

***Board of Trustees
Meeting***

August 8, 2022

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:45 p.m., Monday, August 8, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:

www.sanjac.edu/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Discuss Board Self-Evaluation Process**
- VI. Review Status of Mascot Selection Process**
- VII. Review of Fiscal Year 2023 Budget**
- VIII. Review Handouts for Aspen Institute Visit**
- IX. Complete Conflict of Interest Forms**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**
 - a. Additional Purchasing Support Documents
- XII. Adjournment**

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, August 4, 2022, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board Meeting at 7:00 p.m. on Monday, August 8, 2022, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

The live-stream of this meeting can be accessed as follows:

www.sanjac.edu/board-meeting-videos

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

www.sanjac.edu/board-meeting-agendas

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

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

The form must be completed prior to 11:00 a.m. on August 8, 2022. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the “Public Comment” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Moment of Silence, Invocation, and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**

Recognition of the Cosmetology Students for the SkillsUSA National Competition	Aaron Knight Alexander Okwonna
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Recognition of the Students for the Phi Beta Lambda National Competition	Aaron Knight Van Wigginton
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Introduction of New Police Chief Sabrina Naulings	Teri Zamora
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Presentation of Life Saving Award to Police Sergeant David Gardner Teri Zamora

Introduction of New Foundation Executive Director Robert Cage Teri Crawford

V. Communications to the Board of Trustees

VI. Public Comment

VII. Informative Reports to the Board

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements June 2022
 - b. San Jacinto College Financial Statements May 2022
 - c. San Jacinto College Monthly Investment Report June 2022
 - d. San Jacinto College Monthly Investment Report May 2022
 - e. San Jacinto College Quarterly Investment Report March-May 2022
- B. San Jacinto College Foundation Financial Statements
 - a. June 2022
 - b. May 2022
- C. Capital Improvement Program

ACTION ITEMS

- VIII. Consideration of Approval of Annual Review of the College's Investment Policy and Strategy – Second Reading**
- IX. Consideration of Approval of the 2022-2023 Annual Priorities**
- X. Consideration of Approval of Proposed Budget for 2022-2023**
- XI. Consideration of Recommendation to Adopt a Tax Rate that is not in Excess of the Voter-Approval Tax Rate**
- XII. Consideration of a Resolution to Adopt the Prevailing Wage Scale**
- XIII. Consideration of Approval of the Awarding of a Posthumous Degree**
- XIV. Consideration of Approval of Memorandum of Understanding with Beta Academy for Dual Credit**
- XV. Consideration of Approval of Memorandum of Understanding with Richard Milburn Academy for Dual Credit**
- XVI. Consideration of Approval of Memorandum of Understanding with Humble ISD for Dual Credit**
- XVII. Consideration of Approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- XVIII. Consideration of Approval of the 2023 Board of Trustees Regularly Scheduled Meeting Dates**

XIX. Consideration of Approval of Part-Time Rate Changes, Stipend and Market Premium Changes, and Reauthorization of the Full-time Salary Schedules for 2022-2023

XX. Consideration of Approval of Policy #, Records Management – First Reading (Informational Item)

PURCHASING REQUESTS

XXI. Consideration of Purchasing Requests

CONSENT AGENDA

XXII. 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 June 6, 2022, Workshop and Regular Board Meeting

B. Approval of the Budget Transfers

C. Approval of Personnel Recommendations, Extra Service Agreements, and 2022-2023 Professional Contract Recommendations

D. Approval of the Affiliation Agreements

E. Approval of the Next Regularly Scheduled Meeting

XXIII. Items for Discussion/Possible Action

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

XXIV. Adjournment

Closed Session Authority

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
June 2022

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

<u>Assets</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and cash equivalents	\$ 83,152,736	\$ 96,076,945
Investments	9,977,947	-
Accounts receivable - taxes	5,037,790	4,476,059
Accounts receivable	25,369,528	18,218,656
Deferred charges	3,766,983	2,864,646
Inventories	550,602	366,250
Total current assets	<u>127,855,586</u>	<u>122,002,556</u>
Noncurrent assets:		
Restricted cash and cash equivalents	108,196,760	121,901,268
Capital assets, net	725,919,066	689,559,267
Total noncurrent assets	<u>834,115,827</u>	<u>811,460,535</u>
Total assets	<u>961,971,412</u>	<u>933,463,091</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	16,771,450	20,383,403
Deferred outflow related to OPEB	22,616,854	17,632,637
Deferred outflow related to defeased debt	5,668,010	6,687,864
Total deferred outflows of resources	<u>45,056,314</u>	<u>44,703,904</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	13,297,231	17,761,359
Accrued liabilities	9,175,289	8,039,587
Accrued compensable absences and deferred compensation	2,399,843	2,741,917
Deferred revenues	13,530,083	12,199,809
Total current liabilities	<u>38,402,445</u>	<u>40,742,672</u>
Noncurrent liabilities:		
Net pension liability	46,145,705	45,813,261
Net OPEB liability	103,762,700	107,182,217
Bonds and notes payable	669,811,500	639,093,415
Total noncurrent liabilities	<u>819,719,905</u>	<u>792,088,893</u>
Total liabilities	<u>858,122,350</u>	<u>832,831,565</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	7,609,539	9,070,812
Deferred inflows related to OPEB	29,602,310	26,740,139
Total deferred inflows of resources	<u>37,211,849</u>	<u>35,810,951</u>
<u>Net assets</u>		
Beginning of year - audited	84,506,750	80,169,233
Current year addition	27,186,777	29,355,246
Total net position	<u>\$ 111,693,527</u>	<u>\$ 109,524,479</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

11 Unrestricted Funds

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 41,307,654	\$ 33,459,201	81.00	\$ 34,094,671	81.00
Local Taxes - Maintenance & Operations	73,800,000	73,068,525	99.01	72,428,050	99.64
Credit Tuition	62,500,000	58,310,332	93.30	59,983,191	99.84
Credit Exemptions & Waivers	(9,160,000)	(7,870,069)	85.92	(8,590,125)	99.94
Continuing Education					
CPET	480,000	258,950	53.95	205,437	78.37
Maritime Transportation	1,300,000	1,244,148	95.70	1,007,296	86.13
Continuing Professional Development (CPD)	5,925,000	4,120,348	69.54	4,375,494	85.63
Continuing Education Exemptions & Waivers	(154,100)	(39,925)	25.91	(102,679)	101.37
Bad Debt	(1,400,000)	(583,962)	41.71	(1,425,000)	212.53
Sales & Services	1,625,000	2,323,336	142.97	1,446,630	81.82
Insurance Proceeds - Winter Storm	-	40,946	0.00	955,626	-
Investment Income	250,000	256,148	102.46	98,099	92.06
HEERF Transfers	8,250,000	8,463,015	102.58	-	-
Total	<u>184,723,554</u>	<u>173,050,992</u>	<u>93.68</u>	<u>164,476,690</u>	<u>94.58</u>
EXPENDITURES:					
Instruction	73,379,027	65,538,699	89.32	59,640,402	88.52
Public Service	23,548	19,778	83.99	5,168,911	79.80
Academic Support	16,733,514	12,316,560	73.60	10,892,039	83.97
Student Services	16,960,206	12,302,574	72.54	12,283,874	82.02
Institutional Support	49,971,549	35,825,649	71.69	33,359,915	81.81
Physical Plant	23,921,785	16,250,409	67.93	13,081,197	75.42
Winter Storm	-	40,946	-	955,626	20.69
Total	<u>180,989,629</u>	<u>142,294,615</u>	<u>78.62</u>	<u>135,381,964</u>	<u>82.28</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,925	2,522,739	67.56	2,457,129	71.74
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 28,233,638</u>		<u>\$ 26,637,597</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

Federal Restricted Funds

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
REVENUES:					
Grants	\$ 112,142,597	\$ 78,579,420	70.07	\$ 41,506,484	69.34
Total	<u>112,142,597</u>	<u>78,579,420</u>	<u>70.07</u>	<u>41,506,484</u>	<u>69.34</u>
EXPENDITURES:					
Instruction	678,356	605,998	89.33	383,583	86.31
Public Service	401,017	153,961	38.39	200,190	87.45
Academic Support	9,499,822	3,807,527	40.08	3,625,986	77.30
Student Services	4,946,246	1,915,229	38.72	151,489	26.87
Institutional Support	35,200,874	16,098,308	45.73	1,141,203	34.77
Physical Plant	965,337	-	-	-	-
Scholarships and Fellowships	60,450,944	55,998,396	92.63	36,004,033	71.05
Total	<u>112,142,597</u>	<u>78,579,420</u>	<u>70.07</u>	<u>41,506,484</u>	<u>69.31</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(300,000)	0.71
Transfers Out	-	-	-	300,000	0.71
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 Ten Months Ended June 30, 2022

State Restricted Funds	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
REVENUES:					
State Paid Benefits	\$ 11,862,735	9,774,154	82.39	\$ 9,851,387	83.27
Grants	4,452,199	2,406,907	54.06	1,712,948	72.18
Total	<u>16,314,934</u>	<u>\$ 12,181,061</u>	<u>74.66</u>	<u>11,564,335</u>	<u>81.41</u>
EXPENDITURES:					
Instruction	7,017,041	5,262,882	75.00	5,136,815	84.05
Public Service	24,478	23,491	95.97	294,753	82.39
Academic Support	1,603,141	1,145,815	71.47	962,376	69.23
Student Services	1,460,537	1,464,180	100.25	1,482,310	82.36
Institutional Support	3,127,825	2,120,929	67.81	2,053,162	82.12
Physical Plant	10,796	-	-	-	-
Scholarships and Fellowships	3,071,117	2,163,764	70.46	1,636,573	80.74
Total	<u>16,314,934</u>	<u>12,181,061</u>	<u>74.66</u>	<u>11,565,989</u>	<u>81.53</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ (1,654)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

Local Restricted Funds	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
REVENUES:					
Grants	\$ 7,924,461	\$ 3,284,616	41.45	\$ 1,570,466	47.47
Total	<u>7,924,461</u>	<u>3,284,616</u>	<u>41.45</u>	<u>1,570,466</u>	<u>47.47</u>
EXPENDITURES:					
Instruction	91,383	87,959	96.25	-	-
Public Service	205,089	151,647	73.94	134,604	84.84
Academic Support	496,897	386,371	77.76	331,809	88.09
Student Services	62,924	22,226	35.32	11,668	93.51
Institutional Support	25,897	10,863	41.95	4,378	12.84
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	7,258,772	2,787,417	38.40	1,199,046	45.01
Total	<u>8,390,961</u>	<u>3,446,483</u>	<u>41.07</u>	<u>1,681,505</u>	<u>51.80</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(466,500)	(163,839)	35.12	(129,479)	84.47
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 1,972</u>		<u>\$ 18,440</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

27 Texas Public Education Grant				
	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021 % of 8/31/21 Actual
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
REVENUES:				
Tuition - Credit & Non Credit	\$ 2,900,000	\$ 2,821,229	97.28	\$ 2,859,331 99.09
Total	<u>2,900,000</u>	<u>2,821,229</u>	<u>97.28</u>	<u>2,859,331</u> <u>99.09</u>
EXPENDITURES:				
Scholarships and Fellowships	<u>2,900,000</u>	<u>3,269,471</u>	<u>112.74</u>	<u>3,118,183</u> <u>98.83</u>
Total	<u>2,900,000</u>	<u>3,269,471</u>	<u>112.74</u>	<u>3,118,183</u> <u>98.83</u>
TRANSFERS AMONG FUNDS:				
Transfers In	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (448,242)</u>		<u>\$ (258,852)</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

28 Private Gifts and Donations

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
REVENUES:					
Sales & Services	\$ -	\$ 25,955	-	\$ 25,284	100.00
Total	-	25,955	-	25,284	100.00
EXPENDITURES:					
Instruction	-	26,313	-	16,775	63.30
Scholarships and Fellowships	-	-	-	-	-
Total	-	26,313	-	16,775	63.30
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (358)</u>		<u>\$ 8,509</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

Auxiliary Enterprises	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
REVENUES:					
Auxiliary Services	\$ 2,865,500	\$ 2,097,020	73.18	\$ 1,521,492	75.41
Total	<u>2,865,500</u>	<u>2,097,020</u>	<u>73.18</u>	<u>1,521,492</u>	<u>75.41</u>
EXPENDITURES:					
Labor	470,720	458,894	97.49	148,952	72.36
Benefits	93,263	94,864	101.72	283,309	493.24
Supplies	572,050	385,275	67.35	88,650	68.77
Travel	243,529	238,503	97.94	171,356	85.76
Contracted Services	259,997	214,693	82.58	62,679	91.69
Utilities	200	-	-	-	-
Capital Outlay	-	-	-	7,107	53.79
Scholarships and Fellowships	1,048,840	891,879	85.03	925,295	77.76
Total	<u>2,688,600</u>	<u>2,284,107</u>	<u>84.96</u>	<u>1,687,348</u>	<u>90.55</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net Increase (Decrease) in Net Position	<u>\$ 176,900</u>	<u>\$ (187,087)</u>	<u> </u>	<u>\$ (165,856)</u>	<u> </u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

Fund 95 Retirement of Indebtedness	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
REVENUES:					
Local Taxes - Debt Service	\$ 36,056,758	\$ 35,682,347	98.96	\$ 37,277,847	99.66
Investment Income	-	27,922	-	6,944	79.50
Total	<u>36,056,758</u>	<u>35,710,269</u>	<u>99.04</u>	<u>37,284,791</u>	<u>99.65</u>
EXPENDITURES:					
Institutional Support - Principal	12,703,426	12,703,426	100.00	15,980,930	100.00
Institutional Support - Interest	<u>26,620,757</u>	<u>20,480,190</u>	<u>76.93</u>	<u>19,172,614</u>	<u>84.08</u>
Total	<u>39,324,183</u>	<u>33,183,616</u>	<u>84.38</u>	<u>35,153,544</u>	<u>90.64</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,267,425)	(2,358,900)	72.19	(2,327,650)	71.15
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment ¹	<u>(12,703,426)</u>	<u>(12,703,426)</u>	<u>100.00</u>	<u>(15,980,930)</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ 12,703,426</u>	<u>\$ 17,588,979</u>		<u>\$ 20,439,827</u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

Fund 97 Investment in Plant

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
EXPENDITURES:					
Depreciation	\$ 22,600,000	\$ 19,861,002	87.88	\$ 17,904,359	82.46
Total	<u>22,600,000</u>	<u>19,861,002</u>	<u>87.88</u>	<u>17,904,359</u>	<u>82.46</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases ¹	<u>(1,794,480)</u>	<u>(1,605,878)</u>	<u>89.49</u>	<u>(485,314)</u>	<u>62.97</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,805,520)</u>	<u>\$ (18,255,124)</u>		<u>\$ (17,419,045)</u>	

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 53,170,389	\$ 43,233,355	81.31	\$ 43,946,058	81.50
Local Taxes - Maintenance & Operations	73,800,000	73,068,525	99.01	72,428,050	99.64
Local Taxes - Debt Service	36,056,758	35,682,347	98.96	37,277,847	99.66
Credit Tuition	65,400,000	61,131,561	93.47	62,842,522	99.81
Credit Exemptions & Waivers	(9,160,000)	(7,870,069)	85.92	(8,590,125)	99.94
Continuing Education					
CPET	480,000	258,950	53.95	205,437	78.37
Maritime Transportation	1,300,000	1,244,148	95.70	1,007,296	86.13
Continuing Professional Development	5,925,000	4,120,348	69.54	4,375,494	85.63
Continuing Education Exemptions & Waivers	(154,100)	(39,925)	25.91	(102,679)	101.37
Bad Debt	(1,400,000)	(583,962)	41.71	(1,425,000)	212.53
Sales & Services	1,625,000	2,349,291	144.57	1,471,914	82.07
Insurance Proceeds - Winter Storm	-	40,946	-	955,626	20.92
Investment Income	250,000	284,070	113.63	105,043	91.11
Investment Income - San Jac Tomorrow Program	-	252,998	-	96,280	90.18
HEERF Transfers	8,250,000	8,463,015	102.58	-	-
Auxiliary Services	2,865,500	2,097,020	73.18	1,521,492	75.41
Grants	116,594,247	80,983,568	69.46	43,171,809	69.37
Local Grants	7,925,010	3,287,375	41.48	1,618,089	48.91
Total	<u>\$ 362,927,804</u>	<u>\$ 308,003,560</u>	<u>84.87</u>	<u>\$ 260,905,153</u>	<u>87.47</u>
EXPENDITURES:					
Instruction	81,165,807	71,521,851	88.12	65,177,575	88.13
Public Service	654,132	348,878	53.33	5,798,458	80.28
Academic Support	28,333,374	17,656,273	62.32	15,812,210	81.39
Student Services	23,429,913	15,704,210	67.03	13,929,341	80.27
Institutional Support	127,650,327	87,239,365	68.34	71,712,202	83.99
Physical Plant	25,147,919	16,250,409	64.62	13,081,197	75.42
Winter Storm	-	40,946	-	955,626	20.69
Scholarships and Fellowships	73,680,832	64,219,048	87.16	41,957,835	71.70
Auxiliary Enterprises	2,688,600	2,284,107	84.96	1,687,348	90.55
Depreciation	22,600,000	19,861,002	87.88	17,904,359	82.46
Total	<u>385,350,905</u>	<u>295,126,088</u>	<u>76.59</u>	<u>248,016,151</u>	<u>80.68</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,925)	(2,522,739)	67.56	(2,757,129)	71.70
Transfers Out	3,733,925	2,522,739	67.56	2,757,129	71.70
Adjustment for Debt Principal Payment	(12,703,426)	(12,703,426)	100.00	(15,980,930)	100.00
Adjustment for Capital Purchases ¹	(1,794,480)	(1,605,878)	89.49	(485,314)	62.97
Net Increase (Decrease) in Net Position	<u>\$ (7,925,195)</u>	<u>\$ 27,186,777</u>		<u>\$ 29,355,246</u>	

¹

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

Fund 91 Capital Projects	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
REVENUES:					
Investment Income	\$ -	\$ 252,998	-	\$ 96,280	90.18
Total	<u>-</u>	<u>252,998</u>	<u>-</u>	<u>96,280</u>	<u>90.18</u>
EXPENDITURES:					
SECO-Energy Conservation Projects	4,625,573	865,505	18.71	-	-
Bond Program	<u>117,026,189</u>	<u>32,660,899</u>	<u>27.91</u>	<u>65,608,681</u>	<u>76.86</u>
Total	<u>121,651,762</u>	<u>33,526,404</u>	<u>27.56</u>	<u>65,608,681</u>	<u>76.86</u>
Net Increase (Decrease) in Net Position	<u>\$ (121,651,762)</u>	<u>\$ (33,273,407)</u>		<u>\$ (65,512,401)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Ten Months Ended June 30, 2022

Fund 93 Generation Park Clear Lake Land Proceeds	Adjusted Budget	Actual (83%)	% Actual to Adjusted Budget	6/30/2021	% of 8/31/21 Actual
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
REVENUES:					
Land Sale Proceeds	\$ -	\$ -	-	\$ -	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:					
Generation Park	<u>39,648</u>	<u>19,018</u>	<u>47.97</u>	<u>117,078</u>	<u>119.39</u>
Total	<u>39,648</u>	<u>19,018</u>	<u>47.97</u>	<u>117,078</u>	<u>119.39</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-		-	-
Transfers Out	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (39,648)</u>	<u>\$ (19,018)</u>		<u>\$ (117,078)</u>	

San Jacinto College Financial Statements
May 2022

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

<u>Assets</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and cash equivalents	\$ 101,734,353	\$ 101,902,246
Accounts receivable - taxes	5,037,790	4,476,059
Accounts receivable	19,313,759	14,244,984
Deferred charges	4,103,592	3,173,040
Inventories	550,602	366,250
Total current assets	<u>130,740,095</u>	<u>124,162,579</u>
Noncurrent assets:		
Restricted cash and cash equivalents	109,324,180	131,140,943
Capital assets, net	726,031,482	681,096,965
Total noncurrent assets	<u>835,355,662</u>	<u>812,237,908</u>
Total assets	<u>966,095,757</u>	<u>936,400,487</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	16,771,450	20,383,403
Deferred outflow related to OPEB	22,616,854	17,632,637
Deferred outflow related to defeased debt	5,753,065	6,785,738
Total deferred outflows of resources	<u>45,141,369</u>	<u>44,801,778</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	15,113,042	18,035,563
Accrued liabilities	7,297,892	6,219,937
Accrued compensable absences and deferred compensation	2,399,843	2,741,917
Deferred revenues	7,808,663	7,455,130
Total current liabilities	<u>32,619,440</u>	<u>34,452,547</u>
Noncurrent liabilities:		
Net pension liability	46,145,705	45,813,261
Net OPEB liability	103,762,700	107,182,217
Bonds and notes payable	670,083,463	639,499,511
Total noncurrent liabilities	<u>819,991,868</u>	<u>792,494,989</u>
Total liabilities	<u>852,611,308</u>	<u>826,947,536</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	7,609,539	9,070,812
Deferred inflows related to OPEB	29,602,310	26,740,139
Total deferred inflows of resources	<u>37,211,849</u>	<u>35,810,951</u>
<u>Net assets</u>		
Beginning of year - audited	84,506,750	80,169,233
Current year addition	36,907,219	38,274,545
Total net position	<u>\$ 121,413,969</u>	<u>\$ 118,443,778</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

11 Unrestricted Funds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/21	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 41,307,654	\$ 29,534,974	71.50	\$ 30,095,837	71.50
Local Taxes - Maintenance & Operations	73,800,000	72,836,007	98.69	72,019,449	99.08
Credit Tuition	62,500,000	57,774,951	92.44	59,338,390	98.77
Credit Exemptions & Waivers	(9,160,000)	(7,810,547)	85.27	(8,475,889)	98.61
Continuing Education					
CPET	480,000	251,057	52.30	177,633	67.76
Maritime Transportation	1,300,000	1,115,843	85.83	901,973	77.12
Continuing Professional Development (CPD)	5,925,000	3,654,098	61.67	3,647,912	71.39
Continuing Education Exemptions & Waivers	(154,100)	(39,925)	25.91	(83,054)	82.00
Bad Debt	(1,400,000)	(525,627)	37.54	(1,425,000)	212.53
Sales & Services	1,625,000	1,880,366	115.71	1,621,615	91.72
Insurance Proceeds - Winter Storm	-	283,788	-	-	-
HEERF Transfers	8,250,000	8,463,015	102.58	-	-
Investment Income	250,000	164,546	65.82	93,111	87.38
Total	<u>184,723,554</u>	<u>167,582,546</u>	<u>90.72</u>	<u>157,911,977</u>	<u>88.48</u>
EXPENDITURES:					
Instruction	73,168,980	61,303,358	83.78	56,094,386	83.26
Public Service	17,849	17,929	100.45	4,445,072	68.63
Academic Support	16,637,566	11,201,961	67.33	9,948,259	76.70
Student Services	16,953,505	11,063,256	65.26	10,934,368	73.00
Institutional Support	49,522,442	32,626,141	65.88	29,996,771	73.56
Physical Plant	24,403,158	13,936,169	57.11	11,705,766	67.49
Winter Storm	286,128	283,788	99.18	-	-
Total	<u>180,989,629</u>	<u>130,432,601</u>	<u>72.07</u>	<u>123,124,622</u>	<u>74.83</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,925	2,507,700	67.16	2,440,718	71.27
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 34,642,245</u>		<u>\$ 32,346,637</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Grants	\$ 111,770,811	\$ 73,860,565	66.08	\$ 39,082,480	65.29
Total	<u>111,770,811</u>	<u>73,860,565</u>	<u>66.08</u>	<u>39,082,480</u>	<u>65.29</u>
EXPENDITURES:					
Instruction	735,266	532,656	72.44	570,192	128.31
Public Service	353,069	138,994	39.37	176,034	76.90
Academic Support	9,233,183	3,124,659	33.84	3,012,240	64.22
Student Services	4,885,276	1,836,863	37.60	121,204	21.50
Institutional Support	35,456,162	13,486,014	38.04	676,181	20.60
Scholarships and Fellowships	60,142,517	54,741,378	91.02	34,526,629	68.14
Physcial Plant	965,337	-	-	-	-
Total	<u>111,770,811</u>	<u>73,860,565</u>	<u>66.08</u>	<u>39,082,480</u>	<u>65.26</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(300,000)	-
Transfers Out	-	-	-	<u>300,000</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 Nine Months Ended May 31, 2022

State Restricted Funds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/21	% of 8/31/21 Actual
REVENUES:					
State Paid Benefits	\$ 11,862,735	\$ 8,792,295	74.12	\$ 8,862,375	74.91
Grants	3,900,060	2,362,980	60.59	2,035,677	85.78
Total	<u>15,762,795</u>	<u>11,155,275</u>	<u>70.77</u>	<u>10,898,052</u>	<u>76.72</u>
EXPENDITURES:					
Instruction	6,518,122	4,745,133	72.80	4,631,424	75.78
Public Service	20,431	20,431	100.00	265,239	74.14
Academic Support	1,600,329	1,027,216	64.19	968,540	69.67
Student Services	1,455,085	1,319,877	90.71	1,333,142	74.07
Institutional Support	3,086,929	1,894,969	61.39	1,864,236	74.56
Physical Plant	11,014	-	-	-	-
Scholarships and Fellowships	3,070,885	2,135,533	69.54	1,835,471	90.56
Total	<u>15,762,795</u>	<u>11,143,158</u>	<u>70.69</u>	<u>10,898,052</u>	<u>76.82</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 12,118</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Local Grants	\$ 7,925,010	\$ 3,206,565	40.46	\$ 1,382,608	41.80
Total	<u>7,925,010</u>	<u>3,206,565</u>	<u>40.46</u>	<u>1,382,608</u>	<u>41.80</u>
EXPENDITURES:					
Instruction	91,383	87,959	96.25	-	-
Public Service	205,089	136,601	66.61	118,193	74.50
Academic Support	496,897	378,662	76.21	285,276	75.74
Student Services	62,924	19,726	31.35	9,030	72.37
Institutional Support	26,446	9,098	34.40	4,378	12.84
Scholarships and Fellowships	7,258,772	2,721,340	37.49	1,060,358	39.80
Physical Plant	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>8,391,510</u>	<u>3,353,386</u>	<u>39.96</u>	<u>1,477,235</u>	<u>45.51</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(466,500)	(148,800)	31.90	(113,068)	73.77
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 1,979</u>		<u>\$ 18,441</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

27 Texas Public Education Grant

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/21	% of 8/31/21 Actual
REVENUES:					
Tuition - Credit & Non Credit	\$ 2,900,000	\$ 2,783,689	95.99	\$ 2,820,838	97.76
Total	<u>2,900,000</u>	<u>2,783,689</u>	<u>95.99</u>	<u>2,820,838</u>	<u>97.76</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,900,000</u>	<u>3,249,195</u>	<u>112.04</u>	<u>3,082,573</u>	<u>97.70</u>
Total	<u>2,900,000</u>	<u>3,249,195</u>	<u>112.04</u>	<u>3,082,573</u>	<u>97.70</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>\$ (465,506)</u>		<u>\$ (261,735)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 25,955	-	\$ 25,284	100.00
Total	-	25,955	-	25,284	100.00
EXPENDITURES:					
Instruction	-	16,150	-	10,729	40.49
Scholarships and Fellowships	-	-	-	-	-
Total	-	16,150	-	10,729	40.49
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 9,805</u>		<u>\$ 14,555</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,865,500	\$ 1,986,890	69.34	1,446,831	71.71
Total	<u>2,865,500</u>	<u>1,986,890</u>	<u>69.34</u>	<u>1,446,831</u>	<u>71.71</u>
EXPENDITURES:					
Labor	480,721	422,161	87.82	129,473	62.90
Benefits	93,263	85,271	91.43	254,522	443.13
Supplies	637,035	360,144	56.53	70,383	54.60
Travel	195,029	110,858	56.84	96,555	48.32
Contracted Services	268,912	202,377	75.26	46,910	68.62
Capital Outlay	-	-	-	7,107	-
Scholarships and Fellowships	1,013,440	867,089	85.56	894,992	75.22
Utilities	200	-	-	-	-
Total	<u>2,688,600</u>	<u>2,047,900</u>	<u>76.17</u>	<u>1,499,942</u>	<u>80.49</u>
TRANSFERS AMONG FUNDS:					
Transfers In			-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 176,900</u>	<u>\$ (61,010)</u>		<u>\$ (53,111)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

95 Retirement of Indebtedness

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/21	% of 8/31/21 Actual
REVENUES:					
Investment Income	\$ -	\$ 16,911	-	\$ 5,745	65.77
Local Taxes - Debt Service	<u>36,056,758</u>	<u>35,569,464</u>	<u>98.65</u>	<u>37,069,439</u>	<u>99.10</u>
Total	<u>36,056,758</u>	<u>35,586,375</u>	<u>98.70</u>	<u>37,075,184</u>	<u>99.09</u>
EXPENDITURES:					
Institutional Support - Principal	12,703,426	12,703,426	100.00	15,980,930	100.00
Institutional Support - Interest	<u>26,620,757</u>	<u>18,674,847</u>	<u>70.15</u>	<u>17,661,186</u>	<u>77.45</u>
Total	<u>39,324,183</u>	<u>31,378,273</u>	<u>79.79</u>	<u>33,642,116</u>	<u>86.74</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,267,425)	(2,358,900)	72.19	(2,327,650)	71.15
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment ¹	<u>(12,703,426)</u>	<u>(12,703,426)</u>	<u>100.00</u>	<u>(15,980,930)</u>	<u>100.00</u>
Net Increase (Decrease) in Net Position	<u>\$ 12,703,426</u>	<u>\$ 19,270,428</u>		<u>\$ 21,741,648</u>	

1

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

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/21</u>	<u>% of 8/31/21 Actual</u>
EXPENDITURES:					
Depreciation	\$ 22,600,000	\$ 17,721,712	78.41	\$ 16,098,264	74.14
Total	<u>22,600,000</u>	<u>17,721,712</u>	<u>78.41</u>	<u>16,098,264</u>	<u>74.14</u>
Adjustment for Capital Purchases ¹	<u>(1,794,480)</u>	<u>(1,058,886)</u>	<u>59.01</u>	<u>(476,444)</u>	<u>61.82</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,805,520)</u>	<u>\$ (16,662,826)</u>		<u>\$ (15,621,820)</u>	

¹ Per government accounting practices, capital purchases included in the expenditure line items for fund type 11, federal and state restricted funds, and auxiliary funds are subsequently deducted from total year-to-date expenditures and reclassified as an increase to the appropriate asset line item on the Statement of Net Position.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/21	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 53,170,389	\$ 38,327,269	72.08	\$ 38,958,212	72.25
Local Taxes - Maintenance & Operations	73,800,000	72,836,007	98.69	72,019,449	99.08
Local Taxes - Debt Service	36,056,758	35,569,464	98.65	37,069,439	99.10
Credit Tuition	65,400,000	60,558,640	92.60	62,159,228	98.72
Credit Exemptions & Waivers	(9,160,000)	(7,810,547)	85.27	(8,475,889)	98.61
Continuing Education					
CPET	480,000	251,057	52.30	177,633	67.76
Maritime Transportation	1,300,000	1,115,843	85.83	901,973	77.12
Continuing Professional Development	5,925,000	3,654,098	61.67	3,647,912	71.39
Continuing Education Exemptions & Waivers	(154,100)	(39,925)	25.91	(83,054)	82.00
Bad Debt	(1,400,000)	(525,627)	37.54	(1,425,000)	212.53
Sales & Services	1,625,000	1,906,321	117.31	1,646,899	91.83
Insurance Proceeds - Winter Storm	-	283,788	-	-	-
Investment Income	250,000	181,457	72.58	98,856	85.74
Investment Income - San Jac Tomorrow Program	-	159,987	-	89,930	84.23
HEERF Transfers	8,250,000	8,463,015	102.58	-	-
Auxiliary Services	2,865,500	1,986,890	69.34	1,446,831	71.71
Grants	115,670,870	76,223,545	65.90	41,118,157	66.07
Local Grants	7,925,010	3,206,565	40.46	1,382,608	41.80
Total	<u>362,004,427</u>	<u>296,347,847</u>	<u>81.86</u>	<u>250,733,184</u>	<u>84.06</u>
EXPENDITURES:					
Instruction	80,513,751	66,685,255	82.82	61,306,731	82.90
Public Service	596,438	313,956	52.64	5,004,538	69.29
Academic Support	27,967,975	15,732,498	56.25	14,214,315	73.16
Student Services	23,356,790	14,239,722	60.97	12,397,744	71.44
Institutional Support	127,416,161	79,394,494	62.31	66,183,682	77.52
Physical Plant	25,629,510	13,936,169	54.38	11,705,766	67.49
Winter Storm	286,128	283,788	99.18	-	-
Scholarships and Fellowships	73,372,173	62,847,447	85.66	40,505,031	69.22
Auxiliary Enterprises	2,688,600	2,047,900	76.17	1,499,942	80.49
Depreciation	22,600,000	17,721,712	78.41	16,098,264	74.14
Total	<u>384,427,527</u>	<u>273,202,940</u>	<u>71.07</u>	<u>228,916,013</u>	<u>74.47</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,925)	(2,507,700)	67.16	(2,740,718)	80.03
Transfers Out	3,733,925	2,507,700	67.16	2,740,718	80.03
Adjustment for Debt Principal Payment ¹	(12,703,426)	(12,703,426)	100.00	(15,980,930)	100.00
Adjustment for Capital Purchases ¹	(1,794,480)	(1,058,886)	59.01	(476,444)	61.82
Net Increase (Decrease) in Net Position	<u>\$ (7,925,194)</u>	<u>\$ 36,907,219</u>		<u>\$ 38,274,545</u>	

