

*Board of Trustees  
Meeting*

*August 12, 2024*

August 9, 2024

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:00 p.m., Monday, August 12, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

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

**BOARD WORKSHOP  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

**III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, and 551.074 of the Texas Open Meetings Act, for the following purposes:**

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

**B. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.**

**C. 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.**

**1. Validation of evaluation ratings for members of the Strategic Leadership Team**

**IV. Reconvene in Open Meeting**

**V. Update on Fall Enrollment**

**VI. Update on Fiscal Year 2025 Budget**

**VII. Review Property Tax Rate Adoption and Process**

**VIII. Review Senate Bill (SB) 17 Compliance Report**

**IX. Review Closure of the Heavy Diesel Power – AAS and Certificate of Technology**

**X. Review of Calendar**

**XI. General Discussion of Meeting Items**

**A. Additional Purchasing Support Documents**

**XII. Adjournment**

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

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

On this day, August 9, 2024, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board meeting at 7:00 p.m. on Monday, August 12, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

An electronic copy of the agenda packet is available on the College's website as follows:  
[www.sanjac.edu/about/board-trustees/#Board\\_of\\_trustees\\_meetings](http://www.sanjac.edu/about/board-trustees/#Board_of_trustees_meetings)

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

A link to a public comments form is available at: [www.sanjac.edu/request-speak-to-board](http://www.sanjac.edu/request-speak-to-board)  
The form must be completed prior to 11:00 a.m. on August 12, 2024. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the "Public Comment" portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING  
AGENDA**

**I. Call the Meeting to Order**

**II. Roll Call of Board Members**

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

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

**A. Future Business Leaders of America Recognition**

Presenter: Aaron Knight

**B. Recognition of Teri Crawford for Receiving the Carl M. "Cheesie" Nelson  
Administrative Leadership Award**

Presenter: Brenda Hellyer

**V. Student Success Presentations**



**VI. Communications to the Board of Trustees**

**VII. Public Comment**

**VIII. Informative Reports to the Board**

**A. San Jacinto College Financial Statements**

- 1. San Jacinto College Monthly Financial Statements June 2024**
- 2. San Jacinto College Monthly Financial Statements May 2024**
- 3. San Jacinto College Monthly Investment Report June 2024**
- 4. San Jacinto College Monthly Investment Report May 2024**
- 5. San Jacinto College Quarterly Investment Report March - May 2024**

**B. San Jacinto College Foundation Financial Statements**

- 1. June 2024**
- 2. May 2024**

**C. Capital Improvement Program**

- 1. June 2024**
- 2. May 2024**

**ACTION ITEMS**

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

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

**XI. Consideration of Approval of Proposed Budget for 2024-2025**

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

**XIII. Consideration of Approval of Part-Time Rate Changes, Stipend and Market Premium Changes, and Reauthorization of the Full-time Salary Schedules for 2024-2025**

**XIV. Consideration of Approval of Licensing Agreement at Ellington Field**

**XV. Consideration for Approval of Report to be Submitted to the Texas Higher Education Coordinating Board Certifying Compliance with Texas Education Code 51.3525 (SB17)**

**XVI. Consideration of Approval of Memorandum of Understanding with Grace Christian Academy for Dual Credit**

**XVII. Consideration of Approval of Memorandum of Understanding with Iman Academy Southeast for Dual Credit**

**XVIII. Consideration of Approval of the 2025 Board of Trustees Regularly Scheduled Meeting Dates**

**XIX. Consideration of Approval of Policy III.3000.A, Campus Carry - First Reading (Informational Item)**

**PURCHASING REQUESTS**

**XX. Consideration of Purchasing Requests**

## **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.)

### **XXI. Consent Agenda**

**A. Approval of the Minutes for the June 3, 2024, Workshop and Regular Board Meeting**

**B. Approval of the Minutes for the August 5, 2024, Board Strategic Planning Retreat**

**C. Approval of the Budget Transfers**

**D. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2024-2025 Professional Contract Recommendations**

**E. Approval of the Affiliation Agreements**

**F. Approval of the Next Regularly Scheduled Meeting**

### **XXII. Items for Discussion/Possible Action**

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

### **XXIII. Adjournment**

#### **Closed Session Authority**

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Monthly Financial Statements  
June 2024

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

<u>Assets</u>	<u>2024</u>	<u>2023</u>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 81,735,257	\$ 69,514,293
Investments	9,897,800	30,896,599
Accounts receivable - taxes	5,256,975	5,838,707
Accounts receivable	31,529,264	27,934,052
Deferred charges	4,057,722	4,483,176
Inventories	434,916	422,438
Total current assets	<u>132,911,934</u>	<u>139,089,266</u>
<b>Noncurrent assets:</b>		
Restricted cash and cash equivalents	85,385,488	91,523,298
Other long term investments	20,060,208	-
Capital assets, net	714,839,275	723,123,589
Total noncurrent assets	<u>820,284,971</u>	<u>814,646,887</u>
Total assets	<u>953,196,906</u>	<u>953,736,153</u>
<b>Deferred outflows of resources:</b>		
Deferred outflow related to pensions	21,400,078	12,486,706
Deferred outflow related to OPEB	16,454,021	19,256,731
Deferred outflow related to defeased debt	3,839,732	4,704,931
Total deferred outflows of resources	<u>41,693,832</u>	<u>36,448,368</u>
<u>Liabilities</u>		
<b>Current liabilities:</b>		
Accounts payable	15,059,678	13,221,958
Accrued liabilities	8,355,382	8,488,065
Accrued compensable absences and deferred compensation	2,417,317	2,429,062
Deferred revenues	16,696,607	12,586,722
Total current liabilities	<u>42,528,984</u>	<u>36,725,808</u>
<b>Noncurrent liabilities:</b>		
Net pension liability	49,944,685	20,637,425
Net OPEB liability	96,184,800	112,279,723
Bonds and notes payable	643,915,081	662,845,322
Total noncurrent liabilities	<u>790,044,566</u>	<u>795,762,471</u>
Total liabilities	<u>832,573,550</u>	<u>832,488,278</u>
<b>Deferred inflows of resources:</b>		
Deferred inflows related to pensions	5,790,103	25,055,564
Deferred inflows related to OPEB	34,752,051	18,658,275
Deferred inflows - Lease Receivable	1,227,296	1,382,492
Total deferred inflows of resources	<u>41,769,451</u>	<u>45,096,331</u>
<u>Net assets</u>		
Beginning of year - audited	83,260,534	79,484,620
Current year addition	37,287,203	33,115,291
Total net position	<u>\$ 120,547,737</u>	<u>\$ 112,599,912</u>

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

**11 Unrestricted Funds**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Appropriations	\$ 54,995,750	\$ 54,995,750	100.00%	\$ 33,459,199	81.00%
State Appropriations - FAST	2,900,000	1,921,735	66.27%	-	-
Local Taxes - Maintenance & Operations	84,770,000	82,378,990	97.18%	79,433,316	99.90%
Credit Tuition	66,345,000	66,855,458	100.77%	59,341,947	99.77%
Credit Exemptions & Waivers	(8,400,000)	(9,996,170)	119.00%	(8,287,066)	99.20%
Continuing Education					
CPET	525,000	269,739	51.38%	516,326	98.62%
Biotechnology	500,000	-	-	-	-
Maritime Transportation	2,000,000	1,627,928	81.40%	1,829,851	85.61%
Continuing Professional Development (CPD)	6,360,000	3,212,803	50.52%	4,598,978	79.71%
Continuing Education Exemptions & Waivers	(45,000)	(27,271)	60.60%	(51,920)	84.93%
Bad Debt	(1,000,000)	(833,365)	83.34%	(586,054)	41.34%
Sales & Services	1,800,000	2,948,790	163.82%	1,781,069	56.38%
Investment Income	6,000,000	5,018,588	83.64%	3,628,303	83.18%
HEERF Lost Revenue	-	-	-	8,138,108	105.21%
<b>Total Revenues</b>	<b>216,750,750</b>	<b>208,372,974</b>	<b>96.13%</b>	<b>183,802,057</b>	<b>94.69%</b>
<b>Expenditures</b>					
Instruction	86,414,600	76,017,496	87.97%	69,419,098	87.07%
Public Service	19,637	6,469	32.94%	36,235	88.55%
Academic Support	20,562,595	14,914,211	72.53%	13,152,895	87.01%
Student Services	21,277,790	16,128,624	75.80%	12,699,228	79.30%
Institutional Support	56,454,922	43,918,678	77.79%	38,852,016	78.92%
Physical Plant	27,230,515	19,530,077	71.72%	18,154,841	76.26%
<b>Total Expenditures</b>	<b>211,960,060</b>	<b>170,515,555</b>	<b>80.45%</b>	<b>152,314,313</b>	<b>82.81%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	4,790,690	8,642,937	180.41%	7,544,557	89.17%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 29,214,483</b>		<b>\$ 23,943,187</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes in Net Position**  
**For the Ten Months Ended June 30, 2024**

**Federal Restricted Funds**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Grants	\$ 59,462,030	\$ 56,536,920	95.08%	\$ 67,088,630	89.09%
<b>Total Revenues</b>	<b>59,462,030</b>	<b>56,536,920</b>	<b>95.08%</b>	<b>67,088,630</b>	<b>89.09%</b>
<b>Expenditures</b>					
Instruction	1,712,207	1,024,906	59.86%	1,052,931	76.49%
Public Service	286,771	135,558	47.27%	177,892	89.27%
Academic Support	9,108,954	3,898,221	42.80%	5,663,097	80.33%
Student Services	454,920	264,283	58.09%	3,103,735	85.15%
Institutional Support	846,983.98	477,200	56.34%	13,663,748	89.12%
Physical Plant	1,085,303	103,817	9.57%	252,847	50.60%
Scholarships and Fellowships	45,966,890	50,632,935	110.15%	43,174,380	91.47%
<b>Total Expenditures</b>	<b>59,462,030</b>	<b>56,536,920</b>	<b>95.08%</b>	<b>67,088,630</b>	<b>89.09%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

**State Restricted Funds**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Paid Benefits	\$ 12,215,000	\$ 11,013,186	90.16%	\$ 10,032,687	79.07%
Grants	7,912,389	5,668,448	71.64%	2,590,545	98.04%
<b>Total Revenues</b>	<b>20,127,389</b>	<b>16,681,634</b>	<b>82.88%</b>	<b>12,623,232</b>	<b>82.34%</b>
<b>Expenditures</b>					
Instruction	7,168,413	5,801,682	80.93%	5,405,489	79.36%
Public Service	14,971	14,971	100.00%	18,794	84.08%
Academic Support	2,089,587	1,302,222	62.32%	1,432,874	76.82%
Student Services	1,804,222	1,736,365	96.24%	1,437,330	78.66%
Institutional Support	3,069,750	2,367,312	77.12%	2,177,752	81.24%
Physical Plant	14,524	-	-	-	-
Scholarships and Fellowships	5,965,923	5,459,082	91.50%	2,150,993	102.09%
<b>Total Expenditures</b>	<b>20,127,389</b>	<b>16,681,634</b>	<b>82.88%</b>	<b>12,623,232</b>	<b>82.34%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	



**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes in Net Position**  
**For the Ten Months Ended June 30, 2024**

**Local Restricted Funds**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Grants	\$ 7,817,679	\$ 4,149,373	53.08%	\$ 4,119,025	97.18%
<b>Total Revenues</b>	<b>7,817,679</b>	<b>4,149,373</b>	<b>53.08%</b>	<b>4,119,025</b>	<b>97.18%</b>
<b>Expenditures</b>					
Instruction	-	-	-	-	-
Public Service	232,134	181,529	78.20%	118,895	77.83%
Academic Support	1,828,466	346,714	18.96%	40,752	41.13%
Student Services	6,156	2,000	32.49%	16,918	96.25%
Institutional Support	41,188	28,913	70.20%	38,508	67.74%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	5,982,000	3,812,074	63.73%	4,048,672	98.30%
<b>Total Expenditures</b>	<b>8,339,944</b>	<b>4,371,230</b>	<b>52.41%</b>	<b>4,263,744</b>	<b>96.46%</b>
<b>Transfers Among Funds</b>					
Transfers In	(522,265)	(206,662)	39.57%	(146,032)	76.36%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (15,195)</b>		<b>\$ 1,313</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

**27 FAST & TPEG**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Appropriations - FAST	-	1,960,385	-	-	-
Tuition - Credit & Non Credit - TPEG	\$ 3,100,000	\$ 3,235,845	104.38%	\$ 2,936,321	98.56%
<b>Total Revenues</b>	<b>3,100,000</b>	<b>5,196,230</b>	<b>167.62%</b>	<b>2,936,321</b>	<b>96.64%</b>
<b>Expenditures</b>					
Scholarships and Fellowships - FAST	-	2,185,742	-	-	-
Scholarships and Fellowships - TPEG	3,100,000	3,511,390	113.27%	2,861,999	91.37%
<b>Total Expenditures</b>	<b>3,100,000</b>	<b>5,697,132</b>	<b>183.78%</b>	<b>2,861,999</b>	<b>91.37%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (500,901)</b>		<b>\$ 74,322</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

**28 Private Gifts and Donations**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Sales & Services	\$ -	\$ 75,914	-	\$ -	-
Grants	40,000	-	-	102,000	100.00%
<b>Total Revenues</b>	<b>40,000</b>	<b>75,914</b>	<b>189.79%</b>	<b>102,000</b>	<b>1.00</b>
<b>Expenditures</b>					
Instruction	-	27,549	-	22,503	66.17%
Institutional Support	40,000	-	-	102,000	100.00%
<b>Total Expenditures</b>	<b>40,000</b>	<b>27,549</b>	<b>68.87%</b>	<b>124,503</b>	<b>91.54%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 48,365</b>		<b>\$ (22,503)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

**Auxiliary Enterprises**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Auxiliary Services	\$ 3,073,000	\$ 2,489,235	81.00%	\$ 2,199,728	79.75%
<b>Total Revenues</b>	<b>3,073,000</b>	<b>2,489,235</b>	<b>81.00%</b>	<b>2,199,728</b>	<b>79.75%</b>
<b>Expenditures</b>					
Labor	730,462	650,856	89.10%	556,099	79.75%
Benefits	106,042	107,460	101.34%	105,193	79.60%
Supplies	637,454	546,053	85.66%	456,098	87.85%
Travel	225,913	302,304	133.81%	214,706	83.87%
Contracted Services	124,215	120,694	97.17%	171,738	82.57%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,248,715	1,133,391	90.76%	1,018,434	93.89%
<b>Total Expenditures</b>	<b>3,073,000</b>	<b>2,860,758</b>	<b>93.09%</b>	<b>2,522,269</b>	<b>87.05%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (371,523)</b>		<b>\$ (322,541)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

**Fund 95 Retirement of Indebtedness**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Local Taxes - Debt Service	\$ 40,100,400	\$ 39,072,529	97.44%	\$ 37,729,872	100.11%
Investment Income	-	300,555	-	283,103	77.64%
<b>Total Revenues</b>	<b>40,100,400</b>	<b>39,373,084</b>	<b>98.19%</b>	<b>38,012,976</b>	<b>0.00%</b>
<b>Expenditures</b>					
Institutional Support - Principal	18,379,936	18,359,936	99.89%	15,155,000	100.00%
Institutional Support - Interest	25,008,889	18,900,667	75.58%	19,547,641	81.23%
<b>Total Expenditures</b>	<b>43,388,825</b>	<b>37,260,603</b>	<b>85.88%</b>	<b>34,702,641</b>	<b>88.49%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,268,425)	(2,436,275)	74.54%	(2,398,525)	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment <sup>1</sup>	(18,379,936)	(18,359,936)	99.89%	(15,155,000)	100.00%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 18,359,936</b>	<b>\$ 22,908,692</b>		<b>\$ 20,863,860</b>	

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

**Fund 97 Investment in Plant**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Expenditures</b>					
Depreciation	\$ 29,800,000	\$ 24,348,445	81.71%	\$ 22,830,101	80.73%
<b>Total Expenditures</b>	<b>29,800,000</b>	<b>24,348,445</b>	<b>81.71%</b>	<b>22,830,101</b>	<b>80.73%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(2,671,055)	(1,006,517)	37.68%	(3,549,148)	68.69%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (27,128,945)</b>	<b>\$ (23,341,928)</b>		<b>\$ (19,280,954)</b>	

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Appropriations	\$ 67,210,750	\$ 66,008,936	98.21%	\$ 43,491,886	80.55%
State Appropriations - FAST	2,900,000	3,882,120	133.87%	-	-
Local Taxes - Maintenance & Operations	84,770,000	82,378,990	97.18%	79,433,316	99.90%
Local Taxes - Debt Service	40,100,400	39,072,529	97.44%	37,729,872	100.23%
Credit Tuition	69,445,000	70,091,303	100.93%	62,278,268	99.72%
Credit Exemptions & Waivers	(8,400,000)	(9,996,170)	119.00%	(8,287,066)	99.20%
Continuing Education					
CPET	525,000	269,739	51.38%	516,326	98.62%
Biotechnology	500,000	-	-	-	-
Maritime Transportation	2,000,000	1,627,928	81.40%	1,829,851	85.61%
Continuing Professional Development	6,360,000	3,212,803	50.52%	4,598,978	79.71%
Continuing Education Exemptions & Waivers	(45,000)	(27,271)	60.60%	(51,920)	84.93%
Bad Debt	(1,000,000)	(833,365)	83.34%	(586,054)	41.34%
Sales & Services	1,800,000	3,024,705	168.04%	1,781,069	56.38%
Investment Income	6,000,000	5,319,143	88.65%	3,911,406	81.73%
Investment Income - Restricted Funds	-	3,345,210	-	2,858,606	80.62%
HEERF Lost Revenue	-	-	-	8,138,108	105.21%
Auxiliary Services	3,073,000	2,489,235	81.00%	2,199,728	79.75%
Grants	67,584,419	62,296,443	92.18%	69,842,762	91.23%
Local Grants	7,647,679	4,058,298	53.07%	4,057,439	70.81%
<b>Total Revenues</b>	<b>350,471,248</b>	<b>336,220,575</b>	<b>95.93%</b>	<b>313,742,575</b>	<b>93.24%</b>
<b>Expenditures</b>					
Instruction	95,295,220	82,871,634	86.96%	75,900,021	86.33%
Public Service	553,512	338,526	61.16%	351,816	84.71%
Academic Support	33,589,602	20,461,368	60.92%	20,289,618	84.08%
Student Services	23,543,088	18,131,272	77.01%	17,257,211	80.25%
Institutional Support	103,841,669	84,052,706	80.94%	89,536,664	83.98%
Physical Plant	28,580,343	19,633,894	68.70%	18,407,688	75.68%
Scholarships and Fellowships	61,014,813	65,601,223	107.52%	49,374,045	87.30%
Auxiliary Enterprises	3,073,000	2,860,759	93.09%	2,522,269	87.05%
Depreciation	29,800,000	24,348,445	81.71%	22,830,101	80.73%
<b>Total Expenditures</b>	<b>379,291,248</b>	<b>318,299,825</b>	<b>83.92%</b>	<b>296,469,433</b>	<b>84.07%</b>
<b>Transfers Among Funds</b>					
Transfers In	(4,790,690)	(8,642,937)	180.41%	(7,544,557)	79.29%
Transfers Out	4,790,690	8,642,937	180.41%	7,544,557	79.29%
Adjustment for Debt Principal Payment <sup>1</sup>	(18,379,936)	(18,359,936)	99.89%	(15,155,000)	100.00%
Adjustment for Capital Purchases <sup>1</sup>	(2,671,055)	(1,006,517)	37.68%	(3,549,148)	68.69%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (7,769,009)</b>	<b>\$ 37,287,203</b>		<b>\$ 35,977,290</b>	

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

# Capital Improvement Program



**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

**Fund 91 Capital Projects**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 2,951,016	-	\$ 2,836,575	82.64%
<b>Total Revenues</b>	<b>-</b>	<b>2,951,016</b>	<b>-</b>	<b>2,836,575</b>	<b>82.64%</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	686,729	306,088	44.57%	2,240,048	-
Bond Program	57,673,209	9,426,318	16.34%	13,716,854	76.70%
<b>Total Expenditures</b>	<b>58,359,937</b>	<b>9,732,406</b>	<b>16.68%</b>	<b>15,956,903</b>	<b>77.88%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment	-	-	-	-	-
Adjustment for Capital Purchases	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (58,359,937)</b>	<b>\$ (6,781,390)</b>		<b>\$ (13,120,328)</b>	

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Ten Months Ended June 30, 2024**

**Fund 93 Renewal and Replacement**

	Adjusted Budget	Actual 83.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Interest Earnings	\$ -	\$ 394,194	-	\$ 22,032	19.44%
<b>Total Revenues</b>	<b>-</b>	<b>394,194</b>	<b>-</b>	<b>22,032</b>	<b>19.44%</b>
<b>Expenditures</b>					
District Energy Rebates	853,806	55,954	6.55%	-	-
<b>Total Expenditures</b>	<b>853,806</b>	<b>55,954</b>	<b>6.55%</b>	<b>-</b>	<b>-</b>
<b>Transfers Among Funds</b>					
Transfers In	(1,000,000)	(6,000,000)	600.00%	(5,000,000)	100.00%
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment	-	-	-	-	-
Adjustment for Capital Purchases	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 146,194</b>	<b>\$ 5,338,240</b>		<b>\$ 5,022,032</b>	

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

San Jacinto College Monthly Financial Statements  
May 2024

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

<u>Assets</u>	<u>2024</u>	<u>2023</u>
Current assets:		
Cash and cash equivalents	\$ 79,291,559	\$ 88,994,840
Investments	9,878,650	21,043,837
Accounts receivable - taxes	5,256,975	5,838,707
Accounts receivable	28,472,919	25,135,076
Deferred charges	4,489,015	4,909,667
Inventories	434,916	422,438
Total current assets	<u>127,824,034</u>	<u>146,344,565</u>
Noncurrent assets:		
Restricted cash and cash equivalents	85,840,541	91,518,121
Other long term investments	19,946,450	-
Capital assets, net	<u>717,098,611</u>	<u>722,108,821</u>
Total noncurrent assets	<u>822,885,603</u>	<u>813,626,942</u>
Total assets	<u>950,709,637</u>	<u>959,971,507</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	21,400,078	12,486,706
Deferred outflow related to OPEB	16,454,021	19,256,731
Deferred outflow related to defeased debt	3,908,371	4,858,329
Total deferred outflows of resources	<u>41,762,471</u>	<u>36,601,766</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,885,830	15,740,991
Accrued liabilities	6,498,631	6,558,959
Accrued compensable absences and deferred compensation	2,417,317	2,429,062
Deferred revenues	<u>11,389,046</u>	<u>8,935,767</u>
Total current liabilities	<u>37,190,824</u>	<u>33,664,780</u>
Noncurrent liabilities:		
Net pension liability	49,944,685	20,637,425
Net OPEB liability	96,184,800	112,279,723
Bonds and notes payable	<u>644,060,970</u>	<u>662,986,352</u>
Total noncurrent liabilities	<u>790,190,455</u>	<u>795,903,501</u>
Total liabilities	<u>827,381,279</u>	<u>829,568,280</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	5,790,103	25,055,564
Deferred inflows related to OPEB	34,752,051	18,658,275
Deferred Inflows - Lease Receivable	<u>1,227,296</u>	<u>1,382,492</u>
Total deferred inflows of resources	<u>41,769,451</u>	<u>45,096,331</u>
<u>Net assets</u>		
Beginning of year - audited	83,260,534	79,484,620
Current year addition	<u>40,060,845</u>	<u>42,424,042</u>
Total net position	<u>\$ 123,321,379</u>	<u>\$ 121,908,662</u>

