b>	561,079	342,224	218,855	1,827,823	1,266,744
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded	218,680	259,484	40,804	350,000	131,320
Programs Sponsored	119,332	123,161	3,829	580,000	460,668
Student Success Initiatives	0	11,694	11,694	150,000	150,000
<b>Total Programs</b>	<u>338,012</u>	<u>394,340</u>	<u>56,328</u>	<u>1,080,000</u>	<u>741,988</u>
<b>Supporting Services</b>					
Bad Debt Expense	0	0	0	2,000	2,000
<b>Supporting Services</b>					
Foundation Expenses	21,135	11,694	(9,441)	51,830	30,695
Fundraising Expense	49,528	62,615	13,087	150,000	100,472
Sponsorship Expense	600	1,880	1,280	10,000	9,400
<b>Total Supporting Services</b>	<u>71,263</u>	<u>76,189</u>	<u>4,926</u>	<u>211,830</u>	<u>140,567</u>
<b>Total Expense</b>	<u>409,275</u>	<u>470,529</u>	<u>61,254</u>	<u>1,293,830</u>	<u>884,555</u>
<b>Net Ordinary Income</b>	151,804	(128,305)	280,109	533,993	382,189
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u>\$151,804</u>	<u>(\$128,305)</u>	<u>\$280,109</u>	<u>\$533,993</u>	<u>\$382,189</u>



Contributions Report  
October 2019

Donors	Amount	Fund
Corporations	24,564	Ford Asset Scholarship, Golf, North Campus Baseball, Process Technology fund, South Campus Softball
Foundations	27,000	North Shore Rotary Club
Individuals	1,832	Alumni, Foundation Memorial fund, Golf, Jennifer Puryear Scholarship, Petrochem Works

**Total Donation**

Employee Contributions	3,485	Brysch-Garza Firefighter Scholarship, Food Pantry, Foundation Memorial fund, Gala, Golf, Petrochem Works, Promise for their Future, San Jac Star, Veterans Center
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**Total Contributions** 56,881

San Jacinto College Foundation Financial Statements  
Financial Audit June 30, 2019 and 2018

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

FINANCIAL STATEMENTS

JUNE 30, 2019 and 2018  
*(With Independent Auditor's Report Thereon)*

Insight. Oversight. Foresight.<sup>SM</sup>

 **DoerenMayhew**  
CPAs AND ADVISORS

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**TABLE OF CONTENTS**

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	<u>Page</u>
<b>INDEPENDENT AUDITOR’S REPORT .....</b>	<b>1</b>
<b>FINANCIAL STATEMENTS</b>	
Statements of Financial Position .....	3
Statements of Activities and Changes in Net Assets .....	4
Statements of Cash Flows.....	5
Notes to Financial Statements .....	6

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
of **San Jacinto Community College Foundation, Inc.**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of San Jacinto Community College Foundation, Inc. (the Foundation), which comprise the statements of financial position as of June 30, 2019 and 2018 and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

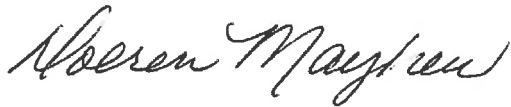
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of San Jacinto Community College Foundation, Inc. as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

**Effect of Adopting New Accounting Standard**

As discussed in Note 2, the Foundation adopted the Financial Accounting Standards Board's Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958) - Presentation of Financial Statements of Not-for-Profit Entities*. The requirements of the ASU have been applied retrospectively to all periods presented. Our opinion is not modified with respect to this matter.



Houston, Texas  
November 19, 2019

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2019 and 2018**

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 1,094,924	\$ 889,102
Pledges receivable (Notes 3 and 9)	177,873	218,200
Investments (Note 4)	11,866,926	11,211,900
Pledges receivable with perpetual donor restrictions (Notes 3 and 9)	<u>10,000</u>	<u>15,000</u>
 Total assets	 <u><u>\$ 13,149,723</u></u>	 <u><u>\$ 12,334,202</u></u>
 <u>Liabilities and Net Assets</u>		
Liabilities:		
Scholarships and programs payable (Note 5)	<u>\$ 391,109</u>	<u>\$ 358,145</u>
 Total liabilities	 <u>391,109</u>	 <u>358,145</u>
Net assets:		
Without donor restrictions (Note 7)	3,175,114	2,754,543
With donor restrictions (Notes 6 and 7)	<u>9,583,500</u>	<u>9,221,514</u>
 Total net assets	 <u>12,758,614</u>	 <u>11,976,057</u>
 Total liabilities and net assets	 <u><u>\$ 13,149,723</u></u>	 <u><u>\$ 12,334,202</u></u>

See accompanying notes to financial statements.





**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**STATEMENTS OF CASH FLOWS  
YEARS ENDED JUNE 30, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities:		
Change in net assets	\$ 782,557	\$ 499,275
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Net change in fair value of investments	(333,012)	93,782
Contributions with perpetual donor restrictions	(59,239)	(223,098)
Decrease in pledges receivable	40,327	96,755
Increase in scholarships and programs payable	32,964	46,213
Net cash provided by operating activities	<u>463,597</u>	<u>512,927</u>
Cash flows from investing activities:		
Purchases of investments	<u>(322,014)</u>	<u>(1,013,169)</u>
Net cash used by investing activities	<u>(322,014)</u>	<u>(1,013,169)</u>
Cash flows from financing activities:		
Proceeds from contributions with perpetual donor restrictions	<u>64,239</u>	<u>228,098</u>
Net increase (decrease) in cash and cash equivalents	205,822	(272,144)
Cash and cash equivalents, beginning of year	<u>889,102</u>	<u>1,161,246</u>
Cash and cash equivalents, end of year	<u>\$ 1,094,924</u>	<u>\$ 889,102</u>

See accompanying notes to financial statements.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

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**Note 1 - Description of Organization**

San Jacinto Community College Foundation, Inc. (the Foundation) was organized in the State of Texas on November 4, 1996 to function as a not-for-profit corporation. The duration of the Foundation is perpetual. The Foundation was established to raise private funds for the San Jacinto Community College District (the College) for charitable, scientific, literary, and educational purposes, which are to be administered by the Foundation solely for the benefit of the College, and to account for and enhance the value of funds submitted to it in support of the educational mission of the College.

The Foundation is supported by private gifts, bequests and donations from individuals and private organizations.

**Note 2 - Summary of Significant Accounting Policies**

Financial Statement Presentation

The Foundation reports information regarding its financial position and activities according to two classes of net assets: with donor restrictions and without donor restrictions. Net assets, including endowment funds, and changes therein are classified and reported as follows:

*Net assets without donor restrictions* - Net assets available for use in general operations and not subject to donor restrictions. The Board of Directors has designated from net assets without donor restrictions, net assets for a board-designated endowment restricted for special purposes.

*Net assets with donor restrictions* - Net assets that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by either action or passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Public Support and Revenue

Contributions are generally available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Unconditional promises to give that are due in the next year are recorded at their net realizable value. Unconditional promises to give that are due in subsequent years are discounted to estimate the present value of future cash flows, if material. An allowance for potentially uncollectable promises is provided based on management's evaluation at year end. As of June 30, 2019 and 2018, no allowance was recorded.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

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**Note 2 - Summary of Significant Accounting Policies (Continued)**

Public Support and Revenue (Continued)

Grants and other contributions of cash and other assets are reported as revenues with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction and/or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported as net assets released from restrictions in the statements of activities and changes in net assets.

Contributions of donated non-cash assets are recorded at their fair values in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received. The Foundation receives a significant amount of donated services from unpaid volunteers who assist in fundraising and special projects. No amounts have been recognized in the statements of activities and changes in net assets because the criteria for recognition have not been satisfied.

Cash and Cash Equivalents

The Foundation considers all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents. Cash equivalents held for investment purposes are classified as investments in the statements of financial position and are not considered cash equivalents for the purposes of the statements of cash flows.

Investments

Investments are recorded at fair value as described in Note 4. Investment income and realized and unrealized gains and losses from investment transactions are initially recorded as with or without donor restrictions, based on donor-imposed restrictions, if any, and are reflected as net assets released from restrictions in the statements of activities and changes in net assets to the extent amounts become available for use during the period. Investment income is reported net of direct investment related expenses. Realized gains and losses are determined using the specific identification method.

Functional Allocation of Expenses

The costs of program and supporting activities have been summarized on a functional basis in the statements of activities and changes in net assets. Expenses directly attributable to a specific functional area are reported as expenses of those functional areas. Salaries and related costs have been allocated across the functional areas based upon time and effort.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

**Note 2 - Summary of Significant Accounting Policies (Continued)**

Functional Allocation of Expenses (Continued)

Functional expenses by natural classification for the year ended June 30, 2019 are as follows:

	<u>Program</u>	<u>General and Administrative</u>	<u>Fundraising</u>	<u>Total</u>
Scholarships	\$ 449,486	\$ -	\$ -	\$ 449,486
Program sponsorships	411,692	-	-	411,692
Student success initiatives	116,617	-	-	116,617
Contract services	-	119,071	-	119,071
Cost of direct benefits to donors	-	-	61,318	61,318
Equipment and facility rental	-	9,829	-	9,829
Food	-	18,304	11,653	29,957
Insurance	-	5,950	-	5,950
Office expenses	-	33,577	16	33,593
Other	-	2,628	6,145	8,773
Print and publications	-	154	2,511	2,665
Professional fees	-	22,019	-	22,019
Professional memberships	-	6,765	-	6,765
Salaries and related costs	74,209	161,658	103,162	339,029
Sponsorship of events	-	8,587	-	8,587
Travel	-	7,867	3,136	11,003
	<u>1,052,004</u>	<u>396,409</u>	<u>187,941</u>	<u>1,636,354</u>
Total expenses by function				
Less costs of direct donor benefits included within revenues on the statement of activities	<u>-</u>	<u>-</u>	<u>(61,318)</u>	<u>(61,318)</u>
Total expenses included in the expense section on the statement of activities	<u>\$ 1,052,004</u>	<u>\$ 396,409</u>	<u>\$ 126,623</u>	<u>\$ 1,575,036</u>

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

**Note 2 - Summary of Significant Accounting Policies (Continued)**

Functional Allocation of Expenses (Continued)

Functional expenses by natural classification for the year ended June 30, 2018 are as follows:

	<u>Program</u>	<u>General and Administrative</u>	<u>Fundraising</u>	<u>Total</u>
Scholarships	\$ 780,162	\$ -	\$ -	\$ 780,162
Program sponsorships	161,481	-	-	161,481
Student success initiatives	37,132	-	-	37,132
Contract services	-	86,196	-	86,196
Cost of direct benefits to donors	-	-	148,490	148,490
Equipment and facility rental	-	13,496	5,921	19,417
Food	-	324	4,643	4,967
Insurance	-	5,457	-	5,457
Office expenses	-	32,846	958	33,804
Other	-	2,255	4,657	6,912
Print and publications	-	419	1,023	1,442
Professional fees	-	26,998	-	26,998
Professional memberships	-	7,478	-	7,478
Salaries and related costs	72,988	143,254	105,894	322,136
Sponsorship of events	-	13,094	-	13,094
Travel	-	1,597	7,928	9,525
	<u>1,051,763</u>	<u>333,414</u>	<u>279,514</u>	<u>1,664,691</u>
Total expenses by function				
Less costs of direct donor benefits included within revenues on the statement of activities	<u>-</u>	<u>-</u>	<u>(148,490)</u>	<u>(148,490)</u>
Total expenses included in the expense section on the statement of activities	<u>\$ 1,051,763</u>	<u>\$ 333,414</u>	<u>\$ 131,024</u>	<u>\$ 1,516,201</u>

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

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**Note 2 - Summary of Significant Accounting Policies (Continued)**

Use of Estimates

The preparation of financial statements in accordance with GAAP requires management to make certain estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Reclassifications

Certain amounts in the fiscal year 2018 financial statements have been reclassified to conform with the current year presentation.

Change in Accounting Principle

On August 18, 2016, the Financial Accounting Standards Board issued *Accounting Standards Update (ASU) 2016-14, Not-for-Profit Entities (Topic 958) - Presentation of Financial Statements of Not-for-Profit Entities*. The ASU amended the reporting model for nonprofit organizations and enhanced required disclosures. The Foundation adopted ASU 2016-14 during fiscal year 2019. The major changes to the Foundation's financial statements as a result of adopting ASU 2016-14 include (a) the presentation of two classes of net assets now entitled "net assets without donor restrictions" and "net assets with donor restrictions", (b) disclosure of quantitative and qualitative information regarding liquidity and availability of resources, (c) modifying the presentation of underwater endowment funds and related disclosures, (d) requiring an analysis of expenses by function and nature in either the statement of activities, a separate statement, or in the notes, (e) presenting investment return net of external and direct internal investment expenses, and (g) modifying other disclosure intended to increase the usefulness of the financial statements.

**Note 3 - Pledges Receivable**

Pledges receivable consist of the following at June 30, 2019 and 2018:

	<b>2019</b>	<b>2018</b>
Amounts to be collected within one year	\$ 67,873	\$ 153,200
Amounts to be collected one to five years	120,000	80,000
Total pledges receivable	\$ 187,873	\$ 233,200

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

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**Note 4 - Fair Value Measurements**

The Foundation has estimated the fair value of financial instruments in accordance with the requirements of fair value reporting. The Foundation utilizes observable market data when available, or models that utilize observable market data. In addition to market information, the Foundation incorporates transaction specific details that, in management's judgment, market participants would utilize in a fair value measurement.

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (exit price). Inputs used in determining fair value are characterized using a hierarchy that prioritizes inputs depending on the degree to which they are observable. The three levels of the fair value hierarchy are as follows:

Level 1 - Quoted prices in active markets for identical investments.

Level 2 - Other significant observable inputs, including quoted prices for similar investments in active markets or in markets not considered to be active.

Level 3 - Inputs that are not observable from objective sources, including the Foundation's own assumptions in determining the fair value of investments.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value on a recurring basis at June 30, 2019 and 2018. There have been no changes in the methodologies used at June 30, 2019 from June 30, 2018.

*Mutual and exchange traded funds:* Valued at the underlying price per unit, which approximates fair value based on the publicly quoted market price of these funds.

*Fixed income securities:* Valued based on pricing models that consider standard input factors such as observable market data and benchmark yields.

*Bank deposit account:* Valued at cost, which approximates fair value.

*Certificates of deposit:* Valued at carrying amount, which approximates fair value.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while management believes the valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.



**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

**Note 4 - Fair Value Measurements (Continued)**

The following tables present the Foundation's fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30, 2019:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
<b>Mutual Funds:</b>				
U.S. Fixed Income	\$ 559,066	\$ -	\$ -	\$ 559,066
U.S. Equity	496,967	-	-	496,967
Foreign Equity	1,331,139	-	-	1,331,139
<b>Exchange Traded Fund:</b>				
U.S. Equity	2,292,740	-	-	2,292,740
Corporate Fixed Income	-	6,641,160	-	6,641,160
Bank Deposit Account	-	132,475	-	132,475
Certificates of Deposit	-	413,379	-	413,379
	<u>\$ 4,679,912</u>	<u>\$ 7,187,014</u>	<u>\$ -</u>	<u>\$ 11,866,926</u>

The following tables present the Foundation's fair value hierarchy for those assets measured at fair value on a recurring basis as of June 30, 2018:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
<b>Mutual Funds:</b>				
U.S. Fixed Income	\$ 389,862	\$ -	\$ -	\$ 389,862
U.S. Equity	395,204	-	-	395,204
Foreign Equity	1,197,903	-	-	1,197,903
<b>Exchange Traded Fund:</b>				
U.S. Equity	1,627,768	-	-	1,627,768
Corporate Fixed Income	-	7,024,148	-	7,024,148
Bank Deposit Account	-	168,641	-	168,641
Certificates of Deposit	-	408,374	-	408,374
	<u>\$ 3,610,737</u>	<u>\$ 7,601,163</u>	<u>\$ -</u>	<u>\$ 11,211,900</u>

Investments are exposed to various risks, such as interest rate, market and credit. Due to the level of risk associated with certain investment securities and the level of uncertainty related to changes in the fair value of investment securities, it is at least reasonably possible that changes in risks in the near term could materially affect the net assets of the Foundation.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

**Note 5 - Scholarships and Programs Payable**

Scholarships and programs payable consist of amounts awarded but not paid. The amounts payable of \$391,109 and \$358,144 as of June 30, 2019 and 2018, respectively, are expected to be paid within one year.

**Note 6 - Net Assets With Donor Restrictions**

The Foundations net assets with donor restrictions are available for the following purposes as of June 30:

	<b>2019</b>	<b>2018</b>
Subject to specified purpose - scholarships and programs	\$ 4,762,248	\$ 4,460,970
Subject to restriction in perpetuity	4,821,252	4,760,544
Total net assets with donor restrictions	\$ 9,583,500	\$ 9,221,514

Net assets of \$859,709 and \$919,899 were released from donor restrictions during the years ended June 30, 2019 and 2018, respectively, by incurring expenses satisfying the purpose specified by donors.

**Note 7 - Endowment Funds**

The Foundation's endowments consist of both donor-restricted endowment funds for scholarships and funds designated by the Board of Directors to function as an endowment for the Promise for Their Future program. Net assets associated with endowments are classified and reported based on the existence or absence of donor-imposed restrictions.

*Interpretation of relevant law* - The Board of Directors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies in net assets with donor restrictions (a) the original value of gifts donated to the perpetual endowment, (b) the original value of subsequent gifts to the perpetual endowment, and (c) accumulations to the perpetual endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor restricted endowment funds: (1) the duration and preservation of the funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and appreciation of investments, (6) other resources of the Foundation, and (7) the investment policies of the Foundation.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

**Note 7 - Endowment Funds (Continued)**

*Investment and Spending policy* - The Foundation has adopted an investment and spending policy for endowment assets that attempts to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. The Foundation's spending and investment policies work together to achieve this objective. The investment policy establishes an achievable return objective through diversification of asset classes. Actual returns in any given year may vary from this amount.

*Strategies employed for achieving objectives* - To satisfy its long-term rate of return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity based investments to achieve its long-term objective within prudent risk constraints. Over the long term, the Foundation expects its endowment assets to grow based on the current spending policy. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity for a specific term as well as to provide additional real growth through new gifts and investment returns.

*Endowment composition*

As of June 30, 2019, endowment net assets consist of the following:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>		<u>Total</u>
		<u>Purpose/Time</u>	<u>Perpetual</u>	
Donor endowment funds	\$ 799,488	\$ 859,892	\$ 4,821,252	\$ 6,480,632
Board-designated endowment funds	<u>880,022</u>	<u>-</u>	<u>-</u>	<u>880,022</u>
Total endowment funds	<u>\$ 1,679,510</u>	<u>\$ 859,892</u>	<u>\$ 4,821,252</u>	<u>\$ 7,360,654</u>

As of June 30, 2018, endowment net assets consist of the following:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>		<u>Total</u>
		<u>Purpose/Time</u>	<u>Perpetual</u>	
Donor endowment funds	\$ 739,161	\$ 713,180	\$ 4,760,544	\$ 6,212,885
Board-designated endowment funds	<u>849,129</u>	<u>-</u>	<u>-</u>	<u>849,129</u>
Total endowment funds	<u>\$ 1,588,290</u>	<u>\$ 713,180</u>	<u>\$ 4,760,544</u>	<u>\$ 7,062,014</u>

At June 30, 2019, two funds with a total original gift value of \$133,000, total fair value of \$126,260 and total deficiency of \$6,740 were reported in net assets with donor restrictions.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.**  
(a Texas Nonprofit Corporation)

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

**Note 7 - Endowment Funds (Continued)**

The changes in the endowment funds for the years ended June 30, 2019 and 2018 are as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>		<u>Total</u>
		<u>Purpose/Time</u>	<u>Perpetual</u>	
Endowment net assets, July 1, 2017	\$ 1,576,763	\$ 765,482	\$ 4,515,702	\$ 6,857,947
Investment return:				
Investment income	150,710	-	-	150,710
Net depreciation (realized and unrealized)	(7,074)	(52,302)	-	(59,376)
Contributions	-	-	223,098	223,098
Change in donor designations	-	-	21,744	21,744
Expenditures	<u>(132,109)</u>	<u>-</u>	<u>-</u>	<u>(132,109)</u>
Endowment net assets, June 30, 2018	<u>\$ 1,588,290</u>	<u>\$ 713,180</u>	<u>\$ 4,760,544</u>	<u>\$ 7,062,014</u>
Investment return:				
Investment income	178,769	-	-	178,769
Net appreciation (realized and unrealized)	19,295	141,711	-	161,006
Contributions	-	5,000	59,239	64,239
Change in donor designations	(769)	-	1,469	700
Expenditures	<u>(106,074)</u>	<u>-</u>	<u>-</u>	<u>(106,074)</u>
Endowment net assets, June 30, 2019	<u>\$ 1,679,511</u>	<u>\$ 859,891</u>	<u>\$ 4,821,252</u>	<u>\$ 7,360,654</u>

**Note 8 - Related Party Transactions**

The College provides the Foundation with employees, professional services and office supplies at no charge. The College also provides office space to the Foundation at no charge. The donated services and facilities from the College for the years ended June 30, 2019 and 2018 was \$532,852 and \$491,788, respectively, and is included as contributions and expenses in the statements of activities.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

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**Note 9 - Concentrations**

Contributions

Donor amounts that exceed 10% of total receivables or contributions are considered significant. At June 30, 2019, unconditional promises to give totaling \$170,000 are due from two donors and represents 90% of total unconditional promises to give at June 30, 2019 and one contribution of \$250,000 was received during the year ended June 30, 2019. At June 30, 2018, unconditional promises to give totaling \$220,000 are due from three donors and represents 94% of total unconditional promises to give at June 30, 2018 and one contribution of \$250,000 was received during the year ended June 30, 2018.