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

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Investment Income	\$ -	\$ 159,987	-	\$ 89,930	84.23
Total	<u>-</u>	<u>159,987</u>	<u>-</u>	<u>89,930</u>	<u>84.23</u>
EXPENDITURES:					
SECO-Energy Conservation Projects	4,625,573	760,735	16.45	-	-
Bond Programs	<u>121,651,762</u>	<u>31,285,788</u>	<u>25.72</u>	<u>55,368,869</u>	<u>64.86</u>
Total	<u>126,277,335</u>	<u>32,046,523</u>	<u>25.38</u>	<u>55,368,869</u>	<u>64.86</u>
Net Increase (Decrease) in Net Position	<u>\$ (126,277,335)</u>	<u>\$ (31,886,536)</u>		<u>\$ (55,278,939)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Nine Months Ended May 31, 2022

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/21	% of 8/31/21 Actual
REVENUES:					
Land Sale Proceeds	\$ -	\$ -	-	\$ -	-
Total	-	-	-	-	-
EXPENDITURES:					
Generation Park	39,648	19,018	47.97	90,054	91.84
Total	39,648	19,018	47.97	90,054	91.84
TRANSFERS AMONG FUNDS:					
Transfers In	-	-		-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ (39,648)</u>	<u>\$ (19,018)</u>		<u>\$ (90,054)</u>	

San Jacinto College Financial Statements
Monthly Investment Report
June 2022

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending June 30, 2022

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	June 1, 2022	\$ 211,058,532	\$ 211,058,532
Additions/Subtractions (Net)		(9,732,634)	(9,731,088)
Change in Fair Value*		-	-
Ending Value	June 30, 2022	<u>\$ 201,325,897</u>	<u>\$ 201,327,444</u>

Earnings for the Month of June	\$ 198,454
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	1.1550%
Benchmark - One Year Treasury Yield	2.8000%

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

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

Prepared by:



Carol Tillman
Assistant Comptroller

Reviewed by:

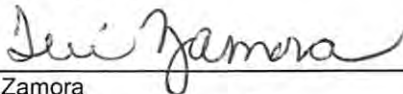


Andrea DuBois
Comptroller



Carin Hutchins
Associate Vice Chancellor of Finance

Approved by:



Teri Zamora
Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
June 30, 2022

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	07/01/22	N/A	(18,635) \$	(18,635)	-0.01%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	07/01/22	N/A	(1,732,548)	(1,732,548)	-0.86%	1	-0.01
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	07/01/22	N/A	7,298,767	7,298,767	3.63%	1	0.04
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	07/01/22	N/A	(19,411)	(19,411)	-0.01%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	07/01/22	N/A	(8,615)	(8,615)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	07/01/22	N/A	19,167	19,167	0.01%	1	0.00
Money Market Accounts										
East West MM Operating Account	East West Bank	0.0300%	N/A	07/01/22	N/A	-	-	0.00%	1	0.00
Pool Accounts										
LSJP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	1.1942%	N/A	07/01/22	N/A	80,740,978	80,740,978	40.10%	1	0.40
TexPool - Operating	TexPool	1.0013%	N/A	07/01/22	N/A	139,453	139,453	0.07%	1	0.00
TexPool - PRIME - Operating	TexPool	1.2031%	N/A	07/01/22	N/A	-	-	0.00%	1	0.00
Investments										
Securities										
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.871%	06/23/22	06/30/23	5,000,000	4,986,150	4,987,713	2.48%	365	0.02
US Treasury Note, CUSIP 912828N30	BNY Mellon	2.518%	06/29/22	12/31/22	5,000,000	4,990,250	4,990,234	2.48%	184	0.02
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	1.1942%	N/A	07/01/22	N/A	565,664	565,664	0.28%	1	0.00
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	1.1942%	N/A	07/01/22	N/A	11,329,111	11,329,111	5.63%	1	0.06
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	1.1942%	N/A	07/01/22	N/A	813,184	813,184	0.40%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	1.1942%	N/A	07/01/22	N/A	179,670	179,670	0.09%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	1.1942%	N/A	07/01/22	N/A	687,195	687,195	0.34%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	1.1942%	N/A	07/01/22	N/A	1,568,828	1,568,828	0.78%	1	0.01
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	1.1942%	N/A	07/01/22	N/A	926,443	926,443	0.46%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	1.1942%	N/A	07/01/22	N/A	40,094,551	40,094,551	19.92%	1	0.20
TexPool PRIME - 2019 Bond Proceeds	TexPool	1.2031%	N/A	07/01/22	N/A	-	-	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	1.2031%	N/A	07/01/22	N/A	48,765,695	48,765,695	24.22%	1	0.24
Grand Total - Cash, Cash Equivalents, and Investments										
						\$ 201,325,897	\$ 201,327,444	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4	
0.01%	19,167
92.29%	185,810,772
0.00%	-
2.75%	5,519,558
4.96%	9,976,400
0.00%	-
100.00%	201,325,897

Petty cash on hand
Investment pools
Money market
Bank deposits - demand deposits
U. S. government securities
Accrued earnings
Total cash, cash equivalents, and investments

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
June 30, 2022

Description	Hold At	Annualized Interest Rate	Maturity	Par	5/31/2022 Ending Fair Value	5/31/2022 Ending Book Value	6/30/2022 Ending Fair Value	6/30/2022 Ending Book Value	Change in Fair Value For the Month	June Earnings	September through June Earnings
Short-Term Investments - Unrestricted Funds											
Demand Deposits											
Credit Cards in Transit											
JPMorgan Accounts Payable Disbursements	Heartland	N/A	07/01/22	\$	(64,789) \$	(64,789) \$	(18,635) \$	(18,635) \$	46,154	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	07/01/22	N/A	(855,129)	(859,129)	(1,732,548)	(1,732,548)	(873,419)	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	07/01/22	N/A	5,125,498	5,125,498	7,298,767	7,298,767	2,173,269	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	07/01/22	N/A	(41,549)	(41,549)	(19,411)	(19,411)	22,137	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	07/01/22	N/A	(11,061)	(11,061)	(8,615)	(8,615)	2,446	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	07/01/22	\$	4,168,058 \$	4,168,058 \$	5,538,725 \$	5,538,725 \$	1,370,668	N/A	N/A
Money Market Accounts											
East West MM Operating Account	East West Bank	0.0300%	07/01/22	\$	-	-	-	-	-	-	8,775
Sub Total Money Market Accounts				\$	-	-	-	-	-	-	8,775
Pool Accounts											
TexPool - Operating	TexPool	1.0013%	07/01/22	\$	121,828	121,828	139,453	139,453	17,625	210	958
TexPool PRIME - Operating	TexPool	1.2031%	07/01/22	\$	100,660,861	100,660,861	80,740,978	80,740,978	(19,919,883)	91,392	246,415
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	1.1942%	07/01/22	\$	100,782,689	100,782,689	80,880,431	80,880,431	(19,902,258)	91,602	247,374
Sub Total Pool Accounts				\$	222,464,378	222,464,378	181,661,362	181,661,362	(40,802,016)	182,994	494,747
Investments											
US Treasury Note, CUSIP 9128284U1	BNY Mellon	2.871%	06/30/23	\$	-	-	4,986,150	4,987,713	4,986,150	2,538	2,538
US Treasury Note, CUSIP 912828N30	BNY Mellon	2.518%	12/31/22	\$	-	-	4,990,234	4,990,250	4,990,250	293	293
Sub Total Securities				\$	-	-	9,976,400	9,977,947	9,976,400	2,831	2,831
Sub Total - Short Term Investments - Unrestricted Funds				\$	104,950,747	104,950,747	96,395,556	96,397,103	(8,555,190)	94,433	288,960
Short-Term Investments - Restricted (Bond) Funds											
Pool Accounts											
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	1.1942%	07/01/22	\$	756,401	756,401	565,664	565,664	(190,737)	615	2,574
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	1.1942%	07/01/22	\$	11,155,117	11,155,117	11,329,111	11,329,111	173,994	11,011	27,922
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	1.1942%	07/01/22	\$	812,387	812,387	813,184	813,184	797	797	2,208
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	1.1942%	07/01/22	\$	179,494	179,494	179,670	179,670	176	176	488
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	1.1942%	07/01/22	\$	846,745	846,745	687,195	687,195	(159,550)	804	2,275
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	1.1942%	07/01/22	\$	1,567,289	1,567,289	1,568,828	1,568,828	1,539	1,539	4,260
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	1.1942%	07/01/22	\$	925,535	925,535	926,443	926,443	908	908	2,516
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	1.1942%	07/01/22	\$	40,055,237	40,055,237	40,094,551	40,094,551	39,314	39,314	93,565
TexPool PRIME - 2019 Bond Proceeds	TexPool	1.2031%	07/01/22	\$	-	-	-	-	-	-	8
TexPool PRIME - 2021 Bond Proceeds	TexPool	1.2031%	07/01/22	\$	49,809,580	49,809,580	48,765,695	48,765,695	(1,043,885)	48,857	145,116
Sub Total Pool Accounts				\$	106,107,785	106,107,785	104,930,341	104,930,341	(1,177,444)	104,021	280,919
Sub Total - Short Term Investments - Restricted (Bond) Funds				\$	106,107,785	106,107,785	104,930,341	104,930,341	(1,177,444)	104,021	280,919
Grand Total - Cash, Cash Equivalents, and Investments				\$	211,058,532	211,058,532	201,325,897	201,327,444	(9,732,634)	198,454	539,899

San Jacinto College Financial Statements
Monthly Investment Report
May 2022

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending May 31, 2022

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	May 1, 2022	\$ 221,331,287	\$ 221,331,287
Additions/Subtractions (Net)		(10,272,756)	(10,272,755)
Change in Fair Value*		-	-
Ending Value	May 31, 2022	<u>\$ 211,058,532</u>	<u>\$ 211,058,532</u>

Earnings for the Month of May	\$ 149,121
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	0.8277%
Benchmark - One Year Treasury Yield	2.0800%

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

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

Prepared by:



Carol Tillman
Assistant Comptroller

Reviewed by:

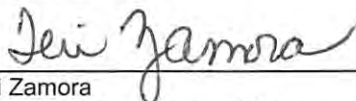


Andrea DuBois
Comptroller



Carin Hutchins
Associate Vice Chancellor of Finance

Approved by:



Teri Zamora
Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
May 31, 2022

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	06/01/22	N/A	\$ (64,789)	(64,789)	-0.03%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	06/01/22	N/A	(859,129)	(859,129)	-0.41%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	06/01/22	N/A	5,125,498	5,125,498	2.43%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	06/01/22	N/A	(41,548)	(41,548)	-0.02%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	06/01/22	N/A	(11,061)	(11,061)	-0.01%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	06/01/22	N/A	19,086	19,086	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0300%	N/A	06/01/22	N/A	-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	100,660,861	100,660,861	47.69%	1	0.48
TexPool - Operating	TexPool	0.6228%	N/A	06/01/22	N/A	121,828	121,828	0.06%	1	0.00
Restricted - Cash & Cash Equivalents										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	756,401	756,401	0.36%	1	0.00
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	11,155,117	11,155,117	5.29%	1	0.05
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	812,387	812,387	0.38%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	179,494	179,494	0.09%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	846,745	846,745	0.40%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	1,567,289	1,567,289	0.74%	1	0.01
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	925,535	925,535	0.44%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	40,055,237	40,055,237	18.98%	1	0.19
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.8125%	N/A	06/01/22	N/A	-	-	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.8125%	N/A	06/01/22	N/A	49,809,580	49,809,580	23.60%	1	0.24
Grand Total Short-Term Investments and Cash & Cash Equivalents										
			N/A		N/A	\$ 211,058,532	\$ 211,058,532	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR	Note 4	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	\$ 19,086	Petty cash on hand
98.03%	206,890,474	Investment pools
0.00%	-	Money market
1.97%	4,148,971	Bank deposits - demand deposits
0.00%	-	U. S. government securities and municipal bonds
0.00%	-	Accrued earnings
<u>100.00%</u>	<u>\$ 211,058,532</u>	<u>Total cash, cash equivalents, and investments</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
May 31, 2022

Description	Held At	Annualized Interest Rate	Maturity	Par	4/30/2022 Ending Fair Value	4/30/2022 Ending Book Value	5/31/2022 Ending Fair Value	5/31/2022 Ending Book Value	Change in Fair Value For the Month	May Earnings	September through May Earnings
Short-Term Investments - Unrestricted Funds											
Demand Deposits											
Credit Cards in Transit											
JPMorgan Accounts Payable Disbursements	Heartland	N/A	06/01/22	N/A	\$ 34,062	\$ 34,062	\$ (64,789)	\$ (64,789)	\$ (96,851)	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	06/01/22	N/A	(869,176)	(869,176)	(859,129)	(855,129)	10,047	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	06/01/22	N/A	4,235,239	4,235,239	5,125,498	5,125,498	890,259	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	06/01/22	N/A	(44,697)	(44,697)	(41,548)	(41,548)	3,149	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	06/01/22	N/A	(1,729)	(1,729)	(11,061)	(11,061)	(9,332)	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	06/01/22	N/A	\$ 19,086	\$ 19,086	\$ 19,086	\$ 19,086	\$ -	N/A	N/A
					\$ 3,372,785	\$ 3,372,785	\$ 4,168,058	\$ 4,168,058	\$ 795,272	N/A	N/A
Money Market Accounts											
East West MM Operating Account	East West Bank	0.0300%	06/01/22	N/A	\$ 926	\$ 926	\$ -	\$ -	\$ (926)	\$ -	\$ 8,775
Sub Total Money Market Accounts					\$ 926	\$ 926	\$ -	\$ -	\$ (926)	\$ -	\$ 8,775
Pool Accounts											
TexPool - Operating	TexPool	0.8228%	06/01/22	N/A	\$ 206,563	\$ 206,563	\$ 121,828	\$ 121,828	\$ (84,735)	\$ 444	\$ 748
LSJP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.8176%	06/01/22	N/A	109,266,194	109,266,194	100,660,861	100,660,861	(8,605,333)	74,463	155,023
Sub Total Pool Accounts					\$ 109,472,757	\$ 109,472,757	\$ 100,782,689	\$ 100,782,689	\$ (8,690,068)	\$ 74,907	\$ 155,772
Sub Total - Short Term Investments - Unrestricted Funds					\$ 112,846,468	\$ 112,846,468	\$ 104,950,747	\$ 104,950,747	\$ (7,895,722)	\$ 74,907	\$ 164,547
Short-Term Investments - Restricted (Bond) Funds											
Pool Accounts											
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.8176%	06/01/22	N/A	\$ 1,078,351	\$ 1,078,351	\$ 756,401	\$ 756,401	\$ (321,950)	\$ 653	\$ 1,959
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.8176%	06/01/22	N/A	10,895,092	10,895,092	11,155,117	11,155,117	260,025	7,628	16,911
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	N/A	811,823	811,823	812,387	812,387	564	564	1,411
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	N/A	179,369	179,369	179,494	179,494	125	125	312
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	N/A	846,157	846,157	846,745	846,745	588	588	1,471
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	N/A	1,566,202	1,566,202	1,567,289	1,567,289	1,087	1,087	2,721
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	N/A	924,892	924,892	925,535	925,535	643	643	1,608
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.8125%	06/01/22	N/A	40,027,442	40,027,442	40,085,237	40,085,237	27,795	27,795	54,237
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.8125%	06/01/22	N/A	52,155,491	52,155,491	49,809,580	49,809,580	(2,345,911)	35,131	96,259
Sub Total Pool Accounts					\$ 108,484,819	\$ 108,484,819	\$ 106,107,785	\$ 106,107,785	\$ (2,377,034)	\$ 74,214	\$ 176,898
Sub Total - Short Term Investments - Restricted (Bond) Funds					\$ 108,484,819	\$ 108,484,819	\$ 106,107,785	\$ 106,107,785	\$ (2,377,034)	\$ 74,214	\$ 176,898
Grand Total											
					\$ 221,331,287	\$ 221,331,287	\$ 211,058,532	\$ 211,058,532	\$ (10,272,755)	\$ 149,121	\$ 341,445

San Jacinto College Financial Statements
Quarterly Investment Report
March - May 2022

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Quarterly Investments - March 1, 2022 to May 31, 2022

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	March 1, 2022	\$ 240,600,508	\$ 240,600,508
Additions/Subtractions (Net)		(29,541,976)	(29,541,976)
Change in Fair Value*		-	-
Ending Value	May 31, 2022	<u>\$ 211,058,532</u>	<u>\$ 211,058,532</u>

Earnings for the 3rd Quarter	\$	271,737
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate for the 3rd Quarter		0.4813%
Benchmark - One Year Treasury Yield - Average		2.0800%

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

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

Prepared by:



Carol Tillman
Assistant Comptroller

Reviewed by:

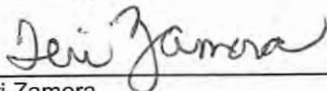


Andrea DuBois
Comptroller
Reviewed by:



Carin Hutchins
Associate Vice Chancellor of Finance

Reviewed by:



Teri Zamora
Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
May 31, 2022

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	06/01/22	N/A	\$ (64,789)	\$ (64,789)	-0.03%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	06/01/22	N/A	(859,129)	(859,129)	-0.41%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	06/01/22	N/A	5,125,498	5,125,498	2.43%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	06/01/22	N/A	(41,548)	(41,548)	-0.02%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	06/01/22	N/A	(11,061)	(11,061)	-0.01%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	06/01/22	N/A	19,086	19,086	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0300%	N/A	06/01/22	N/A	-	-	0.00%	1	0.00
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	100,660,861	100,660,861	47.69%	1	0.48
TexPool - Operating	TexPool	0.6228%	N/A	06/01/22	N/A	121,828	121,828	0.06%	1	0.00
Restricted - Cash & Cash Equivalents										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	756,401	756,401	0.36%	1	0.00
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	11,155,117	11,155,117	5.29%	1	0.05
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	812,387	812,387	0.38%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	179,494	179,494	0.09%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	846,745	846,745	0.40%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	1,567,289	1,567,289	0.74%	1	0.01
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	925,535	925,535	0.44%	1	0.00
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.8176%	N/A	06/01/22	N/A	40,055,237	40,055,237	18.98%	1	0.19
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.8125%	N/A	06/01/22	N/A	-	-	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.8125%	N/A	06/01/22	N/A	49,809,580	49,809,580	23.60%	1	0.24
Grand Total Short-Term Investments and Cash & Cash Equivalents										
				\$	N/A	\$ 211,058,532	\$ 211,058,532	100.00%		1.00

Weighted Average to Maturity at Ending Period Date (Days)

ACFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	\$ 19,086
98.03%	206,890,474
0.00%	-
1.97%	4,148,971
0.00%	-
0.00%	-
<u>100.00%</u>	<u>211,058,532</u>

Petty cash on hand	0.00
Investment pools	0.98
Money market	0.00
Bank deposits - demand deposits	0.02
U. S. government securities and municipal bonds	0.00
Accrued earnings	0.00
Total cash, cash equivalents, and investments	<u>1.00</u>

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments

Description	Held At	Annualized May Interest Rate	Maturity	3rd Quarter Fiscal Year 2021-2022 Activity			Change in Fair Value For the Quarter	March Through May Earnings
				2/28/2022 Ending Fair Value	2/28/2022 Ending Book Value	5/31/2022 Ending Fair Value		
Short-Term Investments - Unrestricted Funds								
Demand Deposits								
Credit Cards in Transit	Heartland	N/A	06/01/22	\$ (16,871)	\$ (16,871)	\$ (64,789)	\$ (47,918)	N/A
JP Morgan Accounts Payable Disbursements	JP Morgan Chase Bank	N/A	06/01/22	(794,797)	(794,797)	(859,129)	(64,332)	N/A
JP Morgan Operating	JP Morgan Chase Bank	N/A	06/01/22	4,137,046	4,137,046	5,125,498	988,452	N/A
JP Morgan Payroll	JP Morgan Chase Bank	N/A	06/01/22	(39,614)	(39,614)	(41,548)	(1,934)	N/A
JP Morgan Workmen's Comp	JP Morgan Chase Bank	N/A	06/01/22	(2,390)	(2,390)	(11,061)	(8,671)	N/A
Petty Cash	Campus Business Offices	N/A	06/01/22	19,167	19,167	19,086	(81)	N/A
Sub Total Demand Deposits				\$ 3,302,541	\$ 3,302,541	\$ 4,168,058	\$ 865,517	N/A
Money Market Accounts								
East West MM Operating Account	East West Bank	0.0300%	06/01/22	\$ 30,032,751	\$ 30,032,751	\$ -	\$ (30,032,751)	\$ 2,073
Sub Total Money Market Accounts				\$ 30,032,751	\$ 30,032,751	\$ -	\$ (30,032,751)	\$ 2,073
Pool Accounts								
TexPool - Operating	TexPool	0.6228%	06/01/22	\$ 326,374	\$ 326,374	\$ 121,828	\$ (204,546)	\$ 444
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.8176%	06/01/22	92,844,409	92,844,409	100,660,861	7,816,452	74,463
Sub Total Pool Accounts				\$ 93,170,783	\$ 93,170,783	\$ 100,782,689	\$ 7,611,906	\$ 74,907
Sub Total - Short Term Investments - Unrestricted Funds				\$ 126,506,075	\$ 126,506,075	\$ 104,950,747	\$ (21,555,328)	\$ 74,907
Short-Term Investments - Restricted (Bond) Funds								
Pool Accounts								
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.8176%	06/01/22	1,215,124	1,215,124	756,401	(458,723)	653
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.8176%	06/01/22	8,711,465	8,711,465	11,155,117	2,443,652	7,628
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	811,326	812,387	1,061	1,061	564
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	179,259	179,494	179,494	235	125
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	845,639	846,745	846,745	1,106	588
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	1,565,242	1,567,289	1,567,289	2,047	1,087
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.8176%	06/01/22	924,326	924,326	925,535	1,209	643
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.8176%	06/01/22	40,002,918	40,002,918	40,055,237	52,319	27,795
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.8125%	06/01/22	-	-	-	-	-
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.8125%	06/01/22	59,839,134	59,839,134	49,809,580	(10,029,554)	35,131
Sub Total Pool Accounts				\$ 114,094,433	\$ 114,094,433	\$ 106,107,785	\$ (7,986,648)	\$ 74,214
Sub Total - Short Term Investments - Restricted (Bond) Funds				\$ 114,094,433	\$ 114,094,433	\$ 106,107,785	\$ (7,986,648)	\$ 74,214
Grand Total				\$ 240,600,508	\$ 240,600,508	\$ 211,068,532	\$ (29,541,976)	\$ 149,121
Sub Total - Short Term Investments - Restricted (Bond) Funds				\$ 240,600,508	\$ 240,600,508	\$ 211,068,532	\$ (29,541,976)	\$ 271,737

San Jacinto College Foundation
Financial Statements
June 2022

San Jacinto College Foundation

Statement of Financial Position

As of June 30, 2022

ASSETS	Current Year		Previous Year		Difference		
	Foundation	Student Success Fund	Foundation	Student Success Fund	Foundation	Student Success Fund	Total
Current Assets							
Checking/Savings							
General Fund	\$2,366,052	-	\$3,123,096	-	(757,044)	-	(757,044)
Other Funds	-	-	-	-	-	-	-
Total Checking/Savings	2,366,052	-	3,123,096	-	(757,044)	-	(757,044)
Accounts Receivables	3,131,150	-	3,577,440	-	(446,290)	-	(446,290)
Other Current Assets							
Short Term Investments							
Goldman Sachs - SS2 (Endowed)	17,157,515	-	-	-	-	17,157,515	17,157,515
Goldman Sachs - SSF (Non-Endowed)	8,044,512	-	30,000,254	-	(21,955,741)	-	(21,955,741)
Goldman Sachs - FDN-SSE (Endowed)	1,368,373	-	-	-	1,368,373	-	1,368,373
Goldman Sachs - FDN	12,359,934	-	13,725,326	-	(1,365,392)	-	(1,365,392)
Total SJC Short Term Investments	38,930,334	-	43,725,580	-	(4,795,246)	-	(4,795,246)
Total Current Assets	19,225,509	25,202,027	20,425,862	30,000,254	(1,200,353)	(4,798,227)	(5,998,580)
TOTAL ASSETS	19,225,509	25,202,027	20,425,862	30,000,254	(1,200,353)	(4,798,227)	(5,998,580)
LIABILITIES & NET ASSETS							
Liabilities							
Current Liabilities							
Accounts Payable							
Grants Payable	37,676	-	18,009	-	19,667	-	19,667
Programs Payable	10,840	-	10,275	-	565	-	565
Endowments Payable	94,571	-	91,076	-	3,495	-	3,495
Scholarship Payables	401,699	626,265	147,790	-	253,909	626,265	880,174
Student Success Payables	112,584	-	98,595	-	13,989	-	13,989
Total Accounts Payable	657,369	626,265	365,744	-	291,625	626,265	917,890
Total Current Liabilities	657,369	626,265	365,744	-	291,625	626,265	917,890
Total Liabilities	657,369	626,265	365,744	-	291,625	626,265	917,890
NET ASSETS							
Net Assets Without Donor Restrictions	3,123,592	30,000,254	4,149,800	-	(1,026,208)	30,000,254	28,974,046
Net Assets With Donor Restrictions	16,936,526	-	13,916,722	-	3,019,804	-	3,019,804
Net Assets	20,060,118	30,000,254	18,066,522	-	1,993,596	30,000,254	31,993,850
Net Income	(1,491,978)	(5,424,492)	1,993,596	30,000,254	(3,485,574)	(35,424,746)	(38,910,320)
Total Net Assets	18,568,140	24,575,762	20,060,117	30,000,254	(1,491,978)	(5,424,492)	(6,916,470)
TOTAL LIABILITIES & NET ASSETS	\$19,225,509	\$25,202,027	\$20,425,862	\$30,000,254	(\$1,200,353)	(\$4,798,227)	(\$5,998,580)

San Jacinto College Foundation

Statement of Activities

For the Period Ending June 30, 2022

	Current Year			Previous Year			Difference			Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	
Ordinary Income/Expense										
Income										
Contributions										
Grant Contributions	59,800	-	59,800	68,500	-	68,500	(8,700)	-	(8,700)	62%
Endowments	124,463	-	124,463	1,065,276	-	1,065,276	(940,813)	-	(940,813)	166%
Program Sponsorship	375,264	-	375,264	186,792	30,000,000	30,186,792	188,473	(30,000,000)	(29,811,527)	136%
Unrestricted	470,739	-	470,739	401,032	-	401,032	69,707	-	69,707	
Scholarships	648,575	-	648,575	375,741	-	375,741	272,834	-	272,834	162%
Total Contributions	1,678,842	-	1,678,842	2,097,341	30,000,000	32,097,341	(418,499)	(30,000,000)	(30,418,499)	198%
Other Income										
Special Events	429,590	-	429,590	4,562	-	4,562	425,028	-	425,028	232%
Investment Income	415,401	607,552	1,022,953	248,214	254	248,467	167,188	607,298	774,486	69%
Realized Gain / (Loss)	32,491	(48,369)	(15,879)	26,501	-	26,501	5,990	(48,369)	(42,379)	
Unrealized Gain / (Loss)	(1,951,967)	(4,726,067)	(6,678,033)	1,521,187	-	1,521,187	(3,473,153)	(4,726,067)	(8,199,220)	
Total Other Income	(1,074,485)	(4,166,884)	(5,241,369)	1,800,463	254	1,800,716	(2,874,947)	(4,167,138)	(7,042,085)	-137%
Total Income	604,358	(4,166,884)	(3,562,527)	3,897,804	30,000,254	33,898,057	(3,293,446)	(34,167,138)	(37,460,584)	37%
Expense										
Programs										
Scholarships Awarded - SSF	-	1,257,608	1,257,608	-	-	-	-	(1,257,608)	(1,257,608)	149%
Scholarships Awarded - FND	1,192,149	-	1,192,149	765,066	-	765,066	(427,083)	-	(427,083)	30%
Programs Sponsored	178,067	-	178,067	565,376	-	565,376	387,309	-	387,309	34%
Student Success Initiatives	50,629	-	50,629	60,786	-	60,786	10,157	-	10,157	92%
Total Programs	1,420,845	1,257,608	2,678,453	1,391,228	-	1,391,228	(29,617)	(1,257,608)	(1,287,225)	
Supporting Services										
Bad Debt Expense	-	-	-	59,000	-	59,000	59,000	-	59,000	0%
Supporting Services										
Foundation Expenses	55,607	-	55,607	47,748	-	47,748	(7,859)	-	(7,859)	65%
Management Expenses	470,739	-	470,739	401,032	-	401,032	(69,707)	-	(69,707)	172%
Fundraising Expenses	145,945	-	145,945	-	-	-	(145,945)	-	(145,945)	64%
Sponsorship Expense	3,200	-	3,200	5,200	-	5,200	2,000	-	2,000	384%
Total Supporting Services	675,491	-	675,491	453,980	-	453,980	(221,511)	-	(221,511)	
Total Expense	2,096,336	1,257,608	3,353,944	1,904,208	-	1,904,208	(192,128)	(1,257,608)	(1,449,736)	
Net Ordinary Income	(1,491,978)	(5,424,492)	(6,916,470)	1,993,596	30,000,254	31,993,850	(3,485,574)	(35,424,746)	(38,910,320)	
Other Income / Expenses										
Increase/Decrease in Net Position	(\$1,491,978)	(\$5,424,492)	(\$6,916,470)	\$1,993,596	\$30,000,254	\$31,993,850	(\$3,485,574)	(\$35,424,746)	(\$38,910,320)	(\$97,000)

San Jacinto College Foundation
Financial Statements
May 2022

San Jacinto College Foundation
Statement of Financial Position
As of May 31, 2022

ASSETS	Current Year		Previous Year		Difference	
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
Current Assets						
Checking/Savings						
General Fund	\$2,153,906	-	\$2,153,906	\$2,124,036	-	\$29,870
Other Funds	-	-	-	-	-	-
Total Checking/Savings	2,153,906	-	2,153,906	2,124,036	-	29,870
Accounts Receivables	3,064,670	-	3,064,670	3,636,460	-	(571,790)
Other Current Assets						
Short Term Investments						
Goldman Sachs - SS2 (Endowed)	18,126,637	-	18,126,637	0	18,126,637	18,126,637
Goldman Sachs - SSF (Non-Endowed)	8,491,194	-	8,491,194	30,000,104	(21,508,910)	(21,508,910)
Goldman Sachs - FDN-SSE (Endowed)	1,358,555	-	1,358,555	-	1,358,555	1,358,555
Goldman Sachs - FDN	12,981,515	-	12,981,515	13,639,560	(658,045)	(658,045)
Total SJC Short Term Investments	14,340,070	26,617,831	40,957,901	13,639,560	30,000,104	(3,382,273)
Total Current Assets	19,558,646	26,617,831	46,176,477	19,400,055	30,000,104	49,400,159
TOTAL ASSETS	19,558,646	26,617,831	46,176,477	19,400,055	30,000,104	49,400,159
LIABILITIES & NET ASSETS						
Liabilities						
Current Liabilities						
Accounts Payable						
Grants Payable	37,676	-	37,676	18,509	-	19,167
Programs Payable	10,840	-	10,840	6,793	-	4,047
Endowments Payable	94,571	-	94,571	90,576	-	3,995
Scholarship Payables	401,698	626,265	1,027,964	144,240	257,459	626,265
Student Success Payables	112,584	-	112,584	111,310	-	1,274
Total Accounts Payable	657,369	626,265	1,283,634	371,427	-	285,942
Total Current Liabilities	657,369	626,265	1,283,634	371,427	-	285,942
Total Liabilities	657,369	626,265	1,283,634	371,427	-	285,942
NET ASSETS						
Net Assets Without Donor Restrictions	3,363,074	30,000,254	33,363,328	4,179,048	-	4,179,048
Net Assets With Donor Restrictions	16,697,044	-	16,697,044	13,887,473	-	2,809,570
Net Assets	20,060,117	30,000,254	50,060,371	18,066,522	-	18,066,522
Net Income	(1,158,840)	(4,008,688)	(5,167,529)	962,106	30,000,104	30,962,210
Total Net Assets	18,901,277	25,991,566	44,892,843	19,028,627	30,000,104	49,028,731
TOTAL LIABILITIES & NET ASSETS	\$19,558,646	\$26,617,831	\$46,176,477	\$19,400,055	\$30,000,104	\$49,400,159