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**11 Unrestricted Funds**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Appropriations	\$ 54,995,750	\$ 41,246,813	75.00%	\$ 29,534,972	71.50%
State Appropriations - FAST	2,900,000	1,921,735	66.27%	-	-
Local Taxes - Maintenance & Operations	84,770,000	82,189,589	96.96%	79,049,160	99.41%
Credit Tuition	66,345,000	65,945,859	99.40%	58,797,640	98.86%
Credit Exemptions & Waivers	(8,400,000)	(9,917,727)	118.07%	(8,238,431)	98.62%
Continuing Education					
CPET	525,000	270,607	51.54%	503,490	96.16%
Biotechnology	500,000	-	-	-	-
Maritime Transportation	2,000,000	1,488,244	74.41%	1,722,945	80.61%
Continuing Professional Development (CPD)	6,360,000	2,792,419	43.91%	4,035,449	69.95%
Continuing Education Exemptions & Waivers	(45,000)	(17,479)	38.84%	(39,845)	65.18%
Bad Debt	(1,000,000)	(750,031)	75.00%	(524,971)	37.03%
Sales & Services	1,800,000	2,779,957	154.44%	1,632,832	51.69%
Investment Income	6,000,000	4,425,053	73.75%	3,243,069	74.35%
HEERF Lost Revenue	-	-	-	8,138,108	105.21%
<b>Total Revenues</b>	<b>216,750,750</b>	<b>192,375,038</b>	<b>88.75%</b>	<b>177,854,417</b>	<b>91.63%</b>
<b>Expenditures</b>					
Instruction	85,588,954	71,001,044	82.96%	64,920,032	81.43%
Public Service	20,087	5,754	28.65%	27,213	66.50%
Academic Support	20,605,806	13,497,034	65.50%	11,926,918	78.90%
Student Services	21,166,614	14,543,422	68.71%	11,412,700	71.27%
Institutional Support	56,483,000	40,064,596	70.93%	34,688,507	70.46%
Physical Plant	28,095,598	17,377,565	61.85%	16,126,995	67.74%
<b>Total Expenditures</b>	<b>211,960,060</b>	<b>156,489,415</b>	<b>73.83%</b>	<b>139,102,364</b>	<b>75.63%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	4,790,690	8,625,497	180.05%	7,506,298	88.72%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 27,260,126</b>		<b>\$ 31,245,754</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**Federal Restricted Funds**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Grants	\$ 59,356,614	\$ 54,159,781	91.24%	\$ 63,818,239	84.75%
<b>Total Revenues</b>	<b>59,356,614</b>	<b>54,159,781</b>	<b>91.24%</b>	<b>63,818,239</b>	<b>84.75%</b>
<b>Expenditures</b>					
Instruction	1,582,379	863,025	54.54%	879,585	63.89%
Public Service	286,771	120,219	41.92%	163,605	82.10%
Academic Support	8,979,100	3,511,509	39.11%	5,018,828	71.19%
Student Services	341,509	225,956	66.16%	2,895,542	79.44%
Institutional Support	788,699	419,561	53.20%	12,794,596	83.45%
Physical Plant	1,085,303	79,521	7.33%	161,717	32.36%
Scholarships and Fellowships	46,292,853	48,939,991	105.72%	41,904,367	88.78%
<b>Total Expenditures</b>	<b>59,356,614</b>	<b>54,159,781</b>	<b>91.24%</b>	<b>63,818,239</b>	<b>84.75%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**State Restricted Funds**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Paid Benefits	\$ 12,215,000	\$ 9,899,226	81.04%	\$ 9,024,205	71.12%
Grants	7,912,389	5,270,387	66.61%	2,365,077	89.50%
<b>Total Revenues</b>	<b>20,127,389</b>	<b>15,169,613</b>	<b>75.37%</b>	<b>11,389,283</b>	<b>74.29%</b>
<b>Expenditures</b>					
Instruction	7,311,007	5,236,221	71.62%	4,876,502	71.59%
Public Service	13,244	13,244	100.00%	17,329	77.52%
Academic Support	2,102,810	1,148,930	54.64%	1,111,516	59.59%
Student Services	1,580,156	1,557,162	98.54%	1,292,803	70.75%
Institutional Support	3,081,776	2,114,991	68.63%	1,952,089	72.82%
Physical Plant	13,911	-	-	-	-
Scholarships and Fellowships	6,024,484	5,099,064	84.64%	2,139,044	101.52%
<b>Total Expenditures</b>	<b>20,127,389</b>	<b>15,169,613</b>	<b>75.37%</b>	<b>11,389,283</b>	<b>74.29%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**Local Restricted Funds**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Grants	\$ 7,817,679	\$ 3,818,977	48.85%	\$ 4,063,338	95.87%
<b>Total Revenues</b>	<b>7,817,679</b>	<b>3,818,977</b>	<b>48.85%</b>	<b>4,063,338</b>	<b>95.87%</b>
<b>Expenditures</b>					
Instruction	-	-	-	-	-
Public Service	232,134	164,089	70.69%	108,701	71.16%
Academic Support	1,828,466	303,769	16.61%	15,372	15.52%
Student Services	6,156	2,000	32.49%	16,783	95.48%
Institutional Support	41,188	28,212	68.50%	35,919	63.18%
Physical Plant	250,000	-	-	-	-
Scholarships and Fellowships	5,982,000	3,525,324	58.93%	4,021,720	97.65%
<b>Total Expenditures</b>	<b>8,339,944</b>	<b>4,023,394</b>	<b>48.24%</b>	<b>4,198,495</b>	<b>94.99%</b>
<b>Transfers Among Funds</b>					
Transfers In	(522,265)	(189,222)	36.23%	(107,773)	56.35%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (15,195)</b>		<b>\$ (27,383)</b>	



**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**27 FAST & TPEG**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Appropriations - FAST	\$ -	\$ 1,960,385	-	\$ -	-
Tuition - Credit & Non Credit - TPEG	3,100,000	3,176,503	102.47%	2,896,062	97.21%
<b>Total Revenues</b>	<b>3,100,000</b>	<b>5,136,888</b>	<b>165.71%</b>	<b>2,896,062</b>	<b>95.32%</b>
<b>Expenditures</b>					
Scholarships and Fellowships - FAST	-	2,081,311	-	-	-
Scholarships and Fellowships - TPEG	3,100,000	3,505,985	113.10%	2,831,345	90.40%
<b>Total Expenditures</b>	<b>3,100,000</b>	<b>5,587,296</b>	<b>180.24%</b>	<b>2,831,345</b>	<b>90.40%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (450,408)</b>		<b>\$ 64,717</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**28 Private Gifts and Donations**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Sales & Services	\$ -	\$ 75,980	-	\$ 589	-
Grants	40,000	-	-	102,000	100.00%
<b>Total Revenues</b>	<b>40,000</b>	<b>75,980</b>	<b>190%</b>	<b>102,589</b>	<b>100.58%</b>
<b>Expenditures</b>					
Instruction	-	24,655	-	20,478	60.22%
Institutional Support	40,000	-	-	102,000	100.00%
Scholarships and Fellowships	-	-	-	-	-
<b>Total Expenditures</b>	<b>40,000</b>	<b>24,655</b>	<b>61.64%</b>	<b>122,478</b>	<b>90.05%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 51,325</b>		<b>\$ (19,889)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**Auxiliary Enterprises**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Auxiliary Services	\$ 3,073,000	\$ 2,399,754	78.09%	\$ 2,096,223	75.99%
<b>Total Revenues</b>	<b>3,073,000</b>	<b>2,399,754</b>	<b>78.09%</b>	<b>2,096,223</b>	<b>75.99%</b>
<b>Expenditures</b>					
Labor	708,388	603,636	85.21%	513,690	73.67%
Benefits	95,926	97,431	101.57%	94,008	71.13%
Supplies	664,914	516,691	77.71%	437,903	84.35%
Travel	213,451	236,429	110.77%	175,503	68.55%
Contracted Services	138,775	107,773	77.66%	165,920	79.77%
Utilities	200	-	-	-	-
Scholarships and Fellowships	1,251,347	1,111,915	88.86%	981,650	90.50%
<b>Total Expenditures</b>	<b>3,073,000</b>	<b>2,673,876</b>	<b>87.01%</b>	<b>2,368,675</b>	<b>81.75%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ (274,122)</b>		<b>\$ (272,452)</b>	

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes in Net Position**  
**For the Nine Months Ended May 31, 2024**

**Fund 95 Retirement of Indebtedness**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Local Taxes - Debt Service	\$ 40,100,400	\$ 38,985,158	97.22%	\$ 37,548,568	99.63%
Investment Income	-	250,825	-	231,582	63.51%
<b>Total Revenues</b>	<b>40,100,400</b>	<b>39,235,983</b>	<b>97.84%</b>	<b>37,780,150</b>	<b>99.29%</b>
<b>Expenditures</b>					
Institutional Support - Principal	18,379,936	18,359,936	99.89%	15,155,000	100.00%
Institutional Support - Interest	25,008,889	17,121,166	68.46%	17,681,609	73.48%
<b>Total Expenditures</b>	<b>43,388,825</b>	<b>35,481,102</b>	<b>81.77%</b>	<b>32,836,609</b>	<b>83.73%</b>
<b>Transfers Among Funds</b>					
Transfers In	(3,268,425)	(2,436,275)	74.54%	(2,398,525)	-
Transfers Out	-	-	-	-	-
Adjustment for Debt Principal Payment <sup>1</sup>	(18,379,936)	(18,359,936)	99.89%	(15,155,000)	100.00%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 18,359,936</b>	<b>\$ 24,551,092</b>		<b>\$ 22,497,066</b>	

1

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**Fund 97 Investment in Plant**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Expenditures</b>					
Depreciation	\$ 29,800,000	\$ 20,943,696	70.28%	\$ 20,515,380	72.55%
<b>Total Expenditures</b>	<b>29,800,000</b>	<b>20,943,696</b>	<b>70.28%</b>	<b>20,515,380</b>	<b>72.55%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(2,709,223)	(856,018)	31.60%	(1,924,077)	37.24%
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (27,090,777)</b>	<b>\$ (20,087,678)</b>		<b>\$ (18,591,303)</b>	

1

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

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
State Appropriations	\$ 67,210,750	\$ 51,146,039	76.10%	\$ 38,559,177	71.41%
State Appropriations - FAST	2,900,000	3,882,120	133.87%	-	-
Local Taxes - Maintenance & Operations	84,770,000	82,189,589	96.96%	79,049,160	99.41%
Local Taxes - Debt Service	40,100,400	38,985,158	97.22%	37,548,568	99.75%
Credit Tuition	69,445,000	69,122,362	99.54%	61,693,702	98.78%
Credit Exemptions & Waivers	(8,400,000)	(9,917,727)	118.07%	(8,238,431)	98.62%
Continuing Education					
CPET	525,000	270,607	51.54%	503,490	96.16%
Biotechnology	500,000	-	-	-	-
Maritime Transportation	2,000,000	1,488,244	74.41%	1,722,945	80.61%
Continuing Professional Development	6,360,000	2,792,419	43.91%	4,035,449	69.95%
Continuing Education Exemptions & Waivers	(45,000)	(17,479)	38.84%	(39,845)	65.18%
Bad Debt	(1,000,000)	(750,031)	75.00%	(524,971)	37.03%
Sales & Services	1,800,000	2,855,937	158.66%	1,633,421	51.71%
Investment Income	6,000,000	4,675,878	77.93%	3,474,651	72.60%
Investment Income - Restricted Funds	-	3,025,704	-	2,527,530	71.28%
HEERF Lost Revenue	-	-	-	8,138,108	105.21%
Auxiliary Services	3,073,000	2,399,754	78.09%	2,096,223	75.99%
Grants	67,479,003	59,521,944	88.21%	66,320,769	86.63%
Local Grants	7,647,679	3,727,201	48.74%	4,027,886	70.29%
<b>Total Revenues</b>	<b>350,365,832</b>	<b>315,397,719</b>	<b>90.02%</b>	<b>302,527,831</b>	<b>89.91%</b>
<b>Expenditures</b>					
Instruction	94,482,340	77,124,945	81.63%	70,696,597	80.41%
Public Service	552,236	303,307	54.92%	316,847	76.29%
Academic Support	33,516,182	18,461,242	55.08%	18,072,633	74.90%
Student Services	23,094,436	16,328,541	70.70%	15,617,828	72.63%
Institutional Support	103,823,488	78,108,462	75.23%	82,409,720	77.29%
Physical Plant	29,444,813	17,457,086	59.29%	16,288,712	66.97%
Scholarships and Fellowships	61,399,337	63,151,674	102.85%	50,896,477	89.99%
Auxiliary Enterprises	3,073,000	2,673,876	87.01%	2,368,675	81.75%
Depreciation	29,800,000	20,943,696	70.28%	20,515,380	72.55%
<b>Total Expenditures</b>	<b>379,185,832</b>	<b>294,552,828</b>	<b>77.68%</b>	<b>277,182,868</b>	<b>78.60%</b>
<b>Transfers Among Funds</b>					
Transfers In	(4,790,690)	(8,625,497)	180.05%	(7,506,298)	78.89%
Transfers Out	4,790,690	8,625,497	180.05%	7,506,298	78.89%
Adjustment for Debt Principal Payment <sup>1</sup>	(18,379,936)	(18,359,936)	99.89%	(15,155,000)	100.00%
Adjustment for Capital Purchases <sup>1</sup>	(2,709,223)	(856,018)	31.60%	(1,924,077)	37.24%
<b>Net Increase (Decrease) In Net Position</b>	<b>\$ (7,730,841)</b>	<b>\$ 40,060,845</b>		<b>\$ 42,424,040</b>	

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

# Capital Improvement Program

**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**Fund 91 Capital Projects**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Investment Income	\$ -	\$ 2,682,703	-	\$ 2,527,530	73.63%
<b>Total Revenues</b>	-	<b>2,682,703</b>	-	<b>2,527,530</b>	<b>73.63%</b>
<b>Expenditures</b>					
SECO-Energy Conservation Projects	686,729	306,088	44.57%	2,087,461	-
Bond Program	58,359,937	9,548,299	16.36%	14,321,804	80.08%
<b>Total Expenditures</b>	<b>59,046,666</b>	<b>9,854,387</b>	<b>16.69%</b>	<b>16,409,265</b>	<b>80.09%</b>
<b>Transfers Among Funds</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (59,046,666)</b>	<b>\$ (7,171,684)</b>		<b>\$ (13,881,735)</b>	

1

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



**San Jacinto Community College District**  
**Statement of Revenues, Expenditures and Changes In Net Position**  
**For the Nine Months Ended May 31, 2024**

**Fund 93 Renewal and Replacement**

	Adjusted Budget	Actual 75.0%	% Actual to Adjusted Budget	PY YTD Actual	% of 8/31/23 Actual
<b>Revenues</b>					
Interest Earnings	\$ -	\$ 343,002	-	\$ -	-
<b>Total Revenues</b>	-	343,002	-	-	-
<b>Expenditures</b>					
District Energy Rebates	853,806	55,954	6.55%	-	-
<b>Total Expenditures</b>	853,806	55,954	6.55%	-	-
<b>Transfers Among Funds</b>					
Transfers In	(1,000,000)	(6,000,000)	600.00%	(5,000,000)	100.00%
Transfers Out	-	-	-	-	-
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 146,194</b>	<b>\$ 6,287,048</b>		<b>\$ 5,000,000</b>	

1

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

San Jacinto College Monthly Investment Report  
June 2024

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending June 30, 2024**

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	June 1, 2024	\$ 194,957,201	\$ 194,982,931
Additions/Subtractions (Net)		1,981,952	1,981,952
Change in Fair Market Value*		15,950	-
Ending Value	June 30, 2024	<u>\$ 196,955,102</u>	<u>\$ 196,964,882</u>

Earnings for the Month of June	\$ 946,822
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate	5.7982%
Benchmark - One Year Treasury Yield	5.0900%

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

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

Prepared by:




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Carol Tillman  
Assistant Comptroller

Reviewed by:




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Andrea DuBois  
Comptroller




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Carin Hutchins  
Associate Vice Chancellor of Finance

Approved by:




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Teri Zamora  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**June 30, 2024**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.		
<b>Short-Term Investments - Unrestricted Funds</b>												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	N/A	07/01/24	\$ N/A	\$ 21,138	\$ 21,138	0.01%	1	0.00		
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	07/01/24	N/A	(410,353)	(410,353)	-0.21%	1	0.00		
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	N/A	07/01/24	N/A	5,510,401	5,510,401	2.80%	1	0.03		
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	07/01/24	N/A	(16,622)	(16,622)	-0.01%	1	0.00		
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	07/01/24	N/A	4,513	4,513	0.00%	1	0.00		
Petty Cash	Campus Business Offices	N/A	N/A	07/01/24	N/A	19,067	19,067	0.01%	1	0.00		
Pool Accounts												
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	53,226,990	53,226,990	27.02%	1	0.27		
TexPool - Operating	TexPool	5.3120%	N/A	07/01/24	N/A	115,835	115,835	0.06%	1	0.00		
TexPool - PRIME - Operating	TexPool	5.4600%	N/A	07/01/24	N/A	26,450,593	26,450,593	13.43%	1	0.13		
Investments												
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,993,350	5,026,000	2.55%	75	0.03		
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	9,953,700	10,000,000	5.08%	348	0.05		
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	4,996,200	5,027,750	2.55%	348	0.03		
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,914,200	4,799,500	2.44%	141	0.02		
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	4,983,600	4,997,580	2.54%	206	0.03		
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	11,178,712	11,178,712	5.68%	1	0.06		
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	25,624	25,624	0.01%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	4,225	4,225	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	41,320	41,320	0.02%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	196,621	196,621	0.10%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	21,888	21,888	0.01%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	44,102,912	44,102,912	22.39%	1	0.22		
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	11,507,500	11,507,500	5.84%	1	0.06		
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4533%	N/A	07/01/24	N/A	513,124	513,124	0.26%	1	0.00		
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4600%	N/A	07/01/24	N/A	14,600,564	14,600,564	7.41%	1	0.07		
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>					<b>\$</b>	<b>30,000,000</b>	<b>\$</b>	<b>196,955,102</b>	<b>\$</b>	<b>196,964,882</b>	<b>100.00%</b>	<b>1.00</b>

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
82.25%	161,985,908	Investment pools	0.82
2.60%	5,109,078	Bank deposits - demand deposits	0.03
15.15%	29,841,050	U. S. government securities	0.15
<u>100.00%</u>	<u>\$ 196,955,102</u>	Total cash, cash equivalents, and investments	<u>1.00</u>

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Inventory Holdings Report**  
**June 30, 2024**

Description	Held At	Annualized Interest Rate	Maturity	Par	5/31/2024	5/31/2024	6/30/2024	6/30/2024	Additions/Subtractions and Change in Fair Market Value For the Month	LTD Unrealized Gain/Loss	June Earnings	September through June Earnings
					Ending Fair Market Value	Ending Book Value	Ending Fair Market Value	Ending Book Value				
<b>Short-Term Investments - Unrestricted Funds</b>												
<b>Demand Deposits</b>												
Credit Cards in Transit	Heartland	N/A	07/01/24	\$ N/A	\$ (69,114)	\$ (69,114)	\$ 21,138	\$ 21,138	\$ 89,252	\$ N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	07/01/24	N/A	(543,466)	(543,466)	(440,353)	(410,353)	133,113	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	07/01/24	N/A	4,940,985	4,940,985	5,510,401	5,510,401	569,436	N/A	6,693	73,184
JPMorgan Payroll	JPMorgan Chase Bank	N/A	07/01/24	N/A	(19,007)	(19,007)	(18,622)	(18,622)	2,368	N/A	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	07/01/24	N/A	(5,522)	(5,522)	4,513	4,513	10,035	N/A	N/A	N/A
Petty Cash	JPMorgan Chase Bank	N/A	07/01/24	N/A	19,067	19,067	19,067	19,067		N/A	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	07/01/24	\$ N/A	\$ 4,323,923	\$ 4,323,923	\$ 5,128,145	\$ 5,128,145	\$ 804,222	\$ N/A	\$ 6,693	\$ 73,184
<b>Pool Accounts</b>												
TexPool - Operating	TexPool	5.3120%	07/01/24	\$ N/A	\$ 495,952	\$ 495,952	\$ 115,835	\$ 115,835	\$ (380,116)	\$ N/A	\$ 15,835	\$ 48,118
TexPool PRIME - Operating	TexPool	5.4600%	07/01/24	N/A	12,201,989	12,201,989	26,450,593	26,450,593	14,248,824	N/A	69,635	690,401
LSP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.4533%	07/01/24	N/A	85,462,714	85,462,714	53,226,990	53,226,990	(12,235,724)	N/A	264,276	2,883,291
Sub Total Pool Accounts				\$ N/A	\$ 79,160,655	\$ 79,160,655	\$ 79,793,418	\$ 79,793,418	\$ 1,632,783	\$ N/A	\$ 349,746	\$ 3,621,810
<b>Investments</b>												
US Agency Note, CUSIP 3130ATXK6	BNY Mellon	4.900%	11/28/23	-	-	-	-	-	-	-	-	72,000
US Agency Note, CUSIP 3130AUM82	BNY Mellon	4.750%	01/19/24	-	-	-	-	-	-	-	-	115,808
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	5,000,000	4,991,550	5,026,000	4,993,350	5,026,000	1,800	(32,650)	20,313	203,125
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	08/13/25	10,000,000	9,957,800	10,000,000	9,953,700	10,000,000	(4,100)	(48,300)	39,063	366,012
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	08/13/25	5,000,000	4,997,100	5,027,750	4,996,200	5,027,750	(900)	(31,550)	21,354	201,900
US Agency Note, CUSIP 3139ENEJ5	BNY Mellon	5.181%	11/18/24	5,000,000	4,895,450	4,799,500	4,914,200	4,799,500	18,750	114,700	120,604	141,021
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	4,983,200	4,997,580	4,983,600	4,997,580	400	(13,980)	19,722	98,656
Sub Total Investments				\$ 30,000,000	\$ 29,825,100	\$ 29,850,830	\$ 29,841,050	\$ 29,850,830	\$ 16,950	\$ (9,780)	\$ 221,146	\$ 1,201,824
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 112,309,658	\$ 112,335,388	\$ 114,762,013	\$ 114,772,393	\$ 2,452,955	\$ (9,780)	\$ 577,566	\$ 4,896,819
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
<b>Pool Accounts</b>												
LSP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4533%	07/01/24	N/A	11,128,982	11,128,982	11,176,712	11,176,712	49,730	N/A	49,730	300,555
LSP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4533%	07/01/24	N/A	25,510	25,510	25,624	25,624	114	N/A	114	1,191
LSP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4533%	07/01/24	N/A	4,206	4,206	4,225	4,225	19	N/A	19	190
LSP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4533%	07/01/24	N/A	41,136	41,136	41,320	41,320	184	N/A	184	4,916
LSP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4533%	07/01/24	N/A	195,747	195,747	196,621	196,621	875	N/A	875	9,527
LSP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4533%	07/01/24	N/A	21,791	21,791	21,886	21,886	97	N/A	97	985
LSP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4533%	07/01/24	N/A	43,906,714	43,906,714	44,102,912	44,102,912	196,196	N/A	196,198	1,984,197
LSP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4533%	07/01/24	N/A	11,456,307	11,456,307	11,507,500	11,507,500	51,193	N/A	51,193	394,194
LSP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4533%	07/01/24	N/A	510,842	510,842	513,124	513,124	2,283	N/A	2,283	13,124
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4800%	07/01/24	N/A	15,356,310	15,356,310	14,600,584	14,600,584	(755,726)	N/A	88,543	936,886
Sub Total Pool Accounts				\$ N/A	\$ 82,847,543	\$ 82,847,543	\$ 82,192,490	\$ 82,192,490	\$ (455,033)	\$ N/A	\$ 369,236	\$ 3,645,786
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 82,847,543	\$ 82,847,543	\$ 82,192,490	\$ 82,192,490	\$ (455,033)	\$ N/A	\$ 369,236	\$ 3,645,786
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 194,957,201	\$ 194,982,931	\$ 196,955,102	\$ 196,964,882	\$ 1,997,902	\$ (9,780)	\$ 946,822	\$ 8,542,584

\* June earnings include correction for YTD accrual.