Credit Risk

Certain financial instruments subject the Foundation to concentrations of credit risk. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in net values of investment securities will occur in the near term and that such change could materially affect the amounts recorded in the statements of financial position.

**Note 10 - Federal Income Taxes**

The Foundation is a non-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code (the Code) and is exempt from federal income taxes pursuant to Section 501(a) of the Code. The Foundation is not classified as a private foundation.

GAAP requires the Foundation's management to evaluate tax positions taken by the Foundation and recognize a tax liability if the Foundation has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Foundation and has concluded that as of June 30, 2019 and 2018, there are no uncertain positions taken or expected to be taken that would require recognition or disclosure within the financial statements. The Foundation is subject to audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Management believes that the Foundation is no longer subject to income tax examinations for years prior to 2015.

**SAN JACINTO COMMUNITY COLLEGE  
FOUNDATION, INC.  
(a Texas Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 and 2018**

**Note 11 - Liquidity and Availability of Resources**

The following represents the Foundation's financial assets at June 30, 2019, reduced by amounts not anticipated to be available for general expenditure within one year of the statement of financial position date. Financial assets are considered unavailable when illiquid or they are not convertible to cash within one year. Financial assets are available for general expenditure if they do not have donor or other restrictions limiting their use through purpose restrictions.

	<u>Amount</u>
Financial assets available within one year:	
Cash and cash equivalents	\$ 1,094,924
Pledges receivable	67,873
Investments	11,866,926
Total financial assets available within one year	13,029,723
Amounts limited to use:	
With donor restrictions - purpose or time	(4,762,248)
With donor restrictions - perpetual	(4,821,252)
Without donor restriction - Board designated quasi-endowment	(880,022)
Financial assets available to meet cash needs for general expenditures within one year	\$ 2,566,201

The Foundation's goal is to maintain financial assets to meet 120 days of operating expenses (approximately \$500,000). As part of the Foundation's liquidity management plan, cash in excess of daily requirements is invested in registered investment companies such that amounts can be made available as general expenditures and liabilities become due.

**Note 12 - Subsequent Events**

Management has evaluated subsequent events through November 19, 2019, the date which the financial statements were available to be issued. Management has determined that no subsequent events require recognition or disclosure in these financial statements.

\* \* \* End of Notes \* \* \*



**2008 Bond Program**

Preliminary Report as of October 31, 2019

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>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>North</b>									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
<b>Sub-total</b>	-	400,000	400,000	-	400,000	-	-	400,000	-
<b>South</b>									
723914 - SC Softball Improvements	850,000	33,298	883,298	-	883,298	-	824,007	59,291	93.29%
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	7,399	31,101	361,500	9.63%
<b>Sub-total</b>	850,000	433,298	1,283,298	-	1,283,298	7,399	855,108	420,791	67.21%
<b>District</b>									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,067,234)	559,026	-	559,026	-	-	559,026	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	10,735	71,530	917,735	8.23%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	1,311,000	9,138	901,052	400,810	69.43%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
<b>Sub-total</b>	14,676,260	(1,721,211)	12,955,049	(9,595,023)	3,360,026	21,373	977,082	2,361,571	7.71%
<b>2008 Contingency Supplemental Projects</b>									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	11,185	237,769	-	100.00%
<b>Sub-total</b>	-	448,954	448,954	-	448,954	11,185	237,769	200,000	55.45%
<b>Supplemental Projects closed</b>									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
721915 - CC Police Vehicles	-	121,623	121,623	-	121,623	-	121,623	-	100.00%
721916 - CC FS Passenger Van	-	78,671	78,671	-	78,671	-	78,671	-	100.00%
721917 - CC FS Pick-Up/Mini Van	-	77,729	77,729	-	77,729	-	77,729	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	-	-	-	-	-	-	-	-
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726912 - Dist MAC Computer Refresh	-	465,934	465,934	-	465,934	-	465,934	-	100.00%
726913 - Dist Dell Lease Refresh/Bond Comp	-	117,569	117,569	-	117,569	-	117,569	-	100.00%
726914 - Dist - System Admin Storage Refresh	-	139,730	139,730	-	139,730	-	139,730	-	100.00%
726915 - Dist Inv/Procure Ford Transit 250	-	63,600	63,600	-	63,600	-	63,600	-	100.00%
726917 - Dist - CPD Evolve Software	-	91,600	91,600	-	91,600	-	91,600	-	100.00%
726918 - Dist Marketing Website Devel	-	161,500	161,500	-	161,500	-	161,500	-	100.00%
726919 - Dist Marketing Printer	-	4,990	4,990	-	4,990	-	4,990	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	3,378,762	3,378,762	-	3,378,762	-	3,378,762	-	100.00%
<b>Projects Closed</b>									
<b>Sub-total</b>	279,473,740	(2,939,803)	276,533,937	9,595,023	286,128,960	-	286,128,960	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>39,957</b>	<b>291,577,681</b>	<b>3,382,362</b>	<b>98.85%</b>



## 2015 Revenue Bond Program

Preliminary Report as of October 31, 2019

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

2015 Bond Program										
Preliminary Report as of October 31, 2019										
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>										
731601 - CC Petrochemical Center	52,450,000	(1,746,788)	50,703,212	2,084,418	52,787,630	1,523,006	49,925,514	1,339,111	97.46%	
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	221,958	6,324,086	1,084,345	85.79%	
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	7,946,009	62,038	5,520,712	2,363,259	70.26%	
731602 - CC Welcome Center	16,600,000	4,372,067	20,972,067	528,262	21,500,329	4,116,596	14,795,313	2,588,420	87.96%	
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	41,438	90,572	2,867,990	4.40%	
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	2,998,593	1,802,563	52,337,503	8.40%	
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,445,280	41,610	484,260	1,919,410	21.51%	
731605 - CC Central Access Security	1,852,000	300,260	2,152,260	58,942	2,211,202	72,527	259,453	1,879,222	15.01%	
731606 - CC Frels Renovation	1,153,000	2,774,770	3,927,770	-	3,927,770	125,637	3,656,095	146,037	96.28%	
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	567,639	656,630	11,448,561	9.66%	
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,669,882)	11,015,118	785,541	11,800,659	115,217	556,309	11,129,133	5.69%	
71608A - CC McCollum Center Reno Phase II	-	10,822,154	10,822,154	-	10,822,154	106,066	60,924	10,655,164	1.54%	
731609 - CC McCollum North Reno	2,535,000	1,255,457	3,790,457	80,671	3,871,128	30,267	70,704	3,770,157	2.61%	
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	48,039	26,510	1,650,451	4.32%	
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	41,334	76,129	2,537,923	4.42%	
731612 - CC Stadium and Track Demo	174,000	(112,776)	61,224	5,538	66,762	-	66,762	-	100.00%	
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	32,591	563,020	564,997	51.32%	
731614 - CC Central Plant Upgrades	1,160,000	107,367	1,267,367	36,917	1,304,284	3,360	1,249,091	51,833	96.03%	
<b>Sub-total</b>	<b>170,717,000</b>	<b>28,192,640</b>	<b>198,909,640</b>	<b>5,756,439</b>	<b>204,666,079</b>	<b>10,147,916</b>	<b>86,184,647</b>	<b>108,333,516</b>	<b>47.07%</b>	
<b>North</b>										
732601 - NC Cosmetology & Culinary Center	22,845,000	3,439,459	26,284,459	726,989	27,011,448	7,044,595	17,292,009	2,674,844	90.10%	
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	7,425	407,816	500,232	45.36%	
732604 - NC Lehr Library Demo	650,000	(447,885)	202,115	20,680	222,795	-	222,795	-	100.00%	
732605 - NC North Access/Security	877,000	152,434	1,029,434	27,907	1,057,341	22,218	147,935	887,188	16.09%	
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	8,935,293	1,063,354	6,267,831	61.47%	
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	6,662,429	589,966	2,036,078	78.08%	
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	8,264,344	2,254,860	2,043,589	83.73%	
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	43,290	303,134	233,882	59.70%	
732610 - NC Underground Utility Tunnel	11,600,000	(7,552,951)	4,047,049	-	4,047,049	113,279	3,896,053	37,717	99.07%	
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-	
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-	
732613 - NC Burleson Renovation	-	3,444,890	3,444,890	-	3,444,890	457,417	2,812,436	175,036	94.92%	
<b>Sub-total</b>	<b>78,395,000</b>	<b>(4,900,793)</b>	<b>73,494,207</b>	<b>1,902,837</b>	<b>75,397,044</b>	<b>31,550,289</b>	<b>28,990,358</b>	<b>14,856,397</b>	<b>80.30%</b>	
<b>South</b>										
733601 - SC Engineering & Technology Center	28,400,000	(4,026,902)	24,373,098	903,770	25,276,868	8,759,799	13,330,136	3,186,934	87.39%	
733602 - SC Cosmetology Center	16,213,000	(1,029,970)	15,183,030	515,950	15,698,980	4,963,507	9,810,780	924,693	94.11%	
733603 - SC Longenecker Reno	22,555,000	(3,315,493)	19,239,507	717,760	19,957,267	9,568,825	8,446,639	1,941,804	90.27%	
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	26,940	262,275	476,181	37.79%	
733605 - SC South Primary Electrical Upgrade	5,800,000	1,673,272	7,473,272	184,571	7,657,843	1,592,615	1,113,303	4,951,924	35.34%	
733606 - SC South Access/ Security	599,000	109,255	708,255	19,069	727,324	37,871	160,951	528,502	27.34%	
733607 - SC South HW/CW Relocation	10,266,000	(1,196,776)	9,069,224	326,687	9,395,911	2,783,006	386,288	6,226,616	33.73%	
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	59,300	140,239	961,070	17.19%	
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-	
733610 - SC Jones Reno	13,803,000	1,413,397	15,216,397	439,253	15,655,650	89,330	430,485	15,135,835	3.32%	
733611 - SC Bruce Student Center Reno	10,400,000	(8,677,938)	1,722,062	330,957	2,053,019	-	2,053,019	-	100.00%	
733612 - SC HVAC Tech	312,000	3,015,977	3,327,977	177,720	3,505,697	140,541	2,595,668	769,488	78.05%	
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	38,953	356,591	184,761	68.16%	
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,359,191	5,359,191	-	5,359,191	731,299	3,734,023	893,869	83.32%	
<b>Sub-total</b>	<b>116,438,000</b>	<b>(12,339,393)</b>	<b>104,098,607</b>	<b>3,695,453</b>	<b>107,794,060</b>	<b>28,791,987</b>	<b>42,820,396</b>	<b>36,181,677</b>	<b>66.43%</b>	
<b>Maritime</b>										
736603 - MC Maritime Expansion	28,000,000	(22,300,000)	5,700,000	-	5,700,000	17,833	-	5,682,167	0.31%	
76603A - MC Maritime Fire Program Relocation	-	1,800,000	1,800,000	-	1,800,000	181,343	168,139	1,450,518	19.42%	
<b>Sub-total</b>	<b>28,000,000</b>	<b>(20,500,000)</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>199,176</b>	<b>168,139</b>	<b>7,132,685</b>	<b>4.90%</b>	
<b>Generation Park</b>										
726601 - Generation Park	-	6,368,466	6,368,466	-	6,368,466	5,927,251	148,809	292,406	95.41%	
<b>Sub-total</b>	<b>-</b>	<b>6,368,466</b>	<b>6,368,466</b>	<b>-</b>	<b>6,368,466</b>	<b>5,927,251</b>	<b>148,809</b>	<b>292,406</b>	<b>95.41%</b>	
<b>Admin</b>										
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	2,866	71,368	10,381,766	0.71%	
736604 - Dist Construction Studies	283,820	76,502	360,322	-	360,322	40,726	319,596	-	100.00%	
720100 - Program Management - AECOM	-	10,075,202	10,075,202	(9,118,003)	957,199	11,370	310,288	635,541	33.60%	
720100 - Program Management - Other	-	2,084,418	2,084,418	(2,084,418)	-	-	-	-	-	
736601 - Contingency	1,166,180	10,486,958	11,653,138	(152,308)	11,500,830	-	-	11,500,830	-	
<b>Sub-total</b>	<b>31,450,000</b>	<b>3,179,080</b>	<b>34,629,080</b>	<b>(11,354,729)</b>	<b>23,274,351</b>	<b>54,963</b>	<b>701,252</b>	<b>22,518,137</b>	<b>3.25%</b>	
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>76,671,582</b>	<b>159,013,601</b>	<b>189,314,817</b>	<b>55.46%</b>	

## Generation Park

Preliminary Report as of October 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park - 726601</b>									
904605 - 2015 Revenue Bond	6,787,977.00	-	6,787,977	-	6,787,977	6,787,977	-	-	100.00%
929603 - Operational	8,843,557.00	-	8,843,557	-	8,843,557	3,700,556	5,065,553	77,448	99.12%
901609 - 2015 Bond	6,368,466.00	-	6,368,466	-	6,368,466	5,648,796	148,809	570,860	91.04%
901610 - Generation Park Site Infrastructure	4,000,000.00	-	4,000,000	-	4,000,000	-	-	4,000,000	-
<b>TOTALS</b>	<b>26,000,000.00</b>	<b>-</b>	<b>26,000,000</b>	<b>-</b>	<b>26,000,000</b>	<b>16,137,329</b>	<b>5,214,362</b>	<b>4,648,309</b>	<b>82.12%</b>

## Repair and Renovation

Report as of October 31, 2019

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>									
F20001 - CC Central Miscellaneous	-	50,000	50,000	-	50,000	-	7,908	42,092	15.82%
<b>Sub-total</b>	-	50,000	50,000	-	50,000	-	7,908	42,092	15.82%
<b>North</b>									
F20002 - NC North Miscellaneous	-	50,000	50,000	-	50,000	-	-	50,000	-
<b>Sub-total</b>	-	50,000	50,000	-	50,000	-	-	50,000	-
<b>South</b>									
F18040 - SC S8 Roof Replacement Design	-	28,568	28,568	-	28,568	2,959	25,609	-	100.00%
F19080 - SC S7 Roof Replacement Design	-	10,150	10,150	-	10,150	-	10,150	-	100.00%
F20003 - SC South Miscellaneous	-	50,000	50,000	-	50,000	-	3,160	46,840	6.32%
F20005 - SC S9 HVAC Pipe Support Design	-	6,300	6,300	-	6,300	4,725	1,575	-	100.00%
<b>Sub-total</b>	-	95,018	95,018	-	95,018	7,684	40,494	46,840	50.70%
<b>District</b>									
F20004 - Admin Campus Misc.	-	50,000	50,000	-	50,000	3,300	6,599	40,101	19.80%
<b>Sub-total</b>	-	50,000	50,000	-	50,000	3,300	6,599	40,101	19.80%
<b>Contingency (720700)</b>	1,070,684	(245,018)	825,666	-	825,666	-	-	825,666	-
<b>Sub-total</b>	1,070,684	(245,018)	825,666	-	825,666	-	-	825,666	-
<b>TOTALS</b>	<b>1,070,684</b>	<b>-</b>	<b>1,070,684</b>	<b>-</b>	<b>1,070,684</b>	<b>10,984</b>	<b>55,002</b>	<b>1,004,698</b>	<b>6.16%</b>

**BOARD BUILDING COMMITTEE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
November 19, 2019**

Members Present: Marie Flickinger, Dan Mims, and John Moon, Jr. (present by phone)

Members Absent: Erica Davis Rouse

Other Trustees Present: None

Others Present: Randi Faust, Bill Dowell, Scott Gernander, Joe Hebert, Brenda Hellyer, Mini Izaguirre, Bryan Jones, Ann Kokx-Templett, Deborah Paulson, Charles Smith, and Teri Zamora

- I. Dan Mims, Building Committee Chair, called the meeting to order at 3:30 p.m.
- II. Roll call of the Committee members was taken:
  - Marie Flickinger, present
  - John Moon, Jr., present (by phone)
  - Members absent: Erica Davis Rouse
- III. Approval of Minutes from the October 22, 2019, Building Committee Meeting
  - D. Mims presented the minutes from the October 22, 2019, Building Committee Meeting.
    - A motion was made by M. Flickinger and seconded by J. Moon to accept the minutes as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
  - Bond Funds
    - Consideration of Approval to Contract for Campus-Wide Monument Sign Replacement
      - This item requests approval to contract with Unity Signs for the replacement of four campus monument signs. Two signs are needed for the Central Campus and one sign each is needed for the North and South Campuses.
      - Detailed project plans and specifications were developed by Collaborate Arch, LLC and were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method.
      - Six responses were received and evaluated by a team comprised of representatives from Facilities Services and Collaborate Arch, LLC.
      - Unity Signs was determined to be the vendor of choice and will provide the best overall value to the College.
      - Approval of this request will allow the College to move forward with the replacement of the monument signs located at the main entrances of each campus.
      - The estimated cost for this project is not to exceed \$248,000, including contingency. This expenditure will be funded from the Facilities Services

2019-2020 operational budget.

- M. Flickinger inquired as to whether the price noted is for individual signs or a total for all four signs. B. Hellyer confirmed that the price noted is for all four proposed signs.
- M. Flickinger and D. Mims expressed concern regarding to the price differences between the quotes received and whether the bidder might have missed details in the quote provided.
- B. Jones explained that the contractors were evaluated thoroughly and despite the price difference, the College feels they have selected a qualified vendor that will provide the College with the best value and quality. He further elaborated that the College utilized a sign consultant to assist in development of design and to ensure there were no details overlooked.
- Consideration of Approval to Contract for South Campus Welcome Center Renovation
  - This item requests consideration to contract with Construction Masters of Houston, Inc. (Construction Masters) to renovate the South Campus Welcome Center.
  - The South Campus Welcome Center was completed as part of the 2008 Bond Program and was occupied in 2012. The proposed renovation will provide for removal of the movable glass walls, reconfiguration of offices and work stations, and installation of acoustic treatment materials.
  - In February 2019, the College issued a formal request for quote, SJC Quote 19-31, from firms who already held a competitively awarded Job Ordering Contract (JOC) contract. Two responses were received, and Construction Masters was determined to provide the best value to the College.
  - Utilizing the 2008 Bond Program Financial Report, B. Hellyer pointed out that the report shows several closed projects in which the funds were returned to the 2008 Bond contingency fund; \$191,000 of these contingency funds will be utilized to support the South Campus Welcome Center Renovation. She also noted that the projected completion date for the South Campus Welcome Center Renovation is July 1, 2020.
- Operating Funds – No Requests.

#### V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
  - Safety Metrics
    - There were zero safety events noted this month.
  - Schedule Updates
    - The majority of the Bond projects remain on schedule with the exception of Generation Park. The Generation Park project has been delayed by three weeks due to weather and the late shipment of steel. The construction team is continuing to work to meet the August 2020 deadline.
    - Thirteen Bond projects are currently open.
- Progress Updates
  1. Central Campus – Welcome Center
    - Detailed construction updates were provided to the Committee.

- The College expects to receive a Temporary Certificate of Occupancy in late December, 2019. In order to not complicate spring registration, move-in is not expected to begin until mid-February 2020.
- 2. Central Campus – Classroom Building
  - Detailed construction updates were provided to the Committee.
  - The College, in cooperation with the City of Pasadena, will be hosting a Gulf Coast Mass Timber Conference in February 2020. Grant proceeds will be used to underwrite the presentation with presenters from the American Wood Council, several architectural and engineering firms, and multiple contractors.
- 3. Central Campus – Davison Building
  - Asbestos abatement and demolition of elements within the Davison Building is scheduled to begin on December 2, 2019, along with the delivery of Brookstone’s Phase 1 GMP. Projected completion date of this project is estimated to be August 2020.
- 4. Central Campus – McCullum Building
  - Detailed construction updates were provided to the Committee.
  - Completion of the programming effort has been pushed back by one month to ensure that the design team can respond to the needs of all interested parties.
- 5. North Campus – Cosmetology and Culinary Center
  - Detailed construction updates were provided to the Committee.
  - The College projects to receive the Temporary Certificate of Occupancy by December 2019. Due to the installation of furniture and fixtures, the projected move-in date will be January 20, 2020.
- 6. North Campus – Spencer Building
  - Detailed construction updates were provided to the Committee.
  - Receipt of the Temporary Certificate of Occupancy is expected at the end of the first week in January 2020.
- 7. South Campus – Engineering and Technology Building
  - Detailed construction updates were provided to the Committee.
  - The College anticipates receipt of the Temporary Certificate of Occupancy to be mid-January 2020, with a projected move-in date of mid-February 2020.
- 8. South Campus – Cosmetology Center
  - Detailed construction updates were provided to the Committee.
  - The College is expecting to receive the Temporary Certificate of Occupancy in mid-January 2020 with plans to move in at the end of January 2020.
- 9. South Campus – Longenecker Building (S7, S8, and S9)
  - Detailed construction updates were provided to the Committee.
  - The College projects to have the renovation of instructional spaces from Phase 1 completed and ready for the spring 2020 semester.
- 10. South Campus – Electrical Infrastructure Project
  - Detailed construction updates were provided to the Committee.
- 11. South Campus – Chilled Water Infrastructure Project
  - This project is moving forward with replacement of various pumps.
- 12. South Campus – Domestic Water Project
  - This project is currently out for bid, with proposals due back to the College on December 10, 2019. A recommendation will be presented to the Board at the next board meeting in February 2020.
- 13. Generation Park

- Detailed construction updates were provided to the Committee.
  - The project remains three weeks behind schedule.
  - Financial Updates
    - 2008 Bond – This report was presented with no comments.
    - 2015 Revenue Bond – No significant changes.
    - 2015 Bond – This report was presented with only one comment. B. Hellyer inquired as to a projected close date for LyondellBasell Center for Petrochemical, Energy, & Technology (CPET). C. Smith noted a projected close date of approximately two months from now due to a few change orders and finishing touches. He also reported that the Maritime Fire Training Center is projected to close at the end of December 2019.
    - Generation Park - This report was presented with no comments.
  - Operating Funds (Discussion led by Bryan Jones)
    - Safety Metrics
      - There were no safety incidents reported this month.
    - Schedule Updates
      - The report was presented with no comments.
    - Progress Updates
      - The EDGE Center is progressing into Phase II.
    - Financial Updates
      - Repair and Renovation – B. Hellyer, T. Zamora, and B. Jones informed the Board that approval from the Strategic Leadership Team (SLT) was given for approximately a half million dollars to fund replacement of lifecycle furniture at multiple campuses and a suite renovation project.
- VI. Status of Delegation Of Authority
- An updated report on status of delegation of authority was presented with no comment.
- VII. Adjournment – The meeting Adjourned at 4:02 p.m.