San Jacinto College Foundation

Statement of Activities

For the Period Ending May 31, 2022

	Current Year		Previous Year		Difference		Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Foundation	Student Success Fund	Foundation	Student Success Fund		
Ordinary Income/Expense								
Income								
Contributions								
Grant Contributions	12,400	-	38,500	-	(26,100)	-	96,000	13%
Endowments	114,245	-	65,186	-	49,059	-	75,000	152%
Program Sponsorship	273,290	-	30,184,704	-	(29,911,414)	0	275,000	99%
Scholarships	639,219	-	355,664	-	283,555	0	400,000	160%
Total Contributions	1,039,154	-	30,644,054	-	(29,604,900)	0	846,000	123%
Other Income								
Special Events	297,270	-	4,562	-	292,708	-	185,000	161%
Investment Income	371,933	527,270	212,727	-	159,206	527,270	600,000	62%
Realized Gain / (Loss)	33,576	(36,082)	25,593	-	7,984	(36,082)	-	-
Unrealized Gain / (Loss)	(1,297,298)	(3,242,269)	1,471,899	-	(2,769,197)	(3,242,269)	-	-
Total Other Income	(594,519)	(2,751,081)	1,714,780	-	(2,309,299)	(2,751,081)	785,000	-76%
Total Income	444,635	(2,751,081)	32,358,834	-	(31,914,199)	(2,751,081)	1,631,000	27%
Expense								
Programs								
Scholarships Awarded - SSF		1,257,608		-		(1,257,608)	800,000	148%
Scholarships Awarded - FND	1,185,901	-	758,034	-	(427,866)	-	600,000	28%
Programs Sponsored	166,202	-	553,491	-	387,289	-	150,000	34%
Student Success Initiatives	50,629	-	60,786	-	10,157	-	1,550,000	90%
Total Programs	1,402,732	1,257,608	1,372,311	-	(30,421)	(1,257,608)		
Supporting Services								
Bad Debt Expense	-	-	-	-	-	-	2,000	0%
Supporting Services								
Foundation Expenses	54,639	-	19,113	-	(35,526)	-	86,000	64%
Fundraising Expenses	142,904	-	-	-	(142,904)	-	85,000	168%
Sponsorship Expense	3,200	3,200	5,200	-	2,000	-	5,000	64%
Total Supporting Services	200,744	-	24,313	-	(176,430)	-	176,000	114%
Total Expense	1,603,475	1,257,608	1,396,625	-	(206,851)	(1,257,608)	1,728,000	93%
Net Ordinary Income	(1,158,840)	(4,008,688)	30,962,210	-	(32,121,050)	(4,008,688)	(97,000)	
Other Income / Expenses								
Increase/Decrease in Net Position	(\$1,158,840)	(\$4,008,688)	\$30,962,210	\$0	(\$32,121,050)	(\$4,008,688)	(\$97,000)	

2008 Bond Program

Report as of June 30, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
721919 - CC Install Backup Chiller C26	-	252,000	252,000	-	252,000	24,040	203,250	24,710	90.19%
Sub-total	-	252,000	252,000	-	252,000	24,040	203,250	24,710	90.19%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,572,459)	53,801	-	53,801	-	-	53,801	-
726907 - Wayfinding Signage	50,000	657,482	707,482	10,924	718,406	36,676	681,730	-	100.00%
726923 - Replace HVAC, A1	-	776,250	776,250	-	776,250	206,746	550,180	19,324	97.51%
Sub-total	14,676,260	(3,532,780)	11,143,480	(9,595,023)	1,548,457	243,422	1,231,910	73,125	95.28%
2008 Contingency Supplemental Projects									
Sub-total	-	-	-	-	-	-	-	-	-
Supplemental Projects closed									
Sub-total	-	4,504,567	4,504,567	-	4,504,567	-	4,504,567	-	100.00%
Projects closed									
Sub-total	280,323,740	(1,223,787)	279,099,953	9,595,023	288,694,976	-	288,694,976	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	267,462	294,634,703	97,835	99.97%

2015 Bond Program

Report as of June 30, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
731601 - CC Petrochemical Center	52,450,000	(3,424,456)	49,025,544	2,154,564	51,180,108	-	51,180,108	-	100.00%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,340,351	6,340,351	306,053	6,646,404	-	6,646,404	-	100.00%
731602 - CC Welcome Center	16,600,000	1,291,796	17,891,796	578,549	18,470,345	-	18,470,345	-	100.00%
71602A - CC Welcome Center Site Development	-	1,906,100	1,906,100	93,900	2,000,000	210,064	1,555,080	234,856	88.26%
731603 - CC Class Room Building	47,155,000	2,195,219	49,350,219	1,788,440	51,138,659	3,464,198	46,084,667	1,589,794	96.89%
731604 - CC Central Data Closets	2,444,000	(1,294,164)	1,149,836	37,896	1,187,732	-	1,187,732	-	100.00%
731605 - CC Central Access Security	1,852,000	(644,480)	1,207,520	53,222	1,260,742	2,907	1,257,835	-	100.00%
731606 - CC Frels Renovation	1,153,000	2,755,572	3,908,572	132,048	4,040,620	-	4,040,620	-	100.00%
731607 - CC Davison Building Renovation	14,970,000	(4,906,276)	10,063,724	388,475	10,452,199	7,939	10,444,260	-	100.00%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,326,782)	11,358,218	405,901	11,764,119	309,260	11,454,859	-	100.00%
71608A - CC McCollum Center Reno Phase II	-	8,483,421	8,483,421	338,733	8,822,154	998,386	7,629,577	194,191	97.80%
731609 - CC McCollum North Renovation	2,535,000	(2,465,543)	69,457	62,556	132,013	-	132,013	-	100.00%
731610 - CC Ball Demolition	1,725,000	(127,112)	1,597,888	51,669	1,649,557	-	1,649,557	-	100.00%
731611 - CC Anderson Demolition	2,654,000	(301,221)	2,352,779	76,021	2,428,800	-	2,428,800	-	100.00%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	330,532	1,490,532	58,715	1,549,247	5,613	1,543,634	-	100.00%
731614 - CC Central Plant Upgrades	1,160,000	64,094	1,224,094	39,576	1,263,670	-	1,263,670	-	100.00%
Sub-total	170,717,000	3,117,616	173,834,616	6,846,797	180,681,413	4,998,367	173,664,205	2,018,841	98.88%
North									
732601 - NC Cosmetology & Culinary Center	22,845,000	(116,422)	22,728,578	736,359	23,464,937	-	23,464,937	-	100.00%
732602 - NC North Data Closets	915,000	(263,487)	651,513	21,051	672,564	-	672,564	-	100.00%
732604 - NC Lehr Library Demolition	650,000	(434,125)	215,875	6,979	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	(354,467)	522,533	25,266	547,799	-	547,799	-	100.00%
732606 - NC Wheeler Renovation	14,300,000	(2,644,106)	11,655,894	391,191	12,047,085	290,832	9,691,678	2,064,576	82.86%
732607 - NC Brightwell Renovation	6,628,000	421,240	7,049,240	258,531	7,307,771	40,457	6,530,880	736,434	89.92%
732608 - NC Spencer Renovation	13,000,000	(4,031,341)	8,968,659	371,682	9,340,341	-	9,340,341	-	100.00%
732609 - NC North DDC Network	580,000	149,716	729,716	28,923	758,639	-	758,639	-	100.00%
732610 - NC Underground Utility Tunnel	11,600,000	(7,710,815)	3,889,185	127,254	4,016,439	-	4,016,439	-	100.00%
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	-	3,291,288	3,291,288	130,721	3,422,008	-	3,422,008	-	100.00%
Sub-total	78,395,000	(18,692,519)	59,702,481	2,097,957	61,800,438	331,289	58,668,139	2,801,010	95.47%

2015 Bond Program

Report as of June 30, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South									
733601 - SC Engineering & Technology Center	28,400,000	(7,096,179)	21,303,821	691,395	21,995,216	-	21,995,216	-	100.00%
733602 - SC Cosmetology Center	16,213,000	(1,534,416)	14,678,584	545,725	15,224,309	-	15,224,309	-	100.00%
733603 - SC Longenecker Renovation	22,555,000	(3,590,821)	18,964,179	753,047	19,717,226	3,729	19,713,497	-	100.00%
733604 - SC South Data Closets	765,000	(157,055)	607,945	19,704	627,649	-	627,649	-	100.00%
733605 - SC South Primary Electrical Upgrade	5,800,000	966,625	6,766,625	218,639	6,985,264	2,087,408	3,266,416	1,631,440	76.64%
733606 - SC South Access/ Security	599,000	96,867	695,867	27,563	723,430	-	723,430	-	100.00%
733607 - SC South HW/CW Relocation	10,266,000	(6,914,146)	3,351,854	108,303	3,460,157	-	3,460,157	-	100.00%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	112,893	1,031,700	903,199	55.89%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,348,177	18,151,177	605,876	18,757,053	1,561,442	15,059,875	2,135,736	88.61%
73610A - SC Jones Central Plant Relocation	-	10,570,357	10,570,357	344,861	10,915,218	119,185	8,820,536	1,975,497	81.90%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,275,308)	2,124,692	73,380	2,198,072	-	2,198,072	-	100.00%
733612 - SC HVAC Tech	312,000	2,259,762	2,571,762	85,231	2,656,993	-	2,656,993	-	100.00%
733613 - SC South DDC Network	580,000	170,593	750,593	28,258	778,851	-	778,851	-	100.00%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,415,232	5,415,232	178,453	5,593,685	-	5,593,685	-	100.00%
Sub-total	116,438,000	(8,501,616)	107,936,384	3,744,531	111,680,915	3,884,657	101,150,386	6,645,872	94.05%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	71,268	887,919	40,813	95.92%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	-	1,788,345	211,655	89.42%
Sub-total	28,000,000	(25,115,300)	2,884,700	115,300	3,000,000	71,268	2,676,264	252,468	91.58%
Generation Park									
726601 - Generation Park	-	3,275,370	3,275,370	995,152	4,270,522	18,252	3,893,015	359,255	91.59%
76601B - North Access Road	-	1,097,944	1,097,944	-	1,097,944	1,097,944	-	-	100.00%
Sub-total	-	4,373,314	4,373,314	995,152	5,368,466	1,116,196	3,893,015	359,255	93.31%
Admin									
736602 - College Development	30,000,000	(29,928,632)	71,368	-	71,368	-	71,368	-	100.00%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	19,786,770	19,786,770	427,385	20,214,155	2,214,259	5,494,491	12,505,406	38.14%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	12,135,893	12,135,893	(11,404,113)	731,780	305,501	83,932	342,347	53.22%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	19,965,689	21,131,869	-	21,131,869	-	-	21,131,869	-
Sub-total	31,450,000	44,818,505	76,268,505	(13,799,737)	62,468,768	2,519,760	5,969,387	53,979,621	13.59%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	12,921,537	346,021,396	66,057,067	84.46%

Generation Park

Report as of June 30, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601								
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	8,843,556	-	8,843,556	-	100.00%
901609 - 2015 Bond - 726601	6,368,466	(2,097,944)	4,270,522	4,270,522	18,252	3,893,015	359,255	91.59%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	(8,725)	3,991,275	3,991,275	-	3,991,275	-	100.00%
901610 - Generation Park Parking Lot - 76601A	3,521,892	(691,977)	2,829,915	2,829,915	126,023	2,703,891	-	100.00%
901609/10 - North Access Road - 76601B	-	1,798,647	1,798,647	1,798,647	1,798,647	-	-	100.00%
TOTALS	29,521,892	(1,000,000)	28,521,892	28,521,892	1,942,922	26,219,715	359,255	98.74%

Energy Conservation Project

Report as of June 30, 2022

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
E22001 - UCRM 1 - LED Lighting	811,078	(191,184)	619,894	504,568	300	115,026	81.44%
E22002 - UCRM 2.1a - A-1 HVAC	10,354	-	10,354	2,462	-	7,892	23.78%
E22003 - UCRM 2.1b - CC Chillers	1,526,400	134,500	1,660,900	1,553,185	107,715	-	100.00%
E22004 - UCRM 2.1c - NC Chiller	593,600	71,400	665,000	611,100	53,900	-	100.00%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	-	33,000	-	-	33,000	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	15,614	25,560	24,950	-	610	97.61%
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	56,684	83,136	81,136	2,000	-	100.00%
E22008 - UCRM 3 - Retro-Commissioning	280,000	-	280,000	69,940	209,819	241	99.91%
E22009 - UCRM 4.2c - Vending Misers	46,224	-	46,224	12,414	-	33,810	26.86%
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	(15,614)	97,055	-	57,027	40,028	58.76%
E22011 - UCRM 8 - Solar PV	1,175,849	(71,400)	1,104,449	480,508	434,743	189,198	82.87%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	-	-	-	-	-	-	-
TOTALS	4,722,118	-	4,722,118	3,340,263	962,051	419,804	91.11%

Bond Interest Earnings

Report as of June 30, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expended
College Wide								
732614 - NC - N7, N8 & N9 Roof Replacement	2,587,830	(668,334)	1,919,496	1,919,496	113,717	6,563	1,799,216	6.27%
733615 - SC - S7 & S9 Roof Replacement	1,737,060	668,334	2,405,394	2,405,394	2,134,719	75,544	195,131	91.89%
TOTALS	4,324,890	-	4,324,890	4,324,890	2,248,436	82,107	1,994,347	53.89%

Rebates

Report as of June 30, 2022

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
College Wide							
F-929601 P-726015 CPower rebates	20,630	-	20,630	-	-	20,630	-
TOTALS	20,630	-	20,630	-	-	20,630	-

Repair and Renovation

Report as of June 30, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
F22001 - CC - Central Misc.	-	13,395	13,395	13,395	4,429	8,934	31	100%
F22029 - CC - Courtyard Drainage	-	28,785	28,785	28,785	12,377	12,377	4,030	86%
F22033 - CC - Truck Track	-	32,612	32,612	32,612	-	18,539	14,074	57%
F22044 - CC - C11 Dental Lab Renovation	-	40,000	40,000	40,000	34,310	-	5,690	86%
F22048 - CC - C45 Tables	-	8,869	8,869	8,869	1,451	6,536	881	90%
F22059 - CC - C34 Police Awning	-	9,180	9,180	9,180	9,180	-	-	100%
F22060 - CC - C34 Police Dept. Furniture	-	14,557	14,557	14,557	14,522	-	35	100%
F22069 - CC - C14.250 Auxiliary Svc Office R	-	24,411	24,411	24,411	24,411	-	-	100%
F22078 - CC - Child Care	-	2,880	2,880	2,880	-	-	2,880	0%
Sub-total	-	174,688	174,688	174,688	100,681	46,386	27,622	84%
North								
F22002 - NC - North Misc	-	8,351	8,351	8,351	-	4,851	3,500	58%
F22012 - NC - N33.114 CIT Lab Move	-	32,113	32,113	32,113	-	32,113	-	100%
F22024 - NC - Exterior Furniture	-	5,910	5,910	5,910	5,910	-	-	100%
F22040 - NC - N17 Storage Cabinet	-	5,366	5,366	5,366	-	5,366	-	100%
F22080 - NC Primary Electrical Repair	-	20,000	20,000	20,000	-	-	20,000	-
Sub-total	-	71,739	71,739	71,739	5,910	42,329	23,500	67%
South								
F22003 - SC - South Misc.	-	4,586	4,586	4,586	3,585	725	275	94%
F22015 - SC - S8.1026 Photo Lab Upgrade	-	11,187	11,187	11,187	-	11,187	-	100%
F22027 - SC - S8 Podium Stools	-	22,595	22,595	22,595	22,595	-	-	100%
F22038 - SC - S8 Breakroom Renovation	-	13,374	13,374	13,374	10,170	314	2,890	78%
F22065 - SC - Career Svc Renovation	-	7,609	7,609	7,609	7,591	-	18	100%
F22066 - SC - S12.120 IT Cubicle Buildout	-	27,942	27,942	27,942	27,046	-	896	97%
F22073 - S9 Foundation Repair	-	250,000	250,000	250,000	219,277	-	30,723	88%
Sub-total	-	337,293	337,293	337,293	290,264	12,226	34,802	90%
Generation Park								
F22064 - GP - Library Display Case	-	5,397	5,397	5,397	5,397	-	-	100%
Sub-total	-	5,397	5,397	5,397	5,397	-	-	100%
District								
F22004 - DIST - Campus Misc.	-	10,000	10,000	10,000	1,102	6,415	2,483	75%
F22007 - DIST - College Wide ADA Compliance	-	150,000	150,000	150,000	42,768	56,822	50,411	66%
F22062 - Dist - A2.213c Conference to Office	-	5,720	5,720	5,720	5,720	-	-	100%
F22070 - DIST - CW Roof Safety	-	200,007	200,007	200,007	160,213	-	39,794	80%
F22072 - DIST - A1.210 External Relations	-	15,254	15,254	15,254	15,251	-	4	100%
Sub-total	-	380,981	380,981	380,981	225,053	63,236	92,692	76%
Contingency (720700) -Major Repairs	150,000	(138,185)	11,815	11,815	-	-	11,815	-
Sub-total	150,000	(138,185)	11,815	11,815	-	-	11,815	-
Projects Closed								
F22005 - CC - C45 Dow Classroom Tables	-	5,914	5,914	5,914	-	5,914	-	100%
F22009 - CC - C34 Flag Pole Remove and Reloc	-	6,443	6,443	6,443	-	6,443	-	100%
F22010 - CC - CPET Lab Upgrade	-	-	-	-	-	-	-	-
F22016 - CC - C26 Air Compressor	-	-	-	-	-	-	-	-
F22017 - CC - Café Furniture Reupholstering	-	14,413	14,413	14,413	-	14,413	-	100%
F22023 - NC - ILC Window Tint	-	8,160	8,160	8,160	-	8,160	-	100%
F22013 - SC - S7.118/143 Tier 1 Upgrade	-	30,303	30,303	30,303	-	30,303	-	100%
F22018 - SC - Café Furniture Reupholstering	-	6,107	6,107	6,107	-	6,107	-	100%
F22008 - Gen Park Furniture	-	6,216	6,216	6,216	-	6,216	-	100%
Sub-total	-	77,555	77,555	77,555	-	77,555	-	100%
TOTALS	150,000	909,468	1,059,468	1,059,468	627,304	241,732	190,431	73%

Item “VIII”
Regular Board Meeting August 8, 2022

**Consideration of Approval of Annual Review of the College’s Investment Policy and Strategy -
Second Reading**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the attached revisions to the Investment Policy and Strategy of the College.

BACKGROUND

The Investment Policy and Strategy of San Jacinto College requires that the Board of Trustees, at least annually, review and approve appropriate changes as required by Texas Government Code 2256, the Public Funds Investment Act (PFIA). The Board approved the last revisions on August 2, 2021.

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

IMPACT OF THIS ACTION

The revisions to the Investment Policy and Strategy are listed in the attached Summary of Changes and include minor updates as part of the annual review. In addition, the list of designated Investment Officers has been updated

The updated policy was sent to the College community on June 6, 2022 through June 21, 2022. No comments were received.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy III.3001.A: Investment Policy and Strategy (Tracked Changes)
- Attachment 3 – Policy III.3001.A: Investment Policy and Strategy (Clean Version)
- Attachment 4 – Report of Investment Officer Training

RESOURCE PERSONNEL

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

Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

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

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

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

Action Recommended for Policy: **Revise**

Action Recommended for Procedures: N/A

Web Links:

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

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

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

Summary of Changes:

Policy Changes:

The current Policy III.3001.A, Investment Policy and Strategy, requires minor revisions which include:

- Update list of designated Investment Officers
- Other minor edits

Procedure Changes:

N/A

Policy III.3001.A, Investment Policy and Strategy

Purpose

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

Policy

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

Authority

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

Applicability

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

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

OBJECTIVES

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

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

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

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

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

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

STRATEGY

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

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

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

A. Operating Funds and Commingled Pools Containing Operating Funds

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

B. Debt Service Funds

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

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

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

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

STANDARD OF CARE – PRUDENT PERSON STANDARD

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

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

INVESTMENT TRAINING

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

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

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

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

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

and Assistant Comptroller.

Board of Trustees

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

Investment Committee

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

Investment Officer(s)

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

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

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

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

ETHICS AND CONFLICTS OF INTEREST

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

AUTHORIZED INVESTMENTS

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

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

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

PROHIBITED INVESTMENTS

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

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

DIVERSIFICATION

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

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

MAXIMUM MATURITIES

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

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

Policy Certification

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

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

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

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

COLLEGE DEPOSITORY

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

COMPLIANCE AUDIT

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

Loss of Rating

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

Monitoring FDIC Status

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

COLLATERALIZATION

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

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

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

Authorized Collateral

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

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

Voluntary Collateral Pooling Alternative

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

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

SAFEKEEPING

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

DELIVERY VERSUS PAYMENT

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

REPORTING

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

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

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

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

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

INTERNAL CONTROLS

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

Cash Flow Forecasting

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

INVESTMENT POLICY ADOPTION

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

Procedures

There are no associated procedures with this policy.

Date of Board Approval	<u>Anticipated</u> August 28 , 202 1 <u>2</u>
Effective Date	<u>Anticipated</u> August 30 , 202 1 <u>2</u>
Primary Owner	Vice Chancellor, Fiscal Affairs

Attachment 2 – Track Changes

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

Purpose

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

Policy

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

Authority

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

Applicability

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

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

OBJECTIVES

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

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

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

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

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

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

STRATEGY

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

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

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

A. Operating Funds and Commingled Pools Containing Operating Funds

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

B. Debt Service Funds

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

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

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

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

STANDARD OF CARE – PRUDENT PERSON STANDARD

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

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

INVESTMENT TRAINING

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

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

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

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

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

Board of Trustees

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

Investment Committee

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

Investment Officer(s)

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

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

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

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

ETHICS AND CONFLICTS OF INTEREST

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

AUTHORIZED INVESTMENTS

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

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

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

PROHIBITED INVESTMENTS

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

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

DIVERSIFICATION

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

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

MAXIMUM MATURITIES

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

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

Policy Certification

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

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

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

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

COLLEGE DEPOSITORY

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

COMPLIANCE AUDIT

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

Loss of Rating

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

Monitoring FDIC Status

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

COLLATERALIZATION

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

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

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

Authorized Collateral

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

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

Voluntary Collateral Pooling Alternative

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

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

SAFEKEEPING

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

DELIVERY VERSUS PAYMENT

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

REPORTING

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

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

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

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

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

INTERNAL CONTROLS

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

Cash Flow Forecasting

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

INVESTMENT POLICY ADOPTION

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

Procedures

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 8, 2022
Effective Date	Anticipated August 9, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs

Secondary Owner	Associate Vice Chancellor, Finance
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Report of Investment Officer Training For the Year Ended August 31, 2022

Name	Title	Recent Investment Training	Number of Hours	Investment Training Provider
Teri Zamora	Vice Chancellor, Fiscal Affairs	April 30, 2021	5	University of North Texas Center for Public Management and Government Treasurers' Organization of Texas
Carin Hutchins	Associate Vice Chancellor, Finance (hired July 20, 2020)	October 6, 2021	5	University of North Texas Center for Public Management and Government Treasurers' Organization of Texas PFM
		June 8, 2021	5	
Andrea DuBois	Comptroller (hired November 16, 2020)	April 29, 2021	5	University of North Texas Center for Public Management and Government Treasurers' Organization of Texas
		April 30, 2021	5	
Carol Tillman	Assistant Comptroller (hired July 12, 2021)	November 15, 2021 November 16, 2021	5 5	University of North Texas Center for Public Management and Government Treasurers' Organization of Texas

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the 2022-2023 Annual Priorities for San Jacinto College.

BACKGROUND

For fiscal year 2022-2023, seven annual priorities are recommended. These annual priorities were developed by the Strategic Leadership Team (SLT) including obtaining feedback from various members of their teams and being informed by the work of a variety of councils, committees, and taskforces. The SLT members will work with their respective members of the Strategic Leadership Communication Council (SLCC) to determine the necessary action plans to implement these priorities. The SLCC consists of approximately 150 leaders throughout the College including department chairs, directors, deans, and various other leadership levels across all instructional, support, and functional areas.

IMPACT OF THIS ACTION

The Board’s formal approval of the 2022-2023 annual priorities will allow the SLT, SLCC, and employees throughout the College to develop the work plans and related actions necessary to actualize the annual priorities. The 2022-2023 annual priorities will align the work of the employees with the College’s vision, mission, values, and strategic plan and will guide the development of individual performance plans for all full-time employees.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The proposed 2022-2023 budget was prepared based on conservative revenue assumptions consistent with the current economic climate and concerns about the future economic outlook. The College’s strategic plan and proposed 2022-2023 annual priorities anchored the 2022-2023 budget development process and were the foundation of budget priorities. The Board of Trustees and the SLT are critically aware that the College must remain committed to our strategic plan and student focused priorities, even considering a challenging economic picture.

MONITORING AND REPORTING TIMELINE

Regular monitoring will occur with the Strategic Leadership Team and periodic updates will be presented to the Board of Trustees.

ATTACHMENTS

Attachment 1 – 2022-2023 Annual Priorities

RESOURCE PERSONNEL

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

San Jacinto College

2022-2023 Annual Priorities

- **Ensure and Uphold Our Equity Focus and Commitment:** Through the use of disaggregated data, inquiry, self-reflection, and analysis, explore how existing instructional, student support, and business practices, policies, initiatives, and programming address equity and inclusion. Develop and implement aggressive strategies that address student performance and outcome gaps and enhance employee implementation of lessons learned by integrating the equity focus and work throughout the College. Objectives and areas of emphasis include the following:
 - A culture of inclusive classrooms and accessible learning,
 - Curriculum designed to train the next generation of the workforce and prepare students for the workplace environment,
 - Courageous conversations that advance understanding and respect within the San Jacinto College community and in our local communities,
 - Equity in student outcomes by program and course for Hispanic, White, Black, Asian, and Native American students and students with socioeconomic or learning differences, and
 - Strategies that reduce unconscious bias, eliminate implicit bias, and increase diversity in the recruitment, hiring, and retention of College employees.
- **Expansion of Transfer Opportunities and Awareness:** Improve communication and collaboration with transfer institutions, focusing on institutions that are within the top ten transfer destinations for San Jacinto College students or those that offer exceptional opportunities for students. Review existing institutional-level articulation agreements and revise with an emphasis on benefits to students, scholarships, and program placement while eliminating transfer barriers. Create program-level articulation agreements that identify and delineate specific courses, barriers, and solutions for success within program pathways.
- **Career and Workforce Pathways:** Expand existing workforce programs and develop programs to meet demand for a responsive talent pipeline. Evaluate and improve existing curricula to ensure that student learning reflects workplace culture and employer demand. Review curricula and programs to identify short-term credentials of value that prepare learners for immediate entry or re-entry into the workforce and open pathways to certificates or degrees. Continue to strengthen employer relationships and expand sector-based Chancellor's Advisory Councils. Refresh and enhance program advisory committees. Expand workplace opportunities for hands-on and experiential learning. Explore and implement competency-based models for awarding credit for prior learning to expedite the student's journey to a career. Redesign systems that facilitate pathways across noncredit and credit programs. Increase and strengthen incumbent worker training.
- **Adaptive Student Support:** Establish a program-focused holistic advising system that focuses on student career and transfer pathways and offers an optimal balance between traditional and digital student support services. Continue advancements in organizational structure, process and technology improvements, and specialized advising capabilities to create an efficient and adaptive institution that responds swiftly to unique student needs.

Attachment 1

- **Expand Our Outreach Efforts by Focusing on Creating College-Going Opportunities:** Increase and enhance outreach, access, and support for individuals whose education was disrupted by COVID or for community members who have been historically underrepresented in postsecondary education.

High School Populations: Develop responsive strategies to address the non-college going high school graduate population through aggressive efforts to encourage all high school seniors in the taxing district to take part in the Promise @ San Jac scholarship program. Continue discovery of barriers to student progress and where students stop out before high school completion.

Adult Populations: Create marketing and recruitment strategies for adult populations who have never attended college, who attended but did not complete a credential, and who achieved a credential but want additional or different credentials. Design programs and courses that meet the need for entry-level job skills, incumbent worker training, and/or career advancement competencies, including adult basic education and language skills and GED achievement. Design credit and non-credit programs to be taught on campus and in the community to meet the needs of adult population cohorts.

Online Populations: Develop strategies to market and recruit students to fully online programs created before and through the pandemic. Assess other College programs that are a few courses short of becoming a fully online program and develop a strategy to move these programs to the online learning format.

- **Positioning for the Future:** Continue to respond to workforce demands and challenges in recruitment and retention in today's competitive environment. Expand employee coaching, mentoring opportunities, and knowledge management for critical positions. Continue to build employee and leadership capacity through participation in various professional development programs. Analyze and evaluate the results from the employee engagement survey to implement actions for sustained organizational wellness. Strengthen learned skills for all employees to support a diverse student population through active learning in diversity, equity, and inclusion programs across the College.
- **Advance a Culture of Resiliency and Sustainability:** Continuously implement innovative solutions when confronted with regional opportunities and challenges. Demonstrate agility, resiliency, and flexibility through collaboration when trying to solve challenges and proactively anticipating future challenges. Foster continuous improvement across the College focused on sustainability and aligned to increased student success.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the proposed 2022-2023 budget for the San Jacinto Community College District which consists of a balanced Unrestricted Fund budget of \$193,330,653. The total budget also includes a balanced Restricted Fund budget of \$134,458,140, an Auxiliary budget with revenues of \$2,850,000 and expenditures of \$2,800,458. Depreciation expense of \$26,800,000 is reported as an informational item only.

BACKGROUND

The proposed budget provides operating funds for 2022-2023 (FY23). Official state allocations and current estimates of ad valorem taxes, based on projections from Harris County Tax Office, are included in the revenue projections, along with the College’s current estimates of other revenues. Conservative projections have been utilized for revenues and are therefore considered reasonably attainable.

Highlights of the Unrestricted Fund budget include:

REVENUES – Overall Increase of \$ 8,607,099

- State Allocation
 - Second year of 2022-2023 biennium
 - No change
- Ad valorem Tax (Maintenance and Operations)
 - Taxable value is projected to increase by 16% percent based on Harris County Appraisal District estimates received July 25; however, there are more protests, appeals, litigation and refunds over prior years
 - Budget assumption is that the College will not exceed the voter-approval tax rate
 - Final adoption of tax rates will be based on certified tax rolls to be received in mid-August 2022
 - Anticipated increase of \$5,700,000 (7.7%)
- Federal Funds
 - Higher Education Emergency Relief Fund (HEERF) Lost Revenue \$7,100,000
 - HEERF Indirect Cost \$500,000
- Net Tuition Revenue
 - Anticipated overall increase in Credit Tuition Revenue, net of Texas Public Education Grant (TPEG) set-aside, of \$1,100,000 (3%) due to anticipated recovery of enrollment and the expansion of the Promise program
 - Increase in Continuing Education Tuition Revenue of \$320,000 (5.3%)
 - Decrease in deductions for Exemptions and Waivers of \$572,100 (3.1%), primarily related to Dual Credit
 - Decrease in deductions for Bad Debt of \$700,000 (50%)

Action Item “X”
Regular Board Meeting August 8, 2022
Consideration of Approval of Proposed Budget for 2022-2023

- Sales, Services and Other
 - Decrease in Children’s Center revenue due to the closure of the North Children’s Center which is more than offset by an increase in Departmental Activity and Other Non-Educational revenue
 - Anticipated net increase of \$115,000 (7.1%)
- Investment Income
 - Budget assumption is that interest earnings will increase due to higher interest rates and some purchases of higher yielding investments allowed by the Public Funds Investment Act
 - Anticipated increase of \$750,000 (300%)

EXPENSES – Overall Increase of \$ 8,607,099

- Increases by Functional Classification include:

○ Instruction	\$ 2,681,984
○ Academic Support	\$ 1,139,131
○ Student Services	\$ 443,769
○ Institutional Support	\$ 3,588,263
○ Operations and Maintenance	\$ 750,617
○ Local Cash Match	<u>\$ 3,335</u>
	<u>\$ 8,607,099</u>
- Collectively, net increases in the functional classifications will provide for the following:
 - Performance based salary increases (\$4.75 million)
 - Increase in adjunct hourly pay rates (\$43 to \$48)
 - Increase in utilities and property insurance
 - Increase in market stipends for health-related and other high demand program areas
 - Annual compliance training for part-time faculty
 - Increase in annual departmental contracts (based upon the rise in the Consumer Price Index) and fuel costs
 - Allocation for cost to conduct compensation study
 - Addition of new positions and reserve to address departmental opportunities
- Other considerations:
 - Hiring for open positions is managed closely by the Strategic Leadership Team
 - Planning for FY24 and beyond when HEERF funding is no longer available

Action Item “X”
Regular Board Meeting August 8, 2022
Consideration of Approval of Proposed Budget for 2022-2023

Highlights of the Restricted Fund budget include:

REVENUES – Overall Decrease of \$37,790,806

EXPENSES – Overall Decrease of \$37,950,806

- Debt Service
 - Net increase of \$1,723,309 due to a new bond issuance and refunding transaction in February 2022.

- Financial Aid
 - Net increase of \$1,114,757 due primarily to the following:
 - Increase in Pell of \$3,000,000 for additional Promise program students who qualify for financial aid
 - Increase in Federal Work Study (FWS) allocation of \$317,173 related to participation in a FWS experimental program
 - Increase of alternative loans (\$50,000) and TPEG (\$200,000) with anticipated enrollment growth
 - Decrease in 21Forward Scholarships of \$2,500,000 since more students participating in the program are eligible for financial aid

- Federal, State and Local Grants
 - Decrease in federal grants of \$40,788,872 is due to the decrease in Department of Education HEERF funds remaining to be spent prior to the completion of the grant extension period on June 30, 2023.

Highlights of the Auxiliary Fund budget include:

REVENUES – Overall Decrease of \$15,500

- Bookstore
 - Budget assumption is no change in revenues from previous year
- Cafeteria
 - Increase of \$14,500 is due to anticipated increase in enrollment
- Contracted Services
 - Decrease of \$30,000 for reduced vending sales and printing activities

EXPENSES – Overall Increase of \$111,858

- Student Activities
 - Decrease of \$43,900 based on review of historical actuals
-
- Athletics
 - Increase of \$55,049 to address anticipated higher costs for utilities, travel, equipment, and housing

Action Item “X”
Regular Board Meeting August 8, 2022
Consideration of Approval of Proposed Budget for 2022-2023

- College/Contracted Services
 - Increase of \$75,709 to cover higher food, equipment, and other operating costs
- Institutional Activities
 - Increase of \$25,000 includes performance pay and related benefits for Auxiliary funded employees

The total Auxiliary budget is projected to result in net revenues of \$49,542.

OTHER

- Depreciation is projected to increase \$4,200,000 million due to a net increase in new and previous facilities and related assets placed in service. However, the College does not budget to recover depreciation expense since this is a non-cash transaction.