San Jacinto College Monthly Investment Report  
May 2024

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Period Ending May 31, 2024**

		<b>Fair Market Value</b>	<b>Book Value</b>
Beginning Value	May 1, 2024	\$ 213,424,046	\$ 213,491,576
Additions/Subtractions (Net)		(18,508,645)	(18,508,645)
Change in Fair Market Value*		41,800	-
Ending Value	May 31, 2024	<u>\$ 194,957,201</u>	<u>\$ 194,982,931</u>

Earnings for the Month of May	\$	900,164
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		5.2901%
Benchmark - One Year Treasury Yield		5.1800%

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

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

Prepared by:




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Assistant Comptroller

Reviewed by:




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Andrea DuBois  
Comptroller




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Carin Hutchins  
Associate Vice Chancellor of Finance

Approved by:




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Teri Zamora  
Vice Chancellor of Fiscal Affairs

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**May 31, 2024**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.		
<b>Short-Term Investments - Unrestricted Funds</b>												
Demand Deposits												
Credit Cards in Transit	Heartland	N/A	N/A	06/01/24	\$ N/A	\$ (68,114)	\$ (68,114)	-0.03%	1	0.00		
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	06/01/24	N/A	(543,466)	(543,466)	-0.28%	1	0.00		
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	N/A	06/01/24	N/A	4,940,965	4,940,965	2.53%	1	0.03		
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	06/01/24	N/A	(19,007)	(19,007)	-0.01%	1	0.00		
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	06/01/24	N/A	(5,522)	(5,522)	0.00%	1	0.00		
Petty Cash	Campus Business Offices	N/A	N/A	06/01/24	N/A	19,067	19,067	0.01%	1	0.00		
Pool Accounts												
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	65,462,714	65,462,714	33.57%	1	0.34		
TexPool - Operating	TexPool	5.3161%	N/A	06/01/24	N/A	495,952	495,952	0.25%	1	0.00		
TexPool - PRIME - Operating	TexPool	5.4549%	N/A	06/01/24	N/A	12,201,969	12,201,969	6.26%	1	0.06		
Investments												
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,991,550	5,026,000	2.58%	105	0.03		
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	9,957,800	10,000,000	5.13%	378	0.05		
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	4,997,100	5,027,750	2.58%	378	0.03		
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,895,450	4,799,500	2.46%	171	0.02		
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	4,983,200	4,997,580	2.56%	236	0.03		
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
Pool Accounts												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	11,128,982	11,128,982	5.71%	1	0.06		
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	25,510	25,510	0.01%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	4,206	4,206	0.00%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	41,136	41,136	0.02%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	195,747	195,747	0.10%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	21,791	21,791	0.01%	1	0.00		
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	43,906,714	43,906,714	22.52%	1	0.23		
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	11,456,307	11,456,307	5.88%	1	0.06		
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	510,842	510,842	0.26%	1	0.00		
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4549%	N/A	06/01/24	N/A	15,356,310	15,356,310	7.88%	1	0.08		
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>					\$	<u>30,000,000</u>	\$	<u>194,957,201</u>	\$	<u>194,982,931</u>	<u>100.00%</u>	<u>1.00</u>

Weighted Average to Maturity at Ending Period Date (Days)			
ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
82.48%	160,808,178	Investment pools	0.82
2.22%	4,304,856	Bank deposits - demand deposits	0.02
15.30%	29,825,100	U. S. government securities	0.15
<u>100.00%</u>	<u>\$ 194,957,201</u>	Total cash, cash equivalents, and investments	<u>1.00</u>



**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Inventory Holdings Report**  
**May 31, 2024**

Description	Held At	Annualized Interest Rate	Maturity	Par	4/30/2024 Ending Fair Market Value	4/30/2024 Ending Book Value	5/31/2024 Ending Fair Market Value	5/31/2024 Ending Book Value	Additions/Subtractions and Change In Fair Market Value For the Month	LTD Unrealized Gain/Loss	May Earnings	September through May Earnings
<b>Short-Term Investments - Unrestricted Funds</b>												
<b>Demand Deposits</b>												
Credit Cards in Transit	Heartland	N/A	06/01/24	\$ N/A	\$ (52,377)	\$ (52,377)	\$ (68,114)	\$ (68,114)	\$ (15,737)	N/A	\$ N/A	\$ N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	06/01/24	N/A	(508,939)	(508,939)	(543,466)	(543,466)	(34,526)	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	06/01/24	N/A	5,298,940	5,298,940	4,940,965	4,940,965	(357,975)	N/A	7,225	66,491
JPMorgan Payroll	JPMorgan Chase Bank	N/A	06/01/24	N/A	(24,393)	(24,393)	(19,007)	(19,007)	5,386	N/A	N/A	N/A
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	06/01/24	N/A	(1,049)	(1,049)	(5,522)	(5,522)	(4,473)	N/A	N/A	N/A
Petty Cash	Campus Business Offices	N/A	06/01/24	N/A	19,067	19,067	19,067	19,067	-	N/A	N/A	N/A
Sub Total Demand Deposits				\$ N/A	\$ 4,731,248	\$ 4,731,248	\$ 4,323,923	\$ 4,323,923	\$ (497,356)	\$ N/A	\$ 7,225	\$ 66,491
<b>Pool Accounts</b>												
TexPool - Operating	TexPool	5.3161%	06/01/24	\$ N/A	\$ 357,802	\$ 357,802	\$ 495,952	\$ 495,952	\$ 138,350	\$ N/A	\$ 2,104	\$ 32,283
TexPool PRIME - Operating	TexPool	5.4549%	06/01/24	N/A	17,134,544	17,134,544	12,201,969	12,201,969	(4,932,575)	N/A	67,425	620,766
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	5.4616%	06/01/24	N/A	78,181,303	78,181,303	85,482,714	85,482,714	(12,718,589)	N/A	334,518	2,619,015
Sub Total Pool Accounts				\$ N/A	\$ 95,673,449	\$ 95,673,449	\$ 78,180,635	\$ 78,180,635	\$ (117,512,814)	\$ N/A	\$ 404,045	\$ 3,272,064
<b>Investments</b>												
US Agency Note, CUSIP 3130ATXK8	BNY Mellon	4.900%	11/28/23	-	-	-	-	-	-	-	-	72,000
US Agency Note, CUSIP 3130AUM92	BNY Mellon	4.750%	01/19/24	-	-	-	-	-	-	-	-	115,808
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	5,000,000	4,990,400	5,026,000	4,991,550	5,026,000	1,150	(34,450)	20,313	182,813
US Agency Note, CUSIP 3130AWG06	BNY Mellon	4.690%	06/13/25	10,000,000	9,941,000	10,000,000	9,957,800	10,000,000	16,800	(42,200)	39,083	328,928
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	4,994,250	5,027,750	4,907,100	5,027,750	2,850	(30,650)	21,354	180,546
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/18/24	5,000,000	4,878,300	4,799,500	4,895,450	4,799,500	17,150	95,950	3,646	20,417
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	4,979,350	4,997,580	4,983,200	4,997,580	3,850	(14,380)	19,792	79,167
Sub Total Investments				\$ 30,000,000	\$ 29,783,300	\$ 29,850,830	\$ 29,825,100	\$ 29,850,830	\$ 41,800	\$ (25,730)	\$ 104,188	\$ 980,679
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 190,187,998	\$ 190,255,528	\$ 112,309,658	\$ 112,335,368	\$ (17,878,340)	\$ (25,730)	\$ 515,467	\$ 4,319,233
<b>Short-Term Investments - Restricted (Bond) Funds</b>												
<b>Pool Accounts</b>												
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4616%	06/01/24	N/A	11,019,130	11,019,130	11,128,982	11,128,982	109,852	N/A	50,983	250,825
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	25,392	25,392	25,510	25,510	117	N/A	117	1,077
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	4,188	4,188	4,206	4,206	19	N/A	19	171
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	40,947	40,947	41,136	41,136	199	N/A	189	8,653
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	194,845	194,845	195,747	195,747	901	N/A	100	897
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	21,690	21,690	21,791	21,791	100	N/A	100	897
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4616%	06/01/24	N/A	43,704,538	43,704,538	43,906,714	43,906,714	202,176	N/A	202,176	1,787,998
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4616%	06/01/24	N/A	11,403,555	11,403,555	11,456,307	11,456,307	52,753	N/A	52,753	343,002
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4616%	06/01/24	N/A	508,489	508,489	510,842	510,842	2,352	N/A	2,352	10,842
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4549%	06/01/24	N/A	16,313,278	16,313,278	15,356,310	15,356,310	(956,966)	N/A	75,115	868,348
Sub Total Pool Accounts				\$ N/A	\$ 83,236,048	\$ 83,236,048	\$ 82,647,543	\$ 82,647,543	\$ (588,505)	\$ N/A	\$ 384,707	\$ 3,276,529
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 83,236,048	\$ 83,236,048	\$ 82,647,543	\$ 82,647,543	\$ (588,505)	\$ N/A	\$ 384,707	\$ 3,276,529
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 213,424,046	\$ 213,491,576	\$ 184,957,201	\$ 194,982,931	\$ (18,466,845)	\$ (25,730)	\$ 900,164	\$ 7,595,762

San Jacinto College Quarterly Investment Report  
March 2024 – May 2024

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Portfolio Summary Report**  
**Quarterly Investment Report - March 1, 2024 to May 31, 2024**

		<u>Fair Market Value</u>	<u>Book Value</u>
Beginning Value	March 1, 2024	\$ 233,001,636	\$ 233,041,116
Additions/Subtractions (Net)		(38,058,186)	(38,058,186)
Change in Fair Market Value*		13,750	-
Ending Value	May 31, 2024	<u>\$ 194,957,201</u>	<u>\$ 194,982,931</u>

Earnings for the 3rd Quarter	\$ 2,874,910
Weighted Average Maturity at Ending Period Date (Days)	1.00
Weighted Average Earnings Rate for the 3rd Quarter	5.3734%
Benchmark - One Year Treasury Yield - Average	5.1800%

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

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

Prepared by:



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Comptroller  
Reviewed by:



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Carin Hutchins  
Associate Vice Chancellor of Finance

Reviewed by:



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

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**Cash, Cash Equivalents, and Investments**  
**Weighted Average to Maturity**  
**May 31, 2024**

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Market Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Unrestricted Funds</b>										
Demand Deposits										
Credit Cards in Transit	Heartland	N/A	N/A	06/01/24	\$ N/A	\$ (68,114)	\$ (68,114)	-0.03%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	06/01/24	N/A	(543,466)	(543,466)	-0.28%	1	0.00
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	N/A	06/01/24	N/A	4,940,965	4,940,965	2.53%	1	0.03
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	06/01/24	N/A	(19,007)	(19,007)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	06/01/24	N/A	(5,522)	(5,522)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	06/01/24	N/A	19,067	19,067	0.01%	1	0.00
Pool Accounts										
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	65,462,714	65,462,714	33.57%	1	0.34
TexPool - Operating	TexPool	5.3161%	N/A	06/01/24	N/A	495,952	495,952	0.25%	1	0.00
TexPool - PRIME - Operating	TexPool	5.4549%	N/A	06/01/24	N/A	12,201,969	12,201,969	6.26%	1	0.06
Investments										
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	01/27/23	09/13/24	5,000,000	4,991,550	5,026,000	2.58%	105	0.03
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.690%	06/16/23	06/13/25	10,000,000	9,957,800	10,000,000	5.13%	378	0.05
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	07/13/23	06/13/25	5,000,000	4,997,100	5,027,750	2.58%	378	0.03
US Agency Note, CUSIP 3133ENEJ5	BNY Mellon	5.181%	11/30/23	11/18/24	5,000,000	4,895,450	4,799,500	2.46%	171	0.02
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/30/24	01/22/25	5,000,000	4,983,200	4,997,580	2.56%	236	0.03
<b>Short-Term Investments - Restricted (Bond) Funds</b>										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	11,128,982	11,128,982	5.71%	1	0.06
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	25,510	25,510	0.01%	1	0.00
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	4,206	4,206	0.00%	1	0.00
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	41,136	41,136	0.02%	1	0.00
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	195,747	195,747	0.10%	1	0.00
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	21,791	21,791	0.01%	1	0.00
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	43,906,714	43,906,714	22.52%	1	0.23
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	11,456,307	11,456,307	5.88%	1	0.06
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4616%	N/A	06/01/24	N/A	510,842	510,842	0.26%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4549%	N/A	06/01/24	N/A	15,356,310	15,356,310	7.88%	1	0.08
<b>Grand Total - Cash, Cash Equivalents, and Investments</b>						<b>\$ 30,000,000</b>	<b>\$ 194,957,201</b>	<b>\$ 194,982,931</b>	<b>100.00%</b>	<b>1.00</b>

Weighted Average to Maturity at Ending Period Date (Days)

ACFR, Note 4			
0.01%	\$ 19,067	Petty cash on hand	0.00
82.48%	160,808,178	Investment pools	0.82
2.21%	4,304,856	Bank deposits - demand deposits	0.02
15.30%	29,825,100	U. S. government securities	0.15
100.00%	\$ 194,957,201	Total cash, cash equivalents, and investments	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Cash, Cash Equivalents, and Investments  
Inventory Holdings Report  
3rd Quarter Fiscal Year 2023-2024 Activity

Description	Held At	Annualized November Interest Rate	Maturity	5/31/2024		2/29/2024		2/29/2024		5/31/2024		Additions/Subtractions and Change in Fair Market Value For the Quarter	LTD Unrealized Gain/Loss	May Earnings	March Through May Earnings
				Par	Fair Market Value	Ending Book Value	Ending Book Value	Ending Fair Market Value	Ending Book Value						
<b>Short-Term Investments - Unrestricted Funds</b>															
<b>Demand Deposits</b>															
Credit Cards in Transit	Heartland	N/A	06/01/24	\$ N/A	\$ (3,488)	\$ (3,488)	\$ (58,114)	\$ (58,114)	\$ (64,628)	\$ (64,628)	N/A	N/A	N/A	N/A	N/A
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	06/01/24	N/A	(1,358,229)	(1,358,229)	(543,488)	(543,488)	814,794	814,794	N/A	N/A	N/A	N/A	N/A
JPMorgan Operating (Hybrid Earnings)	JPMorgan Chase Bank	3.050%	06/01/24	N/A	4,893,300	4,893,309	4,940,965	4,940,965	47,658	47,658	N/A	N/A	7,225	20,887	N/A
JPMorgan Payroll	JPMorgan Chase Bank	N/A	06/01/24	N/A	(42,872)	(42,872)	(19,007)	(19,007)	23,865	23,865	N/A	N/A	N/A	N/A	N/A
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	06/01/24	N/A	(4,977)	(4,977)	(5,522)	(5,522)	(545)	(545)	N/A	N/A	N/A	N/A	N/A
Pelly Cash	JPMorgan Chase Bank	N/A	06/01/24	N/A	19,317	19,317	19,067	19,067	(250)	(250)	N/A	N/A	N/A	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	06/01/24	\$ N/A	\$ 3,503,059	\$ 3,503,059	\$ 4,323,923	\$ 4,323,923	\$ 820,864	\$ 820,864	N/A	N/A	7,225	20,887	
<b>Pool Accounts</b>															
TexPool - Operating	TexPool	5.3161%	06/01/24	\$ N/A	\$ 142,281	\$ 142,281	\$ 496,952	\$ 496,952	\$ 353,670	\$ 353,670	N/A	\$ 2,104	\$ 0,172		
TexPool PRIME - Operating	TexPool	5.4549%	06/01/24	N/A	24,698,584	24,698,584	12,201,989	12,201,989	(12,486,595)	(12,486,595)	N/A		67,425	284,588	
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	5.4616%	06/01/24	N/A	98,795,994	98,785,994	85,462,714	85,462,714	(33,333,280)	(33,333,280)	N/A	334,518	1,114,266		
Sub Total Pool Accounts				\$ N/A	\$ 123,636,840	\$ 123,636,840	\$ 78,160,635	\$ 78,160,635	\$ 45,476,205	\$ 45,476,205	N/A	\$ 404,045	\$ 1,389,027		
<b>Investments</b>															
US Agency Note, CUSIP 3130ATVD6	BNY Mellon	4.875%	09/13/24	5,000,000	4,987,200	5,026,000	4,991,650	5,026,000	4,360	4,360	(34,450)	20,313	60,938		
US Agency Note, CUSIP 3130AWGD6	BNY Mellon	4.890%	06/13/25	10,000,000	9,973,700	10,000,000	9,957,800	10,000,000	(15,900)	(15,900)	(42,200)	39,083	117,250		
US Agency Note, CUSIP 3130AWLY4	BNY Mellon	5.125%	06/13/25	5,000,000	5,014,950	5,027,750	4,997,100	5,027,750	(17,850)	(17,850)	(30,850)	21,354	64,063		
US Agency Note, CUSIP 3133ENJ5	BNY Mellon	5.181%	11/18/24	5,000,000	4,851,000	4,799,500	4,895,450	4,799,500	44,450	44,450	95,950	3,646	10,938		
US Agency Note, CUSIP 3130AYKY1	BNY Mellon	4.800%	01/22/25	5,000,000	4,984,500	4,997,580	4,993,200	4,997,580	(1,300)	(1,300)	(14,380)	19,792	59,375		
Sub Total Investments				30,000,000	29,811,350	29,850,830	29,825,100	29,850,830	13,750	13,750	(25,730)	104,188	312,563		
Sub Total - Short-Term Investments - Unrestricted Funds				\$ 30,000,000	\$ 158,951,248	\$ 158,990,728	\$ 112,309,858	\$ 112,335,388	\$ 144,641,591	\$ 144,641,591	(46,790)	\$ 515,457	\$ 1,721,277		
<b>Short-Term Investments - Restricted (Bond) Funds</b>															
<b>Pool Accounts</b>															
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	5.4616%	06/01/24	N/A	1,535,020	1,535,029	11,128,982	11,128,982	6,593,953	6,593,953	N/A	50,883	199,832		
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	25,964	25,964	25,510	25,510	(454)	(454)	N/A	117	354		
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	4,148	4,148	4,206	4,206	57	57	N/A	19	57		
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	40,575	40,575	41,138	41,138	561	561	N/A	189	561		
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	193,077	193,077	195,747	195,747	2,670	2,670	N/A	901	2,670		
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	5.4616%	06/01/24	N/A	21,493	21,493	21,791	21,791	297	297	N/A	100	297		
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	5.4616%	06/01/24	N/A	43,307,919	43,307,919	43,906,714	43,906,714	598,794	598,794	N/A	202,176	598,794		
LSIP Corporate Overnight Plus Fund - Capital Projects Reserve	Lone Star Investment Pool	5.4616%	06/01/24	N/A	11,300,087	11,300,087	11,458,307	11,458,307	156,240	156,240	N/A	52,753	156,240		
LSIP Corporate Overnight Plus Fund - 2023 Bond Proceeds	Lone Star Investment Pool	5.4616%	06/01/24	N/A	503,875	503,875	510,842	510,842	6,967	6,967	N/A	2,352	6,967		
TexPool PRIME - 2021 Bond Proceeds	TexPool	5.4549%	06/01/24	N/A	19,116,240	19,119,240	15,359,310	15,359,310	(3,761,930)	(3,761,930)	N/A	75,115	247,881		
Sub Total Pool Accounts				\$ N/A	\$ 78,050,388	\$ 78,050,388	\$ 82,647,543	\$ 82,647,543	\$ 6,597,155	\$ 6,597,155	N/A	\$ 384,707	\$ 1,153,833		
Sub Total - Short-Term Investments - Restricted (Bond) Funds				\$ N/A	\$ 78,050,388	\$ 78,050,388	\$ 82,647,543	\$ 82,647,543	\$ 6,597,155	\$ 6,597,155	N/A	\$ 384,707	\$ 1,153,833		
Grand Total - Cash, Cash Equivalents, and Investments				\$ 30,000,000	\$ 233,001,636	\$ 233,041,116	\$ 194,957,201	\$ 194,982,931	\$ 316,044,436	\$ 316,044,436	(25,730)	\$ 900,164	\$ 2,874,810		

San Jacinto College Foundation Financial Statements  
June 2024

**San Jacinto College Foundation**  
Statement of Financial Position  
As of June 30, 2024

ASSETS	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
Current Assets									
Checking/Savings									
General Fund	\$3,431,173	-	\$3,431,173	\$2,627,973	-	\$2,627,973	\$803,200	-	\$803,200
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	3,431,173	-	3,431,173	2,627,973	-	2,627,973	803,200	-	803,200
Accounts Receivables	2,714,435	-	2,714,435	2,596,755	-	2,596,755	117,680	-	117,680
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		21,481,848	21,481,848		18,849,527	18,849,527	-	2,632,320	2,632,320
Goldman Sachs - SSF (Non-Endowed)		3,587,379	3,587,379		7,630,579	7,630,579	-	(4,043,200)	(4,043,200)
Goldman Sachs - FDN - HOE	764,693		764,693	503,927		503,927	260,766		260,766
Goldman Sachs - FDN-SSE (Endowed)	2,731,752		2,731,752	1,743,675		1,743,675	988,077		988,077
Goldman Sachs - FDN-SSE (Non-Endowed)	2,500		2,500	-		-	2,500		2,500
Goldman Sachs - FDN	14,797,022		14,797,022	13,029,200		13,029,200	1,767,822		1,767,822
Total SJC Short Term Investments	18,295,967	25,069,226	43,365,194	15,276,803	26,480,106	41,756,908	3,019,165	(1,410,879)	1,608,285
Total Current Assets	24,441,575	25,069,226	49,510,802	20,501,530	26,480,106	46,981,636	3,940,045	(1,410,879)	2,529,166
<b>TOTAL ASSETS</b>	<b>24,441,575</b>	<b>25,069,226</b>	<b>49,510,802</b>	<b>20,501,530</b>	<b>26,480,106</b>	<b>46,981,636</b>	<b>3,940,045</b>	<b>(1,410,879)</b>	<b>2,529,166</b>
<b>LIABILITIES &amp; NET ASSETS</b>									
Liabilities									
Current Liabilities									
Accounts Payable									
Foundation Expenses Payable	10,256		10,256	-		-	10,256		10,256
Grants Payable	88,113		88,113	102,168		102,168	(14,055)		(14,055)
Programs Payable	2,030		2,030	2,030		2,030	-		-
Endowments Payable	276,907		276,907	156,066		156,066	120,841		120,841
Scholarship Payables	773,117	580,883	1,354,000	197,743	2,475,627	2,673,370	575,373	(1,894,744)	(1,319,371)
Student Success Payables	11,454		11,454	89,384		89,384	(77,929)		(77,929)
Total Accounts Payable	1,161,877	580,883	1,742,760	547,391	2,475,627	3,023,018	614,486	(1,894,744)	(1,280,258)
Total Current Liabilities	1,161,877	580,883	1,742,760	547,391	2,475,627	3,023,018	614,486	(1,894,744)	(1,280,258)
Total Liabilities	1,161,877	580,883	1,742,760	547,391	2,475,627	3,023,018	614,486	(1,894,744)	(1,280,258)
NET ASSETS									
Net Assets Without Donor Restrictions	3,787,811	24,004,479	27,792,289	2,957,454	24,575,762	27,533,216	830,356	(571,283)	259,073
Net Assets With Donor Restrictions	16,166,329		16,166,329	15,613,235		15,613,235	553,093		553,093
Net Assets	19,954,139	24,004,479	43,958,618	18,570,690	24,575,762	43,146,451	1,383,450	(571,283)	812,167
Net Income	3,325,559	483,865	3,809,424	1,383,450	(571,283)	812,167	1,942,109	1,055,148	2,997,257
Total Net Assets	23,279,698	24,488,344	47,768,042	19,954,139	24,004,479	43,958,618	3,325,559	483,865	3,809,424
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$24,441,575</b>	<b>\$25,069,226</b>	<b>\$49,510,802</b>	<b>\$20,501,530</b>	<b>\$26,480,106</b>	<b>\$46,981,636</b>	<b>\$3,940,045</b>	<b>(\$1,410,879)</b>	<b>\$2,529,166</b>

## San Jacinto College Foundation

### Statement of Activities

For the Period Ending June 30, 2024

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
<b>Contributions</b>											
Grant Contributions	929,875	-	929,875	162,900	-	162,900	766,975	-	766,975	810,000	115%
Endowments	214,847	-	214,847	355,856	-	355,856	(141,009)	-	(141,009)	1,200,000	18%
Program Sponsorship	385,669	-	385,669	649,303	-	649,303	(263,634)	-	(263,634)	850,000	45%
Unrestricted	864,746	-	864,746	697,378	-	697,378	167,367	-	167,367		
Unrestricted Foundation	2,000	-	2,000		-			-			
Scholarships	1,258,207	-	1,258,207	452,466	-	452,466	805,741	-	805,741	650,000	194%
<b>Total Contributions</b>	<u>3,655,344</u>	<u>-</u>	<u>3,655,344</u>	<u>2,317,903</u>	<u>-</u>	<u>2,317,903</u>	<u>1,335,441</u>	<u>-</u>	<u>1,335,441</u>	<u>3,510,000</u>	<u>104%</u>
<b>Other Income</b>											
Special Events	753,385	-	753,385	-	-	-	753,385	-	753,385	450,000	167%
Investment Income	557,920	760,638	1,318,557	508,746	978,922	1,487,668	49,174	(218,284)	(169,110)	1,200,000	110%
Realized Gain / (Loss)	11,454	(46,928)	(35,474)	(6,448)	(271,761)	(278,209)	17,903	224,833	242,736	-	
Unrealized Gain / (Loss)	1,175,357	2,416,293	3,591,650	597,025	1,711,182	2,308,207	578,333	705,111	1,283,443	-	
<b>Total Other Income</b>	<u>2,498,117</u>	<u>3,130,002</u>	<u>5,628,119</u>	<u>1,099,322</u>	<u>2,418,343</u>	<u>3,517,665</u>	<u>1,398,795</u>	<u>711,659</u>	<u>2,110,454</u>	<u>1,650,000</u>	<u>341%</u>
<b>Total Income</b>	<u>6,153,461</u>	<u>3,130,002</u>	<u>9,283,463</u>	<u>3,417,225</u>	<u>2,418,343</u>	<u>5,835,568</u>	<u>2,736,236</u>	<u>711,659</u>	<u>3,445,895</u>	<u>5,160,000</u>	<u>180%</u>
<b>Expense</b>											
<b>Programs</b>											
Scholarships Awarded - SSF		2,646,137	2,646,137		2,989,626	2,989,626		(343,489)	(343,489)	3,500,000	76%
Scholarships Awarded - FND	1,200,490	-	1,200,490	923,382	-	923,382	277,109	-	277,109	900,000	133%
Programs Sponsored	542,259	-	542,259	294,398	-	294,398	247,861	-	247,861	400,000	136%
Student Success Initiatives	(22,685)	-	(22,685)	17,009	-	17,009	(39,694)	-	(39,694)	150,000	-15%
<b>Total Programs</b>	<u>1,720,065</u>	<u>2,646,137</u>	<u>4,366,202</u>	<u>1,234,789</u>	<u>2,989,626</u>	<u>4,224,415</u>	<u>485,275</u>	<u>(343,489)</u>	<u>141,787</u>	<u>4,950,000</u>	<u>88%</u>
<b>Supporting Services</b>											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000	0%
<b>Supporting Services</b>											
Foundation Expenses	111,780	-	111,780	98,743	-	98,743	13,037	-	13,037	102,500	109%
Management Expenses	864,746	-	864,746	697,378	-	697,378	167,367	-	167,367		
Fundraising	124,986	-	124,986	-	-	-	124,986	-	124,986	150,000	83%
Sponsorship Expense	6,326	-	6,326	2,865	-	2,865	3,461	-	3,461	15,000	42%
<b>Total Supporting Services</b>	<u>1,107,837</u>	<u>-</u>	<u>1,107,837</u>	<u>798,986</u>	<u>-</u>	<u>798,986</u>	<u>308,852</u>	<u>-</u>	<u>308,852</u>	<u>267,500</u>	<u>414%</u>
<b>Total Expense</b>	<u>2,827,902</u>	<u>2,646,137</u>	<u>5,474,039</u>	<u>2,033,775</u>	<u>2,989,626</u>	<u>5,023,401</u>	<u>794,127</u>	<u>(343,489)</u>	<u>450,638</u>	<u>5,219,500</u>	<u>105%</u>
<b>Net Ordinary Income</b>	<u>3,325,559</u>	<u>483,865</u>	<u>3,809,424</u>	<u>1,383,450</u>	<u>(571,283)</u>	<u>812,167</u>	<u>1,942,109</u>	<u>1,055,148</u>	<u>2,997,257</u>	<u>(59,500)</u>	
Other Income / Expenses											
<b>Increase/Decrease in Net Position</b>	<u>\$3,325,559</u>	<u>\$483,865</u>	<u>\$3,809,424</u>	<u>\$1,383,450</u>	<u>(\$571,283)</u>	<u>\$812,167</u>	<u>\$1,942,109</u>	<u>\$1,055,148</u>	<u>\$2,997,257</u>	<u>(\$59,500)</u>	



