

*Board of Trustees  
Meeting*

*January 27, 2020*

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:15 p.m., Monday, January 27, 2020, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, 551.087 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.
  - c. Commercial or Financial Matters - 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.
- IV. Reconvene in Open Meeting**
- V. Update on Harris County Promise at San Jacinto College**
- VI. Discuss Compliance with Public Funds Investment Act**
- VII. Review of Calendar**
- VIII. General Discussion of Meeting Items**
- IX. 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, January 24, 2020, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, January 27, 2020, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

**III. Invocation and Pledge to the Flags**

**IV. Special Announcements, Recognitions, Introductions, and Presentations**

San Jacinto College Foundation Gala with a Twist Kickoff Event	Brenda Hellyer Tom Watson
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Recognition of the 2019-2020 Excellence Award Recipients and Minnie Piper Nominee	Laurel Williamson
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**V. Student Success Presentations**

San Jacinto College Pathway Through the Lens of Diversity	Michelle Callaway
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**VI. Communications to the Board of Trustees**

**VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

*In accordance with the San Jacinto Community College District Board of Trustees Bylaws, located on the College's website, a citizen desiring to appear before the Board of Trustees shall complete the Application for Hearing before the Board of Trustees and file said application along with any supporting information concerning the citizen's concern, complaint or commendation, with the Executive Assistant to the Chancellor, ten (10) minutes prior to the start of the posted meeting time. The time allotted each citizen or organization for presentation shall be no more than five (5) minutes. Presentation of matters concerning a complaint or charge against a San Jacinto Community College District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.*

**VIII. Informative Reports to the Board**

- A. San Jacinto College Financial Statements
  - a. Financial Statements November 2019
  - b. Monthly Investment Report November 2019
  - c. Financial Statements December 2019
  - d. Monthly Investment Report December 2019
  - e. Quarterly Investment Report September – November 2019
- B. San Jacinto College Foundation Financial Statements
  - a. November 2019
  - b. December 2019
- C. Capital Improvement Program

**ACTION ITEMS**

- IX. Consideration of Approval of Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Policy III.3003.A, Ethical Conduct & Conflicts of Interest - Second Reading**
- XI. Consideration of Approval of Interlocal Agreement with Texas A&M Engineering Extension Service**
- XII. Consideration of Approval of Memorandum of Understanding with Sheldon ISD for Early College High School**
- XIII. Consideration of Approval to Change Policy Number**

**PURCHASING REQUESTS**

- XIV. Consideration of Purchasing Requests**

**CONSENT AGENDA**

- XV. Consent Agenda**  
(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)
  - A. Approval of the Minutes for the December 2, 2019 Board Workshop and Regular Board Meeting**
  - B. Approval of the Budget Transfers**
  - C. Approval of Personnel Recommendations and 2019-2020 Part-Time Hourly Rate Schedule**
  - D. Approval of the Affiliation Agreements**
  - E. Approval of the Next Regularly Scheduled Meeting**
- XVI. Items for Discussion/Possible Action**  
(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)
- XVII. Adjournment**

**Closed Session Authority**

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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.

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or
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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements  
November 2019

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Statement of Net Position  
30-Nov-19

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 66,232,382	\$ 72,080,827
Accounts receivable - taxes	3,183,068	3,606,911
Accounts receivable	20,081,390	19,447,193
Deferred charges	1,235,690	888,568
Inventories	356,016	359,413
Total current assets	<u>91,088,546</u>	<u>96,382,912</u>
Noncurrent assets:		
Restricted cash and cash equivalents	174,313,940	119,378,599
Capital assets, net	567,226,871	463,043,264
Total noncurrent assets	<u>741,540,811</u>	<u>582,421,863</u>
Total assets	<u>832,629,357</u>	<u>678,804,775</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	25,781,981	4,631,718
Deferred outflow related to OPEB	20,497,036	2,581,254
Deferred outflow related to defeased debt	8,645,608	9,829,833
Total deferred outflows of resources	<u>54,924,625</u>	<u>17,042,805</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	15,816,352	11,547,490
Accrued liabilities	8,764,274	5,608,251
Accrued compensable absences and deferred compensation	2,181,388	2,259,299
Deferred revenues	610,838	709,160
Total current liabilities	<u>27,372,852</u>	<u>20,124,200</u>
Noncurrent liabilities:		
Net pension liability	49,494,145	26,598,961
Net OPEB liability	95,083,178	91,125,036
Bonds and notes payable	590,777,392	464,495,288
Total noncurrent liabilities	<u>735,354,715</u>	<u>582,219,285</u>
Total liabilities	<u>762,727,567</u>	<u>602,343,485</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,771,550	6,007,220
Deferred inflows related to OPEB	36,803,285	20,148,183
Total deferred inflows of resources	<u>43,574,835</u>	<u>26,155,403</u>
<u>Net assets</u>		
Beginning of year	76,724,024	60,632,834
Current year addition	4,527,556	6,715,858
Total net position - PRELIMINARY	<u>\$ 81,251,580</u>	<u>\$ 67,348,692</u>



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

11 Unrestricted Funds

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/18	% of 8/31/19 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 42,079,966	\$ 14,100,935	33.51	\$ 12,997,181	33.50
Local Taxes - Maintenance & Operations	72,131,000	873,110	1.21	1,272,216	1.94
Credit Tuition	64,986,000	44,489,752	68.46	30,218,758	69.13
Credit Fees	-	-	-	11,569,854	73.04
Credit Exemptions & Waivers	(7,100,000)	(5,191,584)	73.12	(4,039,733)	72.38
Bad Debt	(1,700,000)	(425,001)	25.00	(474,999)	25.40
Continuing Professional Development	4,725,185	1,355,477	28.69	1,772,180	31.20
Sales & Services	2,100,000	601,439	28.64	698,787	18.58
Investment Income	1,500,000	413,204	27.55	452,842	37.17
Hurricane Harvey Recoveries	-	-	-	-	-
Total	<u>178,722,151</u>	<u>56,217,332</u>	<u>31.46</u>	<u>54,467,086</u>	<u>32.50</u>
<b>EXPENDITURES:</b>					
Instruction	66,423,412	20,008,089	30.12	19,398,617	28.30
Public Service	4,728,881	1,378,433	29.15	1,415,588	22.05
Academic Support	18,101,996	4,336,712	23.96	3,959,258	31.10
Student Services	15,832,504	3,303,952	20.87	3,444,350	24.68
Institutional Support	47,417,159	10,357,914	21.84	8,761,657	23.03
Physical Plant	22,484,949	3,980,375	17.70	3,767,882	19.43
Hurricane Harvey	-	-	-	-	-
Total	<u>174,988,901</u>	<u>43,365,475</u>	<u>24.78</u>	<u>40,747,352</u>	<u>25.58</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	-	-	-	-	-
Transfers Out	<u>3,733,250</u>	<u>30,545</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 12,821,312</u>		<u>\$ 13,719,734</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

Federal Restricted Funds

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/18	% of 8/31/19 Actual
REVENUES:					
Grants	\$ 48,472,860	\$ 19,688,818	40.62	\$ 19,051,863	39.80
Total	<u>48,472,860</u>	<u>19,688,818</u>	<u>40.62</u>	<u>19,051,863</u>	<u>39.79</u>
EXPENDITURES:					
Instruction	563,266	247,661	43.97	113,047	26.65
Public Service	282,113	48,082	17.04	50,752	26.38
Academic Support	6,414,934	575,128	8.97	1,152,045	25.50
Student Services	204,740	122,802	59.98	51,634	13.82
Institutional Support	1,466,901	224,568	15.31	208,605	22.03
Scholarships and Fellowships	39,540,906	18,470,577	46.71	17,475,780	42.20
Hurricane Harvey			-	-	-
Total	<u>48,472,860</u>	<u>19,688,818</u>	<u>40.62</u>	<u>19,051,863</u>	<u>39.79</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
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 - PRELIMINARY  
For the Three Months Ended November 30, 2019

State Restricted Funds

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/18	% of 8/31/19 Actual
REVENUES:					
State Paid Benefits	\$ 11,032,000	\$ 2,975,094	26.97	\$ 2,939,888	25.88
Grants	3,595,880	1,002,105	27.87	1,081,979	33.31
Total	<u>14,627,880</u>	<u>3,977,199</u>	<u>27.19</u>	<u>4,021,867</u>	<u>27.53</u>
EXPENDITURES:					
Instruction	2,456,077	1,115,383	45.41	1,432,765	26.28
Public Service	57,560	86,064	149.52	88,081	22.74
Academic Support	350,603	227,684	64.94	313,449	19.79
Student Services	249,738	305,799	122.45	408,208	24.30
Institutional Support	9,488,131	1,352,979	14.26	820,081	26.99
Scholarships and Fellowships	2,025,771	889,290	43.90	959,283	38.93
Total	<u>14,627,880</u>	<u>3,977,199</u>	<u>27.19</u>	<u>4,021,867</u>	<u>27.53</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>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Local Grants	\$ 2,981,609	\$ 871,687	29.24	\$ 984,492	51.38
Total	<u>2,981,609</u>	<u>871,687</u>	<u>29.24</u>	<u>984,492</u>	<u>51.38</u>
EXPENDITURES:					
Instruction	78,083	40,353	51.68	2,000	5.13
Public Service	217,233	30,549	14.06	42,304	25.04
Academic Support	824,121	93,053	11.29	18,844	20.22
Student Services	61,642	30,177	48.96	10,030	29.17
Institutional Support	34,039	1,645	4.83	33,671	124.71
Scholarships and Fellowships	<u>2,000,000</u>	<u>702,662</u>	<u>35.13</u>	<u>915,517</u>	<u>53.86</u>
Total	<u>3,215,118</u>	<u>898,439</u>	<u>27.94</u>	<u>1,022,366</u>	<u>49.57</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(233,509)	(30,545)		-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 3,793</u>		<u>\$ (37,874)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 2,000,000</u>	<u>\$ 2,075,670</u>	<u>103.78</u>	<u>\$ 1,326,712</u>	<u>67.76</u>
Total	<u>2,000,000</u>	<u>2,075,670</u>	<u>103.78</u>	<u>1,326,712</u>	<u>67.76</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,000,000</u>	<u>1,139,078</u>	<u>56.95</u>	<u>761,475</u>	<u>43.69</u>
Total	<u>2,000,000</u>	<u>1,139,078</u>	<u>56.95</u>	<u>761,475</u>	<u>43.69</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 936,592</u></u>		<u><u>\$ 565,237</u></u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 443	-	\$ -	0.00
Total	<u>-</u>	<u>443</u>	<u>-</u>	<u>-</u>	<u>0.00</u>
EXPENDITURES:					
Instruction		2,586	-	840	2.89
Student Services		-	-	528	1.03
Total	<u>-</u>	<u>2,586</u>	<u>-</u>	<u>1,368</u>	<u>1.71</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>\$ (2,143)</u>		<u>\$ (1,368)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Auxiliary Services	<u>3,303,400</u>	<u>1,264,087</u>	<u>38.27</u>	<u>1,241,771</u>	<u>42.67</u>
Total	<u>3,303,400</u>	<u>1,264,087</u>	<u>38.27</u>	<u>1,241,771</u>	<u>42.67</u>
EXPENDITURES:					
Non-Instructional Labor	423,671	115,389	27.24	118,362	19.11
Benefits	100,000	98,705	98.71	103,854	25.06
Supplies	637,499	162,821	25.54	112,412	20.20
Travel	224,324	52,633	23.46	22,362	4.91
Contracted Services	384,515	86,509	22.50	53,973	18.27
Scholarships and Fellowships	1,307,727	482,078	36.86	332,597	21.26
Utilities	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>3,077,936</u>	<u>998,135</u>	<u>32.43</u>	<u>743,560</u>	<u>19.01</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 225,464</u>	<u>\$ 265,952</u>		<u>\$ 498,211</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

95 Retirement of Indebtedness

	Adjusted Budget	Actual (25%)	% Actual to Adjusted Budget	11/30/18	% of 8/31/19 Actual
<b>REVENUES</b>					
Investment Income	\$ -	\$ 68,295	-	\$ 78,182	25.15
Local Taxes - Debt Service	<u>37,728,096</u>	<u>456,296</u>	<u>1.21</u>	<u>513,064</u>	<u>1.81</u>
Total	<u>37,728,096</u>	<u>524,591</u>	<u>-</u>	<u>591,246</u>	<u>2.06</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>41,227,837</u>	<u>7,081,398</u>	<u>17.18</u>	<u>4,639,212</u>	<u>25.54</u>
Total	<u>41,227,837</u>	<u>7,081,398</u>	<u>17.18</u>	<u>4,639,212</u>	<u>25.54</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,499,741)		-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (6,556,807)</u>		<u>\$ (4,047,966)</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/18</u>	<u>% of 8/31/19 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,500,000	\$ 3,898,217	19.02	\$ 4,077,319	24.35
Capital Purchases	-	(149,170)	-	(97,203)	5.98
Total	<u>20,500,000</u>	<u>3,749,047</u>	-	<u>3,980,116</u>	<u>26.33</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,500,000)</u>	<u>\$ (3,749,047)</u>		<u>\$ (3,980,116)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (25%)</u>	<u>% Actual to Adjusted Budget</u>	<u>11/30/18</u>	<u>% of 8/31/19 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 53,111,966	\$ 17,076,029	32.15	\$ 15,937,069	31.77
Local Taxes - Maintenance & Operations	72,131,000	873,110	1.21	1,272,216	1.94
Local Taxes - Debt Service	37,728,096	456,296	1.21	513,064	1.81
Credit Tuition	66,986,000	46,565,422	69.52	31,545,470	69.07
Credit Fees	-	-	-	11,569,854	73.04
Credit Exemptions & Waivers	(7,100,000)	(5,191,584)	73.12	(4,039,733)	72.38
Bad Debt	(1,700,000)	(425,001)	25.00	(474,999)	25.40
Continuing Professional Development	4,725,185	1,355,477	28.69	1,772,180	31.20
Sales & Services	2,100,000	601,882	28.66	698,787	18.54
Investment Income	1,500,000	481,499	32.10	531,024	34.73
Investment Income - San Jac Tomorrow Program	-	807,904	-	-	-
Auxiliary Services	3,303,400	1,264,087	38.27	1,241,771	42.67
Grants	52,068,740	20,690,923	39.74	20,133,842	39.38
Local Grants	2,981,609	871,687	29.24	984,492	51.38
Hurricane Harvey Recoveries	-	-	-	-	-
Total	<u>287,835,996</u>	<u>85,427,731</u>	<u>29.68</u>	<u>81,685,037</u>	<u>30.76</u>
<b>EXPENDITURES:</b>					
Instruction	69,520,838	21,414,072	30.80	20,947,269	28.12
Public Service	5,285,787	1,543,128	29.19	1,596,725	22.27
Academic Support	25,691,654	5,232,577	20.37	5,443,596	28.76
Student Services	16,348,624	3,762,730	23.02	3,914,750	24.32
Institutional Support	99,634,067	19,018,504	19.09	14,463,226	24.01
Physical Plant	22,484,949	3,980,375	17.70	3,767,882	19.43
Scholarships and Fellowships	45,566,677	21,201,607	46.53	20,112,055	42.50
Auxiliary Enterprises	3,077,936	998,135	32.43	743,560	19.01
Depreciation	20,500,000	3,898,217	19.02	4,077,319	24.35
Hurricane Harvey	-	-	-	-	-
Capital Purchases	-	(149,170)	-	(97,203)	5.98
Total	<u>308,110,532</u>	<u>80,900,175</u>	<u>26.26</u>	<u>74,969,179</u>	<u>28.52</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,733,250)	(30,545)	-	-	-
Transfers Out	<u>3,733,250</u>	<u>30,545</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,274,536)</u>	<u>\$ 4,527,556</u>		<u>\$ 6,715,858</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

91 Capital Projects

	Adjusted Budget	Actual (25%)	11/30/18
REVENUES:			
Investment Income	\$ -	\$ 807,904	\$ 535,453
Total	-	807,904	535,453
EXPENDITURES:			
Bond Programs	-	10,553,946	6,320,669
Total	-	10,553,946	6,320,669
Net Increase (Decrease) in Net Position	\$ -	\$ (9,746,042)	\$ (5,785,216)

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the Three Months Ended November 30, 2019

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (25%)	11/30/18
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Generation Park	-	2,593,522	-
Total	-	2,593,522	-
TRANSFERS AMONG FUNDS:			
Transfers In	-		-
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (2,593,522)	\$ -

San Jacinto College Financial Statements  
Monthly Investment Report November 2019

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Cash, Cash Equivalents, and Investments  
PORTFOLIO SUMMARY REPORT  
Period Ending November 30, 2019

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	November 1, 2019	\$ 251,717,890	\$ 251,717,890
Additions/Subtractions (Net)		(11,171,568)	(11,171,568)
Change in Fair Value*		-	-
Ending Value	November 30, 2019	<u>\$ 240,546,322</u>	<u>\$ 240,546,322</u>

Earnings for October	\$ 364,404
WAM at Ending Period Date (Days)	1.00

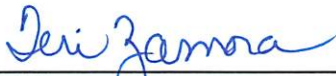
\*On investments held to term, it is the policy of San Jacinto College to hold investments to maturity thus mitigating the impact of market losses.

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

Prepared by:



William E. Dickerson  
Director of Accounting & Financial Services



Teri Zamora  
Vice Chancellor of Fiscal Affairs

SB1:B57AN JACINTO COMMUNITY COLLEGE DISTRICT  
INVESTMENTS  
WEIGHTED AVERAGE TO MATURITY  
November 30, 2019

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>										
Credit Cards in Transit	Heartland	N/A	N/A	12/01/19	\$	(1,153)	(1,153)	0.00%	1	0.00
JP Morgan Accounts Payable Disbursements	JP Morgan Chase Bank	N/A	N/A	12/01/19		(652,389)	(652,389)	-0.27%	1	0.00
JP Morgan Operating	JP Morgan Chase Bank	N/A	N/A	12/01/19		2,519,217	2,519,217	1.05%	1	0.01
JP Morgan Payroll	JP Morgan Chase Bank	N/A	N/A	12/01/19		(76,966)	(76,966)	-0.03%	1	0.00
JP Morgan Workmen's Comp	JP Morgan Chase Bank	N/A	N/A	12/01/19		(3,510)	(3,510)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	12/01/19		18,875	18,875	0.01%	1	0.00
East West MM Operating Account	East West Bank	1.660%	N/A	12/01/19		45,344,293	45,344,293	18.85%	1	0.19
Texas Citizens Bank	Texas Citizens Bank	1.210%	N/A	12/01/19		246,243	246,243	0.10%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	1.713%	N/A	12/01/19		100,282	100,282	0.04%	1	0.00
TexPool - Operating	TexPool	1.677%	N/A	12/01/19		227,824	227,824	0.09%	1	0.00
TexPool - PRIME - Operating	TexPool	1.867%	N/A	12/01/19		25,042,967	25,042,967	10.41%	1	0.10
<b>Restricted - Cash &amp; Cash Equivalents</b>										
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	1.660%	N/A	12/01/19		5,006,781	5,006,781	2.08%	1	0.02
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	1.713%	N/A	12/01/19		3,397,966	3,397,966	1.41%	1	0.01
LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	1.713%	N/A	12/01/19		1,794,118	1,794,118	0.75%	1	0.01
LSIP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	1.713%	N/A	12/01/19		106,269	106,269	0.04%	1	0.00
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	1.713%	N/A	12/01/19		9,236,027	9,236,027	3.84%	1	0.04
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	1.867%	N/A	12/01/19		148,239,478	148,239,478	61.63%	1	0.62
<b>Grand Total Short Term Investments and Cash &amp; Cash Equivalents</b>					<b>\$ -</b>	<b>\$ 240,546,322</b>	<b>\$ 240,546,322</b>	<b>100.00%</b>		<b>1.00</b>

Weighted Average to Maturity at Ending Period Date (Days)

CAFR										
Note 4	\$	18,875	Petty cash on hand							0.00
	\$	188,144,931	Investment pools							0.78
		50,597,317	Money Market							0.21
		1,785,199	Bank deposits - demand deposits							0.01
		-	U. S. government securities and municipal bonds							
		-	Accrued Earnings							
	<b>\$</b>	<b>240,546,322</b>	<b>Total Cash and cash equivalents + investments</b>							<b>1.00</b>



San Jacinto Community College District  
 INVESTMENTS and CASH & EQUIVALENTS  
 INVENTORY HOLDINGS REPORT  
 November 30, 2019

Description	Hold At	Annualized Interest Rate	Maturity	Par	11/01/2019 Beginning Fair Value	11/01/2019 Beginning Book Value	11/30/2019 Ending Fair Value	11/30/2019 Ending Book Value	Change in Fair Value For the Month	November Earnings	September Through November Earnings
<b>Short-Term Investments - Unrestricted Funds</b>											
<b>Demand Deposits</b>											
Credit Cards in Transit											
JPMorgan Accounts Payable Disbursements	Heartland	N/A	12/01/19	\$ (1,153)	\$ 4,597	\$ (1,153)	\$ (1,153)	\$ (1,153)	\$ (5,750)	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	12/01/19	(652,389)	(2,329,668)	(652,389)	(652,389)	(652,389)	1,677,279	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	12/01/19	2,519,217	2,993,962	2,519,217	2,519,217	2,519,217	(474,745)	N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	12/01/19	(3,510)	(4,495)	(76,966)	(76,966)	(76,966)	(54,494)	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	12/01/19	18,875	19,770	(4,895)	(3,510)	(3,510)	985	N/A	N/A
Sub Total Demand Deposits	Campus Business Office	N/A	12/01/19	1,804,074	661,694	1,804,074	1,804,074	1,804,074	(695)	N/A	N/A
<b>Money Market Accounts</b>											
East West MNI Operating Account	East West Bank	1.6600%	12/01/19	\$ 45,344,293	\$ 45,274,882	\$ 45,344,293	\$ 45,344,293	\$ 45,344,293	\$ 69,411	\$ 61,411	\$ 209,446
Texas Citizens Bank	Texas Citizens Bank	1.2100%	12/01/19	246,243	246,008	246,243	246,243	246,243	235	235	736
Sub Total Money Market Accounts				\$ 45,590,536	\$ 45,520,890	\$ 45,590,536	\$ 45,590,536	\$ 45,590,536	\$ 69,646	\$ 61,646	\$ 210,182
<b>Pool Accounts</b>											
TexPool - Operating	TexPool	1.6774%	12/01/19	\$ 227,824	\$ 1,008,779	\$ 227,824	\$ 227,824	\$ 227,824	\$ (750,955)	\$ 1,393	\$ 14,161
TexPool PRIME - Operating (New 11/01/2019)	TexPool	1.3665%	12/01/19	25,042,967	30,054,478	25,042,967	25,042,967	25,042,967	(5,011,511)	42,967	162,901
LSP Government Overnight Fund - Operating Funds	LSP Government Overnight Fund	1.7125%	12/01/19	100,282	300,490	100,282	100,282	100,282	(200,200)	282	2,767
Sub Total Pool Accounts	Lone Star Investment Po		12/01/19	\$ 25,371,073	\$ 31,353,747	\$ 25,371,073	\$ 25,371,073	\$ 25,371,073	\$ (5,392,674)	\$ 44,642	\$ 175,649
<b>Sub Total - Short Term Investments - Unrestricted Funds</b>											
<b>Money Market Accounts - Restricted (Bond) Funds</b>											
East West Bank MNI 2015 Revenue Bond Proceeds	East West Bank	1.6600%	12/01/19	\$ 5,006,781	\$ 5,008,000	\$ 5,006,781	\$ 5,006,781	\$ 5,006,781	\$ (1,219)	\$ 6,781	\$ 23,173
Sub Total Money Market Accounts				\$ 5,006,781	\$ 5,008,000	\$ 5,006,781	\$ 5,006,781	\$ 5,006,781	\$ (1,219)	\$ 6,781	\$ 23,173
<b>Pool Accounts</b>											
LSP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Po	1.7125%	12/01/19	\$ 3,397,966	\$ 3,398,682	\$ 3,397,966	\$ 3,397,966	\$ 3,397,966	\$ (716)	\$ 4,776	\$ 16,267
LSP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Po	1.7125%	12/01/19	1,794,118	1,794,484	1,794,118	1,794,118	1,794,118	(366)	2,522	8,495
LSP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Po	1.7125%	12/01/19	106,269	2,256,809	106,269	106,269	106,269	(2,150,540)	461	25,567
LSP Government Overnight Fund - GOB Debt Service	Lone Star Investment Po	1.7125%	12/01/19	9,217,551	9,217,551	9,236,027	9,236,027	9,236,027	18,476	12,983	43,533
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	1.8665%	12/01/19	148,239,478	152,496,033	148,239,478	148,239,478	148,239,478	(4,256,555)	230,593	782,335
Sub Total Pool Accounts				\$ 162,773,856	\$ 169,463,559	\$ 162,773,856	\$ 162,773,856	\$ 162,773,856	\$ (6,399,701)	\$ 251,335	\$ 876,197
<b>Sub Total - Short Term Investments - Restricted (Bond) Funds</b>											
<b>Grand Total</b>											
					\$ 240,546,322	\$ 251,717,890	\$ 240,546,322	\$ 240,546,322	\$ (11,171,568)	\$ 364,404	\$ 1,289,401