The proposed budget reflects the College’s commitments to student success and to serving the citizens and businesses in the taxing district and service area. The College’s Annual Priorities served as guideposts during the budget prioritization process. Additional initiatives and requests were not funded or were not fully funded due to limited resources. Budget areas will be reviewed during the year as College personnel continue to emphasize scaling promising practices, eliminating low value activities, and controlling costs.

While the College experienced continued slow enrollment growth related to the pandemic in FY22, FY23 is showing signs of recovery. Fall 2022 current enrollment trends are higher than fall 2021 and 2020. In addition, remaining HEERF funds will be utilized to supplement resources to both students and the institution. The College will continue to move forward cautiously in expenditures during the coming year.

IMPACT OF THIS ACTION

Approval of the proposed budget will establish the 2022-2023 budget for the College and comply with section 51.0051 of the Texas Education Code that requires the governing board of each institution to approve a budget on or before September 1 of each year.

ATTACHMENTS

Attachment 1 – Summary of Revenues and Expenses Fiscal Year 2023 Compared to Fiscal Year 2022

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
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Attachment 1
PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
SUMMARY OF REVENUES & EXPENSES
FISCAL YEAR 2023 TO FISCAL YEAR 2022**

	FY2023 BUDGET	FY2022 BUDGET	Increase/ Decrease	% Change
UNRESTRICTED				
<i>Revenues</i>				
State Allocation	\$ 41,307,653	\$ 41,307,654	\$ (1.00)	0.00%
Maintenance & Operating Taxes	79,500,000	73,800,000	5,700,000	7.72%
HEERF Transfers	7,600,000	8,250,000	(650,000)	-7.88%
Tuition	62,183,000	59,490,900	2,692,100	4.53%
Sales, Services and Other	1,740,000	1,625,000	115,000	7.08%
Investment Income	1,000,000	250,000	750,000	300.00%
Total	193,330,653	184,723,554	8,607,099	4.66%
<i>Expenses</i>				
Instruction	70,703,036	68,021,052	2,681,984	3.94%
Academic Support	17,969,108	16,829,977	1,139,131	6.77%
Student Services	16,839,571	16,395,802	443,769	2.71%
Institutional Support	51,803,703	48,215,440	3,588,263	7.44%
Operation & Maintenance	18,133,400	17,382,783	750,617	4.32%
Staff Benefits	17,412,000	17,412,000	-	0.00%
Local Cash Match	469,835	466,500	3,335	0.71%
Total	193,330,653	184,723,554	8,607,099	4.66%
RESTRICTED				
<i>Revenues</i>				
Debt Service	37,780,067	36,056,758	1,723,309	4.78%
State Funded Benefits	11,862,735	11,862,735	-	0.00%
Financial Aid	53,731,736	52,616,979	1,114,757	2.12%
Federal, State, and Local Grants	31,083,602	71,872,474	(40,788,872)	-56.75%
Total	134,458,140	172,408,946	(37,950,806)	-22.01%
<i>Expenses</i>				
Debt Service	37,780,067	36,056,758	1,723,309	4.78%
State Funded Benefits	11,862,735	11,862,735	-	0.00%
Financial Aid	53,731,736	52,616,979	1,114,757	2.12%
Federal, State, and Local Grants	31,083,602	71,872,474	(40,788,872)	-56.75%
Total	134,458,140	172,408,946	(37,950,806)	-22.01%
AUXILIARY				
<i>Revenues</i>				
Auxiliary Services	2,850,000	2,865,500	(15,500)	-0.54%
Total	2,850,000	2,865,500	(15,500)	-0.54%
<i>Expenses</i>				
Auxiliary Services	2,800,458	2,688,600	111,858	4.16%
Total	2,800,458	2,688,600	111,858	4.16%
SUMMARY				
Total Revenues	330,638,793	359,998,000	(29,359,207)	-8.16%
Total Expenses	330,589,251	359,821,100	(29,231,849)	-8.12%
Net Revenue	49,542	176,900	(127,358)	-71.99%
OTHER				
Depreciation	26,800,000	22,600,000	4,200,000	18.58%

*Certain amounts in the 2022 budget have been reclassified to conform with the current year presentation.

Attachment 1
PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
DETAIL REVENUES**

	Fiscal Year 2022 - 2023	Fiscal Year 2021- 2022*
UNRESTRICTED REVENUE		
State Allocation	<u>41,307,653</u>	<u>41,307,654</u>
Maintenance & Operating Taxes	<u>79,500,000</u>	<u>73,800,000</u>
HEERF Transfers		
Lost Revenue	7,100,000	7,500,000
IDC	500,000	750,000
Total HEERF Transfers	<u>7,600,000</u>	<u>8,250,000</u>
Credit Tuition		
In District (Base Tuition)	29,319,000	28,323,290
Out of District	31,090,000	30,989,635
Out of State/Foreign	5,452,000	5,253,229
3-Peat Tuition	839,000	833,846
Gross Tuition	<u>66,700,000</u>	<u>65,400,000</u>
Less: TPEG Transfers	(3,100,000)	(2,900,000)
Less: Exemptions/Waivers	(8,670,000)	(9,160,000)
Less: Bad Debt	(700,000)	(1,400,000)
Net Credit Tuition	<u>54,230,000</u>	<u>51,940,000</u>
Non- Credit Tuition		
CPET	525,000	480,000
Maritime Transportation	1,500,000	1,300,000
Continuing and Professional Development	6,000,000	5,925,000
Gross Non-Credit Tuition	<u>8,025,000</u>	<u>7,705,000</u>
Less: Exemptions/Waivers	(72,000)	(154,100)
Net Non-Credit Tuition	<u>7,953,000</u>	<u>7,550,900</u>
Total Credit and Non-Credit Tuition	<u>62,183,000</u>	<u>59,490,900</u>
Sales and Services		
Educational		
Departmental Activity	150,000	25,000
Children's Center	375,000	450,000
Other	-	-
Subtotal Sales and Services Educational	<u>525,000</u>	<u>475,000</u>
Non-Educational		
Administrative Cost Allowance	450,000	450,000
Facilities Usage	400,000	400,000
Purchasing Rebate	200,000	150,000
Other	165,000	150,000
Subtotal Sales and Services Non-Educational	<u>1,215,000</u>	<u>1,150,000</u>
Total Sales and Services	<u>1,740,000</u>	<u>1,625,000</u>
Investment Income	<u>1,000,000</u>	<u>250,000</u>
TOTAL UNRESTRICTED REVENUE	<u>193,330,653</u>	<u>184,723,554</u>

*Certain amounts in the 2022 budget have been reclassified to conform with the current year presentation.

Attachment 1
PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
 DETAIL EXPENSES**

	Fiscal Year 2022 - 2023	Fiscal Year 2021 - 2022*
<u>UNRESTRICTED EXPENSES</u>		
Instruction		
Faculty and Staff Salaries	65,670,706	63,114,946
Departmental Operating Expenses	5,032,330	4,906,106
Total Instruction	70,703,036	68,021,052
Academic Support		
Library	2,520,914	2,247,161
Instructional Design Services	744,759	710,245
Distance Education	164,507	160,645
Honors Program	314,348	284,348
Associate VP for College Prep	411,675	396,009
Instructional Support System	1,800,192	1,786,392
Associate VP for Learning	436,512	825,805
Assistant VC, Instr and Support Efficacy	165,021	138,720
Academic Support	11,206,341	10,079,806
Open Education Resource	204,839	200,846
Total Academic Support	17,969,108	16,829,977
Student Services		
Admissions and Registration	1,547,225	1,486,255
Student Financial Services	2,237,428	2,128,181
Dual Credit	941,307	868,861
Recruiting	823,051	828,082
Other Student Services	11,290,560	11,084,423
Total Student Services	16,839,571	16,395,802
Institutional Support		
Governance of the Institution	113,793	97,558
Executive Direction and Control	11,892,340	11,109,779
Business and Fiscal Management	6,383,214	5,438,293
General Institutional Expense	12,038,248	10,917,118
Technology	17,191,075	16,761,604
Campus Security	4,185,033	3,891,088
Total Institutional Support	51,803,703	48,215,440
Operation and Maintenance		
Plant Support Services	3,758,474	3,713,252
Building Maintenance	3,762,608	3,632,562
Custodial Services	3,851,065	3,744,065
Grounds Maintenance	1,036,908	1,019,910
Utilities	4,846,590	4,457,778
Fiscal Initiatives & Capital Projects	877,755	815,216
Total Operation and Maintenance	18,133,400	17,382,783
Staff Benefits	17,412,000	17,412,000
Local Cash Match	469,835	466,500
<u>TOTAL UNRESTRICTED EXPENSES</u>	<u>193,330,653</u>	<u>184,723,554</u>

*Certain amounts in the 2022 budget book have been reclassified to conform with the current year presentation.

Attachment 1
PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
DETAIL REVENUES**

	Fiscal Year 2022 - 2023	Fiscal Year 2021 - 2022*
<u>RESTRICTED REVENUE</u>		
Debt Service		
Debt Service Tax (I & S)	<u>37,780,067</u>	<u>36,056,758</u>
State Benefit Appropriations		
Benefits - State Portion	<u>11,862,735</u>	<u>11,862,735</u>
Financial Aid - Federal		
State Educational Opportunity Grant	787,004	757,371
Pell	39,000,000	36,000,000
Federal Loans - Direct Loan Subsidized	4,250,000	4,250,000
Federal Work Study	911,950	594,277
Student Aid	7,000	-
Subtotal - Financial Aid Federal	<u>44,955,954</u>	<u>41,601,648</u>
Financial Aid - State		
College Access Loan	2,500	5,000
THECB Military Tuition Assistance	4,000	-
Texas College Work Study	87,961	85,614
Texas College Work Study - Mentorship	68,222	61,618
Texas Educational Opportunity Grant - Initial	1,350,000	1,150,000
Texas Educational Opportunity Grant - Renewal	413,099	613,099
Subtotal - Financial Aid State	<u>1,925,782</u>	<u>1,915,331</u>
Financial Aid - Local		
Alternative Loans	250,000	200,000
Texas Public Education Grant	3,100,000	2,900,000
21Forward Scholarship	3,000,000	5,500,000
Other Foundation Scholarships	500,000	500,000
Subtotal - Financial Aid Local	<u>6,850,000</u>	<u>9,100,000</u>
Total Financial Aid - Federal, State and Local	<u>53,731,736</u>	<u>52,616,979</u>
Federal, State and Local Grants		
Grants - Federal	29,594,286	70,137,484
Grants - State	1,455,138	1,182,046
Grants - Local	34,178	552,944
Total Grants - Federal, State and Local	<u>31,083,602</u>	<u>71,872,474</u>
<u>TOTAL RESTRICTED REVENUE</u>	<u>134,458,140</u>	<u>172,408,946</u>

*Certain amounts in the 2022 budget book have been reclassified to conform with the current year presentation.

Attachment 1
PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
 DETAIL EXPENSES**

	Fiscal Year 2022 - 2023	Fiscal Year 2021 - 2022*
<u>RESTRICTED EXPENSES</u>		
Debt Service		
Debt Service Payments	<u>37,780,067</u>	<u>36,056,758</u>
State Benefit Appropriations		
Benefits - State Portion	<u>11,862,735</u>	<u>11,862,735</u>
Federal, State and Local Financial Aid		
Financial Aid - Federal	44,955,954	41,601,648
Financial Aid - State	1,925,782	1,915,331
Financial Aid - Local	6,850,000	9,100,000
Total Financial Aid - Federal, State and Local	<u>53,731,736</u>	<u>52,616,979</u>
Federal, State and Local Grants		
Grants - Federal	29,594,286	70,137,484
Grants - State	1,455,138	1,182,046
Grants - Local	34,178	552,944
Total Grants - Federal, State and Local	<u>31,083,602</u>	<u>71,872,474</u>
<u>TOTAL RESTRICTED EXPENSES</u>	<u>134,458,140</u>	<u>172,408,946</u>

*Certain amounts in the 2022 budget book have been reclassified to conform with the current year presentation.

Attachment 1
PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT
DETAIL REVENUES

	Fiscal Year 2022 - 2023	Fiscal Year 2021 - 2022
<u>AUXILIARY REVENUE</u>		
Auxiliary Services		
Bookstore	1,000,000	1,000,000
Cafeteria	530,000	515,500
Contracted Services	320,000	350,000
Student Loans and Fees	1,000,000	1,000,000
Total Auxiliary Services	2,850,000	2,865,500
<u>TOTAL AUXILIARY REVENUE</u>	2,850,000	2,865,500

Attachment 1
PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT
DETAIL EXPENSES

	Fiscal Year 2022 - 2023	Fiscal Year 2021 - 2022
<u>AUXILIARY EXPENSE</u>		
Auxiliary Services		
Activity		
Student Activities	466,017	509,917
Sports	1,386,500	1,331,451
College/Contracted Services	608,441	532,732
Alleviating Campus Food Insecurity (ACFI)	164,500	164,500
Institutional Activities	175,000	150,000
Total Auxiliary Services	2,800,458	2,688,600
<u>TOTAL AUXILIARY EXPENSES</u>	<u>2,800,458</u>	<u>2,688,600</u>

Attachment 1
PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
BUDGET MANAGER SUMMARY
FISCAL YEAR 2022 - 2023**

UNRESTRICTED

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus	20,755,954	1,120,839	7,215,071	3,757,627	2,210,418	149,040	35,208,949
North Campus	13,160,168	403,892	4,007,925	2,378,350	1,221,778	19,466	21,191,579
South Campus	15,424,022	370,267	5,762,647	2,774,173	1,257,921	56,926	25,645,956
Generation Park Campus	1,716,244	29,388	76,784	304,950	164,000	7,000	2,298,366
Maritime Tech and Training Center	1,041,970	48,216	293,689	192,477	185,689	2,460	1,764,501
Continuing Professional Development	2,303,760	36,600	380,640	387,813	3,000,484	76,250	6,185,547
Chancellor's Office ¹	625,783	29,800	-	115,597	592,087	-	1,363,267
Deputy Chancellor and President	4,327,840	86,400	439,500	795,511	2,619,160	388,367	8,656,778
Student Services	12,355,387	138,601	404,550	2,084,001	1,767,222	85,700	16,835,461
Strategic Initiatives	494,461	12,600	15,000	91,339	211,555	376	825,331
Marketing/PR & Govt. Affairs	1,945,640	36,300	46,250	311,677	3,329,281	183,000	5,852,148
Human Resources	2,626,793	63,600	4,000	447,628	963,130	54,800	4,159,951
Information Technology Services	6,909,627	146,403	203,500	1,183,933	6,385,623	2,766,507	17,595,593
Fiscal Affairs	8,895,138	457,947	634,138	1,775,709	14,940,606	56,164	26,759,702
Facilities Services	4,089,385	15,900	212,500	704,406	7,890,862	53,213	12,966,266
Fiscal Initiatives & Capital Projects	580,472	11,700	-	106,808	5,322,280	-	6,021,260
Total	\$97,252,641	\$3,008,453	\$19,696,194	\$17,412,000	\$52,062,096	\$3,899,269	\$193,330,653

RESTRICTED

OTHER

Budget Manager	Financial Aid	Grants	State Benefits	Debt Service	Total	Depreciation
Central Campus		787,537	2,869,410		3,656,947	
North Campus		1,169,704	1,660,067		2,829,771	
South Campus		262,578	1,899,310		2,161,888	
Generation Park Campus			20,662		20,662	
Maritime Tech and Training Center			136,365		136,365	
Continuing Professional Development		11,543,292	405,679		11,948,971	
Chancellor's Office			44,375		44,375	
Deputy Chancellor and President			481,851		481,851	
Student Services	53,731,736		995,743		54,727,479	
Strategic Initiatives			36,041		36,041	
Marketing/PR & Govt. Affairs		34178	189,013		223,191	
Human Resources			219,852		219,852	
Information Technology Services			646,949		646,949	
Fiscal Affairs		17,286,313	1,809,510	37,780,067	56,875,890	26,800,000
Facilities Services			433,779		433,779	
Fiscal Initiatives & Capital Projects			14,129		14,129	
Total	\$53,731,736	\$31,083,602	\$11,862,735	\$37,780,067	\$134,458,140	\$26,800,000

AUXILIARY

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus					82,000		82,000
North Campus	70,554		5,400	13,405	598,524		687,883
South Campus	68,880		12,391	13,707	622,563		717,541
Maritime Tech and Training Center							
Continuing Professional Development							
Chancellor's Office ²					135,000		135,000
Deputy Chancellor and President					15,000		15,000
Student Services			4,500		146,500		151,000
Strategic Initiatives							
Marketing/PR & Govt. Affairs							
Human Resources							
Information Technology Services							
Fiscal Affairs	213,447	240	72,980	148,263	569,455	7,650	1,012,035
Facilities Services							
Fiscal Initiatives & Capital Projects							
Total	\$352,881	\$240	\$95,271	\$175,375	\$2,169,042	\$7,650	\$2,800,458

¹HB 1495 Disclosure - Portion of TACC membership fee of \$70,584 for FY 2023 dedicated to advocacy is estimated to be \$20,046.

²HB 1495 Disclosure - Portion of TASB membership fee of \$800 for FY 2023 dedicated to advocacy is estimated to be \$153.

Attachment 1
APPROVED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
BUDGET MANAGER SUMMARY
FISCAL YEAR 2021 - 2022***

UNRESTRICTED

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus	19,552,638	639,775	7,497,389	3,696,001	2,241,588	133,261	33,760,652
North Campus	12,627,792	461,745	3,912,099	2,399,280	1,425,077	25,186	20,851,179
South Campus	14,135,001	422,035	5,679,855	2,685,650	1,384,009	57,282	24,363,832
Generation Park Campus	1,442,919	32,988	70,000	274,155	155,000	10,000	1,985,062
Maritime Tech and Training Center	955,339	56,160	268,045	181,514	185,667	2,460	1,649,185
Continuing Professional Development	2,084,266	44,401	390,640	316,959	3,012,484	76,250	5,925,000
Chancellor's Office	485,616	26,800	2,500	92,267	239,318		846,501
Deputy Chancellor and President	3,572,420	78,600	320,433	678,760	3,050,869	380,017	8,081,099
Student Services	10,853,213	144,604	405,350	2,062,110	1,689,224	123,488	15,277,989
Strategic Initiatives	451,935	13,200	52,600	85,868	318,807	376	922,786
Marketing/PR & Govt. Affairs	1,568,062	36,300	12,750	297,932	3,419,493	185,700	5,520,237
Human Resources	2,386,234	57,600	14,000	453,384	639,637	52,380	3,603,235
Information Technology Services	6,314,377	155,203	206,669	1,199,732	6,514,532	3,425,309	17,815,822
Fiscal Affairs ¹	11,754,144	140,401	553,353	2,204,273	11,722,045	72,726	26,446,942
Facilities Services	3,534,706	173,319	212,500	671,594	7,486,393	53,213	12,131,725
Fiscal Initiatives & Capital Projects	592,209	15,300		112,520	4,822,278		5,542,307
Total	\$92,310,871	\$2,498,431	\$19,598,183	\$17,412,000	\$48,306,421	\$4,597,648	\$184,723,554

RESTRICTED

OTHER

Budget Manager	Financial Aid	Grants	State Benefits	Debt Service	Total	Depreciation
Central Campus		596,894	2,869,410		3,466,304	
North Campus		424,288	1,660,067		2,084,355	
South Campus		384,458	1,899,310		2,283,768	
Generation Park Campus			20,662		20,662	
Maritime Tech and Training Center			136,365		136,365	
Continuing Professional Development		9,681,268	405,679		10,086,947	
Chancellor's Office			44,375		44,375	
Deputy Chancellor and President			481,851		481,851	
Student Services	52,616,979		995,743		53,612,722	
Strategic Initiatives			36,041		36,041	
Marketing/PR & Govt. Affairs			189,013		189,013	
Human Resources			219,852		219,852	
Information Technology Services			646,949		646,949	
Fiscal Affairs		60,785,566	1,809,510	36,056,758	98,651,834	22,600,000
Facilities Services			433,779		433,779	
Fiscal Initiatives & Capital Projects			14,129		14,129	
Total	\$52,616,979	\$71,872,474	\$11,862,735	\$36,056,758	\$172,408,946	\$22,600,000

AUXILIARY

Budget Manager	Labor	Stipends	Part-Time	Benefits	Operating	Computer	Total
Central Campus					83,500		83,500
North Campus	70,554		5,400	13,405	696,800		786,159
South Campus	59,911		12,391	11,383	684,400		768,085
Maritime Tech and Training Center							
Continuing Professional Development							
Chancellor's Office					15,000		15,000
Deputy Chancellor and President							
Student Services			4,500		153,900		158,400
Strategic Initiatives							
Marketing/PR & Govt. Affairs							
Human Resources							
Information Technology Services							
Fiscal Affairs ²	215,706	300	28,089	125,212	515,500	7,650	892,457
Facilities Services							
Fiscal Initiatives & Capital Projects							
Total	\$346,171	\$300	\$50,380	\$150,000	\$2,149,100	\$7,650	\$2,688,600

*Certain amounts in the 2022 budget book have been reclassified to conform with the current year presentation.

¹HB 1495 Disclosure - Portion of TACC membership fee of \$54,725 for FY 2022 dedicated to advocacy is estimated to be \$12,641.

²HB 1495 Disclosure - Portion of TASB membership fee of \$500 for FY 2022 dedicated to advocacy is estimated to be \$75.

Action Item “XI”
Regular Board Meeting August 8, 2022

Consideration of Recommendation to Adopt a Tax Rate that is not in Excess of the Voter-Approval Tax Rate

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt a tax rate for Tax Year 2022 that is not in excess of the voter-approval rate.

BACKGROUND

Texas Tax Code (TTC) Section 26 grants the governing body of a taxing unit the ability to set the ad valorem tax rate. The voter-approval tax rate (formerly called the rollback rate) taxes properties at a rate that would levy an additional eight percent in Maintenance & Operation (M&O) tax revenue than was levied the previous tax year. To enact this rate would require an election by the voters in the College’s taxing district.

The College does not plan to exceed the voter-approval tax rate when the new tax rate for Tax Year 2022 is recommended and adopted, after receipt of the Certified Taxable Values in mid to late August.

IMPACT OF THIS ACTION

This action will allow the College time to wait for the Certified Taxable Values to be received from the Harris County Appraisal District before voting on the actual tax rate for Tax Year 2022. Failure to take this action will require the College to adopt its tax rate by August 29, 2022, leaving insufficient time for required postings and a hearing if necessary.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Adoption of the recommendation has no specific budget implications. It is an indication that the College has no plan to raise taxes above the amount that is required to support the fiscal year 2023 budget.

MONITORING AND REPORTING TIMELINE

Ad valorem tax collections are reported monthly in the College’s financial statements.

ATTACHMENTS

None

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

**Action Item “XII”
Regular Board Meeting August 8, 2022
Consideration of a Resolution to Adopt the Prevailing Wage Scale**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt the prevailing wage rates for school construction trades for the Texas Gulf Coast Area as the official prevailing wage rates of San Jacinto College.

BACKGROUND

Texas Government Code 2258 requires that all contracts for public works awarded by the College stipulate the general prevailing wage rates for each craft or type of worker required to execute the contract. The College is further tasked with ensuring that all contractors and sub-contractors pay their employees in accordance with this schedule or impose a penalty of \$60 per worker per day for any infractions. Enforcement of the prevailing wage rate rules is not discretionary.

The College last adopted prevailing wage rates at the Board's regularly scheduled meeting on September 9, 2019. The survey upon which those rates were based has now been updated by PBK Architects to comply with statutory requirements.

IMPACT OF THIS ACTION

This action enables the College to ensure construction cost effectiveness and remain compliant with state law.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This action will not affect any Bond program project budget but will improve the efficacy of expenditures.

MONITORING AND REPORTING TIMELINE

Each project will be awarded at a contract price to be approved by the Board.

ATTACHMENTS

Attachment 1 – Board Resolution and Prevailing Wage Rates

RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ann Kokx-Temple	281-998-6103	ann.kokx-templet@sjcd.edu

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District (“College”) hereby makes the following findings in connection with the College’s public works projects:

1. Texas Government Code Chapter 2258 requires governmental entities to adopt Prevailing Wage Rates setting the minimum hourly wages paid to be paid to construction workers engaged in public works projects for the College;
2. PBK Architects, Inc., on behalf of school districts and junior college districts in the Houston area, conducted a survey of Prevailing Wage Rates for construction trades in accordance with the requirements of Texas Government Code Chapter 2258;
3. The results of such survey are attached as Exhibit “A.”

BE IT, THEREFORE, RESOLVED that San Jacinto Community College District hereby adopts the Prevailing Wages reflected in Exhibit A for use on all College public works projects advertised on or after August 9, 2022.

Passed the 8th day of August 2022.

Marie Flickinger
Chair, Board of Trustees
San Jacinto Community College District

Attest: _____
Keith Sinor
Secretary, Board of Trustees
San Jacinto Community College District

Exhibit A

Prevailing Wage Rate Determination Information

The following information is from Chapter 2258 Texas Government Code:

Sec. 2258.021. Right to be Paid Prevailing Wage Rates.

- (a) A worker employed on a public work by or on behalf of the state or a political subdivision of the state shall be paid:
 - (1) not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed; and
 - (2) not less than the general prevailing rate of per diem wages for legal holiday and overtime work.
- (b) Subsection (a) does not apply to maintenance work.
- (c) A worker is employed on a public work for the purposes of this section if the worker is employed by a contractor or subcontractor in the execution of a contract for the public work with the state, a political subdivision of the state, or any officer or public body of the state or a political subdivision of the state.

Sec. 2258.023. Prevailing Wage Rates to be paid by Contractor and Subcontractor; Penalty.

- (a) The contractor who is awarded a contract by a public body or a subcontractor of the contractor shall pay not less than the rates determined under Section [2258.022](#) to a worker employed by it in the execution of the contract.
- (b) A contractor or subcontractor who violates this section shall pay to the state or a political subdivision of the state on whose behalf the contract is made, \$60 for each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates stipulated in the contract. A public body awarding a contract shall specify this penalty in the contract.
- (c) A contractor or subcontractor does not violate this section if a public body awarding a contract does not determine the prevailing wage rates and specify the rates in the contract as provided by Section [2258.022](#).
- (d) The public body shall use any money collected under this section to offset the costs incurred in the administration of this chapter.
- (e) A municipality is entitled to collect a penalty under this section only if the municipality has a population of more than 10,000.

Sec. 2258.051. Duty of Public Body to Hear Complaints and Withhold Payment.

A public body awarding a contract, and an agent or officer of the public body, shall:

- (1) take cognizance of complaints of all violations of this chapter committed in the execution of the contract; and
- (2) withhold money forfeited or required to be withheld under this chapter from the payments to the contractor under the contract, except that the public body may not withhold money from other than the final payment without a determination by the public body that there is good cause to believe that the contractor has violated this chapter.

Prevailing Wage Rates – School Construction Trades

June 1, 2022

Texas Gulf Coast Area

CLASSIFICATION	2022 HOURLY RATE
ASBESTOS WORKER	\$21.13
BRICKLAYER; MASON	\$25.32
CARPENTER; CASEWORKER	\$23.38
CARPET LAYER; FLOOR INSTALLER	\$25.12
CONCRETE FINISHER	\$23.40
DATA COMM/TELE COMM	\$23.50
DRYWALL INSTALLER; CEILING INSTALLER	\$26.65
ELECTRICIAN	\$25.93
ELEVATOR MECHANIC	\$28.80
FIREPROOFING INSTALLER	\$22.25
GLAZIER	\$22.30
HEAVY EQUIPMENT OPERATOR	\$22.40
INSULATOR	\$20.50
IRONWORKER	\$25.50
LABORER, HELPER	\$16.71
LATHERER; PLASTERER	\$23.25
LIGHT EQUIPMENT OPERATOR	\$20.50
METAL BUILDING ASSEMBLER	\$21.10
MILLWRIGHT	\$33.63
PAINTER; WALL COVERING INSTALLER	\$19.60
PIPEFITTER	\$26.97
PLUMBER	\$26.71
ROOFER	\$20.50
SHEET METAL WORKER	\$19.90
SPRINKLER FITTER	\$26.13
STEEL ERECTOR	\$23.25
TERRAZZO WORKER	\$23.50
TILE SETTER	\$19.58
WATERPROOFER; CAULKER	\$19.88

This document was developed by PBK Architects, Inc., in strict accordance with Chapter 2258 of the Texas Government Code.

Prevailing Wage Rates

Worker Classification Definition Sheet

CLASSIFICATION	DEFINITION
ASBESTOS WORKER	Worker who removes and disposes of asbestos materials.
BRICKLAYER; MASON	Craftsman who works with masonry products, stone, brick, block, or any material substituting those materials and accessories.
CARPENTER; CASEWORKER	Worker who build wood structures or structures of any material which has replaces wood. Includes rough and finish carpentry, hardware and trim.
CARPET LAYER; FLOOR INSTALLER	Worker who installs carpets and /or floor coverings, vinyl tile.
CONCRETE FINISHER	Worker who floats, trowels, and finishes concrete.
DATA COMM/TELE COMM	Worker who installs data/telephone and television cable and associate equipment and accessories.
DRYWALL; CEILING INSTALLER	Worker who installs metal framed walls and ceiling, drywall coverings, ceiling grids, and ceilings.
ELECTRICIAN	Skilled craftsman who installs or repairs electrical wiring and devices. Includes fire alarm systems and HVAC electrical controls.
ELEVATOR MECHANIC	Craftsman skilled in the installation and maintenance of elevators.
FIREPROOFING INSTALLER	Worker who sprays or applies fire proofing materials.
GLAZIER	Worker who installs glass, glazing, and glass framing.
HEAVY EQUIPMENT OPERATOR	Includes but not limited to: all CAT tractors, all derrick-powered, all power operated cranes, back-hoes, back-fillers, power operated shovels, winch trucks, and all trenching machines.
INSULATOR	Worker who applies, sprays, or installs insulation.
IRONWORKER	Skilled craftsman who erects structural steel framing, and installs structural concrete Rebar.
LABORER, HELPER	Worker qualified for only unskilled or semi-skilled work. Lifting, carrying materials or tools, hauling, digging, clean up.
LATHERER; PLASTERER	Worker who installs metal framing and lath. Worker who applies plaster to lathing and installs associated accessories.
LIGHT EQUIPMENT OPERATOR	Includes but not limited to , air compressors, truck crane drivers, flex planes, building elevators, form graders, concrete mixers less than 14cf), conveyers.
METAL BUILDING ASSEMBLER	Worker who assembles pre-made metal buildings.
MILLWRIGHT	Mechanic specializing in the installation of heavy machinery, conveyance, wrenches, dock levelers, hydraulic lifts, and align pumps.
PAINTER; WALL COVERING INSTALLER	Worker who prepares wall surfaces and applies paint and/or wall coverings, tape, and bedding.
PIPEFITTER	Trained worker who installs piping systems, chilled water piping and hot water (boiler) piping, pneumatic tubing controls, chillers, boilers, and associated mechanical equipment.
PLUMBER	Skilled craftsman who installs domestic hot and cold water piping, waste piping, storm system piping, water closets, sinks, urinals, and related work.
ROOFER	Worker who installs roofing materials, Bitumen (asphalt and coal tar) felts, flashings, all types of roofing membranes, and associated products.
SHEET METAL WORKER	Worker who installs sheet metal products, Roof metal, flashings and curbs, ductwork, mechanical equipment, and associated metals.
SPRINKLER FITTER	Worker who installs fire sprinklers systems and fire protectant equipment.
STEEL ERECTOR	Worker who erects and dismantles structural steel frames of buildings and other structures.
TERRAZZO WORKER	Craftsman who places and finishes Terrazzo
TILE SETTER	Worker who prepares wall and/or floor surfaces and applies ceramic tiles to these surfaces.
WATERPROOFER; CAULKER	Worker who applies water proofing material to buildings. Products include sealant, caulk, sheet membranes, and liquid membranes, sprayed, rolled or brushed.

**Action Item “XIII”
Regular Board Meeting August 8, 2022
Consideration of Approval of the Awarding of a Posthumous Degree**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the awarding of a posthumous degree to Saul Perez.

BACKGROUND

Policy VI.6000.E, Awarding Posthumous Degrees allows the Board of Trustees to approve the award of a posthumous degree or certificate of recognition to honor the achievement of a student who has died prior to completion of degree or certificate requirements. A deceased student is eligible to receive a posthumous degree if the student has completed 75 percent or more of the required courses for the degree, was enrolled in classes at the time of death, and was in good academic and financial standing with the College.

Saul Perez, passed away on October 14, 2018. He was enrolled in classes during the Fall 2018 semester. His degree audit indicates that he completed 85 percent of the courses required for an Associate of Arts degree in General Studies. He was in good academic standing with a 2.47 overall GPA and in good financial standing with the College.

IMPACT OF THIS ACTION

Approval by the Board of Trustees satisfies the requirements of Policy VI.6000.E, Awarding Posthumous Degrees and meets the requirements of Procedure VI.6000.E.a, Awarding Posthumous Degrees.

The Associate of Arts degree in General Studies will be awarded posthumously to Saul Perez.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 - Obituary of Saul Perez

RESOURCE PERSONNEL

Joan Rondot	281-669-4737	joan.rondot@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



Mr. Saul Mojica Perez

August 25, 1993 - October 14, 2018

Mr. Saul Mojica Perez, 25, born in Mexico on August 25, 1993 went to be with his Lord on October 14, 2018. He is preceded in death by his grandparents, and is survived by his parents Jose Perez and Maria L. Mojica, brother Eber Perez, sister Rebeca Perez-Romano and husband Fidencio Romano. Saul leaves behind aunts, uncles, cousins, that all loved him dearly.

Visitation will be held Thursday, October 18, 2018 from 10:30 AM to 2:00 PM. Funeral Service will be held on Thursday, October 18, 2018 at 2:00 PM. All services will be held at SouthPark Funeral Home & Cemetery.