**Action Item “IX”**  
**Regular Board Meeting December 2, 2019**  
**Consideration of Approval of Amendment to the 2019-2020 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 2019-2020 budget for restricted revenue and expenses related to grants.

**BACKGROUND**

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of November 2019.

**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 \$94,569, so the net impact on the College budget is zero.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1- Budget Amendments-12-02-19

Attachment 2- Grant Detail-12-02-19

**RESOURCE PERSONNEL**

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SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
December 2, 2019

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant Program</u>					
<u>2019 - 2020 (Additional Funds)</u>					
Federal Grant Revenue	538441	56700	554100	110000	(70,000)
Instructional Labor - Adjunct	538441	56700	610000	460961	56,263
Fringe Benefits	538441	56700	651000	460961	2,599
Supplies	538441	56700	711000	460961	3,000
Travel	538441	56700	721000	460961	3,000
Contractual Svcs - Indirect Costs	538441	56700	731500	620909	<u>5,138</u>
					\$ -
 <u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2020 Regular</u>					
<u>Central &amp; North (New Grant)</u>					
State Grant Revenue	555044	56700	554200	110000	(24,569)
Contractual Svcs	555044	56700	731500	160912	<u>24,569</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

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	\$ 70,000
Texas Higher Education Coordinating Board	<u>24,569</u>
	\$ 94,569

December 2, 2019 Board Book – Grant Amendments Detail List

U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant Program 2019 – 2020 (Additional Funds)

A group of service providers, including San Jacinto College, Texas Workforce Commission, and the Houston-Galveston Area Council, share a successful history of providing effective adult education programs to individuals with low levels of literacy, disabilities, and other barriers to employment through this grant. Funding provides Adult Basic Education, Adult Secondary Education, English Literature, and Civics programs in our service area. All partners promote English as a Second Language and encourage General Educational Development testing preparation. The partners will work together to support literacy needs and increase job readiness, while recognizing the different hurdles faced by families and individuals.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2020 Central & North (New Grant)

This program provides dedicated funds to support the Registered Nurse licensure program on the Central and North campuses. Funds will be used to increase the number of students who enroll and graduate from our nursing programs, helping to meet the increasing need for registered nurses in the state of Texas.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Sustainable Energy Management.

### **BACKGROUND**

The purpose of this policy is to provide the framework for the College to sustainably manage energy and resource related matters in accordance with Texas Administrative Code Title 34, Rule 19.14.

The proposed procedure will not be approved by the Board and is provided for informational purposes. The procedure outlines the responsibilities for and goals of the College’s energy management efforts.

### **IMPACT OF THIS ACTION**

This policy and associated procedure were sent to the College community on November 1, 2019 through November 15, 2019. One comment was received which resulted in minor grammatical changes to the policy and procedure (see attachment 2 and 3 – track changes).

### **ATTACHMENTS**

Attachment 1 – Summary of changes

Attachment 2 – Policy III.3004.B, Sustainable Energy Management (proposed policy with tracked changes)

Informational Item Only:

Attachment 3 – Procedure III.3004.B.a, Energy Management (proposed procedure with tracked changes)

### **RESOURCE PERSONNEL**

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Charles “Chuck” Smith	281-998-6341	charles.smith@sjcd.edu



**Policies and Procedures Summary of Changes**

New Policy Number: **III.3004.B**  
Proposed Policy Name: **Sustainable Energy Management**  
Current Policy Number/Name: **N/A**

New Procedure Number: **III.3004.B.a**  
Proposed Procedure Name(s): **Energy Management**  
Current Procedure Number(s)/Name(s): **N/A**

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

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Associate Vice Chancellor, Fiscal Initiatives and Construction

Summary of Changes:

*New Policy*

- Requires establishment of an Energy and Water Management Plan, to meet or exceed state and local laws, and to facilitate on-going improvement in reducing the waste of energy and natural resources
- Strengthens compliance in the area of resource conservation with Texas Administrative Code 34.19.14

*Procedure Changes*

- Establishes the support of the Strategic Leadership Team for effective and efficient management of energy, water and natural resources
- Tasks the Energy Management Department as the primary area of accountability
- Requires the existence of a District Energy Management Council, to provide development and implementation assistance
- Sets a goal of providing indoor environmental conditions conducive to the work and educational purposes of at least 95% of building occupants, and provides an appeal process to request variances from established practices and guidelines



### Policy III.3004.B, Sustainable Energy Management

#### Purpose

The purpose of this policy is to improve the working and learning environment for San Jacinto College District students, faculty, staff, and other College stakeholders by sustainably managing energy and resource related matters in accordance with State and local law.

#### Policy

It shall be the Policy of San Jacinto College to establish an Energy and Water Management Plan and Energy and Water Management Procedures that:

- Meets or exceeds the requirements of State and local law;
- Demonstrate on-going improvement in reducing the waste of energy and natural resources.

#### Definitions

**Sustainably managing:** Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**Energy and Water Management Plan:** A resource conservation plan meeting the requirements of 34 TAC §19.14.

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 III.3004.B.a, Energy Management

Date of Board Approval	Anticipated December 2, 2019
Effective Date	Anticipated December 3, 2019
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Fiscal Initiatives and Construction





## **Procedure III.3004.B.a, Energy Management**

### **Associated Policy**

Policy III.3004.B, Sustainable Energy Management

### **Procedures**

#### **Commitment Statement**

The San Jacinto College administration is committed to the effective and efficient management of energy, water, and natural resources consistent with maintaining safe, secure, healthy, and productive work and instructional environments.

Accordingly, the Strategic Leadership Team (SLT):

- Supports the College’s Policy on Sustainable Energy Management;
- Commits to ensuring that all faculty and staff adhere to and support approved operating practices;
- Acknowledges the need to comply with applicable government--mandated energy efficiency and reporting regulations; and
- Supports the establishment of sound and reasonable operating practices that improve annual operating efficiencies consistent with the College’s Vision, Mission, and Values, and that aim to provide indoor environmental conditions conducive to the work and educational purposes of at least 95% of occupants.

#### **Responsibility for Success**

The sustainable management of energy and water resources involves technical, economic, and behavioral components. Ultimately, therefore, responsibility for achieving sustained, continuing improvement in the efficient utilization of energy and natural resources is shared by all members of the College community. The Energy Management Department is accountable to the College community for recommending, implementing, and enforcing operating practices and protocols as authorized by the Chancellor.

Development and implementation assistance for sustainable energy management practices shall be provided by a ~~District-College-wide~~ Energy Management Council established by the ~~Strategic Leadership Team~~SLT.

In addition, ~~it shall be the practice of~~ the College ~~to shall~~ aggressively pursue outside funding opportunities for energy efficiency improvement commensurate with College fiscal, procurement, and administrative requirements. All such funds, as well as funds made available from reduced operating expenses as a result of energy management efforts will be used for additional energy efficiency improvements until such time as all practical efficiency improvements have been implemented.

## Operational Goals and Tasks

The Energy Management Department will develop comprehensive energy efficiency practices for all facilities owned and/or operated by the College. These practices will consider occupant safety, comfort, and productiveness while meeting the energy efficiency goals required by state, local, and Board mandates.

Specific tasks to be performed by the Energy Management Department, working in cooperation with the Energy Management Council, shall include, but not be limited to:

- Create and maintain a District Strategic Energy Master Plan;
- Create and Update the State Mandated Annual Energy and Water Management Plan;
- Create and annually review energy policy and practices;
- Ensure compliance with all state and federal laws and mandates regarding the efficient usage of energy and water resources;
- Establish operating guidelines and practices that promote efficient operation of equipment and systems without reducing the quality of the learning environment;
- Oversee periodic energy audits of all SJCD facilities;
- Provide technical guidance for the commissioning of new facilities and the retro-commissioning of existing facilities;
- Establish, track and communicate to stakeholders the energy consumption and cost of individual facilities;
- Analyze monthly utility bills for anomalies and opportunities for improvement;
- Establish energy related Owner's Design Guidance for all new construction and renovation;
- Pursue energy related grants, rebates and energy-related project funding resources;
- Assist all stakeholders in updating equipment specifications when required for energy efficiency purposes; and
- Produce required evaluation of savings and energy-related reports as required.

## Avenue of Appeal

Inasmuch as it is impossible to please everyone, operating practices and guidelines will be established with one goal being the comfort and well-being of four standard deviations (95.5%) of the College community. Requested variance(s) from those guidelines shall be submitted in writing to the Energy Management Department where temporary, short-term revisions can either be approved or denied.

Attachment 3 – Proposed Procedure

All variance requests, whether approved or denied, shall be recorded by the Energy Manager with the submitter’s reason for the request and the Energy Manager’s response recorded for later review.<sup>1</sup>

Should the applicant wish to appeal the Energy Manager’s decision, the initial appeal will be made to the Associate Vice Chancellor of Fiscal Initiatives and Construction. All appeals rejected by the AVC will be presented to the Energy Management ~~Council~~ Committee for explanation and discussion.

Date of SLT Approval	October 23, 2019
Effective Date	Anticipated December 3, 2019
Associated Policy	Policy III.3004.B, Sustainable Energy Management
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Fiscal Initiatives and Construction

<sup>1</sup> ~~It is understood~~ The College understands -that unanticipated facility conditions or an individual occupant’s medical condition might warrant a long-term adjustment to normal operating criteria. Such adjustments should still be requested through this stated process.

Consideration of Approval of Policy III.3001.D, Tuition and Related Items – Second Reading

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revised policy on Tuition and Related Items.

**BACKGROUND**

The purpose of this policy is to establish rules regarding tuition and related items, in compliance with state laws and rules.

The proposed procedure will not be approved by the Board and is provided for informational purposes. The procedure outlines the operational aspects of charging, refunding and exempting students from tuition.

**IMPACT OF THIS ACTION**

This policy and associated procedure were sent to the College community on November 1, 2019 through November 15, 2019. One comment was received which resulted in minor grammatical changes to the policy and procedure (see attachment 3 and 4 – track changes).

**ATTACHMENTS**

Attachment 1 – Summary of changes

Attachment 2 – Policy V-H, Policy on Tuition, Fees, Deposits and Refunds (current policy)

Attachment 3 – Policy III.3001.D, Tuition and Related Items (proposed policy with tracked changes)

Informational Item Only:

Attachment 4 – Procedure III.3001.D.a, Tuition and Related Items (proposed procedure with tracked changes)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: **III.3001.D**

Proposed Policy Name: **Tuition and Related Items**

Current Policy Number/Name: **V-H - Policy on Tuition, Fees, Deposits and Refunds**

New Procedure Number: **III.3001.D.a**

Proposed Procedure Name(s): **Tuition and Related Items**

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: New

Web Links:

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-v-h-policy-tuition-fees-deposits-and-refunds>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Accounting and Financial Services

### Summary of Changes:

#### *Policy Changes*

- Added a Purpose statement
- Clarified legal requirements and citations related to the charging, exempting and refunding of tuition
- Explained the College's stance on collection of tuition by installment, and collection of overdue amounts on student accounts

#### *Procedure Changes*

- New procedure
- ~~References the methods available for paying tuition~~
- Clarified that some courses have additional items that should be purchased by students
- Expounds upon the exemptions and waivers that are available to students who qualify
- Provides ~~an exhibit listing all available exemptions and waivers~~ reference to the tuition rates, methods available for paying tuition, exemption and waivers available to students on the College website





# Policy V-H: Policy on Tuition, Fees, Deposits and Refunds

The Board of Trustees, in accordance with state law, will determine the amounts of all tuition, fees, deposits and refunds.

In compliance with the terms of Section 51.003 of the Texas Education Code, all funds collected by the district will be deposited within seven days from the date of collection.

<b>Policy #:</b>	<b>V-H</b>
<b>Policy Name:</b>	<b>Policy on Tuition, Fees, Deposits and Refunds</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994; and February 5, 2008</b>
<b>Effective Date:</b>	<b>March 2, 1981; May 2, 1994; and February 5, 2008</b>
<b>Associated Procedure:</b>	



## Policy III.3001.D, Tuition and Related Items

### Purpose

The purpose of this policy is to establish policy regarding tuition and related items, in compliance with state laws and rules.

### Policy

#### Tuition

Upon recommendation from administration, tuition shall be set at least annually by the Board of Trustees (Board) and shall be published online and in the appropriate academic catalog.

The Board shall adopt a tuition schedule that is compliant with Texas Education Code Section 54.051(n) and that applies to the various residency classes of students, as defined in the College's Policy V-I Policy on Definition of Resident Status.

- Texas resident in-district students
- Texas resident out-of-district students
- Out of state students
- International students

#### Refunds

The College will refund tuition for courses from which students drop or withdraw as soon as practicable, in accordance with Texas Education Code Section 54.006. Tuition paid directly to the College by a sponsor, donor, or scholarship will be refunded to the source rather than directly to the student.

#### Exemptions and Waivers

The College will grant all mandatory exemptions and waivers that are required by various sections of the Texas Education Code in Chapters 54 and 130, and all optional exemptions and waivers that are approved by the Board at least annually.

#### Other Fees, Fines and Charges

The College may collect miscellaneous ~~fees or~~ charges from students only as permitted by law.

~~The College may initiate and assess~~ ~~€~~ collection activities along with associated ~~fees may be initiated and assessed~~ charges in instances where students refuse or fail to pay a debt, or give the College a check, draft, or order that is refused for payment.

The Board adopts a student's ability to pay via an installment payment plan in accordance with Texas Education Code Section 54.007, including a ~~fee charge~~ for administration of the plan.

The Chancellor is authorized to develop procedures for collection activities and the administration of installment plans.

Attachment 3 – Proposed Policy

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 III.3001.D.a, Tuition and Related Items

Date of Board Approval	Anticipated December 2, 2019
Effective Date	Anticipated December 3, 2019
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Accounting and Financial Services



### **Procedure III.3001.D.a, Tuition and Related Items**

#### **Associated Policy**

Policy III.3001.D, Tuition and Related Items

#### **Procedures**

##### **Tuition**

~~The College will charge t~~Tuition ~~will be charged~~ to students in accordance with their residency category as determined through the College’s admissions process, as outlined on the College’s website:

<https://www.sanjac.edu/apply-register-pay/paying-college/tuition>.

##### **Payment of Tuition**

~~Payment will be accepted~~The College will accept payment by a number of methods, as outlined on the College’s website: <http://www.sanjac.edu/current-students/paying-for-college/methods-of-payment>.

##### **Additional Expenses**

Students must purchase their own textbooks, workbooks, and supplies such as paper and pencils. In addition, some courses require the purchase of special supplies, and some courses are designated as including a charge for a low-cost book option.

Students are liable for all collection agency and/or attorney fees and all other costs necessary to collect payment for the debt.

##### **Exemptions and Waivers**

Students should visit a Campus Business Office to request that ~~the College apply~~ an exemption or waiver ~~be applied~~ to their student account, and to supply the appropriate documentation to support their eligibility. A list of available exemptions and waivers ~~is, as~~ outlined on the College’s website:

<https://www.sanjac.edu/admissions-aid/tuition/tuition-exemptions-and-waivers-list>.

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Date of SLT Approval	October 29, 2019
Effective Date	Anticipated December 3, 2019
Associated Policy	Policy III.3001.D, Tuition and Related Items
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs

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Attachment 4 – Proposed Procedures

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Secondary Owner of Policy Associated with the Procedure     Director, Accounting and Financial Services

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**Action Item “XII”**  
**Regular Board Meeting December 2, 2019**  
**Consideration of Approval of Policy VI.6003.C, Resident Status – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revised policy on Resident Status.

**BACKGROUND**

The purpose of the policy is to show the College’s compliance with state laws regarding residency statuses for tuition purposes.

The proposed procedure will not be approved by the Board and is provided for informational purposes. The procedure outlines the resident status definitions.

**IMPACT OF THIS ACTION**

This policy and associated procedure were sent to the College community on November 1, 2019 through November 19, 2019. One comment was received that resulted in minor grammatical changes to the procedure and an additional legal review was conducted that resulted in changes to the procedure. (see attachment 4 – track changes).

**ATTACHMENTS**

Attachment 1 – Summary of changes

Attachment 2 – Policy V-I, Policy on Definition of Resident (current policy)

Attachment 3 – Policy VI.6003.C, Resident Status (proposed policy)

Informational Item Only:

Attachment 4 – Procedure VI.6003.C.a, Resident Status Definitions (proposed procedure – track changes)

Attachment 5 – Procedure VI.6003.C.a, Resident Status Definitions (proposed procedure – clean version)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: **VI.6003.C**

Proposed Policy Name: **Resident Status**

Current Policy Number/Name: Policy on Definition of Resident Status

New Procedure Number: **VI.6003.C.a**

Proposed Procedure Name(s): **Resident Status Definitions**

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: New

Web Links: <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-v-i-policy-definition-resident-status>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor of Student Services

### Summary of Changes:

- Included are an update of the existing policy and a proposal of a new associated procedure.
- Procedure language was updated to reflect the current resident statuses.
- The language was updated to reflect whether a student was a Texas resident or a non-Texas resident
- Updates were made to remove out-of-district terminology. Students who are *not* in-district are considered in-state (if appropriate criteria are met) or they are considered out-of-state or non-Texas residents.

### Samples of Changes:

- Update of the current policy and proposal for renaming the current policy to Policy on Resident Status
- Creation of a new associated procedure, Procedure # Resident Status Definitions
- Addition of an updated “domicile” definition in the proposed procedure.



# Policy V-I: Policy on Definition of Resident Status

## In-district Student:

Anyone who meets the residency requirement of the state of Texas, which is defined in Section 54.052 of the Education Code, and who physically resides in the geographic boundaries of the district at the time that his or her registration is completed. As authorized by Section 130.0032 of the Education Code, a person who resides outside the district and who owns property subject to ad valorem taxation by the district, or a dependent of the person who owns such property, may pay tuition at the rate applicable to a student who resides in the district.

## Out-of-district Student:

An out-of-district student is defined as a person who is a resident of the state of Texas and who physically resides outside the geographic boundaries of the district at the time that his or her registration is completed.

## Out-of-state Student:

A person who is less than 18 years of age or is a dependent, as defined in Section 54.052 (a) of the Education Code, and who is living away from his or her family and whose family resides in another state, or whose family has not resided in Texas for the 12 months immediately preceding the date of registration is considered an out-of-state student. Also, a person who is 18 years of age or over who resides out of state or who has not been a resident of the state of Texas for the 12 months immediately preceding the date of registration is an out-of-state-student.

## Out-of-country Student:

An out-of-country student is any alien who is not permanent resident of the United States as defined in Immigration and Naturalization Service regulations or who has not been permitted by Congress to adopt the United States as their domicile while they are in this country.

<b>Policy #:</b>	<b>V-I</b>
<b>Policy Name:</b>	<b>Policy on Definition of Resident Status</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1989</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994 and October 6, 1997</b>
<b>Effective Date:</b>	<b>March 2, 1989; May 2, 1994 and October 6, 1997</b>
<b>Associated Procedure:</b>	



**Policy VI.6003.C, Resident Status**

**Purpose**

The purpose of the policy is to show the College’s compliance with state laws regarding residency statuses for tuition purposes.

**Policy**

The College recognizes certain resident statuses, based on Section 54.052 of the Texas Education Code and as authorized by Section 130.0032 of the Education Code, and the statuses are: Non-Texas Resident (Out-of-State and Out-of-Country), Texas Resident (In-State), Texas Resident (In-State and In-District). In addition, a student’s residency classification is based on information from a student’s ApplyTexas application.

The College has established definitions for each resident status. These definitions describe the tuition payment rates based on whether or not a student resides inside or outside the state, whether or not a student owns property subject to ad valorem taxation by the district, or if a dependent of the person owns such property. Resident status definitions can be found in the associated Procedure VI.6003.C.a, Resident Status Definitions.

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 VI.6003.C.a, Resident Status Definitions

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Date of Board Approval	Anticipated December 2, 2019
Effective Date	Anticipated December 3, 2019
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

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## Procedure VI.6003.C.a, Resident Status Definitions

### Associated Policy

Policy VI.6003.C, Resident Status

### Procedures

#### Residency Status

Under Texas state law, an individual's residency classification is based on information from the individual's ApplyTexas application. Students will be classified as residents of Texas, non-residents, or international students. To qualify as a Texas resident, an individual must live in Texas for one year and establish a domicile in Texas prior to enrollment.