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

November 30, 2019  
 1 Yr Tsy = 1.60  
 2 Yr Tsy = 1.61  
 3 Yr Tsy = 1.61

October 31, 2019  
 U.S Treasury Rates - Benchmark from P&A

Market Benchmark - 3.20 yrs	Rate
3 month T-Bill	1.53
6 month T-Bill	1.55
12 month T-Bill	1.49
2 year Treasury Note	1.52
5 year Treasury Note	1.51
10 year Treasury Note	1.66
30 year Treasury Bond	2.17

November 30, 2019  
 U.S Treasury Rates - Benchmark from P&A  
 1 Yr Tsy = 1.60  
 2 Yr Tsy = 1.61  
 3 Yr Tsy = 1.61  
 5 Yr Tsy @ 1.60  
 30 Yr Tsy @ 1.92

San Jacinto College Financial Statements  
December 2019

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Statement of Net Position  
31-Dec-19

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 66,942,016	\$ 88,858,398
Accounts receivable - taxes	3,183,068	3,606,911
Accounts receivable	22,184,258	19,824,887
Deferred charges	1,008,272	723,904
Inventories	356,016	359,413
Total current assets	<u>93,673,630</u>	<u>113,373,513</u>
Noncurrent assets:		
Restricted cash and cash equivalents	168,137,939	109,485,941
Capital assets, net	575,380,929	468,816,745
Total noncurrent assets	<u>743,518,868</u>	<u>578,302,686</u>
Total assets	<u>837,192,498</u>	<u>691,676,199</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	25,781,981	4,631,718
Deferred outflow related to OPEB	20,497,036	2,581,254
Deferred outflow related to defeased debt	8,534,217	9,707,249
Total deferred outflows of resources	<u>54,813,234</u>	<u>16,920,221</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,807,560	11,329,975
Accrued liabilities	11,215,664	7,195,491
Accrued compensable absences and deferred compensation	2,181,388	2,259,299
Deferred revenues	603,546	701,868
Total current liabilities	<u>30,808,158</u>	<u>21,486,633</u>
Noncurrent liabilities:		
Net pension liability	49,494,145	26,598,961
Net OPEB liability	95,083,178	91,125,036
Bonds and notes payable	590,573,456	464,329,513
Total noncurrent liabilities	<u>735,150,779</u>	<u>582,053,510</u>
Total liabilities	<u>765,958,937</u>	<u>603,540,143</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,771,550	6,007,220
Deferred inflows related to OPEB	36,803,285	20,148,183
Total deferred inflows of resources	<u>43,574,835</u>	<u>26,155,403</u>
<u>Net assets</u>		
Beginning of year	76,748,779	60,632,834
Current year addition	5,723,181	18,268,040
Total net position	<u>\$ 82,471,960</u>	<u>\$ 78,900,874</u>

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

11 Unrestricted Funds

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/18	% of 8/31/19 Actual
REVENUES:					
State Appropriations	\$ 42,079,966	\$ 18,099,707	43.01	\$ 16,682,948	43.00
Local Taxes - Maintenance & Operations	72,131,000	8,076,396	11.20	10,820,771	15.53
Credit Tuition	64,986,000	49,847,091	76.70	33,921,868	77.61
Credit Fees	-	-	-	12,956,510	74.92
Credit Exemptions & Waivers	(7,100,000)	(6,582,878)	92.72	(5,611,678)	84.87
Bad Debt	(1,700,000)	(566,668)	33.33	(633,332)	33.33
Continuing Professional Development	4,725,185	1,701,328	36.01	2,128,090	35.36
Sales & Services	2,100,000	756,576	36.03	7,977,789	82.91
Investment Income	1,500,000	518,707	34.58	618,292	24.07
Total	<u>178,722,151</u>	<u>71,850,259</u>	<u>40.20</u>	<u>78,861,258</u>	<u>44.01</u>
EXPENDITURES:					
Instruction	66,388,851	26,951,882	40.60	26,123,058	37.60
Public Service	4,763,441	1,850,717	38.85	1,851,133	26.86
Academic Support	18,101,996	5,404,602	29.86	4,876,783	37.39
Student Services	15,832,504	4,471,261	28.24	4,635,567	32.28
Institutional Support	47,417,159	14,009,046	29.54	12,181,995	31.02
Physical Plant	22,484,950	5,564,844	24.75	4,940,040	25.72
Total	<u>174,988,901</u>	<u>58,252,352</u>	<u>33.29</u>	<u>54,608,576</u>	<u>33.65</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,250	46,105	-	56,617	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 13,551,802</u>		<u>\$ 24,196,065</u>	

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

Federal Restricted Funds

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/18	% of 8/31/19 Actual
REVENUES:					
Grants	\$ 48,472,860	\$ 20,163,564	41.60	\$ 19,800,250	43.94
Total	<u>48,472,860</u>	<u>20,163,564</u>	<u>41.60</u>	<u>19,800,250</u>	<u>43.94</u>
EXPENDITURES:					
Instruction	563,266	309,729	54.99	129,719	20.39
Public Service	282,113	66,791	23.68	67,908	42.19
Academic Support	6,414,934	727,322	11.34	1,496,020	46.44
Student Services	204,740	146,891	71.75	67,997	17.33
Institutional Support	1,466,901	294,760	20.09	270,271	30.17
Scholarships and Fellowships	39,540,906	18,618,071	47.09	17,768,335	44.68
Total	<u>48,472,860</u>	<u>20,163,564</u>	<u>41.60</u>	<u>19,800,250</u>	<u>43.94</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

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

State Restricted Funds

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/18	% of 8/31/19 Actual
REVENUES:					
State Paid Benefits	\$ 11,032,000	\$ 3,968,967	35.98	\$ 3,923,107	33.30
Grants	3,595,880	1,056,069	29.37	1,164,927	40.20
Total	<u>14,627,880</u>	<u>5,025,036</u>	<u>34.35</u>	<u>5,088,034</u>	<u>34.67</u>
EXPENDITURES:					
Instruction	2,871,576	1,595,568	55.56	1,915,115	31.96
Public Service	80,505	98,032	121.77	120,624	29.87
Academic Support	437,947	371,408	84.81	454,381	26.95
Student Services	352,191	441,169	125.26	556,624	31.74
Institutional Support	8,859,890	1,621,543	18.30	1,061,099	39.78
Scholarships and Fellowships	2,025,771	897,316	44.30	980,191	45.07
Total	<u>14,627,880</u>	<u>5,025,036</u>	<u>34.35</u>	<u>5,088,034</u>	<u>34.67</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>\$ -</u>		<u>\$ -</u>	

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

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Local Grants	\$ 2,981,609	\$ 1,109,624	37.22	\$ 1,190,030	52.38
Total	<u>2,981,609</u>	<u>1,109,624</u>	<u>37.22</u>	<u>1,190,030</u>	<u>52.38</u>
EXPENDITURES:					
Instruction	78,083	40,195	51.48	2,000	3.30
Public Service	217,233	46,351	21.34	56,760	38.93
Academic Support	824,121	176,752	21.45	56,087	22.69
Student Services	61,642	31,210	50.63	12,538	20.63
Institutional Support	34,039	1,645	4.83	39,487	46.07
Scholarships and Fellowships	<u>2,000,000</u>	<u>855,589</u>	<u>42.78</u>	<u>1,075,487</u>	<u>58.96</u>
Total	<u>3,215,118</u>	<u>1,151,742</u>	<u>35.82</u>	<u>1,242,359</u>	<u>51.25</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(233,509)	(46,105)		(56,617)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 3,987</u>		<u>\$ 4,288</u>	

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

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Credit Tuition	\$ 2,000,000	\$ 2,321,842	116.09	\$ 1,488,229	77.88
Total	<u>2,000,000</u>	<u>2,321,842</u>	<u>116.09</u>	<u>1,488,229</u>	<u>77.88</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,000,000</u>	<u>1,153,294</u>	<u>57.66</u>	<u>770,658</u>	<u>41.31</u>
Total	<u>2,000,000</u>	<u>1,153,294</u>	<u>57.66</u>	<u>770,658</u>	<u>41.31</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>\$ 1,168,548</u>		<u>\$ 717,571</u>	



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

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 1,160	-	\$ -	-
Total	<u>-</u>	<u>1,160</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES:					
Instruction	-	4,620	-	840	2.65
Student Services	-	-	-	573	69.37
Total	<u>-</u>	<u>4,620</u>	<u>-</u>	<u>1,413</u>	<u>4.34</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>\$ (3,460)</u>		<u>\$ (1,413)</u>	

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

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/18</u>	<u>% of 8/31/19 Actual</u>
REVENUES:					
Auxiliary Services	<u>3,303,400</u>	<u>1,405,214</u>	<u>42.54</u>	<u>1,353,083</u>	<u>42.54</u>
Total	<u>3,303,400</u>	<u>1,405,214</u>	<u>42.54</u>	<u>1,353,083</u>	<u>42.54</u>
EXPENDITURES:					
Non-Instructional Labor	423,671	150,507	35.52	155,911	32.86
Benefits	100,000	132,142	132.14	138,545	34.39
Supplies	637,499	197,675	31.01	141,307	37.10
Travel	224,324	57,375	25.58	26,347	13.20
Contracted Services	384,515	97,013	25.23	74,649	27.19
Scholarships and Fellowships	1,307,727	731,331	55.92	485,036	43.94
Utilities	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>3,077,936</u>	<u>1,366,043</u>	<u>44.38</u>	<u>1,021,795</u>	<u>36.03</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 225,464</u>	<u>\$ 39,171</u>		<u>\$ 331,288</u>	

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

95 Retirement of Indebtedness

	Adjusted Budget	Actual (33.33%)	% Actual to Adjusted Budget	12/31/18	% of 8/31/19 Actual
<b>REVENUES</b>					
Investment Income	\$ -	\$ 89,095	-	\$ 107,981	24.60
Local Taxes - Debt Service	<u>37,728,096</u>	<u>4,197,576</u>	<u>11.13</u>	<u>4,425,360</u>	<u>15.51</u>
Total	<u>37,728,096</u>	<u>4,286,671</u>	<u>11.36</u>	<u>4,533,341</u>	<u>15.64</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>41,227,837</u>	<u>9,440,244</u>	<u>22.90</u>	<u>6,183,261</u>	<u>31.91</u>
Total	<u>41,227,837</u>	<u>9,440,244</u>	<u>22.90</u>	<u>6,183,261</u>	<u>31.91</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,499,741)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (5,153,573)</u>		<u>\$ (1,649,920)</u>	

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

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (33.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>12/31/18</u>	<u>% of 8/31/19 Actual</u>
<b>EXPENDITURES</b>					
Depreciation	\$ 20,500,000	\$ 5,099,204	24.87	\$ 5,427,042	36.49
Capital Purchases	-	(183,806)	-	(97,203)	6.35
Total	<u>20,500,000</u>	<u>4,915,398</u>	<u>-</u>	<u>5,329,839</u>	<u>39.95</u>
Net Increase (Decrease) in Net Position	<u><u>\$ (20,500,000)</u></u>	<u><u>\$ (4,915,398)</u></u>		<u><u>\$ (5,329,839)</u></u>	

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

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	Actual (33.33%)	% Actual to Adjusted Budget	12/31/18	% of 8/31/19 Actual
REVENUES:					
State Appropriations	\$ 53,111,966	\$ 22,068,674	41.55	\$ 20,606,055	40.74
Local Taxes - Maintenance & Operations	72,131,000	8,076,396	11.20	10,820,771	15.53
Local Taxes - Debt Service	37,728,096	4,197,576	11.13	4,425,360	15.51
Credit Tuition	66,986,000	52,168,933	77.88	35,410,097	77.62
Credit Fees	-	-	-	12,956,510	74.92
Credit Exemptions & Waivers	(7,100,000)	(6,582,878)	92.72	(5,611,678)	84.87
Bad Debt	(1,700,000)	(566,668)	33.33	(633,332)	33.33
Continuing Professional Development	4,725,185	1,701,328	36.01	2,128,090	35.36
Sales & Services	2,100,000	757,736	36.08	7,977,789	82.67
Investment Income	1,500,000	607,802	40.52	726,273	24.15
Investment Income - San Jac Tomorrow Program	-	1,032,104	-	-	-
Auxiliary Services	3,303,400	1,405,214	42.54	1,353,083	42.54
Grants	52,068,740	21,219,633	40.75	20,965,177	43.71
Local Grants	2,981,609	1,109,624	37.22	1,190,030	52.38
Total	<u>287,835,996</u>	<u>107,195,474</u>	<u>37.24</u>	<u>112,314,225</u>	<u>40.28</u>
EXPENDITURES:					
Instruction	69,901,776	28,901,994	41.35	28,170,732	36.97
Public Service	5,343,292	2,061,891	38.59	2,096,425	27.57
Academic Support	25,778,998	6,680,084	25.91	6,883,271	37.82
Student Services	16,451,077	5,090,531	30.94	5,273,299	31.83
Institutional Support	99,005,826	25,367,238	25.62	19,736,113	31.68
Physical Plant	22,484,950	5,564,844	24.75	4,940,040	25.72
Scholarships and Fellowships	45,566,677	21,524,270	47.24	20,594,671	45.13
Auxiliary Enterprises	3,077,936	1,366,043	44.38	1,021,795	36.03
Depreciation	20,500,000	5,099,204	24.87	5,427,042	36.49
Capital Purchases	-	(183,806)	-	(97,203)	6.35
Total	<u>308,110,532</u>	<u>101,472,293</u>	<u>32.93</u>	<u>94,046,185</u>	<u>35.91</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,250)	(46,105)	-	(56,617)	-
Transfers Out	3,733,250	46,105	-	56,617	-
Net Increase (Decrease) in Net Position	<u>\$ (20,274,536)</u>	<u>\$ 5,723,181</u>		<u>\$ 18,268,040</u>	

# Capital Improvement Program

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

91 Capital Projects

	Adjusted Budget	Actual (33.33%)	12/31/18
REVENUES:			
Investment Income	\$ -	\$ 1,032,104	\$ 715,702
Total	-	1,032,104	715,702
EXPENDITURES:			
Bond Programs	-	17,611,163	15,489,316
Total	-	17,611,163	15,489,316
Net Increase (Decrease) in Net Position	\$ -	\$ (16,579,059)	\$ (14,773,614)

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

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (33.33%)	12/31/18
REVENUES:			
Land Sale Proceeds	\$ -	\$ -	\$ 8,843,556
Total	-	-	8,843,556
EXPENDITURES:			
Generation Park	-	4,833,321	-
Total	-	4,833,321	-
TRANSFERS AMONG FUNDS:			
Transfers In	-	-	-
Transfers Out	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (4,833,321)	\$ 8,843,556



San Jacinto College Financial Statements  
Monthly Investment Report December 2019


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

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	December 1, 2019	\$ 240,546,322	\$ 240,546,322
Additions/Subtractions (Net)		(5,466,367)	(5,466,367)
Change in Fair Value*		-	-
Ending Value	December 31, 2019	<u>\$ 235,079,955</u>	<u>\$ 235,079,955</u>
Earnings for December		\$	350,506
WAM at Ending Period Date (Days)			1.00

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

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

Prepared by:



William E. Dickerson  
Director of Accounting & Financial Services



Teri Zamora  
Vice Chancellor of Fiscal Affairs

SB1:B57/AN JACINTO COMMUNITY COLLEGE DISTRICT  
INVESTMENTS  
WEIGHTED AVERAGE TO MATURITY  
December 31, 2019

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>										
Credit Cards in Transit	Heartland	N/A	N/A	01/01/20	\$	954	954	0.00%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	01/01/20		(248,596)	(248,596)	-0.11%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	01/01/20		1,467,207	1,467,207	0.62%	1	0.01
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	01/01/20		(50,086)	(50,086)	-0.02%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	01/01/20		(9,410)	(9,410)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	01/01/20		20,025	20,025	0.01%	1	0.00
East West MM Operating Account	East West Bank	1.660%	N/A	01/01/20		45,410,714	45,410,714	19.32%	1	0.19
Texas Citizens Bank	Texas Citizens Bank	1.210%	N/A	01/01/20		246,502	246,502	0.10%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	1.713%	N/A	01/01/20		1,207,648	1,207,648	0.51%	1	0.01
TexPool - Operating	TexPool	1.677%	N/A	01/01/20		963,484	963,484	0.41%	1	0.00
TexPool - PRIME - Operating	TexPool	1.867%	N/A	01/01/20		24,037,199	24,037,199	10.23%	1	0.10
<b>Restricted - Cash &amp; Cash Equivalents</b>										
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	1.660%	N/A	01/01/20		5,006,576	5,006,576	2.13%	1	0.02
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	1.713%	N/A	01/01/20		3,397,860	3,397,860	1.45%	1	0.01
LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	1.713%	N/A	01/01/20		1,794,062	1,794,062	0.76%	1	0.01
LSIP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	1.713%	N/A	01/01/20		5	5	0.00%	1	0.00
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	1.713%	N/A	01/01/20		11,056,686	11,056,686	4.70%	1	0.05
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	1.867%	N/A	01/01/20		140,779,125	140,779,125	59.89%	1	0.60
<b>Grand Total Short Term Investments and Cash &amp; Cash Equivalents</b>										
					\$	\$ 235,079,955	\$ 235,079,955	100.00%		1.00

CAFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	
\$ 20,025	Petty cash on hand
183,236,069	Investment pools
50,663,792	Money Market
1,160,069	Bank deposits - demand deposits
-	U. S. government securities and municipal bonds
-	Accrued Earnings
\$ 235,079,955	Total Cash and cash equivalents + investments
	1.00

San Jacinto Community College District  
INVESTMENTS and CASH & EQUIVALENTS  
INVENTORY HOLDINGS REPORT  
December 31, 2019

Description	Held At	Annualized Interest Rate	Maturity	Par	12/01/2019 Beginning Fair Value	12/01/2019 Beginning Book Value	12/31/2019 Ending Fair Value	12/31/2019 Ending Book Value	Change in Fair Value For the Month	December Earnings	September Through December Earnings
<b>Short-Term Investments - Unrestricted Funds</b>											
<b>Demand Deposits</b>											
Credit Cards in Transit				954 \$	(1,153) \$	(1,153) \$	954 \$	954 \$	2,107	N/A	N/A
JPMorgan Accounts Payable Disbursements	Heartland	N/A	01/01/20	(248,596)	(652,389)	(652,389)	(248,596)	(248,596)	403,793	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	01/01/20	1,467,207	2,519,217	(248,596)	1,467,207	1,467,207	(1,052,010)	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	01/01/20	(50,086)	(76,966)	(76,966)	(50,086)	(50,086)	26,880	N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	01/01/20	(9,410)	(3,510)	(3,510)	(9,410)	(9,410)	(5,900)	N/A	N/A
Petty Cash	Campus Business Office	N/A	01/01/20	20,025	18,875	20,025	20,025	20,025	1,150	N/A	N/A
<b>Sub Total Demand Deposits</b>				<b>1,180,094 \$</b>	<b>1,804,074 \$</b>	<b>1,804,074 \$</b>	<b>1,180,094 \$</b>	<b>1,180,094 \$</b>	<b>(623,980)</b>		
<b>Money Market Accounts</b>											
East West MM Operating Account	East West Bank	1.6600%	01/01/20	45,410,714 \$	45,344,293 \$	45,410,714 \$	45,410,714 \$	45,410,714 \$	66,421	59,639	269,085
Texas Citizens Bank	Texas Citizens Bank	1.2100%	01/01/20	246,502	246,243	246,502	246,502	246,502	259	259	995
<b>Sub Total Money Market Accounts</b>				<b>45,657,216 \$</b>	<b>45,590,536 \$</b>	<b>45,657,216 \$</b>	<b>45,657,216 \$</b>	<b>45,657,216 \$</b>	<b>66,680</b>	<b>59,898</b>	<b>270,080</b>
<b>Pool Accounts</b>											
TexPool - Operating	TexPool	1.6774%	01/01/20	963,484 \$	227,824 \$	227,824 \$	963,484 \$	963,484 \$	735,660	1,036	15,217
TexPool PRIME - Operating (New 11/01/2018)	TexPool	1.8665%	01/01/20	24,037,199	25,042,967	24,037,199	24,037,199	24,037,199	(1,005,768)	37,200	200,101
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pct	1.7126%	01/01/20	1,207,648	100,282	1,207,648	1,207,648	1,207,648	1,107,366	794	3,661
<b>Sub Total Pool Accounts</b>				<b>26,208,331 \$</b>	<b>25,371,073 \$</b>	<b>26,208,331 \$</b>	<b>26,208,331 \$</b>	<b>26,208,331 \$</b>	<b>837,258</b>	<b>39,030</b>	<b>218,879</b>
<b>Sub Total - Short Term Investments - Unrestricted Funds</b>				<b>73,045,641 \$</b>	<b>72,765,683 \$</b>	<b>73,045,641 \$</b>	<b>73,045,641 \$</b>	<b>73,045,641 \$</b>	<b>279,958</b>	<b>98,928</b>	<b>488,959</b>
<b>Short-Term Investments - Restricted (Bond) Funds</b>											
<b>Money Market Accounts</b>											
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	1.6600%	01/01/20	5,006,576 \$	5,006,781 \$	5,006,781 \$	5,006,576 \$	5,006,576 \$	(205)	6,576	29,749
<b>Sub Total Money Market Accounts</b>				<b>5,006,576 \$</b>	<b>5,006,781 \$</b>	<b>5,006,781 \$</b>	<b>5,006,576 \$</b>	<b>5,006,576 \$</b>	<b>(205)</b>	<b>6,576</b>	<b>29,749</b>
<b>Pool Accounts</b>											
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pct	1.7125%	01/01/20	3,397,860 \$	3,397,966 \$	3,397,966 \$	3,397,860 \$	3,397,860 \$	(106)	4,671	20,938
LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pct	1.7126%	01/01/20	1,794,062	1,794,118	1,794,118	1,794,062	1,794,062	(56)	2,466	10,961
LSIP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pct	1.7126%	01/01/20	5	106,269	5	5	5	(106,264)	5	25,572
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pct	1.7126%	01/01/20	11,056,686	9,236,027	11,056,686	11,056,686	11,056,686	1,820,659	13,664	57,197
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	1.8665%	01/01/20	140,779,125	148,239,478	140,779,125	140,779,125	140,779,125	(7,460,353)	224,196	1,006,531
<b>Sub Total Pool Accounts</b>				<b>157,027,738 \$</b>	<b>162,773,858 \$</b>	<b>157,027,738 \$</b>	<b>157,027,738 \$</b>	<b>157,027,738 \$</b>	<b>(5,746,120)</b>	<b>245,002</b>	<b>1,121,199</b>
<b>Sub Total - Short Term Investments - Restricted (Bond) Funds</b>				<b>162,034,314 \$</b>	<b>167,780,639 \$</b>	<b>162,034,314 \$</b>	<b>162,034,314 \$</b>	<b>162,034,314 \$</b>	<b>(5,746,325)</b>	<b>251,578</b>	<b>1,150,948</b>
<b>Grand Total</b>				<b>235,079,955 \$</b>	<b>240,546,322 \$</b>	<b>235,079,955 \$</b>	<b>235,079,955 \$</b>	<b>235,079,955 \$</b>	<b>(5,466,367)</b>	<b>350,506</b>	<b>1,639,907</b>