**Action Item “XIV”
Regular Board Meeting August 8, 2022
Consideration of Approval of Memorandum of Understanding with
Beta Academy for Dual Credit**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Beta Academy for Dual Credit.

BACKGROUND

Beta Academy approached San Jacinto College to establish a dual credit program for students from its high school. The dual credit program will offer an opportunity for students to earn college credit by taking academic and/or technical courses.

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

IMPACT OF THIS ACTION

Approval of this MOU will allow the College and Beta Academy to continue their Dual Credit Program.

BUDGET INFORMATION

All elements related to operation of the Dual Credit programs are contained within the fiscal year 2022 budget.

MONITORING AND REPORTING TIMELINE

The agreement shall become effective upon the date of execution and will continue through August 31, 2025.

ATTACHMENTS

Attachment 1 - Draft MOU

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



This Memorandum of Understanding ("Agreement") is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas ("SJCCD" or "College") and the **Beta Academy**, a private school ("high school") as of the effective date of **August 15, 2022** ("Effective Date"). Individually, SJCCD or Beta Academy shall be referred to herein as "Party" and collectively, as "Parties."

The Parties agree to the following:

I. TERM

This Agreement shall commence on the Effective Date and expire on **August 31, 2025** ("Expiration Date"). As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date.

II. WEBSITE

Both Parties agree to post a copy of this Agreement on their respective internet websites in accordance with Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 for dual credit partnerships between secondary schools and Texas public colleges.

III. OVERVIEW

The College is committed to serving the students and communities of the greater Houston area through collaborative work with school districts in the College's service area. A major initiative promoting a college-going and college graduation culture is the SJCCD's Dual Credit Program, which complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students. The term 'partnership' as used in this Agreement refers to the dual credit partnerships as described in Title 19, Part 1, Chapter 4, of the Texas Administrative Code. The Texas Administrative Code (19 TAC), Chapter 9, Subchapter H, Partnerships between Secondary Schools and Texas Public Two-Year Colleges establishes authority and rules for two-year associate-degree-granting institutions to enter into agreements with secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit. 19 TAC § 9.143 requires dual credit programs to comply with the rules set forth in 19 TAC, Chapter 4, Subchapter D, Rule § 4.84 for dual credit

partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

IV. NON-DISCRIMINATION

The College is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with Applicable Law.

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

For more information, please visit: [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

V. APPLICABLE LAW

Both Parties agree to perform its respective obligations and operate the Dual Credit Summer Academy ("Program") in compliance with the applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the Texas Constitution, the Texas Education Code, the Texas Administrative Code, the Texas Government Code; the Texas Local Government Code; the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1974; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; United States Department of Education requirements; all Texas Education Agency ("TEA") and Texas Higher Education Coordinating Board ("THECB") regulations and guidelines applicable to dual credit programs, courses and coursework, and personnel, including, without limitation, Texas Education Code § 28.009; 19 Texas Administrative Code Chapter 4, Subchapter D; and Chapter 9, Subchapter H; requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

VI. PURPOSE

The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the establishment and operation of the Program for eligible students, which will allow the students to earn college credit while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the dual credit programs as required by Applicable Law. An additional agreement is required by TEA for early college high schools.

VII. ELIGIBLE COURSES

- a) Courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB or a foreign language course.
- b) Prior to the commencement of the summer Program classes, the College and Beta Academy will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed through the Program.
- c) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- d) Specific course offerings for the Program will be determined collaboratively between SJCCD and the Beta Academy.
- e) Developmental and remedial courses are not offered for dual credit.
- f) The College and Beta Academy agree that SJCCD policies and practices regulating dual credit courses will be followed.

VIII. STUDENT ELIGIBILITY REQUIREMENTS

- a) To be eligible for dual credit enrollment at SJCCD, the high school student must:
 1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the Beta Academy.
 2. Must meet dual credit admissions and eligibility requirements as required by Applicable Law and as outlined by the THECB rules and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85 including the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
 3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
 4. Must submit a completed Dual Credit Enrollment Form with Beta Academy approval before or at the time of course registration.
- b) Students taking the TSIA at SJCCD will not be charged for their first attempt on any section of the Texas Success Initiative Assessment (TSIA). Students will be charged for any additional testing attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment.
- c) The Beta Academy will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

IX. LOCATION OF CLASSES

- a) The location of the dual credit Program courses will be held at the College's campus, high school campus or an approved instructional site in accordance with SACSCOC standards. The College will comply with Applicable Law for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the

SJCCD campus(es). For college classes taught on Beta's facilities, Beta Academy shall be responsible for maintenance and operation at those facilities. Students must comply with all SJCCD policies, rules, and regulations relating to conduct while on College property.

- b) The high school will work with the College to ensure that the high school's facilities meet the expectations and criteria required for college classes and are conducive to college-level instruction and learning by the first day of class including:
- Ensuring that college faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology.
 - Designating a classroom for the dual credit classes which is away from high traffic and disruptions.
 - Displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session".
 - Assuring **no or extremely minimal interruptions** take place in the College dual credit class while in session, such as bells or tones indicating class changes, removing students for high school activities, or making announcements, except for emergencies.
 - Permitting access to the College's electronic learning resources, including adjusting firewalls, when the course is taught at the high school.
 - Ensuring that any science course classrooms meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught to comply with the College science program requirements.
 - Students enrolled in the dual credit program attending classes at SJCCD must adhere to the SJCCD policies and procedures in the Code of Student Conduct.
<https://publications.sanjac.edu/student-handbook/code-student-conduct/>
 - Students enrolled in dual credit classes at the high school must adhere to the Beta Academy code of student conduct.

X. TRANSPORTATION

- a) SJCCD will not provide student transportation. Students are responsible for their own transportation. Students are required to attend classes at the College on days that constitute holidays or days off for Beta Academy when the College is open and operating classes. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- b) If required and deemed necessary, Beta Academy will provide students appropriate transportation under State law and Beta Academy rules and procedures. If Beta Academy sponsors student transportation, Beta Academy agrees to schedule appropriate transportation to ensure arrival at the College's campus early enough to allow students to be on time for class.

XI. STUDENT COMPOSITION OF CLASS

- a) Where practical, SJCCD will make reasonable efforts to provide dual credit student only classes on the SJCCD campus and to limit class composition to dual credit students only. However, dual credit students attending classes on an SJCCD campus will likely be in classes with students from the general College population.

XII. FACULTY SELECTION, SUPERVISION AND EVALUATION

- a) The College shall select, hire, supervise, and evaluate all instructors of dual credit courses offered at the College, according to College and departmental policies and procedures. These instructors

must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.

XIII. COURSE CURRICULUM, INSTRUCTION AND GRADING

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

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

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and Beta Academy officials will not interfere with the faculty member's responsibility for assigning College grades.
- f) Final grades shall be submitted by the College to Beta Academy high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. Beta Academy is responsible for determining the numerical grade equivalent for their students.
- g) The student is responsible for purchasing all textbooks, equipment, and supplemental materials required for classes. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must

be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

XIV. ATTENDANCE

- a) Students must report regularly and promptly to dual credit Program courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence.

XV. WITHDRAWAL FROM COLLEGE COURSES

- a) Dual Credit Program students wishing to withdraw from college courses must speak with the Dual Credit office and their high school counselor or other high school designated administrator to fully understand how the drop will impact their educational path at the high school and at SJCCD.
- b) All dates regarding withdrawal deadlines published on the SJCCD website shall apply to dual credit Program students. Once the final withdrawal deadline has passed, the student shall have no further opportunities for withdrawal thereafter and will receive the grade earned in the class.

XVI. TRANSCRIPTION OF CREDIT

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

XVII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS

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

- f) The College and Beta Academy agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.

XVIII. ACADEMIC POLICES AND STUDENT SUPPORT SERVICES

- a) Students in dual credit Program courses are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students.
- b) The School may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to dual credit students enrolled in the Program.
- c) Beta Academy will post information and a link to the SJCCD Dual Credit website on the Beta Academy homepage. Information about SJCCD Dual Credit will be posted on the individual high school's College/Career or College Resources website .
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The College and Beta Academy will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit web site. In active collaboration with the College, Beta Academy shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).
- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) The College and Beta Academy will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. If the class is taught at SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the high school's Counselor responsible for determining accommodations. If the class is taught at the high school by a Dual Credit Faculty, the high school will be responsible for providing the classroom accommodations. If the class is taught by SJC Faculty at the high school, the high school will be responsible for providing the classroom accommodations, and the College's Accessibility Counselor will coordinate class accommodations with the high school's Counselor responsible for determining accommodation.
- g) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the high school. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program on the College's dual credit website.

- h) Dual credit classes will follow the College Academic Calendar including San Jacinto College student holidays. Exceptions may be arranged through collaboration between the College and Beta Academy. When the requested exception involves the Final Exam Schedule for long semester classes, the College Department Chair and Division Dean should be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance. College courses and exams should take reasonable priority over high school activities. All dual credit students are responsible for notifying their college instructor if they are missing any classes and must follow course policies on syllabus concerning attendance.
- i) Dual Credit classes must align with and follow the SJC scheduled course start and end times established for the semester. SJC class times must meet established state requirements for instructional minutes. Any exceptions to the schedule must be approved by the Dual Credit office in advance of the start of the semester. SJC faculty are not authorized to change the start and end times of their classes to meet scheduling needs of the high school. SJC faculty will remain in the classroom only for the duration of the assigned class time.
- j) Beta Academy will work with the College so that College personnel will have the opportunity to monitor the quality of instruction in classes held on the high school campus in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the high school.

XIX. STUDENT CONDUCT

- a) Students enrolled in the dual credit Program are required to adhere to policies, procedures, and regulations regarding facilities and equipment usage and also the College's policies with regard to student conduct while at the SJCCD facilities. The failure of any dual credit Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the dual credit Program shall be in conformity with the codes of conduct of the College.
- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0.

XX. ACCIDENTS/EMERGENCIES

- a) Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any Dual Credit student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJC property or attending an SJC-

sponsored event or activity off campus, the response to such incidents will be based on SJC policies, procedures, regulations, and guidelines. If such an event occurs while not on SJC property, the response to such incidents will be based on the high school policies, procedures, regulations, and guidelines. Accordingly, while on SJC property, the policies and procedures of SJC related building use, emergency response, and safety of shall apply, to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

XXI. FUNDING

- a) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. The remaining tuition and fees will be paid by the students to SJCCD. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to Beta Academy prior to any adjustments to tuition and fees being made. Upon receipt of this notice, Beta Academy shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.
- b) The costs for textbooks and/or materials for dual credit courses shall be the responsibility of the student and not SJCCD.

XXII. PROGRAM GOALS

- a) In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in Appendix A.

XXIII. TERMINATION OF AGREEMENT

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon 30 days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any Beta Academy students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either Beta Academy or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least 45 days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

XXIV. GENERAL PROVISIONS

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

Executed as of the Effective Date of _____, 2022:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Dr. Brenda Hellyer, Chancellor

BETA ACADEMY

By: _____

Appendix A

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and Beta Academy with an Effective Date of _____.

Program Goals

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

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

<ul style="list-style-type: none">• Analysis of performance in subsequent course work.	<p>Metric:</p> <ul style="list-style-type: none">• SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.
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Action Item “XV”
Regular Board Meeting August 8, 2022
Consideration of Approval of Memorandum of Understanding with
Richard Milburn Academy for Dual Credit

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Richard Milburn Academy for Dual Credit courses.

BACKGROUND

Richard Milburn Academy approached San Jacinto College to establish a dual credit program for students from its high school. The dual credit program will offer an opportunity for students to earn college credit by taking academic and/or technical courses.

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

IMPACT OF THIS ACTION

Approval of this MOU will allow the College and Richard Milburn Academy to establish a Dual Credit Program.

BUDGET INFORMATION

All elements related to operation of the Dual Credit programs are contained within the fiscal year 2022 budget.

MONITORING AND REPORTING TIMELINE

The agreement shall become effective upon the date of execution and will continue through August 31, 2025.

ATTACHMENTS

Attachment 1 – Draft MOU

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



This Memorandum of Understanding ("Agreement") is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas ("SJCCD" or "College") and the **Richard Milburn Academy**, a public charter school ("high school") as of the effective date of **August 15, 2022** ("Effective Date"). Individually, SJCCD or Richard Milburn Academy shall be referred to herein as "Party" and collectively, as "Parties."

The Parties agree to the following:

I. TERM

This Agreement shall commence on the Effective Date and expire on **August 31, 2025** ("Expiration Date"). As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date.

II. WEBSITE

Both Parties agree to post a copy of this Agreement on their respective internet websites in accordance with Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 for dual credit partnerships between secondary schools and Texas public colleges.

III. OVERVIEW

The College is committed to serving the students and communities of the greater Houston area through collaborative work with schools in the College's service area. A major initiative promoting a college-going and college graduation culture is the SJCCD's Dual Credit Program, which complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students. The term 'partnership' as used in this Agreement refers to the dual credit partnerships as described in Title 19, Part 1, Chapter 4, of the Texas Administrative Code. The Texas Administrative Code (19 TAC), Chapter 9, Subchapter H, Partnerships between Secondary Schools and Texas Public Two-Year Colleges establishes authority and rules for two-year associate-degree-granting institutions to enter into agreements with secondary schools to offer courses that grant credit toward the student's high school curriculum requirements and college-level credit. 19 TAC § 9.143 requires dual credit programs to comply with the rules set forth in 19 TAC, Chapter 4, Subchapter D, Rule § 4.84 for dual credit

partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

IV. NON-DISCRIMINATION

The College is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with Applicable Law.

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

For more information, please visit: [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

V. APPLICABLE LAW

Both Parties agree to perform its respective obligations and operate the Dual Credit Summer Academy ("Program") in compliance with the applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the Texas Constitution, the Texas Education Code, the Texas Administrative Code, the Texas Government Code; the Texas Local Government Code; the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1974; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; United States Department of Education requirements; all Texas Education Agency ("TEA") and Texas Higher Education Coordinating Board ("THECB") regulations and guidelines applicable to dual credit programs, courses and coursework, and personnel, including, without limitation, Texas Education Code § 28.009; 19 Texas Administrative Code Chapter 4, Subchapter D; and Chapter 9, Subchapter H; requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

VI. PURPOSE

The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the establishment and operation of the Program for eligible students, which will allow the students to earn college credit while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the dual credit

programs as required by Applicable Law. An additional agreement is required by TEA for early college high schools.

VII. ELIGIBLE COURSES

- a) Courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB or a foreign language course.
- b) The College and Richard Milburn Academy will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed through the Program.
- c) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks. Specific course offerings for the Program will be determined collaboratively between SJCCD and the Richard Milburn Academy.
- d) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the Richard Milburn Academy indicating the high school course(s) for which high school credit shall also be awarded.
- e) Developmental and remedial courses are not offered for dual credit.
- f) The College and Richard Milburn Academy agree that SJCCD policies and practices regulating dual credit courses will be followed.

VIII. STUDENT ELIGIBILITY REQUIREMENTS

- a) To be eligible for dual credit enrollment at SJCCD, the high school student must:
 1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the Richard Milburn Academy.
 2. Must meet dual credit admissions and eligibility requirements as required by Applicable Law and as outlined by the THECB rules and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85 including the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
 3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
 4. Must submit a completed Dual Credit Enrollment Form with Richard Milburn Academy approval before or at the time of course registration.
- b) Students taking the TSIA at SJCCD will not be charged for their first attempt on any section of the Texas Success Initiative Assessment (TSIA). Students will be charged for any additional testing attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment.

- c) The Richard Milburn Academy will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

IX. LOCATION OF CLASSES

- a) The location of the dual credit Program courses will be held at the College's campus, high school campus or an approved instructional site in accordance with SACSCOC standards. The College will comply with Applicable Law for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the SJCCD campus(es). For college classes taught on Richard Milburn Academy facilities, Richard Milburn Academy shall be responsible for maintenance and operation at those facilities. Students must comply with all SJCCD policies, rules, and regulations relating to conduct while on College property.
- b) The high school will work with the College to ensure that the high school's facilities meet the expectations and criteria required for college classes and are conducive to college-level instruction and learning by the first day of class including:
- Ensuring that college faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology.
 - Designating a classroom for the dual credit classes which is away from high traffic and disruptions.
 - Displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session".
 - Assuring **no or extremely minimal interruptions** take place in the College dual credit class while in session, such as bells or tones indicating class changes, removing students for high school activities, or making announcements, except for emergencies.
 - Permitting access to the College's electronic learning resources, including adjusting firewalls, when the course is taught at the high school.
 - Ensuring that any science course classrooms meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught to comply with the College science program requirements.
 - Students enrolled in the dual credit program attending classes at SJCCD must adhere to the SJCCD policies and procedures in the Code of Student Conduct.
<https://publications.sanjac.edu/student-handbook/code-student-conduct/>
 - Students enrolled in dual credit classes at the high school must adhere to the Richard Milburn Academy code of student conduct or student handbook.

X. TRANSPORTATION

- a) SJCCD will not provide student transportation. Students are responsible for their own transportation. Students are required to attend classes at the College on days that constitute holidays or days off for Richard Milburn Academy when the College is open and operating classes. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- b) If required and deemed necessary, Richard Milburn Academy will provide students appropriate transportation under State law and Richard Milburn Academy rules and procedures. If Richard Milburn Academy sponsors student transportation, Richard Milburn Academy agrees to schedule

appropriate transportation to ensure arrival at the College's campus early enough to allow students to be on time for class.

XI. STUDENT COMPOSITION OF CLASS

- a) Where practical, SJCCD will make reasonable efforts to provide dual credit student only classes on the SJCCD campus and to limit class composition to dual credit students only. However, dual credit students attending classes on an SJCCD campus will likely be in classes with students from the general College population.

XII. FACULTY SELECTION, SUPERVISION AND EVALUATION

- a) The College shall select, hire, supervise, and evaluate all instructors of dual credit courses offered at the College, according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.

XIII. COURSE CURRICULUM, INSTRUCTION AND GRADING

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

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

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.

- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and Richard Milburn Academy officials will not interfere with the faculty member's responsibility for assigning College grades.
- f) Final grades shall be submitted by the College to Richard Milburn Academy high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. Richard Milburn Academy is responsible for determining the numerical grade equivalent for their students.
- g) The student is responsible for purchasing all textbooks, equipment, and supplemental materials required for classes. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

XIV. ATTENDANCE

- a) Students must report regularly and promptly to dual credit Program courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence.

XV. WITHDRAWAL FROM COLLEGE COURSES

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

XVI. TRANSCRIPTION OF CREDIT

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

XVII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS

- a) The College and Richard Milburn Academy agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and Richard Milburn Academy for students in the dual credit Program without the consent of either the parents or the student.

- b) Data obtained will be used solely for the purposes described in the Agreement. The College and Richard Milburn Academy will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless authorized to do so by Applicable Law. While in possession of protected student data, the College and Richard Milburn Academy shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.
- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and Richard Milburn Academy shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by Richard Milburn Academy, including records that the College has disclosed.
- f) The College and Richard Milburn Academy agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.

XVIII. ACADEMIC POLICES AND STUDENT SUPPORT SERVICES

- a) Students in dual credit Program courses are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students.
- b) The School may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to dual credit students enrolled in the Program.
- c) Richard Milburn Academy will post information and a link to the SJCCD Dual Credit website on the Richard Milburn Academy homepage. Information about SJCCD Dual Credit will be posted on the individual high school's College/Career or College Resources website .
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The College and Richard Milburn Academy will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit web site. In active collaboration with the College, Richard Milburn Academy shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).
- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be

found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.

- f) Tools to assist counselors, students, and families in selecting endorsements offered by Richard Milburn Academy and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the Humble ISO web site and the SJCCD Dual Credit web page.
- g) The College and the High School will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. If the class is taught at SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the high school's Counselor responsible for determining accommodations. If the class is taught at the high school by a Dual Credit Faculty, the high school will be responsible for providing the classroom accommodations. If the class is taught by SJC Faculty at the high school, the high school will be responsible for providing the classroom accommodations, and the College's Accessibility Counselor will coordinate class accommodations with the high school's Counselor responsible for determining accommodation.
- h) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the high school. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program on the College's dual credit website.
- i) Dual credit classes will follow the College Academic Calendar including San Jacinto College student holidays. Notification of conflicts between mandatory State testing and final exams must be made well in advance. College courses and exams should take reasonable priority over high school activities. All dual credit students are responsible for notifying their college instructor if they are missing any classes and must follow course policies on syllabus concerning attendance.

XIX. STUDENT CONDUCT

- a) Students enrolled in the dual credit Program are required to adhere to policies, procedures, and regulations regarding facilities and equipment usage and also the College's policies with regard to student conduct while at the SJCCD facilities. The failure of any dual credit Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the dual credit Program shall be in conformity with the codes of conduct of the College.
- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may report a grievance or complaint at the following link: https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0.

XX. ACCIDENTS/EMERGENCIES

- a) Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any Dual Credit student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJC property or attending an SJC-sponsored event or activity off campus, the response to such incidents will be based on SJC policies, procedures, regulations, and guidelines. If such an event occurs while not on SJC property, the response to such incidents will be based on the high school policies, procedures, regulations, and guidelines. Accordingly, while on SJC property, the policies and procedures of SJC related building use, emergency response, and safety of shall apply, to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

XXI. CONCEALED HANDGUN NOTICE

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

XXII. FUNDING

- a) Student funding for dual credit course is available to both the Richard Milburn Academy and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. The remaining tuition and fees will be paid by the student to SJCCD. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to Richard Milburn Academy prior to any adjustments to tuition and fees being made. Upon receipt of this notice, Richard Milburn Academy shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.
- c) The costs for textbooks and/or materials for dual credit courses shall be the responsibility of the student or Richard Milburn Academy and not SJCCD.

XXIII. PROGRAM GOALS

- a) In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in Appendix A.

XXIV. TERMINATION OF AGREEMENT

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon 30 days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any Richard Milburn Academy students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either Richard Milburn Academy or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least 45 days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

XXV. GENERAL PROVISIONS

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

Executed as of the Effective Date of _____, 2022:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Dr. Brenda Hellyer, Chancellor

RICHARD MILBURN ACADEMY

By: _____

Appendix A

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and Richard Milburn Academy with an Effective Date of _____.

Program Goals

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

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

<ul style="list-style-type: none">• Analysis of performance in subsequent course work.	<p>Metric:</p> <ul style="list-style-type: none">• SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.
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**Action Item “XVI”
Regular Board Meeting August 8, 2022
Consideration of Approval of Memorandum of Understanding with
Humble ISD for Dual Credit**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) between San Jacinto Community College District (SJCCD) and Humble ISD for dual credit.

BACKGROUND

Humble ISD approached San Jacinto College to establish a dual credit program for students from its local high schools. The dual credit program will offer an opportunity for students to earn college credit by taking academic courses.

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

IMPACT OF THIS ACTION

Approval of this MOU will allow the College and Humble ISD to continue their dual credit partnership.

BUDGET INFORMATION

All elements related to operation of the Dual Credit programs are contained within the fiscal year 2022 budget.

MONITORING AND REPORTING TIMELINE

The agreement shall become effective upon the date of execution and will continue through August 31, 2025.

ATTACHMENTS

Attachment 1 – Draft MOU

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



This Memorandum of Understanding (“Agreement”) is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas (“SJCCD” or “College”) and the **Humble Independent School District**, a public school district established by law and political subdivision of the State of Texas (“Humble ISD” or “District”) as of the effective date of **August 15, 2022** (“Effective Date”). Individually, SJCCD or Humble ISD shall be referred to herein as “Party” and collectively, as “Parties.”

The Parties agree to the following:

I. TERM

This Agreement shall commence on the Effective Date and expire on **August 31, 2025** (“Expiration Date”). As used herein, the term “Term” shall mean the time period between the Effective Date and the Expiration Date.

II. WEBSITE

Both Parties agree to post a copy of this Agreement on their respective internet websites in accordance with Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 for dual credit partnerships between secondary schools and Texas public colleges.

III. OVERVIEW

The College is committed to serving the students and communities of the greater Houston area through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college graduation culture is the SJCCD’s Dual Credit Program, which complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students. The term ‘partnership’ as used in this Agreement refers to the dual credit partnerships as described in Title 19, Part 1, Chapter 4, of the Texas Administrative Code. The Texas Administrative Code (19 TAC), Chapter 9, Subchapter H, Partnerships between Secondary Schools and Texas Public Two-Year Colleges establishes authority and rules for two-year associate-degree-granting institutions to enter into agreements with secondary schools to offer courses that grant credit toward the student’s high school curriculum requirements and college-level credit. 19 TAC § 9.143 requires dual credit programs to comply with the rules set forth in 19 TAC, Chapter 4, Subchapter D, Rule § 4.84 for dual credit

partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

IV. NON-DISCRIMINATION

The College is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with Applicable Law.

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

For more information, please visit: [Board Policy IV-B: Policies on Equal Opportunity](#) and [Policy III.3006.D: Sexual Misconduct](#).

V. APPLICABLE LAW

Both Parties agree to perform its respective obligations and operate the Dual Credit (“Program”) in compliance with the applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the Texas Constitution, the Texas Education Code, the Texas Administrative Code, the Texas Government Code; the Texas Local Government Code; the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act (“IDEA”); the Family Educational Rights and Privacy Act of 1974 (“FERPA”); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1974; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; United States Department of Education requirements; all Texas Education Agency (“TEA”) and Texas Higher Education Coordinating Board (“THECB”) regulations and guidelines applicable to dual credit programs, courses and coursework, and personnel, including, without limitation, Texas Education Code § 28.009; 19 Texas Administrative Code Chapter 4, Subchapter D; and Chapter 9, Subchapter H; requirements of the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, “Applicable Law”).

VI. PURPOSE

The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the establishment and operation of the Program for eligible students, which will allow the students to earn college credit while simultaneously earning credit toward their high school graduation requirements. This Agreement encompasses all programs and initiatives under the dual credit programs as required by Applicable Law. An additional agreement is required by TEA for early college high schools.

VII. ELIGIBLE COURSES

- a) Courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB or a foreign language course.
- b) The College and the District will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed through the Program.
- c) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- d) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- e) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.
- f) Developmental and remedial courses are not offered for dual credit.
- g) The College and the District agree that SJCCD policies and practices regulating dual credit courses will be followed.

VIII. STUDENT ELIGIBILITY REQUIREMENTS

- a) To be eligible for dual credit enrollment at SJCCD, the high school student must:
 - 1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.
 - 2. Must meet dual credit admissions and eligibility requirements as required by Applicable Law and as outlined by the THECB rules and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85 including the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
 - 3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
 - 4. Must submit a completed Dual Credit Enrollment Form with District approval before or at the time of course registration.
- b) Students taking the TSIA at SJCCD will not be charged for their first attempt on any section of the Texas Success Initiative Assessment (TSIA). Students will be charged for any additional testing attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment.
- c) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

IX. LOCATION OF CLASSES

- a) The location of the dual credit Program courses will be held at the College's campus, high school campus or an approved instructional site in accordance with SACSCOC standards. The College will

comply with Applicable Law for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the SJCCD campus(es). For college classes taught on Humble ISD facilities, the ISD shall be responsible for maintenance and operation at those facilities. Students must comply with all SJCCD policies, rules, and regulations relating to conduct while on College property.

- b) The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are conducive to college-level instruction and learning by the first day of class including:
- Ensuring that college faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology.
 - Designating a classroom for the dual credit classes which is away from high traffic and disruptions.
 - Displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session".
 - Assuring **no or extremely minimal interruptions** take place in the College dual credit class while in session, such as bells or tones indicating class changes, removing students for high school activities, or making announcements, except for emergencies.
 - Permitting access to the College's electronic learning resources, including adjusting firewalls, when the course is taught at the School District.
 - Ensuring that any science course classrooms meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught to comply with the College science program requirements.
 - Students enrolled in the dual credit program attending classes at SJCCD must adhere to the SJCCD policies and procedures in the Code of Student Conduct.
<https://publications.sanjac.edu/student-handbook/code-student-conduct/>
 - Students enrolled in dual credit classes at the high school must adhere to the ISD code of student conduct or student handbook.

X. TRANSPORTATION

- a) SJCCD will not provide student transportation. Students are responsible for their own transportation. Students are required to attend classes at the College on days that constitute holidays or days off for the District when the College is open and operating classes. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- b) If required and deemed necessary, the District will provide students appropriate transportation under State law and District rules and procedures. If the District sponsors student transportation, the District agrees to schedule appropriate transportation to ensure arrival at the College's campus early enough to allow students to be on time for class.

XI. STUDENT COMPOSITION OF CLASS

- a) Where practical, SJCCD will make reasonable efforts to provide dual credit student only classes on the SJCCD campus and to limit class composition to dual credit students only. However, dual credit students attending classes on an SJCCD campus will likely be in classes with students from the general College population.

XII. FACULTY SELECTION, SUPERVISION AND EVALUATION

- a) The College shall select, hire, supervise, and evaluate all instructors of dual credit courses offered at the College, according to College and departmental policies and procedures. These instructors must meet the minimal requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.

XIII. COURSE CURRICULUM, INSTRUCTION AND GRADING

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

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

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and District officials will not interfere with the faculty member's responsibility for assigning College grades.
- f) Final grades shall be submitted by the College to the District's high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. Humble ISD is responsible for determining the numerical grade equivalent for their students.

- g) The District will provide textbooks, equipment, and supplemental materials required for classes for each registered student. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

XIV. ATTENDANCE

- a) Students must report regularly and promptly to dual credit Program courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence.

XV. WITHDRAWAL FROM COLLEGE COURSES

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

XVI. TRANSCRIPTION OF CREDIT

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

XVII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the dual credit Program without the consent of either the parents or the student.
- b) Data obtained will be used solely for the purposes described in the Agreement. The College and the District will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third parties unless authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.

- d) To ensure the continued confidentiality and security of the data protected by FERPA, the College and District shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access.
- e) If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the District, including records that the College has disclosed.
- f) The College and the District agree to comply with all FERPA requirements to maintain the privacy of student data. Information on FERPA at the College can be found on the SJCCD website at <https://www.sanjac.edu/student-services/student-concerns/ferpa>.

XVIII. ACADEMIC POLICES AND STUDENT SUPPORT SERVICES

- a) Students in dual credit Program courses are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students.
- b) The School District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to dual credit students enrolled in the Program.
- c) The District will post information and a link to the SJCCD Dual Credit website on the Humble ISD homepage. Information about SJCCD Dual Credit will be posted on the individual high school's College/Career or College Resources website .
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The College and the District will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit web site. In active collaboration with the College, the District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).
- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) Tools to assist counselors, students, and families in selecting endorsements offered by Humble ISD and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the Humble ISD web site and the SJCCD Dual Credit web page.
- g) The College and the District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. If the class is taught at SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the high school's Counselor responsible for determining accommodations. If the class is taught at the high school by a Dual Credit Faculty, the School District's high school will be responsible for providing

the classroom accommodations. If the class is taught by SJC Faculty at the high school, the District will be responsible for providing the classroom accommodations, and the College's Accessibility Counselor will coordinate class accommodations with the high school's Counselor responsible for determining accommodation.

- h) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the School District. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program on the College's dual credit website.
- i) Dual credit classes will follow the College Academic Calendar including San Jacinto College student holidays. Exceptions may be arranged through collaboration between the College and the School District. When the requested exception involves the Final Exam Schedule for long semester classes, the College Department Chair and Division Dean should be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance. College courses and exams should take reasonable priority over School District activities. All dual credit students are responsible for notifying their college instructor if they are missing any classes and must follow course policies on syllabus concerning attendance.
- j) Dual Credit classes must align with and follow the SJC scheduled course start and end times established for the semester. SJC class times must meet established state requirements for instructional minutes. Any exceptions to the schedule must be approved by the Dual Credit office in advance of the start of the semester. SJC faculty are not authorized to change the start and end times of their classes to meet scheduling needs of the District. SJC faculty will remain in the classroom only for the duration of the assigned class time.
- k) The School District will work with the College so College personnel will have the opportunity to monitor the quality of instruction in classes held on the high school campus in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the School District.

XIX. STUDENT CONDUCT

- a) Students enrolled in the dual credit Program are required to adhere to policies, procedures, and regulations regarding facilities and equipment usage and also the College's policies with regard to student conduct while at the SJCCD facilities. The failure of any dual credit Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the dual credit Program shall be in conformity with the codes of conduct of the College.
- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>. A student may

report a grievance or complaint at the following link:

https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0.

XX. ACCIDENTS/EMERGENCIES

- a) Due to federally mandated reporting and procedural requirements applicable specifically to higher education institutions, the procedures set forth in this section will apply in the event any Dual Credit student, instructor, or administrator experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating. Incidents or behaviors that may affect the safety and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJC property or attending an SJC-sponsored event or activity off campus, the response to such incidents will be based on SJC policies, procedures, regulations, and guidelines. If such an event occurs while not on SJC property, the response to such incidents will be based on the ISD policies, procedures, regulations, and guidelines. Accordingly, while on SJC property, the policies and procedures of SJC related building use, emergency response, and safety of shall apply, to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

XXI. CONCEALED HANDGUN NOTICE

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

XXII. FUNDING

- a) State funding for dual credit courses is available to both the Humble ISD and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. The remaining tuition and fees will be paid by the District to SJCCD. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition and fees being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.
- c) The District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for Humble ISD students enrolled in the Program including dual credit student tuition, fees, and books/materials as set forth in this Agreement. Humble ISD will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and secondary contact and any other personnel or departments desired by Humble ISD.

Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within 30-days of the billing date:

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

SJCCD Invoicing Contact:

Primary: Amanda Piggott amanda.piggott@sjcd.edu 281-998-2665

Secondary: Esmeralda Parrales esmeralda.parrales@sjcd.edu 281-998-6145

- d) The costs for textbooks and/or materials for dual credit courses shall be the responsibility of the District or the student, not SJCCD.

XXIII. PROGRAM GOALS

In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in Appendix A.

XXIV. TERMINATION OF AGREEMENT

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon 30 days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any Humble ISD students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either the District's Board of Trustees or the College's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least 45 days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

XXV. GENERAL PROVISIONS

- a) No Personal Liability; No Third Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee or agent of SJCCD or Humble ISD, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or Humble ISD. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be

deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.

- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the dual credit Program and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state in which the Premises are located, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.

Executed as of the Effective Date of _____, 2022:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Dr. Brenda Hellyer, Chancellor

HUMBLE INDEPENDENT SCHOOL DISTRICT

By: _____
Dr. Elizabeth Fagan, Superintendent

Appendix A

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Humble Independent School District with an Effective Date of _____.

Program Goals

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

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

<ul style="list-style-type: none">• Analysis of performance in subsequent course work.	<p>Metric:</p> <ul style="list-style-type: none">• SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.
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Action Item “XVII”
Regular Board Meeting August 8, 2022
Consideration of Approval of Amendment to the 2021-2022 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 2021-2022 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of July 2022.

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 \$953,452 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- 08-08-22
Attachment 2- Grant Detail- 08-08-22

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
August 8, 2022

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education - TRiO Upward Bound Program VI (New Grant)</u>					
Federal Grant Revenue	538470	56700	554100	110000	(366,066)
Non-Instructional Labor	538470	56700	610000	460913	134,873
PT - Institutional	538470	56700	614100	460913	69,287
Fringe Benefits	538470	56700	650000	460913	40,618
Supplies	538470	56700	710000	460913	14,590
Travel	538470	56700	721000	460913	81,004
Contractual Services	538470	56700	731000	460913	10,767
Contractual Svcs - Indirect costs	538470	56700	731500	620909	<u>14,927</u>
					\$ -

<u>U.S. Department of Education/Texas Higher Education Coordinating Board – Governor’s Emergency Education Relief (GEER) Fund - Accelerate Student Success Planning Grant (New Grant)</u>					
Federal Grant Revenue	538472	56700	554100	110000	(50,000)
Supplies	538472	56700	710000	465817	5,000
Travel	538472	56700	721000	465817	5,200
Contractual Services	538472	56700	731000	465817	<u>39,800</u>
					-

<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2023 (New Grant)</u>					
State Grant Revenue	555052	56700	554200	110000	(255,011)
State Grant Revenue	555053	56700	554200	110000	(127,504)
State Grant Revenue	555054	56700	554200	110000	(127,504)
Contractual Services	555052	56700	731000	160912	255,011
Contractual Services	555053	56700	731000	160912	127,504
Contractual Services	555054	56700	731000	160912	<u>127,504</u>
					-

<u>San Jacinto College Foundation - Student Success Initiatives Fall 2022 Awards (New Grant)</u>					
Local Grant Revenue	571066	56700	554300	110000	(27,367)
Supplies	571066	56700	710000	466201	13,418
Travel	571066	56700	721000	466201	5,800
Contractual Services	571066	56700	731000	466201	<u>8,149</u>
					-

Net Increase (Decrease) \$ -

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

Grant Funding Summary by Agency:	
U.S. Department of Education	\$ 416,066
Texas Higher Education Coordinating Board	510,019
San Jacinto College Foundation	<u>27,367</u>
	<u>\$ 953,452</u>

August 8, 2022 Board Book – Grant Amendments Detail List

U.S. Department of Education - TRiO Upward Bound Program VI (New Grant)

The Upward Bound grant provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families, and from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

U.S. Department of Education/Texas Higher Education Coordinating Board – Governor’s Emergency Education Relief (GEER) Fund - Accelerate Student Success Planning Grant (New Grant)

The THECB will award grants to eligible institutions to plan for development or expansion of innovative programs and initiatives that accelerate student success by positively impacting access, persistence, completion, and workforce transitions. The deliverable for this grant is a completed work plan concerning the expansion or creation of innovative student success programs and initiatives. Eligible institutions that deliver a robust, completed plan at the end of this planning grant period will be given priority points for the next round of grants for Accelerating Student Success, which the THECB expects to release soon.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Program FY2023 (New Grant)

This program provides dedicated funds to support the Registered Nurse licensure program. 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.

San Jacinto College Foundation - Student Success Initiatives Fall 2022 Awards (New Grant)

San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. These grants are pilot projects which, if successful, may continue with express permission of the College if funds are available.

Consideration of Approval of the 2023 Board of Trustees Regularly Scheduled Meeting Dates

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve the 2023 Board of Trustees regularly scheduled meeting dates.

BACKGROUND

The Board of Trustees operates on a calendar of meetings which are traditionally the first Monday of each month. Periodic changes to this meeting structure may occur as needed. Establishing an annual calendar allows for advanced notice of regularly scheduled meetings.

IMPACT OF THIS ACTION

The Board’s meeting calendar sets various timelines and reporting dates throughout the College’s operating cycle. This calendar reflects changes to the traditional Board meeting schedule (first Monday of each month) in order to address known scheduling conflicts such as holidays, speaking engagements, and conferences.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

None

MONITORING AND REPORTING TIMELINE

Monthly meetings will occur as scheduled unless prior approval is obtained by the Board of Trustees.

ATTACHMENTS

Attachment 1- 2023 Board Meeting Dates

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Mandi Reiland	281-998-6100	mandi.reiland@sjcd.edu

Attachment 1

**San Jacinto College District
Board of Trustees**

2023 Board Meeting Dates

January 30, 2023

March 6, 2023

April 3, 2023

May 1, 2023

June 5, 2023

No July Meeting

August 7, 2023

September 11, 2023
(September Meeting - Due to Labor Day Holiday)

October 2, 2023

November 6, 2023

December 11, 2023

Action Item “XIX”
Regular Board Meeting August 8, 2022

Consideration of Approval of Part-Time Rate Changes, Stipend and Market Premium Changes, and Reauthorization of the Full-time Salary Schedules for 2022-2023

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the part-time hourly pay rate changes, stipends and market premium changes, and full-time salary schedules for 2022-2023.

BACKGROUND

This action establishes the salary, pay rates, stipends, and market premiums for fiscal year 2022-2023. Salary schedules are reviewed periodically to provide for market competitiveness.

IMPACT OF THIS ACTION

The current part time hourly salary schedule has been revised. The revisions include the addition of an Emergency Management Specialist and revision of the rates for Petrochemical Client Preceptors, Part-time Faculty and associated positions. The part-time salary schedule for faculty, staff, and administrators is included in this recommendation for affirmation.

The current schedule for stipends and market premiums has been revised. The revision includes the addition of an annual stipend for completion of the required Annual Compliance Training by Part-time Faculty to ensure understanding of federal, state, and local regulations and changes to the amounts of market premiums for several disciplines. The salary schedule for stipends and market premiums is included in this recommendation for affirmation.

The current salary schedule for full-time administrators and staff remains unchanged. The full-time salary schedule for administrators and staff is included in this recommendation for reaffirmation.

The current salary schedule for full-time faculty remains unchanged. The salary schedule for full-time faculty is included in this recommendation for reaffirmation.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The fiscal impacts of this recommendation have been included in the 2022-2023 budget.

MONITORING AND REPORTING TIMELINE

All compensation components including both internal and external market equity are addressed as part of the College’s overall compensation philosophy and are reviewed periodically for adjustments.

ATTACHMENTS

- Attachment 1- Part-time Hourly Rate Salary Schedule Changes
- Attachment 2- Stipends and Market Premiums Salary Schedule
- Attachment 3- Administration and Staff Salary Schedule
- Attachment 4- Faculty Salary Schedule

Action Item "XIX"
Regular Board Meeting August 8, 2022

**Consideration of Approval of Part-Time Rate Changes, Stipend and Market Premium
Changes, and Reauthorization of the Full-time Salary Schedules for 2022-2023**

RESOURCE PERSONNEL

Sandra Ramirez

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**San Jacinto College District
2022-2023 Salary Rate Table
PART-TIME HOURLY RATES**

Position Classification	Position Description	CURRENT Hourly Rate	NEW Hourly Rate
Administrative/ Clerical Accounting	Administrative Assistant I	\$ 10.40	\$ 10.40
	Administrative Assistant II (with one year experience)	\$ 12.40	\$ 12.40
	Accounting Assistant	\$ 12.50	\$ 12.50
	Student Account Specialist	\$ 12.50	\$ 12.50
	Payroll Specialist w/Payroll and Banner experience	\$ 17.00	\$ 17.00
	Accounting Specialist (with 3 years experience)	\$ 17.00	\$ 17.00
	Senior Accounting Specialist (AA/AS degree + 3 years experience)	\$ 20.00	\$ 20.00
	Accountant (Bachelor's degree)	\$ 25.00	\$ 25.00
	Senior Accountant (Master's degree in Accounting or CPA license)	\$ 31.50	\$ 31.50
Athletics	Athletics Facilities Coordinator	\$ 14.00	\$ 14.00
	Athletic Trainer w/ TX license (daily service, practice, and games)	\$ 28.00	\$ 28.00
Center for Petrochemical, Energy, & Technology	Petrochemical Client Preceptors	\$ 50.00	\$ 55.00
	API NDT Training Instructor (with level 3 certification)	\$ 75.00	\$ 75.00
	API NDT Test Proctor (with level 3 certification)	\$ 75.00	\$ 75.00
	Process Safety Certificate Program Subject Matter Expert	\$ 75.00	\$ 75.00
Children's Center	Teacher's Aide	\$ 11.50	\$ 11.50
	Assistant Teacher (CDA or 12 hours in early childhood)	\$ 12.50	\$ 12.50
	Cook	\$ 11.00	\$ 11.00
	Children's Center Teacher (with appropriate credentials)	\$ 15.50	\$ 15.50
College Police	Telecommunicator	\$ 17.50	\$ 17.50
Continuing & Professional Development	<i>Development Dimensions International (DDI) Leadership Program</i>		
	DDI Certified Instructor / Facilitator	\$ 70.00	\$ 70.00
	Motorcycle Maintenance/Repair Technician	\$ 15.00	\$ 15.00
	Emergency Medical Services / Continuing Education Coordinator	\$ 30.00	\$ 30.00
	Variable part-time Instructor rate for classes approved with less than minimum number of students. Reduction of \$4.00 per contact hour for first student below minimum. Reduction of \$3.00 per contact hour for each subsequent student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor.	\$ 43.00	\$ 48.00
	Variable part-time Lab Assistant Instructor rate for classes approved with less than minimum number of students. Reduction of \$2.00 per contact hour for each student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor	\$ 32.00	\$ 32.00
Departmental Labs	Specialty Lab Assistant I	\$ 11.50	\$ 11.50
	Specialty Lab Assistant II	\$ 14.50	\$ 14.50
Facilities	Groundskeeper	\$ 10.50	\$ 10.50

Position Classification	Position Description	CURRENT Hourly Rate	NEW Hourly Rate
Fine Arts	Student Accompanist	\$ 14.00	\$ 14.00
	Assistant Manager, Theater	\$ 14.00	\$ 14.00
	Theatre Scene Shop Specialist	\$ 15.00	\$ 15.00
	Gallery Specialist	\$ 16.00	\$ 16.00
	Manager, Theater	\$ 16.00	\$ 16.00
	Life-Drawing Model	\$ 17.00	\$ 17.00
	Faculty Accompanist (Faculty with credentials)	\$ 43.00	\$ 48.00
Food Service	Cashier I	\$ 10.50	\$ 10.50
	Cashier II	\$ 11.00	\$ 11.00
	Grill Cook I	\$ 12.00	\$ 12.00
	Grill Cook II	\$ 13.00	\$ 13.00
	Team Leader	\$ 14.50	\$ 14.50
Grant Funded	Grant-Funded Basic Tutor (tutor for students not maintaining minimum stated requirements)	\$ 11.00	\$ 11.00
	Grant-Funded Tutor / Mentor (tutor for students not maintaining minimum stated requirements; Mentor for achieving goals and supporting grant program activities)	\$ 12.00	\$ 12.00
	Grant-Funded Retention Specialist	\$ 19.00	\$ 19.00
	Grant-Funded Project Assistant	\$ 15.00	\$ 15.00
	Grant-Funded Training Coordinator	\$ 20.00	\$ 20.00
	Grant-Funded Project Coordinator	\$ 24.00	\$ 24.00
	Grant-Funded Project Manager	\$ 27.00	\$ 27.00
	Grant-Funded Project Director	\$ 30.00	\$ 30.00
Information Technology / Interactive Learning Centers	Information Technology Intern	\$ 14.00	\$ 14.00
	Computer Lab Assistant I	\$ 11.50	\$ 11.50
	Contact Center Assistant I	\$ 11.50	\$ 11.50
	Help Desk Assistant I	\$ 12.00	\$ 12.00
	Tech Support I	\$ 16.00	\$ 16.00
	Computer Lab Assistant II	\$ 14.50	\$ 14.50
	Contact Center Assistant II	\$ 14.50	\$ 14.50
	Help Desk Assistant II	\$ 16.00	\$ 16.00
	Tech Support II	\$ 22.00	\$ 22.00
	Telecom Specialist - IT	\$ 30.00	\$ 30.00
	Database Administrator	\$ 35.00	\$ 35.00
	System Administrator	\$ 35.00	\$ 35.00
Network Administrator	\$ 38.00	\$ 38.00	

Position Classification	Position Description	CURRENT Hourly Rate	NEW Hourly Rate
Instructional	Part-time Faculty Instructors - Lecture	\$ 43.00	\$ 48.00
	Part-time Faculty Instructors - Lab	\$ 43.00	\$ 48.00
	Part-time Faculty Instructors - Private Lessons	\$ 43.00	\$ 48.00
	Part-time Faculty CPET Lab Commissioning	\$ 43.00	\$ 48.00
	Part-time Faculty Non-instructional	\$ 30.00	\$ 35.00
	Part-time Faculty Program Coordinator	\$ 30.00	\$ 35.00
	Part-time Faculty Professional Development (ad hoc training, non-curric	\$ 20.00	\$ 20.00
	Full-time Faculty Non-instructional	\$ 30.00	\$ 35.00
	Full-time Faculty Externship	\$ 43.00	\$ 48.00
	Full-time Faculty CPET Lab Commissioning	\$ 43.00	\$ 48.00
	Full-time Faculty Formula Pay - Lecture	\$ 62.70	\$ 62.70
	Full-time Faculty Formula Pay - Lab	\$ 62.70	\$ 62.70
	Full-load Adjunct, with approval by appropriate Dean and Provost	Hourly Rate + \$2,500 per semester	Hourly Rate + \$2,500 per semester
	<i>Faculty Advising:</i>		
Faculty Advisor - Student Success course (GUST 0305, EDUC 1100, PSYC 1100)	\$350.00 per course / semester	\$350.00 per course / semester	
Faculty Advisor - EPCC and all other courses	\$ 30.00	\$ 30.00	
Professional	Administrative Intern	\$ 14.00	\$ 14.00
	Emergency Management Specialist (NEW)		\$ 14.00
	Grant Writer	\$ 15.00	\$ 15.00
	Program Assistant	\$ 15.00	\$ 15.00
	Librarian w/Bachelor of Library Science	\$ 19.00	\$ 19.00
	Coordinator (w/appropriate credentials)	\$ 20.00	\$ 20.00
	Grant Developer (Bachelor's degree)	\$ 25.00	\$ 25.00
	Procurement Specifications Technical Writer	\$ 25.00	\$ 25.00
	Project Manager	\$ 27.00	\$ 27.00
	Business Advisor, SBDC	\$ 28.00	\$ 28.00
	Fire and Life-Safety Inspector	\$ 30.00	\$ 30.00
	Librarian w/MLS, MLIS or equivalent w/experience	\$ 30.00	\$ 30.00
	Winter Mini Coordinator (Librarian/Faculty with credentials)	\$ 43.00	\$ 48.00
	Professional Translator (Faculty with credentials in language used)	\$ 43.00	\$ 48.00
Student Services	Orientation Leader	\$ 11.00	\$ 11.00
	Student Ambassador	\$ 11.00	\$ 11.00
	Enrollment Specialist	\$ 12.50	\$ 12.50
	Testing Specialist (certified)	\$ 12.50	\$ 12.50
	Financial Aid Specialist	\$ 14.00	\$ 14.00
	Records Specialist	\$ 14.00	\$ 14.00
	Admissions Advisor	\$ 17.00	\$ 17.00
	Educational Planner	\$ 19.00	\$ 19.00
	Financial Aid Advisor	\$ 19.00	\$ 19.00
	Outreach Advisor	\$ 19.00	\$ 19.00
	Banner Student System Services Specialist	\$ 19.00	\$ 19.00
	Counselor (w/appropriate credentials)	\$ 23.00	\$ 23.00
	(Accessibility Services) Hearing Impaired Students		
	Transcribers / Note Takers	\$ 10.50	\$ 10.50

Position Classification	Position Description	CURRENT Hourly Rate	NEW Hourly Rate
Student Success Centers / Supplemental Instruction	<i>Peer Tutors:</i>		
	Non-Certified Tutors (basic training completed, working towards Level I Certification)	\$ 11.00	\$ 11.00
	Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed	\$ 12.00	\$ 12.00
	Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed	\$ 13.00	\$ 13.00
	Certified Level III - After three long semesters with 30 hours training & 75 hours tutoring completed (must also complete a project related to the tutoring and resource center)	\$ 14.00	\$ 14.00
	Certified Tutor, Level III with Associate degree	\$ 15.00	\$ 15.00
	Certified Tutor, Level III with Bachelor's degree	\$ 16.00	\$ 16.00
	Certified Tutor, Level III with Master's degree	\$ 18.00	\$ 18.00
	Faculty Tutor w/credentials	\$ 22.00	\$ 22.00
	Supplemental Instruction Leader I	\$ 11.50	\$ 11.50
Supplemental Instruction Leader II	\$ 14.50	\$ 14.50	
Summer Camps	Camp Director	\$ 43.00	\$ 48.00
	Camp Lead Instructor	\$ 32.00	\$ 32.00
	Camp Assistant Instructor	\$ 20.00	\$ 20.00
	Camp Helper/Monitor	\$ 10.00	\$ 10.00
Technical	Toolroom Attendant	\$ 10.50	\$ 10.50
	Tool / Equipment Specialist	\$ 13.00	\$ 13.00
	HVAC Intern	\$ 15.00	\$ 15.00
	Maritime Equipment Technician	\$ 24.00	\$ 24.00

**San Jacinto College District
2022-2023 Salary Schedule
Stipends and Market Premiums**

Stipends may be paid in association with assigned supplemental duties and are separate from base pay. Both the supplemental duties and associated stipends will be reviewed annually for consideration of continuance or discontinuance at the discretion of College leadership. All stipends and amounts are approved annually by the Board of Trustees and are subject to availability of funding.

Stipends	Current Amount	New Amount
Bilingual Proficiency	\$50 monthly	\$50 monthly
Campus Teller	\$100 monthly	\$100 monthly
Certified Nurse Educator (CNE)	\$1,000 one time payment	\$1,000 one time payment
Clinical Coordinator	\$1,000 annually	\$1,000 annually
College-Wide Program Director	\$350 monthly	\$350 monthly
Program Director	\$150 - 400 monthly based on program/department size	\$150 - 400 monthly based on program/department size
Department Chairs	\$912 monthly	\$912 monthly
Travel	\$100 monthly	\$100 monthly
	\$200 monthly	\$200 monthly
	\$300 monthly	\$300 monthly
	\$400 monthly	\$400 monthly
	\$500 monthly	\$500 monthly
	\$600 monthly	\$600 monthly
Phone <i>{Member of SLT only}</i>	\$50 monthly	\$50 monthly
	\$75 monthly	\$75 monthly
	\$100 monthly	\$100 monthly
TCOLE Peace Officer Certification (above required level)		
<i>[College police officers, sergeants, and lieutenants only]</i>		
Intermediate	\$50 monthly	\$50 monthly
Advanced	\$100 monthly	\$100 monthly
Master	\$150 monthly	\$150 monthly
TCOLE Telecommunicator Certification (above required level)		
<i>[College telecommunicators and lead telecommunicators only]</i>		
Intermediate	\$50 monthly	\$50 monthly
Advanced	\$100 monthly	\$100 monthly
Master	\$150 monthly	\$150 monthly
Desktop Support	\$100 monthly	\$100 monthly
Offsite Instruction for CPD training	\$30.00 per class session	\$30.00 per class session
Completion of required Annual Compliance Training (ACT) for Part-time Faculty <i>[Effective 8/15/2022]</i>	(NEW)	\$200 annually
Instructional Market Premiums by Contract Month (subject to availability of funding)		
Air Conditioning	\$556 monthly	\$556 monthly
Computer Information Technology	\$556 monthly	\$556 monthly
Cybersecurity and Cloud Computing	(NEW)	\$1250 monthly
Diesel Technology	\$556 monthly	\$556 monthly
Emergency Medical Technology	\$278 monthly	\$350 monthly
Engineering - <i>must have Master's degree in Engineering</i>	\$556 monthly	\$556 monthly
Engineering/Drafting	\$556 monthly	\$556 monthly

Environmental Health & Safety	\$278 monthly	\$278 monthly
Fire Protection	\$278 monthly	\$278 monthly
Health Information Management	\$334 monthly	\$334 monthly
Instrumentation	\$556 monthly	\$556 monthly
Instrumentation & Electrical	\$556 monthly	\$556 monthly
Maritime - <i>must have Coast Guard certifications</i>	\$667 monthly	\$667 monthly
Medical Laboratory Technology	\$278 monthly	\$500 monthly
Medical Radiography	\$278 monthly	\$600 monthly
Medical Sonography	\$278 monthly	\$900 monthly
Non-Destructive Testing	\$556 monthly	\$556 monthly
Nursing - ADN, BSN and Vocational	\$1500 monthly	\$1500 monthly
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$667 monthly	\$667 monthly
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$667 monthly	\$667 monthly
Physical Therapy - <i>must have Physical Therapy license</i>	\$667 monthly	\$667 monthly
Pipefitting	\$556 monthly	\$556 monthly
Process Technology	\$556 monthly	\$750 monthly
Respiratory Therapy	\$800 monthly	\$800 monthly
Surgical Technology	\$278 monthly	\$500 monthly
Welding	\$556 monthly	\$556 monthly

All Nursing - BSN, ADN, and LVN - Hiring incentive	\$2,500 added to base salary	\$2,500 added to base salary
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Adjunct Instructional Market Premiums (subject to availability of funding)

Lecture & Lab courses

Air Conditioning	\$5.00 per contact hour	\$5.00 per contact hour
Certified Nurse Aide	\$5.00 per contact hour	\$5.00 per contact hour
Computer Information Technology	\$5.00 per contact hour	\$5.00 per contact hour
Diesel Technology	\$5.00 per contact hour	\$5.00 per contact hour
Instrumentation	\$5.00 per contact hour	\$5.00 per contact hour
Instrumentation & Electrical	\$5.00 per contact hour	\$5.00 per contact hour
Maritime - <i>must have Coast Guard certifications</i>	\$5.00 per contact hour	\$5.00 per contact hour
Medical Lab Technology	(NEW)	\$5.00 per contact hour
Medical Radiography	\$5.00 per contact hour	\$5.00 per contact hour
Medical Sonography	\$5.00 per contact hour	\$8.00 per contact hour
Non-Destructive Testing	\$5.00 per contact hour	\$5.00 per contact hour
Nursing - ADN, BSN and Vocational	\$8.00 per contact hour	\$8.00 per contact hour
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$5.00 per contact hour	\$5.00 per contact hour
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$5.00 per contact hour	\$5.00 per contact hour
Physical Therapy - <i>must have Physical Therapy license</i>	\$5.00 per contact hour	\$5.00 per contact hour
Pipefitting	\$5.00 per contact hour	\$5.00 per contact hour
Process Technology	\$5.00 per contact hour	\$5.00 per contact hour
Respiratory Therapy	\$8.00 per contact hour	\$8.00 per contact hour
Surgical Technology	\$5.00 per contact hour	\$5.00 per contact hour
Welding	\$5.00 per contact hour	\$5.00 per contact hour

San Jacinto College District 2022 - 2023 Salary Range Table Administration & Staff								
Salary Range	Minimum	Midpoint	Maximum	Salary Range	Minimum	Midpoint	Maximum	Salary Range
1	\$15,080	\$18,850	\$22,620	31	\$65,175	\$81,469	\$97,762	
2	\$15,834	\$19,793	\$23,751	32	\$68,434	\$85,542	\$102,650	
3	\$16,626	\$20,782	\$24,939	33	\$71,855	\$89,819	\$107,783	
4	\$17,457	\$21,821	\$26,185	34	\$75,448	\$94,310	\$113,172	
5	\$18,330	\$22,912	\$27,495	35	\$79,220	\$99,026	\$118,831	
6	\$19,246	\$24,058	\$28,869	36	\$83,182	\$103,977	\$124,772	
7	\$20,209	\$25,261	\$30,313	37	\$87,341	\$109,176	\$131,011	
8	\$21,219	\$26,524	\$31,829	38	\$91,708	\$114,635	\$137,561	
9	\$22,280	\$27,850	\$33,420	39	\$96,293	\$120,366	\$144,439	
10	\$23,394	\$29,243	\$35,091	40	\$101,108	\$126,385	\$151,661	
11	\$24,564	\$30,705	\$36,846	41	\$106,163	\$132,704	\$159,245	
12	\$25,792	\$32,240	\$38,688	42	\$111,471	\$139,339	\$167,207	
13	\$27,082	\$33,852	\$40,622	43	\$117,045	\$146,306	\$175,567	
14	\$28,436	\$35,544	\$42,653	44	\$122,897	\$153,621	\$184,345	
15	\$29,857	\$37,322	\$44,786	45	\$129,042	\$161,302	\$193,563	
16	\$31,350	\$39,188	\$47,025	46	\$135,494	\$169,367	\$203,241	
17	\$32,918	\$41,147	\$49,377	47	\$142,269	\$177,836	\$213,403	
18	\$34,564	\$43,205	\$51,845	48	\$149,382	\$186,728	\$224,073	
19	\$36,292	\$45,365	\$54,438	49	\$156,851	\$196,064	\$235,277	
20	\$38,106	\$47,633	\$57,160	50	\$164,694	\$205,867	\$247,041	
21	\$40,012	\$50,015	\$60,018	51	\$172,928	\$216,160	\$259,393	
22	\$42,012	\$52,515	\$63,018	52	\$181,575	\$226,969	\$272,362	
23	\$44,113	\$55,141	\$66,169	53	\$190,654	\$238,317	\$285,980	
24	\$46,319	\$57,898	\$69,478	54	\$200,186	\$250,233	\$300,279	
25	\$48,635	\$60,793	\$72,952	55	\$210,196	\$262,744	\$315,293	
26	\$51,066	\$63,833	\$76,599	56	\$220,705	\$275,882	\$331,058	
27	\$53,620	\$67,024	\$80,429	57	\$231,741	\$289,676	\$347,611	
28	\$56,301	\$70,376	\$84,451	58	\$243,328	\$304,160	\$364,991	
29	\$59,116	\$73,894	\$88,673	59	\$255,494	\$319,367	\$383,241	
30	\$62,071	\$77,589	\$93,107	60	\$268,269	\$335,336	\$402,403	

Midpoint %
5.00%

Range Spread
50.00%

San Jacinto College District 2022-2023 Salary Range Table Faculty			
	Minimum	Midpoint	Maximum
NINE MONTH FACULTY			
Bachelor	\$ 42,002	\$ 53,552	\$ 65,102
Masters	\$ 45,002	\$ 58,503	\$ 72,004
Masters + 18	\$ 46,802	\$ 60,843	\$ 74,884
Masters + 36	\$ 48,674	\$ 63,277	\$ 77,879
Masters + 48	\$ 50,621	\$ 65,808	\$ 80,994
Doctorate	\$ 52,646	\$ 68,440	\$ 84,234
10.5 MONTH FACULTY			
Bachelor	\$ 49,002	\$ 62,477	\$ 75,952
Masters	\$ 52,502	\$ 68,253	\$ 84,004
Masters + 18	\$ 54,602	\$ 70,983	\$ 87,364
Masters + 36	\$ 56,787	\$ 73,823	\$ 90,859
Masters + 48	\$ 59,058	\$ 76,776	\$ 94,493
Doctorate	\$ 61,420	\$ 79,847	\$ 98,273
TWELVE MONTH FACULTY			
Bachelor	\$ 56,002	\$ 71,403	\$ 86,803
Masters	\$ 60,003	\$ 78,004	\$ 96,005
Masters + 18	\$ 62,403	\$ 81,124	\$ 99,845
Masters + 36	\$ 64,899	\$ 84,369	\$ 103,839
Masters + 48	\$ 67,495	\$ 87,744	\$ 107,992
Doctorate	\$ 70,195	\$ 91,254	\$ 112,312
Department Chair - 12 month	\$ 73,003	\$ 94,904	\$ 116,805

Action Item “XX”
Regular Board Meeting August 8, 2022
Consideration of Approval of Policy #, Records Management – First Reading
(Informational Item)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the College’s Policy on Records Management. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

The current Policy on Records Management (Policy VI-U) requires minor updates to meet the new required format and content standards and current business practices. The requirements of the Texas Public Information Act have also been added to this policy. In addition, the Records Management Officer for the College has been re-assigned to the Manager, Records Management, a new position effective June 1, 2022. Similar revisions have also been made to the related procedures.

IMPACT OF THIS ACTION

The updated policy and procedures were sent to the College community on August 8, 2022. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on August 29, 2022.

The associated procedures support implementation of the policy and are attached for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

The Board will be notified of any changes that require its action. Evaluation of compliance with the Records Management Policy and Procedures will be periodically evaluated by administration and the College’s Internal Auditors. The updated policy will be provided to the Texas State Library and Archives Commission in compliance with the Local Government Records Act.

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy VI-U, Policy on Records Management (current policy)

Attachment 3 - Policy #, Records Management Policy (proposed policy)

Informational Items Only:

Attachment 4 - Procedure 14-3, Procedures on Record Management (current procedure)

Attachment 5 - Procedure #, Records Management Procedures (proposed procedure)

Action Item “XX”
Regular Board Meeting August 8, 2022
Consideration of Approval of Policy #, Records Management – First Reading
(Informational Item)

RESOURCE PERSONNEL

Teri Zamora

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Policies and Procedures Summary of Changes

New Policy Number: **TBA**

Proposed Policy Name: **Records Management**

Current Policy Number/Name: **VI-U, Policy on Records Management**

New Procedure Number: **TBA**

Proposed Procedure Name: **Records Management**

Current Procedure Number/Name: **14-3, Procedures on Record Management**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

[Policy VI-U: Policy on Records Management](#)

[Procedure 4-13: Records Management](#)

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

Secondary Owner: **Manager, Records Management**

Summary of Changes:

Policy Changes:

- The Records Management Officer (RMO) for the College has been updated from the Director of Accounting and Financial Services to the Manager of Records Management, a new position effective June 1, 2022
- The requirements of the Texas Public Information Act has been added to this policy.

Procedure Changes:

- Updated the RMO for the College as noted above
- Added several definitions
- Reformatted the links to the Texas State Library and Archives Commission retention schedules adopted by the College

Policy VI-U: Policy on Records Management**Policy**

In compliance with the Texas Local Government Record Act, effective September 1, 1989, the Board of Trustees will create a records management program. The records management officer will be the Director of Accounting and Financial Services whose responsibility will be to prepare a record control schedule listing, to be approved by the state, of all records created or received by the college. The records management officer will also approve the retention period of all records and the intent to destroy such records.

Policy #:	VI-U
Policy Name:	Policy on Records Management
Pages:	1
Adopted Date:	April 5, 1999
Revision/Reviewed Date:	February 6, 2008
Effective Date:	April 5, 1999 and February 6, 2008
Associated Procedure:	4-13

Policy #, Records Management

Purpose

To ensure that San Jacinto Community College District establishes and maintains a continuing records management program that adheres to the policy and procedures consistent with the Texas Public Information Act and the Texas Local Government Records Act.

Policy

In compliance with the Texas Public Information Act and the Texas Local Government Records Act, the Board of Trustees will ensure the College has a compliant public information and records management program. The Public Information Officer will compile documents requested by the public and ensure San Jacinto College is in compliance with the Act. The Records Management Officer will be the Manager of Records Management whose responsibility will be to develop and enforce a records management process, in compliance with the act, for all records created or received by the College. The Records Management Officer will also ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of all records are in accordance with the requirements of the Texas Local Government Records Act. The Records Management Officer will also approve the retention period of all records.

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 #, Records Management

Date of Board Approval	Anticipated August 29, 2022
Effective Date	Anticipated August 30, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Manager, Records Management

Procedure 4-13: Records Management

Procedure

In compliance with the Texas Local Government Record Act of September 1, 1989, the College adopted a records management program for the management of local government records. The Texas Local Government Records Act defines a "local government record" as any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, regardless of physical form or characteristic, created or received by a local government or any of its officers or employees in the transaction of public business.

The act requires that the college adopt a Records Control Schedule, listing all records created or received by the college with the minimum retention period for each record, and submit same to the state librarian for approval. In lieu of filing a records control schedule, the Act allows the college to adopt records control schedules that comply with minimum requirements established on records retention schedules issues by the Texas State Library and Archives Commission for use in our records management program. Those schedules adopted by the college are Schedule JC (Records of Public Junior Colleges); Schedule GR (Records Common to all Governments); Schedule EL (Records of Election and Voter Registration) and Schedule PS (Records of Public Safety Agencies).