The amount of tuition ~~you~~students are charged is based on ~~the student's~~ your residency classification, which is determined according to the information ~~the student~~you submits on the ApplyTexas application. ~~Students~~You may also be asked to provide documentary evidence that proves ~~their~~your residency status. ~~Students~~You can find ~~their~~your residency classification located in ~~their~~your SOS account by clicking on Student Profile and locate Residency. ~~Student~~Your residency classification is based on [Chapters 54 and 130 of the Texas Education Code along with](#) rules and regulations established by the Texas Higher Education Coordinating Board in ~~section-subchapter 21.727 of the Texas Administrative Code, which may be viewed at~~ [Information regarding Texas residency may be viewed here: collegeforalltexans.com and https://reportcenter.theccb.state.tx.us/reports/data/overview-eligibility-for-in-state-tuition-and-state-financial-programs/.www.theccb.state.tx.us](#). ~~Students who~~If you have questions about residency, ~~may~~ contact the Educational Planning, Counseling, & Completion Office or the Admissions Office.

#### Relevant Definitions

Domicile: ~~A person's principal, permanent residence to which the person intends to return after any temporary absence. For at least 12 months prior to the census date of the semester in which the student enrolls, the student:~~

- ~~owns real property (land, home) in Texas~~
- ~~owns a business in Texas~~
- ~~has been gainfully employed in Texas (at least part-time)~~
- ~~has marriage certificate with documentation to support the spouse is a resident of Texas with any of the above.~~

Census Date: The census date is the official reporting date set by the College for state reports and financial aid eligibility, and the date is based on the part of term a student is enrolled in. Refer to the College's website for further information on census dates.

Dependent: A person who:



- is less than 18 years of age and has not been emancipated by marriage or court order; or
- is eligible to be claimed as a dependent of a parent of the person for purposes of determining the parent’s income tax liability under the Internal Revenue Code of 1986.

Students who are considered dependents will use residency based on their parents’ or legal guardians’ eligibility for Texas residency using the scenarios listed below.

Texas Resident:

- ~~to domicile or reside in the State of Texas for one year prior to the census date of the term of enrollment. The following persons shall be classified as Texas Residents: If you do not meet one of the requirements for Texas residency, you will be classified as a non-Texas Resident.~~
- A ~~qualifying~~ person who:
  - a. graduated from a public or accredited private high school in this state or, as an alternative to high school graduation, received the equivalent of a high school diploma in this state, including the successful completion of a nontraditional secondary education, and
  - b. maintained a residence continuously in this state for the 36 months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.
- A ~~qualifying~~ person who:
  - a. established domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
  - b. maintained domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
- A ~~qualifying~~ dependent whose parent:
  - a. established domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
  - b. maintained domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

If the student does not meet one of the requirements for Texas residency stated above, the student will be classified as a non-Texas Resident.

Note: The student has the burden of proof to show by clear and convincing evidence that residence or domicile, as appropriate, has been established and maintained.

### Additional Documentation To for Establish Texas Resident Status

Although not conclusive or exhaustive, documentation indicating that one of the following circumstances existed throughout at least 12 consecutive months immediately preceding the census date of the semester in which a student seeks to enroll also may lend support to a claim regarding his/her intent to establish and maintain domicile in Texas.

- Gainful employment in Texas by the student or the dependent’s parent;
- Sole or joint marital ownership of residential real property in Texas by the student or the dependent’s parent, having established and maintained domicile at that residence;
- Ownership of a business by the student or the dependent’s parent in Texas;
- Marriage by the student or the dependent’s parent to a person who has established and maintained domicile in Texas; or
- Other documentation may be required.

### **Non-Texas Residents Definitions**

#### **Out-of-State Status**

If ~~you have a~~ student does not meet the criteria ~~as an~~ for in-state residency, ~~the student you~~ will be classified as a non-Texas resident or as an out-of-state ~~status~~ student for tuition purposes. An out-of-state student is a U.S. Citizen/permanent resident who has not domiciled in Texas for the past 12 months.

The following persons shall be classified as non-Texas residents and entitled to pay out-of-state tuition at all Texas public institutions of higher education:

A student or dependent student who resides or whose parent or legal guardian resides out of state or has not established domicile in the state for the 12 months prior to the census date.

#### **Out-of-Country Status**

International students living in the United States under an eligible visa permitting domicile must provide documentation and meet the same requirements as a U.S. citizen/~~P~~permanent ~~R~~resident to qualify for Texas resident status for tuition purposes. If a student does not meet this eligibility requirement, the student will ~~have be considered as~~ an out-of-country status for tuition purposes.

Other criteria to consider are:

- Permanent residents of the U.S. may be asked to furnish their permanent resident card; ~~and~~
- Students in the process of gaining permanent residency or another conditional permanent residency status, must provide the original Notice of Action with an approval notice.

For a list of the approved visa statuses, refer to the [College Catalog](#) or visit the Educational Planning, Counseling, and Completion Office or the Admissions Office.

### **Texas Resident/~~In-~~State Status**

A Texas resident who does not reside in the San Jacinto College taxing district as determined by the Harris County Appraisal District ([www.hcad.org](http://www.hcad.org)) or tax documents.

### **Texas Residents/~~In-~~State/~~In-~~District Status**

An in-district student is a Texas resident who resides in the San Jacinto College taxing district as determined by the Harris County Appraisal District ([www.hcad.org](http://www.hcad.org)) or tax documents. Students may refer to the Texas Resident Status definition and must first meet all qualifications in that section. The San Jacinto College taxing district generally includes the following independent school districts: Channelview, Deer Park, Galena Park, La Porte, Pasadena, and Sheldon. Any Texas resident who does not meet the in-district status will be charged the Texas Resident rate.

### **Undocumented Students**

Under Texas law, undocumented students can be admitted to the College and be considered a resident of Texas for tuition purposes if ~~you resided~~ the student resides in Texas and meets all of the conditions listed below ~~following conditions:- If you do not meet these criteria, you may still enroll but will be considered out of state for tuition purposes.~~

- Graduated or will graduate from a Texas high school or received a High School Equivalency certificate in Texas; ~~and-~~
- Resided in Texas for at least three years leading up to graduation from high school or receiving a Texas High School Equivalency; ~~and-~~
- Resides s or will have resided in Texas for the 12 months immediately preceding the census date of the semester to be enrolled; ~~and-~~
- Provide to the institution an affidavit stating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

If the student does not meet these criteria, the student may still enroll but will be considered out-of-state for tuition purposes.

### **Changing or Updating Residency Status**

Students may request to change or update their Texas resident status by visiting the Educational Planning, Counseling, & Completion office or the Admissions Office when their permanent address changes. Additional, specific documentation will be required by these offices at the time of the request. Changes made prior to the census date will be reflected in the current term of enrollment. Refer to the statuses above for the most appropriate list of documentation required.

**Military Personnel**

Military personnel or their dependents should check with the Veteran Services Office. Rules, requirements, and documentation needed regarding resident tuition can be found in the Texas Education Code and the Texas Higher Education Coordinating Board. Current military identification/military orders or a DD-214 is required to receive resident tuition.

Date of SLT Approval	October 29, 2019
Effective Date	Anticipated December 3, 2019
Associated Policy	Policy VI.6003.C, Resident Status
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services



## **Procedure VI.6003.C.a, Resident Status Definitions**

### **Associated Policy**

Policy VI.6003.C, Resident Status

### **Procedures**

#### **Residency Status**

Under Texas state law, an individual's residency classification is based on information from the individual's ApplyTexas application. Students will be classified as residents of Texas, non-residents, or international students. To qualify as a Texas resident, an individual must live in Texas for one year and establish a domicile in Texas prior to enrollment.

The amount of tuition students are charged is based on the student's residency classification, which is determined according to the information the student submits on the ApplyTexas application. Students may also be asked to provide documentary evidence that proves their residency status. Students can find their residency classification located in their SOS account by clicking on Student Profile and locate Residency. Student residency classification is based on Chapters 54 and 130 of the Texas Education Code along with rules and regulations established by the Texas Higher Education Coordinating Board in subchapter 21 of the Texas Administrative Code. Information regarding Texas residency may be viewed here: [collegeforalltexans.com](http://collegeforalltexans.com) and <https://reportcenter.theccb.state.tx.us/reports/data/overview-eligibility-for-in-state-tuition-and-state-financial-programs/>. Students who have questions about residency, may contact the Educational Planning, Counseling, & Completion Office or the Admissions Office.

#### **Relevant Definitions**

**Domicile:** A person's principal, permanent residence to which the person intends to return after any temporary absence.

**Census Date:** The census date is the official reporting date set by the College for state reports and financial aid eligibility, and the date is based on the part of term a student is enrolled in. Refer to the College's website for further information on census dates.

**Dependent:** A person who:

- is less than 18 years of age and has not been emancipated by marriage or court order; or
- is eligible to be claimed as a dependent of a parent of the person for purposes of determining the parent's income tax liability under the Internal Revenue Code of 1986.

Students who are considered dependents will use residency based on their parents' or legal guardians' eligibility for Texas residency using the scenarios listed below.

**Texas Resident:**

The following persons shall be classified as Texas Residents:

- A person who:
  - a. graduated from a public or accredited private high school in this state or, as an alternative to high school graduation, received the equivalent of a high school diploma in this state, including the successful completion of a nontraditional secondary education, and
  - b. maintained a residence continuously in this state for the 36 months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.
- A person who:
  - a. established domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
  - b. maintained domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
- A dependent whose parent:
  - a. established domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
  - b. maintained domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

If the student does not meet one of the requirements for Texas residency stated above, the student will be classified as a non-Texas Resident.

Note: The student has the burden of proof to show by clear and convincing evidence that residence or domicile, as appropriate, has been established and maintained.

### **Additional Documentation To Establish Texas Resident Status**

Although not conclusive or exhaustive, documentation indicating that one of the following circumstances existed throughout at least 12 consecutive months immediately preceding the census date of the semester in which a student seeks to enroll also may lend support to a claim regarding his/her intent to establish and maintain domicile in Texas.

- Gainful employment in Texas by the student or the dependent's parent;
- Sole or joint marital ownership of residential real property in Texas by the student or the dependent's parent, having established and maintained domicile at that residence;

- Ownership of a business by the student or the dependent’s parent in Texas;
- Marriage by the student or the dependent’s parent to a person who has established and maintained domicile in Texas; or
- Other documentation may be required.

## **Non-Texas Resident Definitions**

### **Out-of-State Status**

If a student does not meet the criteria for in-state residency, the student will be classified as a non-Texas resident or as an out-of-state student for tuition purposes. An out-of-state student is a U.S. Citizen/permanent resident who has not domiciled in Texas for the past 12 months.

The following persons shall be classified as non-Texas residents and entitled to pay out-of-state tuition at all Texas public institutions of higher education:

A student or dependent student who resides or whose parent or legal guardian resides out of state or has not established domicile in the state for the 12 months prior to the census date.

### **Out-of-Country Status**

International students living in the United States under an eligible visa permitting domicile must provide documentation and meet the same requirements as a U.S. citizen/permanent resident to qualify for Texas resident status for tuition purposes. If a student does not meet this eligibility requirement, the student will have out-of-country status for tuition purposes.

Other criteria to consider are:

- Permanent residents of the U.S. may be asked to furnish their permanent resident card; and
- Students in the process of gaining permanent residency or another conditional permanent residency status, must provide the original Notice of Action with an approval notice.

For a list of the approved visa statuses, refer to the College catalog or visit the Educational Planning, Counseling, and Completion Office or the Admissions Office.

## **Texas Resident/In-State Status**

A Texas resident who does not reside in the San Jacinto College taxing district as determined by the Harris County Appraisal District ([www.hcad.org](http://www.hcad.org)) or tax documents.



### **Texas Residents/In-State/In-District Status**

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### **Undocumented Students**

Under Texas law, undocumented students can be admitted to the College and be considered a resident of Texas for tuition purposes if the student resides in Texas and meets all of the following conditions:

- Graduated or will graduate from a Texas high school or received a High School Equivalency certificate in Texas; and
- Resided in Texas for at least three years leading up to graduation from high school or receiving a Texas High School Equivalency; and
- Resides or will have resided in Texas for the 12 months immediately preceding the census date of the semester to be enrolled; and
- Provide to the institution an affidavit stating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

If the student does not meet these criteria, the student may still enroll but will be considered out-of-state for tuition purposes.

### **Changing or Updating Residency Status**

Students may request to change or update their Texas resident status by visiting the Educational Planning, Counseling, & Completion office or the Admissions Office when their permanent address changes. Additional, specific documentation will be required by these offices at the time of the request. Changes made prior to the census date will be reflected in the current term of enrollment. Refer to the statuses above for the most appropriate list of documentation required.

### **Military Personnel**

Military personnel or their dependents should check with the Veteran Services Office. Rules, requirements, and documentation needed regarding resident tuition can be found in the Texas Education Code and the Texas Higher Education Coordinating Board. Current military identification/military orders or a DD-214 is required to receive resident tuition.

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Date of SLT Approval	October 29, 2019
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Attachment 5 – Proposed Procedure – Clean Version

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Effective Date	Anticipated December 3, 2019
Associated Policy	Policy VI.6003.C, Resident Status
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

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## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the proposed 2020-2021 Academic Calendar.

### **BACKGROUND**

An academic calendar is approved annually, providing dates for College functions, activities, and due dates. The development of the academic calendar is a process that takes several months. It begins with discussions with the local independent school districts about their proposed calendars in order to eliminate conflicts and establish, to the extent possible, consistency in holiday breaks and coordination around opening and closing dates for the terms. Development also includes reviewing the semester start dates of other colleges in the Gulf Coast region. Calendar development is led by an internal committee consisting of faculty, staff, and administrators to ensure that schedule conflicts and internal priorities are addressed.

### **IMPACT OF THIS ACTION**

The proposed calendar aligns with the opening date as set by the Texas Common Calendar for the fall 2020, spring 2021, and summer 2021 semesters. The fall 2020 start date aligns at this time with the calendars proposed by Alvin College, Houston Community College, Lee College, Lone Star College, and University of Houston Clear Lake. The high school districts have not finalized their start dates for fall 2020; however, during the preliminary meeting with the school districts, all indicated they planned to start prior to the College’s August 24 start date. The dates for the December 2020 and May 2021 commencement ceremonies are tentatively set for the weekends of December 11-13, 2020 and May 14-16, 2021. The proposed winter holiday break of December 23, 2020, through January 1, 2021, includes eight working days as usual. The total annual number of employee holidays is 21, which is consistent with prior years.

Changes in this calendar from previous years includes the following:

- The 8A part-of-term was adjusted to allow for grade input and class leveling. This ensures that students meet the pre-requisites for the 8B section.
- The payment deadline for Fall 2021 is moved to the last Thursday in July, which is approximately two weeks earlier than in previous years. This change facilitates the clearing of early registrants who no longer intend to attend from class rosters, leaving room for other students to register for those seats. It also allows campus administration to have an earlier indication of actual student demand and provides sufficient time to arrange for sections that need to be added.

**Action Item “XIII”**  
**Regular Board Meeting December 2, 2019**  
**Consideration of Approval of 2020-2021 Academic Calendar**

- The installment plan options for all terms have been enhanced by adding earlier start dates and more payment options. In addition, the ability to initiate an installment agreement for later parts of term has been added to expand students’ payment options for 8B and similar later start courses.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The academic calendar is monitored closely during the year to evaluate the effectiveness and continuance of current and new processes. Occasionally dates for operational activities such as registration open or close, maintenance, etc. may need to be amended. Such operational changes will not require Board approval. Conversely, any modifications to semester start or end dates or holidays will be brought back to the Board of Trustees.

**ATTACHMENTS**

Attachment 1 - Draft 2020-2021 Academic Calendar  
Attachment 2 - Academic Calendar Constituent Groups Roster

**RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	Laurel.Williamson@sjcd.edu
Kevin McKisson	281-669-4711	Kevin.McKisson@sjcd.edu

San Jacinto College  
Academic Calendar  
**2020-2021**

**SUBJECT TO CHANGE**

**Final Draft**

Attachment 1  
**San Jacinto College District**  
**Academic Calendar 2020-2021**

**Fall 2020 (Term 202110) 16 Week, Take2, Weekend, All Parts of Term**

February 13, 2020 (TH)	Campus-Based and Foundation Scholarship Application opens for Fall 2020 (202110)
March 2, 2020 (M)	Open SOS and Course Finder for View Access Only
April 6 (M)-April 19, 2020 (SU)	Priority Registration for Fall 2020 (202110) (Currently Enrolled Students Only)
April 20 (M)- July 30, 2020 (TH)	Registration (All Students & Applicants)
May 29, 2020 (F)	Foundation Scholarship Application closes for Fall 2020 (202110)
June 28, 2020 (SU)	Campus-Based Scholarship Application closes for Fall 2020 (202110)
June 30, 2020 (F)	Financial Aid Deadline for Fall 2020 (202110)
June 15, 2020 (M)	Fall 2020 (202110) Installment Payment Plan Available Installment Payment Plan Due Dates: August 24, 2020 (M) September 21, 2020 (M) October 19, 2020 (M) November 23, 2020 (M) All payments due by 7:00 PM
July 30, 2020 (TH)	Payment Deadline for ALL registrations through July 30, 2020 at 7:00 pm Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
July 31, 2020 - November 15, 2020 (F-SU)	Registration Open for Fall 2020 (202110) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration
August 9-15, 2020 (SU-SA)	Blackboard Maintenance
August 10 - 14, 2020 (M-F)	New Faculty Academy
August 16, 2020 (SU)	Campus-Based and Foundation Scholarship Application opens for Spring 2021 (202120)
August 17-21, 2020 (M-F)	College Community Week
August 24, 2020 (M)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A), Classes Begin
August 24, 2020 (M)	Installment Payment Plan Due Date by 7:00 PM
August 28, 2020 (F)	Fifteen-Week Weekend (15S) Classes Begin
August 31, 2020 Noon - September 1, 2020 1:00 AM (M-T)	Banner Down-Fiscal End-of-Year Processing
September 1, 2020 (T)	Banner Reopens at 1:00 AM
September 5-7, 2020 (SA-M)	Facilities & Utility System Maintenance
September 7, 2020 (M)	Labor Day Holiday (No Classes Held)
September 8, 2020 (T)	Fourteen-Week (14), Take2 Thirteen-Week (13B) Classes Begin
September 11, 2020 (F)	Thirteen-Week Weekend Full Term (1W) & Six-Week Weekend (6AS) Classes Begin
September 12, 2020 (SA)	Banner Maintenance (Banner & SOS unavailable)
September 18, 2020 (F)	First Four-Week (4A) Ends (Last Day of Finals)
September 21, 2020 (M)	Installment Payment Plan Due Date by 7:00 PM
September 21, 2020 (M)	Second Twelve-Week (12B) & Second Four-Week (4B) Classes Begin
September 25, 2020 (F)	First Five-Week (5A) Ends (Last Day of Finals)
September 28, 2020 (M)	Second Five-Week (5B) Classes Begin
October 2, 2020 (F)	Six-Week (6A) Ends (Last Day of Finals)
October 5, 2020 (M)	Ten-Week (10) Classes Begin
October 14, 2020 (W)	First Eight-Week (8A) (Last Day of Finals)
October 16, 2020 (F)	Second Four-Week (4B) End (Last Day of Finals)
October 18, 2020 (SU)	Six-Week Weekend (6AS) Ends (Last Day of Finals)
October 19, 2020 (M)	Installment Payment Plan Due Date by 7:00 PM
October 19, 2020 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
October 22, 2020 (TH)	Last Day to submit name to be included in December Commencement Program to Educational Planning, Counseling, and Completion
October 23, 2020 (F)	Seven-Week Weekend (7BS) Classes Begin
October 24, 2020 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 28, 2020 (W)	Campus-Based and Foundation Scholarship Application closes for Spring 2021 (202120)
October 30, 2020 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
November 2, 2020 (M)	Third Five-Week (5C) Classes Begin
November 7, 2020 (SA)	Banner Maintenance

Attachment 1  
**San Jacinto College District**  
**Academic Calendar 2020-2021**