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

December 31, 2019

1 Yr Tsy = 1.59

2 Yr Tsy = 1.58

3 Yr Tsy = 1.62

San Jacinto Community College District  
Summary of Investments

Investment Type	December 31, 2019 Fair Value	December 31, 2019 Book Value
<b>Operating Funds</b>		
<b>Equity Securities</b>		
U.S. Common Stock	\$ -	\$ -
Equity Mutual Funds	-	-
Other Equity Securities	-	-
<b>Total Equity Securities - Operating Funds</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Investments</b>		
Real Estate	\$ -	\$ -
Annuities	-	-
Other	-	-
<b>Total Other Investments - Operating Funds</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Short Term Investments &lt; 1 Year</b>		
U.S. Government	\$ -	\$ -
U.S. Government Agency	-	-
Municipal Obligations	-	-
A1/P1 Commercial Paper	-	-
Repurchase Agreements	-	-
TexPool and TexPool Prime	25,000,683	25,000,683
Lone Star Investment Pool - Operating	1,207,648	1,207,648
Other Money Market Funds and Pools	45,657,216	45,657,216
Bank Deposits	1,180,094	1,180,094
Certificates of Deposits	-	-
Cash Held at State Treasury	-	-
Accrued Earnings	-	-
<b>Total Short Term Investments - Operating Funds</b>	<b>\$ 73,045,641</b>	<b>\$ 73,045,641</b>
<b>Long Term Investments &gt; 1 Year</b>		
U.S. Government	\$ -	\$ -
U.S. Government Agency - Operating Funds	-	-
Other Asset-Backed Bonds	-	-
Municipal Obligations	-	-
Corporate Obligations	-	-
Bond Mutual Funds	-	-
Other Asset-Backed Bonds	-	-
<b>Total Long Term Investments - Operating Funds</b>	<b>-</b>	<b>-</b>
<b>Total Investments - Operating Funds</b>	<b>\$ 73,045,641</b>	<b>\$ 73,045,641</b>
<b>Short Term Investments &lt; 1 Year</b>		
<b>Bond Related Funds</b>		
U.S. Government	\$ -	\$ -
U.S. Government Agency	-	-
Municipal Obligations	-	-
TexPool Prime	140,779,125	140,779,125
Lone Star Investment Pool - Bond Proceeds	16,248,613	16,248,613
Other Money Market Funds and Pools	5,006,576	5,006,576
Bank Deposits - Bond Proceeds/Debt Service	-	-
Certificates of Deposits	-	-
Accrued Earnings	-	-
<b>Total Short Term Investments - Bond Related Funds</b>	<b>\$ 162,034,314</b>	<b>\$ 162,034,314</b>
<b>Long Term Investments &gt; 1 Year</b>		
U.S. Government Agency - Bond Funds	\$ -	\$ -
Municipal Obligations - Bond Funds	-	-
<b>Total Long Term Investments - Bond Related Funds</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Investments - Bond Funds</b>	<b>\$ 162,034,314</b>	<b>\$ 162,034,314</b>
<b>GRAND TOTAL INVESTMENTS - ALL FUNDS</b>	<b>\$ 235,079,955</b>	<b>\$ 235,079,955</b>

San Jacinto College Financial Statements  
Quarterly Investment Report  
September – November, 2019

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Cash, Cash Equivalents, and Investments  
PORTFOLIO SUMMARY REPORT  
Quarterly Investments - September 01, 2019 through November 30, 2019

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	September 1, 2019	\$ 277,234,508	\$ 277,234,508
Additions/Subtractions (Net)		(36,688,186)	(36,688,186)
Change in Fair Value*		-	-
Ending Value	November 30, 2019	<u>\$ 240,546,322</u>	<u>\$ 240,546,322</u>

Earnings for the Month of November	\$	364,404
Earnings for the Quarter ending November 30, 2019		1,289,401
WAM at Ending Period Date (Days)		1.00

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

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

Prepared by:



William E. Dickerson  
Director of Accounting & Financial Services



Teri Zamora  
Vice Chancellor of Fiscal Affairs

SB1:B57AN JACINTO COMMUNITY COLLEGE DISTRICT  
INVESTMENTS  
WEIGHTED AVERAGE TO MATURITY  
November 30, 2019

Description	Held At	Coupon Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>										
Credit Cards in Transit	Heartland	N/A	N/A	12/01/19	\$	(1,153)	(1,153)	0.00%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	12/01/19		(652,389)	(652,389)	-0.27%	1	0.00
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	12/01/19		2,519,217	2,519,217	1.05%	1	0.01
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	12/01/19		(76,966)	(76,966)	-0.03%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	12/01/19		(3,510)	(3,510)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	12/01/19		18,875	18,875	0.01%	1	0.00
East West MM Operating Account	East West Bank	1.660%	N/A	12/01/19		45,344,293	45,344,293	18.85%	1	0.19
Texas Citizens Bank	Texas Citizens Bank	1.210%	N/A	12/01/19		246,243	246,243	0.10%	1	0.00
LSIP Government Overnight Fund - Operating Funds	Lone Star Investment Pool	1.713%	N/A	12/01/19		100,282	100,282	0.04%	1	0.00
TexPool - Operating	TexPool	1.677%	N/A	12/01/19		227,824	227,824	0.09%	1	0.00
TexPool - PRIME - Operating	TexPool	1.867%	N/A	12/01/19		25,042,967	25,042,967	10.41%	1	0.10
<b>Restricted - Cash &amp; Cash Equivalents</b>										
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	1.660%	N/A	12/01/19		5,006,781	5,006,781	2.08%	1	0.02
LSIP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	1.713%	N/A	12/01/19		3,397,966	3,397,966	1.41%	1	0.01
LSIP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Pool	1.713%	N/A	12/01/19		1,794,118	1,794,118	0.75%	1	0.01
LSIP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Pool	1.713%	N/A	12/01/19		106,269	106,269	0.04%	1	0.00
LSIP Government Overnight Fund - GOB Debt Service	Lone Star Investment Pool	1.713%	N/A	12/01/19		9,236,027	9,236,027	3.84%	1	0.04
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	1.867%	N/A	12/01/19		148,239,478	148,239,478	61.63%	1	0.62
<b>Grand Total Short Term Investments and Cash &amp; Cash Equivalents</b>										
					\$ -	\$ 240,546,322	\$ 240,546,322	100.00%		1.00

CAFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	18,875
	188,144,931
	50,597,317
	1,785,199
	-
	-
	\$ 240,546,322
	Petty cash on hand
	Investment pools
	Money Market
	Bank deposits - demand deposits
	U. S. government securities and municipal bonds
	Accrued Earnings
	Total Cash and cash equivalents + investments
	1.00



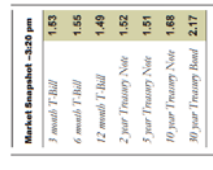
San Jacinto Community College District  
 INVESTMENTS and CASH & EQUIVALENTS  
 INVENTORY HOLDINGS REPORT  
 November 30, 2019

Description	Hold At	Annualized Interest Rate	Maturity	Par	9/1/2019 Beginning Fair Value	9/1/2019 Beginning Book Value	11/30/2019 Ending Fair Value	11/30/2019 Ending Book Value	Change in Fair Value For the Month	November Earnings	September Through November Earnings
<b>Short-Term Investments - Unrestricted Funds</b>											
Demand Deposits											
Credit Cards in Transit											
JPMorgan Accounts Payable Disbursements	Heartland	N/A	12/01/19	(1,153)	51,533	51,533	(1,153)	(1,153)	(52,686)	N/A	N/A
JPMorgan Operating	JPMorgan Chase Bank	N/A	12/01/19	(652,389)	(1,289,673)	(652,389)	(652,389)	(652,389)	607,284	N/A	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	12/01/19	4,419,672	4,419,672	2,519,217	2,519,217	(1,900,455)	336,235	N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	12/01/19	(7,844)	(7,844)	(76,866)	(76,866)	(69,022)	7,844	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	12/01/19	(3,510)	(3,510)	(3,510)	(3,510)	(3,510)	4,334	N/A	N/A
Sub Total Demand Deposits	Campus Business Office	N/A	12/01/19	18,875	19,825	18,875	18,875	(950)	(650)	N/A	N/A
				1,804,074	2,810,312	1,804,074	1,804,074	(1,006,238)			
<b>Money Market Accounts</b>											
East West MM Operating Account	East West Bank	1.6600%	12/01/19	45,344,293	45,109,325	45,344,293	45,344,293	234,968	\$	61,411	209,446
Texas Citizens Bank	Texas Citizens Bank	1.2100%	12/01/19	246,243	245,507	246,243	246,243	736		235	736
Sub Total Money Market Accounts				45,590,536	45,354,832	45,590,536	45,590,536	235,704	\$	61,646	210,182
<b>Pool Accounts</b>											
TexPool - Operating	TexPool	1.6774%	12/01/19	227,824	1,150,710	227,824	227,824	(922,886)	\$	1,393	14,161
TexPool - PRIME - Operating (New 11/01/2018)	TexPool	1.8665%	12/01/19	25,042,967	3,078,580	25,042,967	25,042,967	(10,030,513)	\$	42,967	162,901
LSP Government Overnight Fund - Operating Funds	LSP Government Overnight Fund	1.7126%	12/01/19	100,282	348,123	100,282	100,282	(3,380,941)	\$	282	2,767
Sub Total Pool Accounts				25,371,073	39,176,913	25,371,073	25,371,073	(14,339,440)	\$	44,642	179,848
Sub Total - Short Term Investments - Unrestricted Funds				72,765,663	87,875,667	72,765,663	72,765,663	(15,109,974)	\$	106,208	390,031
<b>Short-Term Investments - Restricted (Bond) Funds</b>											
<b>Money Market Accounts</b>											
East West Bank MM 2015 Revenue Bond Proceeds	East West Bank	1.6600%	12/01/19	5,006,781	5,009,130	5,006,781	5,006,781	(2,349)	\$	6,781	23,173
Sub Total Money Market Accounts				5,006,781	5,009,130	5,006,781	5,006,781	(2,349)	\$	6,781	23,173
<b>Pool Accounts</b>											
LSP Government Overnight Fund - 2008 GOB Bond Proceeds	Lone Star Investment Po	1.7126%	12/01/19	3,397,966	3,520,079	3,397,966	3,397,966	(122,113)	\$	4,776	16,267
LSP Government Overnight Fund - 2015 Revenue Bond Proceeds	Lone Star Investment Po	1.7126%	12/01/19	1,794,118	1,793,775	1,794,118	1,794,118	343	\$	2,522	8,495
LSP Government Overnight Fund - 2016 GOB Bond Proceeds	Lone Star Investment Po	1.7126%	12/01/19	106,269	181,010	106,269	106,269	(74,741)	\$	461	25,567
LSP Government Overnight Fund - GOB Debt Service	Lone Star Investment Po	1.7126%	12/01/19	9,236,027	9,080,974	9,236,027	9,236,027	155,053	\$	12,983	43,533
TexPool PRIME - 2019 Bond Proceeds (New 02/26/2019)	TexPool	1.8665%	12/01/19	148,239,478	151,944,291	148,239,478	148,239,478	(3,704,813)	\$	230,593	792,335
Sub Total Pool Accounts				162,773,856	164,349,721	162,773,856	162,773,856	(21,575,863)	\$	251,335	876,197
Sub Total - Short Term Investments - Restricted (Bond) Funds				167,780,639	169,358,851	167,780,639	167,780,639	(21,578,212)	\$	258,116	899,370
<b>Grand Total</b>				240,546,322	277,234,508	240,546,322	240,546,322	(36,688,186)	\$	364,404	1,289,401

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

November 30, 2019  
 1 Yr Tsy = 1.60  
 2 Yr Tsy = 1.61  
 3 Yr Tsy = 1.61

October 31, 2019  
 U.S Treasury Rates - Benchmark from P&A



October 30, 2019  
 U.S Treasury Rates - Benchmark from P&A  
 1 Yr Tsy = 1.60  
 2 Yr Tsy = 1.61  
 3 Yr Tsy = 1.61  
 5 Yr Tsy @ 1.60  
 30 Yr Tsy @ 1.92

San Jacinto College Foundation Financial Statements  
November 2019

## San Jacinto College Foundation

### Statement of Financial Position

As of November 30, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,451,530	\$996,751	\$454,780
Other Funds	-	-	-
Total Checking/Savings	<u>1,451,530</u>	<u>996,751</u>	<u>454,780</u>
Accounts Receivable			
Other Receivables	7,500	9,150	(1,650)
Pledge Receivables	170,700	221,600	(50,900)
Scholarship Receivables	0	1,870	(1,870)
Special Events Receivables	17,346	7,108	10,238
Sponsorship Receivables	0	50	(50)
Total Accounts Receivables	<u>195,546</u>	<u>239,778</u>	<u>(44,232)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,839,247	10,781,487	1,057,759
Capital Bank CD	208,572	205,473	3,099
Prosperity Bank	208,461	204,343	4,118
Total SJC Short Term Investments	<u>12,256,279</u>	<u>11,191,303</u>	<u>1,064,976</u>
Total Current Assets	<u>13,903,356</u>	<u>12,427,832</u>	<u>1,475,524</u>
<b>TOTAL ASSETS</b>	<b><u>\$13,903,356</u></b>	<b><u>\$12,427,832</u></b>	<b><u>\$1,475,524</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	50,334	66,525	(16,191)
Programs Payable	33,164	34,100	(936)
Endowments Payable	140,199	104,033	36,166
Scholarship Payables	134,981	232,724	(97,744)
Student Success Payables	121,789	18,877	102,912
Total Accounts Payable	<u>480,467</u>	<u>456,259</u>	<u>24,208</u>
Total Current Liabilities	<u>480,467</u>	<u>456,259</u>	<u>24,208</u>
Total Liabilities	480,467	456,259	24,208
NET ASSETS			
Net Assets Without Donor Restrictions	2,051,928	2,185,866	(133,938)
Net Assets With Donor Restrictions	10,706,687	9,790,192	916,495
Net Assets	<u>12,758,615</u>	<u>11,976,058</u>	<u>806,765</u>
Net Income	664,273	(4,485)	668,758
Total Net Assets	<u>13,422,889</u>	<u>11,971,573</u>	<u>1,451,316</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$13,903,356</u></b>	<b><u>\$12,427,832</u></b>	<b><u>\$1,475,524</u></b>

**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending November 30, 2019

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	0	69,112	(69,112)	91,000	91,000
Endowments	26,844	1,281	25,563	201,600	174,756
Program Sponsorship	567,338	249,695	317,644	300,000	(267,338)
Scholarships	146,868	156,673	(9,804)	698,400	551,532
<b>Total Contributions</b>	<u>741,051</u>	<u>476,760</u>	<u>264,291</u>	<u>1,291,000</u>	<u>549,949</u>
<b>Other Income</b>					
Special Events	82,709	97,192	(14,483)	270,000	187,291
Investment Income	77,545	95,540	(17,995)	141,823	64,278
Realized Gain / (Loss)	(2,301)	(2,674)	374	62,500	64,801
Unrealized Gain / (Loss)	315,699	(112,370)	428,068	62,500	(253,199)
<b>Total Other Income</b>	<u>473,652</u>	<u>77,688</u>	<u>395,965</u>	<u>536,823</u>	<u>63,171</u>
<b>Total Income</b>	1,214,703	554,448	660,255	1,827,823	613,120
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded	233,422	292,601	59,179	350,000	116,578
Programs Sponsored	138,004	176,969	38,964	580,000	441,996
Student Success Initiatives	93,920	11,694	(82,226)	150,000	56,080
<b>Total Programs</b>	<u>465,347</u>	<u>481,265</u>	<u>15,918</u>	<u>1,080,000</u>	<u>614,653</u>
<b>Supporting Services</b>					
Bad Debt Expense	0	0	0	2,000	2,000
<b>Supporting Services</b>					
Foundation Expenses	25,455	13,808	(11,646)	51,830	26,376
Fundraising Expense	59,028	61,980	2,952	150,000	90,972
Sponsorship Expense	600	1,880	1,280	10,000	9,400
<b>Total Supporting Services</b>	<u>85,083</u>	<u>77,668</u>	<u>(7,414)</u>	<u>211,830</u>	<u>126,747</u>
<b>Total Expense</b>	<u>550,430</u>	<u>558,933</u>	<u>8,503</u>	<u>1,293,830</u>	<u>743,400</u>
<b>Net Ordinary Income</b>	664,273	(4,485)	668,758	533,993	(130,280)
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u>\$664,273</u>	<u>(\$4,485)</u>	<u>\$668,758</u>	<u>\$533,993</u>	<u>(\$130,280)</u>



Contributions Report  
November 2019

<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	524,439	East Harris County Manufacturers Fund, Golf, North Campus Baseball Program, Petrochem Building, South Campus Softball Program
Foundations	3,000	Foundation Memorial Fund, Veterans Center
Individuals	816	East Harris County Manufacturers Fund, Flickinger Endowed Scholarship, Foundation Memorial Fund, Jennifer Puryear Memorial Scholarship

**Total Donation            528,255**

Employee Contributions	3,286	Brysch Garza Firefighter Scholarship, East Harris County Manufacturers Fund, Food Pantry, Gala, John Locke Memorial, Promise for their Future, San Jac Star, Veterans Center
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**Total Contributions        531,541**

San Jacinto College Foundation Financial Statements  
December 2019

## San Jacinto College Foundation

### Statement of Financial Position

As of December 31, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,677,229	\$1,128,718	\$548,511
Other Funds	-	-	-
Total Checking/Savings	<u>1,677,229</u>	<u>1,128,718</u>	<u>548,511</u>
Accounts Receivable			
Other Receivables	7,500	9,150	(1,650)
Pledge Receivables	170,600	171,600	(1,000)
Scholarship Receivables	0	1,530	(1,530)
Special Events Receivables	16,938	6,630	10,308
Total Accounts Receivables	<u>195,038</u>	<u>188,910</u>	<u>6,128</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	12,015,683	10,545,190	1,470,493
Capital Bank CD	208,572	205,473	3,099
Prosperity Bank	208,461	204,343	4,118
Total SJC Short Term Investments	<u>12,432,716</u>	<u>10,955,006</u>	<u>1,477,710</u>
Total Current Assets	<u>14,304,982</u>	<u>12,272,634</u>	<u>2,032,348</u>
<b>TOTAL ASSETS</b>	<b><u>\$14,304,982</u></b>	<b><u>\$12,272,634</u></b>	<b><u>\$2,032,348</u></b>
<b>LIABILITIES &amp; NET ASSETS</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Grants Payable	38,100	67,165	(29,066)
Programs Payable	33,164	33,414	(250)
Endowments Payable	120,755	83,755	37,000
Scholarship Payables	100,324	206,748	(106,424)
Student Success Payables	121,789	67,069	54,720
Total Accounts Payable	<u>414,132</u>	<u>458,152</u>	<u>(44,020)</u>
Total Current Liabilities	<u>414,132</u>	<u>458,152</u>	<u>(44,020)</u>
Total Liabilities	414,132	458,152	(44,020)
NET ASSETS			
Net Assets Without Donor Restrictions	1,816,239	2,256,188	(439,950)
Net Assets With Donor Restrictions	10,942,377	9,719,870	1,222,507
Net Assets	<u>12,758,615</u>	<u>11,976,058</u>	<u>738,537</u>
Net Income	1,132,235	(161,576)	1,293,811
Total Net Assets	<u>13,890,850</u>	<u>11,814,482</u>	<u>2,076,368</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>\$14,304,982</u></b>	<b><u>\$12,272,634</u></b>	<b><u>\$2,032,348</u></b>

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

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Contributions</b>					
Grant Contributions	0	69,112	(69,112)	91,000	91,000
Endowments	47,343	16,711	30,632	201,600	154,257
Program Sponsorship	758,400	254,081	504,319	300,000	(458,400)
Scholarships	212,755	243,071	(30,316)	698,400	485,645
<b>Total Contributions</b>	<u>1,018,498</u>	<u>582,975</u>	<u>435,524</u>	<u>1,291,000</u>	<u>272,502</u>
<b>Other Income</b>					
Special Events	88,809	112,542	(23,733)	270,000	181,191
Investment Income	171,705	208,047	(36,342)	141,823	(29,882)
Realized Gain / (Loss)	682	(2,674)	3,356	62,500	61,818
Unrealized Gain / (Loss)	395,688	(460,947)	856,636	62,500	(333,188)
<b>Total Other Income</b>	<u>656,884</u>	<u>(143,033)</u>	<u>799,917</u>	<u>536,823</u>	<u>(120,061)</u>
<b>Total Income</b>	1,675,383	439,942	1,235,440	1,827,823	152,440
<b>Expense</b>					
<b>Programs</b>					
Scholarships Awarded	175,491	246,302	70,811	350,000	174,509
Programs Sponsored	179,384	179,614	231	580,000	400,616
Student Success Initiatives	93,920	76,419	(17,501)	150,000	56,080
<b>Total Programs</b>	<u>448,795</u>	<u>502,336</u>	<u>53,541</u>	<u>1,080,000</u>	<u>631,205</u>
<b>Supporting Services</b>					
Bad Debt Expense	0	0	0	2,000	2,000
<b>Supporting Services</b>					
Foundation Expenses	34,725	35,123	398	51,830	17,105
Fundraising Expense	59,028	61,980	2,952	150,000	90,972
Sponsorship Expense	600	2,080	1,480	10,000	9,400
<b>Total Supporting Services</b>	<u>94,353</u>	<u>99,183</u>	<u>4,830</u>	<u>211,830</u>	<u>117,477</u>
<b>Total Expense</b>	<u>543,148</u>	<u>601,519</u>	<u>58,371</u>	<u>1,293,830</u>	<u>750,682</u>
<b>Net Ordinary Income</b>	1,132,235	(161,576)	1,293,811	533,993	(598,242)
Other Income / Expenses					
<b>Increase/Decrease in Net Position</b>	<u>\$1,132,235</u>	<u>(\$161,576)</u>	<u>\$1,293,811</u>	<u>\$533,993</u>	<u>(\$598,242)</u>





Contributions Report  
December 2019

Donors	Amount	Fund
Corporations	214,506	Anchor Watch Foundation, Bob & Doylene Perry Scholarship, Gala, Kroger, Lubrizol, North Campus Baseball Program, Process Technology, San Jac Star, South Campus Baseball Program
Foundations	18,000	Albert & Ethel Herzstein Foundation, Brenda Hellyer Scholarship, North Campus Baseball Program
Individuals	33,971	Alumni, Disaster Relief, Fine Arts Music-Central, Foundation Memorial Fund, Gala, John B "Jack" Niday, Joseph Cantalamessa Scholarship, Kay Moon & Dick Gregg, Pope Cosmetology Scholarship, Promise for their Future, San Jac Star, Unrestricted, Wynell Phelps Scholarship

**Total Donation    266,477**

Employee Contributions	18,180	Barnes & Nobles, Brysch Garza Firefighter Scholarship, David Waters Cosmetology Fund, Food Market, Foundation Memorial Fund, Gala, Jennifer Puryear Scholarship, John Locke Memorial, Petrochem Works, Promise for their Future, San Jac Star, Veterans Center
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**Total Contributions    284,657**

**2008 Bond Program**

Report as of December 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
Sub-total	-	-	-	-	-	-	-	-	-
<b>North</b>									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
Sub-total	-	400,000	400,000	-	400,000	-	-	400,000	-
<b>South</b>									
723917 - SC Welcome Center Reconfiguration	-	590,574	590,574	-	590,574	467,233	31,101	92,240	84.38%
Sub-total	-	590,574	590,574	-	590,574	467,233	31,101	92,240	84.38%
<b>District</b>									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,048,517)	577,743	-	577,743	-	-	577,743	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	242,190	72,260	685,550	31.45%
726811 - A.1/A.2 Building Renovations	-	1,161,000	1,161,000	-	1,161,000	4,180	906,010	250,810	78.40%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
Sub-total	14,676,260	(1,852,494)	12,823,766	(9,595,023)	3,228,743	247,870	982,770	1,998,103	9.60%
<b>2008 Contingency Supplemental Projects</b>									
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	-
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	11,184	237,770	-	100.00%
Sub-total	-	448,954	448,954	-	448,954	11,184	237,770	200,000	55.45%
<b>Supplemental Projects closed</b>									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
721915 - CC Police Vehicles	-	121,623	121,623	-	121,623	-	121,623	-	100.00%
721916 - CC FS Passenger Van	-	78,671	78,671	-	78,671	-	78,671	-	100.00%
721917 - CC FS Pick-Up/Mini Van	-	77,729	77,729	-	77,729	-	77,729	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	-	-	-	-	-	-	-	-
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726912 - Dist MAC Computer Refresh	-	465,934	465,934	-	465,934	-	465,934	-	100.00%
726913 - Dist Dell Lease Refresh/Bond Comp	-	117,569	117,569	-	117,569	-	117,569	-	100.00%
726914 - Dist - System Admin Storage Refresh	-	139,730	139,730	-	139,730	-	139,730	-	100.00%
726915 - Dist Inv/Procure Ford Transit 250	-	63,600	63,600	-	63,600	-	63,600	-	100.00%
726917 - Dist - CPD Evolve Software	-	91,600	91,600	-	91,600	-	91,600	-	100.00%
726918 - Dist Marketing Website Devel	-	161,500	161,500	-	161,500	-	161,500	-	100.00%
726919 - Dist Marketing Printer	-	4,990	4,990	-	4,990	-	4,990	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
Sub-total	-	3,378,762	3,378,762	-	3,378,762	-	3,378,762	-	100.00%
<b>Projects Closed</b>									
Sub-total	280,323,740	(2,965,796)	277,357,944	9,595,023	286,952,967	-	286,952,967	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>726,287</b>	<b>291,583,370</b>	<b>2,690,343</b>	<b>99.09%</b>