San Jacinto College Foundation Financial Statements  
May 2024

**San Jacinto College Foundation**  
Statement of Financial Position  
As of May 31, 2024

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
<b>ASSETS</b>									
Current Assets									
Checking/Savings									
General Fund	\$4,044,067	-	\$4,044,067	\$2,584,036	-	\$2,584,036	\$1,460,032	-	\$1,460,032
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	4,044,067	-	4,044,067	2,584,036	-	2,584,036	1,460,032	-	1,460,032
Accounts Receivables	2,040,000	-	2,040,000	2,605,980	-	2,605,980	(565,980)	-	(565,980)
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		21,133,626	21,133,626		18,283,140	18,283,140	-	2,850,486	2,850,486
Goldman Sachs - SSF (Non-Endowed)		3,623,443	3,623,443		7,396,622	7,396,622	-	(3,773,179)	(3,773,179)
Goldman Sachs - FDN - HOE	300,239	-	300,239	501,851	-	501,851	(201,612)	-	(201,612)
Goldman Sachs - FDN-SSE (Endowed)	2,095,421	-	2,095,421	356,345	-	356,345	1,739,076	-	1,739,076
Goldman Sachs - FDN-SSE (Non-Endowed)	2,500	-	2,500	-	-	-	2,500	-	2,500
Goldman Sachs - FDN	15,140,891	-	15,140,891	14,077,105	-	14,077,105	1,063,786	-	1,063,786
Total SJC Short Term Investments	17,539,051	24,757,069	42,296,120	14,935,301	25,679,762	40,615,063	2,603,750	(922,693)	1,681,057
Total Current Assets	23,623,118	24,757,069	48,380,187	20,125,317	25,679,762	45,805,078	3,497,802	(922,693)	2,575,109
<b>TOTAL ASSETS</b>	<b>23,623,118</b>	<b>24,757,069</b>	<b>48,380,187</b>	<b>20,125,317</b>	<b>25,679,762</b>	<b>45,805,078</b>	<b>3,497,802</b>	<b>(922,693)</b>	<b>2,575,109</b>
<b>LIABILITIES &amp; NET ASSETS</b>									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	95,367	-	95,367	102,168	-	102,168	(6,801)	-	(6,801)
Programs Payable	2,030	-	2,030	2,030	-	2,030	-	-	-
Endowments Payable	168,760	-	168,760	156,066	-	156,066	12,694	-	12,694
Scholarship Payables	678,105	417,469	1,095,574	197,743	2,475,627	2,673,370	480,362	(2,058,158)	(1,577,796)
Student Success Payables	99,247	-	99,247	89,384	-	89,384	9,864	-	9,864
Total Accounts Payable	1,043,510	417,469	1,460,979	547,391	2,475,627	3,023,018	496,119	(2,058,158)	(1,562,039)
Total Current Liabilities	1,043,510	417,469	1,460,979	547,391	2,475,627	3,023,018	496,119	(2,058,158)	(1,562,039)
Total Liabilities	1,043,510	417,469	1,460,979	547,391	2,475,627	3,023,018	496,119	(2,058,158)	(1,562,039)
NET ASSETS									
Net Assets Without Donor Restrictions	4,293,862	24,004,479	28,298,341	2,825,530	24,575,762	27,401,291	1,468,332	(571,283)	897,049
Net Assets With Donor Restrictions	15,660,278	-	15,660,278	15,745,160	-	15,745,160	(84,882)	-	(84,882)
Net Assets	19,954,139	24,004,479	43,958,618	18,570,690	24,575,762	43,146,451	1,383,450	(571,283)	812,167
Net Income	2,625,469	335,121	2,960,590	1,007,236	(1,371,627)	(364,391)	1,618,233	1,706,748	3,324,981
Total Net Assets	22,579,608	24,339,600	46,919,208	19,577,926	23,204,135	42,782,060	3,001,683	1,135,465	4,137,148
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$23,623,118</b>	<b>\$24,757,069</b>	<b>\$48,380,187</b>	<b>\$20,125,317</b>	<b>\$25,679,762</b>	<b>\$45,805,078</b>	<b>\$3,497,802</b>	<b>(\$922,693)</b>	<b>\$2,575,109</b>

## San Jacinto College Foundation

### Statement of Activities

For the Period Ending May 31, 2024

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
<b>Ordinary Income/Expense Income</b>											
<b>Contributions</b>											
Grant Contributions	198,275	-	198,275	120,900	-	120,900	77,375	-	77,375	810,000	24%
Endowments	282,917	-	282,917	351,214	-	351,214	(68,298)	-	(68,298)	1,200,000	24%
Program Sponsorship	815,297	-	815,297	636,914	-	636,914	178,383	-	178,383	850,000	96%
Unrestricted	2,000	-	2,000	-	-	-	2,000	-	2,000		
Scholarships	712,436	-	712,436	440,076	-	440,076	272,360	-	272,360	650,000	110%
<b>Total Contributions</b>	<b>2,010,925</b>	<b>-</b>	<b>2,010,925</b>	<b>1,549,104</b>	<b>-</b>	<b>1,549,104</b>	<b>461,820</b>	<b>-</b>	<b>461,820</b>	<b>3,510,000</b>	<b>57%</b>
<b>Other Income</b>											
Special Events	695,691	-	695,691	-	-	-	695,691	-	695,691	450,000	155%
Investment Income	490,239	676,860	1,167,099	452,335	887,474	1,339,810	37,904	(210,615)	(172,711)	1,200,000	97%
Realized Gain / (Loss)	10,013	(44,021)	(34,008)	(6,448)	(249,934)	(256,382)	16,462	205,913	222,375	-	-
Unrealized Gain / (Loss)	1,043,676	2,122,301	3,165,976	305,831	980,459	1,286,290	737,845	1,141,842	1,879,687	-	-
<b>Total Other Income</b>	<b>2,239,620</b>	<b>2,755,139</b>	<b>4,994,759</b>	<b>751,718</b>	<b>1,617,999</b>	<b>2,369,717</b>	<b>1,487,902</b>	<b>1,137,140</b>	<b>2,625,042</b>	<b>1,650,000</b>	<b>303%</b>
<b>Total Income</b>	<b>4,250,545</b>	<b>2,755,139</b>	<b>7,005,684</b>	<b>2,300,822</b>	<b>1,617,999</b>	<b>3,918,821</b>	<b>1,949,722</b>	<b>1,137,140</b>	<b>3,086,863</b>	<b>5,160,000</b>	<b>136%</b>
<b>Expense Programs</b>											
Scholarships Awarded - SSF		2,420,018	2,420,018		2,989,626	2,989,626		(569,608)	(569,608)	3,500,000	69%
Scholarships Awarded - FND	955,657	-	955,657	923,382	-	923,382	32,275	-	32,275	900,000	106%
Programs Sponsored	495,114	-	495,114	280,392	-	280,392	214,722	-	214,722	400,000	124%
Student Success Initiatives	57,470	-	57,470	17,009	-	17,009	40,461	-	40,461	150,000	38%
<b>Total Programs</b>	<b>1,508,240</b>	<b>2,420,018</b>	<b>3,928,258</b>	<b>1,220,783</b>	<b>2,989,626</b>	<b>4,210,409</b>	<b>287,458</b>	<b>(569,608)</b>	<b>(282,150)</b>	<b>4,950,000</b>	<b>79%</b>
<b>Supporting Services</b>											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000	0%
<b>Supporting Services</b>											
Foundation Expenses	69,477	-	69,477	69,939	-	69,939	(461)	-	(461)	102,500	68%
Fundraising	41,032	-	41,032	-	-	-	41,032	-	41,032	150,000	27%
Sponsorship Expense	6,326	-	6,326	2,865	-	2,865	3,461	-	3,461	15,000	42%
<b>Total Supporting Services</b>	<b>116,835</b>	<b>-</b>	<b>116,835</b>	<b>72,804</b>	<b>-</b>	<b>72,804</b>	<b>44,032</b>	<b>-</b>	<b>44,032</b>	<b>267,500</b>	<b>44%</b>
<b>Total Expense</b>	<b>1,625,076</b>	<b>2,420,018</b>	<b>4,045,094</b>	<b>1,293,586</b>	<b>2,989,626</b>	<b>4,283,212</b>	<b>331,489</b>	<b>(569,608)</b>	<b>(238,119)</b>	<b>5,219,500</b>	<b>77%</b>
<b>Net Ordinary Income</b>	<b>2,625,469</b>	<b>335,121</b>	<b>2,960,590</b>	<b>1,007,236</b>	<b>(1,371,627)</b>	<b>(364,391)</b>	<b>1,618,233</b>	<b>1,706,748</b>	<b>3,324,981</b>	<b>(59,500)</b>	
Other Income / Expenses											
<b>Increase/Decrease in Net Position</b>	<b>\$2,625,469</b>	<b>\$335,121</b>	<b>\$2,960,590</b>	<b>\$1,007,236</b>	<b>(\$1,371,627)</b>	<b>(\$364,391)</b>	<b>\$1,618,233</b>	<b>\$1,706,748</b>	<b>\$3,324,981</b>	<b>(\$59,500)</b>	

Capital Improvement Program  
June 30, 2024

**2015 Bond Program**

Report as of June 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	167,911	47,233,022	737,726	98.47%
<b>Sub-total</b>	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	167,911	47,233,022	737,726	98.47%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	16,617	604,932	128,451	82.87%
<b>Sub-total</b>	-	750,000	750,000	-	750,000	16,617	604,932	128,451	82.87%
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	14,267	961,137	424,596	69.67%
<b>Sub-total</b>	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	14,267	961,137	424,596	69.67%
<b>Generation Park</b>									
736606 - Generation Park Opportunities	-	18,400,000	18,400,000	-	18,400,000	298,745	633,068	17,468,187	5.06%
736616 - Generation Park BioManufacturing Program	-	1,600,000	1,600,000	-	1,600,000	-	-	1,600,000	-
<b>Sub-total</b>	-	20,000,000	20,000,000	-	20,000,000	298,745	633,068	19,068,187	-
<b>Admin</b>									
76605A - CW Deferred Maintenance Phase I	-	31,184,038	31,184,038	427,385	31,611,423	4,639,784	23,568,261	3,403,378	89.23%
736610 - CW Deferred Maintenance Phase II	-	4,938,284	4,938,284	-	4,938,284	1,761,957	1,703,359	1,472,967	70.17%
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	27,454	-	-	100.00%
736601 - Contingency	1,166,180	17,795,810	18,961,990	-	18,961,990	-	-	18,961,990	-
<b>Sub-total</b>	1,166,180	65,349,699	66,515,879	(10,976,728)	55,539,151	6,429,195	25,271,620	23,838,336	57.08%
<b>Previously Completed and Closed Projects</b>									
<b>Sub-total</b>	348,678,820	(58,663,618)	290,015,202	9,156,988	299,172,190	-	299,172,190	-	100.00%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>6,926,735</b>	<b>373,875,969</b>	<b>44,197,296</b>	<b>89.60%</b>

**Center for Biotechnology at Generation Park**

Report as of June 30, 2024

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>									
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	-	4,000,000	-	4,000,000	4,000,000	-	-	100.00%
736616 GP - BioManufacturing Program (Bond Earnings)	1,900,000	-	1,900,000	-	1,900,000	1,900,000	-	-	100.00%
736616 GP - BioManufacturing Program (2015 Bond)	1,600,000	-	1,600,000	-	1,600,000	-	-	1,600,000	-
<b>Sub-total</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>5,900,000</b>	<b>-</b>	<b>1,600,000</b>	<b>78.67%</b>
<b>TOTALS</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>5,900,000</b>	<b>-</b>	<b>1,600,000</b>	<b>78.67%</b>

## Interest Earnings per Bond Issue

Report as of June 30, 2024

Bond Issue	Prior years Earnings as of 08.31.23	FY24 Interest Earnings	Allocated Earnings	Available Balance
2004-2011 Bond Issue Earnings	4,468,926	16,809	(4,478,750)	6,985
2016 & 2019 Bond Issue Earnings	8,480,054	22,002	(8,430,920)	71,136
2021 Bond Issue Earnings	1,736,826	914,884	(2,261,699)	390,011
2022 Bond Issue Earnings	2,117,715	1,984,197	(3,482,864)	619,048
<b>TOTALS</b>	<b>16,803,521</b>	<b>2,937,892</b>	<b>(18,654,233)</b>	<b>1,087,179</b>

## Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>					
731615 - CC - C3 Low Roof Replacement	351,320	20,598	32,294	298,428	15.06%
731616 - CC - C5 Roof Upgrade	1,008,201	33,450	-	974,751	3.32%
<b>Sub-total</b>	1,359,522	54,048	32,294	1,273,180	6.35%
<b>North</b>					
732614 - NC - N7, N8 & N9 Roof Replacement	2,115,545	8,400	1,988,004	119,141	94.37%
732615 - NC - N2 Roof Replacement	1,703,274	-	-	1,703,274	-
<b>Sub-total</b>	3,818,819	8,400	1,988,004	1,822,415	52.28%
<b>South</b>					
733615 - SC - S7 & S9 Roof Replacement	2,319,532	8,951	2,224,771	85,810	96.30%
733617 - SC - S11 Roof Replacement	680,990	645,055	-	35,935	94.72%
733618 - SC - S14 Roof Replacement	580,523	-	-	580,523	-
<b>Sub-total</b>	3,581,045	654,006	2,224,771	702,268	80.39%
<b>Gen Park</b>					
736616 - GP - BioManufacturing Prg	1,900,000	1,900,000	-	-	100.00%
<b>Sub-total</b>	1,900,000	1,900,000	-	-	100.00%
<b>Closed Projects</b>					
Multiple Projects, Salaries & benefits	7,994,847	-	7,994,847	-	100.00%
<b>Sub-total</b>	7,994,847	-	7,994,847	-	100.00%
<b>TOTALS</b>	<b>18,654,233</b>	<b>2,616,454</b>	<b>12,239,916</b>	<b>3,797,863</b>	<b>79.64%</b>

**Future Capital Projects**

Report as of June 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
Sportsfields Upgrades	-	2,400,000	2,400,000	2,400,000	19,078	-	2,380,922	0.79%
Future Capital Projects (929602)	-	9,107,500	9,107,500	9,107,500	-	-	9,107,500	-
<b>TOTALS</b>	-	<b>11,507,500</b>	<b>11,507,500</b>	<b>11,507,500</b>	<b>19,078</b>	-	<b>11,488,422</b>	-



## Repair and Renovation

Report as of June 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F24001 CC - Central Misc.	-	1,005	1,005	1,005	1,005	-	-	100.00%
F24016 CC - Exterior Wayfinding	-	54,347	54,347	54,347	54,347	-	-	100.00%
F24030 CC - C3 Conference Center Renovation	-	-	-	-	-	-	-	-
F24032 CC - C3.142h Renovation	-	62,665	62,665	62,665	17,129	45,536	-	100.00%
F24052 CC - C12.100 Slocomb Lighting	-	27,863	27,863	27,863	25,489	-	2,374	91.48%
F24055 CC - C15.217H TouchDown Stations	-	10,425	10,425	10,425	-	-	-	100.00%
F24066 CC - C19.265 STEM Center	-	35,952	35,952	35,952	35,952	-	-	100.00%
<b>Sub-total</b>	-	192,256	192,256	192,256	144,346	45,536	2,374	98.77%
<b>North</b>								
F24002 NC - North Misc.	-	9,070	9,070	9,070	5,141	3,930	-	100.00%
F24012 NC - N24.103 & N24.105 Esthetics Lab	-	114,834	114,834	114,834	-	114,834	-	100.00%
F24039 NC - N17.2112a & 2112b Add Wall	-	33,555	33,555	33,555	5,358	28,197	-	100.00%
F24043 NC - Baseball Rebrand and Painting	-	45,337	45,337	45,337	-	45,337	-	100.00%
F24044 NC - Furniture for N1, N6, and N9	-	25,387	25,387	25,387	25,387	-	-	100.00%
F24053 NC - N1.106 Gallery Lighting	-	34,330	34,330	34,330	34,330	-	-	100.00%
F24058 NC - N8.219 Furniture	-	10,858	10,858	10,858	10,858	-	-	100.00%
F24065 NC - N17.3055 STEM Center	-	14,718	14,718	14,718	-	-	-	100.00%
F24068 NC - Bezos Academy Audio	-	12,883	12,883	12,883	12,883	-	-	100.00%
<b>Sub-total</b>	-	300,973	300,973	300,973	108,675	192,298	-	100.00%
<b>South</b>								
F24003 SC - South Misc.	-	14,449	14,449	14,449	13,855	594	-	100.00%
F24017 SC - S6.110 Cashier Overhead Light	-	-	-	-	-	-	-	-
F24021 SC - S6.121G & S6.121H Room Reno	-	26,689	26,689	26,689	1,046	25,644	-	100.00%
F24046 SC - S2.237 Security Ops Buildout	-	70,046	70,046	70,046	31,856	35,338	2,853	95.93%
F24057 SC - S15.115/143 Glass Doors	-	4,887	4,887	4,887	4,887	-	-	100.00%
F24064 SC - S24.101 Reception Furniture	-	3,153	3,153	3,153	3,153	-	-	100.00%
F24069 SC - S7.160 Furniture Replacement	-	4,009	4,009	4,009	4,009	-	-	100.00%
<b>Sub-total</b>	-	123,233	123,233	123,233	58,805	61,576	2,853	97.69%
<b>Maritime</b>								
<b>Sub-total</b>	-	-	-	-	-	-	-	-
<b>Generation Park</b>								
F24005 GP - GEN P Misc.	-	569	569	569	569	-	-	100.00%
F24037 GP - G2.221 A&P Lab	-	30,201	30,201	30,201	27,526	-	2,675	91.14%
<b>Sub-total</b>	-	30,770	30,770	30,770	28,095	-	2,675	91.31%
<b>District</b>								
F24004 DIST - Campus Misc.	-	5,000	5,000	5,000	1,007	1,869	2,124	57.52%
F24019 DIST - A1.101b Office Conversion	-	118,048	118,048	118,048	108,164	-	9,884	91.63%
F24026 DIST - CW Roof Safety	-	79,644	79,644	79,644	-	79,644	-	100.00%
F24056 DIST - A1.102 Sound Masking	-	5,893	5,893	5,893	5,893	-	-	100.00%
<b>Sub-total</b>	-	208,586	208,586	208,586	115,065	81,513	12,008	94.24%
<b>Contingency (720700) - Major Repairs</b>	600,000	(591,023)	8,977	8,977	-	-	8,977	-
<b>Sub-total</b>	600,000	(591,023)	8,977	8,977	-	-	8,977	-

## Repair and Renovation

Report as of June 30, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Projects Closed</b>								
F24007 CC - C45.1322 CPET Worktables	-	-	-	-	-	-	-	-
F24014 CC - C45 RO Cover	-	-	-	-	-	-	-	-
F24020 CC - C1.129 IT Service Desk	-	42,911	42,911	42,911	-	42,911	-	100.00%
F24031 CC - C3 Level 3 - Demo Lockers	-	12,673	12,673	12,673	-	12,673	-	100.00%
F24033 CC - C19.365 Science Lab Renovation	-	11,594	11,594	11,594	-	11,594	-	100.00%
F24034 CC - C45.1001 Event Stage Reno	-	24,382	24,382	24,382	-	24,382	-	100.00%
F24009 NC - N17 Wallpaper Removal & Paint	-	111,319	111,319	111,319	-	111,319	-	100.00%
F24010 NC - N12.100 Sensory Room Ph II	-	-	-	-	-	-	-	-
F24015 NC - N14.112b Legal Resource Center	-	9,621	9,621	9,621	-	9,621	-	100.00%
F24018 NC - N7.2112j & N7.2118a Private Door	-	-	-	-	-	-	-	-
F24023 NC - N8.112 IT Service Desk	-	64,446	64,446	64,446	-	64,446	-	100.00%
F24025 NC - N24.121 Replacement Facial Beds	-	15,715	15,715	15,715	-	15,715	-	100.00%
F24040 NC - N17.1059-59a&1061 Wall Removal	-	33,015	33,015	33,015	-	33,015	-	100.00%
F24045 NC - N12.205 Card Access Repair	-	4,825	4,825	4,825	-	4,825	-	100.00%
F24051 NC - Baseball Batting Cage Netting	-	19,500	19,500	19,500	-	19,500	-	100.00%
F24008 SC - S1.377 BioManufacturing Lab	-	115,133	115,133	115,133	-	115,133	-	100.00%
F24011 SC - S24.103 Esthetics Lab	-	95,173	95,173	95,173	-	95,173	-	100.00%
F24022 SC - S12.118 IT Service Desk	-	65,760	65,760	65,760	-	65,760	-	100.00%
F24028 SC - S1.170 Undergraduate Research	-	-	-	-	-	-	-	-
F24042 SC - Softball Field Rebrand	-	45,109	45,109	45,109	-	45,109	-	100.00%
F24067 SC - S8 Data and Electric	-	18,564	18,564	18,564	-	18,564	-	100.00%
F24013 MT - Maritime Gate	-	33,940	33,940	33,940	-	33,940	-	100.00%
F24024 MT - Parking Lot Expansion	-	-	-	-	-	-	-	-
F24035 MT - Maritime Handrail Phase II	-	5,000	5,000	5,000	-	5,000	-	100.00%
F24038 MT - Maritime Access Control Modification	-	8,728	8,728	8,728	-	8,728	-	100.00%
F24006 EDGE - E-1 Lab Furniture	-	-	-	-	-	-	-	-
F24029 EDGE - E1.232 Conference Room	-	9,749	9,749	9,749	-	9,749	-	100.00%
F24036 DIST - CW Stopper Stations	-	22,955	22,955	22,955	-	22,955	-	100.00%
F24041 DIST - CW Chair Reupholster	-	19,547	19,547	19,547	-	19,547	-	100.00%
<b>Sub-total</b>	-	<b>789,658</b>	<b>789,658</b>	<b>789,658</b>	-	<b>789,658</b>	-	<b>100.00%</b>
<b>TOTALS</b>	<b>600,000</b>	<b>1,054,453</b>	<b>1,654,453</b>	<b>1,654,453</b>	<b>454,986</b>	<b>1,170,581</b>	<b>28,886</b>	<b>98.25%</b>

Capital Improvement Program  
May 31, 2024

**2015 Bond Program**

Report as of May 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731603 - CC Classroom Building	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	171,413	47,229,522	737,724	98.47%
<b>Sub-total</b>	47,155,000	(804,781)	46,350,219	1,788,440	48,138,659	171,413	47,229,522	737,724	98.47%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
733616 - SC BioManufacturing Program	-	750,000	750,000	-	750,000	19,919	601,630	128,451	82.87%
<b>Sub-total</b>	-	750,000	750,000	-	750,000	19,919	601,630	128,451	82.87%
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	16,786	958,619	424,595	69.67%
<b>Sub-total</b>	28,000,000	(26,631,300)	1,368,700	31,300	1,400,000	16,786	958,619	424,595	69.67%
<b>Generation Park</b>									
736606 - Generation Park Opportunities	-	18,400,000	18,400,000	-	18,400,000	315,179	593,113	17,491,708	4.94%
736616 - Generation Park BioManufacturing Program	-	1,600,000	1,600,000	-	1,600,000	-	-	1,600,000	-
<b>Sub-total</b>	-	20,000,000	20,000,000	-	20,000,000	315,179	593,113	19,091,708	4.54%
<b>Admin</b>									
76605A - CW Deferred Maintenance Phase I	-	31,184,038	31,184,038	427,385	31,611,423	4,679,006	23,453,087	3,479,330	88.99%
736610 - CW Deferred Maintenance Phase II	-	4,150,000	4,150,000	-	4,150,000	2,282,235	1,053,952	813,813	80.39%
720100 - Program Management - AECOM	-	11,431,567	11,431,567	(11,404,113)	27,454	27,454	-	-	100.00%
736601 - Contingency	1,166,180	18,584,094	19,750,274	-	19,750,274	-	-	19,750,274	-
<b>Sub-total</b>	1,166,180	65,349,699	66,515,879	(10,976,728)	55,539,151	6,988,695	24,507,039	24,043,417	56.71%
<b>Previously Completed and Closed Projects</b>									
<b>Sub-total</b>	348,678,820	(58,663,618)	290,015,202	9,156,988	299,172,190	-	299,172,190	-	100.00%
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>7,511,992</b>	<b>373,062,113</b>	<b>44,425,895</b>	<b>89.55%</b>