November 13, 2020 (F)	First Twelve-Week (12A) & Third Four-Week (4C) End (Last Day of Finals)
November 16, 2020 (M)	Fourth Four-Week (4D) Classes Begin
November 23, 2020 (M)	Installment Payment Plan Due Date by 7:00 PM
November 25-27, 2020 (Inclusive) (W-F)	Thanksgiving Holidays (No Classes Held November 25-29)
November 25-29, 2020 (Inclusive) (W-SU)	Facilities & Utility System Maintenance
December 4, 2020 (F)	Take2 Thirteen-Week (13B) & Third Five-Week (5C) End (Last Day of Finals)
December 6, 2020 (SU)	Fifteen-Week Weekend (15S), Thirteen-Week Weekend Full Term (1W) & Seven-Week Weekend (7BS) End (Last Day of Finals)
December 11, 2020 (F)	Full Semester (1), Fourteen Week (14); Second Twelve-Week (12B), Ten-Week (10), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day of Finals)
December 11-13, 2020 (F) TBA	College-Wide Commencement - Minute Maid Park; - TENTATIVE - PENDING
December 14, 2020 (M) Tentative	Grades due for Final Parts of Term (1, 14, 12B, 10, 8B, 4D) by 4:00 PM
December 19, 2020 (SA)	Banner Maintenance
<b>Please consult the Fall 2020 (202110) Online Schedule of Classes for Registration &amp; Payment Times, Refund Dates, Drop Deadlines, Grades Due, Final Exam Schedule and possible additional part-of-term information or changes.</b>	
<b>Spring 2021 (Term 202120) Winter Mini Term, Spring Term, Take2, Weekend, All Parts of Term</b>	
August 16, 2020 (SU)	Campus-Based and Foundation Scholarship Application opens for Spring 2021 (202120)
September 21, 2020 (M)	Open SOS and Course Finder for View Access Only
October 5 (M)-October 18, 2020 (SU)	Priority Registration for Spring 2021 (202120) (Currently Enrolled Students Only)
October 19 (M) -December 10, 2020 (TH)	Registration for Winter Mini 2020 (202120) (All Students & Applicants)
October 19, 2020 - January 7, 2021 (M-TH)	Registration for Spring 2021 (202120) (All Students & Applicants)
October 24, 2020 (SA)	Banner Maintenance (Banner & SOS unavailable)
October 28, 2020 (W)	Campus-Based Foundation Scholarship Application closes for Spring 2021 (202120)
November 7, 2020 (SA)	Banner Maintenance (Banner & SOS unavailable)
November 9, 2020 (T)	Spring 2021 (Term 202120) Installment Payment Plan Available Installment Payment Plan Due Dates: January 25, 2021 (M) February 22, 2021 (M) March 22, 2021 (M) April 26, 2021 (M) All payments due by 7:00 PM
November 25-27, 2020 (Inclusive) (W-F)	Thanksgiving Holidays (No Classes Held 25-29)
November 25-29, 2020 (W-SU)	Facilities & Utility System Maintenance
December 10, 2020 (TH)	Payment Deadline by 7:00 PM for Winter Mini 2020 (202120)
December 11-13, 2020 (F-SU)	Registration Open And Payment Due on Day of Registration for Winter Mini 2020
December 14, 2020 (M)	Winter Mini Term (3) Classes Begin
December 19, 2020 (SA)	Banner Maintenance
December 23-25, 28-31, 2020 and January 1, 2021	Winter Holidays - Administrative Offices Closed (no non-instructional activity, Dec. 23 - Jan. 3)
December 23, 2020 - January 3, 2021 (W-SU)	Facilities & Utility System Maintenance
December 25, 2020 (F)	Winter Mini Holiday (No Classes Held)
December 31, 2020 (TH)	Winter Mini Term (3) Ends (Last Day of Finals)
January 3-5, 2021 (SU-T)	Blackboard Maintenance
January 7, 2021 (TH)	Registration Payment Deadline by 7:00 PM for ALL registrations through January 7, 2021 for Spring 2021 (202120). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
January 7-8, 2021 (TH-F)	New Faculty Academy
January 8 - April 18, 2021 (F-SU)	Registration Open for Spring 2021 (202120) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
January 11-15, 2021 (M-F)	College Community Week
January 18, 2021 (M)	Martin Luther King Jr., Holiday
January 18, 2021 (M)	Facilities & Utility System Maintenance
January 19, 2021 (T)	Full Semester (1), First Twelve-Week (12A), First Eight-Week (8A), Six-Week (6A), First Five-Week (5A), & First Four-Week (4A) Classes Begin
January 22, 2021 (F)	First Six-Week Weekend (6AS) Classes Begin/Fifteen-Week Weekend (15S) Classes Begin
January 25, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
January 25, 2021 (M)	Take2 Thirteen-Week (13B) Classes Begin
January 29, 2021 (F)	Thirteen-Week Weekend Full Term (1W) Classes Begin

Attachment 1  
**San Jacinto College District**  
**Academic Calendar 2020-2021**

February 11, 2021 (TH)	College Community Day (No Classes Held Day & Evening)
February 12, 2021 (F)	First Four-Week (4A) Ends (Last Day of Finals)
February 13, 2021 (SA)	Campus-Based and Foundation Scholarship Application opens for Fall 2021 (202210)
February 15, 2021 (M)	Second Four-Week (4B) & Second Twelve-Week (12B) Classes Begin
February 19, 2021 (F)	First Five-Week (5A) Ends (Last Day of Finals)
February 22, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
February 22, 2021 (M)	Ten-Week (10B) Classes Begin/Second Five-Week (5B) Classes Begin
February 26, 2021 (F)	Six-Week (6A) Ends (Last Day of Finals)
February 27, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
February 28, 2021 (SU)	First Six-Week Weekend (6AS) Ends (Last Day of Finals)
March 10, 2021 (W)	First Eight-Week (8A) Ends (Last Day of Finals)
March 12, 2021 (F)	Second Four-Week (4B) Ends (Last Day of Finals)
March 15-21, 2021 (Inclusive) (M-SU)	Spring Break (No Classes Held, March 15-21)
March 15-21, 2021 (M-SU)	Facilities & Utility System Maintenance
March 22, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
March 22, 2021 (M)	Second Eight-Week (8B) & Third Four-Week (4C) Classes Begin
March 25, 2021 (TH)	Last Day to submit name to be included in May Commencement Program
March 26, 2021 (F)	Seven-Week Weekend (7BS) Classes Begin
March 27, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 2, 2021 (F)	Second Five-Week (5B) Ends (Last Day of Finals)
April 2, 2021 (F)	Spring holiday (No Weekend Classes - April 2-4)
April 2-April 4, 2021 (F-SU)	Facilities & Utility System Maintenance
April 5, 2021 (M)	Third Five-Week (5C) Classes Begin
April 16, 2021 (F)	Third Four-Week (4C) & First Twelve-Week (12A) End (Last Day of Finals)
April 19, 2021 (M)	Fourth Four-Week (4D) Classes Begin
April 24, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 26, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
April 30, 2021 (F)	Take2 Thirteen-Week (13B) Ends (Last Day of Finals)
May 7, 2021 (F)	Ten-Week (10B) & Third Five-Week (5C) End (Last Day of Finals)
May 9, 2021 (SU)	Thirteen-Week Weekend Full Term (1W), Fifteen-Week Weekend (15S) & Seven-Week Weekend (7BS) End (Last Day of Finals)
May 14, 2021 (F)	Full Semester (1), Second Twelve-Week (12B), Second Eight-Week (8B), Fourth Four-Week (4D) End (Last Day of Finals)
May 14-16, 2021 (F-SU)	College-Wide Commencement - NRG Stadium; 7:00 PM - TENTATIVE
May 17, 2021 (M) Tentative	Grades due for Final Parts of Term (1, 12B, 8B, 4D) by 4:00 PM

**Please consult the Spring 2021 (202120) Online Schedule of Classes for Registration & Payment Times, Refund Date, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.**

**Summer 2021 (202130) May Mini Term-May, Summer I-June, Summer II-July, Weekend, All Parts of Term**

**May 21, 2021 through August 13, 2021 (Administrative Offices Closed Friday at Noon)**

January 25, 2021 (M)	Open SOS and Course Finder for View Access Only
February 13, 2021 (SA)	Campus-Based and Foundation Scholarship Applications open for Fall 2021 (202210)
February 22 - April 29, 2021 (M-TH)	Registration for Classes Beginning May 17, 2021
February 22 - May 13, 2021 (M-TH)	Registration for Classes Beginning June 7, 2021
February 27, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
March 15-21, 2021 (Inclusive) (M-SU)	Spring Break - March 15-19, 2021 (No Classes Held March 15 - 21)
March 15-21, 2021 (M-SU)	Facilities & Utility System Maintenance
March 27, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 2, 2021 (F)	Spring Holiday (No Classes Held - April 2-4)



Attachment 1  
**San Jacinto College District**  
**Academic Calendar 2020-2021**

April 2-April 4, 2021 (F-SU)	Facilities & Utility System Maintenance
April 6, 2021 (T)	Summer 2021 (202130) Installment Payment Plan Available Installment Payment Plan Dates: June 7, 2021 (M) June 21, 2021 (M) July 12, 2021 (M) July 26, 2021 (M) All payments due by 7:00 PM
April 24, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
April 29, 2021 (TH)	Registration Payment Deadline by 7:00 PM for Classes Beginning May 17, 2021 Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
April 30-May 16, 2021 (F-SU)	Registration Open And Payment Due on Day of Registration for classes beginning May 17, 2021
May 13, 2021 (TH)	Registration Payment Deadline by 7:00 PM for ALL registrations through May 13, 2021 for Summer 2021 (202130). Any unpaid or partially unpaid registrants will be subject to being removed from one or more courses.
May 14 - June 6, 2021 (F-SU)	Registration Open for Classes beginning on June 7, 2021 (202130) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
May 14 - July 11, 2021 (F-SU)	Registration Open for Classes beginning on July 12, 2021 (202130) and all financial obligations not covered by financial aid, installment payment plan, third party agreement, exemption, or scholarship must be paid on day of registration.
May 17, 2021 (M)	May Mini (3), First Eight-Week (8), Eleven-Week (11) & Thirteen-Week (13) Classes Begin
May 21, 2021 (F)	Weekend Twelve-Week Full Term (1W) Classes Begin
May 21, 2021 (F)	Administrative Offices Closed Every Friday at Noon through August 13, 2021
May 22, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
May 24, 2021 (M)	Twelve-Week (12) Classes Begin
May 31, 2021 (M)	Facilities & Utility System Maintenance
May 31, 2021 (M)	Memorial Day Holiday (No Classes Held)
June 4, 2021 (F)	May Mini (3) Ends (Last Day of Finals)
June 7, 2021 (M)	Full Ten-Week Semester (1), First Five-Week (5A), Second Eight-Week (8A) Classes Begin
June 7, 2021 (M)	Installment Payment Plan Due Date due by 7:00 PM
June 19, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
June 21, 2021 (M)	Installment Payment Plan Due Date due by 7:00 PM
June 26, 2021 (SA)	Campus-Based and Foundation Scholarships close for Fall 2021 (202210)
June 30, 2021 (W)	Financial Aid Application Priority Deadline for Fall 2021 (202210)
July 5, 2021 (M)	Independence Day Holiday Observed- (No Classes Held July 3-5)
July 8, 2021 (TH)	First Five-Week (5A) & First Eight-Week (8) End (Last Day of Finals)
July 12, 2021 (M)	Second Five-Week (5B) Classes Begin
July 12, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
July 15, 2021 (TH)	Last Day to submit name to be included in December Commencement Program to Educational Planning, Counseling, and Completion
July 17, 2021 (SA)	Banner Maintenance (Banner & SOS unavailable)
July 26, 2021 (M)	Installment Payment Plan Due Date by 7:00 PM
July 29, 2021 (TH)	Second Eight-Week (8A) & Eleven-Week (11) End (Last Day of Finals)
August 7, 2021 (SA)	Banner Maintenance
August 8, 2021 (SU)	Weekend Full Term (1W) Ends (Last Day of Finals)
August 12, 2021 (TH)	Full Semester (1), Thirteen-Week (13), Twelve-Week (12), Second Five-Week (5B) End (Last Day of Finals)
August 14, 2021 (SA)	Grades due for Final Parts of Term (1, 13, 12, 5B) by 4:00 PM
<b>Please consult the Summer 2021 (202130) Online Schedule of Classes for Registration &amp; Payment Times, Refund Dates, Drop Deadlines, Final Exam Schedule, Grades Due, and possible additional part-of-term information or changes.</b>	

Attachment 1  
**San Jacinto College District**  
**Academic Calendar 2020-2021**

<b>Date(s)</b>	<b>Holidays</b>	<b>Number of Holidays</b>
September 7, 2020	Labor Day	1
November 25-27, 2020 (No Classes Held November 25-29)	Thanksgiving	3
December 23-25, 28-31, 2020 and January 1, 2021 (8)	Winter Break	8
January 18, 2021	Martin Luther King, Jr. Day	1
March 15-19, 2021 (No Classes Held March 15 - 21)	Spring Break	5
April 2, 2021 (No Classes Held April 2 - 4)	Spring Holidays	1
May 31, 2021	Memorial Day	1
July 5, 2021 (No Classes Held July 3-5)	Independence Day Holiday Observed	1
Total Holidays 2020-2021		21
<b>Fall 2021 (202110) – TENTATIVE (not Board approved) DO NOT PRINT IN ANY PUBLICATIONS</b>		
<b>Fall Semester 2021 (Term 202210)</b>		
February 22, 2021 (M)	Open SOS and Course Finder for View Access Only	
April 5 - April 18, 2021 (M-SU)	Priority Registration (Currently Enrolled Students Only)	
April 19, 2021 (M) - Last Part of Term	Registration (All Students & Applicants)	
August 8-13, 2021 (SU-F)	Blackboard Maintenance	
August 16-20, 2021 (M-F)	College Community Week	
August 23, 2021 (M) (Texas Common Calendar Date)	Regular Classes Begin	
December 10, 2021 (F)	Regular Classes End	

**Academic Calendar Development Committee and Constituent Groups  
(2020-2021)**

Please be sure to communicate any calendar issues and solicit feedback from your constituent groups to bring to the committee.

SLT Sponsor: Laurel Williamson

<b>Constituent Groups</b>	<b>Members</b>	<b>Campus*</b>
Committee Chair	Kevin McKisson	D
Administrative Organization	Ross Kelsey	S
Auxilliary Services	Bret Boudreaux	D
Banner Student System Services	April Kearns	D
Business Office/Finance	Bill Dickerson	D
Business Office/Finance	Genoveva Garcia	D
Center for Teaching & Learning	Martha Robertson	D
College Preparatory Division	Rebecca Goosen	D
Contact Center	Ernesto Wallmark	D
Continuing & Professional Development	Sarah Janes	D
Curriculum/Catalog Manager/Developer	Martha Robertson	D
Deans (Administration)	Mini Izaguirre	N
Deans (Health Sciences)	Teddy Farias / Alexander Okwanna	N/S
Deans (Technical)	Heather Rhodes	N
Deapartment Chair	William Wolfe	C
Dual Credit & Early College High Schools	Pam Campbell	D
Educational Planning Counseling & Completion	Tami Kelly	N
Educational Planning Counseling & Completion	Sonia Townsend	N
Facilities and Construction	Bryan Jones / Ron Andell	D
Faculty Member Central	Wael Abushammala	C
Faculty Member Central	Carrol LaRowe	C
Faculty Member Central	Virginia Hanning	C
Faculty Member Central	Edward Nichols	C
Faculty Member North	John Patterson	N
Faculty Member South	Ralph Penn	S
Faculty Senate Representative	Lee Benjamins	N/D
Financial Aid	Robert Merino	D
Foundation (Scholarships)	Julie Broker	D
Foundation (Scholarships)	Tammy McAdams	D
Human Resources	Shanna Dement	D
Information Technology Services	Kathy Edwards	D
Information Technology Services	Linda Pennington	D
Institutional Research	George Gonzalez	D
Instructional Technology/DE/Blackboard	Niki Whiteside	D
Marketing	Amanda Fenwick	D
Police	Bruce Caldwell	D
Provosts	Bill Raffetto	N
Records Management	Joan Rondot	D
Asst Vice Chancellor, Inst Eff, Assessment, Acred	Chris Duke	D
Staff Organization	Angela Perkins	D
Student Representative	Mehak Khatani	D
Associate Vice Chancellor of Student Services	Joanna Zimmermann	D
Weekend College & Evening Division	Chris Crumley	C

\*C (Central); D (District); N (North); S (South)

**Action Item “XIV”**  
**Regular Board Meeting December 2, 2019**

**Consideration of Acceptance of the 2018-2019 Comprehensive Annual Financial Report**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve acceptance of the comprehensive annual financial report and the independent auditor’s reports for the fiscal year ended August 31, 2019.

**BACKGROUND**

The comprehensive annual financial report (CAFR) for the fiscal year ended August 31, 2019 and the independent auditor’s reports thereon are presented for Board review and acceptance. The independent auditing firm of Doeren Mayhew CPAs and Advisors has issued an unmodified or “clean” opinion on the College’s financial statements and federal and state assistance programs.

The College is required to meet the reporting quality standards of the Texas Higher Education Coordinating Board as presented in its annual financial report reporting requirements manual. For the CAFR for fiscal year ended August 31, 2019, the College has elected to meet the higher quality standards of the Government Finance Officers Association (GFOA) with a goal to qualify the report for the GFOA Certificate of Achievement for Excellence in Financial Reporting. The GFOA certificate is only awarded to government units and public employee retirement systems whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting.

**IMPACT OF THIS ACTION**

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

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

No budget impact.

**MONITORING AND REPORTING TIMELINE**

None.

**ATTACHMENTS**

Draft of the San Jacinto College 2018-2019 Comprehensive Annual Financial Report is provided under separate cover.

**Action Item "XIV"**  
**Regular Board Meeting December 2, 2019**

**Consideration of Acceptance of the 2018-2019 Comprehensive Annual Financial Report**

**RESOURCE PERSONNEL**

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

**Action Item “XV”**  
**Regular Board Meeting December 2, 2019**  
**Consideration Of A Resolution For Casting A Ballot For The Election**  
**Of A Person To The Board Of Directors Of The Harris County Appraisal District**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a resolution casting a ballot for the election of Dee Anne Thomson as a member of the Harris County Appraisal District (HCAD) Board of Trustees, representing school districts, other than Houston Independent School District, and the junior college districts, for the two-year term ending on December 31, 2021.

**BACKGROUND**

Senate Bill 359 (SB 359), passed by the 83rd Texas Legislature became effective on June 14, 2013, and provided for participation by community college districts located in Harris County, in the selection of an appraisal district director.

There are four community college districts in Harris County: San Jacinto, Houston, Lone Star, and Lee. These four entities collectively have one vote in the election for the HCAD Board. The one vote is determined by a canvassing of votes for the four community colleges by the Chief Appraiser. The vote to be cast is for the person who receives the most votes from the four entities. If the four votes result in a tie, the winner will be determined by the Chief Appraiser by a random drawing. The deadline for the governing body of entities to file a copy of the resolution that appoints a representative to the HCAD Board is December 16, 2019.

Four nominations were received for the HCAD Board representing school districts, other than Houston Independent School District, and the community college districts. Dee Anne Thomson has served on the La Porte ISD Board of Trustees since 2010, was re-elected in May 2019 for an additional three-year term and has extensive career experience in the logistics field in the local geographic area. Based on her knowledge derived from both governance and business perspectives, the administration recommends the San Jacinto Community College District Board of Trustees cast a ballot for Dee Anne Thomson. This recommendation and rationale is consistent with the Board’s resolution in August 2019 to fill the unexpired term.

**IMPACT OF THIS ACTION**

Adoption of the proposed Resolution will cast the College’s ballot for Dee Anne Thomson as a member of the HCAD Board of Trustees. The term will be for two years, ending December 31, 2021.

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

No budget implication.

**Action Item “XV”**  
**Regular Board Meeting December 2, 2019**  
**Consideration Of A Resolution For Casting A Ballot For The Election**  
**Of A Person To The Board Of Directors Of The Harris County Appraisal District**

**MONITORING AND REPORTING TIMELINE**

The Resolution will be filed immediately following approval.

**ATTACHMENTS**

Attachment 1 – A Resolution of the Board of Trustees of the San Jacinto Community College District casting its ballot for the election of a person to the Board of Directors of the Harris County Appraisal District

Attachment 2 – Certification of Ballot for Board of Directors Harris County Appraisal District

Attachment 3 – October 18, 2019, Letter from Chief Appraiser Roland Altinger

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

Brenda.hellyer@sjcd.edu

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
CASTING ITS BALLOT FOR THE ELECTION OF A PERSON  
TO THE BOARD OF DIRECTORS OF THE  
HARRIS COUNTY APPRAISAL DISTRICT

WHEREAS, the chief appraiser of the Harris County Appraisal District, has delivered to the presiding officer of the board of trustees of this junior college district the names of those persons duly nominated as candidates to serve in that position on the board of directors of the Harris County Appraisal District, representing and to be filled by the junior college districts participating in said appraisal district; and

WHEREAS, this junior college district deems it appropriate and in the public interest to cast its vote for the candidate of its choice to fill such position; now, therefore

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That San Jacinto Community College District does hereby cast its vote for Dee Anne Thomson, to fill the position on the board of directors of the Harris County Appraisal District, representing and to be filled by the junior college districts participating in the appraisal district, for the two-year term of office ending in December 31, 2021.

Section 3. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than December 16, 2019.

PASSED AND APPROVED this 2<sup>nd</sup> day of December, 2019.

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

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



(For Use by Junior College Districts)

CERTIFICATION OF BALLOT  
FOR BOARD OF DIRECTORS  
HARRIS COUNTY APPRAISAL DISTRICT

I, \_\_\_\_\_, certify that on the 2nd day of  
December, 2019, the Board of Trustees of San Jacinto Community College District did by  
resolution cast its ballot for the following nominee to serve as a member of the Board of  
Directors of the Harris County Appraisal District.

(Place an "X" in the square next to the candidate of your choice.)

Martina Lemond Dixon [ ]

Jennifer Key [ ]

Ben Pape [ ]

Dee Anne Thomson [X]

I further certify that a true and correct copy of the resolution casting such ballot is attached  
hereto.

WITNESS MY HAND this 2<sup>nd</sup> day of December, 2019.

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

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



**Harris County Appraisal District**  
Interoffice Memorandum

**OFFICE OF THE CHIEF APPRAISER**

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TO: Presiding Officers of Taxing Units  
Served by the Harris County Appraisal District

FROM: Roland Altinger, Chief Appraiser

SUBJECT: Election of Board of Directors of the  
Harris County Appraisal District

DATE: October 18, 2019

The nomination period for board candidates representing the small cities, school districts, junior college districts and conservation & reclamation districts closed October 15, 2019. The names of all candidates officially nominated to me on or before that date are reflected on the enclosed "Certification of Ballot" forms.

Candidates for contested positions are listed alphabetically on the ballots in the manner required by the Texas Tax Code.

Martina Lemond Dixon, Jennifer Key, Ben Pape, and Dee Anne Thomson are nominees for the position representing school districts other than Houston ISD and the junior college districts.

Mike Sullivan was the only person nominated for the board position representing cities other than the City of Houston.

John Ferro, Bob Milner and Glenn Peters are nominees for the position representing the conservation and reclamation districts.