## 2015 Revenue Bond Program

Report as of December 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park</b>									
726601 - Generation Park	-	6,787,978	6,787,978	-	6,787,978	6,738,829	48,915	234	100.00%
Contingency (726900)	2,408,355	(2,408,355)	-	-	-	-	-	-	-
<b>Sub-total</b>	2,408,355	4,379,623	6,787,978	-	6,787,978	6,738,829	48,915	234	100.00%
<b>Projects Closed</b>									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722916 - NC - CIT Graphics	-	40,779	40,779	-	40,779	-	40,779	-	100.00%
722917 - NC - CIT Supplemental	-	25,546	25,546	-	25,546	-	25,546	-	100.00%
722918 - NC - CIT Acoustics	-	90,855	90,855	-	90,855	-	90,855	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
<b>Sub-total</b>	47,591,645	(4,379,623)	43,212,022	-	43,212,022	-	43,212,022	-	100.00%
<b>TOTALS</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>6,738,829</b>	<b>43,260,937</b>	<b>234</b>	<b>100.00%</b>

2015 Bond Program									
Report as of December 31, 2019									
Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731601 - CC Petrochemical Center	52,450,000	(1,920,474)	50,529,526	2,258,104	52,787,630	1,432,925	50,383,630	971,075	98.16%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	323,719	6,324,085	982,585	87.12%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	7,946,009	52,241	5,531,325	2,362,444	70.27%
731602 - CC Welcome Center	16,600,000	4,372,067	20,972,067	528,262	21,500,329	3,136,418	16,570,052	1,793,859	91.66%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	37,348	99,169	2,863,484	4.55%
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	2,896,015	1,996,798	52,245,846	8.56%
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,445,280	116,951	519,418	1,808,911	26.02%
731605 - CC Central Access Security	1,852,000	300,260	2,152,260	58,942	2,211,202	96,212	261,474	1,853,516	16.18%
731606 - CC Frels Renovation	1,153,000	2,774,770	3,927,770	-	3,927,770	86,070	3,707,414	134,285	96.58%
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	1,182,792	746,389	10,743,648	15.22%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,669,882)	11,015,118	785,541	11,800,659	127,507	561,759	11,111,393	5.84%
71608A - CC McCollum Center Reno Phase II	-	10,822,154	10,822,154	-	10,822,154	94,618	84,985	10,642,552	1.66%
731609 - CC McCollum North Reno	2,535,000	1,255,457	3,790,457	80,671	3,871,128	27,000	77,570	3,766,558	2.70%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	45,681	31,465	1,647,854	4.47%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	39,999	78,935	2,536,452	4.48%
731612 - CC Stadium and Track Demo	174,000	(112,776)	61,224	5,538	66,762	-	66,762	-	100.00%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	30,111	566,126	564,371	51.37%
731614 - CC Central Plant Upgrades	1,160,000	107,367	1,267,367	36,917	1,304,284	12,047	1,251,300	40,937	96.86%
<b>Sub-total</b>	<b>170,717,000</b>	<b>28,018,954</b>	<b>198,735,954</b>	<b>5,930,125</b>	<b>204,666,079</b>	<b>9,737,654</b>	<b>88,858,656</b>	<b>106,069,769</b>	<b>48.17%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	3,439,458	26,284,458	726,989	27,011,447	5,693,804	18,961,574	2,356,069	91.28%
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	6,970	410,841	497,661	45.64%
732604 - NC Lehr Library Demo	650,000	(447,884)	202,116	20,680	222,796	-	222,796	-	100.00%
732605 - NC North Access/Security	877,000	152,434	1,029,434	27,907	1,057,341	29,569	148,880	878,892	16.88%
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	8,840,858	1,169,243	6,256,377	61.54%
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	6,603,876	656,781	2,027,816	78.17%
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	7,939,159	2,900,708	1,722,926	86.29%
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	39,147	307,590	233,568	59.75%
732610 - NC Underground Utility Tunnel	11,600,000	(7,552,951)	4,047,049	-	4,047,049	105,751	3,911,874	29,424	99.27%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,444,890	3,444,890	-	3,444,890	356,915	2,918,259	169,716	95.07%
<b>Sub-total</b>	<b>78,395,000</b>	<b>(4,900,793)</b>	<b>73,494,207</b>	<b>1,902,837</b>	<b>75,397,044</b>	<b>29,616,050</b>	<b>31,608,546</b>	<b>14,172,448</b>	<b>81.20%</b>
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	(4,026,902)	24,373,098	903,770	25,276,868	6,678,832	16,639,687	1,958,350	92.25%
733602 - SC Cosmetology Center	16,213,000	(1,029,970)	15,183,030	515,950	15,698,980	4,375,481	10,927,051	396,449	97.47%
733603 - SC Longenecker Reno	22,555,000	(3,315,493)	19,239,507	717,760	19,957,267	8,313,214	9,742,867	1,901,185	90.47%
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	58,980	266,097	440,319	42.47%
733605 - SC South Primary Electrical Upgrade	5,800,000	1,673,272	7,473,272	184,571	7,657,843	1,209,164	1,505,480	4,943,199	35.45%
733606 - SC South Access/ Security	599,000	109,255	708,255	19,069	727,324	42,888	161,658	522,778	28.12%
733607 - SC South HW/CW Relocation	10,266,000	(1,196,776)	9,069,224	326,687	9,395,911	2,787,148	596,560	6,012,203	36.01%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	43,379	156,786	960,445	17.25%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	1,413,397	15,216,397	439,253	15,655,650	81,320	447,320	15,127,010	3.38%
733611 - SC Bruce Student Center Reno	10,400,000	(8,677,938)	1,722,062	330,957	2,053,019	-	2,053,019	-	100.00%
733612 - SC HVAC Tech	312,000	3,015,977	3,327,977	177,720	3,505,697	132,638	2,610,197	762,862	78.24%
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	37,838	358,305	184,162	68.26%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,359,191	5,359,191	-	5,359,191	720,362	3,767,539	871,290	83.74%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(12,339,393)</b>	<b>104,098,607</b>	<b>3,695,453</b>	<b>107,794,060</b>	<b>24,481,243</b>	<b>49,232,566</b>	<b>34,080,251</b>	<b>68.38%</b>
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(22,300,000)	5,700,000	-	5,700,000	-	-	5,700,000	-
76603A - MC Maritime Fire Program Relocation	-	1,800,000	1,800,000	-	1,800,000	343,242	352,842	1,103,916	38.67%
<b>Sub-total</b>	<b>28,000,000</b>	<b>(20,500,000)</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>343,242</b>	<b>352,842</b>	<b>6,803,916</b>	<b>9.28%</b>
<b>Generation Park</b>									
726601 - Generation Park	-	6,368,466	6,368,466	-	6,368,466	6,046,173	212,157	110,136	98.27%
<b>Sub-total</b>	<b>-</b>	<b>6,368,466</b>	<b>6,368,466</b>	<b>-</b>	<b>6,368,466</b>	<b>6,046,173</b>	<b>212,157</b>	<b>110,136</b>	<b>98.27%</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	2,866	71,368	10,381,765	0.71%
736604 - Dist Construction Studies	283,820	74,028	357,848	-	357,848	37,357	319,596	896	99.75%
720100 - Program Management - AECOM	-	10,075,202	10,075,202	(9,118,003)	957,199	-	-	957,199	-
720100 - Program Management - Other	-	2,258,104	2,258,104	(2,258,104)	-	-	-	-	-
736601 - Contingency	1,166,180	10,489,432	11,655,612	(152,308)	11,503,304	-	-	11,503,304	-
<b>Sub-total</b>	<b>31,450,000</b>	<b>3,352,766</b>	<b>34,802,766</b>	<b>(11,528,415)</b>	<b>23,274,351</b>	<b>40,223</b>	<b>390,964</b>	<b>22,843,164</b>	<b>1.85%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>70,264,585</b>	<b>170,655,731</b>	<b>184,079,684</b>	<b>56.69%</b>

## Generation Park

Report as of December 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond	6,787,977	-	6,787,977	-	6,787,977	6,738,829	48,915	233	100.00%
929603 - Operational	8,843,556	-	8,843,556	-	8,843,556	237,858	8,528,251	77,448	99.12%
901609 - 2015 Bond	6,368,466	-	6,368,466	-	6,368,466	5,797,291	212,097	359,078	94.36%
901610 - Generation Park Site Infrastructure	4,000,000	-	4,000,000	-	4,000,000	-	-	4,000,000	-
<b>TOTALS</b>	<b>26,000,000</b>	<b>-</b>	<b>26,000,000</b>	<b>-</b>	<b>26,000,000</b>	<b>12,773,978</b>	<b>8,789,263</b>	<b>4,436,759</b>	<b>82.94%</b>

## Repair and Renovation

Report as of December 31, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
F19067 - C11.1110 Surgical Sink Upgrade	-	40,000	40,000	-	40,000	33,524	-	6,476	83.81%
F20001 - CC Central Miscellaneous	-	50,000	50,000	-	50,000	14,004	6,151	29,845	40.31%
F20006 - C14.218 Pantry Market Relocation	-	23,500	23,500	-	23,500	12,750	-	10,750	54.26%
F20008 - CC Library Reconfiguration	-	20,000	20,000	-	20,000	13,253	-	6,747	66.26%
F20025 - C45.1429 Mag Unit Electrical	-	8,920	8,920	-	8,920	8,920	-	-	100.00%
<b>Sub-total</b>	-	142,420	142,420	-	142,420	82,450	6,151	53,818	62.21%
<b>North</b>									
F20002 - NC North Miscellaneous	-	50,000	50,000	-	50,000	-	-	50,000	-
F20011 - N12.203/206 Call Center Renovation	-	97,000	97,000	-	97,000	16,938	-	80,062	17.46%
F20013 - N7 ECHS Dining Hall Audio Visual Upgrade	-	11,000	11,000	-	11,000	10,953	-	47	99.58%
<b>Sub-total</b>	-	158,000	158,000	-	158,000	27,891	-	130,109	17.65%
<b>South</b>									
F18040 - S8 Roof Replacement Design	-	40,643	40,643	-	40,643	37,684	2,959	-	100.00%
F19080 - S7 Roof Replacement Design	-	10,150	10,150	-	10,150	10,150	-	-	100.00%
F20003 - SC South Miscellaneous	-	50,000	50,000	-	50,000	3,160	-	46,840	6.32%
F20005 - S9 HVAC Pipe Supports Design	-	6,300	6,300	-	6,300	1,575	4,725	-	100.00%
F20032 - S11 2nd Floor Carpet Replacement	-	28,000	28,000	-	28,000	27,353	-	647	97.69%
<b>Sub-total</b>	-	135,093	135,093	-	135,093	79,921	7,684	47,487	64.85%
<b>District</b>									
F20004 - Admin Campus Misc.	-	50,000	50,000	-	50,000	13,083	2,096	34,821	30.36%
F20047 - Replace Recycle Receptacles District Wide	-	80,000	80,000	-	80,000	46,905	-	33,095	58.63%
<b>Sub-total</b>	-	130,000	130,000	-	130,000	59,988	2,096	67,916	47.76%
<b>Contingency (720700)</b>									
<b>Sub-total</b>	1,070,684	(589,044)	481,640	-	481,640	-	-	481,640	-
<b>Projects Closed</b>									
F20045 - C14 Chilled Water Line	-	-	-	-	-	-	-	-	-

**BOARD BUILDING COMMITTEE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
January 21, 2020**

Members Present: Marie Flickinger, Dan Mims, and Erica Davis Rouse

Members Absent: John Moon, Jr.

Other Trustees Present: None

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

- I. Dan Mims, Building Committee Chair, called the meeting to order at 3:33 p.m.
- II. Roll call of the Committee members was taken:
  - Marie Flickinger, present
  - Erica Davis Rouse, arrived a few minutes after meeting began
  - Members absent: John Moon, Jr.
- III. Approval of Minutes from the November 19, 2019, Building Committee Meeting
  - D. Mims presented the minutes from the November 19, 2019, Building Committee Meeting.
    - A motion was made by M. Flickinger and seconded by D. Mims to accept the minutes as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
  - Bond Funds
    - Consideration of Approval to Purchase Utility Connection Services for Generation Park
      - This item requests approval for expenditures to Generation Park Management District for water tap and meter installation fees for the Generation Park Phase I building.
      - The installation of domestic water and sanitary sewer utilities to the site are required for operation of College facilities.
      - The estimated expenditure for this request is \$118,310 and will be funded from the 2015 Bond Program.
      - This item was presented without further discussion.
    - Consideration of Approval to Contract for Architectural Services for South Campus Jones Building Renovation
      - This item requests approval to contract with Huitt-Zollars to provide architectural design services for the South Campus Jones Building Renovation project.
      - The architect's proposed fee is seven percent of the construction cost of work

plus allowable reimbursable fees estimated at \$50,000. The estimated construction cost of work is \$15,000,000. The fee proposal is within the Board approved guidelines established for renovation projects in the 2015 Bond Program.

- M. Flickinger inquired as to who the contact is with Huitt-Zollar and requested more details in regards to the renovation. C. Smith provided the design services contacts from Huitt-Zollar as well as elaborated on the detailed renovation projected for the South Campus Jones Building.
- Consideration of Approval to Contract for CPET Extended Site Development
  - This item requests approval to contract with Millennium Projects Solutions, Inc for completion of the Central Campus Center for Petrochemical, Energy, & Technology (CPET) Extended Site Development project.
  - The estimated expenditure for this project is \$531,000 including contingency funds and will be funded from the 2015 Bond Program.
  - This item was presented without further discussion.
- Consideration of Approval to Contract for Maritime Expansion
  - This item requests approval to contract with Construction Masters of Houston for the Maritime and Fire Technology Programs Expansion project.
  - The estimated expenditure is \$1,047,600, including contingency funds, and will be funded from the 2015 Bond Program.
  - This item was presented without further discussion.
- Consideration of Approval of Method for Asbestos Abatement of Central Campus Ball and Anderson
  - This item requests approval to use the competitive sealed proposals (CSP) procurement method for asbestos and lead abatement services at the Central Campus Ball and Anderson Buildings.
  - The CSP procurement method is recommended as it has proven to be effective for projects of this size and complexity.
  - D. Mims inquired as to whether there were other companies in the industry who do this type of abatement work.
  - C. Smith noted that this work is required by law to be conducted by a licensed abatement consultant as well as a licensed abatement contractor.
- Operating Funds
  - Consideration of Approval of Method for College Wayfinding Signs and Maps
    - This item requests approval to use the competitive sealed proposal (CSP) procurement method for updating wayfinding exterior signage at the Central, North, and South Campus.
    - Due to the construction of new buildings and demolition of existing buildings and structures funded from the 2015 Bond Program, updates to wayfinding signage is needed. The project will be completed in multiple phases:
      - Phase I of the project included the replacement of the campus monument signs, with work currently underway.
      - This request is for Phase II, which will include updating exterior directional signs and campus maps at the Central, North, and South Campuses.



- Phase III will address needed interior room, fire egress, parking lot, and traffic signs.
- The estimated expenditure for Phase II is \$500,000. This expenditure will be funded from the 2008 Bond Program funds.
- This item was presented without further discussion.

## V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
  - Safety Metrics
    - There were four safety events noted this month.
      1. An electrician suffered a burn to his index finger at the South Campus Engineering and Technology Building when he violated numerous safety procedures. This incident resulted in disciplinary action for the employee and a reaffirmation of subcontractor job site work procedures.
      2. A subcontractor injured his hand when using a hole saw to cut through a box, resulting in five stitches and three days of lost time.
      3. The College incurred property damage at the Davison Building when a demolition contractor cut through lines which resulted in temporary disabling of the fire and elevator alarms at both Ball and Anderson Buildings. The contractor covered all costs to restore operations.
      4. An incident occurred at the North Campus Cosmetology Center in November when a contractor broke a water line. The line was shut down and repaired without further damage to the College.
  - Schedule Updates
    - The majority of the Bond projects remain on schedule with the exception of Generation Park. The Generation Park project is still striving for the August 1, 2020 completion date.
    - Eleven Bond projects are currently open.
  - Progress Updates
    1. Central Campus – CPET Extended Site
      - Detailed proposed construction design updates were provided to the Committee with emphasis placed on the traffic loop at the projected Fairmont Parkway entrance.
      - M. Flickinger expressed concern regarding the proposed design layout of the master plan, specifically, the lake and detention requirement and future building placement. B. Hellyer noted the design is subject to change, and is at least ten years out from construction. The master plan was a vision and largely attempted to allocate land usage for the future, but all future decisions would be based on a reassessment. B. Hellyer reminded the Committee that the current discussion is only in regards to the Fairmont Parkway entrance loop. After further discussion, M. Flickinger and D. Mims agreed that the road will not negatively impact future growth and development of the site.
    2. Central Campus – Welcome Center
      - Detailed construction updates were provided to the Committee. Completion date is nearing with move in projected for mid-February 2020.

- Minor revisions are occurring to satisfy the Fire Marshal.
  - Parking lot damage from construction activities was repaired.
3. Central Campus – Welcome Center Extended Site
    - This project is still in design and will require moving the flow of traffic as well as adding new wayfinding signs to make the entrance more intuitive for guests to find the Welcome Center. The College is working with the City of LaPorte to consider creating a new entrance south of Oakhaven that would lead directly to the front of the Welcome Center.
  4. Central Campus – Classroom Building
    - Detailed construction updates were provided to the Committee.
    - Inquiries were sent out to twenty-one mass timber manufacturers from around the world and Tellepsen has completed their initial review with four preliminary proposals selected for further development. All four firms will be interviewed next week. E. Davis Rouse inquired about where the four proposals that are under review originated. C. Smith noted that one manufacturer is from Australia, and the other three are from Canada.
    - The College, along with the City of Pasadena, will be hosting a Texas Gulf Coast Mass Timber Conference on February 11 and 12, 2020.
  5. Central Campus – Davison Building
    - Detailed construction updates were provided to the Committee.
    - Completion date is still targeted for August 2020.
  6. Central Campus – McCollum Building
    - Detailed construction updates were provided to the Committee.
    - Programming for the McCollum building renovation is complete.
  7. North Campus – Cosmetology Center
    - Detailed construction updates were provided to the Committee.
    - The culinary teaching lab is in the process of finalizing the inspection by the Harris County Fire Marshal. This process has delayed the move in which is now scheduled for February 5, 2020.
  8. North Campus – Spencer Building
    - Detailed construction updates were provided to the Committee.
    - Work on the second floor is essentially complete and this building is entering into its final phase of construction.
    - Fire Marshal Inspection was delayed and the projected move in date is scheduled for February 5, 2020.
  9. South Campus – Engineering and Technology Building
    - Detailed construction updates were provided to the Committee.
    - Interior finishes are moving at a rapid pace. Move in is projected for February 24, 2020.
  10. South Campus – Cosmetology Center
    - Detailed construction updates were provided to the Committee.
    - Move in is projected for January 27, 2020.
  11. South Campus – Longenecker Renovation
    - Detailed construction updates were provided to the Committee.
    - Phase one of this project is complete with students and staff in occupancy.
    - Phase two of this project has begun.

12. South Campus – Electrical Upgrade
    - Detailed construction updates were provided to the Committee.
  13. South Campus – Chilled Water Infrastructure
    - Detailed construction updates were provided to the Committee.
  14. South Campus – Domestic Water Project
    - Two bids for the Domestic Water project were received on December 10, 2019 and are under review by the College’s Purchasing department.
  15. Generation Park –
    - Detailed construction updates were provided to the Committee.
    - Project completion is still projected for August 1, 2020.
    - Local leasing space has been vetted for Generation Park’s fall registration.
    - E. Davis Rouse inquired about the College’s efforts to promote the new campus. B. Hellyer provided information regarding career focus groups and community relationship development.
    - B. Hellyer also noted that the College would not be offering dual credit courses during the first year of occupancy.
- Financial Updates
    - 2008 Bond –This report was presented with no comments.
    - 2015 Revenue Bond – This report was presented with no comments.
    - 2015 Bond – This report was presented with no comments.
    - Generation Park - This report was presented with no comments.
  - Operating Funds (Discussion led by Bryan Jones)
    - Safety Metrics
      - There were no safety incidents reported this month.
      - The College incurred one incident at the South Campus Science Building in December 2019 when a water leak was discovered and repaired.
    - Schedule Updates
      - The report was presented with no comments.
    - Progress Updates
      - The campus-wide Recycling Project is progressing on target.
      - The EDGE Center Phase II approval to the city package has been submitted.
    - Financial Updates
      - Repair and Renovation – This report was presented with no comments.
- VI. Status of Delegation Of Authority
- An updated report on status of delegation of authority was presented with no comment.
- VII. Adjournment – The meeting adjourned at 4:38 p.m.

**Action Item “IX”**  
**Regular Board Meeting January 27, 2020**  
**Consideration of Approval of Amendment to the 2019-2020 Budget**  
**for Restricted Revenue and Expenses Relating to Federal and State Grants**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an amendment to the 2019-2020 budget for restricted revenue and expenses related to grants.

**BACKGROUND**

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

**IMPACT OF THIS ACTION**

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

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

Restricted revenues and restricted expenses will each be increased by \$10,000, so the net impact on the College budget is zero.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1- Budget Amendments-01-27-20

Attachment 2- Grant Detail-01-27-20

**RESOURCE PERSONNEL**

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SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
January 27, 2020

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Agriculture/University of Texas at El Paso - Wheels of Change (Additional Funds)</u>					
Federal Grant Revenue	531002	56700	554100	110000	(10,000)
PT - Extra Service Agreement	531002	56700	614200	360931	2,400
Fringe Benefits	531002	56700	651000	360931	205
Travel	531002	56700	721000	360931	6,442
Contractual Svcs - Indirect Costs	531002	56700	731500	620909	953
					\$ -
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 Agriculture		\$ 10,000	
		\$ 10,000	

January 27, 2020 Board Book – Grant Amendments Detail List

U.S. Department of Agriculture/University of Texas at El Paso – Wheels of Change (Additional Funds)

This grant program is to develop and implement modules for engineering applications in the agriculture sciences in at least two courses. Six students per year, who indicate high interest in the agriculture sciences, are recruited from these courses to participate in program cohort activities in the local community and receive a stipend. The additional grant funds will cover the costs of student stipends, Grant Principal Investigator (PI) stipends, cohort activities in the community, and student visits to the agricultural labs of the four-year partner institution, Texas A&M University, Kingsville.

**Action Item “X”**  
**Regular Board Meeting January 27, 2020**

**Consideration of Approval of Policy III.3003.A, Ethical Conduct & Conflicts of Interest**  
**- Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revised policy on Ethical Conduct and Conflicts of Interest.

**BACKGROUND**

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

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

Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to ‘sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation without utilizing the procedures outlined in this policy.’ Under that authority, the proposed edits to Policy III.3003.A, Ethical Conduct and Conflicts of Interest were temporarily effective as of November 19, 2019. Per Policy II.2001.A, to become permanent, these changes followed the normal policy review process with a first reading by the Board on December 2, 2019 and an opportunity for the College community to provide feedback.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on December 3, 2019 through December 20, 2019. One comment was received which resulted in minor grammatical changes to the policy and procedure (see attachment 3 – track changes).

**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.

**ATTACHMENTS**

Attachment 1 – Summary of Changes

**Action Item “X”**  
**Regular Board Meeting January 27, 2020**

**Consideration of Approval of Policy III.3003.A, Ethical Conduct & Conflicts of Interest**  
**- Second Reading**

Attachment 2 - Policy III.3003.A, Ethical Conduct and Conflicts of Interest (current policy)  
Attachment 3 – Policy III.3003.A, Ethical Conduct and Conflicts of Interest (proposed policy  
– track changes)

**Informational Items Only:**

Attachment 4 – Policy IV-B-3-b, Employee Harassment  
Attachment 5 – Policy II.2000.A, Policy and Procedure Development, Review, Revision, and  
Rescission

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

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

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

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

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **No change**

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Director, Internal Audit

### Summary of Changes:

#### *Policy Changes*

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

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

#### *Procedure Changes*

None

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

**Purpose**

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

**Policy**

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

**Definitions**

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

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

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

**Associated Procedures**

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

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

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

**Purpose**

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

**Policy**

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

**Definitions**

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

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

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

**Associated Procedures**

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

Date of Board Approval	October 1, 2018 <u>The inserted clarification is effective on a temporary basis as of November 19, 2019, under the Chancellor's authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the normal standard policy review process at the next regularly scheduled meeting of the Board.</u>
Effective Date	<del>October 2</del> <u>November 19</u> , 201 <u>9</u> <del>8</del>
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Internal Audit

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

### **1. INTRODUCTION**

It is the policy of the San Jacinto College to provide an educational, employment, and business environment free of discrimination based on protected status: race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. Trustees, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination.