## Center for Biotechnology at Generation Park

Report as of May 31, 2024

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>									
736616 GP - BioManufacturing Program (Revenue Bond)	4,000,000	-	4,000,000	-	4,000,000	2,139,485	-	1,860,515	53.49%
736616 GP - BioManufacturing Program (Bond Earnings)	1,900,000	-	1,900,000	-	1,900,000	1,900,000	-	-	100.00%
736616 GP - BioManufacturing Program (2015 Bond)	1,600,000	-	1,600,000	-	1,600,000	-	-	1,600,000	-
<b>Sub-total</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>4,039,485</b>	<b>-</b>	<b>3,460,515</b>	<b>53.86%</b>
<b>TOTALS</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>4,039,485</b>	<b>-</b>	<b>3,460,515</b>	<b>53.86%</b>

## Interest Earnings per Bond Issue

Report as of May 31, 2024

Bond Issue	Prior years Earnings as of 08.31.23	FY24 Interest Earnings	Allocated Earnings	Available Balance
2004-2011 Bond Issue Earnings	4,468,926	15,520	(4,478,750)	5,696
2016 & 2019 Bond Issue Earnings	8,419,073	20,049	(8,430,920)	8,202
2021 Bond Issue Earnings	1,736,826	848,294	(2,261,699)	323,421
2022 Bond Issue Earnings	2,117,715	1,787,998	(3,482,864)	422,849
<b>TOTALS</b>	<b>16,742,540</b>	<b>2,671,861</b>	<b>(18,654,233)</b>	<b>760,168</b>

## Projects Funded with Bond Interest Earnings

Projects	Allocated Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>					
731615 - CC - C3 Low Roof Replacement	351,320	52,892	-	298,428	15.06%
731616 - CC - C5 Roof Upgrade	1,008,201	33,450	-	974,751	3.32%
<b>Sub-total</b>	1,359,522	86,342	-	1,273,180	6.35%
<b>North</b>					
732614 - NC - N7, N8 & N9 Roof Replacement	2,115,545	8,400	1,988,004	119,141	94.37%
732615 - NC - N2 Roof Replacement	1,703,274	-	-	1,703,274	-
<b>Sub-total</b>	3,818,819	8,400	1,988,004	1,822,415	52.28%
<b>South</b>					
733615 - SC - S7 & S9 Roof Replacement	2,319,532	8,951	2,224,771	85,810	96.30%
733617 - SC - S11 Roof Replacement	680,990	65,490	-	615,500	9.62%
733618 - SC - S14 Roof Replacement	580,523	-	-	580,523	-
<b>Sub-total</b>	3,581,045	74,441	2,224,771	1,281,833	64.21%
<b>Gen Park</b>					
736616 - GP - BioManufacturing Prg	1,900,000	1,689,748	-	210,252	88.93%
<b>Sub-total</b>	1,900,000	1,689,748	-	210,252	88.93%
<b>Closed Projects</b>					
Multiple Projects, Salaries & benefits	7,994,847	-	7,994,847	-	100.00%
<b>Sub-total</b>	7,994,847	-	7,994,847	-	100.00%
<b>TOTALS</b>	<b>18,654,233</b>	<b>1,858,931</b>	<b>12,207,622</b>	<b>4,587,680</b>	<b>75.41%</b>

**Future Capital Projects**

Report as of May 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>								
Sportsfields Upgrades	-	2,400,000	2,400,000	2,400,000	-	-	2,400,000	-
Future Capital Projects (929602)	-	9,056,307	9,056,307	9,056,307	-	-	9,056,307	-
<b>Sub-total</b>	-	9,056,307	9,056,307	9,056,307	-	-	9,056,307	-
<b>TOTALS</b>	-	<b>11,456,307</b>	<b>11,456,307</b>	<b>11,456,307</b>	-	-	<b>11,456,307</b>	-

## Repair and Renovation

Report as of May 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
F24001 CC - Central Misc.	-	1,005	1,005	1,005	1,005	-	-	100.00%
F24016 CC - Exterior Wayfinding	-	54,347	54,347	54,347	54,347	-	-	100.00%
F24030 CC - C3 Conference Center Renovation	-	-	-	-	-	-	-	-
F24032 CC - C3.142h Renovation	-	62,665	62,665	62,665	26,428	36,237	-	100.00%
F24052 CC - C12.100 Slocomb Lighting	-	27,863	27,863	27,863	25,489	-	2,374	91.48%
F24055 CC - C15.217H TouchDown Stations	-	10,425	10,425	10,425	10,425	-	-	100.00%
F24066 CC - C19.265 STEM Center	-	28,000	28,000	28,000	-	-	28,000	-
<b>Sub-total</b>	-	184,304	184,304	184,304	117,693	36,237	30,374	83.52%
<b>North</b>								
F24002 NC - North Misc.	-	9,070	9,070	9,070	7,835	1,235	-	100.00%
F24012 NC - N24.103 & N24.105 Esthetics Lab	-	114,834	114,834	114,834	15,132	99,702	-	100.00%
F24023 NC - N8.112 IT Service Desk	-	64,446	64,446	64,446	-	64,446	-	100.00%
F24039 NC - N17.2112a & 2112b Add Wall	-	33,060	33,060	33,060	29,220	-	3,840	88.38%
F24043 NC - Baseball Rebrand and Painting	-	45,337	45,337	45,337	45,337	-	-	100.00%
F24044 NC - Furniture for N1, N6, and N9	-	25,387	25,387	25,387	25,387	-	-	100.00%
F24053 NC - N1.106 Gallery Lighting	-	34,330	34,330	34,330	34,330	-	-	100.00%
F24058 NC - N8.219 Furniture	-	10,858	10,858	10,858	10,858	-	-	100.00%
F24065 NC - N17.3055 STEM Center	-	14,718	14,718	14,718	14,718	-	-	100.00%
<b>Sub-total</b>	-	352,040	352,040	352,040	182,817	165,383	3,840	98.91%
<b>South</b>								
F24003 SC - South Misc.	-	14,449	14,449	14,449	13,855	594	-	100.00%
F24008 SC - S1.377 BioManufacturing Lab	-	115,133	115,133	115,133	-	115,133	-	100.00%
F24017 SC - S6.110 Cashier Overhead Light	-	-	-	-	-	-	-	-
F24021 SC - S6.121G & S6.121H Room Reno	-	26,689	26,689	26,689	26,689	-	-	100.00%
F24042 SC - Softball Field Rebrand	-	45,109	45,109	45,109	45,109	-	-	100.00%
F24046 SC - S2.237 Security Ops Buildout	-	76,496	76,496	76,496	37,138	28,833	10,525	86.24%
F24057 SC - S15.115/143 Glass Doors	-	4,887	4,887	4,887	-	-	4,887	-
F24064 SC - S24.101 Reception Furniture	-	3,153	3,153	3,153	3,153	-	-	100.00%
F24067 SC - S8 Data and Elect	-	18,564	18,564	18,564	18,564	-	-	100.00%
<b>Sub-total</b>	-	304,480	304,480	304,480	144,509	144,560	15,411	94.94%
<b>Maritime</b>								
<b>Sub-total</b>	-	-	-	-	-	-	-	-
<b>Generation Park</b>								
F24005 GP - GEN P Misc.	-	569	569	569	569	-	-	100.00%
F24037 GP - G2.221 A&P Lab	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	569	569	569	569	-	-	100.00%
<b>District</b>								
F24004 DIST - Campus Misc.	-	5,000	5,000	5,000	1,007	1,869	2,124	57.52%
F24019 DIST - A1.101b Office Conversion	-	126,000	126,000	126,000	108,164	-	17,836	85.84%
F24026 DIST - CW Roof Safety	-	79,644	79,644	79,644	42,641	37,003	-	100.00%
F24041 DIST - CW Chair Reupholster	-	19,547	19,547	19,547	-	19,547	-	100.00%
F24056 DIST - A1.102 Sound Masking	-	5,893	5,893	5,893	5,893	-	-	100.00%
<b>Sub-total</b>	-	236,084	236,084	236,084	157,706	58,419	19,960	91.55%
<b>Contingency (720700) - Major Repairs</b>	600,000	(597,170)	2,830	2,830	-	-	2,830	-
<b>Sub-total</b>	600,000	(597,170)	2,830	2,830	-	-	2,830	-



## Repair and Renovation

Report as of May 31, 2024

Project	Base Budget	Budget Adjustments	Current Budget	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Projects Closed</b>								
F24007 CC - C45.1322 CPET Worktables	-	5,421	5,421	5,421	-	5,421	-	100.00%
F24014 CC - C45 RO Cover	-	-	-	-	-	-	-	-
F24020 CC - C1.129 IT Service Desk	-	42,911	42,911	42,911	-	42,911	-	100.00%
F24031 CC - C3 Level 3 - Demo Lockers	-	12,673	12,673	12,673	-	12,673	-	100.00%
F24033 CC - C19.365 Science Lab Renovation	-	11,594	11,594	11,594	-	11,594	-	100.00%
F24034 CC - C45.1001 Event Stage Reno	-	24,382	24,382	24,382	-	24,382	-	100.00%
F24009 NC - N17 Wallpaper Removal & Paint	-	111,319	111,319	111,319	-	111,319	-	100.00%
F24010 NC - N12.100 Sensory Room Ph II	-	-	-	-	-	-	-	-
F24015 NC - N14.112b Legal Resource Center	-	9,621	9,621	9,621	-	9,621	-	100.00%
F24018 NC - N7.2112j & N7.2118a Private Door	-	-	-	-	-	-	-	-
F24025 NC - N24.121 Replacement Facial Beds	-	15,715	15,715	15,715	-	15,715	-	100.00%
F24040 NC - N17.1059-59a&1061 Wall Removal	-	33,015	33,015	33,015	-	33,015	-	100.00%
F24045 NC - N12.205 Card Access Repair	-	4,825	4,825	4,825	-	4,825	-	100.00%
F24051 NC - Baseball Batting Cage Netting	-	19,500	19,500	19,500	-	19,500	-	100.00%
F24011 SC - S24.103 Esthetics Lab	-	95,173	95,173	95,173	-	95,173	-	100.00%
F24022 SC - S12.118 IT Service Desk	-	65,760	65,760	65,760	-	65,760	-	100.00%
F24028 SC - S1.170 Undergraduate Research	-	-	-	-	-	-	-	-
F24013 MT - Maritime Gate	-	33,940	33,940	33,940	-	33,940	-	100.00%
F24024 MT - Parking Lot Expansion	-	-	-	-	-	-	-	-
F24035 MT - Maritime Handrail Phase II	-	5,000	5,000	5,000	-	5,000	-	100.00%
F24038 MT - Maritime Access Control Modification	-	8,728	8,728	8,728	-	8,728	-	100.00%
F24006 EDGE - E-1 Lab Furniture	-	-	-	-	-	-	-	-
F24029 EDGE - E1.232 Conference Room	-	9,749	9,749	9,749	-	9,749	-	100.00%
F24036 DIST - CW Stopper Stations	-	22,955	22,955	22,955	-	22,955	-	100.00%
<b>Sub-total</b>	-	532,280	532,280	532,280	-	532,280	-	100.00%
<b>TOTALS</b>	<b>600,000</b>	<b>1,012,588</b>	<b>1,612,588</b>	<b>1,612,588</b>	<b>603,294</b>	<b>936,879</b>	<b>72,415</b>	<b>95.51%</b>

**Action Item “IX”**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Amendment to the 2023-2024 Budget**  
**for Restricted Revenue and Expenses Relating to Federal, State, and Local Grants/Contracts**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

Federal, state, and local grants/contracts may require amendments for receipt of newly awarded grants/contracts or changes to existing grants/contracts. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant/contract requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants/contracts received during the months of June and July 2024.

**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 \$3,630,602 so the net impact on the College budget is zero.

**MONITORING AND REPORTING TIMELINE**

The Office of Grants Management provides continuous monitoring of grant operations, which are included in the annual financial report to the Board of Trustees. The Finance department monitors restricted contracts, which are also included in the annual financial report.

**ATTACHMENTS**

Attachment 1- Budget Amendments- 08-12-24  
Attachment 2- Grant/Contract Detail- 08-12-24

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	<a href="mailto:teri.zamora@sjcd.edu">teri.zamora@sjcd.edu</a>
Tomoko Olson	281-998-6146	<a href="mailto:tomoko.olson@sjcd.edu">tomoko.olson@sjcd.edu</a>
Carin Hutchins	281-998-6109	<a href="mailto:carin.hutchins@sjcd.edu">carin.hutchins@sjcd.edu</a>

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant/Contract Amendments  
August 12, 2024

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2025 (New Grant)</u>					
Federal Grant Revenue	528452	56700	554100	110000	(1,448,367)
Non-Instructional Labor	528452	56700	610000	460121	45,715
Benefits	528452	56700	650000	460121	19,500
Supplies	528452	56700	710000	460115	450,000
Travel	528452	56700	721000	160112	121,452
Contractual Services	528452	56700	731000	460115	89,869
Contractual Svcs - Indirect costs	528452	56700	731500	620909	68,970
Equipment	528452	56700	741000	460115	302,861
Student Aid - Books & Supplies	528452	56700	751120	520235	150,000
Student Aid - Stipends	528452	56700	751140	520235	<u>200,000</u>
					\$ -
<u>U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2025 (New Grant)</u>					
Federal Grant Revenue	538483	56700	554100	110000	(1,296,000)
Non-Instructional Labor	538483	56700	610000	460961	475,000
Instructional Labor	538483	56700	621000	460961	336,000
Benefits	538483	56700	650000	460961	168,688
Supplies	538483	56700	711000	460961	26,000
Travel	538483	56700	721000	460961	7,275
Contractual Services	538483	56700	731000	460961	11,180
Contractual Svcs - Indirect costs	538483	56700	731500	620909	58,177
Student Aid - Scholarships	538483	56700	751009	520235	<u>213,680</u>
					-
<u>U.S. Small Business Administration/University of Houston – Small Business Development Centers (Additional Funds)</u>					
Federal Grant Revenue	535917	56700	554100	110000	(10,134)
Non-Instructional Labor	535917	56700	621100	360963	<u>10,134</u>
					-
<u>Texas Workforce Commission/Skills Development Fund - Maritime Consortium 2025 (New Grant) Chapter 133 (Additional Funds)</u>					
State Grant Revenue	551049	56700	554200	110000	(740,140)
Contractual Services	551049	56700	731000	460911	96,540
Student Aid - Scholarships	551049	56700	731000	520235	<u>643,600</u>
					-

U.S. Department of Health and Human Services/Texas Workforce Commission – Skills For Small

Business Program 2025 (New Grant)

Federal Grant Revenue	539358	56700	554100	110000	(10,500)
State Grant Revenue	551050	56700	554200	110000	(21,000)
Contractual Svcs - Indirect costs	539358	56700	731500	620909	500
Contractual Svcs - Indirect costs	551050	56700	731500	620909	1,000
Student Aid - Scholarships	539358	56700	751009	520235	10,000
Student Aid - Scholarships	551050	56700	751009	520235	<u>20,000</u>

San Jacinto College Foundation - Student Success Initiatives Fall 2024 Awards (New Grant)

Local Grant Revenue	571070	56700	554300	110000	(54,461)
Supplies	571070	56700	711000	466201	27,748
Contractual Services	571070	56700	731000	466201	24,713
Student Aid - Scholarships	571070	56700	751009	520235	<u>2,000</u>

Opportunity America (OA)/Progressive Policy Institute (PPI) - Community College Design Cohort:

Sub-Baccalaureate Workforce Education Programs (New Grant)

Local Grant Revenue	570037	56700	554300	110000	(30,000)
PT - Extra Service Agreement	570037	56700	614200	460961	15,550
Benefits	570037	56700	650000	460961	450
Travel	570037	56700	721000	460961	<u>14,000</u>

American Association of Community Colleges – Refining Guided Pathways Sub-Award Agreement

(New Contract)

Private Entity Contract Revenue	286260	66241	555000	620809	(20,000)
Contract Svcs - Instr, Outside Provider	286260	66241	731110	620809	<u>20,000</u>

Net Increase (Decrease)

\$ -

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 2,744,367
U.S. Small Business Administration	10,134
U.S. Department of Health and Human Services	10,500
Texas Workforce Commission	761,140
San Jacinto College Foundation	54,461
Opportunity America/Progressive Policy Institute	30,000
American Association of Community Colleges	20,000
	<u>\$ 3,630,602</u>

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2025 (New Grant)

Perkins V, enacted via the Strengthening Career and Technical Education Act, represents an important option to expand opportunities for students to explore and choose career and technical education (CTE) programs of study and career pathways to earn credentials of value. San Jacinto College's CTE programs are designed to allow intensive training to simulate the workplace and develop critical technical skills and readiness. CTE courses and programs integrate marketable skill competencies (e.g., teamwork, communication, technology, personal responsibility, and ethics) into the curriculum and instructional delivery methods. The most frequent use of these grant funds include occupationally relevant equipment, curriculum development and materials, supplies for learning labs, staff development, career counseling and guidance activities, efforts for academic-technical integration, supplemental services for special populations, childcare assistance, and outreach and retention programs.

U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2025 (New Grant)

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

U.S. Small Business Administration/University of Houston – Small Business Development Centers (Additional Funds)

Additional funds for the San Jacinto College Small Business Development Center (SJC SBDC). These funds will provide further technical assistance to small businesses and aspiring entrepreneurs. By supporting business growth, sustainability and enhancing the creation of new businesses entities, SBDCs foster local and regional economic development through job creation and retention. As a result of the no cost, extensive, one-on-one business advising and other specialized services SBDC clients receive, the program remains one of the nation's largest small business assistance programs in the federal government. The SJC SBDC is supported by the Small Business Administration and state funds in a one-to-one match. It is a part of a 32-county network centered at the University of Houston. The Houston network is among the leaders in the nation in job creation.

Texas Workforce Commission/Skills Development Fund - Maritime Consortium 2025 (New Grant)

The project will provide training to update workforce skills that meet U.S. Coast Guard standards, regulations, and certification requirements for new and current employees of participating businesses. The training goals are to increase employee retention, performance, and

productivity, as well as provide preparation for promotional opportunities. Project participants must be full-time employees from one of the business partners, including Carlsen Mooring and Marine Services LLC; Buffalo Marine Service, Inc.; and Genesis Energy, LLC.

U.S. Department of Health and Human Services/Texas Workforce Commission – Skills For Small Business Program (New Grant)

The Skills for Small Business Program with Child Care Funding (SSBCC) will provide training for small private businesses in the local area. Each participating childcare business partner will select training courses for its new and/or existing employees to designed enhance business operations. The program will cover tuition and fee costs for course offerings provided by San Jacinto College up to \$1,800 in a 12-month period for a new employee and up to \$900 in a 12-month period for an existing employee.

San Jacinto College Foundation - Student Success Initiatives Fall 2024 Awards (New Grant)

San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. These grants are pilot projects such as Job Shadowing Made Easy, Drone Demos for Workforce Development, and First Gen Mentor Program Software, which, if successful, may continue with express permission of the College if funds are available.

Opportunity America-Progressive Policy Institute - Community College Design Cohort: Sub-Baccalaureate Workforce Education Programs (New Grant)

This project addresses the urgent need for enhanced and better-targeted workforce education to help midcareer adults adapt to the rapidly evolving labor market. As part of a community college design cohort, this project aims to assist community colleges in accurately assessing the costs of short, sub-baccalaureate, career-connected programs and to consider the implications of these new, precise cost estimates for campus governance.

American Association of Community Colleges – Refining Guided Pathways Sub-Award Agreement (New Contract)

This project is designed to collect ongoing data from the Bill and Melinda Gates Foundation (the Foundation) which funded the first round of Guided Pathways Colleges. The Foundation wants to monitor the ongoing impact of the original investment in implementing Guided Pathways in these colleges. The effort is intended to continue to monitor the impact and the trend lines for the key performance data, and provide assessments of the scale of adoption process. The agreement terminates May 30, 2025, and payments under this agreement will not exceed \$20,000.

**Item "X"**  
**Regular Board Meeting August 12, 2024**

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

### **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the Investment Strategy for the College and annual review and approval of the College's Investment Policy.

### **BACKGROUND**

The Investment Policy and Strategy of San Jacinto College requires that the Board of Trustees, at least annually, review and approve both the investment strategy and policy as required by Texas Government Code 2256, the Public Funds Investment Act (PFIA). The Board approved the last revisions on August 7, 2023.

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

As outlined in the Investment Policy and Strategy, the College's strategies for individual funds will address:

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

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

The Board of Trustees is required to approve not only the Investment Policy but also the Investment Strategy in a separate action.

### **IMPACT OF THIS ACTION**

There are no recommended revisions to the Investment Policy and Strategy as part of this year's annual review.

On November 7, 2023, the Government Treasurers' Organization of Texas (GTOT) awarded the Certificate of Distinction to the College for developing an investment policy that meets the requirements of the Public Funds Investment Act and the standards for prudent public investing established by the GTOT. The GTOT had no recommendations for changes to the

**Item "X"**  
**Regular Board Meeting August 12, 2024**

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

policy and the certificate is good for a two-year period ending November 30, 2025.

The Board's first reading of this policy occurred on June 3, 2024. The policy was sent to the College community on June 3 through June 17, 2024. No comments were received.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy III.3001.A, Investment Policy and Strategy

**RESOURCE PERSONNEL**

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



## Policies and Procedures Summary of Changes

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

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

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

Web Links:

<https://www.sanjac.edu/about/policies-procedures/III-3001-A-Investment-Policy-and-Strategy.pdf>

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

Summary of Changes:

*Policy Changes:*

There are no updates required.

*Procedure Changes:*

N/A

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

### **Purpose**

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

### **Policy**

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

### **Authority**

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

### **Applicability**

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

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

## **OBJECTIVES**

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

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

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

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

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

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

### **STRATEGY**

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

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

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

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

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

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

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

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

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

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

**STANDARD OF CARE – PRUDENT PERSON STANDARD**

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

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

**INVESTMENT TRAINING**

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

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

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

**DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

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

### **Board of Trustees**

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

### **Investment Committee**

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

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

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

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

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

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

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

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

## **AUTHORIZED INVESTMENTS**

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

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

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

## PROHIBITED INVESTMENTS

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

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

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

## DIVERSIFICATION

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

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



### **MAXIMUM MATURITIES**

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

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

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

Authorized broker/dealers and financial institutions may include:

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

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

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

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

### **Policy Certification**

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

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

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



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

### **COLLEGE DEPOSITORY**

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

### **COMPLIANCE AUDIT**

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

### **Loss of Rating**

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

### **Monitoring FDIC Status**

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

### **COLLATERALIZATION**

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

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

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

**Authorized Collateral**

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

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

**Voluntary Collateral Pooling Alternative**

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

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

**SAFEKEEPING**

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

**DELIVERY VERSUS PAYMENT**

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

**REPORTING**

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

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

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

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

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

**INTERNAL CONTROLS**

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

**Cash Flow Forecasting**

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

**INVESTMENT POLICY ADOPTION**

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

**Procedures**

There are no associated procedures with this policy.

Date of Board Approval	Anticipated August 5, 2024
Effective Date	Anticipated August 6, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs

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Secondary Owner	Associate Vice Chancellor, Finance
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## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the proposed fiscal year (FY) 2024-2025 budget for the San Jacinto Community College District which consists of a balanced Unrestricted Fund budget of \$224,524,338. The total budget also includes a balanced Restricted Fund budget of \$126,025,884 and a balanced Auxiliary budget of \$3,000,000. Depreciation expense of \$30,225,000 is reported as an informational item only.

## **BACKGROUND**

The proposed budget provides operating funds for fiscal year 2024-2025 (FY25). Official State allocations and current estimates of ad valorem taxes, based on preliminary certified values received from Harris Central Appraisal District and tax rate calculations from Harris County Tax Office, are included in the revenue projections. The budget also includes the College’s current estimates of additional revenue items including tuition, investment income, and sales and services. Conservative projections have been utilized for revenues and are therefore considered reasonably attainable.

### **Highlights of the Unrestricted Fund budget include:**

#### **REVENUES – Overall increase of \$9,273,588 from prior year budget**

- State Allocation
  - The state allocation for performance tier funding is expected to increase \$1,778,588 or 3.2% based on estimates provided by the Texas Higher Education Coordinating Board.
  - The Financial Aid for Swift Transfer (FAST) allocation is anticipated to increase \$2,000,000 due to anticipated enrollment and rate increases, offset by an increase in tuition scholarships for FAST eligible students of \$850,000.
- Ad Valorem Taxes (Maintenance and Operations)
  - The FY25 taxable values are \$85.8 billion, based on Harris Central Appraisal District’s preliminary certified estimates received on July 25, 2024, which is lower than the FY24 taxable values of \$86.3 billion by 0.5%.
  - The College is experiencing a decline in property values during each year as lawsuits are settled and refunds are provided to taxpayers. The FY24 values were \$86.3 billion when the College adopted the tax rate last year, but a year later, the comparable value prior to adding new properties is only \$84.7 billion or a 1.9% loss in value.
  - To cover increases in the College’s labor and operating costs, provide the level of service expected by the students and community, and accommodate the increasing refunds to taxpayers each year, the recommended budget includes a \$4,830,000 or 5.7% increase in ad valorem tax revenue.
  - Final adoption of tax rates will be based on final certified tax rolls to be received in late August 2024.

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- Net Tuition Revenue
  - The budget includes an anticipated overall increase in net tuition revenue of \$1,115,000 (1.7%) which includes the following components:
    - An increase in net credit tuition of \$900,000, due to growth in gross credit tuition of \$2,100,000, offset by increases in deductions for exemptions and waivers (primarily for dual credit) and bad debt expense of \$1,200,000.
    - Increase in net non-credit (Continuing Education) tuition revenue of \$215,000 (2.3%) due to projected enrollment increases.
- Sales and Services
  - Anticipated net increase of \$400,000 (22.2%) due to additional facility usage and other fees and energy rebates.
- Investment Income
  - Budget assumption is that interest earnings will not increase.