To assist you in the election procedure, I have enclosed a Certification of Ballot and a suggested form of resolution for casting your vote for the candidate representing your type of taxing unit. ***Ballot forms for all four types of units are enclosed to make you aware of all nominees, even though only taxing units of a particular type may vote in the election applicable to that type of unit.*** The governing body of each taxing unit is entitled to one vote for the candidate of its choice from the names appearing on the appropriate Certification of Ballot. Please note, the

Presiding Officers of Taxing Units

October 18, 2019

Page 2

junior college districts vote collectively. Each board of trustees for the respective junior college districts may file a vote by resolution with the chief appraiser, however, the collective vote of the junior college districts will thereafter be cast for the candidate who receives the most votes from among the junior college districts.

Each governing body must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.*** The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. on December 16, 2019.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted. ***Resolutions and Certification of Ballot may be submitted via e-mail to cguerra@hcad.org. However, if they are submitted via e-mail, the original must also be mailed to the address shown above via regular first-class mail.***

Prior to December 20, 2019, the chief appraiser will count the votes, declare the results, and notify the winners, the nominees, and the presiding officers of each taxing unit. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

These procedures do not apply to Harris County, the City of Houston, or the Houston Independent School District. Those units will select their board member by adopting a resolution appointing such member by December 16, 2019, and delivering an original or certified copy to the Office of the Chief Appraiser.

If you have questions about the board selection process, please call me at 713/957-5299.

#### Attachments

c: HCAD Board Members  
Tax Assessors  
Attorneys

**Action Item “XVI”**  
**Regular Board Meeting December 2, 2019**

**Consideration of Approval of Memorandum of Understanding and Data Sharing Agreement with Good Reason Houston**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a Memorandum of Understanding and a Data Sharing Agreement with Good Reason Houston for the Harris County Promise Program.

**BACKGROUND**

The College has been engaged in conversation with Good Reason Houston regarding partnering to administer the Harris County Promise at San Jacinto College program (Houston Promise@San Jac) with a goal of enabling more students in the area to receive an excellent and equitable education. The program is designed to assist eligible high school seniors currently attending selected participating high schools by funding the students’ costs of tuition and books at San Jacinto College for up to three years or until completion of an associate’s degree, whichever comes first.

To be eligible, students must meet all of the eligibility requirements and adhere closely to all deadlines. These primarily include signing a pledge, attending required meetings and completing either the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA), as applicable.

This program is a last dollar program, meaning that all federal and state aid as well as other scholarships will be applied to student balances first, and the Promise dollars will pay any remaining balance for tuition and an allocation for books.

**IMPACT OF THIS ACTION**

The College intends to move forward with three high schools in January 2020, including Dobie High School, Sam Rayburn High School, and South Houston High School. Future growth of the program will be evaluated as experience in the program is gained.

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

The costs for required staffing and marketing are being split by the College and Good Reason Houston.

Additional personnel and marketing funding will be allocated during the development of the fiscal year 2021 unrestricted budget. Funds to finance the last remaining dollars after application of other aid for tuition and books for the Promise students will be generated through fund raising efforts and funds on deposit at the San Jacinto College Foundation.

Start-up costs for fiscal year 2020 will be covered within the parameters of the existing unrestricted budget.

**Action Item “XVI”**  
**Regular Board Meeting December 2, 2019**  
**Consideration of Approval of Memorandum of Understanding and Data Sharing**  
**Agreement with Good Reason Houston**

**MONITORING AND REPORTING TIMELINE**

The Board will be kept apprised of the development of the Promise program during Spring 2020.

**ATTACHMENTS**

Attachment 1 - Agreement between San Jacinto College System and Good Reason Houston for the Harris County Promise Program

Attachment 2 - Data Sharing Agreement for the Harris County Promise Program between San Jacinto College and Good Reason Houston

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Allatia Harris	281-459-7140	allatia.harris@sjcd.edu

**AGREEMENT**

**BETWEEN**

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

**AND**

**GOOD REASON HOUSTON**

**FOR THE HARRIS COUNTY PROMISE PROGRAM**

This Agreement for the **Harris County Promise Program** (the “Agreement”) is made by and between **San Jacinto Community College** District (“College”), a Houston-area higher education institution and a political subdivision of the State of Texas, and the **Good Reason Houston** (“Good Reason Houston”), a Texas non-profit organization. The College and Good Reason Houston may be referred to individually as a “Party,” and collectively as the “Parties.”

**1. PURPOSE**

1.1 Good Reason Houston works to ensure that students in the greater Houston area receive an excellent and equitable education and has partnered with San Jacinto College to assist in administering the “Harris County Promise” program (“Promise”), which is designed to assist eligible high school seniors currently attending participating high schools to cover the cost of tuition, fees, and books to any San Jacinto College location for up to three years or the attainment of an associate’s degree (whichever comes first).

1.2 College currently provides academic advising services to students on matters including applying to San Jacinto College, submitting financial aid applications for federal and state financial aid, registering for college, attending college, and persisting to achieve advanced credentials.

1.3 Good Reason Houston is developing a suite of tools, reports, and processes to assist College to more effectively advise students, report college and career readiness, and adjust academic programs to increase the number of students successfully achieving advanced credentials.

1.4 Good Reason Houston requires access to a limited set of student data to provide this suite of tools, reports, and processes to the College.

1.5 College desires to have access to Good Reason Houston’s suite of tools, reports, and processes according to the terms and conditions of this Agreement.

**NOW, THEREFORE**, for and in consideration of the agreement made, the parties agree to the following:

**2. TERM AND TERMINATION OF THE AGREEMENT**

2.1 The Agreement is effective as of the date this Agreement has been properly executed by both Parties ("Effective Date") and terminates after three (3) years, with the option to renew for an additional three-year term, unless terminated earlier as allowed by this Agreement.

2.2 Either Party may terminate this Agreement for any reason by giving 30 days' written notice of termination to the other Party.

**3. GOOD REASON HOUSTON'S OBLIGATIONS**

3.1 Good Reason Houston shall provide College access to the tools and reports listed in Exhibit A: Tools, Reports, and Processes. All such tools and reports shall be provided in a professional manner consistent with the purposes of this Agreement; however, College recognizes that information reported through Good Reason Houston's tools and reports is provided on an "AS IS" basis and the accuracy of Good Reason Houston's tools and reports listed in Exhibit A is dependent upon the accuracy of the data the College provides.

3.2 Good Reason Houston makes no representation or warranty whatsoever, express or implied, including but not limited to, implied warranties of merchantability or fitness for a particular purpose, or implied warranties arising from the course of dealing or a course of performance, with respect to the accuracy, validity, or completeness of any information products and/or reports, that the information products will meet College's needs, or will be provided on an uninterrupted basis; to the extent allowed by applicable law, Good Reason Houston expressly disclaims any and all such representations and warranties.

3.3 The intellectual property rights to any tool and/or report listed in Exhibit A: Tools, Reports, and Processes, are the sole and exclusive property of Good Reason Houston. To exercise the College's rights under this Agreement, Good Reason Houston hereby grants a non-exclusive license to use the tools and reports listed in Exhibit A.

3.4 Good Reason Houston shall cooperate with College as to any reasonable request to review Good Reason Houston's compliance with the terms of this Agreement.

**4. COLLEGE'S OBLIGATIONS**

4.3 College will inform third-party providers of Data on how to work with Good Reason Houston staff to securely transmit third-party data.

4.4 College shall provide Good Reason Houston with the name, phone number, and email address of one or more College staff or faculty ("College Administrators") who will be provided access to all tools, data, and processes described in Exhibit A: Tools, Reports, and Processes.

4.5 College will notify Good Reason Houston immediately if the College Administrator ceases to be employed with College or is no longer authorized to be the College Administration.

4.6 College will provide all eligible Promise students who complete all required application materials prior to the Promise deadline and are accepted to the College with a Promise scholarship in an amount up to the full costs of tuition and fees and a designated amount for books, after applying all awarded grants and scholarships, for up to three years or the attainment of an associate's degree, whichever comes first.

4.7 The College will employ College Access Associates, who will complete daily work functions as directed by the College and Good Reason Houston. Good Reason Houston may delegate tasks and responsibilities to the College Access Associates, but the College Access Associates will be the College's employees. The College will pay the salaries, benefits, and other employment costs for the College Access Associates. The College reserves the right to evaluate, discipline, or terminate the College Access Associates. College Access Associates shall be hired based on a ratio of five (5) high schools per one (1) College Access Associate.

4.8 Good Reason Houston will cover fifty percent (50%) of the salary and benefits ("labor burden") of College Access Associates for years one and two of this agreement. Following the initial term, the College will maintain one hundred percent (100%) of the associated labor burden of these personnel.

4.9 The College will employ staff members, to be called College Success Coaches, who will work specifically with Promise students. College Success Coaches shall be designated based on a ratio of five hundred (500) students per one (1) College Success Coach.

4.10 The College shall provide Good Reason Houston with funding for Promise marketing and outreach material in an amount not to exceed \$39,000 over the Agreement's three - year term, unless the Parties agree to modify the budget.

**5. MUTUALLY AGREED UPON OBLIGATIONS**

5.1 The Parties agree that these purposes serve a bona fide educational purpose and that Good Reason Houston has a legitimate educational interest in the student information



## Attachment 1

contemplated by this Agreement and in accordance with 34 C.F.R. § 99.31(a) and as further in the Data Sharing Agreement between the Parties (the "DSA"). For the purposes of this Agreement, and pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C.

§ 1232g; 34 CFR Part 99), the College hereby designates Good Reason Houston as a school official with a legitimate educational interest in the educational records covered by this Agreement and to the extent that access to the records are required by Good Reason Houston to carry out the purposes of this Agreement. Good Reason Houston agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

5.2 Notwithstanding any other restriction contained herein or in the DSA, Good Reason Houston shall have the right to present, publish, or use the Data gained in the performance of this Agreement, but only if such disclosure does not contain personally identifiable information ("PII"). Accordingly, any publication or dissemination of Data by Good Reason Houston will be reported in the aggregate and converted to de-identified information. "De-identified information" means data or information that neither identifies nor provides a reasonable basis to identify an individual where, without limitation, the following identifiers have been removed: (i) the student's name; (ii) the name of the student's parent or other family members; (iii) the address of the student or student's family; (iv) a personal identifier, such as the student's social security number, student number, or biometric record; (v) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (vi) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (vii) information requested by a person who Good Reason Houston or College reasonably believes knows the identity of the student to whom the education record relates.

5.3 The Parties acknowledge that the College has a legal obligation to maintain the confidentiality and privacy of student records in accordance with applicable law and regulations, specifically the Family Educational Rights and Privacy Act (FERPA). Good Reason Houston is receiving student information in compliance with the requirements and exceptions outlined in FERPA. Good Reason Houston acknowledges that it must comply with said law and regulations and safeguard student information. Good Reason Houston may not re-disclose the information to a third party without prior written consent from the parent or eligible student or as otherwise allowed by law. Good Reason Houston must destroy any student information received from the College without unreasonable delay upon termination of the Agreement.

- a. Good Reason Houston will be provided with the information described within the DSA executed by the Parties.
- b. When the information is actually given to Good Reason Houston, the following statement should be included on the cover page:

*This document contains personal information from a student's education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C. section 1232g)*

*and may not be re-released without prior written consent of the parent or eligible student.*

## **6. FINANCIAL ARRANGEMENTS**

6.1 Good Reason Houston will not charge College for the tools, reports, and processes to be provided in this Agreement as described in Exhibit A. College agrees as consideration that Good Reason Houston will be able to use Data collected for and on behalf of College for Good Reason Houston's analyses in a manner consistent with this Agreement.

6.2 It is understood that each Party shall be responsible for its own funding. Neither Party is precluded from independently seeking funding to promote the stated goals and objectives of this Agreement. It is further understood that each Party shall budget and expend such funds in accordance with respect to their institutional policies.

6.3 College shall have the continuing right to terminate this Agreement at the end of each fiscal year or end of the special revenue fund or grant during the term of the Agreement regarding any services to be performed after the end of such fiscal year or end of the special revenue fund or grant, without College incurring any liability to Good Reason Houston as result of such termination.

6.4 For the shared expenses detailed in 4.8 and 4.10, the receiving institution will issue an invoice for the designated amount prior to the end of the fiscal period for which such funds are to be used. Invoices shall be settled within thirty (30) days of receipt.

## **7. INDEMNIFICATION**

7.1 TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, GOOD REASON HOUSTON SHALL AND DOES AGREE TO INDEMNIFY, PROTECT, DEFEND, AND HOLD HARMLESS THE COLLEGE, ITS TRUSTEES, OFFICERS, DIRECTORS, OFFICIALS, VOLUNTEERS, EMPLOYEES, SUCCESSORS AND ASSIGNEES, (COLLECTIVELY, "THE INDEMNIFIED PARTIES") OF, FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, CAUSES OF ACTION, SUITS, JUDGMENTS, PENALTIES, AND EXPENSES, INCLUDING REASONABLE ATTORNEY FEES AND COURT COSTS, OF ANY NATURE, KIND OR DESCRIPTION OF ANY PERSON OR ENTITY, TO THE EXTENT ARISING OUT OF, CAUSED BY, OR RESULTING FROM ANY NEGLIGENT, WRONGFUL OR TORTIOUS ACT OR OMISSION OF GOOD REASON HOUSTON PERTAINING TO THIS AGREEMENT (COLLECTIVELY, "THE LIABILITIES").

7.2 GOOD REASON HOUSTON SHALL PROTECT AND INDEMNIFY THE COLLEGE FROM AND AGAINST ALL CLAIMS, DAMAGES, JUDGMENTS AND LOSS ARISING FROM INFRINGEMENT OR ALLEGED INFRINGEMENT OF ANY UNITED STATES PATENT, TRADEMARK, OR COPYRIGHT, ARISING BY OR OUT OF ANY OF

THE WORK PERFORMED HEREUNDER BY GOOD REASON HOUSTON OR THE USE BY GOOD REASON HOUSTON, OR BY THE COLLEGE AT THE DIRECTION OF GOOD REASON HOUSTON, OF ANY **ARTICLE** OR MATERIAL, PROVIDED THAT UPON BECOMING AWARE OF A SUIT OR THREAT OF SUIT FOR PATENT, TRADEMARK, OR COPYRIGHT INFRINGEMENT, THE COLLEGE SHALL PROMPTLY NOTIFY GOOD REASON HOUSTON AND GOOD REASON HOUSTON SHALL BE GIVEN FULL OPPORTUNITY TO NEGOTIATE A SETTLEMENT. GOOD REASON HOUSTON DOES NOT WARRANT AGAINST INFRINGEMENT BY REASON OF THE COLLEGE'S **ARTICLES** OR THE USE THEREOF IN COMBINATION WITH OTHER MATERIALS OR IN THE OPERATION OF ANY PROCESS. IN THE EVENT OF LITIGATION, THE COLLEGE AGREES TO COOPERATE REASONABLY WITH GOOD REASON HOUSTON AND PARTIES SHALL BE ENTITLED, IN CONNECTION WITH ANY SUCH LITIGATION, TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE.

7.3 It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of these indemnification obligations, such legal limitations are made part of the indemnification obligation and shall operate to amend the indemnification obligation to the minimum extent necessary to bring the provision into conformity with the requirements of such limitations, and so modified, the indemnification obligations shall continue in full force and effect.

7.4 The indemnities contained herein shall survive the termination of this agreement for any reason whatsoever.

## **8. NOTICES**

8.1 The following individuals are the contact points for each Party under this Agreement. These individuals are responsible for the management and coordination of the requirements for each respective Party under this Agreement. Any notice given under this Agreement by either Party to the other may be effected by personal delivery in writing or by mail, registered or certified postage prepaid with return receipt requested. Mailed notices shall be addressed to the addressees of the Parties as they appear in this Agreement. Notices delivered personally shall be deemed communicated at the time of actual receipt. Mailed notices shall be deemed communicated three days after mailing. Copies of correspondence related to the modification, amendment, extension or termination of this Agreement, or any other legal matter pertaining to this Agreement, shall be furnished to these individuals with additional copies to:

### **For College:**

Name: Allatia Harris  
Title: Vice Chancellor, Strategic Initiatives  
Address: 4624 Fairmont Parkway, Suite 200, Pasadena, TX 77504  
Email: allatia.harris@sjcd.edu

**For Good Reason Houston**

Name: Delicia Jones  
Title: Managing Director, Strategy, Operations and Analytics  
Address: 3131 Eastside St. Suite 100, Houston, TX 77098  
Email: delicia@goodreasonhouston.org

**9. MISCELLANEOUS TERMS**

9.1 Nothing in this Agreement shall constitute a partnership or joint venture between the Parties, nor authorize either Party to incur any liability on behalf of the other.

9.2 Neither College nor Good Reason Houston shall use the other Party's name, trademarks or other logos, or the names of any individuals involved in the Agreement in any publication or public presentation without the prior written consent of such other Party.

9.3 No alteration, cancellation, variation or addition to this Agreement shall be of any force or effect unless reduced to writing as an addendum to this Agreement and signed by the Parties or their authorized signatories.

9.4 This document contains the entire agreement between the Parties, and neither Party shall be bound by any undertaking, representation or warranty not recorded herein or added hereto without the consent of the Parties.

9.5 None of the provisions of this Agreement shall be considered waived by any Party unless such waiver is given in writing to the other Party. The failure of a Party to insist upon strict performance of any of the terms and conditions hereof, or failure to delay to exercise any rights provided herein or by law, shall not be deemed a waiver of any rights of any Party.

9.6 The headings appearing in this Agreement have been used for reference purposes only and shall not affect the interpretation of this Agreement.

9.7 If any clause or term of this Agreement should be invalid, unenforceable, or illegal, then the remaining terms and provisions of this Agreement shall be deemed to be severable there from and shall continue in full force and effect.

9.8 Neither Party shall assign, cede, or otherwise transfer any of its rights and obligations in terms of this Agreement without the prior written consent of the other Party, whose consent may not be unreasonably withheld.

9.9 By signing below, each Party represents that they are authorized to execute this Agreement and that each Party is bound to all terms of the Agreement.

9.10 This Agreement shall only become effective and legally binding on the Parties once it has been signed by the Parties.

## Attachment 1

9.11 No Party shall have the right to commit the other Party to any contractual, legal or financial liability, unless said Party has received the prior agreement from the other Party in writing.

9.12 The Parties understand and agree that nothing herein shall be interpreted as establishing any form of exclusive relationship between Good Reason Houston and College. The Parties further understand and agree that nothing herein shall be interpreted as precluding either Party from entering into agreements similar to this Agreement with third parties or from conducting educational, research, or other activities that may involve the same or similar subject matter as this Agreement, the conduct of which is outside and independent of this Agreement.

9.13 The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any aspects of this Agreement because of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The Parties agree to abide by the standards of responsibility toward the disabled as specified by the Americans with Disabilities Act. In the event that either Party refuses to comply with this provision, this Agreement may be canceled, terminated, or suspended in whole or in part by the other Party.

9.14 Each Party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement.

9.15 Any dispute arising under this Agreement shall be resolved in accordance with the laws of the State of Texas. Venue shall lie exclusively in Harris County, Texas.

9.16 The terms of this Agreement may be modified only upon a prior written amendment agreement executed by all Parties to this Agreement.

9.17 This Agreement constitutes and contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes any prior and contemporaneous oral or written agreements between the Parties.

9.18 The Parties have caused this Agreement to be executed by their duly authorized representatives. By signing this Agreement, College and Good Reason Houston signify that each Party understands and will comply with the conditions stated above.

9.19 Good Reason Houston shall defend and hold College harmless from all claims, liabilities, damages, or judgments involving a third party, including College's costs and attorney fees, which arise as a result of Good Reason Houston's failure to meet any of its obligations under this agreement.

Attachment 1

9.20 Neither the execution of this Agreement by the College nor any other conduct of any representative of the College relating to the Agreement shall be considered a waiver of governmental immunities available to the College.

**GOOD REASON HOUSTON**

**SAN JACINTO COMMUNITY COLLEGE  
DISTRICT**

By: \_\_\_\_\_  
Name: Alex Hales Elizondo  
Title: Chief Executive Officer  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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**EXHIBIT A  
TOOLS, REPORTS, AND PROCESSES**

The following table outlines the proposed tools, reports and processes envisioned by Good Reason Houston to be created for the benefit of the students, district, and college. The development and release of the tools, reports, and processes may be delayed or cancelled at any time. This Appendix may be amended if requirements change.

**TOOLS**

**1. Case Management Tool**

- a. Combines FAFSA, ApplyTexas, Promise Pledge and high school rosters to provide counselors a comprehensive status of all students' college and financial aid applications.

**2. Dynamic Transcript**

- a. Visualizes combination of student transcript data, major college-readiness assessments, college application status, and financial aid completions to inform and guide next steps for the student, and enable effective mentoring

**DATA SHARING AGREEMENT  
FOR THE HARRIS COUNTY PROMISE PROGRAM**

**BETWEEN**

**SAN JACINTO COLLEGE**

**AND**

**GOOD REASON HOUSTON**

**1. INTRODUCTION**

Good Reason Houston has entered into an Agreement for the Harris County Promise Program (the “HCP Agreement”) with the San Jacinto College (“College”) to provide Good Reason Houston with access to data listed in this Agreement. To complete the work required under the HCP Agreement, Harris County Promise will require access to College student level data.

This Data Sharing Agreement for the Harris County Promise (the “DSA”) is made by and between College, a Texas political subdivision of higher education, and Good Reason Houston, a Texas non-profit organization working to ensure that students in the greater Houston area receive an excellent and equitable education. The College and Good Reason Houston may be referred to individually as a “Party,” and collectively as the “Parties.”

**2. SCOPE OF DATA TO BE DISCLOSED**

To effectively create and operate the suite of tools, reports, and processes contemplated in this DSA, College authorizes Good Reason Houston to receive or acquire on behalf of College the data (collectively known as the “Data”) described in Exhibit A: Scope of Data.