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

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

### **2. POLICY**

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

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

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

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

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

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

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

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

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

### **RETALIATION IS PROHIBITED**

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

Attachment 4 – Informational item

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

COMPLAINTS AGAINST DISTRICT OFFICIALS AND BOARD MEMBERS

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

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

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

### **Purpose**

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

### **Policy**

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

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

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

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

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

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

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

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

## **Definitions**

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

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

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

## **Authority**

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

## **Applicability**

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

## **Sanctions**

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

## **Exclusions**

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

## **Interpretation**

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

## **Associated Procedures**

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

Attachment 5 – Informational Item

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



**Action Item “XI”  
Regular Board Meeting January 27, 2020  
Consideration of Approval of Interlocal Agreement with  
Texas A&M Engineering Extension Service**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an interlocal agreement between San Jacinto Community College District and Texas A&M Engineering Extension Service (TEEX).

**BACKGROUND**

In accordance with Subchapter B, Section 791.011 of the Texas Government Code a governmental entity may enter into an interlocal contract with another governmental entity that makes purchases or provides purchasing services. Use of an interlocal contract between two or more such parties is one of the approved methods of procurement for the College in accordance with Section 44.031 (4) of the Texas Education Code.

**IMPACT OF THIS ACTION**

The purpose of the interlocal agreement will allow the continuing and professional development department to procure instructional services provided by TEEX for industry requested OSHA safety training courses offered as part of the department’s regular course offerings.

**BUDGET INFORMATION**

Once the interlocal is approved, the estimated annual expenditure with this supplier is \$60,000. This expenditure will be funded from the fiscal year 2019-2020 continuing and professional development health and safety occupations operational budget, and subsequent year budgets as approved.

**MONITORING AND REPORTING TIMELINE**

The agreement shall remain in effect for one (1) year, commencing on the effective date and will automatically renew on an annual basis for a duration not to exceed ten (10) years, unless terminated in writing by either party.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**Action Item “XII”**  
**Regular Board Meeting January 27, 2020**  
**Consideration of Approval of Memorandum of Understanding with**  
**Sheldon ISD for Early College High School**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the Memorandum of Understanding (MOU) between the San Jacinto Community College District (SJCCD) and the Sheldon Independent School District (Sheldon ISD) for the Early College High School, in order to further the College’s Dual Credit Program Goals which are set forth in the MOU.

**BACKGROUND**

Law permits a public school district and public college to collaborate to provide concurrent enrollment for academic dual credit consisting of a course of study combining high school courses and college-level courses during grades 9 through 12 for students who are at risk of dropping out of school (as defined in Section 29.081 of the Texas Education Code), who wish to accelerate completion of the high school program, and who might not otherwise go to college.

In 2012-2013, Sheldon ISD Early College High School (ECHS) began serving approximately 110 9<sup>th</sup> grade students. A total of 382 9<sup>th</sup> through 12<sup>th</sup> grade students were enrolled in the fall 2019. Since inception, a total of 149 associate degrees have been awarded to Sheldon ISD ECHS students.

The Sheldon ISD ECHS adds approximately 110-120 students in grade nine on an annual basis, with a maximum enrollment not to exceed 500 students. The 9<sup>th</sup> and 10<sup>th</sup> grade students attend classes at C.E. King High School, and the 11<sup>th</sup> and 12<sup>th</sup> grade students attend classes at both SJCCD’s North campus and C.E. King High School.

The purpose of this agreement is to continue the operation of the Sheldon ISD ECHS, which consists of a four-year high school program with a college component that complies with all applicable law (“Program”). The Program provides a small school environment with a highly rigorous program of study and support.

SJCCD and Sheldon ISD are committed to ensuring the success of students by aligning the Sheldon ISD ECHS with the following statewide dual credit goals:

- a. SJCCD and Sheldon ISD will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit/concurrent enrollment. Examples of information shared and provided include i) dual credit courses offered and their alignment with the SJCCD general education undergraduate core and academic major requirements; ii) tuition and fee schedules; iii) informational sessions for students and parents on dual credit opportunities and benefits; iv) dual credit sessions for high school counselors; and v) collaboration between Sheldon ISD and SJCCD on a marketing campaign.

**Action Item “XII”**  
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- b. SJCCD will provide dual credit/concurrent enrollment students with supports for a successful transition to SJCCD such as orientation for students and parents and a degree plan for the desired major.
- c. SJCCD will provide dual credit/concurrent enrollment students with services and supports to enhance their opportunities for successfully completing a course and make timely progress toward earning an associate’s degree. These services include supports such as academic advising and tutoring.
- d. SJCCD will work to ensure the quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses by reviewing instruction provided by SJCCD faculty and facilitating communication between SJCCD faculty and administrators and Sheldon ISD administrators to develop student success support systems.

**IMPACT OF THIS ACTION**

Approval of this MOU will allow the operation of the Sheldon ISD ECHS to continue with more clearly defined parameters for the College and for the ISD.

**BUDGET INFORMATION**

Tuition and fee waivers will be allowed at the Board-approved rate. All elements related to operation of the Sheldon ISD ECHS are contained within the fiscal year 2020 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution, and shall expire on July 31, 2022, with the option of a one-year extension.

**ATTACHMENTS**

Attachment 1 - Memorandum of Understanding – Sheldon ISD ECHS

**RESOURCE PERSONNEL**

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**MEMORANDUM OF UNDERSTANDING  
SHELDON EARLY COLLEGE HIGH SCHOOL**

This Memorandum of Understanding (“**MOU**” or “**Agreement**”) is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas, (“**SJCCD**”) and the **Sheldon Independent School District**, a Texas public independent school district established by law and political subdivision of the State of Texas, (“**Sheldon ISD**”) with an effective date of \_\_\_\_\_, 2020 (“**Effective Date**”). Individually, SJCCD and Sheldon ISD are referred to herein as “**Party**” and collectively as “**Parties**.”

**RECITALS**

**WHEREAS**, SJCCD and Sheldon ISD have established a ECHS program referred to as **Sheldon Early College High School** (“**Sheldon ECHS**”) as further described in this Agreement; and

**WHEREAS**, the Sheldon Early College High School will continue operation under the terms and conditions set forth in this Agreement ; and

**WHEREAS**, the Parties intend to operate in accordance with the statewide dual credit goals established by the Texas Higher Education Coordinating Board (“**THECB**”) and TEA in accordance with Section 28.009 (b-1) and (b-2) of the Texas Education Code.

**NOW THEREFORE**, for the mutual promises and covenants contained herein and other good and valuable consideration, the Parties agree as follows:

**AGREEMENT**

1. **Incorporation**. The foregoing recitals and any and all exhibits attached hereto are incorporated into this Agreement for all purposes.

2. **Background and Purpose**. In 2012-2013, the Parties began serving approximately 110 9<sup>th</sup> grade students at the Sheldon ECHS. Applicable Law (as hereinafter defined) permits a public school district and public college to collaborate to provide concurrent enrollment for academic dual credit consisting of a course of study combining high school courses and college-level courses during grades 9 through 12 for students who are at risk of dropping out of school (as defined in Section 29.081 of the Texas Education Code), who wish to accelerate completion of the high school program, and who might not otherwise go to college. The purpose of this Agreement is to establish the rights and obligations of the Parties with respect to the operation of the Sheldon ECHS, which consists of a four-year high school program with an early college component that complies with all Applicable Law (“**Program**”). The Program will provide a small school environment with a highly rigorous program of study and support programs that enable

participating students to achieve the Distinguished Level of Achievement on their high school diploma and complete the Texas Higher Education Coordinating Board core curriculum (as defined by the Texas Administrative Code) or an Associate's degree or at least 60 credit hours toward a baccalaureate degree during grades 9-12. Additionally, Sheldon ECHS will provide advanced academic opportunities including college and career counseling and may provide service learning and workplace internships. Sheldon ECHS will continue to add approximately 100-110 students in grade nine on a yearly basis, with a maximum enrollment not to exceed 500 students. The 9<sup>th</sup> and 10<sup>th</sup> grade Sheldon ECHS students will attend classes at Sheldon Early College High School, and the 11<sup>th</sup> and 12<sup>th</sup> grade students will attend classes at SJCCD's North campus. SJCCD and Sheldon ISD are committed to ensuring the success of dual credit students by aligning the Sheldon ECHS program with the following statewide dual credit goals:

- a. SJCCD and Sheldon ISD will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit/concurrent enrollment. Examples of information shared and provided include i) dual credit courses offered and their alignment with the SJCCD general education undergraduate core and academic major requirements; ii) tuition and fee schedules; iii) informational sessions for students and parents on dual credit opportunities and benefits; iv) dual credit sessions for high school counselors; and v) collaboration between Sheldon ISD and SJCCD on a marketing campaign.
- b. SJCCD will provide dual credit/concurrent enrollment students with supports for a successful transition to SJCCD such as orientation for students and parents and a degree plan for the desired major.
- c. SJCCD will provide dual credit/concurrent enrollment students with services and supports to enhance their opportunities for successfully completing a course and make timely progress toward earning a baccalaureate degree. These services include supports such as academic advising and tutoring.
- d. SJCCD will work to ensure the quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses by reviewing instruction provided by SJCCD faculty and initiating communication between SJCCD faculty and Sheldon ISD administrators.

3. **Applicable Law.** The Parties agree to operate the Program and Sheldon Early College High School in compliance with the applicable federal, state, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, (a) the following federal statutes as may be amended: Title VI of the Civil Rights Act of 1964; 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; the Family Educational Rights and Privacy Act of 1974 ("**FERPA**"); Title IV of the Higher Education Act of 1965; and Individuals with Disabilities in Education Act; (b) the Texas constitution; (c) applicable provisions of the Texas Education Code, including, without limitation, Section 29.908 and Chapter 39; (d) State and federal laws regarding the reporting of any and all alleged child abuse, school-related crimes, and sexual molestation of students; (e) applicable provisions of the Texas Penal Code and Texas Family Code; (f) State record retention laws; (g) applicable provisions of Title 19 of the Texas Administrative Code, including, without limitation,

Chapter 4, Subchapters D and G; Section 102.1091; and Chapters 110-125; (h) TEA guidelines and requirements, including, the Student Attendance Accounting Handbook (“**Attendance Handbook**”) and the Financial Accountability System Resource Guide; and (i) Texas Higher Education Coordinating Board (“**THECB**”) guidelines and requirements, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual (“**LDACGM**”) and the Workforce Education Course Manual (“**WECM**”). The Parties agree to operate the Program and Sheldon Early College High School in compliance with applicable SJCCD and Sheldon ISD board policies and procedure and policies and procedures that may be agreed upon by the Parties and approved for the Sheldon Early College High School. The Parties agree to comply with all requirements of TEA and any additional requirements for the Program adopted by the THECB. The foregoing as set forth in this Section 3 and any other laws, rules, and guidelines applicable to the subject matter of this Agreement collectively shall be referred to as "**Applicable Law**" or "**Applicable Laws**" when used herein.

4. **Term.** Subject to annual approval as required by law or by TEA or THECB, the term of this Agreement shall commence on the Effective Date (“**Commencement Date**”) and shall expire on July 31, 2022 (“**Expiration Date**”). Notwithstanding the foregoing, both Parties acknowledge and agree that a condition precedent to a Party’s signing the Agreement is approval of the Agreement by that Party’s governing board. The time period between the Commencement Date and the Expiration Date shall be referred to as “**Initial Term**.” Upon mutual written agreement by the Parties and approval as may be required by the Parties’ governing boards, TEA, and THECB, this Agreement may be extended for a one-year renewal term (“**Renewal Term**”). As used in this Agreement, the term “**Term**” shall mean the Initial Term, the Initial Term as may be extended by the Renewal Term, or such shorter period of time in the event of termination of this Agreement as set forth in Section 17.

5. **Governance.**

a. **Governing Structure.** The governing structure of the Program shall include the appointment of an Advisory Council as described below.

b. **Sheldon Early College High School Leadership.** Sheldon ECHS will be managed daily by the Sheldon ISD. SJCCD will provide a representative to participate in the process of interviewing the Sheldon Early College High School Principal, who shall be an employee of Sheldon ISD. Sheldon ISD will provide a representative to participate in the process of interviewing the SJCCD Dual Credit Director and SJCCD Educational Planner, who shall be SJCCD employees. SJCCD shall designate a person to serve as liaison with Sheldon ISD (“**SJCCD Liaison**”) as it relates to the Sheldon Early College High School. The SJCCD Liaison will cooperate with and facilitate communication between the Sheldon ISD and SJCCD. The SJCCD Liaison will meet with the person appointed by Sheldon ISD to serve as liaison for the Program (“**Sheldon ISD Liaison**”) and other representatives as may be needed to support the Sheldon Early College High School.

6. **Sheldon Early College High School Organization.**

a. Policies and Procedures. Except for building use policies of the entity on whose campus the Program is in operation and as may be otherwise set forth in this Agreement or required by Applicable Law, the policies and procedures relating to the high school portion of the Program and Sheldon Early College High School shall be governed by the Sheldon ISD policies and regulations, including the Sheldon ISD Code of Student Conduct. All policies relating to the college courses and college services portion of the Program and Sheldon Early College High School shall be governed by the SJCCD policies and procedures.

b. Sheldon ECHS Advisory Council. An advisory committee (“**Advisory Council**”) comprised of representatives from SJCCD, Sheldon ISD, and community/business Partner(s) agreed upon by the Parties, as well as parents and students will meet regularly and as needed to facilitate communication regarding the Program design and governance, evaluate operational, curricular, and instructional activities; develop annual reports; outline and plan improvements; and enhance collaboration to ensure implementation of the Program in accordance with this Agreement, Applicable Law, and expectations of the Parties for the Program. Members of the Advisory Council will include the Sheldon ISD Superintendent of Schools, Chief Academic Officer, Chief Administrative Officer, Sheldon ECHS Dean of Instruction, Executive Director of Advanced Academics and CTE, Assistant Superintendent of Administrative Services, C.E. King High School Principal, and Sheldon ECHS Counselor. SJCCD members of the Advisory Council include the Chancellor and/or Deputy Chancellor and President, Associate Vice Chancellor for Student Success Partnerships, President or Provost of the San Jacinto College North Campus, Director of Dual Credit (North Campus), and a Dual Credit Coordinator. Parent representatives, student representatives, and Community/Business Partner(s) will be agreed upon by Sheldon ISD and SJCCD. Representatives of the Advisory Council are subject to change as advised and agreed upon by the existing Advisory Council members. The Sheldon ECHS parent representatives will be elected following the first parent-student meeting of the academic year through an onsite nomination/election process. The term of office for the parent representative will be one year. Student representatives to the Advisory Council will be elected following the first parent-student meeting of the year through an onsite nomination/election process. The term of office for the student representatives will be one year. Sheldon ECHS student representatives will be afforded the opportunity to address the Advisory Council during each council meeting. During the Term, the Advisory Council will conduct an annual review of this Agreement for the purpose of program evaluation and recommendation of proposed improvements based on Sheldon ECHS needs. Specifically, the Advisory Council will meet to:

- i. Develop and implement academic and professional policy as related to Sheldon ECHS;
- ii. Develop and implement budgets and financial policy as related to Sheldon ECHS;
- iii. Supervise annual evaluation and effectiveness of the Program;
- iv. Ensure adherence to Applicable Laws that affect the safety and well-being of students enrolled in the Sheldon ECHS;

- v. Review the Agreement, approve course equivalency crosswalk and articulation agreements, and suggest revisions on an annual basis or as needed; and
- vi. Communicate progress to the governing boards of Sheldon ISD and SJCCD.

7. **Instructional Calendar.** The Sheldon ECHS will follow a schedule that offers college and high school courses simultaneously. The SJCCD Liaison will plan and schedule college level courses collaboratively with the Sheldon ECHS Dean of Instruction. For college level courses taken for credit at either the Sheldon Early College High School location or the SJCCD location, the instructional calendar will follow the SJCCD instructional calendar. When a scheduling conflict exists in the instructional calendars of Sheldon ISD and SJCCD in which Sheldon ISD requires student attendance but SJCCD does not provide an instructional day, the Sheldon ISD assumes responsibility for the students to meet the attendance requirements of Applicable Law. The instructional calendar for the high school portion of Sheldon ECHS will be based on the Sheldon ISD calendar and comply with all related TEA regulations for attendance. Where allowed by Applicable Law, including, without limitation, Section 29.0822 of the Texas Education Code and 19 Texas Administrative Code § 129.1027, and further subject to approval of both Parties, the Sheldon ECHS calendar may vary from that set forth herein in order to best fit the needs of students and reasonably interrelate with the respective academic calendars.

8. **Sheldon Early College High School Facilities.**

a. **Sheldon ISD Facilities.** The 9<sup>th</sup> and 10<sup>th</sup> grade portion of the Sheldon Early College High School will be located in a dedicated area at the C.E. King High School premises (“**Sheldon Early College High School Facility**”) and will serve as a small learning community. The Sheldon Early College High School Facility includes core learning classrooms, as well as administrative and student support areas. Sheldon Early College High School will maintain the goal of creating a college culture. Sheldon ISD will provide work space at the Sheldon Early College High School Facility for Sheldon Early College High School faculty and SJCCD instructors involved in the Program. In addition to the designated Sheldon Early College High School Facility at C.E. King High School, Sheldon Early College High School students will have access and use of the C.E. King High School library, cafeteria, College and Career Center, fine arts facilities, athletic facilities, and extra-curricular activities as needed and appropriate. Sheldon ISD shall be responsible for maintenance and operations at C.E. King High School, including the Sheldon Early College High School Facility.

b. **SJCCD Academic and Administrative Facilities.** For the 11th and 12th grade components of the Program, and according to students’ high school graduation plans, Sheldon Early College High School students will attend classes at the SJCCD North Campus (“**SJCCD ECHS Facility**”). The SJCCD ECHS Facility will include one parking space marked



for use by the Sheldon ISD Liaison or other Sheldon ISD employee who visits the Sheldon Early College High School at SJCCD.

c. Child Nutrition Services at SJCCD. SJCCD will designate an area of the SJCCD North Campus to be used for Sheldon ISD Child Nutrition personnel and service vehicles to deliver and distribute food, if needed, to Sheldon Early College High School students. Sheldon ISD shall be responsible for Sheldon ISD Food Service Personnel and for all food prepared and served by their personnel to Sheldon Early College High School students at SJCCD. Sheldon ISD is responsible for meeting all federal and state regulations for providing food services to Sheldon Early College High School students, including those students qualifying for the free and reduced meal program. SJCCD assumes no liability for lost or stolen money. Sheldon ISD will assume responsibility for arranging appropriate security for transporting the monies from a safe, secure area at the SJCCD ECHS Facility to Sheldon ISD following Sheldon ISD policy, procedures, and guidelines.

d. Other SJCCD Accessibility. Subject to availability and SJCCD building use and other applicable policies and procedures, SJCCD will provide to students and employees of the Sheldon Early College High School reasonable access to all North Campus buildings, including the student center, Center for Academic Student Achievement tutoring center, disability services, career counseling, computer labs, library, bookstore, extracurricular activities, clubs, organizations, rooms for meetings, socialization, and cultural events sponsored by and/or associated with Sheldon Early College High School. Access for facilities, services, and resources will be addressed by the Sheldon Early College High School Advisory Council and SJCCD Dual Credit Office.

e. Student Identification. Sheldon Early College High School students will have both a Sheldon ISD and SJCCD Identification Card, which provide access to the Sheldon Early College High School Facility and the SJCCD ECHS Facility and resources available to students enrolled at these institutions.

## 9. Sheldon Early College High School Faculty.

a. Faculty for High School Courses. To teach high school level courses in Sheldon Early College High School, Sheldon ISD instructors must meet State certification requirements in their subject area(s) to teach in the State of Texas and be designated as highly qualified. Sheldon Early College High School instructors teaching non-college level courses will be selected based on previous teaching experience and success with a preference for those who have pedagogical and content expertise, have proven themselves successful in improving achievement with at-risk students, can model collegial vocabulary and behaviors, and have credentials to teach college courses. Sheldon Early College High School instructors teaching non-college level courses will be supervised by Sheldon ISD. Sheldon ISD employees assigned to the Sheldon Early College High School will be evaluated annually by Sheldon ISD according to Applicable Law, Sheldon ISD policies and procedures, and criteria established by the Texas Teacher Evaluation and Support System (or any successor system adopted by Sheldon ISD) and by the Advisory Council to the extent not in conflict with the foregoing.

b. Faculty for College-Level Courses. SJCCD shall be responsible for selecting instructors for all college courses. These instructors will be either

- i. regularly employed faculty members of SJCCD, or
- ii. part-time faculty that meet the same standards, including minimal requirements of the Southern Association of Colleges and Schools: Commission on Colleges (SACS-COC) who meet the approval procedures used by SJCCD to select faculty responsible for teaching the same courses on the college campus, or
- iii. high school faculty who meet those SACS-COC minimal requirements who are approved by SJCCD to teach college courses at the Sheldon Early College High School campus.

SJCCD shall supervise and evaluate instructors of college courses taught to high school students using the same or comparable procedures used for faculty at the main campuses of SJCCD. SJCCD shall ensure that a college course taught to ECHS students at the high school campus will be equivalent with respect to curriculum, materials, instruction, and method/rigor of student evaluation to the same courses taught on the college campus.

c. Sheldon Early College High School instructors teaching college level or dual credit courses must be employed SJCCD faculty members, meet the same standards of SACS-COC for college-level instructors, including, without limitation, holding a master's degree in their content area. SJCCD shall select its instructors who teach the college courses in which Sheldon Early College High School students are enrolled based upon their previous experience and success in teaching freshman courses, developmental and accelerated courses, and dual-enrollment courses. When a college instructor from SJCCD is absent from teaching a college course to ECHS students at Sheldon Early College High School, SJCCD is responsible, to the best of its ability, for ensuring that qualified substitute instructors employed by SJCCD conduct class. It is the responsibility of SJCCD to communicate with and secure substitutes and to ensure that substitutes have met the Sheldon ISD security clearance required of regularly scheduled SJCCD instructors of Sheldon Early College High School students at the Sheldon Early College High School Facility. SJCCD shall supervise instructors who teach the college courses in which Sheldon Early College High School students are enrolled, including any adjunct faculty as described in Section 9.b, in accordance with SJCCD policies and procedures. SJCCD employees assigned to the Sheldon Early College High School will be evaluated annually by SJCCD according to Applicable Law, SJCCD policies and procedures, and criteria established by the Advisory Council to the extent not in conflict with the foregoing. SJCCD will share data regarding the college instructors with Sheldon ISD.

d. Salaries of Sheldon Early College High School Instructors. Each Party shall be responsible for the payment of the salary, benefits, and employment taxes of its respective employees performing services for or at the Sheldon Early College High School. High school faculty teaching college courses during their normal workday at Sheldon ISD will be compensated by Sheldon ISD. SJCCD will pay Sheldon ISD its adjunct rate for college courses taught by high

school faculty during their normal workday. High school faculty that teach as part-time faculty for SJCCD outside of their normal workday will be compensated directly by SJCCD.

e. Professional Development. Sheldon ISD and SJCCD have a history of cooperation in staff development to support P-16 initiatives to ensure student success throughout all academic transitions and institutions. The Gulf Coast Partners Achieving Student Success, the Sheldon Early College High School program, and the Texas Regional Pathways Network are collaborative efforts between SJCCD and Sheldon ISD that have persisted in developing a college going culture. The Sheldon Early College High School builds on that history of cooperation. In addition to common planning time during the day, SJCCD and Sheldon ISD will provide time for the Sheldon Early College High School teachers, whether teaching non-college level courses or college level courses, to collaboratively create and implement a rigorous academic program. To ensure alignment, Sheldon ISD teachers assigned to the Sheldon Early College High School will have the opportunity to meet with SJCCD faculty and observe instruction of college level courses in preparation for teaching pre-requisite courses not offered at SJCCD, and likewise, SJCCD instructors will have the opportunity to visit Sheldon Early College High School classrooms taught by Sheldon ISD faculty to support college level rigor in prerequisite classes taught at the Sheldon Early College High School. Professional development for cross-over learning and collaboration will occur throughout the academic year and will be planned by the Sheldon Early College High School Principal and the SJCCD Liaison. Such professional development can be facilitated by either Party and will include but is not limited to methods for developing a college-going culture; orientation regarding the Sheldon Early College High School mission, culture, support systems, student population, and performance measures; college transition activities; a common instructional framework; student expectations; and data analysis. Both SJCCD and Sheldon ISD will share in the responsibility of assisting parents in preparing students for a “college going” and “college ready” culture. Additionally, members will become well-versed in the accountability metrics used by Sheldon ISD and SJCCD. Each Party shall also provide other professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees.