The college has designated the Director of Accounting and Financial Services as the record management officer and it is his or her responsibility to ensure that the maintenance, destruction, microfilming, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act, rules adopted under the Act, and the policies of the college.

Each department/office is responsible for the management, retention and destroying of their records according to the control schedules. Records whose retention period has expired may be destroyed in compliance with the schedule. No college office or employee may dispose of a record listed in these schedules prior to the expiration of its retention period. Unauthorized destruction of any records is prohibited.

The retention periods of most of the records created or maintained by the college are found in Schedule JC (Records of Public Junior Colleges) and Schedule GR (Records Common to All Governments).

Retention Schedule JC for Records of Public Junior Colleges. Control Click on the item of interest

[Part 1: Admissions and Assessment Records](#)

[Part 2: Academic Records](#)

[Part 3: Financial Aid Records](#)

[Part 4: Family Educational Rights and Privacy Act Records](#)

[Part 5: Accreditation Records](#)

[Part 6: Financial Records](#)

Attachment 4 (Current procedures)

Part 7: Personnel Records

Part 8: General Education Development (GED) Testing Records

Part 9: Miscellaneous Records and Reports

Part 10: Library and Museum Records

Part 11: Campus Security Records

Retention Schedule GR for Records Common to all Governments. Control Click on the item of interest

Part 1: Administrative Records

Section 1-1: Records of Governing Bodies

Section 1-2: General Records

Part 2: Financial Records

Section 2-1: Fiscal Administration and Reporting

Section 2-2: Accounting Records

Part 3: Personnel and Payroll Records

Section 3-1: Personnel Records

Section 3-2: Payroll Records

Part 4: Support Services Records

Section 4-1: Purchasing Records

Section 4-2: Facility, Vehicle, and Equipment Management Records

Section 4-3: Communications Records

Section 4-4: Workplace Safety Records

Part 5: Electronic Data Processing Records

Section 5-1: Records of Automated Applications

Section 5-2: Computer Operations and Technical Support Records

Retention Schedule EL for Election Records. Control Click on item of interest

Part 1: Election Records

Part 2: Records of Candidacy and Campaign Finance

Part 3: Voter Registration Records

Retention Schedule PS for Police Records. Control Click on item of interest

Part 1: Records Common to Public Safety Agencies

Part 2: Law Enforcement Records

Attachment 4 (Current procedures)

Part 3: Records of County Medical Examiners

Part 4: Records of Fire Fighting and Emergency Medical Service Agencies

Part 5: Records of Community Supervision and Corrections (Adult Probation) Departments

Part 6: Records of County, District, and Criminal District Attorneys

Procedure #:	4-13
Procedure Name:	Records Management
Pages:	2
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	VI-U

Procedure #, Records Management

Associated Policy

Policy #, Records Management

Procedure

In compliance with the Texas Local Government Records Act, the College adopted a records management program for the management of local government records. The act requires that the College adopt a Records Control Schedule, listing all records created or received by the College with a minimum retention period for each record. In lieu of adopting its own Records Control Schedule, the Act allows the College to adopt records control schedules issued by the Texas State Library and Archives Commission (TSLAC) for use in the College's records management program. The TSLAC records retention schedules adopted by the College are Schedule JC (Records of Public Junior Colleges); Schedule GR (Records Common to all Governments); Schedule EL (Records of Election and Voter Registration) and Schedule PS (Records of Public Safety Agencies).

The College has designated the Manager of Records Management as the Records Management Officer and it is his or her responsibility to ensure that the maintenance, destruction, microfilming, electronic storage, or other disposition of the records are carried out in accordance with the requirements of the Local Government Records Act, rules adopted under the Act, and the policies of the College.

Under the guidance and direction of the Manager of Records Management, each department/office is responsible for the management, retention and destruction of their records in accordance with the TSLAC records retention schedules adopted by the College. Records whose retention period has expired may be destroyed in compliance with the schedule. No college office or employee may dispose of a record listed in these schedules prior to the expiration of its retention period. Unauthorized destruction of any records is prohibited.

Definitions

Local Government Record: Any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, regardless of physical form or characteristic, created or received by a local government or any of its officers or employees in the transaction of public business.

Disposition of Records: Action taken with regard to local government records that are no longer needed for current government business as determined by their appraisal pursuant to legislation, regulation, or administrative procedure. Examples of disposition include destroying records or transferring them to archives once the records retention period has expired per the TSLAC retention schedules.

Records Management Officer: Person designated by San Jacinto Community College District, as required by law, to develop policies, procedures and processes to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records are carried out in accordance with the requirements of the Local Government Records Act.

Attachment 5 (Proposed procedures)

Records Retention Schedules: List of minimum retention period for records created or maintained by the College. The College has adopted the TSLAC records retention schedules as noted above.

Date of SLT Approval	July 30, 2022
Effective Date	Anticipated August 30, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Manager, Records Management

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
August 8, 2022**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1	
2023 Annual Renewals (pgs. 2-11)	\$ 55,696,217
Purchase Request #2	
Purchasing Cooperatives (pgs. 12-14)	700
Purchase Request #3	
Purchase Licensing Services for Anthology Blackboard LMS (pg. 15)	950,000
Purchase Request #4	
Contract for Sign Language and Video Remote Interpreting Services (pgs. 16-17)	350,000
Purchase Request #5	
Renew Contracts for Flood Insurance (pg. 18)	250,000
Purchase Request #6	
Contract for Software Maintenance and Support (pgs. 19-20)	240,171
Purchase Request #7	
Purchase Portable Radios (pg. 21)	243,000
Purchase Request #8	
Additional Funds for Media Buying and Placement Services (pg. 22)	158,000
Purchase Request #9	
Contract for Financial Advisor Services (pgs. 23-25)	150,000
Purchase Request #10	
Graduation Event License (pg. 26)	125,000
Purchase Request #11	
Contract for Website Redesign Service (pgs. 27-28)	500,000
Purchase Request #12	
Purchase Salesforce Licences (pgs. 29)	76,000
Purchase Request #13	
Approve Marketing Agreement (pgs. 30-32)	<u>125,000</u>
TOTAL OF PURCHASE REQUESTS	<u><u>\$ 58,864,088</u></u>

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the following purchase requests which encompass the annual contract renewals and anticipated expenditures that exceed \$100,000 from existing suppliers utilizing operational, grants, auxiliary and Bond program budget funds during the 2022-2023 fiscal year. Approved funds will not be expended before the beginning of the 2022-2023 fiscal year. Bond funds may be expended in subsequent fiscal years.

Auxiliary Services **\$6,350,000**

Barnes & Noble to provide bookstore operations procured through RFP 18-22. This is the fifth year of a possible eight-year contract. The estimated annual expenditure is \$6,000,000.

Ben E. Keith Company to provide food distribution services procured through RFP 19-27. This is the fourth year of a possible five-year contract. The estimated annual expenditure is \$350,000.

Continuing and Professional Development (CPD) **\$3,230,000**

LZ Technology, Inc. to provide internship staffing services procured through RFP 19-02. This is the final year of a five-year contract. The estimated annual expenditure is \$3,000,000.

Central South Carpenters and Millwrights Training Trust Fund to provide apprenticeship training services funded from the U.S. Department of Labor and Texas Workforce Commission. The contract expires August 31, 2023. The estimated annual expenditure is \$100,000.

United Training Commercial LLC to provide Online IT Training Services for CPD procured through RFP 20-08. This is the third year of a possible five-year contract. The estimated annual expenditure is \$130,000.

External Relations **\$2,675,000**

Gilbreath Communications to provide media buying and placement services procured through RFP 18-30. This is the final year of a five-year contract. The estimated annual expenditure is \$2,250,000.

Houston Chronicle to provide advertising services for marketing and legal notices posted by the College procured through sole source number 1194. The estimated annual expenditure is \$425,000.

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

Facilities Services and Construction

\$7,905,000

ACR Engineering to provide professional engineering services including building commissioning, mechanical, electrical, and plumbing. This vendor is part of a pool of professional services procured through RFQ 16-10 to be contracted as needed. The estimated annual expenditure is \$200,000.

A-Rocket Moving & Storage to provide moving services procured through RFP 21-26. This is the second year of a possible five-year contract. The estimated annual expenditure is \$150,000.

Blue Northern Air Conditioning Inc., to provide heating, ventilation and air conditioning equipment supplies and services. Services procured through Region 5 ESC that expires June 30, 2023. The estimated annual expenditure is \$200,000.

City of Houston to provide water and sewer services, impact fees, boiler renewals, permits, and inspection fees, as a sole source provider. The estimated annual expenditure is \$400,000.

City of Pasadena to provide trash removal, water and sewer services as a sole source provider in a restricted market. The estimated annual expenditure is \$475,000.

Construction Masters of Houston to provide job order contracting (JOC) services procured through Choice Partners contract 20/017MR-05. This is the final year of a five-year contract. The estimated annual expenditure is \$900,000.

D7 Roofing & Metal LLC to provide roof repair services procured through RFP 22-08, this is the second year of a possible five-year contract. The estimated annual expenditure is \$200,000.

Enterprise Fleet Management to provide leased fleet vehicles procured through E&I contract CNR-01399 that expires December 31, 2026. The estimated annual expenditure is \$175,000.

ESA Energy Systems Associates, Inc. to provide strategic energy management consultant and design services procured through RFP 19-20. This contract is being extended for one year through August 31, 2023. The estimated annual expenditure is \$300,000.

Grainger to provide maintenance, repair and operational equipment and supplies for the facilities services department's inventory control program and special projects. Items are procured through OMNIA Partners contract R192002 and E&I contract CNR01496 that expire March 31, 2023 and January 31, 2024 respectively. The estimated annual expenditure is \$575,000.

HVAC Mechanical Services of Texas Ltd, dba Hunton Services, to provide heating, ventilation, and air conditioning maintenance services. Services procured through Choice Partners contract 18/072KC-03 that expires October 16, 2022 and Choice Partners contract 19/036MR-03 that expires May 14, 2023. The estimated annual expenditure is \$300,000.

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

Jamail & Smith to provide job order contracting (JOC) services procured through BuyBoard contract number 581-19 that expires March 31, 2024. The estimated annual expenditure is \$500,000.

Johnson Controls, Inc. to provide maintenance and energy management systems, products, and services procured through GSA contract GS-07F-190CA that expires August 31, 2025 and GS-06F-0060P that expires July 13, 2024. The estimated annual expenditure is \$300,000.

Lowes to provide maintenance, repair and operational equipment and supplies procured through the OMNIA Partners contract R192006 and E&I contract CNR-01375 that expire March 31, 2023 and June 30, 2025 respectively. The estimated annual expenditure is \$130,000.

Nalco Water to provide water treatment chemicals and services on water circulated utility systems procured through RFP 18-32. This is the final year of a five-year contract. The estimated annual expenditure is \$225,000.

Millennium Project Solutions to provide job order contracting (JOC) services procured through Choice Partners contract 20/017MR-14 that expires February 25, 2023. The estimated annual expenditure is \$500,000.

Modern Plumbing to provide plumbing services procured through RFP 21-09. This is the second year of a possible five-year contract. In March 2022, the Board approved \$275,000, this request is for an additional amount of \$275,000. The estimated annual expenditure is \$550,000.

Prism Electric to provide electrical maintenance services procured through RFP 20-28. This is the third year of a possible five-year contract. The estimated annual expenditure is \$250,000.

Royal American Services to provide roof repair services procured through RFP 22-08. this is the second year of a possible five-year contract. The estimated annual expenditure is \$200,000.

Siemens Industry, Inc. to provide fire and intrusion alarm monitoring services and life safety systems procured through GSA contract GS-07F-217CA that expires August 31, 2025. The estimated annual expenditure is \$200,000.

Siemens Industry, Inc. to provide fire protection system inspections and supplies procured through Sourcewell contract 030421-SIE that expires April 22, 2025. The estimated annual expenditure is \$300,000.

Siemens Industry, Inc. to provide maintenance and energy management systems, products and services procured through GSA contract GS-06F-0033P that expires March 29, 2024. The estimated annual expenditure is \$500,000.

Suncoast Resources Inc. to provide gasoline and diesel fuel. Fuel purchases are exempt from competitive sourcing per Texas Education Code §44.031(a). The estimated annual expenditure is \$250,000.

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

Texan Floor Service to provide carpet and flooring services procured through RFP 18-11. This is the final year of a five-year contract. The estimated annual expenditure is \$200,000.

Texas Liqua Tech Services, Inc. to provide roof repair services procured through RFP 22-08. This is the second year of a possible five-year contract. The estimated annual expenditure is \$200,000.

Fiscal Affairs

\$3,431,424

Anaplan Inc to provide budget software services procured through RFP 20-17. This is the third year of a possible five-year contract. The estimated annual expenditure is \$125,000.

Claims Administrative Services, Inc. to provide workers' compensation insurance procured through an interlocal agreement. The annual fixed cost for one year is \$68,851 with a claims liability not to exceed \$417,573, for a total of \$486,424.

Karczewski, Bradshaw, Spalding Law Group to provide legal services. Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$150,000.

Rogers, Morris, & Grover, LLP to provide legal services. Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$100,000.

Thompson & Horton LLP to provide legal services. Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$450,000.

Harris County Appraisal District to provide property appraisal and tax collection services procured through sole source 1115. The estimated annual expenditure is \$844,000.

Heartland Payment Systems Inc. to provide merchant card services procured through RFP 20-14. This is the third year of a possible five-year contract. The estimated annual expenditure is \$450,000.

Texas Association of School Boards (TASB) Risk Management Fund for unemployment compensation insurance procured through an interlocal agreement. The estimated annual expenditure is \$225,000.

TouchNet to provide student payment center software procured through RFP 17-10. This is the sixth year of a possible seven-year contract. The estimated annual expenditure is \$250,000.

United States Department of Veteran Affairs (Veteran Affairs DMC) for veteran student tuition refunds procured through sole source 1524. The estimated annual expenditure is \$200,000.

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

Whitley Penn, LLP to provide financial audit services procured through RFQ 20-23. This is the third year of a possible five-year contract. The estimated annual expenditure is \$151,000.

General Operations

\$9,980,000

Airgas LLC to provide welding and medical gases procured through E&I contract CNR01362 that expires September 30, 2024. The estimated annual expenditure is \$115,000.

Amazon Marketplace to provide a wide array of supplies procured through OMNIA Partners contract R-TC-17006 that expires January 18, 2024. The estimated annual expenditure is \$200,000.

Brand IQ to provide promotional items procured through RFP 21-08. This is the third year of a possible five-year contract. The estimated annual expenditure is \$100,000.

College Board to provide Texas Success Initiative (TSI) Assessment tests procured through sole source 1384. The estimated annual expenditure is \$175,000.

Constellation NewEnergy, Inc., brokered by Tradition Energy, to provide electricity services procured through OMNIA Partners contract 2018-017. This is the fourth of a six-year contract. The estimated annual expenditure is \$3,700,000.

Exelon Corporation (dba, Constellation NewEnergy, Inc. – Gas Division, LLC), brokered by Tradition Energy, to provide natural gas in the non-regulated portion of the market procured through OMNIA Partners contract 2018-017. The contract term expires March 31, 2023. The estimated annual expenditure is \$415,000.

CenterPoint Energy Resources to provide natural gas in the regulated portion of the market as a sole source provider. The estimated annual expenditure is \$100,000.

DatamanUSA LLC to provide temporary staffing services procured through RFP 22-06. This is the second year of a possible four-year contract. The estimated annual expenditure is \$450,000.

Evins Personnel Consultants to provide temporary staffing services procured through RFP 22-06. This is the second year of a possible four-year contract. The estimated annual expenditure is \$100,000.

First Class Transportation to provide charter bus services procured through RFP 20-30. This is the third year of a possible five-year contract. The estimated annual expenditure is \$150,000.

Fisher Scientific to provide science and lab supplies and equipment procured through OMNIA Partners contract 2021002889 and BuyBoard contract 653-21 that expire June 30, 2025 and October 31, 2024 respectively. The estimated annual expenditure is \$100,000.

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

Furniture Marketing Group, Inc. (FMG) and Facility Interiors (FI) to provide furniture and installation services procured through multiple cooperative contracts, of which the primary contract is OMNIA Partners contract 2020000606 that expires December 31, 2024. The estimated annual expenditure is \$900,000.

Gaumard Scientific Co. to provide science and lab supplies and equipment, through Choice Partners contract #20/051SG-04 that expires September 15, 2023. The estimated annual expenditure is \$300,000.

Konica Minolta Premier Finance & Konica Minolta USA to provide leased copiers procured through DIR contract DIR-CPO-4439 that expires November 04, 2024. The estimated annual expenditure is \$305,000.

Laerdal Medical Corporation to provide science and lab supplies and equipment through BuyBoard contract #610-20 that expires May 31, 2023. The estimated annual expenditure is \$600,000.

Meador Staffing Services, Inc. to provide temporary staffing services procured through RFP 22-06. This will be the second year of a possible four-year contract. The estimated annual expenditure is \$800,000.

ODP Business Solutions, formerly Office Depot, to provide general office supplies procured through Purchasing Solutions Alliance contract 21-202-OD that expires October 31, 2026. The estimated annual expenditure is \$400,000.

Pocket Nurse to provide science and lab supplies and equipment procured through BuyBoard contract #610-20 and Omnia Partners Contract #R190201 that expire May 31, 2023 and June 30, 2023 respectively. The estimated annual expenditure is \$400,000.

The Spearhead Group to provide temporary staffing services procured through RFP 22-06. This is the second year of a possible four-year contract. The estimated annual expenditure is \$200,000.

Verizon Wireless to provide wireless service for phones, wi-fi devices, and tablets procured through DIR contract DIR-TELE-CTSA-003 that expires November 11, 2029, and GSA contract GS-35F-0382T that expires December 02, 2023. The estimated annual expenditure is \$320,000.

VWR International (including Ward's Natural Science and Sargent Welch) to provide science and lab supplies and equipment procured through BuyBoard contract 653-21 and E&I contract CNR01459 that expire October 31, 2024 and June 30, 2023 respectively. The estimated annual expenditure is \$150,000.

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

Office of Grants Management

\$4,837,000

Alvin Community College as a subrecipient for the U.S. Department of Education/Texas Higher Education Coordinating Board/Governor's Emergency Education Relief grant. The estimated annual expenditure is \$112,000.

Houston Community College as a subrecipient for the National Science Foundation Louis Stokes Alliances for Minority Participation grant. The estimated annual expenditure is \$321,000.

William Marsh Rice University as a subrecipient for the National Science Foundation/Hispanic Serving Institution grant. The estimated annual expenditure is \$142,000.

The following entities are subrecipients for the U.S. Department of Labor H1-B Scaling Apprenticeship Through Sector-Based Strategies grant:

Austin Community College	\$ 518,000
Catalyte, Inc	\$ 409,000
International Business Machines	\$2,834,000
Lockheed Martin	\$ 212,000
Xpanxion, LLC	\$ 289,000

Instructional Innovation & Support

\$1,075,000

iBridge Group, Inc. to provide the annual software license and maintenance for the Blackboard online class delivery and web support services procured through DIR-TSO-4236. The estimated annual expenditure is \$950,000.

Leepfrog Technologies, Inc. to provide the CourseLeaf catalog tool (CAT) and Curriculum Information Management (CIM) system software programs and the curriculum processes support services. The estimated annual expenditure is \$125,000.

ITS

\$15,267,693

AT&T to provide campus interconnect and telephone services procured through contract DIR-TELE-CTSA-002 that expires November 05, 2029 and RFP 18-21 that is in its final year. The estimated annual expenditure is \$360,000.

Avaya Inc. to provide phone system maintenance and support procured through the Choice Partners contract 21/031KN-08 that expires June 15, 2023. The estimated annual expenditure is \$210,000.

B&H Foto and Electronics to provide photo supplies and equipment procured through E&I contract CNR01341 that expires July 31, 2023. The estimated annual expenditure is \$150,000.

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

Carahsoft Technology Corporation to provide professional services and miscellaneous IT software procured through DIR contract DIR-TSO-4162 that expires May 10, 2023. The estimated annual expenditure is \$225,000.

CDW-G to provide annual software maintenance licenses, computer supplies, and equipment, procured through E&I CNR0439 contract and Omnia contract R210401 that expire July 31, 2027, and May 31, 2024 respectively. The estimated annual expenditure is \$125,000.

Cornerstone OnDemand, Inc. to provide talent management software including recruiting, learning, and performance procured through DIR contract DIR-TSO-3553. This is the third year of a possible four-year contract. The estimated annual expenditure is \$190,000.

Comcast to provide internet connectivity procured through GSA contract GS35F184BA that expires January 31, 2024. The estimated annual expenditure is \$150,000.

Dell Financial Services, LLC to provide computer leasing and equipment procured through DIR contract DIR-TSO-3763 that expires January 10, 2024. The estimated annual expenditure is \$1,680,000.

Dell Marketing, LP to provide computer supplies and Microsoft license agreements procured through DIR contract DIR-TSO-3763 that expires January 10, 2024. The estimated annual expenditure is \$950,000.

Ellucian to provide annual software licenses and maintenance for the Banner software system procured through the Texas A&M Corpus Christi Texas Connection Consortium inter-agency agreement. Also included are Banner functional and technical consultation and Banner data implementation services. The estimated annual expenditure is \$1,800,000.

Ellucian to provide grant development services procured through RFP 20-20. This is the final year of a three-year contract. The estimated annual expenditure is \$162,000.

First American Commercial Bankcorp Inc. to provide computer equipment leasing procured through RFP 19-21. This is the fourth year of a possible seven-year contract. The estimated annual expenditure is \$2,900,000.

Gartner, Inc. to provide subscription IT support services procured through DIR contract DIR-TSO-4099. The estimated annual expenditure is \$430,000.

Hyland to provide ImageNow software procured through sole source 1468 and Intelligent Capture for Transcripts software maintenance and support procured through Sourcewell contract 090320-HYL. The estimated annual expenditure is \$115,000.

JourneyEd.com Inc. to provide Adobe creative cloud licenses procured through IFB 20-33. This is the final year of a three-year contract. The estimated annual expenditure is \$132,000.

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

Layer3 Communications, LLC to provide software, hardware, products, and services for telephone, servers, network, and wireless equipment procured through DIR contract DIR-TSO-4231 that expires September 14, 2023. The estimated annual expenditure is \$950,000.

Modern Campus Inc. dba Destiny Solutions to provide online registration software services procured through RFP 18-08. This is the fifth year of a possible six-year contract. The estimated annual expenditure is \$200,000.

Mythics, Inc. to provide Oracle software licenses and maintenance procured through DIR contract DIR-TSO-4158. The estimated annual expenditure is \$760,000.

Network Cabling Services (NCS) to provide audio video equipment, cabling and installation services for district-wide projects procured through BuyBoard contract 644-21 and DIR contract DIR-CPO-4782 that expire May 31, 2024 and June 07, 2026 respectively. The estimated annual expenditure is \$1,950,000.

RealThink LLC to provide CIO services for the information technology services department. The contract expires September 10, 2023. The estimated annual expenditure is \$343,693.

SHI Government Solutions Inc. to provide maintenance, peripherals, and supplies procured through Sourcewell contract 08149, TIPS contract 200105, and DIR contract DIR TSO-4317 that expire October 30, 2023 and May 31, 2023, and April 04, 2024 respectively. The estimated annual expenditure is \$385,000.

Southern Computer Warehouse (SCW) to provide computer supplies and equipment procured through BuyBoard contract 661-22 and TIPS contracts 2000105 & 2000907 that expire December 31, 2024 and May 31, 2023, and November 30, 2023, respectively. The estimated annual expenditure is \$200,000.

Texas A&M University Corpus Christi consortium for maintenance of the Ellucian Banner, DegreeWorks, E-Learning, and Recruiter software modules, and consulting services to support Banner XE and Pathways procured through an interagency contract. The estimated annual expenditure is \$900,000.

Lease Agreements

\$345,100

Apartments are leased to provide housing for student athletes on scholarship. Lease agreements are twelve-month terms due to availability and requirements specific to each complex. Leasing of real property is exempt from competitive bidding requirements per Texas Education Code Chapter 44.

G&I VII Carrington at Gulf Pointe	\$160,000
Greystar Domain Town Center	\$185,100

Purchase Request #1
Regular Board Meeting August 8, 2022
Consideration of Approval of Annual Renewals and Expenditures

Library Services

\$600,000

Amigos Library Services, Infobase Publishing, Online Computer Library Center, Inc., Oxford University Press, R.R. Bowker, LLC, Springshare, Inc., Thomson/Gale, and various other suppliers to provide digital library databases. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The combined estimated annual expenditure is \$135,000.

EBSCO Subscription Services to provide access to digital library databases. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The estimated annual expenditure is \$165,000.

Schroeder's Book Haven, Thomson/Gale, West Group, Yankee Book Peddler Inc., and various other suppliers to provide library books, equipment, and supplies. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. The combined estimated annual expenditure is \$300,000.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve utilization of purchasing cooperative contracts and interlocal agreements on an as-needed basis for authorized expenditures for the fiscal year 2022-2023.

BACKGROUND

The College participates in various purchasing cooperative programs, group purchasing organizations, government purchasing alliances, interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide competitive pricing for quality products and services for public institutions belonging to the cooperatives. This allows the College to take advantage of leveraged buying by pooling the purchasing volume of multiple governmental and educational institutions with the aim to obtain the best value. Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011. Most of these agreements also comply with the Code of Federal Regulations (CFR) §2 CFR 200 which is required when spending federal funds.

IMPACT OF THIS ACTION

Use of a cooperative to source a purchase is strictly optional. Utilizing these competitively bid contracts saves time and money as these contracts are readily available for use when a need arises and precludes the requirement to initiate a formal solicitation process. Purchases through the cooperatives complies with State bidding laws and College purchasing policies.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Goods and services purchased through the cooperatives will be procured utilizing various unrestricted, grant, auxiliary, and bond program funds. Several of the cooperative agencies and respective contracts offer a patronage rebate back to the College based on the cooperative's net income or for qualifying purchases. The cumulative earned rebate in fiscal year 2021-2022 from use of these cooperative contracts was \$110,937.

Texas Education Code §44.0331 requires any contract-related fees, including management fees, be documented and reported in an agenda item. The following annual fees will be funded from the contracts and purchasing services department's 2022-2023 operating budget. The other co-ops listed do not require a fee to use their services and contracts.

Region 5 Education Service Center	\$600
Texas Comptroller of Public Accounts	\$100

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 - Purchasing Cooperative Contract Programs

RESOURCE PERSONNEL

Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Attachment 1

Purchasing Cooperative Contract Programs and Interlocal Purchasing Agreements

City of Houston and Metropolitan Transit Authority (Interlocal Agreement)

Claims Administrative Services (CAS)

Educational & Institutional (E&I) Cooperative Purchasing

First Choice Cooperative (FCC)

Harris County Department Education (HCDE) – Choice Partners

Houston-Galveston Area Council (H-GAC)

Provista

Purchasing Solutions Alliance (PSA)

Region 2 Education Service Center (ESC) – GoodBuy

Region 4 ESC – OMNIA Partners, Public Sector

Region 5 ESC – Southeast Texas Purchasing

Region 8 ESC – Texas Interlocal Purchasing System (TIPS)

Region 19 ESC – Allied States Cooperative

Sourcewell

State of Texas Cooperative Purchasing – Texas SmartBuy

(Including Texas Industries for the Blind and Handicapped (TIBH), Texas Correctional Industries (TCI), term contracts, State Travel Management Program (STMP), Texas Multiple Award Schedules (TXMAS))

Tarrant County Cooperative Purchasing Program

Texas Association of Community College Business Officers Member Institutions (Interlocal Agreement)

Texas Association of School Boards (TASB) – BuyBoard

Texas Comptroller of Public Accounts (ESBD Reporting)

Texas Department of Information Resources (DIR)

Texas Investment Provider Selection Committee (TIPSC)

U.S. General Services Administration (GSA)

(Limited to contract approved for co-op purchases or emergency preparations)

Consideration of Approval to Purchase Licensing Services for Anthology Blackboard LMS

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase for licensing services for Anthology Blackboard learning management system (LMS), integrated components, and SAAS hosting and support from iBridge Group, Inc. for the instructional innovation and support department.

BACKGROUND

The College has used the Blackboard LMS since 1999 for delivery of instructional content in an online format. The LMS is where all instructional content and instructional records for retention are maintained. It is also utilized in every course section, whether face-to-face or online, to house syllabus, grades, and a variety of assignments. All faculty and students utilize this system.

Three competitive proposals were received from Blackboard authorized suppliers who are able to provide pricing and a contract through Texas Department of Information Resources (DIR) cooperative contracts. iBridge Group, Inc. provided the lowest priced proposal. The DIR cooperative contract DIR-TSO-4236 complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

The current contract for Blackboard services terminates August 31, 2022. Approval of this contract will allow the College to continue using the adopted system to support instructional needs. The College will retain access to all online content and the presence for online instruction.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The annual expenditure for this request is \$950,000 and will be funded from the instructional innovation and support department's 2022-2023 operating budget.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on September 1, 2022, with renewal options of four (4) one-year terms.

ATTACHMENTS

None

RESOURCE PERSONNEL

Niki Whiteside	281-991-2660	niki.whiteside@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

Consideration of Approval to Contract for Sign Language and Video Remote Interpreting Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve contracts with Homeland Language Services and GLOBO Language Solutions, LLC for sign language and video remote interpreting services for the student support services department.

BACKGROUND

In accordance with Title II of the Americans with Disability Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the College provides sign language interpreting services to ensure no individual is denied the benefits of, excluded from participation in, or is otherwise subjected to discrimination, from an educational program or activity operated by the College due to impaired sensory, manual, or speaking skills.

Request for proposal #22-39 was issued on April 21, 2022, to procure sign language and video remote interpreting services. Six responses were received and evaluated by a team comprised of representatives from student services and accessibility services who determined the proposals submitted by Homeland Language Services and GLOBO Language Solutions, LLC will provide the best value to the College.

IMPACT OF THIS ACTION

The College is responsible for providing educational auxiliary aids and services to students with disabilities in a timely manner to ensure effective participation by all students and to remain compliant with ADA requirements. The number of students requiring interpreting services have steadily risen over the years. During the 2021-2022 academic year, the College provided services to twenty-three unduplicated students enrolled in the Fall, Spring, and Summer semesters. This resulted in the delivery of 5,560 in-class hours of interpreting services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$350,000 and will be funded from the student services department's 2021-2022 and 2022-2023 operating budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on August 10, 2022, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Tanesha Antoine	281-478-2742	tanisha.antoine@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

ATTACHMENT NO. 1 - TABULATION

RFP 22-39 Sign Language and Video Remote Interpreting Services

Stated Criteria	Maximum Value	Cirrus Inc	GLOBO Language Solutions, LLC	Homeland Language Services	Linguabee, LLC	Universe Technical Translation, Inc	Visual Communication Services
Qualifications and Experience of Firm	150	96	139	109	126	114	115
Qualifications and Experience of Personnel	150	125	136	121	106	125	123
References	50	41	37	2	28	38	36
Price Proposal	150	61	64	150	45	57	40
Total (100 x 5 Evaluators)	500	323	376	382	305	334	314

Final Ranking

	Vendor Name	Total Score
1	Homeland Language Services	382
2	GLOBO Language Solutions, LLC	376
3	Universe Technical Translation	334
4	Cirrus Inc	323
5	Visual Communication Services	314
6	Linguabee	305

Purchase Request #5
Regular Board Meeting August 8, 2022
Consideration of Approval to Renew the Contracts for Flood Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the renewal of flood insurance policies for all campus buildings through the Rick Tinker Insurance Agency.

BACKGROUND

All flood insurance policies are issued through the National Flood Insurance Program (NFIP) which standardizes the premium charged by agents for flood insurance coverage. The College has historically purchased the NFIP insurance policies to supplement the flood insurance coverage included in the College's property insurance policy and to offset the higher deductibles associated with the property insurance policy. The additional insurance is also designed to offset the escalating repair costs to buildings and provide coverage for contents damaged by rising water.

Request for proposals #20-27 was issued April 7, 2020 to procure flood insurance. The Board approved the original contract with Rick Tinker Insurance Agency on June 15, 2020.

IMPACT OF THIS ACTION

Approval of this expenditure will authorize Rick Tinker Insurance Agency to assess the flood risk for each of the College's buildings and present recommendations for appropriate coverage levels. Unlike other types of property insurance policies, flood insurance policies are issued on an individual building basis which provides greater flexibility in maximizing cost avoidance relative to the assessed risk for each building.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual premium for this request is \$250,000 and will be funded from the safety, health, environment and risk management department's 2021-2022 and 2022-2023 operating budgets.

MONITORING AND REPORTING TIMELINE

The renewal term will be August 18, 2022 through August 19, 2023, which is the third year of a possible five year award.

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

Purchase Request #6
Regular Board Meeting August 8, 2022

Consideration of Approval to Contract for Software Maintenance and Support

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Evisions LLC for software maintenance and support for Argos, Form Fusion, and IntelCheck products for several College departments.

BACKGROUND

The College implemented the Banner system in 2001 as the Enterprise Resource Planning system that supports the College's student services and administrative functions. The College uses Evisions to expand the capabilities included in Banner by providing modules such as Argos (reporting capabilities), Form Fusion (document design and distribution including purchase orders, student fees, and tuition statements) and IntelCheck (streamlines output for accounts payable, payroll, student refund payments, and direct deposit notices).

Evisions LLC is a sole source provider of Argos, Form Fusion, and IntelCheck products and is exempt from competitive bidding per Texas Education Code §44.031(j). Sole source #1080 has been assigned.