The Parties acknowledge the release of personally identifiable information of students must be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA).

**3. PARTIES’ OBLIGATIONS**

3.1 Good Reason Houston must provide College with a copy of policies and procedures, consistent with the Family Educational Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions, that will be used to protect personally identifiable information from education records from further disclosure (except back to the College) and unauthorized use, including limiting the use of personally identifiable information from education records to only authorized representatives with legitimate interests.



3.2 College authorizes Good Reason Houston to receive or acquire on behalf of College the Data described in Exhibit A: Scope of Data.

3.3 College shall prepare the Data as described in Exhibit A: Scope of Data on a schedule and frequency mutually agreed upon by the Parties and make the Data available to Good Reason Houston electronically to the greatest extent possible.

#### **4. LIMITATIONS ON USE**

4.1 The Parties acknowledge and agree that certain federal and state laws protect the privacy interests of students and parents with regard to educational records maintained by College, including but not limited to FERPA and its implementing regulations 34 C.F.R. § 99.1 et seq. College has determined that Good Reason Houston has a legitimate educational interest in the educational records, as that term is defined under FERPA, disclosed as the Data under this DSA, and that Good Reason Houston is the agent of College solely for the purpose of facilitating and tracking student progress through the Harris County Promise program. Good Reason Houston and its designated representatives shall maintain the confidentiality of the Data and comply with the requirements of FERPA and all other applicable laws with respect to the confidentiality of student records. This provision shall survive the termination of this DSA.

4.2 Good Reason Houston shall allow access to the Data only to: (i) persons and contractors who have been tasked by Good Reason Houston with storage, accessing and manipulating the Data; and (ii) persons and program partners of Good Reason Houston that have been tasked by Good Reason Houston with accessing the Data for the purpose of the Harris County Promise program. Accordingly, Good Reason Houston shall not release or otherwise reveal the Data to any individual, agency, entity, or third party not included in this DSA, unless such disclosure is required by law or court order. Good Reason Houston also shall not sell the Data in any form to any third party.

4.3 Good Reason Houston shall cooperate with College as to any reasonable request to review Good Reason Houston's compliance with the terms of this DSA.

#### **5. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION**

5.1 Good Reason Houston agrees to maintain the confidentiality of student information throughout all stages of conducting the services pursuant to the HCP Agreement executed by the Parties and this DSA by implementing reasonable data security procedures, controls, and safeguards to ensure that PII is protected in accordance with FERPA and Chapter 521 of the Texas Business and Commerce Code (to the extent applicable). Good Reason Houston and its authorized representatives must maintain the confidentiality of the student records according to commercially reasonable administrative, physical and technical standards that are no less rigorous than the standards by which Good Reason Houston protects its own confidential information.

5.2 Student Personally Identifiable Information (PII) will be collected, stored, transmitted, and disposed using the following guidelines: (i) confidential/sensitive data will be collected only as necessary and in conjunction with this DSA; (ii) as provided above, PII will be restricted in its distribution and accessibility such that only authorized Good Reason Houston representatives who have agreed to maintain the confidentiality of the Data may access PII; (iii) PII will be properly secured by the use of safeguards such as secure file storage, firewall protection, complex password protection, secure operating systems, anti-virus software, locked physical files and backups, data encryption, and other technology tools; and (iv) when necessary, PII will be disposed through secure means such as shredding paper files and erasing electronic files.

5.3 Good Reason Houston will not bear responsibility for safeguarding information that is: (i) publicly available; (ii) that is not an education record or PII; (iii) that is obtained by Good Reason Houston from third parties without restrictions on disclosure and is not obviously PII; or (iv) is required to be disclosed by order of a court or other governmental entity.

5.4 Nothing in this DSA may be construed to allow either Party to maintain, use, disclose, or share student education records in a manner not allowed under federal or state law or regulation. Except as otherwise permitted by this DSA or the HCP Agreement, Good Reason Houston and its authorized representatives may not re-disclose the information to a third party without prior written consent from the College, the parent or eligible student.

5.5 Good Reason Houston stipulates that this DSA does not convey ownership of the Data to Good Reason Houston. College retains ownership of the PII that it provides pursuant to this DSA. College grants Good Reason Houston a perpetual, non-exclusive, irrevocable, royalty-free license to use, reproduce, modify, create derivative works, and otherwise make use of (to the extent such use, reproduction, modifications, and derivative works comply with the restrictions in this DSA) the Data in any manner and through any media.

5.6 The Parties agree that if either Party terminates the HCP Agreement and/or this DSA, Good Reason Houston's right pursuant to Section 5.5 of this DSA immediately cease upon termination and Good Reason Houston will return and/or permanently destroy any PII the College has shared with Good Reason Houston.

5.7 The College will have the right, upon reasonable prior written notice (no less than 10 business days), to audit Good Reason Houston's security practices to affirm that Good Reason Houston has appropriate policies and procedures in place to protect the personally identifiable information from education records. Any such audit will be performed during Good Reason Houston's regular business hours and at College's sole expense.

5.8 If Good Reason Houston becomes aware of a disclosure or security breach concerning any Data covered by this DSA, Good Reason Houston shall immediately notify College and take immediate steps to limit and mitigate the damage of such security breach to the greatest extent possible. If there is a "breach of system security" where "sensitive personal information" is breached, both as defined in sections 521.002 and 521.053 of the Texas Business and Commerce Code, Good Reason Houston shall proceed with notification requirements as

required therein. The Parties agree that any breach of the privacy and/or confidentiality obligations set forth in this DSA may, at College's sole discretion, result in College's immediately terminating this DSA.

## **6. TERM AND TERMINATION**

6.1 This DSA will commence as of the later date that both Parties have signed the DSA below and shall continue for a period of five (5) years following execution, unless terminated earlier as allowed by this DSA. At the option of the College, this DSA may be renewed for three one-year terms, provided that the College has given Good Reason Houston written notice of the College's intention to renew no later than thirty (30) days prior to the expiration of the then current term.

6.2 Either Party may terminate this DSA for any reason by giving 30 days' written notice of termination to the other Party.

6.3 Good Reason Houston and its authorized representatives must destroy any student information received from the College when no longer needed for the purposes listed in this DSA. Upon such termination, Good Reason Houston will work without unreasonable delay to securely delete, destroy, or return any and all data files and hard copy records to College that contain PII and remove any other PII from Good Reason Houston's computer system. If requested, Good Reason Houston shall provide College with an affidavit from an authorized officer of Good Reason Houston confirming the deletion, destruction or return of data and files containing PII as soon as the action is complete.

The College will provide input on the specific time period for destruction based on the facts and circumstances surrounding the disclosure and study. The destruction must be in accordance with the College's records retention policies and procedures. The parties may agree to amend the agreement to extend the time period if needed, but the agreement must include a time limit. Good Reason Houston shall securely and permanently destroy the Data in a commercially reasonable manner that is customary for the industry, and any and all hard and electronic copies thereof, when no longer needed for the purposes listed in this DSA. Good Reason Houston agrees to require all employees, contractors, or agents of any kind using the Data to comply with this provision.

## 7. NOTICES

7.1 The following individuals are the contact points for each Party under this DSA. These individuals are responsible for the management and coordination of the requirements for each respective Party under this DSA. Copies of correspondence related to the modification, amendment, extension or termination of this DSA, or any other legal matter pertaining to this DSA, shall be furnished to these individuals with additional copies to:

### **For College:**

Name:  
Title:  
Address:  
Email:

### **For Good Reason Houston:**

Name: Delicia Jones  
Title: Managing Director, Strategy, Operations, and Analytics  
Address: 3131 Eastside St. Suite 100 Houston, TX 77098  
Email: [delicia@goodreasonhouston.org](mailto:delicia@goodreasonhouston.org)

7.2 Good Reason Houston designates the following individual or entity as an authorized representative: Delicia Jones, Managing Director of Strategy, Operations, and Analytics. The authorized representative has authority to bind the entity to the requirements of this DSA. The authorized representative shall also require individuals accessing the personally identifiable information from education records to execute affidavits of nondisclosure or other documentation indicating their individual agreement to handle the personally identifiable information from education records properly.

## 8. SURVEYS

If Good Reason Houston seeks to conduct a survey of students, Good Reason Houston acknowledges that all student surveys will be in compliance with the requirements of the Protection of Pupil Rights Amendment (PPRA). In the event that any Department of Education funding is used for this program, prior written parental consent will be obtained before surveying a student on any of the following topics:

- a. Political affiliations;
- b. Mental and psychological problems potentially embarrassing to the student and his/her family;
- c. Sex behavior and attitudes;
- d. Illegal, anti-social, self-incriminating and demeaning behavior;

- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- g. Religious practices, affiliations, or beliefs of the student or parents; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The protected categories may also be expanded by future amendments to the PPRA. Parents will have the opportunity to inspect the survey created by a third party before the survey is administered or distributed to the student regardless of the funding source.

## **9. MISCELLANEOUS TERMS**

9.1 Nothing in this DSA shall constitute a partnership or joint venture between the Parties, nor authorize either Party to incur any liability on behalf of the other.

9.2 Approval to use the personally identifiable information from education records for this DSA or the HCP Agreement does not confer approval to use the data for another agreement. The personally identifiable information from education records may only be used for the activities described in this DSA or the HCP Agreement.

9.3 Neither College nor Good Reason Houston shall use the other Party's name, trademarks or other logos, or the names of any individuals involved in the DSA in any publication or public presentation without the prior written consent of such other Party.

9.3 No alteration, cancellation, variation or addition to this DSA shall be of any force or effect unless reduced to writing as an addendum to this DSA and signed by the Parties or their authorized signatories.

9.4 This document contains the entire DSA between the Parties, and neither Party shall be bound by any undertaking, representation or warranty not recorded herein or added hereto without the consent of the Parties.

9.5 None of the provisions of this DSA shall be considered waived by any Party unless such waiver is given in writing to the other Party. The failure of a Party to insist upon strict performance of any of the terms and conditions hereof, or failure to delay to exercise any rights provided herein or by law, shall not be deemed a waiver of any rights of any Party.

9.6 The headings appearing in this DSA have been used for reference purposes only and shall not affect the interpretation of this DSA.

9.7 If any clause or term of this DSA should be invalid, unenforceable, or illegal, then the remaining terms and provisions of this DSA shall be deemed to be severable there from and shall continue in full force and effect.

9.8 Neither Party shall assign, cede, or otherwise transfer any of its rights and obligations in terms of this DSA without the prior written consent of the other Party, whose consent may not be unreasonably withheld.

9.9 By signing below, each Party represents that they are authorized to execute this DSA and that each Party is bound to all terms of the DSA.

9.10 This DSA shall only become effective and legally binding on the Parties once it has been signed by the Parties.

9.11 No Party shall have the right to commit the other Party to any contractual, legal or financial liability, unless said Party has received the prior DSA from the other Party in writing.

9.12 The Parties understand and agree that nothing herein shall be interpreted as establishing any form of exclusive relationship between Good Reason Houston and College. The Parties further understand and agree that nothing herein shall be interpreted as precluding either Party from entering into DSAs similar to this DSA with third parties or from conducting educational, research, or other activities that may involve the same or similar subject matter as this DSA, the conduct of which is outside and independent of this DSA.

9.13 The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any aspects of this DSA because of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The Parties agree to abide by the standards of responsibility toward the disabled as specified by the Americans with Disabilities Act. In the event that either Party refuses to comply with this provision, this DSA may be canceled, terminated, or suspended in whole or in part by the other Party.

9.14 Each Party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this DSA.

9.15 Any dispute arising under this DSA shall be resolved in accordance with the laws of the State of Texas. Venue shall lie exclusively in Harris County, Texas.

9.16 The terms of this DSA may be modified only upon a prior written amendment DSA executed by all Parties to this DSA.

9.17 This DSA constitutes and contains the entire DSA between the Parties with respect to the subject matter hereof and supersedes any prior and contemporaneous oral or written DSAs between the Parties.

9.18 The Parties have caused this DSA to be executed by their duly authorized representatives. By signing this DSA, College and Good Reason Houston signify that each Party understands and will comply with the conditions stated above.

9.19 The failure to comply with the requirements of FERPA will subject the third party to all allowable penalties under state and federal law. In the event that College data is compromised and/or released to an unauthorized individual, Good Reason Houston must alert College's named contact person upon notification of the breach as soon as practical.

9.20 Good Reason Houston shall defend and hold College harmless from all claims, liabilities, damages, or judgments involving a third party, including College's costs and attorney fees, to the extent arising as a result of Good Reason Houston's failure to meet any of its obligations under this DSA. Good Reason Houston will have no liability for claims or damages arising out of College's own negligence or willful misconduct. Good Reason Houston's obligations under this paragraph are subject to College promptly notifying Good Reason Houston of the applicable claim, allowing Good Reason Houston the opportunity to control the defense and settlement thereof, and providing Good Reason Houston all reasonable assistance in the defense and settlement of such claim.

**Good Reason Houston**

**College**

By: \_\_\_\_\_  
Name: Alex Hales Elizondo  
Title: Chief Executive Officer  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT A: SCOPE OF DATA**

The following table outlines the scope and source of all data provided to Good Reason Houston either by College or on behalf of College under this DSA. This Exhibit may be amended if data requirements change. If the College or third-party provides additional data fields above and beyond the fields listed below, Good Reason Houston will reasonable attempt to remove the additional data from their data sets.

<b>DATA FIELDS</b>	<b>DATA SOURCE</b>
<b>College Data: Student Demographics</b>	
First Name Middle Name Last Name Student ID High School Graduation Year Date of Birth Entry Date Ethnicity Race Sex Free/Reduced Price Lunch	Data is sourced from the College SIS.
<b>DATA FIELDS</b>	<b>DATA SOURCE</b>
<b>College Data: Academic Progress and Outcomes</b>	
Diploma seeking student Retained a year in high school Length of enrollment Final GPA Class Rank Max SAT Score Max ACT Score Graduation Plan AP Classes Taken AP Exams Taken AP Performance TSI-A Reading Score TSI-A Writing Score TSI-A Math Score	Data is sourced from the College SIS
<b>College Data: Postsecondary Access</b>	
Dual-Credit Student Apply Texas Application Common Application FAFSA Status TASFA Status Total Grant or Scholarship Aid Received	Data is sourced from the College SIS.
<b>College Data: Postsecondary Enrollment and Success</b>	
Enrolled in Postsecondary Institution Postsecondary Institution Name Declared major/program of study Hours enrolled by semester	Data is sourced from National Student Clearinghouse and Higher Ed Institution



GPA, cumulatively, and by semester Retention, reenrollment rates, cumulatively, and by semester Type of certification (if applicable) earned Type of associate degree earned	
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**Action Item “XVII”**  
**Regular Board Meeting December 2, 2019**

**Consideration of Approval of Policy III.3003.A, Ethical Conduct & Conflicts of Interest**  
**- First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revised policy on Ethical Conduct and Conflicts of Interest. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered.

**BACKGROUND**

The purpose of this modification to the policy is to document compliance with a section of the current state budget document entitled Section 22 – Ethics Policy. This section has recently been interpreted by the Texas Higher Education Coordinating Board to apply to community colleges, and states that each state agency of higher education should have an ethics policy adopted by the Board that “shall include specific provisions regarding sexual harassment.”

The College’s existing policy Policy IV-B-3-b, Employee Harassment already contains the specific provisions required. This revision to Policy III.3003.A, Ethical Conduct and Conflicts of Interest will link the two policies.

Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to ‘sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy.’ Under that authority, the proposed edits to Policy III.3003.A, Ethical Conduct and Conflicts of Interest are temporarily effective as of November 19, 2019. Per Policy II.2001.A, to become permanent, these changes will follow the normal policy review process at the next regularly scheduled meeting of the Board.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on November 22, 2019. 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 February 3, 2020. No procedures are proposed to be edited at this time.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**Action Item “XVII”**  
**Regular Board Meeting December 2, 2019**

**Consideration of Approval of Policy III.3003.A, Ethical Conduct & Conflicts of Interest**  
**- First Reading (Informational Item)**

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 - Policy III.3003.A, Ethical Conduct and Conflicts of Interest (current policy)

Attachment 3 – Policy III.3003.A, Ethical Conduct and Conflicts of Interest (proposed policy  
– track changes)

Informational Items Only:

Attachment 4 – Policy IV-B-3-b, Employee Harassment

Attachment 5 – Policy II.2000.A, Policy and Procedure Development, Review, Revision, and  
Rescission

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Linda Torres	281-991-2612	linda.torres@sjcd.edu



## **Policies and Procedures Summary of Changes**

New Policy Number: **III.3003.A**

Proposed Policy Name: **Ethical Conduct and Conflicts of Interest**

Current Policy Number/Name: **III.3003.A Ethical Conduct and Conflicts of Interest**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **No change**

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Internal Audit

### Summary of Changes:

#### *Policy Changes*

Includes a statement that is already contained in Policy IV-B-3-b, Employee Harassment, that states “Trustees, administrators, faculty, staff and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination.”

Links the current Ethical Conduct policy to the current Employee Harassment policy.

#### *Procedure Changes*

None



**Policy III.3003.A, Ethical Conduct and Conflicts of Interest**

**Purpose**

The purpose of this policy is to provide trustees and employees with an understanding of ethical conduct and conflicts of interest.

**Policy**

Ethical conduct is more than bare compliance with the minimum requirements of the law. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as trustees and employees of San Jacinto College, we are stewards of the public trust. This policy statement sets forth the general ethical principles and standards that will apply to all trustees and employees of the College regardless of their rank or position. In the event of a conflict between this policy and any existing policy or procedure, this policy will take precedence.

**Definitions**

**Ethical conduct:** Honesty, transparency, personal accountability, and an appreciation that as trustees and employees, are stewards of the public trust

**Conflicts of interest:** When a College trustee and/or employee’s direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College

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 III.3003.A.a, Ethical Conduct and Conflicts of Interest

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Date of Board Approval	October 1, 2018
Effective Date	October 2, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Internal Audit

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**Policy III.3003.A, Ethical Conduct and Conflicts of Interest**

**Purpose**

The purpose of this policy is to provide trustees and employees with an understanding of ethical conduct and conflicts of interest.

**Policy**

Ethical conduct is more than bare compliance with the minimum requirements of the law. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as trustees and employees of San Jacinto College, we are stewards of the public trust. Trustees, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination as detailed in Policy IV-B-3-b: Employee Harassment. This policy statement sets forth the general ethical principles and standards that will apply to all trustees and employees of the College regardless of their rank or position. In the event of a conflict between this policy and any existing policy or procedure, this policy will take precedence.

**Definitions**

**Ethical conduct:** Honesty, transparency, personal accountability, and an appreciation that as trustees and employees, are stewards of the public trust

**Conflicts of interest:** When a College trustee and/or employee’s direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College

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 III.3003.A.a, Ethical Conduct and Conflicts of Interest

Date of Board Approval	October 1, 2018 <u>The inserted clarification is effective on a temporary basis as of November 19, 2019 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 normal policy review process at the next regularly scheduled meeting of the Board.</u>
Effective Date	<del>October 2</del> <u>November 19</u> , 201 <u>9</u> <del>8</del>
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Internal Audit



## **Policy IV-B-3-b: Employee Harassment**

### **1. INTRODUCTION**

It is the policy of the San Jacinto College to provide an educational, employment, and business environment free of discrimination based on protected status: 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. Trustees, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination.

Each leader has the responsibility to maintain a workplace free of discrimination and harassment. The College will promptly investigate all allegations of discrimination and harassment and take appropriate disciplinary action, including dismissal, against employees who engage in unlawful harassment.

Exclusion: This policy does not apply to students. Students who wish to file discrimination or harassment complaint must use procedures identified in Board Policy IV-B-3a, Student Harassment.

### **2. POLICY**

It is a violation of this Policy to discriminate regarding employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, due to the employee's protected status.

Citizenship status discrimination does not violate this policy when such discrimination is required to comply with a statute, regulation, executive order, or federal government contract.

Discrimination and harassment are prohibited by numerous federal and state laws, including Title VII of the Civil Rights Act 1964; the Age Discrimination in Employment Act of 1975; the Americans with Disabilities Act of 1990; and the Texas Labor Code. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Prohibited discrimination and harassment includes, but is not limited to, conduct based on a protected characteristic that:

1. Creates an intimidating or offensive work environment;
2. Unreasonably interferes with an individual's work or academic performance;
3. Otherwise adversely affects an individual's employment opportunities.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature, and unwelcome physical contact or touching of a sexual nature. Sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex. A violation of this policy occurs when:

1. Submission to such conduct is explicitly or implicitly made a term or condition of employment;
2. Submission to or rejection of such conduct is used as a basis for personnel that affect the individual who has been subjected to sexual advances; and/or
3. Such conduct has the effect of interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

### **DISPUTE RESOLUTION AND COMPLAINT PROCESS**

Any employee alleging discrimination or harassment in violation of this policy is encouraged to seek resolution of his/her complaint. The College administration shall prepare and disseminate a procedure for investigating complaints about discrimination and harassment. This procedure shall be available to employees on the College's web site.

### **RETALIATION IS PROHIBITED**

Employees have a legal right to file charges of harassment and to participate as witnesses in an investigation of such a charge. Retaliation against complainants and witnesses is strictly forbidden.

Attachment 4 – Informational item

“Retaliation” is conduct or decisions that a reasonable employee would view as materially adverse and whose purpose or effect is to discourage employees from exercising their rights under this policy or under the law. The protection against retaliation applies to all good-faith complaints, even if the complaints ultimately are not sustained.