#### 10. Student Recruitment and Selection.

a. Recruitment Efforts. To secure the broadest applicant pool possible, each of the Parties will participate in a recruitment effort for the Sheldon Early College High School by focusing on middle school students residing in the Sheldon ISD attendance zones. This recruitment process will include:

- i. The distribution of recruitment/admission packets to elementary and middle school students residing in the Sheldon ISD attendance zones, as applicable to the Sheldon Early College High School;
- ii. Meetings with all counselors and faculty members at Sheldon ISD middle schools to provide information regarding the Sheldon Early College High School mission, target population, and recruitment process;

- iii. The establishment of a Sheldon Early College High School website that provides recruitment and admission information
- iv. Assemblies with all 8th graders attending school in Sheldon ISD
- v. The distribution of recruitment information to community organizations
- vi. Student/parent meetings that will be held on middle school and high school campuses to explain the opportunities and commitment required of Sheldon Early College High School students; and
- vii. Development of recruitment and admission information presented in a bilingual mode to the extent possible.

b. Admission Policies. Admission to Sheldon Early College High School will be limited to students who reside in the Sheldon ISD attendance zone applicable to the Sheldon Early College High School, including Sheldon ISD middle schools or students who transfer from another ECHS. The Sheldon ISD and SJCCD recruitment teams will focus on at-risk students, historically underserved student populations, and first generation college students. Additionally, Sheldon ISD shall comply with all recruitment and notification requirements of Chapter 28 of the Texas Education Code. Students will be required to complete online or paper applications for both Sheldon Early College High School and SJCCD. SJCCD and the Sheldon ISD will develop special college admission requirements to allow students to begin college credit coursework during grades 9-12. Students must meet established SJCCD admission requirements for each college class upon enrollment.

c. Student Enrollment. All Sheldon Early College High School students will take the college placement exams as required by Applicable Law and meet the minimum score requirements as determined by SJCCD in order to enroll in SJCCD courses. The Texas Success Initiative (“TSI”) has set minimum passing college readiness standards for selected college entrance exams. Sheldon Early College High School students must meet these standards utilizing TSI approved testing instruments for admission into college level courses. The Sheldon ECHS Counselor, Educational Planner and SJCCD Liaison will work to ensure students receive pertinent information regarding higher education, financial assistance, and assistance waivers for tuition and fees. Each Party will assist families as they complete initial application and enrollment in the respective organizations’ processes. SJCCD will assist with registration for all students who are qualified to enroll in SJCCD courses. Sheldon Early College High School is a designated testing site for the college entrance exams selected by SJCCD and will facilitate initial and subsequent administrations of these assessments at no cost to students. Sheldon Early College High School will also transport students to SJCCD for administration of the selected college entrance exams as needed. In the case of testing administrations on the College campus, the first five (5) attempts will be at no cost to the students attending SJCCD as an ECHS student. For additional testing attempts, the student will be charged the actual cost of the test, usually between \$8.75 and \$14.00, depending on the number of sections/testing units required.

d. Transportation. In order to facilitate participation by the target population defined for the Sheldon Early College High School, Sheldon ISD will provide transportation of the Sheldon Early College High School students zoned to C.E. King High School to and from the students' places of residence to and from both the Sheldon Early College High School Facility and the SJCCD ECHS Facility. Transportation will be provided at no cost to students in accordance with Sheldon ISD policy for all required school days based on the Sheldon Early College High School instructional calendar, to include days when SJCCD is in session, but Sheldon ISD is not.

## 11. Course of Study; Curriculum

a. Courses of Study and Curriculum Alignment. Sheldon ISD and SJCCD will develop an articulated four-year course of study (grades 9-12) that meets the requirements of Applicable Law, enables Sheldon ECHS students to earn the Distinguished Level of Achievement on their high school diploma and complete the Texas Higher Education Coordinating Board core curriculum (as defined by the Texas Administrative Code) or an Associate's degree or at least 60 credit hours toward a baccalaureate degree during grades 9-12. The course of study provides a seamless transition for students from grade level to grade level, allows students to transition from a majority of high school classes in grades 9 and 10 to a gradual integration to college level classes during grades 11 and 12, supports students who matriculate to four-year universities, and represents high levels of rigor, acceleration, and support. The SJCCD Liaison and the Sheldon ECHS Dean of Instruction will be responsible for working with Sheldon ECHS faculty to develop and refine a clear and coherent academic program across the two institutions for curriculum alignment, as well as individualized intervention plans.

b. Course Compliance; Course Requirements; Monitoring. Sheldon ISD shall be responsible for ensuring that high school curriculum courses meet the requirements of the Texas Essential Knowledge and Skills (or successor TEA requirements) and that Sheldon Early College High School students are able to meet all high school graduation requirements, including all End of Course examinations, while earning college credit. Sheldon ISD will be responsible for monitoring and ensuring the quality of instruction for high school credit courses offered at Sheldon Early College High School. Sheldon Early College High School students must meet all regular prerequisites for any college-level course, and SJCCD will assess each student for readiness to engage in any college-level course. Based on such assessment, the SJCCD Liaison and the Sheldon Early College High School Principal will determine which forms of assistance and intervention may be needed prior to a student's enrollment in a given college-level course. SJCCD is responsible for involving credentialed teaching faculty in the process of selecting and implementing college level courses. SJCCD will designate personnel to monitor the quality of instruction for college courses in order to assure compliance with Applicable Law, any accrediting authorities, and this Agreement.

c. College level courses will consist of curricula materials, instructional activities, method, rigor, and evaluation of student performance as required by SJCCD and Applicable Law for SJCCD non-Program students. College-level academic courses shall be identified in the current edition of LDACGM adopted by the THECB. SJCCD, in its sole

discretion, may offer innovative, acceleration, and intervention courses for Sheldon Early College High School students. SJCCD will ensure that college course goals and standards are understood.

d. High School Diploma and Degree. Within this framework, students may be able to earn the Distinguished Level of Achievement on their high school diploma and complete the Texas Higher Education Coordinating Board core curriculum, an Associate's degree, or at least 60 credit hours toward a baccalaureate degree during grades 9-12. Students will be encouraged to pursue a basic Associate's degree course of study as an Associate of Arts or Associate of Science. SJCCD will give credit for courses that are at a higher level than taught by the high school; that have been evaluated and approved by the SJCCD curriculum approval process and for which Course Articulation Agreements have been approved. Professional/career certification opportunities will be evaluated by the Sheldon ECHS Dean of Instruction and the SJCCD Liaison.

e. Instructional Materials. Sheldon ISD will provide all course materials, including, textbooks, syllabi, course packets, and other materials needed for enrollment in classes for high school graduation credit at no cost to the student. SJCCD will provide Sheldon Early College High School students with any materials that it provides to non-Program students. The funding of materials is addressed in Section 14.c. of this Agreement.

## 12. Students

a. Student Composition of Classes. Sheldon Early College High School students enrolled in SJCCD college level courses at the SJCCD ECHS Facility may attend classes composed of only Sheldon Early College High School students or may attend classes with non-Program SJCCD students enrolled in the college-level class.

b. Academic Policies. The academic policies of Sheldon ISD shall apply to all students enrolled in the Sheldon Early College High School. The academic policies of SJCCD shall apply to Sheldon Early College High School students in SJCCD college-level courses.

c. Student Conduct. Sheldon Early College High School students are required to adhere to Sheldon ISD Code of Student Conduct, policies, procedures, and regulations regarding facilities and equipment usage while at the Sheldon Early College High School Facility and the SJCCD ECHS Facility and/or any Sheldon Early College High School sponsored off-campus activities. Sheldon Early College High School students are required to adhere to policies, procedures, and regulations regarding facilities and equipment usage, as well as the SJCCD conduct policies while at the SJCCD ECHS Facility and any SJCCD sponsored off-campus activity that is available to Sheldon Early College High School students. The failure of any Sheldon Early College High School student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the Sheldon ISD and SJCCD, including suspension and dismissal from Sheldon Early College High School. All disciplinary action, including suspension and dismissal from Sheldon Early College High School shall be in conformity with the codes of student conduct of the Parties. In the event of a conflict between the policies of Sheldon ISD and SJCCD, the Parties will collaborate to resolve the conflict.

d. Safety.

i. Accidents/Emergency Incidents: Due to the reporting requirements of the Clery Act that apply specifically to higher education institutions, the following regulations must apply. If any Sheldon Early College High School Program student, instructor, or administrator should experience an accident, sudden illness, or commit a law-violating behavior while on SJCCD property, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines. If any Sheldon Early College High School student, instructor, or administrator should experience an accident, sudden illness, or commit a law-violating behavior while not on SJCCD property, the response to such incidents will be based on SISD policies, procedures, regulations, and guidelines. Accordingly, while on SJCCD property, the policies and procedures for building use, emergency response, and safety of both SJCCD and SISD shall apply.

ii. If any Sheldon Early College High School student, instructor, or administrator should experience an accident or sudden illness while at the Sheldon Early College High School Facility, the response to such incidents will be based on Sheldon ISD policies, procedures, regulations, and guidelines. If any Sheldon Early College High School student, instructor, or administrator should experience an accident or sudden illness while at the SJCCD ECHS Facility, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines.

iii. Visitor Check-in. As a small learning community within the C.E. King High School campus, all Sheldon Early College High School visitors and guests to the Sheldon Early College High School Facility will be required to check-in through the C.E. King High School main reception areas and obtain a visitor pass including a safety check through the Raptor system. Additionally, the Sheldon ISD Police Department will have designated appropriate law enforcement to provide security to C.E. King High School, including Sheldon Early College High School.

iv. Background Checks; Criminal History. All Sheldon Early College High School personnel and SJCCD instructors and substitutes teaching at the Sheldon Early College High School Facility will be required to undergo a criminal history check as per Sheldon ISD policy and procedures. In accordance with state mandated requirements, a criminal history check will be conducted for all persons who have regular contact with students, including all faculty, Sheldon ISD personnel, and SJCCD personnel who have continual responsibilities with students located at the Sheldon Early College High School Facility. Sheldon ISD will be responsible for ensuring that all Sheldon Early College High School staff follows Sheldon ISD policies and procedures for this background check. The Sheldon ISD Personnel Services Department shall be responsible for completion of the required criminal history check for all Sheldon ISD employees. SJCCD accepts this responsibility, coordinated by the SJCCD Liaison, for all SJCCD employees and college tutors serving students of the Sheldon Early College High School. SJCCD will ensure that SJCCD instructors and personnel working at the Sheldon Early College High School Facility meet the requirements and follow the Sheldon ISD policies and procedures for the background check.

v. Reporting of Child Abuse and Criminal Activity. All members of Sheldon Early College High School faculty and administration, as well as any other party

connected to the Program, must comply with all Applicable Law regarding the report of any and all alleged child abuse, school-related crimes, and sexual molestation.

vi. Monitoring Students. SJCCD instructors and substitutes are responsible for adhering to Sheldon ISD safety procedures, policies, and guidelines during instruction that occurs at the Sheldon Early College High School Facility. SJCCD instructors will not leave Sheldon Early College High School students unattended during college classes scheduled at the Sheldon Early College High School Facility.

e. Eligibility for Financial Aid. In addition to any financial support and assistance provided by the Parties as set forth in this Agreement, the Parties will collaborate on identifying third party sources of financial assistance, including, without limitation, state, federal, and other grants; fundraising efforts for the Sheldon Early College High School; and partnerships with baccalaureate-granting institutions for scholarships to their institutions.

f. Accounting for Attendance. For the 9<sup>th</sup> and 10<sup>th</sup> grade portion of the Program, the Parties shall comply with the TEA Attendance Handbook attendance requirements and TEA accountability requirements for credit in high school courses. With respect to the 11<sup>th</sup> and 12<sup>th</sup> grade portion of the Program and any dual credit or college level courses, if required, Sheldon ISD will submit a request for applicable waivers to TEA to accommodate the SJCCD schedule for Sheldon Early College High School students. Each Sheldon Early College High School faculty member will take daily attendance and shall report such attendance for enrollment and funding purposes as required by Applicable Law. SJCCD instructors will maintain formal, accurate attendance records for Sheldon Early College High School students and will provide such records to Sheldon Early College High School upon request. As applicable, the Parties will refer to the TEA Guidance for Sheldon Early College High School – Dual Enrollment Credit Attendance for documenting formal attendance taking procedures.

g. Grading Periods and Policies; Transcribing. Sheldon Early College High School will follow the grading policies established by Sheldon ISD for high school and college courses entered on a Sheldon Early College High School student's official Sheldon ISD transcript. SJCCD will follow grading policies established by SJCCD for college level courses entered on a Sheldon Early College High School student's official SJCCD transcript. For college level courses, both high school and college credit shall be transcribed immediately upon a student's completion of the performance required in the course. College courses shall be transcribed in the same semester that credit is earned. SJCCD will report a letter or numerical grade based on the SJCCD grading scale to Sheldon ISD, which may adapt the grade as required to conform to Sheldon ISD policies and procedures. SJCCD will provide approximate mid-term grade averages in addition to semester grades. Sheldon Early College High School will provide SJCCD with a calendar that indicates when additional approximate grades are needed, and the Parties are responsible for establishing a system whereby SJCCD instructors who teach Sheldon Early College High School students can quickly communicate with Sheldon Early College High School staff when students are experiencing academic, behavioral or attendance problems.



h. Student Assessment. All Sheldon Early College High School students are required to participate in required state exams (as per TEC Subchapter B, Chapter 39), as well as national and federal assessments, which will be administered by the Sheldon Early College High School staff. SJCCD agrees to make accommodations in course scheduling and attendance so that Sheldon Early College High School students are not penalized in their college credit courses for their participation in the required state, national and federal assessments.

i. Student Records. In accordance with Applicable Law, Sheldon ISD will maintain student records pertaining to students enrolled in the Sheldon Early College High School and will provide SJCCD copies of the education records maintained by Sheldon ISD, including grades, progress, and other informational data on student assessment, promotion, retention, award of diplomas, and other student data necessary and advisable for SJCCD to perform its obligations under this Agreement. Data records are those created during the time for which students are enrolled in the Sheldon Early College High School and include, but are not limited to, the number of credit hours attempted and earned, GPAs, state assessment results, SAT, ACT, PSAT scores, TSI readiness by grade level, qualifications of ECHS staff and SJCCD college instructors, location(s) where courses are taught, articulation data of high school students in four-year colleges/universities, completion rates, enrollment/retention rates, leaver codes, attrition rates, PEIMS and TAPR data, and student participation in activities at SJCCD and Sheldon ISD. Likewise, in accordance with Applicable Law, SJCCD will maintain student records pertaining to students enrolled in the Sheldon Early College High School that are taking the Program courses at an SJCCD Facility and will provide Sheldon ISD copies of the education records maintained by SJCCD, including grades, progress, and other informational data on student assessment, promotion, and retention and other student data necessary and advisable for Sheldon ISD to perform its obligations under this Agreement. Notwithstanding the foregoing, the sharing of and access to education records for students participating in the Program do not apply to education records and data of individual students to the extent that such education records and data were not created as part of the student's participation in the Program and are attributable to non-Program courses taken after the student's graduation from high school. Both Parties will be responsible for maintaining Sheldon Early College High School student education records and other records pertaining to the Program in conformity with the Texas Record Retention laws. Each Party designates the other Party as its agent with a legitimate educational interest in students' educational records for purposes of FERPA. Both Parties shall institute policies and procedures reasonably designed to ensure that its employees and agents comply with these and all other federal and state laws governing the rights of Sheldon Early College High School students with respect to educational records and shall protect student education records against accidental or deliberate re-disclosure to unauthorized persons. The confidentiality requirements under this Section 12.i shall survive the expiration or earlier termination of this Agreement. Any violation of this Section 12.i will result in immediate revocation of the right of access to Sheldon Early College High School student education records. SJCCD and Sheldon ISD agree to promptly notify the other Party of changes to the employment status of SJCCD and Sheldon ISD designees so that the person's data access can be de-provisioned accordingly. SJCCD will share with Sheldon ISD de-identified data regarding the Sheldon Early College High School students enrolled in the Program in the aggregate for Program evaluation and compliance.

j. Student Support Services.

i. Communication and Planning. The Sheldon Early College High School and SJCCD leadership will identify and develop procedures for collecting and sharing data between the Parties on a continuous basis in order to evaluate program effectiveness. The Advisory Council will also meet to analyze the data and focus on strategies for supporting student success. Both Parties will identify and implement measures to assist students who do not perform satisfactorily.

ii. Bridge Program. All incoming Sheldon Early College High School students will begin preparing for success by participating in a mandatory bridge program, which will provide an intensive focus in core subject areas based on individual student needs, college entrance exam preparation, literacy skills, and introductory college readiness skills (“**Bridge Program**”). The Bridge Program builds the foundational academic and study skills needed for student success in rigorous college level courses. In addition to serving 10<sup>th</sup> graders and rising 9<sup>th</sup> grade students, the Sheldon Early College High School Bridge Program will also support students in meeting TSI testing requirements and preparing for transition to the SJCCD campus in the 11<sup>th</sup> and 12<sup>th</sup> grades.

iii. Mentoring At SJCCD, students will receive support through supplemental instruction, teacher and student mentors, SJCCD tutors, and/or additional sources identified. Students in 11<sup>th</sup> and 12<sup>th</sup> grade will have access to on-campus and online student support services and tutoring support offered by SJCCD as needed.

iv. Counseling, Advising, and Academic Support. To ensure academic success, the Parties will provide counseling and academic support services, as may be needed. Sheldon ISD will assign a counselor dedicated to the Sheldon Early College High School who will provide academic and counseling support to the Sheldon Early College High School students and their parents and work with the SJCCD Liaison in the areas of test preparation, remediation, and the development of an integrated support system for Sheldon Early College High School students across the two institutions. The Sheldon ISD dual credit counselor and SJCCD Liaison will work to ensure students receive pertinent information regarding higher education, FAFSA, financial assistance, and assistance waivers for tuition and fees. The Sheldon Early College High School and SJCCD will collaboratively develop and implement academic support services within the Program of study. SJCCD will also assign an educational planner to support Sheldon Early College High School students. The responsibilities of the educational planner will be outlined and reviewed annually by a leadership team comprised of SJCCD and Sheldon ISD administrators with authority to make decisions on behalf of Sheldon Early College High School. The educational planner will provide academic and career counseling to support the Sheldon Early College High School students and will advise students as to the transferability of all industry certifications and college credit offered and earned. SJCCD will provide tutorial support to Sheldon Early College High School students at the SJCCD Facility at a level commensurate with the academic support provided to other SJCCD students. The SJCCD Liaison assigned to Sheldon Early College High School will work to inform the Sheldon Early College High School administration of students with excessive absences and academic concerns in college-level courses prior to the end of a semester

to provide interventions for success. All Sheldon Early College High School students will be taught AVID college readiness strategies, and Sheldon ISD ECHS instructors will use AVID methodologies to support the acquisition of college readiness skills and the development of a college going culture. Through the use of AVID resources and strategies, students will cultivate academic behaviors critical for college success including organization, time management, note-taking structures, and individual and peer study skills. Students also will build “college knowledge” by learning about topics such as the college admission process and requirements, grade point averages, transcripts, degree plans, class registration, and college grading practices. As AVID trained teachers, the Sheldon Early College High School staff will be prepared to fulfill the role of mentor/advisor for their students. Teacher mentors/advisors will meet individually with students to oversee their academic progress, monitor grading and matriculation decisions, and advise students on making positive post-graduation plans with the support of the counseling staff from Sheldon ISD and the SJCCD educational planner.

v. Outreach to Parents and Community. As an additional means of creating a college culture at Sheldon ECHS, the Sheldon ECHS staff will provide information and support to the parents and the community. The Sheldon ECHS staff will host college focused activities for students, parents, and community members in order to foster the growth of college and career awareness for all stakeholders. Examples of the activities offered may include, but are not limited to, college and career fairs, college major night, college field trips, advanced academics workshops, parent organizations, open house, parent and community newsletters, online resources, phone messages, and a parent workshop series aimed at developing “college knowledge.” All parent and community outreach activities will be offered in English and Spanish, to the extent possible, in order to serve the language needs of the community.

13. **Program Evaluation; Reporting.** The Sheldon Early College High School Advisory Council will evaluate the effectiveness of the Program each academic year. The results of the evaluation will include data referenced in section 12(i) and will be reported at the end of each academic year. The Parties will collaborate to ensure that this evaluation satisfies all Applicable Law for the evaluation of K-12 schools, in addition to any other evaluative guidelines established for the Program. An annual report and other reports, as required, will be prepared and submitted to the TEA on the progress of the Sheldon Early College High School under its purview. The Parties will cooperate on the preparation and submission of all reports on the progress of the Sheldon Early College High School to be submitted to TEA (or its designees) and as may be required by the THECB. The reports will be provided to both SJCCD, Sheldon ISD, and others as deemed appropriate.

14. **Fiscal Matters.**

a. Rules for Charging Students. Students enrolled in the Sheldon Early College High School will not be charged for costs associated with the Program for tuition and fees or required instructional materials or textbooks for enrollment in college courses, repeating a course due to failure, administration of college placement exams (except for additional testing at SJCCD as noted in Section 10(c), or fees required by SJCCD for other students enrolled in SJCCD.

The Parties' respective obligations for covering or waiving fees and costs are set forth in Sections 14(b) through 14(d).

b. Tuition and Fees. Sheldon ISD ECHS students enrolled in college courses at SJCCD campuses or at a SISD high school location will be charged the appropriate SJCCD tuition rate based on the residency requirements of the State of Texas. SJCCD will waive a portion of tuition as approved by the SJCCD Board of Trustees (75% waiver of tuition as of Fall 2019) for the college courses taken for dual credit by each SISD student. Any non-enrollment fees charges will not be eligible for a waiver. Any changes to the amount of the waiver will be communicated to SISD during March prior to the subsequent fall semester of the academic year when the change in the waiver amount will occur. Sheldon ISD will pay to SJCCD the tuition and fees associated with the college-level courses that support completing high school graduation requirements and either an Associate's degree or at least 60 credit hours toward a baccalaureate degree. Sheldon ISD will provide textbooks, instructional materials, or any costs associated with enrollment for ECHS students enrolled in college courses at SJCCD.

c. Textbooks and Instructional Materials. Sheldon ISD will assume responsibility for providing the required college-level texts and instructional materials to the Sheldon Early College High School students enrolled in college-level courses. By May 1 of each year, SJCCD will deliver to the ECHS Principal a complete list of textbooks, access codes, and instructional materials required for the following academic year, and SJCCD agrees that the list will remain unchanged for at least one academic year after it has been submitted to the ECHS Principal. SJCCD will not require SISD to purchase duplicate instructional resources in multiple formats or electronic codes or devices that are not instructional in nature. SISD and SJCCD agree to consider the use of free or low-cost open educational resources in ECHS courses. SJCCD will collaborate with Sheldon ISD to provide options, such as renting textbooks, accessing free online materials, permitting vendor discounts through the campus bookstore, developing community partnerships for textbook scholarships, and subject to copyright laws, enabling Sheldon Early College High School to copy course packets. For college courses taught at the Sheldon Early College High School facility, Sheldon ISD and SJCCD agree to strive for a three-year textbook adoption agreement for college textbooks. Newer editions of online components must be purchased if the older edition is no longer supported or available for purchase.

d. Fund Sources. Each Party is entitled to receive state funding based on current funding rules of TEA and THECB. Sheldon ISD is responsible for and will support the Sheldon Early College High School day-to-day operational, instructional, and administrative costs, including administrative and staff salaries and benefits for Sheldon Early College High School Principal, counselor, and any other Sheldon ISD employees assigned to the Program; transportation costs; professional development costs; and other school related expenditures. Except as otherwise set forth herein, Sheldon ISD is responsible for all costs associated with the Sheldon Early College High School Facility and SJCCD is responsible for all costs associated with the SJCCD ECHS Facility. Sheldon ISD will address any funding requirements for future technology needs of the Sheldon Early College High School. SJCCD has agreed to provide administrative, instructional, and support services as set forth in this Agreement. SJCCD and

Sheldon ISD will explore additional funding sources such as community foundations, grants, fundraising through the SJCCD foundation office, and scholarships.

e. Change in Funding and/or Applicable Law. The Parties agree that in the event of any material change in the State funding of dual enrollment programs during the Term of this Agreement, the Parties will negotiate in good faith to amend this Agreement to adjust the funding arrangements to equitably accommodate such change. In the event that the Parties are unable to agree upon a written amendment to this Agreement encompassing a changed funding mechanism within forty-five (45) days of the State action effectuating the change in State funding, either Party may terminate this Agreement without penalty or any further obligation upon an additional ten (10) day written notice to the other Party.

f. Fiscal Agent. Sheldon ISD will act as the fiscal agent for the purposes of this Agreement. Under this arrangement, the Sheldon ISD will be the recipient of Sheldon Early College High School funds and will be acting as the intermediary for the Sheldon Early College High School.