**EXPENSES – Overall increase of \$ 9,273,588 from prior year budget**

- Increase (decrease) by Functional Classification include:

○ Instruction	\$ 4,916,003
○ Academic Support	\$ 1,893,079
○ Student Services	\$ 1,704,027
○ Institutional Support	\$ 1,242,453
○ Operations and Maintenance	\$(1,331,974)
○ Staff Benefits	\$ 850,000
○ Local Cash Match	<u>\$ 0</u>
	<u>\$ 9,273,588</u>
- Collectively, net increases in the functional classifications will provide for the following:
  - Performance based salary increases and related benefits
  - Increase in adjunct faculty contact hour rates and part-time staff hourly pay rates
  - New faculty (10) and staff (13) positions (5 of the staff positions were previously funded in the Restricted Fund)
  - Additional two months of cost from Job Evaluation Study raises.
  - Increase in benefit costs
  - Price increases in annual departmental contracts
  - Additional resources for the new Biotechnology program
  - Establishment of reserve fund for refunds to taxpayers for anticipated decreases in property values
  - Establishment of amount to be allocated for new funding and position requests as funding allows

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- Other considerations:
  - Hiring for open positions will continue to be managed closely by the Strategic Leadership Team.
  - Budget areas will be reviewed during the year as college personnel continue to emphasize scaling promising practices, eliminating low value activities, and controlling costs.
  - Planning for adequate reserves throughout the year (days cash on hand) will remain a priority.

**Highlights of the Restricted Fund budget include:**

**REVENUES – Overall increase of \$6,784,875 from prior year budget**

**EXPENSES – Overall increase of \$6,784,875 from prior year budget**

- Debt Service Taxes - Minor increase of \$5,000 (0.0%) based on the principal and interest schedule.
- State Benefit Appropriations – Increase of \$985,000 (8.1%) for new positions added in FY24 and pay increases.
- Financial Aid - Net increase of \$6,815,810 (12.3%) due to the following:
  - Increase in allocation of federal programs (primarily Pell) of \$8,327,058 (20.5%)
  - Increase in allocation of state programs (primarily Texas Educational Opportunity Grant under House Bill 8) of \$688,752 (12.2%)
  - Decrease in local financial aid (Foundation scholarships) of \$2,200,000 (24.7%) is attributable to the increase in Pell funds available to students requiring less support from the San Jacinto College Foundation and the end of the 21Forward scholarship program.
- Federal, State, and Local Grants and Contracts – Net decrease of \$1,020,935 (8.7%) due to the end of several federal grants including Title V. The decline was somewhat offset by an increase in state and local grants and contracts.

**Highlights of the Auxiliary Fund budget include:**

**REVENUES – Overall decrease of \$73,000 from prior year budget**

- Bookstore
  - Increase in commissions of \$10,000 (1.1%) due to new contract with favorable terms offset by savings students are receiving from the College’s Open Books Plus program and an increase in usage of open educational resources.

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- Cafeteria
  - Increase of \$156,000 (26.3%) due to increase in enrollment and increased number of students on campus along with menu price increases to cover higher food and labor costs.
- Contracted Services
  - Increase of \$126,000 (45.2%) related to vending sales, printing activities, and a new beverage contract.
- Student Loans and Fees
  - Decrease of \$365,000 (28.1%) due to an anticipated increase in enrollment in the Promise program and more students receiving Pell funding resulting in less need for students to enter into payment plans.

**EXPENSES – Overall decrease of \$73,000**

- Instructional Programs/Scholarships
  - Decrease of \$140,000 (29.9%) due to students having other avenues for financial support
- College/Contracted Services
  - Increase of \$222,758 (29.6%) primarily due to higher food and labor costs to serve students
- Institutional Activities/Reserves
  - Decrease of \$141,258 (81.1%) as funds were used to cover higher costs in other areas
- Alleviating Food Insecurity
  - Decrease of \$14,500 (8.8%) due to students utilizing other food source options

**OTHER**

- Depreciation is projected to increase \$425,000 (1.4%) due to a net increase in new facilities and related assets and capital renewal placed in service during FY24. However, the College does not budget to cover depreciation expense since this is a non-cash transaction.
- For FY25, a contribution rate of 4.125% of employee salary is included in the proposed staff benefits budget for employees enrolled in both the Optional Retirement Program (ORP) and Teacher Retirement System (TRS) plans. This is the same rate as the prior year and continues to keep the employer contribution rate consistent for both plans.



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- As required by House Bill 1495, included in the budget, and identified via footnote in the attachment on page 13 are the following:
  - The portion of the Texas Association of Community Colleges membership fee of \$93,093 for FY25 dedicated to advocacy is estimated to be \$23,273.
  - The portion of the Texas Association of School Boards membership fee of \$6,400 for FY25 dedicated to advocacy is estimated to be \$1,408.

The proposed budget reflects the College’s commitments to student success and to serving the citizens and businesses in its taxing district and service area. It also reflects the College’s commitment to its people (employees) with 79.8% (\$7.4 million) of the unrestricted budget increase allocated to personnel costs. A significant portion of this increase is for the performance-based salary increases which will range from 3.0% for valuable to 3.5% for exceptional ratings. Additionally, \$1.2 million has been allocated for the additional two months of cost from the Job Evaluation Study raises.

The College’s Strategic Plan and Annual Priorities served as guideposts during the budget prioritization process. Reductions in several budget areas were made to reallocate resources more strategically. Additional initiatives and requests were not funded or were not fully funded due to limited resources. The “To be Allocated” amount will be used to fund the high priority initiatives and requests in early fall following the receipt of the final certified property tax values, adoption of the tax rate and a review of the fall final enrollment.

As reflected in the FY25 budget, the College is expecting some increases in State allocations, tuition, and property tax revenues. While enrollment was up in FY24 and initially in Fall 2024 (FY25), Fall enrollment has been impacted by hurricane Beryl, the new statewide College application form, and issues with the new Department of Education federal financial aid process resulting in what administration hopes is a temporary decrease in enrollment. All efforts over the past several months have been focused on helping students complete required paperwork, removing system barriers, and enrolling. Given the situation, the College will continue to move forward cautiously in expenditures during the coming year.

### **IMPACT OF THIS ACTION**

Approval of the proposed budget will establish the 2024-2025 budget for the College and comply with section 51.0051 of the Texas Education Code that requires the governing board of each institution to approve a budget on or before September 1 of each year.

### **ATTACHMENTS**

Attachment 1 – Summary of Revenues and Expenses Budget for Fiscal Year 2025 Compared to Fiscal Year 2024

### **RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

brenda.hellyer@sjcd.edu

**Action Item “XI”**  
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Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES BUDGET  
FISCAL YEARS 2025 AND 2024

Unrestricted

Revenues	2024 - 2025	2023 - 2024 *	Increase / (Decrease)	% Change
State Allocation	56,774,338	54,995,750	1,778,588	3.2%
State Allocation - FAST	4,900,000	2,900,000	2,000,000	69.0%
Maintenance & Operations Taxes	89,600,000	84,770,000	4,830,000	5.7%
Credit and Non-Credit Tuition, Net	67,400,000	66,285,000	1,115,000	1.7%
Sales and Services	2,200,000	1,800,000	400,000	22.2%
Investment Income	6,000,000	6,000,000	0	0.0%
FAST Reduction	(2,350,000)	(1,500,000)	(850,000)	56.7%
<b>Total Unrestricted Revenues</b>	<b>224,524,338</b>	<b>215,250,750</b>	<b>9,273,588</b>	<b>4.3%</b>

Expenses	2024 - 2025	2023 - 2024 *	Increase / (Decrease)	% Change
Instruction	80,936,087	76,020,084	4,916,003	6.5%
Academic Support	20,353,368	18,460,289	1,893,079	10.3%
Student Services	19,337,189	17,633,162	1,704,027	9.7%
Institutional Support	65,346,990	64,104,537	1,242,453	1.9%
Operations & Maintenance	19,062,570	20,394,544	(1,331,974)	(6.5%)
Staff Benefits	18,962,000	18,112,000	850,000	4.7%
Cash Match	526,134	526,134	0	0.0%
<b>Total Unrestricted Expenses</b>	<b>224,524,338</b>	<b>215,250,750</b>	<b>9,273,588</b>	<b>4.3%</b>

\* Certain amounts in the 2024 budget book have been reclassified to conform with the current year presentation.

PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES BUDGET  
FISCAL YEARS 2025 AND 2024

Restricted

Revenues	2024 - 2025	2023 - 2024 <sup>*</sup>	Increase / (Decrease)	% Change
Debt Service Taxes	40,105,400	40,100,400	5,000	0.0%
State Benefit Appropriations	13,200,000	12,215,000	985,000	8.1%
Financial Aid - Federal, State, and Local	62,009,856	55,194,046	6,815,810	12.3%
Grants and Contracts - Federal, State, and Local	10,710,628	11,731,563	(1,020,935)	(8.7%)
<b>Total Restricted Revenue</b>	<b>126,025,884</b>	<b>119,241,009</b>	<b>6,784,875</b>	<b>5.7%</b>

Expenses	2024 - 2025	2023 - 2024 <sup>*</sup>	Increase / (Decrease)	% Change
Debt Service Payments	40,105,400	40,100,400	5,000	0.0%
State Funded Benefits	13,200,000	12,215,000	985,000	8.1%
Financial Aid - Federal, State and Local	62,009,856	55,194,046	6,815,810	12.3%
Grants and Contracts - Federal, State and Local	10,710,628	11,731,563	(1,020,935)	(8.7%)
<b>Total Restricted Expenses</b>	<b>126,025,884</b>	<b>119,241,009</b>	<b>6,784,875</b>	<b>5.7%</b>

\* Certain amounts in the 2024 budget book have been reclassified to conform with the current year presentation.

PROPOSED

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES BUDGET  
FISCAL YEARS 2025 AND 2024

Auxiliary

	2024 - 2025	2023 - 2024	Increase / (Decrease)	% Change
Auxiliary Revenues	3,000,000	3,073,000	(73,000)	(2.4%)
Auxiliary Expenses	3,000,000	3,073,000	(73,000)	(2.4%)

Summary (All Funds)

	2024 - 2025	2023 - 2024 *	Increase/(Decrease)	% Change
Total Revenues	353,550,222	337,564,759	15,985,463	4.7%
Total Expenses	353,550,222	337,564,759	15,985,463	4.7%
Net Revenue	0	0	0	0.00%

Other

	2024-2025	2023-2024	Increase / (Decrease)	% Change
Depreciation	30,225,000	29,800,000	425,000	1.4%

\* Certain amounts in the 2024 budget book have been reclassified to conform with the current year presentation.

PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2025 AND 2024**

<b>Unrestricted Revenues (continued)</b>	<b>2024 - 2025</b>	<b>2023 - 2024</b>
<b>State Allocation</b>	<b>56,774,338</b>	<b>54,995,750</b>
<b>State Allocation - FAST</b>	<b>4,900,000</b>	<b>2,900,000</b>
<b>Maintenance &amp; Operating Taxes</b>	<b>89,600,000</b>	<b>84,770,000</b>
In District	31,449,898	30,525,768
Out of District	33,346,874	32,369,357
Out of State/Foreign	5,848,250	5,676,350
3-Peat Tuition	899,978	873,525
Gross Credit Tuition	71,545,000	69,445,000
Less: TPEG Transfers	(3,100,000)	(3,100,000)
Less: Exemptions/Waivers	(9,500,000)	(8,400,000)
Less: Bad Debt	(1,100,000)	(1,000,000)
Credit Tuition, Net	57,845,000	56,945,000
CPET	540,000	525,000
Maritime Transportation	2,100,000	2,000,000
Continuing and Professional Development	6,360,000	6,360,000
Center of Biotechnology	600,000	500,000
Gross Non-Credit Tuition	9,600,000	9,385,000
Less: NC Exemptions/Waivers	(45,000)	(45,000)
Non-Credit Tuition, Net	9,555,000	9,340,000
<b>Credit and Non-Credit Tuition, Net</b>	<b>67,400,000</b>	<b>66,285,000</b>
Departmental Activity	350,000	150,000
Children's Center	375,000	375,000
Sales and Service - Educational	725,000	525,000
Administrative Cost Allowance	450,000	463,181
Facilities Usage	525,000	400,000
Purchasing Rebate	200,000	200,000
Non-Education - Other	300,000	211,819
Sales and Service - Non-Educational	1,475,000	1,275,000
<b>Sales and Services</b>	<b>2,200,000</b>	<b>1,800,000</b>
<b>Investment Income</b>	<b>6,000,000</b>	<b>6,000,000</b>
<b>FAST Reduction</b>	<b>(2,350,000)</b>	<b>(1,500,000)</b>
<b>Total Unrestricted Revenues</b>	<b>224,524,338</b>	<b>215,250,750</b>

PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2025 AND 2024**

<b>Restricted Revenues</b>	<b>2024 - 2025</b>	<b>2023 - 2024 *</b>
<b>Debt Service Taxes (I &amp; S)</b>	<b>40,105,400</b>	<b>40,100,400</b>
<b>State Benefits Appropriations</b>	<b>13,200,000</b>	<b>12,215,000</b>
Supplemental Educational Opportunity Grant	1,177,509	923,945
Pell	47,000,000	39,000,000
Federal Work Study	817,635	737,641
Student Aid	0	6,500
Subtotal - Financial Aid Federal	48,995,144	40,668,086
Texas College Work Study	138,876	98,150
Texas Education Opportunity Grant - Initial	5,116,678	4,837,790
Texas Education Opportunity Grant - Renewal	1,000,000	600,000
THECB Military Tuition Assistance	2,000	4,000
THECB - Educational Aide Exemption	11,200	10,945
Texas College Work Study - Mentorship	45,958	75,075
Subtotal - Financial Aid State	6,314,712	5,625,960
Texas Public Education Grant	3,100,000	3,100,000
21 Forward and Promise Scholarships	3,000,000	5,200,000
Other Foundation Scholarships	600,000	600,000
Subtotal - Financial Aid Local	6,700,000	8,900,000
<b>Financial Aid - Federal, State and Local</b>	<b>62,009,856</b>	<b>55,194,046</b>

\* Certain amounts in the 2024 budget book have been reclassified to conform with the current year presentation.

PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2025 AND 2024**

<b>Restricted Revenues (Continued)</b>	<b>2024 - 2025</b>	<b>2023 - 2024</b>
DOE/THECB/GEER II SSAPIG	0	40,000
DOE/THECB/GEER II Nursing Shortage Reduction	0	10,000
DOE/Title V DHSI	615,506	898,627
DOE/ Carl Perkins Equitable Access and Opp. Prog	400,000	417,865
DOE/THECB/ Carl Perkins Basic - District	324,752	224,220
DOE/THECB/ Carl Perkins Basic - Central	524,352	362,030
DOE/THECB/ Carl Perkins Basic - North	346,688	239,363
DOE/THECB/ Carl Perkins Basic - South	252,574	174,386
Talent Search	297,775	312,275
Title V	0	865,648
DOE/ CCAMPIS Program	0	500,348
DOE/ Title III HSI STEM	0	1,147,434
DOE/TRiO/Upward Bound VI	385,709	0
DOE/HGAC AEL	1,296,000	820,000
DOE Upward Bound 6	0	380,709
Department of Education - Total	4,464,665	6,392,905
DOL/TWC/Building Construction Trades	0	90,000
Department of Commerce - EDA Renovation	984,474	1,000,000
DOE/Earmarks/SJC Edget Center Tools	21,309	0
HHS/Skills for Small Business Program	0	537.5
National Science Foundation IUSE H.S.I	0	427,309
Small Business Administration/UH/SBDC - FED FY24	0	191,310
National Science Foundation/LSAMP/ HCCCA	543,898	837,580
NSF/Cyberinfrastructure BRICCs - TX	199,868	0
NSF/ATE Cybersecurity Career	331,552	0
Subtotal - Grants Federal	6,747,820	8,939,642



PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
 DETAIL REVENUES BUDGET  
 FISCAL YEARS 2025 AND 2024**

<b>Restricted Revenues (Continued)</b>	<b>2024 - 2025</b>	<b>2023 - 2024</b>
TWC/Skills for Small Business Program	0	20,000
Partnership w/Maritime Consortium	740,140	230,000
Pre-Apprenticeship Pilot Program	0	81,438
Texas Workforce Commission - Total	740,140	331,438
THECB - Other	8,300	9,345
Nursing Shortage - Reg	498,682	510,019
Nursing Shortage - Under 70	226,967	235,555
THECB/Nursing & Allied Health-Nursing Innovation	17,000	0
THECB/TRUE 2023 Grant	89,000	0
THECB/HCCS/SJC TRUE Grant Prog	80,000	0
Texas Higher Education Coordinating Board - Total	919,949	754,919
<b>Subtotal - Grants State</b>	<b>1,660,089</b>	<b>1,086,357</b>
Trellis Fdn/SJC Fdn/AIMS 2022-2024	180,000	185,000
HAS/Consulting Services	0	12,000
Local Grants - Other	0	3,808
SSI (SJC Foundation)	54,461	54,756
Houston Endowment/SJC Fdn/Teacher Prep	1,121,411	1,450,000
Educate TX/P-TECH Expansion Planning Grant	46,000	0
Harris County North Campus Side Walkway Proj	441,056	0
Opportunity High School Diploma	19,575	0
<b>Subtotal - Grants Local</b>	<b>1,862,503</b>	<b>1,705,564</b>
Community College Research study	40,000	0
Opportunity High School Diploma	100,000	0
Refining Guided Pathways	20,000	0
Apprenticeship Program	280,216	0
<b>Subtotal - Contracts</b>	<b>440,216</b>	<b>0</b>
<b>Grants and Contracts - Federal, State and Local</b>	<b>10,710,628</b>	<b>11,731,563</b>
<b>Total Restricted Revenues</b>	<b>126,025,884</b>	<b>119,241,009</b>

PROPOSED

**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
DETAIL REVENUES BUDGET  
FISCAL YEARS 2025 AND 2024**

<b>Auxiliary Revenues</b>	<b>2024 - 2025</b>	<b>2023 - 2024<sup>*</sup></b>
Bookstore	910,000	900,000
Cafeteria	750,000	594,000
Contracted Services	405,000	279,000
Student Loans and Fees	935,000	1,300,000
<b>Total Auxiliary Revenues</b>	<b>3,000,000</b>	<b>3,073,000</b>

\* Certain amounts in the 2024 budget book have been reclassified to conform with the current year presentation.

**PROPOSED  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
DETAIL EXPENSES BY CLASSIFICATION  
FISCAL YEARS 2025 AND 2024**

<b>Unrestricted Expenses</b>	<b>2024 - 2025</b>	<b>2023 - 2024<sup>*</sup></b>
<b>Instruction</b>		
Faculty and Staff Salaries	72,088,037	67,444,143
Departmental Operating Expense	8,848,050	8,575,941
<b>Total Instruction</b>	<b>80,936,087</b>	<b>76,020,084</b>
<b>Academic Support</b>		
Library	2,905,540	2,646,477
Instructional Design Services	881,739	782,174
Distance Education	171,495	171,805
Honors Program	326,138	320,879
Instructional Support System	1,835,221	1,812,347
Assitant VC Teaching and Learning	537,302	445,599
Ctr for Excellence in Teach & Learn	465,015	455,014
Assist VC, Instructional and Supp Efficacy Program	317,790	198,132
Academic Support - Other	12,617,123	11,421,061
Open Education Resource	296,005	206,801
<b>Total Academic Support</b>	<b>20,353,368</b>	<b>18,460,289</b>
<b>Student Services</b>		
Admissions & Registration	1,939,296	1,642,716
Student Financial Services	3,159,142	2,703,597
Dual Credit	982,464	992,090
Recruiting	889,129	842,198
Other Student Services	12,367,158	11,452,561
<b>Total Student Services</b>	<b>19,337,189</b>	<b>17,633,162</b>
<b>Institutional Support</b>		
Governance of the Institution	120,482	117,319
Executive Direction & Control	12,280,447	12,130,689
Business & Fiscal Management	6,596,508	6,560,490
General Institutional Expense	19,631,399	20,199,671
Technology	22,160,764	20,881,232
Campus Security	4,557,390	4,215,136
<b>Total Institutional Support</b>	<b>65,346,990</b>	<b>64,104,537</b>

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**PROPOSED  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
DETAIL EXPENSES BY CLASSIFICATION  
FISCAL YEARS 2025 AND 2024**

<b>Unrestricted Expenses (Continued)</b>	<b>2024 - 2025</b>	<b>2023 - 2024 *</b>
<b>Operation &amp; Maintenance</b>		
Plant Support Services	2,644,887	3,832,442
Building Maintenance	5,900,815	5,158,437
Custodial Services	3,659,065	3,935,065
Grounds Maintenance	1,380,345	1,387,790
Utilities	4,373,147	5,096,591
Fiscal Initiatives & Cap Projects	1,104,311	984,219
<b>Total Operations &amp; Maintenance</b>	<b>19,062,570</b>	<b>20,394,544</b>
<b>Staff Benefits</b>	<b>18,962,000</b>	<b>18,112,000</b>
<b>Cash Match</b>	<b>526,134</b>	<b>526,134</b>
<b>Total Unrestricted Expenses</b>	<b>224,524,338</b>	<b>215,250,750</b>

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PROPOSED  
**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**DETAIL EXPENSES BY CLASSIFICATION**  
**FISCAL YEARS 2025 AND 2024**

<b>Restricted Expenses</b>	<b>2024 - 2025</b>	<b>2023 - 2024<sup>*</sup></b>
<b>Debt Service Payments</b>	<b>40,105,400</b>	<b>40,100,400</b>
<b>State Funded Benefits</b>	<b>13,200,000</b>	<b>12,215,000</b>
<b>Federal, State and Local Financial Aid</b>		
Federal Financial Aid	48,995,144	40,668,086
State Financial Aid	6,314,712	5,625,960
Local Financial Aid	6,700,000	8,900,000
<b>Total Financial Aid - Federal, State, and Local</b>	<b>62,009,856</b>	<b>55,194,046</b>
<b>Federal, State, and Local Grants and Contracts</b>		
Federal Grants	6,747,820	8,939,642
State Grants	1,660,090	1,086,357
Local Grants	1,862,502	1,705,564
Contracts	440,216	0
<b>Total Grants and Contracts - Federal, State, and Local</b>	<b>10,710,628</b>	<b>11,731,563</b>
<b>Total Restricted Expenses</b>	<b>126,025,884</b>	<b>119,241,009</b>

\* Certain amounts in the 2024 budget book have been reclassified to conform with the current year presentation.

PROPOSED  
**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**DETAIL EXPENSES BY CLASSIFICATION**  
**FISCAL YEARS 2025 AND 2024**

<b>Auxiliary Expenses</b>	2024 - 2025	2023 - 2024
Instructional Programs and Scholarships	328,017	468,017
Sports	1,513,241	1,513,241
College/Contracted Services	975,795	753,037
Institutional Activities/Reserves	32,947	174,205
Alleviating Campus Food Insecurity	150,000	164,500
<b>Total Auxiliary Expenses</b>	<b>3,000,000</b>	<b>3,073,000</b>

PROPOSED

**San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2024-2025**

**UNRESTRICTED**

<b>Budget Manager</b>	<b>Labor</b>	<b>Stipends</b>	<b>Part Time</b>	<b>Benefits</b>	<b>Operating</b>	<b>Computer</b>	<b>Total</b>
CCP - Central Campus Provost	23,538,933	1,036,889	8,268,948	3,820,361	2,154,019	187,784	39,006,934
NCP - North Campus Provost	15,055,911	559,163	4,354,900	2,443,569	1,235,126	17,716	23,666,385
SCP - South Campus Provost	17,806,359	601,990	6,194,652	2,889,966	2,038,022	88,110	29,619,099
GPC - Generation Park Provost	2,512,252	30,588	282,818	407,738	208,275	2,725	3,444,396
MARI - Maritime Campus	1,340,394	64,824	355,820	217,545	344,433	2,460	2,325,476
CPD - Continuing Professional Development	2,730,541	75,000	447,905	443,166	3,200,709	76,350	6,973,670
CHOF - Chancellor's Office <sup>1, 2</sup>	708,386	29,800	0	114,971	703,587	0	1,556,743
VCIP - Deputy Chancellor	4,986,761	89,700	684,900	809,350	2,268,137	376,517	9,215,365
SDES - Assoc. VC, Student Services	16,886,746	180,605	456,473	2,740,713	2,274,975	334,001	22,873,513
VCSI - Vice Chancellor Strategic Initiatives	751,548	16,200	25,000	121,976	163,034	376	1,078,134
MARK - Vice Chancellor External Relations	2,357,266	67,800	47,250	382,583	3,321,113	99,364	6,275,377
VCHR - Vice Chancellor Human Resources	3,104,588	61,200	54,000	503,874	765,641	34,800	4,524,103
ITS - Information Technology Services	9,058,211	179,402	203,501	1,470,145	9,143,015	3,642,190	23,696,463
VCFA - Vice Chancellor Fiscal Affairs	10,751,124	156,301	459,502	1,744,904	16,645,120	80,514	29,837,465
AVCF - Assoc. VC, Facilities Services	4,551,121	19,500	212,500	738,646	9,015,438	53,213	14,590,418
AVCI - Assoc. VC, Fiscal Initiatives & Cap Proj	693,122	12,900	27,132	112,493	4,995,148	0	5,840,795
<b>Total</b>	<b>116,833,263</b>	<b>3,181,862</b>	<b>22,075,301</b>	<b>18,962,000</b>	<b>58,475,792</b>	<b>4,996,120</b>	<b>224,524,338</b>

<sup>1</sup> HB 1495 Disclosure - Portion of TACC membership fee of \$93,093 for FY 2025 dedicated to advocacy is estimated to be \$23,273.