COMPLAINTS AGAINST DISTRICT OFFICIALS AND BOARD MEMBERS

Charges of harassment and discrimination against the Vice Chancellor of Human Resources shall be filed directly with the Chancellor. Charges against the Chancellor or any board member shall be filed with the Board Chairman. Charges against the Chairman shall be filed with the Vice Chairman. The official receiving the charge shall take appropriate, prompt action to ensure that the complaint is investigated including, as appropriate, hiring an external investigator.

<b>Policy #:</b>	<b>IV-B-3-b</b>
<b>Policy Name:</b>	<b>Employee Harassment</b>
<b>Pages:</b>	<b>3</b>
<b>Adopted Date:</b>	<b>March 5, 1984</b>
<b>Revision/Reviewed Date:</b>	<b>Revised February 3, 1992; Revised June 14, 2004; Revised February 7, 2011; and December 15, 2014</b>
<b>Effective Date:</b>	<b>March 5, 1984, February 3, 1992; June 14, 2004; February 7, 2011 and December 16, 2014</b>
<b>Associated Procedure:</b>	<b><a href="#">1-2</a></b>



## **Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission**

### **Purpose**

This policy describes the process of policy and procedure development, review, revision, and rescission at San Jacinto College.

### **Policy**

The *San Jacinto Community College District Policy Manual* is the official repository of College policies that govern the operations of San Jacinto College. Board policy establishes a general statement of rule that provides direction to the College community regarding conduct of College affairs. The Board reviews and approves changes to College policy prior to implementation. The policy approval requires a first reading for informational purposes and a second reading for the Board to take action on the policy recommendation. The only exceptions would be for policy changes related to grammar and punctuation, and/or College position title changes with no significant changes in roles and responsibilities.

The Board of Trustees delegates authority to and requires the Chancellor through his/her designees to manage procedures that implement College policies. The Board of Trustees approves all policies but does not approve procedures or practices. Procedures require the approval of the Strategic Leadership Team (SLT).

The College procedures for managing policy shall provide a method by which employees or students may request changes to College policies and shall provide an opportunity to comment on prospective changes prior to final approval by the Board of Trustees.

All policies and related procedures shall be maintained and published in the *San Jacinto Community College District Policy Manual* on the College's website.

Each policy will include the following elements: policy number, policy title, purpose, policy statement, definitions, associated procedure, date of Board approval, effective date, primary and secondary owners, and other information included in the approved template appropriate to the policy.

Each procedure will include the following elements: procedure number, procedure title, reference to the related Board approved policy, procedure statement, definitions, date of SLT approval, effective date, primary and secondary owner, and other information included in the template appropriate to the procedure.

The *San Jacinto Community College District Policy Manual* expressly excludes College practices. College practices are the operational steps conducted within specific functional areas of the College to operate the College in a manner that adheres to policy and procedure. Practices are not approved by the Board.

No elements contained within the policies of the *San Jacinto Community College District Policy Manual* establish an expressed or implied employment contract or an offer to contract with any individual or external entity. Wording contained within the *San Jacinto Community College District Policy Manual* neither changes the employment-at-will status of any employee nor creates any additional rights, remedies, or expectations of continued employment.

## **Definitions**

**Policy:** a statement by the Board requiring and/or authorizing action used to guide and determine present and future decisions.

**Procedure:** a statement that provides specific actions that must be taken to implement and to conform to a policy. Procedures are developed and recommended by designated College employees and approved by the Strategic Leadership Team (SLT) to implement and to comply with policy.

**Practice:** an operational process conducted within a specific functional area of the College; practice may be defined in operational manuals, forms, methods, process documents, or in some cases, through verbal communication.

## **Authority**

The Board of Trustees is authorized by the State of Texas to govern San Jacinto College through the Texas State Constitution and Texas Education Code Chapter 130. College policy functions within the context of and is subject to compliance with laws, statutes, and regulations executed at federal, state, and local levels. The Board delegates authority to the Chancellor to develop policies for the Board's consideration at its request or on the Chancellor's initiative and delegates to the Chancellor the authority to develop, adopt, and implement procedures. To the extent that any policy is inconsistent with state or federal law, the state or federal law shall prevail.

## **Applicability**

Each College policy applies to all employees, students, contractors, and visitors to the College, unless stated otherwise by the policy.

## **Sanctions**

Sanctions for violating a policy, unless stated otherwise by the policy, will be commensurate with the severity and/or frequency of the violation and will be administered according to human resources and student disciplinary policy or other applicable policy.

## **Exclusions**

The Chancellor has the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy. The Board shall review any temporary exclusions at the next regularly scheduled meeting of the Board. To become permanent, any changes made under this exclusion shall begin the policy review process defined by procedure at the next regularly scheduled meeting of the Board.

## **Interpretation**

The authority to interpret this policy and all policies resides with the Board of Trustees. The Board delegates the day-to-day interpretation of policy to the Chancellor or his/her designee.

## **Associated Procedures**

Procedure II.2000.A.a, Policy and Procedure Development, Review, Revision, and Rescission

Attachment 5 – Informational Item

Date of Board Approval	April 10, 2017
Effective Date	April 11, 2017
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor & President



**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
December 2, 2019**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

Purchase Request #1		
Contract for Campus-Wide Monument Sign Replacement (pgs. 2-3)	\$	248,000
Purchase Request #2		
Contract for South Campus Welcome Center Interior Renovation (pgs. 4-5)		466,000
Purchase Request #3		
Renew Contract for Elevator Maintenance Services (pgs. 6-7)		<u>250,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$</b>	<b><u><u>964,000</u></u></b>

**Purchase Request #1**  
**Regular Board Meeting December 2, 2019**

**Consideration of Approval to Contract for Campus-Wide Monument Sign Replacement**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Unity Signs for the replacement of four (4) monument signs – two (2) at the Central Campus, one (1) at the South Campus and one (1) at the North Campus.

**BACKGROUND**

Detailed project plans and specifications were developed by Collaborate Arch, LLC and were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method. This process was conducted in accordance with Section 44.031 of the Texas Education Code and the Texas Government Code, Section 2269.151.

A request for Competitive Sealed Proposals, Project Number 20-07, was issued to procure services for this project. Six (6) responses were received and evaluated by a team comprised of representatives from Facilities Services and Collaborate Arch, LLC. The highest ranked firm, which was also the firm with the lowest price, is Unity Signs and was determined to provide the best overall value to the College.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to move forward with the replacement of the monument signs located at the main entrance(s) of each campuses.

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

The estimated not to exceed cost for this project is \$248,000, including contingency. This expenditures will be funded from the Facilities Services 2019-2020 operational budget.

**MONITORING AND REPORTING TIMELINE**

Construction of this project will require approximately four (4) months following approval to proceed and will be monitored by the College's Facilities Services personnel.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Josh Johnson	281-998-6120	josh.johnson@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu
Karen Irving	281-998-6378	karen.irving@sjcd.edu

Project Monument Sign Replacement  
 Project # CSP 20-07  
 Number of Evaluators: 5

Criteria	Qualification Criteria	Total Points Available	Unity Signs (Unity Signs Systems)	Frost Construction Company, Inc.	O'Donnell Snider	Millennium Projects Solutions, Inc.	Digg Commercial	<sup>1</sup> Monument Warehouse LLC
Proposed Amount	Base Price	200	200.00	151.39	134.18	99.54	84.12	n/a
Section 1	General: Staffing Approach, Management Plan, Schedule, Current Workload, etc.	100	84.50	87.75	93.00	89.25	30.00	n/a
Section 2	History	50	46.50	40.00	40.50	49.00	29.00	n/a
Section 3	Safety	50	47.50	32.50	45.00	44.25	3.00	n/a
Section 4	Surety Letter	50	0.00	50.00	50.00	50.00	50.00	n/a
Section 5	References	50	44.20	32.70	42.50	46.00	23.70	n/a
Total		500	422.70	394.34	405.18	378.04	219.82	n/a

Notes:

1 - Non-responsive. Supplier did not bid per the specifications provided

Final Ranking		
Vendor Name	Total Score	Price
Unity Signs	422.70	\$ 207,786.00
O'Donnell Snider	405.18	\$ 309,708.00
Frost Construction Company, Inc.	394.34	\$ 274,500.00
Millennium Projects Solutions, Inc	378.04	\$ 417,506.00
Digg Commercial	219.82	\$ 494,000.00

**Purchase Request #2  
Regular Board Meeting December 2, 2019  
Consideration of Approval to Contract for  
South Campus Welcome Center Interior Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Construction Masters of Houston, Inc. (Construction Masters) to renovate the South Campus Welcome Center.

**BACKGROUND**

The South Campus Welcome Center was completed as part of the 2008 Bond Program and was occupied in 2012. The building houses a variety of critical student support services including testing, financial aid, admissions and career counselling services. Since original occupancy, a disproportionate level of maintenance has been required to keep the movable glass walls within the building operational. Additionally, a high level of echo and negative acoustic properties have been observed in the building's interior. These negative acoustics create a considerable amount of distraction for students and employees. The proposed renovation will provide for removal of the movable glass walls, reconfiguration of offices and work stations, and installation of acoustic treatment materials.

In November 2018, the Board authorized the Job Order Contracting (JOC) delivery method for the South Campus Welcome Center interior renovation. In February 2019, the College issued a formal request for quote, SJC Quote 19-31, from firms who already held a competitively awarded JOC contract. Two responses were received, and Construction Masters was determined to provide the best value to the College. In October 2019, Construction Masters confirmed their proposal was still valid.

Construction Masters has a contract through the Choice Partners cooperative contracts program to provide JOC construction services under Contract Number 15/041JN-04. This complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and Section 2267.401 of the Texas Government Code, and is permitted through Section 791.001 of the Texas Government Code.

**IMPACT OF THIS ACTION**

Approval of this request will authorize a contract with Construction Masters to complete the necessary interior renovations on the first floor of the South Campus Welcome Center. The renovation will provide for removal of the movable glass walls and improve the acoustic environment throughout the first-floor common space.

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

The estimated cost of construction work for this project will not exceed \$466,000. This work will be funded from 2008 Bond Program contingency funds.

**MONITORING AND REPORTING TIMELINE**

**Purchase Request #2  
Regular Board Meeting December 2, 2019  
Consideration of Approval to Contract for  
South Campus Welcome Center Interior Renovation**

The construction phase of this project will require one hundred twenty (120) days to complete after notice to proceed. The College's Facilities Services personnel will monitor this project.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bill Dowell	281-998-6343	william.dowell@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu
Karen Irving	281-998-6378	karen.irving@sjcd.edu

**Purchase Request #3**  
**Regular Board Meeting December 2, 2019**

**Consideration of Approval to Renew the Elevator Maintenance Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

The College maintains fifty-one (51) elevators, which are in service throughout all the campuses which must comply with regulatory and accessibility requirements. The service includes compliance with regulatory codes, periodic condition inspection, routine preventive and corrective maintenance as well as occasional modernization upgrades.

Elevator Transportation Services, Inc. has a contract through the Region 5 ESC cooperative contracts program to provide these services, Contract Number 20171201, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

These services are imperative in order to ensure compliance with state and local requirements for certification, safety, and serviceability of existing and future elevator systems across the College which service the students, faculty and staff.

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

The estimated annual expenditure for maintenance and repair services is \$250,000. This expenditure will be funded from the Facilities Services department's 2019-2020 operating budget.

**MONITORING AND REPORTING TIMELINE**

The contract was initially awarded on March 5, 2019 for eleven (11) months. The new term will be February 1, 2020 through January 31, 2022 with the option to renew for two (2) additional one-year terms.

**ATTACHMENTS**

None

**Purchase Request #3**  
**Regular Board Meeting December 2, 2019**  
**Consideration of Approval to Renew the Elevator Maintenance Services**

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
John Maslonka	281-542-2029	john.maslonka@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Item "A"**  
**Regular Board Meeting December 2, 2019**  
**Approval of the Minutes for the November 4, 2019**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the November 4, 2019, Board Workshop and Regular Board Meeting.



**San Jacinto College District Board Workshop  
November 4, 2019  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson <b>Absent:</b> Keith Sinor <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Mandi Reiland, Laurel Williamson, and Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:55 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor (absent), Dr. Ruede Wheeler, 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>	It was determined that there were no legal or personnel matters to discuss during this executive session.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	The meeting did not adjourn to closed session so there was no need to reconvene.
<b>V.</b>	<b>Notification of Closure of Engineering Design Graphics Program at Central Campus and Consolidation</b>	Laurel Williamson provided an overview of the notification of closure of the Engineering Design Graphics Program at Central Campus and consolidation of the program at the South Campus. She explained that the enrollment has been struggling in these programs, specifically at Central and South. With the opening of the

	<p><b>of Program at South Campus</b></p>	<p>new engineering building next year at South, it has been determined to combine the two programs and house them at the South Campus. This requires an official closing of the program at Central Campus due to the different FICE codes at each campus. Some of the entry level design graphics courses will still be offered at Central.</p>
<p><b>VI.</b></p>	<p><b>Review Policy and Procedure on Sustainable Energy Management</b></p>	<p>Teri Zamora explained that Texas Administrative Code (TAC) requires an institution of higher education to prepare an Energy and Water Management Plan. TAC requires the plan be prepared in accordance with guidelines established by the State Energy Conservation Office (SECO). The plan must be updated and submitted annually to SECO, and the institution of higher education must implement cost effective utility conservation elements of its plan.</p> <p>She clarified that the College has a plan but has lacked a policy in this area. The elements of the proposed policy are to meet or exceed the requirements of State and local law and demonstrate ongoing improvement in reducing energy waste. The proposed procedure details the process to accomplish the main goals of the policy and includes a commitment to provide indoor environmental conditions suitable for 95% of occupants. She added that an Energy Management Council was approved in October 2019 by the Strategic Leadership Team.</p> <p>Teri explained that the College initiated and completed a Preliminary Energy Assessment (PEA) under the State Energy Conservation Office’s (SECO) “Local Governments Energy Program.” The auditor estimated that as much as \$681,000 could be saved annually if all recommended projects were implemented, but the cost of implementation was \$5.8 million.</p> <p>Teri noted that the current energy bill for the College is approximately \$3.3 million. Teri also noted several accomplishments related to energy management. She explained that future projects will include energy related items funded by savings in the FY2020 budget generated by lower rates on new electric contract.</p> <p>Members discussed this item further.</p>

		Brenda Hellyer explained that this proposed policy and procedure were sent to the College community for feedback. The policy is on the agenda as a first reading and will be brought forward in December for second reading and a vote.
<b>VII.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar with the Board. She also reviewed the plan for the Veteran’s Day celebrations to be held at each campus.
<b>VIII.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Erica Davis Rouse asked if the DDC upgrade item in the purchasing package is part of the energy management item discussed earlier in the workshop. Teri replied that it is part of that.</p> <p>Larry Wilson asked for clarification on the residency policy and procedure that were included in the Board book for first reading in regards to in-district tuition for students who do not reside in district but own property in district. Brenda confirmed that this is correct.</p> <p>Erica asked for an update on the new tuition model. Brenda and Teri explained that it is going well, and a more detailed update could be given.</p> <p>Erica asked about the amount for temporary personnel services. Brenda explained that the Board is being asked to approve a maximum spend amount. This is not necessarily what will be spent. Teri added that this is primarily used on IT needs and to backfill open positions.</p>
<b>IX.</b>	<b>Adjournment</b>	Workshop adjourned at 6:30 p.m.

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

**November 4, 2019**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, November 4, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

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

**Absent:** Keith Sinor, Secretary

**Chancellor:** Brenda Hellyer

**Others Present:**

Joshua Banks	Brenda Jones	Van Wigginton
Dean Barnes	Bryan Jones	Laurel Williamson
Rhonda Bell	April Kearns	Teri Zamora
Lee Benjamins	Ruth Keenan	
Michelle Callaway	Tami Kelly	
Pam Campbell	Ann Kokx-Templet	
Teri Crawford	DeRhonda McWaine	
Suzanne DeBlanc	Kevin Morris	
Jose DeJesus-Gil	Alexander Okwonna	
Kim DeLauro	Tomoko Olson	
William E. Dickerson	Ros Parker	
Destry Dokes	Bill Raffetto	
Chris Duke	JR Ragaisis	
Teddy Farias	Sandra Ramirez	
Robb Flynn	Shelley Rinehart	
Scott Gernander	Martha Robertson	
George González	Shawn Silman	
Jim Griffin	Debbie Smith	
Scott Hairston	Danny Snooks	
Allatia Harris	Rob Stanicic	
Rosie Helms	John Stauffer	
Clare Iannelli	Janice Sullivan	
Mini Izaguirre	Andrea Vasquez	
Sallie Kay Janes	Debbie Westmoreland	

<b>Call the Meeting to order:</b>	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:00 p.m.
<b>Roll Call of Board Members:</b>	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor (absent) Dr. Ruede Wheeler Larry Wilson
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Dr. Bill Raffetto. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.
<b>Special Announcements, Recognitions, Introductions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Teri Crawford recognized the Monument Award recipients for the Courseleaf Catalog Project Team. Dr. Laurel Williamson recognized the Monument Award recipients for the Perkins Grant Workgroup.</li> <li>2. Ruth Keenan recognized the Houston Livestock Show &amp; Rodeo for contributions to the San Jacinto College Foundation and Student Scholarships.</li> <li>3. Erica Davis Rouse, Dan Mims, and Larry Wilson provided an update on the recent ACCT Leadership Congress.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. George González presented an overview of High School Capture Rates. Dr. Pam Campbell and Joanna Zimmermann presented a context overview on high school outreach and recruitment efforts.</li> </ol>
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A thank you was sent to the Board from Kevin Pinegar for the plant sent in memory of his mother.</li> <li>2. November Opportunity News</li> </ol>
<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	There were no citizens desiring to be before the Board of Trustees.
<b>Informative Reports:</b>	<p>Chair Marie Flickinger indicated such reports were in the Board documents and online.</p> <ol style="list-style-type: none"> <li>A. San Jacinto College Financial Statements</li> <li>B. San Jacinto College Foundation Financial Statements</li> <li>C. Capital Improvement Program</li> <li>D. San Jacinto College Building Committee Minutes</li> </ol>

- Motion 10001**  
**Consideration of**  
**Approval of**  
**Amendment to**  
**the 2019-2020**  
**Budget for**  
**Restricted**  
**Revenue and**  
**Expenses**  
**Relating to**  
**Federal and**  
**State Grants**
- Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson  
**Nays:** None
- Motion 10002**  
**Consideration of**  
**Approval of**  
**Sheldon ISD T-**  
**STEM Academy**  
**Memorandum of**  
**Understanding**
- Motion was made by Dan Mims, seconded by Erica Davis Rouse, for approval of Sheldon ISD T-STEM Academy Memorandum of Understanding.
- Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson  
**Nays:** None
- Consideration of**  
**Approval of**  
**Policy #,**  
**Sustainable**  
**Energy**  
**Management –**  
**First Reading**  
**(Informational**  
**Item)**
- Informational item on Policy # Sustainable Energy Management – First Reading.
- No vote required.**
- Consideration of**  
**Approval of**  
**Policy #, Tuition**  
**and Related**  
**Items – First**  
**Reading**  
**(Informational**  
**Item)**
- Informational item on Policy #, Tuition and Related Items – First Reading.
- No vote required.**
- Consideration of**  
**Approval of**  
**Policy #,**  
**Resident Status**  
**– First Reading**  
**(Informational**  
**Item)**
- Informational item on Policy #, Resident Status – First Reading.
- No vote required.**

**Motion 10003  
Consideration of  
Purchasing  
Requests**

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

Purchase Request #1 Method of Procurement for Maritime Expansion	\$ -
Purchase Request #2 Purchase Modular Fire Trainer	310,000
Purchase Request #3 Method of Procurement for CPET Extended Site Development	-
Purchase Request #4 Contract for Direct Digital Controls Network Upgrades, Package IV	246,221
Purchase Request #5 Purchase Laundry Equipment for North and South Cosmetology Centers	128,500
Purchase Request #6 Renew Contracts for Temporary Personnel Services	2,000,000
Purchase Request #7 Renew Contracts for Promotional Items	300,000
Purchase Request #8 Renew Contracts for Printing Collaterals	235,000
Purchase Request #9 Additional Funds for Carpet and Flooring Services	250,000
Purchase Request #10 Approval of GMP for Central Campus Davison Renovation	<u>9,906,083</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$13,375,804</b>

**Motion Carried.**

**Yeas:** Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson

**Nays:** None

**Motion 10004  
Consent Agenda**

Motion was made by John Moon, Jr., seconded by Dr Ruede Wheeler, to approve the consent agenda.

- A. Approval of the Minutes for the October 7, 2019 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers

- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2019 Educational Advancement Incentives, and 2019-2020 Part-Time Hourly Rate Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

**Motion Carried.**

**Yeas:** Davis Rouse, Mims, Moon, Jr., Wheeler, Wilson

**Nays:** None

**Items for  
Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:** Meeting Adjourned at 8:00 p.m.



## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for 2019-2020 which have been made in accordance with State accounting procedures.

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The December 2, 2019 Board Meeting  
 Budget Transfers Related to Fiscal Year 2019-2020

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 8,473	\$ 300
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 9,034	\$ 8,343
STUDENT SERVICES	\$ -	\$ -
INSTITUTIONAL SUPPORT	\$ 643	\$ 9,507
PHYSICAL PLANT	\$ -	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 18,150	\$ 18,150

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

**RECOMMENDATION**

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

**South Campus**

Department

Pharmacy Technician Program

Affiliation Entity

Pharmacy Management Services

**North Campus**

Department

Medical Assisting Program

Affiliation Entity

Sheldon ISD

Medical Assisting Program

Crosby ISD

Nursing Program

Texas Elite

Health Information Management

Berkeley Eye Institute

Health Information Management

Gulf Coast Endodontics

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

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Laurel Williamson

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**Item "E"**  
**Regular Board Meeting December 2, 2019**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, February 3, 2020.