15. Release. To the extent permitted by Applicable Law, Sheldon ISD agrees to and does hereby release SJCCD and its trustees, employees, agents, officers, and representatives from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of Sheldon ISD or its trustees, employees, agents, officers and representatives. To the extent permitted by Applicable Law, SJCCD agrees to and does hereby release Sheldon ISD and its trustees, employees, agents, officers, and representatives from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of SJCCD or its trustees, employees, agents, officers and representatives.

16. Insurance. Each Party shall carry general liability insurance to cover against claims, liabilities, losses, and damages resulting from that Party's presence on the other Party's campus and property and participation in the Program under this Agreement. Each Party shall cause its insurance policy to contain a waiver of subrogation against the other Party. Each Party shall carry other insurance as that Party deems advisable to protect against claims or liabilities that may result from participation in the Program under this Agreement.

17. Termination of the Agreement.

a. Termination for Cause. Either Party may terminate this Agreement due to the default of the other Party. An event of default shall be deemed to have occurred if a Party commits a material breach of any provision of this Agreement. In the event of default, the non-breaching Party shall provide written notice to the other Party of the breach specifying the provision claimed to be breached. Except in the event of a default that threatens the health of safety of students in which the non-breaching Party may terminate this Agreement immediately, the breaching Party shall have thirty (30) days to cure such default. If the breaching Party fails to cure the breach within such 30-day time period, the non-breaching Party may terminate this Agreement upon written notice to the other Party and shall be entitled to any remedies available in equity or law for such breach.

b. Termination for Convenience. Either Party may terminate this Agreement for convenience and without cause or penalty and without further obligation upon sixty (60) days written notice to the other Party. In the event of termination for convenience, the Advisory Council will prepare an agreeable plan of dissolution in accordance with all Applicable Laws.

c. Termination Due to Change in Applicable Law. Subject to Section 14.e, either or both Parties may terminate this Agreement in the event that TEA fails to approve the Program for the next school year or that a change in Applicable Law poses a hardship on either Party in its performance under this Agreement or makes the obligations of either Party untenable. Termination for a change in Applicable Law or failure to receive Program approval shall occur at the end of the then current contract year or earlier as may be agreed by the Parties.

d. Effect of Termination. Should SJCCD or the Sheldon ISD terminate their participation in the Sheldon Early College High School, they will agree to return any unspent funds and provide a complete accounting for all expenditures to the date of termination.

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

## **18. Miscellaneous Provisions.**

a. Amendments. This Agreement may be modified and amended only by written signed by both Parties, and any such modification or amendments shall be attached to and become a part of this Agreement.

b. Governing Law; Venue. This Agreement and the rights and obligations herein shall be performable under, governed by, and interpreted in accordance with the laws of the State of Texas without regard to its choice of law or conflicts of law provisions. The Parties irrevocably consent to the sole and exclusive jurisdiction and venue of the courts of Harris County, Texas for any action under this Agreement.

c. Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of

SJCCD and Sheldon ISD may teach college courses as adjunct professors of SJCCD or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither party shall have control over the other party with respect to its hours, times, employment, etc. The Parties acknowledge and agree that no Party will be liable for the activities of another Party, including, but not limited to, any liabilities, losses, damages, suits, actions, fines, penalties, claims, or demands of any kind arising out of this Agreement.

d. No Waiver. No delay or failure by a Party in exercising any right, power or privilege under this Agreement or any other instruments given in connection with or pursuant to this Agreement will impair any such right, power or privilege or be construed as a waiver of or acquiescence in any default. No single or partial exercise of any right, power or privilege will preclude the further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

e. Assignment. Neither Party may assign its interest in the Agreement without the written permission of the other Party.

f. Entire Agreement. This Agreement constitutes the entire agreement of the Parties regarding the subject matter herein described. This Agreement supersedes all negotiations or previous agreements between the Parties with respect to the subject matter hereof. The Parties expressly acknowledge that in entering into and executing this Agreement the Parties rely solely upon the representations and agreements contained in this Agreement and no others. No subsequent change or modification of this Agreement is binding unless in writing and signed by the Parties.

g. Notice. All notices hereunder by either Party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, by overnight courier, or any manner permitted under the Texas Electronics Transactions Act, and shall be deemed to have been duly given when delivered personally, when deposited in the United States mail, postage prepaid, or when received addressed as follows:

If to Sheldon ISD:     Name: King Davis, Jr.  
                                  Title: Superintendent of Schools  
                                  Address: 11411 C.E. King Parkway, Houston, TX 77044  
                                  Telephone: 281-727-2006  
                                  Email: kingdavis@sheldonisd.com

With a copy to:       Name: Karen Gallow  
                                  Title: Director of Advanced Academics and CTE  
                                  Address: 11411 C.E. King Parkway, Houston, TX 77044  
                                  Telephone: 281-727-2052  
                                  Email: karengallow@sheldonisd.com

If to SJCCD:           Name: Dr. Brenda Hellyer  
                                  Title: Chancellor, San Jacinto Community College District  
                                  Address: 4624 Fairmont Parkway, Suite 200, Pasadena, TX 77504

Attachment 1

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

With a copy to: Name: Dr. Laurel Williamson  
Title: Deputy Vice Chancellor and President, San Jacinto  
Community College District  
Address: 4624 Fairmont Parkway, Suite 203, Pasadena, TX 77504  
Telephone: 281-998-6182  
Email: laurel.williamson@sjcd.edu

or to such other persons or places as either party may from time to time designate by written notice to the other.

h. Captions. The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

i. Severability. If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

j. No Third-Party Rights. This Agreement is made for the sole benefit of Sheldon ISD and SJCCD and their respective successors and permitted assigns. Nothing in this Agreement will create or be deemed to create a relationship between the Parties to this Agreement and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary.

k. Counterparts. This Agreement may be executed in identical counterparts, all of which will be deemed an original, but all of which will constitute one and the same instrument. Each Party may rely on facsimile or electronic signature pages as if such facsimile or electronic pages were originals.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding as of the Effective Date of \_\_\_\_\_, 2020:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

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

By: \_\_\_\_\_  
Mrs. Marie Flickinger, Board of Trustees

**SHELDON INDEPENDENT SCHOOL DISTRICT**



Attachment 1

By: \_\_\_\_\_  
King Davis, Jr., Superintendent of Schools

By: \_\_\_\_\_  
Latricia Archie, President, Board of Trustees

**Action Item “XIII”  
Regular Board Meeting January 27, 2020  
Consideration of Approval to Change Policy Number**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a number change of Policy III.3001.D to Policy III.3001.F with the policy name of Tuition and Related Items remaining the same.

**BACKGROUND**

The Policy on Tuition and Related items was approved by the Board at the December 2, 2019 Board meeting. A policy number was duplicated in error and according to Policy II.2000.A, changes to policy must be approved by the Board of Trustees. Because this is a change of number and not content, two readings of this policy are not required, and this item will not be distributed to the College community for feedback.

**IMPACT OF THIS ACTION**

Policy III.3001.D will be renumbered to Policy III.3001.F with the policy name of Tuition and Related Items remaining the same. Procedure III.3001.D.a will be renamed to III.3001.F.a with the name of Tuition and Related items remaining the same. Procedures do not require approval by the Board of Trustees therefore this procedure number change is being presented to the Board as an informational item.

**ATTACHMENTS**

Attachment 1 – Policy III.3001.F, Tuition and Related Items

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
William E. Dickerson	281-998-6142	bill.dickerson@sjcd.edu

## **Policy III.3001.F, Tuition and Related Items**

### **Purpose**

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

### **Policy**

#### Tuition

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

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

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

#### Refunds

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

#### Exemptions and Waivers

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

#### Other Fees, Fines and Charges

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

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

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

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

Attachment 3 – Proposed Policy

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

**Associated Procedures**

Procedure III.3001.F.a, Tuition and Related Items

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

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
January 27, 2020**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

Purchase Request #1		
Purchase Utility Connection Services for Generation Park (pg. 2)	\$	118,310
 Purchase Request #2		
Contract for Architectural Services for South Campus Jones Building Renovation (pg. 3)		1,100,000
 Purchase Request #3		
Contract for CPET Extended Site Development (pgs. 4-5)		531,000
 Purchase Request #4		
Contract for Maritime Expansion (pgs. 6-7)		1,047,600
 Purchase Request #5		
Method of Procurement for Asbestos Abatement of Central Campus Ball and Anderson Buildings (pg. 8)		-
 Purchase Request #6		
Method of Procurement for College Wayfinding Signs and Maps (pg. 9)		-
 Purchase Request #7		
Additional Funds for Oracle Software Licenses (pg. 10-11)		270,000
 Purchase Request #8		
Additional Funds for Technical Training Equipment and Supplies (pg. 12)		200,000
 Purchase Request #9		
Renew the Contract for Electronic Procurement Software (pgs. 13-14)		<u>177,500</u>
 <b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$</b>	<b><u><u>3,444,410</u></u></b>

**Purchase Request #1  
Regular Board Meeting January 27, 2020  
Consideration of Approval to Purchase Utility  
Connection Services for Generation Park**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure to Generation Park Management District for water tap and meter installation fees for the Generation Park Phase I building.

**BACKGROUND**

In May 2015, the College acquired approximately 57 acres of land in the Generation Park development for a potential future campus. The plan is to develop a campus in the northern area of the taxing district.

The installation of domestic water and sanitary sewer utilities to the site are required for the construction of College facilities. The first facility is under construction on the site located at 13455 Lockwood Road and requires connection to the utilities. Utilities are supplied to the property by the Generation Park Management District.

**IMPACT OF THIS ACTION**

Construction of the Phase I building has reached a point where connection of utilities is required. Fees have been assessed for connection and meter installation based upon submitted plans approved by the Generation Park Management District engineer.

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

The estimated expenditure for this request is \$118,310 and will be funded from the 2015 Bond Program. Costs include a security deposit and tap, inspection, and application fees.

**MONITORING AND REPORTING TIMELINE**

This purchase will be monitored by capital projects personnel. Program management will be provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

**Purchase Request #2**  
**Regular Board Meeting January 27, 2020**  
**Consideration of Approval to Contract for Architectural Services for**  
**South Campus Jones Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Huitt-Zollars to provide architectural services for the South Campus Jones Building renovation project.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects selected through Request for Qualifications, Project Number 16-15. A review process was conducted to assess which firm would be best suited for each project. It is recommended that Huitt-Zollars provide design services for the South Campus Jones Building renovations.

Architectural services are classified as professional services pursuant to Texas Government Code §2254 and are awarded based on a firm's qualifications relative to each project.

**IMPACT OF THIS ACTION**

This action will authorize a contract for architectural design of the South Campus Jones Building renovations. Architectural services will include design solutions for improvements and upgrades to the Jones Building that will extend the useful life of the building for another 30 to 40 years.

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

The architect's proposed fee is seven percent of the construction cost of work plus allowable reimbursable fees estimated at \$50,000. The estimated construction cost of work is \$15,000,000. The fee proposal is within the Board approved guidelines established for renovation projects in the 2015 Bond Program. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Architectural design of this project will require approximately nine months following notice to proceed. Design will be monitored by capital projects personnel. Program management will be provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

**Purchase Request #3**  
**Regular Board Meeting January 27, 2020**

**Consideration of Approval to Contract for CPET Extended Site Development**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Millennium Projects Solutions, Inc. for completion of the Central Campus Center for Petrochemical, Energy, & Technology (CPET) extended site development project.

**BACKGROUND**

In September 2019, the Board authorized the competitive sealed proposals (CSP) procurement method for the CPET extended site development project. Detailed project plans and specifications developed by Brooks and Sparks were used as part of the documentation package required for public solicitation of construction proposals in accordance with Texas Government Code §2269.151.

CSP #20-15 was issued on November 13, 2019 to procure construction services for this project. Three responses were received and evaluated by a team comprised of representatives from facilities services and Rizzo and Associates, the program manager for this project. The evaluation and ranking of the submittals were based on criteria published in the solicitation, with Millennium Project Solutions, Inc. receiving the highest overall score.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to contract for the completion of a new access road connecting Fairmont Parkway with the College's new LyondellBasell CPET facility. With completion of the LyondellBasell CPET building, resources are available to complete the extended site development project.

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

The estimated expenditure for this project is \$531,000 including contingency funds and will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon execution of a contract for services and are expected to be completed during the 2020 calendar year. Design and construction will be monitored by capital projects personnel. Program management will be provided by Rizzo and Associates.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu



**ATTACHMENT NO. 1**

**CSP 20-15 CPET Extended Site Development  
Evaluation Summary**

<b>Criteria Descriptions</b>	<b>Maximum Value</b>	<b>Corestone Construction</b>	<b>Digg Commercial</b>	<b>Millennium Project Solutions</b>
Proposed Contract Amount	90.00	77.91	57.03	84.75
General Information - Staffing Plan, Management Plan, Schedule, Workload	105.00	88.81	79.63	87.06
History and Experience	30.00	28.00	28.00	23.75
Safety Record and Program	30.00	21.75	15.00	25.00
Financial Records	15.00	13.50	5.50	13.75
Audited Financial Statements	15.00	0.00	0.00	10.50
References	15.00	13.00	2.50	12.00
<b>Total (100 x 3 Evaluators)</b>	<b>300.00</b>	<b>242.97</b>	<b>187.66</b>	<b>256.81</b>

**Final Ranking**

1	Millennium Project Solutions	256.81
2	Corestone Construction	242.97
3	Digg Commercial	187.66

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Construction Masters of Houston for the maritime and fire technology programs expansion project.

### **BACKGROUND**

In November 2019, the Board authorized the competitive sealed proposals (CSP) procurement method for the expansion project. Detailed project plans and specifications developed by IBI of Texas were used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151.

CSP #20-12 was issued on November 12, 2019 to procure construction services for this project. Six responses were received and evaluated by a team comprised of representatives from facilities services and Rizzo and Associates, the program manager for this project. The evaluation and ranking of the submittals were based on criteria published in the solicitation, with Construction Masters of Houston receiving the highest overall score.

### **IMPACT OF THIS ACTION**

This action will complete the previously approved colocation of the fire technology program with the maritime technology training program at the Maritime Campus to capitalize on various market and equipment synergies.

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

The estimated expenditure is \$1,047,600 including contingency funds and will be funded from the 2015 Bond Program.

### **MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon execution of a contract for services and are expected to be completed during the 2020 calendar year. Construction will be monitored by capital projects personnel. Program management will be provided by Rizzo and Associates.

### **ATTACHMENTS**

Attachment 1 – Tabulation

### **RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

**ATTACHMENT NO. 1**

**CSP #20-12 Maritime Expansion Fire Training Center  
Evaluation Summary**

<b>Criteria Descriptions</b>	<b>Maximum Value</b>	<b>Construction Masters</b>	<b>Cox Commercial</b>	<b>E Contractors</b>	<b>Gant Industries</b>	<b>Horizon International</b>	<b>Millennium</b>
Proposed Contract Amount	90.00	90.00	82.63	79.90	77.54	81.00	77.86
General Information - Staffing Plan, Management Plan, Schedule, Workload	105.00	89.76	83.56	79.63	79.63	89.69	78.31
History and Experience	30.00	27.25	24.25	21.75	23.75	26.00	22.75
Safety Record and Program	30.00	23.75	23.25	23.75	18.50	25.00	23.50
Financial Records	15.00	13.88	12.88	11.75	13.50	12.75	13.38
Audited Financial Statements	15.00	10.50	10.50	10.50	10.50	9.75	10.50
References	15.00	13.00	12.00	11.88	11.25	11.38	10.75
<b>Total (100 x 3 Evaluators)</b>	<b>300.00</b>	<b>268.14</b>	<b>249.07</b>	<b>239.16</b>	<b>234.67</b>	<b>255.57</b>	<b>237.05</b>

**Final Ranking**

1	Construction Masters	268.14
2	Horizon International	255.57
3	Cox Commercial	249.07
4	E Contractors	239.16
5	Millennium	237.05
6	Gant Industries	234.67

**Purchase Request #5**  
**Regular Board Meeting January 27, 2020**  
**Consideration of Approval of Method of Procurement for**  
**Asbestos Abatement of Central Campus Ball and Anderson Buildings**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the competitive sealed proposals (CSP) procurement method for asbestos and lead abatement services at the Central Campus Ball and Anderson Buildings.

**BACKGROUND**

Demolition of the Central Campus Ball and Anderson Buildings are two of the projects to be undertaken as part of the 2015 Bond Program. Although demolition of the structures will be overseen by the contracted construction manager-at-risk, the College intends to selectively abate most of the asbestos and lead containing materials in both buildings to reduce the time required for demolition following completion of the current Davison Building renovation project. The materials to be removed have been previously identified in a survey performed by Terracon, Inc.

The CSP procurement method is recommended as it has proven to be effective for projects of this size and complexity. Specifications and plans will be prepared by a consulting firm and used as part of the documentation required for public solicitation of proposals in accordance with Texas Government Code §2269.151.

**IMPACT OF THIS ACTION**

This action will reduce the time between completion of the Davison Building renovation project and construction of the new Central Campus Classroom Building, thereby streamlining the construction process and the most effective use of 2015 Bond Program funds.

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

The cost of abatement is included in the demolition budgets for the Ball and Anderson Buildings. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Abatement services are to be conducted during the second quarter of 2020. Following selection of a CSP contractor, a contract award will be brought to the Board for consideration and approval. Services will be monitored by capital projects personnel. Program management will be provided by AECOM.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the competitive sealed proposals (CSP) procurement method for updating wayfinding exterior signage at the Central, North, and South Campuses.

**BACKGROUND**

Due to the construction of new buildings and demolition of existing buildings and structures funded from the 2015 Bond Program, updates to wayfinding signage is needed. The project will be completed in multiple phases. Phase I of the project included the replacement of the campus monument signs, with work currently underway. This request is for Phase II, which will include updating exterior directional signs and campus maps at the Central, North, and South Campuses. Phase III will address needed interior room, fire egress, parking lot, and traffic signs.

The CSP procurement method is recommended as it has proven to be effective for projects of this size and complexity. Specifications and plans will be prepared by Collaborate Architects and used as part of the documentation required for public solicitation of construction proposals in accordance with Texas Government Code §2269.151.

**IMPACT OF THIS ACTION**

This action will allow the College to update exterior directional signs and campus maps to incorporate the changes made on each campus.

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

The estimated expenditure for Phase II is \$500,000. This expenditure will be funded from the 2008 Bond Program contingency funds.

**MONITORING AND REPORTING TIMELINE**

Completion of this project will require approximately four months after notice to proceed is issued. The project will be monitored by facilities services personnel.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Randi Faust	281-998-6348	randi.faust@sjcd.edu

**Purchase Request #7**  
**Regular Board Meeting January 27, 2020**

**Consideration of Approval of Additional Funds for Oracle Software Licenses**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of Oracle database software and Java support licenses from Mythics for the information technology services (ITS) department.

**BACKGROUND**

Banner is an enterprise resource planning (ERP) system that supports the College's student services and administrative functions. The College initially installed Banner in 2001 and Oracle is the relational database management system that Banner and other systems run on. The Oracle License Management Services division reviews the College's campus license annually for compliance and advises when additional licenses are needed due to enrollment growth. The College has been informed that additional licenses are required for the current campus license model. The licenses include utilizing Oracle cloud services for remote backup capabilities for the Banner ERP system.

Mythics has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide Oracle software licenses and services, Contract Number DIR-TSO-4158, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

The purchase of additional Oracle licenses will allow for all Banner-related databases, institutional research data warehouse reporting, and single sign-on environments to continue to serve the needs of our students, employees, and administrative support.

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

In August 2019, the Board approved an expenditure of \$475,000 for Oracle software licenses and maintenance. This request would increase the total amount approved by \$270,000 to a total of \$745,000. This expenditure will be funded from the ITS department's 2019-2020 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**Purchase Request #7**  
**Regular Board Meeting January 27, 2020**

**Consideration of Approval of Additional Funds for Oracle Software Licenses**

**RESOURCE PERSONNEL**

Rob Stanicic	281-929-4673	rob.stanicic@sjcd.edu
Suzanne DeBlanc	281-998-6323	suzanne.deblanc@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #8**  
**Regular Board Meeting January 27, 2020**  
**Consideration of Approval of Additional Funds for**  
**Technical Training Equipment and Supplies**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of technical training equipment and supplies from Technical Laboratory Systems, Inc.

**BACKGROUND**

The College procures various technical education products and instructional equipment. Technical Laboratory Systems, Inc. offers interactive learning and training systems to provide hands-on industrial skills training which are incorporated into course curricula. Technical Laboratory Systems, Inc. is an established supplier who provides quality products for competitive prices through a cooperative contract.

Technical Laboratory Systems, Inc. has a contract through the Choice Partners cooperative contracts program to provide technical training equipment and supplies, contract number 18/056KD-61, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

Technical Laboratory Systems, Inc. provides products for many of the College's technical training and instructional programs, specifically for the labs in many of the new buildings funded through the 2015 Bond Program. Approval of this request will allow the College to continue purchasing necessary supplies and equipment through the remainder of the fiscal year.

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

In August 2019, the Board approved an expenditure of \$100,000 for technical training equipment and supplies for instructional programs. This request would increase the total amount approved by \$200,000 to a total of \$300,000. This expenditure will be funded from various departments' 2019-2020 operating budgets and the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Randi Faust	281-998-6348	randi.faust@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu



**Purchase Request #9**  
**Regular Board Meeting January 27, 2020**

**Consideration of Approval to Renew the Contract for Electronic Procurement Software**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew the contract for electronic procurement online software with Ion Wave Technologies, Inc. for the contracts and purchasing services department.

**BACKGROUND**

In 2015, the contracts and purchasing services department entered into a five-year license agreement with Ion Wave Technologies, Inc. (“Ion Wave”) to provide an online sourcing, e-bidding and contract management tool. The online software provides a means for the staff to electronically issue and receive quote requests and formal solicitations rather than utilizing a cumbersome paper process. The software also includes a contract management tool where all of the College’s procurement-related contracts and associated documents can be tracked. On average, the department processes approximately 450 contracts per year.

In conjunction with the software contract renewal, the department desires to add a new bid evaluation scoring module which will allow for a paperless review and tabulation process to be utilized for all quotes and solicitation responses received through the system.

Ion Wave has a contract through the Choice Partners cooperative contracts program for electronic procurement software, contract number 16/058KH-03, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

Banner, the College’s enterprise resource planning software, does not include a robust procurement module, which necessitates the need to utilize a third-party software provider to meet the department’s requirements. The Ion Wave electronic sourcing module allows the department to electronically issue and receive both formal and informal quote requests, resulting in a savings of material and labor costs. The self-contained system incorporates a database of registered suppliers which enables the buyers to issue quote requests to a wider array of suppliers as well as the ability to target only those who match the commodity of the item or service being procured. All documents associated with each request, as well as the actions taken by the buyers and suppliers throughout the entire solicitation process, can be monitored and stored within the software. The new evaluation module will add the ability to review and score all supplier submissions within the software as well.

The contract management tool stores and tracks contract data, along with customizable reporting features all in centralized database.

**Purchase Request #9**  
**Regular Board Meeting January 27, 2020**

**Consideration of Approval to Renew the Contract for Electronic Procurement Software**

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

The prorated fee for the new evaluation module is \$3,000. The total contract value for the new five-year contract term for all modules will be \$177,500, starting with a first-year licensing fee of \$34,500 with an increase of \$500 each year thereafter. The prorated fee will be funded from the contracts and purchasing services department's 2019-2020 operating budget and the annual license fee will be funded from the department's subsequent years' budget, once approved.