<sup>2</sup> HB 1495 Disclosure - Portion of TASB membership fee of \$6,400 for FY 2025 dedicated to advocacy is estimated to be \$1,408.

PROPOSED

**San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2024-2025**

**RESTRICTED**

<b>Budget Manager</b>	<b>Financial Aid</b>	<b>Grants</b>	<b>State Benefits</b>	<b>Debt Service</b>	<b>Total</b>
CCP - Central Campus Provost	0	1,836,732	3,115,317	0	4,952,049
NCP - North Campus Provost	0	953,402	1,808,454	0	2,761,856
SCP - South Campus Provost	0	461,085	2,066,989	0	2,528,074
GPC - Generation Park Provost	0	0	22,328	0	22,328
MARI - Maritime Campus	0	0	147,357	0	147,357
CPD - Continuing Professional Development	0	2,820,531	452,914	0	3,273,445
CHOF - Chancellor's Office	0	0	47,953	0	47,953
VCIP - Deputy Chancellor	0	0	535,228	0	535,228
SDES - Assoc. VC, Student Services	62,009,856	0	1,144,592	0	63,154,448
VCSI - Vice Chancellor Strategic Initiatives	0	0	38,947	0	38,947
MARK - Vice Chancellor External Relations	0	0	204,255	0	204,255
VCHR - Vice Chancellor Human Resources	0	0	237,581	0	237,581
ITS - Information Technology Services	0	0	713,640	0	713,640
VCFA - Vice Chancellor Fiscal Affairs	0	4,638,879	2,165,897	40,105,400	46,910,174
AVCF - Assoc. VC, Facilities Services	0	0	483,280	0	483,280
AVCI - Assoc. VC, Fiscal Initiatives & Cap Proj	0	0	15,268	0	15,268
<b>Total</b>	<b>62,009,856</b>	<b>10,710,628</b>	<b>13,200,000</b>	<b>40,105,400</b>	<b>126,025,884</b>



**San Jacinto Community College District  
Budget Manager Summary  
Fiscal Year 2024-2025**

**AUXILIARY**

<b>Budget Manager</b>	<b>Labor</b>	<b>Stipends</b>	<b>Part Time</b>	<b>Benefits</b>	<b>Operating</b>	<b>Computer</b>	<b>Total</b>
CCP - Central Campus Provost	0	0	0	0	115,000	0	115,000
NCP - North Campus Provost	87,664	0	5,400	31,020	621,524	0	745,608
SCP - South Campus Provost	85,271	0	12,391	28,935	598,013	0	724,610
SDES - Assoc. VC, Student Services	0	0	0	0	114,000	0	114,000
VCFA - Vice Chancellor Fiscal Affairs	265,588	0	258,472	90,045	686,327	350	1,300,782
<b>Total</b>	438,523	0	276,263	150,000	2,134,864	350	3,000,000

# San Jacinto Community College District Budget Manager Summary Fiscal Year 2023-2024

## UNRESTRICTED

Budget Manager	Labor *	Stipends *	Part-Time *	Benefits	Operating *	Computer	Total *
CCP - Central Campus Provost	21,324,280	806,693	7,714,922	3,815,167	2,328,008	158,499	36,147,569
NCP - North Campus Provost	13,470,033	544,348	4,367,480	2,348,532	1,292,928	18,616	22,041,937
SCP - South Campus Provost	15,518,020	528,212	6,167,417	2,700,126	1,743,964	63,486	26,721,225
GPC - Generation Park Provost	1,738,524	30,588	275,119	303,911	165,275	5,725	2,519,142
MARI - Maritime Campus	1,137,313	45,216	310,507	202,784	317,289	2,460	2,015,569
CPD - Continuing Professional Development	2,512,779	65,999	404,905	410,284	3,205,709	76,350	6,676,026
CHOF - Chancellor's Office <sup>1, 2</sup>	629,741	29,800	0	112,249	660,087	0	1,431,877
VCIP - Deputy Chancellor	4,367,905	60,600	687,900	774,849	2,589,016	383,517	8,863,787
SDES - Assoc. VC, Student Services	15,114,806	147,600	454,550	2,496,563	2,241,736	87,250	20,542,505
VCSI - Vice Chancellor Strategic Initiatives	638,162	17,400	25,000	113,787	259,495	376	1,054,220
MARK - Vice Chancellor External Relations	2,106,712	46,777	37,250	375,514	3,399,281	149,878	6,115,412
VCHR - Vice Chancellor Human Resources	2,754,866	61,200	54,000	491,045	813,130	34,800	4,209,041
ITS - Information Technology Services	8,207,603	143,403	203,500	1,370,947	9,389,290	3,557,311	22,872,054
VCFA - Vice Chancellor Fiscal Affairs	9,443,334	453,747	801,525	1,812,646	22,460,889	56,415	35,028,557
AVCF - Assoc. VC, Facilities Services	4,099,686	18,901	212,500	679,997	7,916,438	53,213	12,980,735
AVCI - Assoc. VC, Fiscal Initiatives & Cap Proj	588,416	15,900	31,000	104,498	5,291,280	0	6,031,094
<b>Total</b>	<b>103,652,180</b>	<b>3,016,384</b>	<b>21,747,576</b>	<b>18,112,899</b>	<b>64,073,815</b>	<b>4,647,896</b>	<b>215,250,750</b>

<sup>1</sup> HB 1495 Disclosure - Portion of TACC membership fee of \$93,093 for FY 2024 dedicated to advocacy is estimated to be \$20,480.

<sup>2</sup> HB 1495 Disclosure - Portion of TASB membership fee of \$800 for FY 2024 dedicated to advocacy is estimated to be \$128.

\* Certain amounts in the 2024 budget book have been reclassified to conform with the current year presentation.

# San Jacinto Community College District Budget Manager Summary Fiscal Year 2023-2024

## RESTRICTED

Budget Manager	Financial Aid *	Grants	State Benefits	Debt Service	Total *
CCP - Central Campus Provost	0	1,582,653	2,882,848	0	4,465,501
NCP - North Campus Provost	0	793,414	1,673,505	0	2,466,919
SCP - South Campus Provost	0	373,578	1,912,748	0	2,286,326
GPC - Generation Park Provost	0	0	20,662	0	20,662
MARI - Maritime Campus	0	0	136,361	0	136,361
CPD - Continuing Professional Development	0	3,548,377	419,117	0	3,967,494
CHOF - Chancellor's Office	0	0	44,375	0	44,375
VCIP - Deputy Chancellor	0	0	495,289	0	495,289
SDES - Assoc. VC, Student Services	55,194,046	0	1,059,181	0	56,253,227
VCSI - Vice Chancellor Strategic Initiatives	0	0	36,041	0	36,041
MARK - Vice Chancellor External Relations	0	0	189,013	0	189,013
VCHR - Vice Chancellor Human Resources	0	0	219,852	0	219,852
ITS - Information Technology Services	0	0	660,387	0	660,387
VCFA - Vice Chancellor Fiscal Affairs	0	5,433,541	2,004,275	40,100,400	47,538,216
AVCF - Assoc. VC, Facilities Services	0	0	447,217	0	447,217
AVCI - Assoc. VC, Fiscal Initiatives & Cap Proj	0	0	14,129	0	14,129
<b>Total</b>	55,194,046	11,731,563	12,215,000	40,100,400	119,241,009

\* Certain amounts in the 2024 budget book have been reclassified to conform with the current year presentation.

# San Jacinto Community College District Budget Manager Summary Fiscal Year 2023-2024

## Auxiliary

<b>Budget Manager</b>	<b>Labor</b>	<b>Stipends</b>	<b>Part-Time</b>	<b>Benefits *</b>	<b>Operating *</b>	<b>Computer</b>	<b>Total *</b>
CCP - Central Campus Provost	0	0	0	0	152,000	0	152,000
NCP - North Campus Provost	74,249	0	5,400	13,235	698,897	0	791,781
SCP - South Campus Provost	71,898	0	12,391	13,627	688,387	0	786,303
SDES - Assoc. VC, Student Services	0	0	4,500	0	146,500	0	151,000
VCSI - Vice Chancellor Strategic Initiatives	0	0	0	0	15,000	0	15,000
VCFA - Vice Chancellor Fiscal Affairs	220,435	240	72,980	48,701	826,910	7,650	1,176,916
<b>Total</b>	366,582	240	95,271	75,563	2,527,694	7,650	3,073,000

\* Certain amounts in the 2024 budget book have been reclassified to conform with the current year presentation.

**Action Item “XII”  
Regular Board Meeting August 12, 2024  
Consideration of Recommendation to Adopt a Tax Rate that is not in  
Excess of the Voter-Approval Tax Rate**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees adopt a tax rate for Tax Year 2024 (Based upon valuations as of January 2024) that is not in excess of the voter-approval rate.

**BACKGROUND**

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

The College does not plan to exceed the voter-approval tax rate when the new tax rate for Tax Year 2024 is recommended and adopted, after receipt of the Certified Taxable Values. Preliminary Certified Taxable Values were received on July 25, 2024, while the final Certified Taxable Values are expected to be received in mid to late August.

**IMPACT OF THIS ACTION**

This action will allow the College time to wait for the final Certified Taxable Values, as necessary, publish the required postings, and hold the required meetings/hearings before voting on the actual tax rate for Tax Year 2024. Failure to take this action will require the College to adopt its tax rate by August 26, 2024, leaving insufficient time for the required tax adoption process steps.

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

Adoption of the recommendation has no specific budget implications. It is an indication that the College has no plan to raise taxes above the amount that is required to support the fiscal year 2025 budget.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Consideration of Approval of Part-Time Rate Changes, Stipend and Market Premium Changes,  
and Reauthorization of the Full-time Salary Schedules for 2024-2025**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the part-time hourly pay rate changes, stipends and market premium changes, and reauthorization of the full-time salary schedules for 2024-2025.

**BACKGROUND**

This action establishes the salary schedule, pay rates, stipends, and market premiums for fiscal year 2024-2025. Salary schedules are reviewed periodically to provide for market competitiveness.

**IMPACT OF THIS ACTION**

The current part-time hourly rate schedule has been revised with changes indicated in yellow. The revisions to the part-time rates are effective September 1, 2024. The revisions are necessary to attract and retain qualified employees in an increasingly competitive labor market for part-time workers. The part-time faculty instructional revised rates will be effective August 19, 2024. The Student Success Center tutor rates are being revised to eliminate the separate classification of Supplemental Instruction Leaders and Full-time Faculty Tutors. Certified Level III Tutors with degrees will be paid at a single rate. The 2024-2025 salary schedule for part-time hourly rates, including the above revisions, is attached in this recommendation for affirmation.

The current stipend and market premium schedules have been revised in order to standardize the stipend for Program Directors. The revision to the Program Director stipend is effective September 1, 2024. The 2024-2025 salary schedule for stipends and market premiums, including the above revision, is attached in this recommendation for affirmation.

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

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

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

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

The fiscal impacts of this recommendation have been included in the 2024-2025 budget.

**MONITORING AND REPORTING TIMELINE**

**Action Item “XIII”**  
**Regular Board Meeting August 12, 2024**

**Consideration of Approval of Part-Time Rate Changes, Stipend and Market Premium Changes,  
and Reauthorization of the Full-time Salary Schedules for 2024-2025**

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

**ATTACHMENTS**

- Attachment 1 - Part-time Hourly Rate Salary Schedule Changes
- Attachment 2 - Stipends and Market Premiums Salary Schedule Changes
- Attachment 3 - Administration and Staff Salary Schedule
- Attachment 4 - Administrators Salary Schedule
- Attachment 5 - Faculty Salary Schedule

**RESOURCE PERSONNEL**

Sandra Ramirez                      281-991-2648                      Sandra.Ramirez@sjcd.edu

San Jacinto College District 2024-2025 Salary Rate Table PART-TIME HOURLY RATES			
Position Classification	Position Description	Current Hourly Rate	New Hourly Rate
Administrative/ Clerical Accounting	Administrative Assistant I	\$ 11.50	\$ 12.50
	Administrative Assistant II (with one year experience)	\$ 13.50	\$ 14.50
	Accounting Assistant	\$ 13.50	\$ 14.50
	Student Account Specialist	\$ 13.50	\$ 14.50
	Payroll Specialist w/Payroll and Banner experience	\$ 18.00	\$ 18.50
	Accounting Specialist (with 3 years experience)	\$ 18.00	\$ 18.50
	Senior Accounting Specialist (AA/AS degree + 3 years experience)	\$ 21.00	\$ 21.00
	Accountant (Bachelor's degree)	\$ 26.00	\$ 26.00
	Senior Accountant (Master's degree in Accounting or CPA license)	\$ 31.50	\$ 31.50
Athletics	Athletics Facilities Coordinator	\$ 15.00	\$ 15.50
	Athletics Assistant Coach	\$ 21.00	\$ 21.00
	Athletic Trainer w/ TX license (daily service, practice, and games)	\$ 30.00	\$ 30.00
Center for Petrochemical, Energy, & Technology	Petrochemical Client Preceptors ( <i>effective 8/19/24</i> )	\$ 57.00	\$ 59.00
	API NDT Training Instructor (with level 3 certification)	\$ 75.00	\$ 75.00
	API NDT Test Proctor (with level 3 certification)	\$ 75.00	\$ 75.00
	Process Safety Certificate Program Subject Matter Expert	\$ 75.00	\$ 75.00
Children's Center	Teacher's Aide	\$ 12.50	\$ 13.50
	Assistant Teacher (CDA or 12 hours in early childhood)	\$ 13.50	\$ 14.50
	Cook	\$ 12.00	\$ 13.00
	Children's Center Teacher (with appropriate credentials)	\$ 16.50	\$ 17.00
College Police	Telecommunicator	\$ 18.50	\$ 18.50
Continuing & Professional Development	<i>Development Dimensions International (DDI) Leadership Program</i>		
	DDI Certified Instructor / Facilitator	\$ 70.00	\$ 70.00
	Motorcycle Maintenance/Repair Technician	\$ 15.50	\$ 16.00
	Emergency Medical Services / Continuing Education Coordinator	\$ 30.00	\$ 30.00
	Variable part-time Instructor rate for classes approved with less than minimum number of students. Reduction of \$4.00 per contact hour for first student below minimum. Reduction of \$3.00 per contact hour for each subsequent student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor. ( <i>effective 8/19/24</i> )	\$ 50.00	\$ 52.00
	Variable part-time Lab Assistant Instructor rate for classes approved with less than minimum number of students. Reduction of \$2.00 per contact hour for each student below minimum. All reductions must be approved by CPD Dean or Associate Vice Chancellor. ( <i>effective 8/19/24</i> )	\$ 32.00	\$ 34.00
Departmental Labs	Specialty Lab Assistant I	\$ 12.50	\$ 13.50
	Specialty Lab Assistant II	\$ 15.50	\$ 16.00
Facilities	Groundskeeper	\$ 15.00	\$ 15.50
Fine Arts	Student Accompanist	\$ 15.00	\$ 15.50
	Assistant Manager, Theater	\$ 15.00	\$ 15.50
	Theatre Scene Shop Specialist	\$ 16.00	\$ 16.50
	Gallery Specialist	\$ 17.00	\$ 17.50
	Manager, Theater	\$ 17.00	\$ 17.50
	Life-Drawing Model	\$ 18.00	\$ 18.50
	Faculty Accompanist (Faculty with credentials) ( <i>effective 8/19/24</i> )	\$ 50.00	\$ 52.00
Food Service	Cashier I	\$ 11.50	\$ 12.50
	Cashier II	\$ 12.00	\$ 13.00
	Grill Cook I	\$ 13.00	\$ 14.00
	Grill Cook II	\$ 14.00	\$ 15.00
	Team Leader	\$ 15.50	\$ 16.00



Position Classification	Position Description	Current Hourly Rate	New Hourly Rate
Grant Funded	Grant-Funded Basic Tutor (tutor for students not maintaining minimum stated requirements)	\$ 12.00	\$ 13.00
	Grant-Funded Tutor / Mentor (tutor for students not maintaining minimum stated requirements)	\$ 13.00	\$ 14.00
	Grant-Funded Project Assistant	\$ 16.00	\$ 16.50
	Grant-Funded Peer Support Advisor	\$ 19.00	\$ 19.00
	Grant-Funded Retention Specialist	\$ 20.00	\$ 20.00
	Grant-Funded Training Coordinator	\$ 21.00	\$ 21.00
	Grant-Funded Project Coordinator	\$ 25.00	\$ 25.00
	Grant-Funded Project Manager	\$ 27.00	\$ 27.00
	Grant-Funded Project Director	\$ 30.00	\$ 30.00
	Grant-Funded Senior Project Director (with SLT approval)	\$ 40.00	\$ 40.00
Information Technology / Interactive Learning Centers	Information Technology Intern	\$ 15.00	\$ 15.50
	Computer Lab Assistant I	\$ 12.50	\$ 13.50
	Contact Center Assistant I	\$ 12.50	\$ 13.50
	Help Desk Assistant I	\$ 13.00	\$ 14.00
	Tech Support I	\$ 17.00	\$ 17.50
	Computer Lab Assistant II	\$ 15.50	\$ 16.00
	Contact Center Assistant II	\$ 15.50	\$ 16.00
	Help Desk Assistant II	\$ 17.00	\$ 17.50
	Tech Support II	\$ 23.00	\$ 23.00
	Telecom Specialist - IT	\$ 30.00	\$ 30.00
	Database Administrator	\$ 35.00	\$ 35.00
	System Administrator	\$ 35.00	\$ 35.00
	Network Administrator	\$ 38.00	\$ 38.00
Instructional	Part-time Faculty Instructors - Lecture (effective 8/19/24)	\$ 50.00	\$ 52.00
	Part-time Faculty Instructors - Lab (effective 8/19/24)	\$ 50.00	\$ 52.00
	Part-time Faculty Instructors - Private Lessons (effective 8/19/24)	\$ 50.00	\$ 52.00
	Part-time Faculty CPET Lab Commissioning (effective 8/19/24)	\$ 50.00	\$ 52.00
	Part-time Faculty Non-instructional (effective 8/19/24)	\$ 35.00	\$ 36.00
	Part-time Faculty Program Coordinator (effective 8/19/24)	\$ 35.00	\$ 36.00
	Part-time Faculty Professional Development (ad hoc training, non-curriculum) (effective 8/19/24)	\$ 25.00	\$ 26.00
	Full-time Faculty Non-instructional (effective 8/19/24)	\$ 35.00	\$ 36.00
	Full-time Faculty Externship (effective 8/19/24)	\$ 50.00	\$ 52.00
	Full-time Faculty CPET Lab Commissioning (effective 8/19/24)	\$ 50.00	\$ 52.00
	Full-time Faculty Formula Pay - Lecture	\$ 62.70	\$ 62.70
	Full-time Faculty Formula Pay - Lab	\$ 62.70	\$ 62.70
	Independent Study Pay - per student to a maximum of 5	\$ 200.00	\$ 200.00
	Full-load Adjunct, with approval by appropriate Dean and Provost	Hourly Rate + \$2,500 per semester	
	<i>Faculty Advising:</i>		
	Faculty Advisor - Student Success course (GUST 0305, EDUC 1100, PSYC 1100)	\$350 per course/ semester	\$350 per course/ semester
	Faculty Advisor - EPCC and all other courses		
Professional	Administrative Intern	\$ 15.00	\$ 15.50
	Emergency Management Specialist	\$ 15.00	\$ 15.50
	Grant Writer	\$ 16.00	\$ 16.50
	Program Assistant	\$ 16.00	\$ 16.50
	Certification Course Coordinator	\$ 16.00	\$ 16.50
	Librarian w/Bachelor of Library Science	\$ 20.00	\$ 20.00
	Coordinator (w/appropriate credentials)	\$ 21.00	\$ 21.00
	Grant Developer (Bachelor's degree)	\$ 26.00	\$ 26.00
	Procurement Specifications Technical Writer	\$ 26.00	\$ 26.00
	Project Manager	\$ 27.00	\$ 27.00
	Business Advisor, SBDC	\$ 28.00	\$ 28.00
	Fire and Life-Safety Inspector	\$ 30.00	\$ 30.00
	Librarian w/MLS, MLIS or equivalent w/experience	\$ 30.00	\$ 30.00
	Winter Mini Coordinator (Librarian/Faculty with credentials)	\$ 50.00	\$ 52.00
	Professional Translator (Faculty with credentials in language used) (effective 8/19/24)	\$ 50.00	\$ 52.00

Position Classification	Position Description	Current Hourly Rate	New Hourly Rate
<b>Student Services</b>	Orientation Leader	\$ 12.00	\$ 13.00
	Student Ambassador	\$ 12.00	\$ 13.00
	Enrollment Specialist	\$ 13.50	\$ 14.50
	Marketplace Assistant	\$ 13.50	\$ 14.50
	Testing Specialist (certified)	\$ 13.50	\$ 14.50
	College Mascot / Handler	\$ 15.00	\$ 15.50
	Financial Aid Specialist	\$ 15.00	\$ 15.50
	Records Specialist	\$ 15.00	\$ 15.50
	Admissions Advisor	\$ 18.00	\$ 18.50
	Office of Student Rights & Responsibilities (OSSR) Advocate	\$ 20.00	\$ 20.00
	Educational Planner	\$ 21.00	\$ 26.00
	Financial Aid Advisor	\$ 21.00	\$ 26.00
	Outreach Advisor	\$ 21.00	\$ 26.00
	Program Advisor	\$ 21.00	\$ 26.00
	Banner Student System Services Specialist	\$ 21.00	\$ 26.00
	Mental Health Counseling Intern (enrolled in accredited MSW program)	\$ 22.00	\$ 22.00
	Mediation Specialist	\$ 25.00	\$ 25.00
	Counselor (w/appropriate credentials)	\$ 30.00	\$ 30.00
	(Accessibility Services) Hearing Impaired Students		
Transcribers / Note Takers	\$ 11.50	\$ 12.50	
<b>Student Success Centers / Supplemental Instruction</b>	<i>Peer Tutors:</i>		
	Non-Certified Tutors (basic training completed, working towards Level I Certification)	\$ 12.00	\$ 13.00
	Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed	\$ 13.00	\$ 14.00
	Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed	\$ 14.00	\$ 15.00
	Certified Level III - After three long semesters with 30 hours training & 75 hours tutoring completed (must also complete	\$ 15.00	\$ 15.50
	Certified Tutor, Level III with degree		\$ 16.50
	<del>Certified Tutor, Level III with Associate degree</del>	<del>\$ 16.00</del>	
	<del>Certified Tutor, Level III with Bachelor's degree</del>	<del>\$ 17.00</del>	
	<del>Certified Tutor, Level III with Master's degree</del>	<del>\$ 19.00</del>	
	<del>Faculty Tutor w/credentials</del>	<del>\$ 23.00</del>	
	Part-time Faculty Tutor w/credentials		\$ 23.00
	<del>Supplemental Instruction Leader I</del>	<del>\$ 12.50</del>	
<del>Supplemental Instruction Leader II</del>	<del>\$ 15.50</del>		
<b>Summer Camps</b>	Camp Director	\$ 50.00	\$ 52.00
	Camp Lead Instructor	\$ 37.00	\$ 38.00
	Camp Assistant Instructor	\$ 25.00	\$ 26.00
	Camp Helper/Monitor	\$ 12.00	\$ 13.00
<b>Technical</b>	Toolroom Attendant	\$ 11.50	\$ 12.50
	Tool / Equipment Specialist	\$ 14.00	\$ 15.00
	HVAC Intern	\$ 16.00	\$ 16.50
	Maritime Equipment Technician	\$ 25.00	\$ 25.00

**San Jacinto College District  
2024-2025 Salary Schedule  
Stipends and Market Premiums**

Stipends may be paid in association with assigned supplemental duties and are separate from base pay. Both the supplemental duties and associated stipends will be reviewed annually for consideration of continuance or discontinuance at the discretion of College leadership.

All stipends and amounts are approved annually by the Board of Trustees and are subject to availability of funding.