IMPACT OF THIS ACTION

Access to data is a critical cornerstone in the College's ability to help improve student success. Approval of this purchase will continue to allow College-wide, distributed ad-hoc reporting in a web-based environment. Additionally, the software has a built-in scheduler that automatically distributes reports to end-users to support internal workflows. Evisions also includes a transcript solution with the ability to control the look, content and electronic delivery of transcripts to email, along with the College's imaging tools.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The total expenditure for the three-year term contract is \$240,171 and will be proportionately paid annually from the information technology services department's 2022-2023 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The new contract term will be three years commencing September 1, 2022 through August 31, 2025.

ATTACHMENTS

None

RESOURCE PERSONNEL

Purchase Request #6
Regular Board Meeting August 8, 2022
Consideration of Approval to Contract for Software Maintenance and Support

Suzanne DeBlanc
Karen Allen

281-998-6360
281-998-6106

suzanne.deblanc@sjcd.edu
karen.allen@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Portable radios keep officers communicating while on duty in the field and in challenging environments. The campus police department and office of emergency management have portable radios which are approximately ten years old and require frequent maintenance.

H-GAC Motorola Solutions has a contract through the H-GAC cooperative contracts program to provide portable radios and accessories, contract number RA05-21, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

This approval will allow the police and emergency management departments to replace and modernize their equipment with the purchase of sixty-five two-way radios. It will provide a radio for each officer so radios will no longer need to be shared amongst staff. These radios will have the capacity and durability to handle the demand for service calls, provide for public safety, and reduce the number of communication failures and system downtime.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$243,000 and will be funded from HEERF funds.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Sabrina Naulings	281-998-6150	sabrina.naulings@sjcd.edu
Ali Shah	281-998-6311	ali.shah@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Consideration of Approval of Additional Funds for Media Buying and Placement Service

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of television and radio media placement services from Gilbreath Communications for the external relations department.

BACKGROUND

The College has allocated additional funds for marketing and advertising purposes to increase brand awareness throughout the Houston media market, support summer and fall enrollment, and promote the College’s job training grant. These funds will be spent on targeted digital and social media placement through August 2022. These online advertising placements will increase the reach and frequency of digital and social media ads to the targeted audience and will encourage the target audience to learn more about and apply to San Jacinto College.

Request for proposals #18-30 was issued in May 2018 to procure media buying and placement services for the external relations department. The Board approved a contract with Gilbreath Communications in August 2018.

IMPACT OF THIS ACTION

Additional digital and social media advertising inventory will be procured to enhance what is already planned in the College’s fourth quarter advertising efforts. These additional advertising efforts will help to increase reach and frequency within the Houston designated market area and within the College District.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board previously approved an expenditure of \$1,750,000 for media buying and placement services. This request will increase the amount approved by \$158,000 to a total of \$1,908,000. This expenditure will be funded from the external relations department’s 2021-2022 operating budget.

MONITORING AND REPORTING TIMELINE

This contract is currently in the fourth year of a possible five-year contract.

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Crawford	281-998-6152	teri.crawford@sjcd.edu
Amanda Fenwick	281-998-6160	amanda.fenwick@sjcd.edu
William Stinson	281-998-6378	william.stinson@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with PFM Financial Advisor Services to provide financial advisor services for the fiscal affairs department.

BACKGROUND

The College is an issuer of general obligation and revenue-based debt with a total outstanding debt of approximately \$640 million as of August 31, 2021. The financial advisor will assist the College in the analysis, structure, and placement of new debt issues, and refundings, when market conditions are appropriate, to save interest expense. PFM will also provide advice on other financing and financial management issues.

It is imperative the College have a financial advisor under contract to provide financing and financial management advice. The financial advisor provides information about changes in public financing laws, disclosure requirements and rating agency criteria. They also assist with required annual reporting related to the College's outstanding debt. The administration anticipates future growth in our Generation Park campus which may require new debt issues to finance capital improvements. In addition, future deferred maintenance needs may require additional funding.

Request for proposals #22-40 was issued on May 25, 2022, to procure financial advisor services. Six responses were received and evaluated by a team comprised of representatives from the fiscal affairs department. After review of the submittals, the two highest-ranked firms were invited to the presentation phase. PFM Financial Advisor Services was the highest ranked firm and the committee determined they will provide the best overall value to the College.

IMPACT OF THIS ACTION

The financial advisor will be responsible for assisting the College in debt issuance to include pre-sale, sale, post-sale, as well as monitoring outstanding bond issues for refunding opportunities. The financial advisor will also provide financial analysis services to supplement the College's internal analytical resources on specific items, and offer their experience and ideas observed in other jurisdictions for our capital improvement program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure related to an issuance of new debt of up to \$175 million is \$150,000. Any future debt issuance expenditure is funded with proceeds from the debt issuance.

MONITORING AND REPORTING TIMELINE

The initial three-year award term will commence on September 1, 2022, with renewal options of two one-year terms.

Purchase Request #9
Regular Board Meeting August 8, 2022
Consideration of Approval to Contract for Financial Advisor Services

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamor@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

ATTACHMENT NO. 1 - TABULATION
RFP 22-40 Financial Advisor Services

Stated Criteria	Maximum Value	Estrada Hinojosa & Company	Hilltop Securities	Masterson Advisors	PFM Financial Advisors	RBC Capital Markets	Stifel, Nicolaus & Company
Qualifications and Experience of Firm	150	126	150	120	150	138	132
Qualifications and Experience of Personnel	50	42	42	42	46	44	42
Project Understanding, Approach and Management	100	76	80	76	92	88	76
References	50	40	40	44	48	48	40
Subtotal		284	312	282	336	318	290
Price Proposal	150	150	120	90	120	120	90
Presentations	200				186	177	
Total (140 x 5 Evaluators)	700	434	432	372	642	615	380

Final Ranking

	Vendor Name	Total Score
1	PFM Financial Advisors	642
2	RBC Capital Markets LLC	615
3	Estrada Hinojosa & Company	434
4	Hilltop Securities Inc	432
5	Masterson Advisors	372
6	Stifel, Nicolaus & Company Inc	380

Purchase Request #10
Regular Board Meeting August 8, 2022
Consideration of Approval to Purchase Graduation Event License

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve an event license contract with the Houston Astros as the venue for the December 2022 graduation ceremony.

BACKGROUND

This is a licensing agreement with the Houston Astros to host the College's fall commencement ceremony at Minute Maid Park on Friday, December 9, 2022, at 7:00 PM. This will be the eighth San Jacinto College commencement event held at Minute Maid Park and will serve Summer and Fall 2022 semester graduates. The venue can accommodate guest seating of 10,000. Previous commencement attendance at this venue averaged 9,000 guests, 1,000 graduation participants, and 300 faculty.

Leasing of an event venue is precluded from the competitive bidding requirements mandated by Chapter 44 of the Texas Education Code.

IMPACT OF THIS ACTION

The Fall 2022 commencement ceremony will host an estimated 950 student participants and their guests. If this agreement is not approved it will be necessary to locate another appropriately-sized venue that can accommodate graduates, faculty and guests for the fall ceremony.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$125,000. This expenditure will be funded from the student services department's 2022-2023 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Joanna Zimmermann	281-476-1873	joanna.zimmermann@sjcd.edu
Tami Kelly	281-922-3455	tami.kelly@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

Purchase Request #11
Regular Board Meeting August 8, 2022
Consideration of Approval to Contract for Website Redesign Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with iFactory for website redesign services for the marketing and public relations department.

BACKGROUND

The College website is the virtual front door to the College, which means it needs to perform optimally by serving up the right content in a visually appealing design. The College website content has expanded to thousands of pages which overwhelms the brand, drowns out our message, and makes content harder to find. The College is also in the process of implementing a student/staff portal and customer relationship management solution, that both impact the website as content is streamlined and incorporated into these different platforms.

Request for proposals #22-36 was issued on May 24, 2022 to procure website redesign services. Eighteen responses were received and evaluated by a team comprised of representatives from marketing, public relations, and outreach and recruitment departments. The proposal submitted by iFactory was determined to provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this contract will provide redesign services of the sanjac.edu website for the College. The new website design will be built from the ground up, creating a vastly improved user experience. A new website will help prospective students more easily access content for admissions, advising, enrollment, orientation, financial aid, etc. The goal is to ensure users can efficiently accomplish their tasks by providing a seamless experience. As more students are choosing to take courses online, it's even more vital to have a modern, highly functioning website that can aid in meeting enrollment goals.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for redesign services is \$500,000 inclusive of the base proposal and additional services as needed and will be funded from the HEERF grant.

MONITORING AND REPORTING TIMELINE

The initial term for redesign services will commence on August 9, 2022, with renewal options for website maintenance services of four one-year terms.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Janet Cowey	281-991-2603	janet.cowey@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**RFP 22-36 Website Redesign
Attachment 1 – Tabulation**

QUALIFICATIONS SUMMARY

#	Vendor	Points (Max 60)	Shortlist
1	iFactory	48.73	Yes
2	Stamats Inc	44.97	Yes
3	Solar Jet Productions, LLC	42.40	Yes
4	Yoodle LLC	40.57	Yes
5	Speak Creative	40.23	Yes
6	Strategies 360	39.50	No
7	Alpha Company Marketing & Media	38.93	No
8	Expert WSI eMarketing	37.93	No
9	Neumeric Technologies Corporat	37.67	No
10	Whole Wheat Creative	35.00	No
11	Kaepfel Consulting LLC	34.13	No
12	Coolsoft LLC	33.83	No
13	Tasty Studio	32.33	No
14	KWALL	32.07	No
15	Avacend Corporation	30.60	No
16	Liam Crest	28.33	No
17	True North Government Services	25.70	No
18	Mobikasa LLC	25.20	No

PRESENTATIONS SUMMARY

#	Vendor	Points (Max 80)
1	iFactory	69.00
2	Stamats Inc	62.00
3	Solar Jet Productions, LLC	52.33
4	Yoodle LLC	51.00
5	Speak Creative	44.00

PRICING SUMMARY

#	Vendor	Points (Max 60)	Base Price
1	Yoodle LLC	40.77	\$ 136,575
2	Speak Creative	31.29	\$ 225,000
3	Solar Jet Productions, LLC	29.29	\$ 331,350
4	iFactory	28.46	\$ 394,700
5	Stamats Inc	24.93	\$ 537,300

FINAL RANKING

#	Vendor	Final Score (Max 200)
1	iFactory	146.19
2	Yoodle LLC	132.34
3	Stamats Inc	131.90
4	Solar Jet Productions, LLC	124.02
5	Speak Creative	115.52

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of Salesforce licenses from Carahsoft as the software platform for the Customer Relationship Management (CRM) solution for the College.

BACKGROUND

Among the priorities in the San Jacinto Strategic Plan 2019-2024 is the transformation of our advising systems to a technology-mediated advising model to support a more intensive and personalized case management model. Within the Title V grant, the College proposed to improve student and faculty communication with a CRM solution with the ability to assign advisors based on pathway, manage early alerts and interventions, implement a student communication plan, connect students to the appropriate resources/staff members, and manage prospects and applicants through the enrollment funnel.

In June 2022, the Board approved a contract with TargetX to provide a CRM solution to the College. The solution proposed by TargetX utilized a separate software platform, Salesforce. Carahsoft has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide Salesforce licenses, Contract No. DIR-TSO-4288, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

IMPACT OF THIS ACTION

This purchase will provide the licenses required for the College to implement an institutional CRM solution to track and personalize student communication, bridge the gap between faculty and staff advising notes, and use just in time interventions based on data points.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure is \$76,000 for a one-year subscription and will be funded from the HEERF grant and the departmental 2022-2023 operating budget.

MONITORING AND REPORTING TIMELINE

The one-year subscription term will be August 9, 2022 through August 8, 2023.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a Memorandum of Understanding (MOU) with the Greater Houston Partnership to participate in the Houston Next initiative.

BACKGROUND

The Greater Houston Partnership (GHP) is uniquely positioned to accelerate economic growth and opportunity in the Houston area. The College intends to collaborate with GHP in its Houston Next initiative, which will provide marketing and affiliation benefits along with increased workforce opportunities.

Under the agreement, the College will receive public recognition in all materials and publications related to the initiative, collaborative efforts to identify workforce/education pipeline and gaps, and support for graduate placement and apprenticeship support.

GHP will provide these marketing services as a sole source provider.

IMPACT OF THIS ACTION

The College will be included in extensive marketing, meetings and workshop opportunities designed to increase opportunities for student workforce training and employment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$125,000. This expenditure will be funded annually at \$31,250 from the marketing department's 2022-2023 operating budget and subsequent years' budgets.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Memorandum of Understanding between GHP and SJCCD

RESOURCE PERSONNEL

Teri Crawford	281-476-1873	teri.crawford@sjcd.edu
Brenda Hellyer	281-922-3455	brenda.hellyer@sjcd.edu

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GREATER HOUSTON PARTNERSHIP
AND
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

This MEMORANDUM OF UNDERSTANDING is made and entered into this ____ day of _____, 2022, by and between the Greater Houston Partnership (“Partnership”) and the San Jacinto Community College District (“SJCCD”).

WHEREAS, the Partnership is uniquely positioned to accelerate economic growth and opportunity in the Houston area through its strategic efforts; and

WHEREAS, SJCCD desires to collaborate with the Partnership in its Houston Next initiative, which will provide SJCCD with marketing and affiliation benefits as well as increased workforce opportunities for SJCCD students;

WHEREFORE, the above recitals considered, SJCCD finds that a public purpose will be served by SJCCD’s participation in and support of the Partnership’s Houston Next initiative, and the parties hereby agree to this Memorandum of Understanding under the terms set forth below.

1) Partnership Obligations

- a. The Partnership will grant SJCCD public recognition as a strategic partner and key investor in all materials and publications related to the Houston Next initiative.
- b. The Partnership will collaborate with SJCCD to identify workforce/education pipeline and gaps and will use its best efforts to assist SJCCD with graduate placement and apprenticeship support.
- c. The Partnership will collaborate with SJCCD to develop a strategy to benefit and support SJCCD’s current, prospective and graduating students with economic opportunities in a manner that promotes and supports equality.

2) SJCCD Obligations

- a. SJCCD will pay \$31,250 per year, for four (4) consecutive years, towards the cost of the services detailed under the Houston Next initiative. Each annual payment shall be payable on _____ of each year, beginning on _____, 2022 with the last payment payable on _____, 2025.

3) Miscellaneous

- a. SJCCD may terminate this MOU at any time upon thirty (30) days written notice to the Partnership.

- b. Each party is separate and independent, and this MOU shall not be deemed to create a relationship of agency, employment, or partnership between or among them. Each party understands and agrees that this MOU establishes an independent contractor relationship and that the agents or employees of each respective party are not employees or agents of any other party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date both parties have executed below.

SAN JACINTO COMMUNITY COLLEGE DISTRICT

GREATER HOUSTON PARTNERSHIP

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Item "A"
Regular Board Meeting August 8, 2022

Approval of the Minutes for the June 6, 2022, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the June 6, 2022, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop June 6, 2022

The Board of Trustees of the San Jacinto Community College District met at 5:15 p.m., Monday, June 6, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Absent: Erica Davis Rouse Chancellor: Brenda Hellyer Other: Allatia Harris, Micki Morris (attorney – via conference call), Mandi Reiland, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:16 p.m.
II.	Roll Call of Board Members	Board Chair Flickinger conducted a roll call of the Board members: Erica Davis Rouse (absent) Marie Flickinger Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters	Board Chair Flickinger adjourned to closed session at 5:17 p.m. The Board members listed above as attending, Chancellor Brenda Hellyer, Mandi Reiland, and Teri Zamora were present for the closed session. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> • Conference call with attorney Micki Morris b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or

		<p>employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> • It was determined that no personnel matters needed to be discussed.
IV.	Reconvene in Open Meeting	Board Chair Flickinger reconvened to open meeting at 6:07 p.m.
V.	Review Draft 2022-2023 Annual Priorities	<p>Dr. Brenda Hellyer informed the Board members that the Strategic Leadership Team (SLT) are still working on the 2022-2023 annual priorities. A draft of the annual priorities with tracked changes was distributed to the Board. Brenda informed the Board that the College will continue the focus on equity and transfer opportunities and awareness. The College will focus on institutional level and program level articulation agreements. She provided an overview of the terminology that was updated under Career and Workforce Pathways. The SLT also recommended developing a system to better align credit to non-credit programs, which is not something the College focused on at in the past. We will continue to expand our work around holistic advising and outreach efforts. We have added the Promise program into the high school populations priority and included the focus on online populations to look at expanding online programs for the future. Positioning for the Future is focused on recruiting and retaining the workforce. Culture of Resiliency and Sustainability is going to be focused on continuous improvement and how to respond to what we are hearing from employers and making sure we are changing within the institution.</p> <p>Dr. Ruede Wheeler asked where online programs are currently offered.</p> <p>Brenda responded that they are offered across the College. Each campus has different courses, but we do not effectively market “Online at San Jac”. We are looking at how to make this more of a focus for marketing in order to meet the preferences of students.</p> <p>Brenda explained that the annual priorities she reviewed are still a draft but will be ready to present to the Board for approval by the August Board meeting. She asked the Board to review the current draft and let her know if they have any questions or changes by the end of the week.</p>

<p>VI.</p>	<p>Review Status of Mascot Selection Process</p>	<p>Dr. Allatia Harris provided an update on the mascot selection process. The mascot selection committee has 25 participants, including students. The first two phases, generating ideas and narrowing those ideas, have been completed. A total of 1,373 responses, and 355 mascot suggestions were received. More than 700 responses were from students, 264 were from employees, and 379 were from alumni. Each person on the committee was asked to choose their top three mascot choices and have a discussion supporting their decision. The final eight recommendations are: Hurricanes, Jaguars, Blue Jays, Phoenix, Ravens, Stars, Titans, and Pumas.</p> <p>Larry Wilson asked if the committee looked at mascots for all Texas community colleges. Allatia responded that the committee looked at the mascots for colleges and high schools in our area to make sure we did not duplicate a local mascot. The eight recommendations listed above have gone to the SLT and their top three choices are the Ravens, Jaguars, and Stars. Marketing has been asked to draft a design for each of the top three choices to be sent to the students to vote in the fall.</p> <p>Some Board members voiced that all participants in the original survey should be able to participate in the final vote.</p> <p>Brenda responded that Allatia will check the charter to confirm the process regarding who has the final vote and update the Board during the August Board workshop. Preliminary designs for the three top choices will also be presented to the Board during this meeting.</p>
<p>VII.</p>	<p>Discuss Letters of Intent for 2022-2023 Softball Team</p>	<p>Brenda explained that in April during a routine audit, the NJCAA determined that two of the College’s letters of intent for softball were not electronically submitted for this past season. The penalty for this violation is receiving 20 letters of intent instead of 24 letters. Coach Kelly Saenz normally gives letters of intent to those athletes who do not have scholarships, so we have pulled these back. We told the athletes that this means they can still play for the College but can also go to another institution. All four athletes have indicated they plan to stay at the College.</p> <p>Allatia explained that the forms were completed but did not get submitted electronically for some reason. We believe it is related to the NJCAA implementing a new system. We had to resend two letters of intent and they were signed.</p>

<p>VIII.</p>	<p>Update on Fiscal Year 2023 Budget</p>	<p>Teri Zamora presented on the Fiscal Year (FY) 2023 Budget. She reviewed the sources of revenue: student enrollment, State, business, and residential. Student enrollment increased from 36 percent in 2021 to 37 percent in 2022. The state budget decreased from 23 percent in 2021 to 22 percent in 2022. Business and residential remained the same percentage with business being at 28 percent and residential being at 12 percent, totaling 40 percent. She presented on the process and assumptions for FY 2023 budget sources of revenue. We are using realistic conservative estimates while developing this budget. There is an increase in tuition forecasted for additional Promise students, with reductions in exemptions and bad debt set asides. Our percentage of bad debt has decreased over the years. The second year of the biennium for State allocation is already set. The College received an increase in its tax base per the estimate that we received in April, which we are anticipating will happen for August. We receive the next to last estimate on July 25 and the certified estimate in mid-August. We are currently showing a nine percent growth in our tax-base, equaling \$6 billion, which is a significant increase from last year. We are also increasing our interest rate forecast as interest rates are growing exponentially. Teri presented three revenue scenarios including the College’s adopted budget, a lower scenario, and a higher scenario.</p> <p>Dan Mims asked if Higher Education Emergency Relief Funding (HEERF) funds run out in 2023. Teri responded that is correct. The Department of Education sent a letter to all institutions that received HEERF informing them that they can officially extend the HEERF funds through June 30, 2023, then it ends.</p> <p>Teri resumed her presentation and provided an overview of the revenue scenario assumptions. The State allocation will remain the same as last year. The higher scenario of the Maintenance & Operations (M&O) taxes includes a nine percent increase with the lower scenario including a four percent increase. The Colleges HEERF funds will be slightly lower than last year due to some recovery and making up lost funds. Regarding tuition, in the lower scenario we are budgeting the same as last year with a few modifications on the exemptions and bad debt. The higher scenario, which we are projecting based on the growth in Promise, assumes a two percent increase. Sales and service would increase by seven percent for the higher scenario and remain the same for the</p>
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		<p>lower scenario. Investment income will reflect the interest rates. Teri provided a history of taxable values from the year 2019 to 2022. She presented on expenses that will be covered by this year’s budget and the budget approval timeline with a plan to have the budget to the Board for approval by the August 8 Board meeting.</p> <p>Brenda explained that the Building and Finance Committee meetings are currently scheduled for July 19. The College will not receive the next round of values until July 25. She asked if the Board approves cancelling the July 19 meeting and scheduling a Board Budget Retreat in early August in place of it.</p> <p>The Board agreed with this plan.</p> <p>Dr. Ruede Wheeler asked if the College’s financials would be impacted if the country experienced a recession. Teri responded that the College’s financials for FY2023 would not be impacted significantly, but it could impact property tax collections.</p> <p>Keith Sinor asked how the College will be affected with the elimination of HEERF funds. Brenda responded that we have not looked at a tuition increase since 2019, which will be five years, so we will look at this. We also anticipate we will have enrollment growth.</p>
IX.	Update on Energy Savings Measures	<p>Teri provided an update on energy saving measures for summer 2022. She covered ongoing initiatives that are covered by LoanSTAR and those covered by the 2015 Bond. She will present a plan to submit a second LoanSTAR proposal to the Board in August. We determined what buildings can be shut down due to less students being on campus in an attempt to save energy during the summer. This effort resulted in consolidating summer schedules into fewer buildings with 11 percent of total space being out of service on Central Campus, 13 percent at North Campus, and 10 percent at South Campus. Closing these buildings saved approximately \$220,000 this summer, roughly 7 percent of the current annual electric budget of \$3.2 million.</p>
X.	Update on Summer and Fall Enrollment	<p>Teri provided an update on summer and fall enrollment. The College’s headcount enrollment is currently down 5.4 percent compared to summer 2021 and down 8.9 percent compared to</p>

		<p>summer 2020. She provided a chart to show the decrease in enrollment in comparison to 2020 and 2021.</p> <p>Keith asked if the decrease in enrollment might be because the Promise program is not until fall and high school students may have enrolled in the summer if they were not in this program.</p> <p>Teri responded that this is a possibility that we had not considered and can look into it.</p> <p>Brenda responded that we also offered for students to retake failed classes for free last summer and that increased enrollment. The emergency funding that we were offering students last summer also helped to increase the enrollment.</p> <p>Teri provided an update on fall enrollment. The College’s headcount enrollment is up 9.7 percent compared to last year and down 14 percent compared to fall 2020.</p> <p>Brenda explained that we are working to get a base year comparison to see how this decline in enrollment will impact funding with the State. She provided an update on COVID. Harris County Public Health (HCPH) has removed the COVID testing site that was located on Central Campus. A smaller mobile testing site is set-up and removed each week on Mondays and Tuesdays only. Our goal is to get back to the enrollment numbers we had prior to COVID. Applications are increasing because of Promise but we are also looking at the best way to reach all students. Our fall face-to-face course enrollment is higher than what we saw during the summer for fall and last year, so we need to keep looking at options to meet student’s preference.</p>
<p>XI.</p>	<p>Update on State and Federal Legislative Sessions</p>	<p>Brenda provided an update on the State and Federal legislative sessions. At the State level, recommendations are coming to the Community College Finance Commission. A framework around recommendations has been created and the Texas Association of Community Colleges (TACC) is also putting together recommendations. Detailed recommendations will be worked on after the June meeting. She provided an overview of the recommendations from TACC. These were put together by the TACC Executive Committee and had unanimous support. These recommendations have also gone to the Community College Association of Texas Trustees (CCATT) and Texas Community College Teachers Association (TCCTA).</p>

XII.	Review of Calendar	Brenda reviewed the calendar with the Board and asked them to let Mandi Reiland know if they would like to attend any of the listed events.
XIII.	General Discussion of Meeting Items	Additional purchasing supporting documents were provided to the Board as informational items.
XIV.	Adjournment	Chair Flickinger adjourned the meeting at 7:02 p.m.

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

June 6, 2022

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, June 6, 2022, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a regular Board Meeting.

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

Absent: Erica Davis Rouse, Assistant Secretary

Chancellor: Brenda Hellyer

Others Present:

Rayne Althaus	Ann Kokx-Templett
Tom Arrington	Leslie Longoria
Madyson Bailey	Elizabeth McKinley
Tabatha Bailey	Kevin Morris
Rhonda Bell	Lambrini Nicopoulos
Tabitha Burnett	Alexander Okwonna
Esabella Casas	Joe Pena
Teri Crawford	Sandra Ramirez
Kendra Cutlip	Mandi Reiland
Kimberly DeLauro	Sherilyn Reynolds
Destry Dokes	Shelley Rinehart
Chris Duke	Martha Robertson
Teddy Farias	Kristen Ross
Abigayle Forrester	Eddy Ruiz
Tony Gamage	Kelly Saenz
Emily Garcia	Rob Stanicic
Juliana Garcia	Kenneth Tidwell
Kayla Gonzalez	Taniece Tyson
Daryn Grams	Deannella Vitatoe
Kevin Hale	Niki Whiteside
Allatia Harris	Van Wigginton
Joseph Hebert	Chris Wild
Bo Hopper	Laurel Williamson
Carin Hutchins	Ashley Winslow
Tami Kelly	Teri Zamora
Aaron Knight	Joanna Zimmermann

Call the Meeting to order:	Chair Flickinger called the Regular Meeting of the Board of Trustees to order at 7:10 p.m.
Roll Call of Board Members:	Chair Flickinger conducted a roll call of the Board members: Erica Davis Rouse (absent) Marie Flickinger Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
Moment of Silence, Invocation, and Pledges to the Flags:	The moment of silence to honor employees who passed away and the invocation was given by Sandra Ramirez. The pledges to the American flag and the Texas flag were led by John Moon, Jr.
Special Announcements, Recognitions, Introductions, and Presentations:	<ol style="list-style-type: none"> 1. Dr. Laurel Williamson recognized Dr. Aaron Knight for being named Clear Horizons Early College High School 2022 Partner of the Year. 2. Dr. Aaron Knight recognized the San Jacinto College Phi Theta Kappa Advisor, Lambrini Nicopoulos, and student awards. 3. Dr. Allatia Harris recognized the softball team for advancing to the National Tournament. 4. Dr. Allatia Harris recognized the baseball team for advancing to the National Tournament. 5. Dr. Allatia Harris recognized Tom Arrington for 1000 Wins as Head Coach of the baseball team. 6. Faculty Senate President, Sherilyn Reynolds, presented the Faculty Senate 2021-2022 Update.
Student Success Presentations:	<ol style="list-style-type: none"> 1. Niki Whiteside presented a report on Open Books and Distance Learning. 2. George González provided a presentation on the Texas Higher Education Coordinating Board Almanac/Accountability System 2021 Report.
Communications to the Board:	<p>The following items were reviewed and distributed to the Board as communication items.</p> <ol style="list-style-type: none"> 1. A thank you was sent to the Board by Jeff Tambrella for the plant sent in memory of his mother. 2. A thank you was sent to Board from the family of Bill Seeliger for the plant sent in his memory. 3. June Opportunity News 4. Summer 2022 Senior Focus
Public Comment:	There were no citizens signed up to speak before the Board.

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

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements April 2022
 - b. San Jacinto College Monthly Investment Report April 2022
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Board Building Committee Minutes

Motion 10200
Consideration of
Approval of Policy
III.3001.I,
Overtime/Compensat
ory Time - Second
Reading

Motion was made by Dan Mims, seconded by Larry Wilson, for approval of Policy III.3001.I, Overtime/Compensatory Time - Second Reading.

Motion Carried.

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

Motion 10201
Consideration of
Approval of Policy
III.3000.B, Mental
Health Leave for
Peace Officers -
Second Reading

Motion was made by Keith Sinor, seconded by John Moon, Jr., for approval of Policy III.3000.B, Mental Health Leave for Peace Officers - Second Reading.

Motion Carried.

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

Motion 10202
Consideration of
Approval of
Interlocal
Participation
Agreement TACCBO
Members

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for approval of Interlocal Participation Agreement TACCBO Members.

Motion Carried.

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

Motion 10203
Consideration of
Approval of Non-
Credit Course
Enrollment Charges

Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for approval of Non-Credit Course Enrollment Charges.

Motion Carried.

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

**Motion 10204
Consideration of
Approval of
Notification to Texas
Higher Education
Coordinating Board
to Update Distance
Learning Offerings**

Motion was made by Keith Sinor, seconded by John Moon, Jr., for approval of Notification to Texas Higher Education Coordinating Board to Update Distance Learning Offerings.

Motion Carried.

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

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

Consideration of Approval of Annual Review of the College's Investment Policy and Strategy First Reading (Informational Item).

No vote required.

**Motion 10205
Consideration of
Purchasing Requests**

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

Purchase Request #1 Approval to Contract for Generation Park North Road Extension	\$2,194,406
Purchase Request #2 Approval to Contract for Construction Manager-at Risk for Central Campus Marcom Building Capital Renewal Project	627,698
Purchase Request #3 Approval to Contract for Central Campus C-31 Technical Education Building Roofing Project	700,000
Purchase Request #4 Approval to Contract for Customer Relationship Management Solution	770,000
Purchase Request #5 Approval to Renew the Contract for Landscaping Services	610,000
Purchase Request #6 Approval to Purchase Police Vehicles	202,124
Purchase Request #7 Approval of Additional Funds for Maintenance Repair, and Operational Supplies	200,000
Purchase Request #8 Approval of Additional Funds for Uninterruptable Power Supplies	115,000

Purchase Request #9	
Approval of Additional Funds for Gasoline and Diesel Fuel	75,000
Purchase Request #10	
Approval to Contract for Web-Based Human Resources Organizational and Talent Development Services	34,500
Purchase Request #11	
Approval to Contract for Disaster Recovery and Restoration Services	<u>6,000,000</u>
TOTAL OF PURCHASE REQUESTS	\$11,528,728

Motion Carried.

Yeas: Mims, Moon, Sinor, Wheeler, Wilson

Nays: None

**Motion 10206
Consent Agenda**

Motion was made by Larry Wilson, seconded by Keith Sinor, to approve the consent agenda.

- A. Approval of the Minutes for the May 2, 2022, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations and Extra Service Agreements
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on August 8, 2022

Motion Carried.

Yeas: Mims, Moon, Sinor, Wheeler, Wilson

Nays: None

**Items for Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Chair Marie Flickinger adjourned the meeting at 8:19 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers May 2022

Attachment 2 – Budget Transfers June 2022

RESOURCE PERSONNEL

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

SAN JACINTO COMMUNITY COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2021-22
 for May 2022

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 111,389	\$ 460,361
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 54,323	\$ 144,390
STUDENT SERVICES	\$ 23,128	\$ 23,157
INSTITUTIONAL SUPPORT	\$ 238,263	\$ 4,598
PHYSICAL PLANT	\$ 272,087	\$ 66,683
AUXILIARY ENTERPRISES		\$ -
	\$ 699,189	\$ 699,189

SAN JACINTO COMMUNITY COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2021-22
 for June 2022

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 28,398	\$ 372,989
PUBLIC SERVICE	\$ -	\$ 3,310
ACADEMIC SUPPORT	\$ 118,513	\$ 20,753
STUDENT SERVICES	\$ 1,500	\$ 15,382
INSTITUTIONAL SUPPORT	\$ 10,994	\$ 64,464
PHYSICAL PLANT	\$ 318,686	\$ 1,192
AUXILIARY ENTERPRISES		\$ -
	\$ 478,091	\$ 478,091

RECOMMENDATION

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

Central Campus

Department

Nursing and Eye Care Technology
Eye Care Technology
Eye Care Technology

Medical Laboratory
Nursing

Eye Care Technology
Medical Imaging
Nursing

Nursing

Affiliation Entity

Pasadena ISD
Safety Rx
The University of Texas Medical Branch
at Galveston
Medical Clinic of Houston, LLP
Harris County Hospital District dba
Harris Health System
Baylor College of Medicine
Alliance MRI Clear Lake
The Methodist Hospital dba.
Houston Methodist
Deer Park ISD

South Campus

Department

Vocational Nursing

Occupational Therapy Assistant
Vocational Nursing

Affiliation Entity

Brighton Senior Living at Regency
Village
Solaris Pediatric Therapy
Magnolia Crossing NH LLC dba
The Rehab Suites at Magnolia Crossing

North Campus

Department

Emergency Medical Services

Emergency Medical Services
Emergency Medical Services
Emergency Medical Services
Emergency Medical Services

Mental Health
Health Information Technology

Affiliation Entity

North Channel EMS/ Emergency Services
District #6
LaPorte EMS
Friendswood Fire Department EMS
Montgomery County Hospital District
Harris County Emergency Services
District #5 (Crosby)
Bay Area Council and Alcohol BACODA
Texas Cancer Registry

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

281-998-6184

laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting August 8, 2022
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 29, 2022.