**MONITORING AND REPORTING TIMELINE**

The bid evaluation module will be added to the current contract effective February 1, 2020. The new five-year contract term will commence on October 15, 2020 and continue through October 14, 2025.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**Item "A"**  
**Regular Board Meeting January 27, 2020**  
**Approval of the Minutes for the December 2, 2019**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the December 2, 2019, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
December 2, 2019  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Absent:</b> Erica Davis Rouse and John Moon, Jr. <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Anita Dewease, Bill Dickerson, Dianne Duron, Allatia Harris, Elissa Posway (Doeren Mayhew), Mandi Reiland, Laurel Williamson, and Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:25 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse (absent), Dan Mims, John Moon, Jr. (absent), Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters</b>	It was determined that there were no legal or personnel matters to discuss during this executive session.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	The meeting did not adjourn to closed session so there was no need to reconvene as posted.
<b>V.</b>	<b>Review of 2018-2019 Comprehensive Annual Financial Report</b>	Teri Zamora introduced Elissa Posway with Doeren Mayhew to review the audit results of the 2018-2019 Comprehensive Annual Financial Report (CAFR). Brenda Hellyer explained that a draft audit was distributed to the Board for review, and a final audit will be distributed upon completion. No significant changes are anticipated.

		<p>Elissa Posway with Doeren Mayhew reviewed the audit results report for year ended August 31, 2019 and gave an overview of the audit approach, process, and findings.</p> <p>Elissa stated that with respect to the audit, Doeren Mayhew was required to report on the following items:</p> <ul style="list-style-type: none"> <li>• Auditor’s Responsibilities under Generally Accepted Government Auditing Standards – <ul style="list-style-type: none"> <li>○ Financial Statements – Unmodified Report</li> <li>○ Internal Control over Financial Reporting – No significant deficiencies or material weaknesses</li> <li>○ Major Program Compliance Report – Unmodified Report</li> </ul> </li> <li>• Significant Accounting Policies – The College adopted GASB Statements No. 83 and No. 88 during fiscal year 2019, both of which had no significant impact on the financial statements</li> <li>• Management’s Judgements and Accounting Estimates – Estimates were reviewed and within an acceptable range</li> <li>• Significant Audit Adjustments – No significant adjustments</li> <li>• Major disagreements with management – None</li> <li>• Material errors, fraud, and illegal acts – None</li> <li>• Required material written communications will be completed after the Board approval of the audit based on the engagement letter dated April 29, 2019 <ul style="list-style-type: none"> <li>○ Audit reports – to be issued</li> <li>○ Management representation letter – to be obtained prior to issuance of audit reports</li> </ul> </li> </ul> <p>Elissa explained that an audit performed in accordance with the Uniform Guidance and the State of Texas Single Audit Circular requires tests of the College’s compliance with requirements of major Federal and State of Texas programs, including consideration of related internal controls. No findings were noted as a result of audit procedures performed, and unmodified reports will be issued for the Federal and State major programs.</p> <p>Teri will review the comprehensive annual financial report (CAFR) at the Board meeting.</p>
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<p><b>VI.</b></p>	<p><b>Discuss Changes in Unrestricted Fund on Annual Financial Report</b></p>	<p>Teri Zamora reviewed changes in unrestricted net position. She explained that GASB 68 was implemented on August 31, 2015, which recorded the College’s share of TRS Unfunded Pension Liability. Also, GASB 75 was implemented on August 31, 2018, which recorded the College’s share of future costs related primarily to the Cost of Health Insurance provided for Retirees. Most community colleges in Texas had negative Unrestricted Net Position following implementation of GASB 75</p> <p>After implementation of GASB 68 and GASB 75, Unrestricted Net Position ceased to be a good measure of financial health for governmental institutions, and most began concentrating on Unrestricted Cash balance.</p> <p>Teri reviewed the net position after implementation of GASB 68 and 75. The unrestricted net position decreased as GASB items were implemented beginning in 2015. However, the overall net position has increased from 2018 to 2019 despite the negative amount in unrestricted net position. Teri also reviewed a chart that demonstrated what the unrestricted net position would reflect without GASB 68 and 75 effects.</p> <p>Teri explained that the GASB changes shifted the reporting of pension (GASB 68) and OPEB (GASB 75) liabilities from the notes of the CAFR onto the College’s balance sheet. Rating agencies already consider these liabilities in San Jacinto College’s credit ratings. The rating agencies were already evaluating the pension and OPEB liabilities prior to the implementation of GASB 68 and GASB 75.</p> <p>The implementation of these accounting changes does not materially change the rating agencies’ views of the credit quality of issuers now that the liabilities are on the balance sheet. The new GASB reporting standards changes do not affect or change the reality of these liabilities; they merely provide a different means of reporting it.</p> <p>Marie Flickinger asked if the College has \$84 million of unrestricted cash balance. Teri responded yes, and it represents 5.6 months of operating costs.</p> <p>Keith Sinor asked who pays off the GASB insurance costs.</p>
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		<p>Teri explained that \$2.5 million is the College’s half, and the state pays the other half. The College’s liability will likely continue to increase for a variety of reasons.</p> <p>Marie asked if the auditor would feel comfortable financially if she was a board member. Elissa stated that she is comfortable, and any issues are addressed as they are found or would be included in the footnotes.</p> <p>Anita Dewease, Bill Dickerson, and Dianne Duron left the meeting after this item.</p>
<p><b>VII.</b></p>	<p><b>Propose Reallocation of Funds within 2008 Bond Proceeds</b></p>	<p>Brenda explained that the proposed reallocations of funds within the 2008 Bond proceeds were reviewed with the Board Building Committee. She would usually present this information at a Board retreat, but she decided to get information to the Board now, so we could move forward.</p> <p>She stated that there is approximately \$559,000 remaining in contingency from the 2008 Bond. This balance may increase as each project is closed. As has been previously discussed, the South Campus Welcome Center is in need of renovation because of dissatisfaction with acoustics and operational aspects of the moveable glass walls. She also stated that changes in the student services model from walk-up transactions to a more one-on-one, personal service model also created a need for renovations.</p> <p>This project was on hold until a firm schedule was determined with the end users so as to not interfere with registration processes. The renovation timeline will primarily cover March through May. This includes temporarily moving employees as needed into vacant areas that come available after the December/January building completions.</p> <p>She explained that the request is to move \$191,000 from the contingency to the South Campus Welcome Center renovation budget.</p> <p>Brenda stated that a similar request will come forward for the North Campus Welcome Center after programming is complete. The current budget is \$400,000, and the plan is to use additional contingency funds as required for that project as well. She clarified that the models for</p>

		<p>these projects are consistent with the new building being finalized at Central Campus.</p>
<p><b>VIII.</b></p>	<p><b>Update on Harris County Promise at San Jacinto College</b></p>	<p>Allatia Harris provided an update on the Harris County Promise @ San Jac Program. She explained that she has been having regular meetings to work out the details for the Promise program with the goal to enable more students in the area to receive an excellent and equitable education. Additional opportunities for the program are to expand the college-going culture by reaching students who are not currently seeking education past high school, educate parents of potential first-generation students about college, increase the number of completers, and reduce time-to-degree.</p> <p>Allatia reviewed the student commitment steps and timeline. A pledge to pursue college must be completed by the student by February 7, 2020. Once the pledge is completed, a college application, financial aid (Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA)), and enrollment must be completed.</p> <p>Dr. Ruede Wheeler asked how students are selected for the program. Allatia answered stating anyone who meets the criteria and applies can receive this, but they have to maintain certain requirements to stay in the program. Brenda added that we anticipate that if students go through this process then they most likely will be Pell eligible. The scholarship will fill the gap after Pell.</p> <p>Allatia explained that a student must enroll in a minimum of 12 credit hours each fall and spring semester, utilize federal and state aid and scholarship funding, and maintain a 2.0 GPA each semester. The enrollment must be continuous, they must engage with on-campus support services as scheduled, and pursue completion of workforce credential or associate’s degree within three years.</p> <p>Dr. Wheeler asked how these students will be motivated to sign up. Allatia responded that the schools will be motivating students through pep rallies and other events and a key will be to get parents engaged.</p>



		<p>Brenda mentioned that 55% of South Houston High School graduates, for example, do not attend college. If that group is targeted, there is tremendous potential with this program.</p> <p>Allatia explained that the program will launch with three high schools with the hope to expand to other area schools.</p> <p>Dr. Wheeler asked if the Board can receive data on non-college going percentages for each of our area high schools. Brenda will provide this data at a future meeting.</p> <p>Brenda explained that the program is starting with three high schools to test the model. The three schools are Dobie High School, Sam Rayburn High School, and South Houston High School. She is recommending a three-year agreement with Good Reason Houston. We will continue to assess the program throughout the three years.</p> <p>Dr. Wheeler asked about funding. Brenda provided an overview of the funding. She explained that we have already received a donation to cover a portion of the scholarships. We will begin additional fundraising soon, but there also are additional unrestricted funds in the San Jacinto College Foundation (Foundation). Good Reason Houston will provide for administrative and marketing support, provide computer tools and reporting, and provide funding for 50% of salaries and benefits of the College Access Associate and College Success Coaches for the first two years. They will also provide fundraising support to assist with the long-term strategy. San Jacinto College provides the last scholarship funding (after financial aid) for remaining balances due for eligible Promise students. San Jacinto College will hire the College Access Associates to coordinate Promise work at the high schools and will employ the College Success Coaches to engage Promise students at the College. Also, San Jacinto College will provide funding for marketing and outreach materials not exceeding \$39,000 total in a three-year period.</p> <p>Larry Wilson asked if he read the agreement correct that the third year is funded fully by San Jacinto College. Allatia confirmed that this is correct.</p>
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		<p>Larry explained that his concern is that if the Foundation is funding this it will take away from what the Foundation is currently funding. Brenda and Allatia see this program as an enhancement to the Foundation’s current efforts.</p> <p>Brenda explained that Teri Zamora has talked with Dallas Promise to discuss the success of their model. Ours is similar, and she anticipates it being successful but wants to better understand the financial impact.</p> <p>Allatia reviewed the plan for growth of the Promise Program. She reviewed the three selected high school’s data on current graduates, those that attend San Jacinto College, and anticipated increase with this program. We are planning for an additional 15% growth to the graduates from each of these schools. This 15% is due to the late start of the program. We hope for 25% growth in the future years if we kick off in October. For this year, Good Reason Houston was not ready for October.</p> <p>Larry asked if we can get this going by January. Brenda stated that Allatia and the financial aid team have been meeting with the school’s representatives from the high schools. There is a kickoff event in early January at each high school.</p> <p>Dr. Wheeler and Keith Sinor asked if this will decrease the funds we would have already received from students because they were already coming to us. Brenda explained that we will need to analyze this impact with the high schools. Marie asked how many of the enrolled students from Dobie are full-time. Allatia does not have data with her but will get this information for the Board to review.</p> <p>The group discussed a possible household income cap as a requirement of student eligibility. Brenda explained that there is not one at this time, but we will analyze the data as the program progresses. There is concern from Good Reason Houston that such a requirement will cause confusion.</p> <p>Teri presented the direct program costs. The estimated cost to the College is approximately \$2.1 million total over five</p>
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		<p>years. This includes marketing, access associates, and success coaches. The estimated cost for the Foundation is \$2.3 million over five years. These costs will be modified as we get additional information from this roll-out.</p> <p>Keith asked what the average scholarship amount per student is.</p> <p>Teri answered that for each student it is approximately \$1,900 for two semesters with additional costs for books. If they receive Pell funding, they would receive approximately \$2,700 per semester; thus, no scholarship funding.</p> <p>Members noted that this program would not work without federal and state financial aid contributing to a significant part of this. Because students will have to complete FAFSA it will ensure more Pell funds are used then the scholarship dollars will be accessed.</p> <p>The goal is to guide and continue to help and encourage students and parents to stick with it and complete the process through to credential.</p> <p>Larry asked how much control we have over the program. Allatia said we manage the program and partner with the high schools to encourage participation and ultimately enrollment. Good Reason Houston is monitoring the data. She added that the state incentives that will start with the implementation of House Bill 3. High schools will be receiving funding for number of FAFSAs completed and number of college going students. This should help the program also.</p> <p>Teri added that the estimated growth plan will create discussion and decision points.</p> <p>Brenda said the original plan was to move much faster, but they would like to review and analyze data before adding high schools.</p> <p>Brenda referenced additional handouts on Good Reason Houston that were distributed. One summarizes Harris County Promise policies and the other is an FAQ on the program.</p>
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		<p>Dr. Wheeler asked how we are planning to explain to taxpayers regarding excluding schools from other tax paying areas.</p> <p>Allatia stated that this is a start of a program to test if this is expandable and sustainable. Starting with one district is a way to assess what is needed from the high schools as well as a commitment from the school district.</p> <p>Brenda added that the plan is to expand to all, but we need to analyze before moving forward.</p> <p>Brenda explained that she will bring updates to the Board at the next meeting.</p> <p>Dan Mims agrees that some schools may ask “why not us?”</p> <p>Allatia explained that Pasadena is in a good position to “pilot” this because of staff resources.</p> <p>Teri clarified that the growth plan presented is a moderate plan. Depending on how it goes and what resources we can tap into, will determine the speed of expandability.</p> <p>Brenda stated the overall goal is to come up with a fundraising plan to obtain additional funds from other resources and maximize potential federal and state dollars. This will help determine sustainability.</p> <p>Allatia stated this program will help achieve the THECB 60x30 goals.</p> <p>Allatia mentioned that other Texas colleges are starting these programs. There are approximately ten across the state. All seemed pleased with progress, but each is somewhat different.</p> <p>Marie believes that this could generate more donors for the Foundation.</p>
<b>IX.</b>	<b>Review Modifications to Dual Credit Memorandums of Understanding</b>	<p>Brenda reviewed the modifications to the dual credit memorandums of understanding (MOU). She stated that at the October 7, 2019, Board meeting, a draft MOU for ten independent school districts (ISD) was approved by the Board. She reviewed the current status of each of those MOU’s by ISD.</p>

<p><b>X.</b></p>	<p><b>Review of Instructional Values</b></p>	<p>Laurel Williamson reviewed the new instructional values for the College. She explained that these are in alignment with the College values but are targeted for the classroom. These values were developed by a faculty committee. They were presented to full-time faculty at a meeting in August, and there were several opportunities to gain feedback from all faculty. A workgroup reviewed and proposed final items, and the Strategic Leadership Team has approved. These are now being presented to the Board as an informational item and do not require approval.</p> <p>Laurel explained that the goal is to align with the student success goal and values of the College. This will also factor into conversations with faculty regarding their classrooms, academic rigor, and student success.</p>
<p><b>XI.</b></p>	<p><b>Review Changes to Policy III.3003.A, Ethical Conduct and Conflicts of Interest</b></p>	<p>Teri Zamora reviewed the proposed changes to the Policy on Ethical Conduct. The College currently has a policy entitled Ethical Conduct and Conflicts of Interest which provides an overall framework for the conduct of employees and trustees. The College also has a policy entitled Employee Harassment which addresses specific issues of employee and trustee behavior, including the topic of sexual harassment. Teri explained that, “section 22-ethics policy” of the most recent state funding bill was interpreted by the THECB to apply to community colleges. This section requires that sexual harassment be specifically mentioned in a college’s ethics policy.</p> <p>Teri also explained that the College is accomplishing compliance with this new requirement by referencing the policy on Employee Harassment within the existing policy on Ethical Conduct. Due to the urgency of this change, the Chancellor used the authority granted to her in the Policy on Development, Review, Revision and Rescission to temporarily make the required edit effective on November 19, 2019</p> <p>Per the requirements of the policy granting the Chancellor this authority, the temporary policy change will now go through the standard process including a first and second reading, and an email to the college community for feedback.</p> <p>The College is in the process of reviewing all legislation from the 86th session to determine other policy change</p>

		requirements, using TASB’s guidance and updated legal policies and local policies as a guide.
<b>XII.</b>	<b>Review Policy VI.6003.C, Resident Status – Second Reading</b>	There was no time to review this item in the workshop, so it was covered in the Board meeting prior to voting.
<b>XIII.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar with the Board.
<b>XIV.</b>	<b>General Discussion of Meeting Items</b>	There was no additional time to cover any items from the meeting agenda that the members would like to review, so Brenda asked the Board to bring forward any questions they have during the Board meeting.
<b>XV.</b>	<b>Adjournment</b>	Workshop adjourned at 7:00 p.m.

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

**December 2, 2019**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, December 2, 2019, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

**Board of Trustees:** Marie Flickinger, Chair  
Dan Mims  
Keith Sinor, Secretary  
Dr. Ruede Wheeler  
Larry Wilson

**Absent:** Erica Davis Rouse, Assistant Secretary  
John Moon, Jr., Vice Chair

**Chancellor:** Brenda Hellyer

**Others Present:**

Fernando Arriazola	Kevin Hale	Heather Rhodes
Joshua Banks	Allatia Harris	Shelley Rinehart
Rhonda Bell	Elisabeth Harthcock	Martha Robertson
Lee Benjamins	Rosie Helms	Joanna Sabey
Pam Campbell	Lisa Houston	Cheryl Sellers
Ann Cartwright	Jerelyn Hughes-Glenn	Debbie Smith
Katlynn Colquitt	Angie Jackson	Danny Snooks
Janet Cowey	Bennie Jenkins	Susan Starr
Prit Dalwadi	Brenda Jones	Janice Sullivan
Suzanne DeBlanc	Tami Kelly	Andrea Vasquez
Rebecca Decker	Ann Kokx-Templett	Van Wigginton
Kim DeLauro	Kevin McKisson	Chris Wild
Anita Dewease	DeRhonda McWaine	Laurel Williamson
William E. Dickerson	Kevin Morris	Teri Zamora
Phuong Doan	Lambrini Nicopoulos	
Destry Dokes	Jose Nunez	
Chris Duke	Jessica Ogbonmwan	
Teddy Farias	Alexander Okwonna	
Amanda Fenwick	Rosalyn Parker	
Robb Flynn	Elyssa Posway	
Rachel Garcia	Bill Raffetto	
Scott Gernander	J.R. Ragaisis	
George González	Ruben Ramirez	
Rebecca Goosen	Sandra Ramirez	

**Call the Meeting to order:** Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:06 p.m.

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

**Invocation and Pledges to the Flags:** The invocation was given by Dr. Laurel Williamson. The pledges to the American flag and the Texas flag were led by Dan Mims.

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

1. Dr. Brenda Jones recognized Dr. Christopher Wild for receiving the 2019 Two-Year College Teaching Award from the American Chemical Society.
2. Dr. Brenda Jones recognized the SJC Chemistry Professors for receiving the ChemLuminary Award.

**Student Success Presentations:**

1. George González presented an overview of Fall 2019 Headcount. Jerelyn Glenn and Dr. Rhonda Bell presented an overview of workforce programs.

**Communications to the Board:** The following items were distributed to the Board as communication items.

1. Thank you letter from Kelly Frels
2. December Opportunity News
3. 2019 Honors Program Annual Report
4. 2019-2020 Budget

**Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:** There were no citizens desiring to be before the Board of Trustees.

**Informative Reports:** Chair Marie Flickinger indicated such reports were in the Board documents and online.

- A. San Jacinto College Financial Statements
  - a. Financial Statements October 2019
  - b. Monthly Investment Report October 2019
  - c. Quarterly Investment Report February – May, 2019
  - d. Quarterly Investment Report June – August, 2019
- B. San Jacinto College Foundation Financial Statements
  - a. October 2019



b. Financial Audit June 30, 2019 and 2018  
C. Capital Improvement Program  
D. San Jacinto College Building Committee Minutes

**Motion 10005**      Motion was made by Larry Wilson, seconded by Keith Sinor, for approval of  
**Consideration of**      Amendment to the 2019-2020 Budget for Restricted Revenue and Expenses  
**Approval of**      Relating to Federal and State Grants.

**Amendment to**  
**the 2019-2020**  
**Budget for**  
**Restricted**  
**Revenue and**  
**Expenses**  
**Relating to**  
**Federal and**  
**State Grants**

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson

**Nays:** None

**Motion 10006**      Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, for  
**Consideration of**      approval of Policy III.3004.B, Sustainable Energy Management – Second  
**Approval of**      Reading.

**Policy**  
**III.3004.B,**  
**Sustainable**  
**Energy**  
**Management –**  
**Second Reading**

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson

**Nays:** None

**Motion 10007**      Motion was made by Keith Sinor, seconded by Dr. Ruede Wheeler, for  
**Consideration of**      approval of Policy III.3001.D, Tuition and Related Items – Second Reading.

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

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson

**Nays:** None

**Motion 10008**      The item was posted to be reviewed in the workshop prior to the Board  
**Consideration of**      meeting but due to time constraints, Brenda Hellyer and Teri Zamora provided  
**Approval of**      an overview of this item in the Board meeting. Larry Wilson asked for  
**Policy**      additional data regarding this policy. Teri Zamora will provide this to the  
**VI.6003.C,**      Board at a future workshop.

**Resident Status**  
**– Second**  
**Reading**

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, for  
Consideration of Approval of Policy VI.6003.C, Resident Status – Second  
Reading.

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson

**Nays:** None

**Motion 10009  
Consideration of  
Approval of  
2020-2021  
Academic  
Calendar**

Motion was made by Keith Sinor, seconded by Larry Wilson, for approval of 2020-2021 Academic Calendar.

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson

**Nays:** None

**Motion 10010  
Consideration of  
Acceptance of  
the 2018-2019  
Comprehensive  
Annual  
Financial Report**

Teri Zamora provided an overview of the 2018-2019 Comprehensive Annual Financial Report.

Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for acceptance of the 2018-2019 Comprehensive Annual Financial Report.

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson

**Nays:** None

**Motion 10011  
Consideration  
Of A Resolution  
For Casting A  
Ballot For The  
Election Of A  
Person To The  
Board Of  
Directors Of The  
Harris County  
Appraisal  
District**

Motion was made by Larry Wilson, seconded by Dan Mims, for approval of a Resolution For Casting A Ballot For The Election Of A Person To The Board Of Directors Of The Harris County Appraisal District.

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson

**Nays:** None

**Motion 10012  
Consideration of  
Approval of  
Memorandum of  
Understanding  
and Data  
Sharing  
Agreement with  
Good Reason  
Houston**

Motion was made by Keith Sinor, seconded by Dan Mims, for approval of Memorandum of Understanding and Data Sharing Agreement with Good Reason Houston.

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson

**Nays:** None

**Consideration of Approval of Policy III.3003.A, Ethical Conduct & Conflicts of Interest - First Reading (Informational Item)** Informational item on Policy III.3003.A, Ethical Conduct & Conflicts of Interest - First Reading. Brenda Hellyer noted that this item will be sent out to the College community for feedback on Tuesday, December 3, 2019.

**No vote required.**

**Motion 10013 Consideration of Purchasing Requests** Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for approval of the purchasing requests.

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

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson  
**Nays:** None

**Motion 10014 Consent Agenda** Motion was made by Larry Wilson, seconded by Keith Sinor, to approve the consent agenda.

- A. Approval of the Minutes for the November 4, 2019 Board Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), 2019-2020 Stipends and Market Premiums Salary Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

**Motion Carried.**

**Yeas:** Mims, Sinor, Wheeler, Wilson  
**Nays:** None

**Items for  
Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Meeting Adjourned at 8:06 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for 2019-2020 which have been made in accordance with State accounting procedures.

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – Budget Transfers

### **RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The January 27, 2020 Board Meeting  
 Budget Transfers Related to Fiscal Year 2019-2020

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 23,967	\$ 1,400
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 22,812	\$ 21,129
STUDENT SERVICES	\$ 3,390	\$ 6,887
INSTITUTIONAL SUPPORT	\$ 1,621	\$ 23,196
PHYSICAL PLANT	\$ 824	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 52,613	\$ 52,613

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

**RECOMMENDATION**

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

**South Campus**

Department

Physical Therapy Assistant Program

Associate Degree Nursing Program

Affiliation Entity

South County Physical Therapy

Grand Canyon University

**North Campus**

Department

Health Information Management Program

Health Information Management Program

Health Care Setting Educational Experience Program

Affiliation Entity

Riverkids Pediatric Home Health

Discovery Services of Texas, Inc.

The University of Texas M.D. Anderson Cancer Center

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

Daniel J. Snooks, Attorney

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**Item "E"**  
**Regular Board Meeting January 27, 2020**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, March 2, 2020.