Stipends	Amount
Bilingual Proficiency	\$50 monthly
Campus Teller	\$100 monthly
Certified Nurse Educator (CNE)	\$1,000 one time payment
Clinical Coordinator	\$1,000 annually
College-Wide Program Director	\$350 monthly
Commercial Driver License (CDL) Test Examiner	\$150 per test
<b>Program Director</b>	<b>\$350 monthly</b>
Department Chairs	\$912 monthly

Travel	\$100 monthly
	\$200 monthly
	\$300 monthly
	\$400 monthly
	\$500 monthly
	\$600 monthly

Phone	\$50 monthly
	\$75 monthly
	{Member of SLT only} \$100 monthly

TCOLE Peace Officer Certification ( <i>above required level</i> ) [College police officers, sergeants, and lieutenants only]	
Intermediate	\$50 monthly
Advanced	\$100 monthly
Master	\$150 monthly
TCOLE Telecommunicator Certification ( <i>above required level</i> ) [College telecommunicators and lead telecommunicators only]	
Intermediate	\$50 monthly
Advanced	\$100 monthly
Master	\$150 monthly

Desktop Support	\$100 monthly
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Offsite Instruction for CPD training	\$30.00 per class session
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Completion of required Annual Compliance Training (ACT) for Part-time Faculty	\$200 annually
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### Instructional Market Premiums by Contract Month (subject to availability of funding)

Air Conditioning	\$556 monthly
Automotive Technology	\$1,100 monthly
BioTechnology	\$750 monthly
Computer Information Technology	\$556 monthly
Cybersecurity and Cloud Computing	\$1250 monthly
Diesel Technology	\$556 monthly
Emergency Medical Technology	\$350 monthly
Engineering - <i>must have Master's degree in Engineering</i>	\$556 monthly
Engineering/Drafting	\$556 monthly
Environmental Health & Safety	\$278 monthly
Fire Protection	\$278 monthly
Health Information Management	\$334 monthly
Instrumentation	\$556 monthly
Instrumentation & Electrical	\$556 monthly
Maritime - <i>must have Coast Guard certifications</i>	\$667 monthly
Medical Laboratory Technology	\$500 monthly
Medical Radiography	\$600 monthly
Medical Sonography	\$900 monthly
Non-Destructive Testing	\$556 monthly
Nursing - ADN, BSN and Vocational	\$1500 monthly
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$667 monthly
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$667 monthly
Physical Therapy - <i>must have Physical Therapy license</i>	\$667 monthly
Pipefitting	\$556 monthly
Plumbing	\$556 monthly
Process Technology	\$750 monthly
Respiratory Therapy	\$800 monthly
Surgical Technology	\$500 monthly
Welding	\$556 monthly

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

*Lecture & Lab courses*

Air Conditioning	\$5.00 per contact hour
Automotive Technology	\$5.00 per contact hour
BioTechnology	\$5.00 per contact hour
Certified Nurse Aide	\$5.00 per contact hour
Computer Information Technology	\$5.00 per contact hour
Diesel Technology	\$5.00 per contact hour
Instrumentation	\$5.00 per contact hour
Instrumentation & Electrical	\$5.00 per contact hour

Effective 09/01/2024

Maritime - <i>must have Coast Guard certifications</i>	\$5.00 per contact hour
Medical Lab Technology	\$5.00 per contact hour
Medical Radiography	\$5.00 per contact hour
Medical Sonography	\$8.00 per contact hour
Non-Destructive Testing	\$5.00 per contact hour
Nursing - ADN, BSN and Vocational	\$8.00 per contact hour
Occupational Therapy - <i>must have Occupational Therapy license</i>	\$5.00 per contact hour
Pharmacy Technology - <i>must have Pharmaceutical license</i>	\$5.00 per contact hour
Physical Therapy - <i>must have Physical Therapy license</i>	\$5.00 per contact hour
Pipefitting	\$5.00 per contact hour
Plumbing	\$5.00 per contact hour
Process Technology	\$5.00 per contact hour
Respiratory Therapy	\$8.00 per contact hour
Surgical Technology	\$5.00 per contact hour
Welding	\$5.00 per contact hour

<b>San Jacinto College District                      2024 - 2025 Salary Range Table                      Administration &amp; Staff</b>			
<b>Salary Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
101	\$ 29,120.00	\$ 37,128.00	\$ 45,136.00
102	\$ 30,576.00	\$ 38,984.40	\$ 47,392.80
103	\$ 32,104.80	\$ 40,933.62	\$ 49,762.44
104	\$ 33,710.04	\$ 42,980.30	\$ 52,250.56
105	\$ 35,395.54	\$ 45,129.32	\$ 54,863.09
106	\$ 37,165.32	\$ 47,385.78	\$ 57,606.24
107	\$ 39,023.59	\$ 49,755.07	\$ 60,486.56
108	\$ 40,974.76	\$ 52,242.82	\$ 63,510.88
109	\$ 43,023.50	\$ 54,854.97	\$ 66,686.43
110	\$ 45,174.68	\$ 57,597.71	\$ 70,020.75
111	\$ 47,433.41	\$ 60,477.60	\$ 73,521.79
112	\$ 49,805.08	\$ 63,501.48	\$ 77,197.88
113	\$ 52,295.34	\$ 66,676.55	\$ 81,057.77
114	\$ 54,910.10	\$ 70,010.38	\$ 85,110.66
115	\$ 57,655.61	\$ 73,510.90	\$ 89,366.19
116	\$ 60,538.39	\$ 77,186.45	\$ 93,834.50
117	\$ 63,565.31	\$ 81,045.77	\$ 98,526.23
118	\$ 66,743.57	\$ 85,098.06	\$ 103,452.54
119	\$ 70,080.75	\$ 89,352.96	\$ 108,625.17
120	\$ 73,584.79	\$ 93,820.61	\$ 114,056.42
121	\$ 77,264.03	\$ 98,511.64	\$ 119,759.25
122	\$ 81,127.23	\$ 103,437.22	\$ 125,747.21
123	\$ 85,183.59	\$ 108,609.08	\$ 132,034.57
124	\$ 89,442.77	\$ 114,039.53	\$ 138,636.30
125	\$ 93,914.91	\$ 119,741.51	\$ 145,568.11

<b>Midpoint %</b>	<b>Range Spread</b>
5.00%	55.00%

<b>San Jacinto College District 2024-2025 Salary Range Table Administrators</b>			
<b>Salary Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
201	\$101,319.74	\$131,715.66	\$162,111.58
202	\$106,385.73	\$138,301.44	\$170,217.16
203	\$111,705.01	\$145,216.52	\$178,728.02
204	\$117,290.26	\$152,477.34	\$187,664.42
205	\$125,500.58	\$163,150.76	\$200,800.93
206	\$134,285.62	\$174,571.31	\$214,857.00
207	\$143,685.62	\$186,791.30	\$229,896.99
208	\$153,743.61	\$199,866.69	\$245,989.78
209	\$164,505.66	\$213,857.36	\$263,209.06
210	\$176,021.06	\$228,827.38	\$281,633.69
211	\$184,788.90	\$244,845.29	\$304,901.69
212	\$199,572.01	\$264,432.92	\$329,293.82
213	\$215,537.77	\$285,587.55	\$355,637.33
214	\$232,780.80	\$308,434.55	\$384,088.31
215	\$246,747.64	\$333,109.32	\$419,470.99
216	\$266,487.45	\$359,758.06	\$453,028.67
217	\$287,806.45	\$388,538.71	\$489,270.97
218	\$310,830.97	\$419,621.81	\$528,412.64
219	\$335,697.44	\$453,191.55	\$570,685.65
220	\$362,553.24	\$489,446.87	\$616,340.51

**San Jacinto College District  
2024-2025 Salary Range Table  
Faculty**

<b>9 Month</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
BACH	\$ 48,302.00	\$ 65,207.70	\$ 82,113.40
MAST	\$ 50,234.08	\$ 67,816.01	\$ 85,397.94
MA18	\$ 52,745.78	\$ 71,206.81	\$ 89,667.83
MA36	\$ 55,383.07	\$ 74,767.15	\$ 94,151.22
MA48	\$ 58,152.23	\$ 78,505.51	\$ 98,858.79
DOCT	\$ 61,059.84	\$ 82,430.78	\$ 103,801.72

<b>10.5 Month</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
BACH	\$ 56,352.33	\$ 76,075.65	\$ 95,798.97
MAST	\$ 58,606.43	\$ 79,118.68	\$ 99,630.93
MA18	\$ 61,536.75	\$ 83,074.61	\$ 104,612.47
MA36	\$ 64,613.59	\$ 87,228.34	\$ 109,843.10
MA48	\$ 67,844.26	\$ 91,589.76	\$ 115,335.25
DOCT	\$ 71,236.48	\$ 96,169.25	\$ 121,102.01

<b>12 Month</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
BACH	\$ 64,402.67	\$ 86,943.60	\$ 109,484.53
MAST	\$ 66,978.77	\$ 90,421.34	\$ 113,863.91
MA18	\$ 70,327.71	\$ 94,942.41	\$ 119,557.11
MA36	\$ 73,844.10	\$ 99,689.53	\$ 125,534.97
MA48	\$ 77,536.30	\$ 104,674.01	\$ 131,811.71
DOCT	\$ 81,413.12	\$ 109,907.71	\$ 138,402.30

<b>Department Chairs</b>			
<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Chair	\$ 85,483.77	\$ 115,403.09	\$ 145,322.41

Midpoint %

Range Spread



Attachment 5

4%-5%	70%
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**Action Item “XIV”**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Licensing Agreement at Ellington Field**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a licensing agreement with the City of Houston for a facility at the Houston Spaceport and authorize the Chancellor to execute appropriate documents.

**BACKGROUND**

The City of Houston Airport System (HAS) created and is actively growing the Houston Spaceport at Ellington Field (Spaceport). The HAS and the College have a mutual interest in aerospace training designed to meet aerospace workforce demands and foster innovation. Aligned with that goal, in 2019 the College entered into a five-year license agreement for a building known as the EDGE Center within the Houston Spaceport, located at 13150 Space Center Boulevard.

The EDGE Center has been equipped and staffed for the purpose of providing aerospace workforce training. The College continues to identify, adapt, and equip the Center in support of emerging needs of the aerospace industry.

**IMPACT OF THIS ACTION**

The proposed five-year license agreement will replace the original agreement which is expiring this year and will continue to provide effective space to house the EDGE Center. The College will have the right of first refusal for an additional five-year term.

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

The space to be licensed will grow from 24,875 square feet in the original agreement to 33,908 square feet in the new agreement. An initial annual common area maintenance fee of \$77,506, increasing by 2% per year, plus utilities for the College’s portion of the building will be charged.

**MONITORING AND REPORTING TIMELINE**

Monthly budget reports provide ongoing monitoring and reporting.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Allatia Harris	281-459-7140	<a href="mailto:allatia.harris@sjcd.edu">allatia.harris@sjcd.edu</a>
Teri Zamora	281-998-6306	<a href="mailto:teri.zamora@sjcd.edu">teri.zamora@sjcd.edu</a>

**Consideration for Approval of Report to be Submitted to the Texas Higher Education Coordinating Board Certifying Compliance with Texas Education Code 51.3525 (SB17)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board Chair and the Chancellor submit a report to the Texas Higher Education Coordinating Board (THECB) certifying compliance with Texas Education Code (SB17) for fiscal year 2024. By submitting the report to the THECB, this also satisfies the requirement to submit the report to the State Legislature.

**BACKGROUND**

The State Legislature is requiring the governing board of each Texas public institution of higher education to submit a report certifying Compliance with Texas Education Code 51.3525 (SB17) to the THECB by August 31, 2024.

Tex. Educ. Code 51.3525(b)(1) establishes that the College’s governing board must “ensure” that the institution does not do any of the following unless required by federal law:

- Establish or maintain a DEI office or hire an employee or contractor to perform such duties.
- Compel or solicit a DEI “statement” from any person or give preferential treatment based on a DEI statement.
- Give preference on the basis of race, sex, color, ethnicity, or national origin to any employee, applicant, or “participant” in any college “function.”
- Mandate DEI training as a condition of “enrolling” or “performing any institution function.” However, the law permits trainings and programs “developed by an attorney” and approved by the college’s lawyer and Coordinating Board “for the sole purpose” of complying with a court order or state or federal law.

Section 51.3525(b)(2) establishes that a college’s governing board shall “ensure” that the institution adopts policies and procedures for disciplining and terminating an employee or contractor who violates the prohibitions in Section 51.3525(b)(1).

The College established a process for each member of the Strategic Leadership Team to evaluate all areas of compliance, address matters of concern, and certify the compliance of each division and department. The College also worked closely with legal counsel during this process as they provided guidance on the compliance review. A thorough review was conducted, and a comprehensive report has been prepared demonstrating the steps the institution has taken to comply with Tex. Educ. Code 51.3525 (SB17).

**IMPACT OF THIS ACTION**

Under Section 51.3525(e), the institution’s Board may not spend state money until it certifies to the state that it complied with the law during the preceding state fiscal year. This provision is effective beginning September 1, 2024, with money appropriated for the state fiscal year.

**Consideration for Approval of Report to be Submitted to the Texas Higher Education Coordinating Board Certifying Compliance with Texas Education Code 51.3525 (SB17)**

Submittal of this certification report will confirm San Jacinto College's commitment to maintaining its eligibility for state funding.

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

No budget-related implications expected with submittal of the required compliance certification report by August 31, 2024.

**MONITORING AND REPORTING TIMELINE**

It has been recommended by legal counsel to submit the approved certification report to the THECB before August 31, 2024, to ensure timely receipt. The College's Internal Audit Department will also add Texas Education Code 51.3525 (SB17) compliance auditing to their schedule for fiscal year 2025.

**ATTACHMENTS**

Attachment 1 – San Jacinto College - Senate Bill 17 Certification Report

Attachment 2 – San Jacinto College - List of Policies Updated

Attachment 3 – Termination or Demotion of Contractual Employees, [Policy IV.4002.B](#)

Attachment 4 – Termination or Demotion of Contractual Employees, [Procedure IV.4002.B.a](#)

Attachment 5 – Termination or Demotion of Non-Contractual Employees, [Policy IV.4002.C](#)

Attachment 6 – Termination or Demotion of Non-Contractual Employees, [Procedure IV.4002.C.a](#)

Attachment 7 – Employee Performance Counseling and Corrective Action, [Policy IV.4002.E](#)

Attachment 8 – Employee Performance Counseling and Corrective Action, [Procedure IV.4002.E.a](#)

Attachment 9 – Purchasing, [Policy III.3007.A](#)

Attachment 10 – Equal Employment Opportunity, [Procedure 1](#)

Attachment 11 – Frequently Asked Questions - Diversity Equity and Inclusion Programs

**RESOURCE PERSONNEL**

Brenda Hellyer 281-998-6100

[brenda.hellyer@sjcd.edu](mailto:brenda.hellyer@sjcd.edu)

Sandra Ramirez 281-991-2648

[sandra.ramirez@sjcd.edu](mailto:sandra.ramirez@sjcd.edu)




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Office of the Chancellor

I certify, under penalty of perjury and the loss of funding to San Jacinto College, that San Jacinto College has complied with the requirements in Tex. Educ. Code § 51.3525:

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of influencing hiring or employment practices at the institution with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(B), this institution has not, except as required by federal law, hired or assigned an employee of the institution, or contracted with a third party to perform the duties of a diversity, equity, and inclusion office as defined in Tex. Educ. Code § 51.3525(a).

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(C), this institution does not, except as required by federal law, compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement.

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(D), this institution does not, except as required by federal law, give preference on the basis of race, sex, color, ethnicity, or national origin to an applicant for employment, an employee, or a participant in any function of the institution.

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(E), this institution does not, except as required by federal law, require any person, as a condition of enrolling at the institution or performing any institution function, to participate in diversity, equity, and inclusion training, which includes a training, program, or activity designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless the training meets the exception in Tex. Educ. Code § 51.3525(b)(1)(E)(ii).

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(2), that this institution has adopted policies and procedures for appropriately disciplining, including by termination, an employee or contractor of the institution who engages in conduct in violation of Tex. Educ. Code § 51.3525(b)(1)(A)-(E).

[X] I certify, in accordance with Tex. Educ. Code § 51.3525(e), that no state appropriations to this institution for FY25 have been spent prior to submission of this certification report for FY24 to the Legislature and the Texas Higher Education Coordinating Board.

[X] I understand the State Auditor's Office will conduct a compliance audit for this institution and if violations of Tex. Educ. Code § 51.3525 are found, this institution must cure the violation within 180 days or become ineligible to receive formula funding increases, institutional enhancements, or exceptional items during the state fiscal biennium immediately following the state fiscal biennium in which the determination is made.

[X] I understand the Coordinating Board will forward all complaints regarding an institution's violation of Tex. Educ. Code § 51.3525 to the State Auditor's Office for review.

To ensure full compliance with Tex. Educ. Code § 51.3525, in the past fiscal year San Jacinto College has conducted the following:

- Reviewed all programs and activities, offices, personnel, and training for potential non-compliance with Texas Education Code § 51.3525 and discontinued those found to be not in compliance. These efforts included, but are not limited to, dissolving a Diversity, Equity, and Inclusion (DEI) office, disbanding the Council on DEI, eliminating the position of the Assistant Vice Chancellor of DEI, and revising Human Resources forms.
- Updated relevant policies and procedures. A list with active links has been provided as supporting documentation. The same links are listed below:
  - Termination or Demotion of Contractual Employees
    - [Policy IV.4002.B](#)

- [Procedure IV.4002.B.a](#)
- Termination or Demotion of Non-Contractual Employees
  - [Policy IV.4002.C](#)
  - [Procedure IV.4002.C.a](#)
- Employee Performance Counseling and Corrective Action
  - [Policy IV.4002.E](#)
  - [Procedure IV.4002.E.a](#)
- Purchasing
  - [Policy III.3007.A](#)
- Equal Employment Opportunity
  - [Procedure 1](#)
- Updated the Board’s Strategic Plan, which was approved by the Board on December 4, 2023, to ensure compliance with Texas Education Code § 51.3525.
- Provided information to College employees regarding the requirements of Texas Education Code § 51.3525, including developing an online training for all employees and creating a frequently asked questions (FAQ) document in collaboration with legal counsel. A copy of the FAQ has been provided as supporting documentation.
- Established internal processes and controls to monitor ongoing compliance in all areas of operation.

Failure to return a certification form to the Texas Higher Education Coordinating Board by September 1, 2024, will be considered an act of non-compliance with the law and can subject the above referenced institution to all penalties allowed by law.

Signature of College Chancellor:

\_\_\_\_\_  
Brenda Hellyer, Ed.D.

\_\_\_\_\_  
Date

Signature of Board Chair:

\_\_\_\_\_  
Marie Flickinger

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date submitted to THECB

**San Jacinto College**  
**List of Policies Updated to Comply with Texas Education Code § 51.3525**

Please see list and active hyperlinks below for the relevant policies and procedures that have been updated to comply with Texas Education Code § 51.3525:

- Termination or Demotion of Contractual Employees
  - [Policy IV.4002.B](#)
  - [Procedure IV.4002.B.a](#)
- Termination or Demotion of Non-Contractual Employees
  - [Policy IV.4002.C](#)
  - [Procedure IV.4002.C.a](#)
- Employee Performance Counseling and Corrective Action
  - [Policy IV.4002.E](#)
  - [Procedure IV.4002.E.a](#)
- Purchasing
  - [Policy III.3007.A](#)
- Equal Employment Opportunity
  - [Procedure 1](#)



## **Policy IV.4002.B, Termination or Demotion of Contractual Employees**

### **Purpose**

This policy establishes uniform standards for termination or demotion of an employee during the term of the employee's contract. This policy does not apply to the non-renewal of Faculty, Staff or Administrator contracts at the end of the contract term. Non-renewal is addressed in [Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees](#).

This policy does not apply to the appeal of a termination or demotion due to a Reduction in Force (RIF). Terminations and demotions occurring in conjunction with a RIF are subject to [Policy IV-G-5: Policy on Reduction in Force](#).

### **Policy**

Termination or demotion decisions will be made without regard to the employee's race, creed, color, national origin, citizenship status, age, disability, pregnancy and pregnancy-related conditions, religion, gender/sex, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status.

Additionally, the College will not discriminate or retaliate against employees who exercise rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.

A decision to terminate employment or demote an employee will not be based on an employee's exercise of rights guaranteed by the Constitution or based upon an employee's exercise of rights conferred by statute, including, but not limited to, federal or state statutes pertaining to medical leave, military leave, and protection of whistleblowers.

Only the Chancellor, or designee, is authorized to approve a termination or demotion.

#### **1. Administrative Leave**

While a termination or demotion proposal is pending, or during the course of an on-going investigation, the Chancellor, or designee, may suspend or reassign the affected employee with pay if it is determined that suspension or reassignment is in the best interest of the College.

#### **2. Appeal of Termination or Demotion**

An employee whose employment contract is recommended for termination during the term of the contract, or who is recommended for demotion during the term of the

contract, will be afforded constitutional due process in accordance with published guidelines approved by the Chancellor.

**Definitions**

**Employment contract:** A formal, signed agreement between the employee and the employer. It explains the rights, responsibilities, and obligations of both the employee and the employer.

**Contractual employee:** An employee that enters into an agreement with the College through an employment contract to complete a specific job for a period of up to twelve months for a predetermined salary.

**Termination:** A decision by the College to cease employing an individual before the expiration date in the individual’s contract. Non-renewal of a contract is not a termination.

**Demotion:** A reduction in position, responsibilities, and pay.

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

**Associated Procedure**

Procedure IV.4002.B.a, Termination or Demotion of Contractual Employees

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Date of Board Approval	November 6, 2023
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Effective Date	November 7, 2023
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Primary Owner of Policy Associated the with Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
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Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources
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## **Procedure IV.4002.B.a, Termination or Demotion of Contractual Employees**

### **Associated Policy**

Policy IV.4002.B, Termination or Demotion of Contractual Employees

### **Introduction**

This procedure specifies the procedures for termination or demotion of a contractual employee during the term of an existing contract.

This procedure does not apply to non-renewal of contractual employees. Non-renewal is subject to [Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees](#).

This procedure does not apply to Reduction in Force (RIF) decisions. RIF decisions are subject to [Policy IV-G-5: Policy on Reduction in Force](#).

### **Procedure**

Terminations and demotions will be based on evidence demonstrating the existence of just cause and/or good cause. Just cause and/or good cause include, but are not limited to:

1. Physical or mental incapacity that prohibits the employee from performing their contracted job function.
2. Conviction or commission of a felony, a crime involving moral turpitude, a misdemeanor that is related to the employee's job or that adversely impacts the interests of the College. Moral turpitude offenses include both felony and misdemeanor crimes, including, but not limited to:
  - a) Crimes related to fraud, theft, and burglary.
  - b) Homicide.
  - c) Kidnapping.
  - d) Aggravated assault.
  - e) Robbery.
  - f) Violation of Title IX regulations (sexual harassment, sexual assault, dating violence, domestic violence, and stalking).
  - g) Prostitution.
  - h) Indecency with a minor.
  - i) Public lewdness.
  - j) Possession of obscenity or child pornography.
3. Unlawful use, possession, or distribution of controlled substances or dangerous drugs.

4. Being under the influence of alcohol, controlled substances, or dangerous drugs during work hours or while engaged in business on behalf of the College.
5. Assault on an employee, officer, or student as described in the Texas Penal Code.
6. Unsatisfactory job performance or the repeated failure to support or demonstrate College values. Unsatisfactory performance or behaviors may be communicated through a written evaluation or a written notice.
7. Falsification of pertinent information regarding the employee's credentials, transcript, or application for employment, regardless of when the falsification is discovered.
8. Falsification and/or unauthorized alteration or destruction of government records.
9. Breach of trust, including, but not limited to:
  - a) Making false statements or failing to disclose information to a leader that a reasonable employee would have disclosed under similar circumstances.
  - b) Failure to participate in good faith regarding an on-going investigation.
  - c) Fraud, theft, embezzlement.
  - d) Falsification of state or federal documents.
10. Failure to comply with directives and requirements of the employee's leader, failure to follow established policies and procedures of the College district, repeated and continued neglect of duties and responsibilities, or insubordination.
11. Violating the policies and procedures defining acceptable use of College email, telephones, cell phones, smart phones, computer tablets, fax machines, laptops, computers, internet, social media, or any other online or electronic technology.
12. Failure to maintain any license, registry, or certificate required by the employee's position.
13. Excessive absences (excluding absences protected by law), failure to follow any procedures pertaining to absences, unacceptable patterns of repeated absences, or failure to provide required documentation to substantiate an absence(s).
14. Cumulative events where numerous instances of misconduct or violations have occurred that indicate an unacceptable pattern of ongoing behaviors.
15. Failing to perform duties or to take action that another College employee reasonably would have done under the same or similar circumstances.
16. Engaging in conduct that would tend to injure or impair the College's interests, reputation, or operations.

17. Engaging in conduct that is contrary to the mission and values of the College, or that is inconsistent with the employer/employee relationship.
18. Violating College policy.
19. Violating state or federal law, including:
  - a) [Section 51.252 of the Texas Education Code](#) (relating to the failure to make a mandatory report of sexual harassment, sexual assault, dating violence, and stalking).
  - b) [Section 51.3525 of the Texas Education Code](#) (relating to prohibited diversity, equity, and inclusion programs and activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation). When evaluating an alleged violation of Section 51.3525, the College administration will consider whether the employee's conduct constitutes academic course instruction or falls within another exception established in Section 51.3525 of the Texas Education Code.
20. For other good cause.

Evaluation of Termination Proposal:

1. The relevant leaders, in conjunction with Human Resources, Employee Relations, will review the evidence and documentation pertaining to the employee's work history and any allegations of misconduct and evaluate whether good cause exists to terminate the contract. If the proposal is based on an allegation of wrongdoing, the relevant leaders will also consider the nature and severity of the misconduct and the outcome of any investigation pertaining to the allegation. Employee Relations will review the proposed recommendation and documentation to ensure compliance with College's policies and procedures.
2. Written notice of intent to terminate will be provided to the employee.
3. When it is in the College's best interest, the Chancellor, or designee, may place contractual employees on paid administrative leave or reassign the employee during an investigation due to allegations of wrongdoing, or when a proposal to terminate or demote is pending before the Board of Trustees.

**Hearing Procedure**

If termination or demotion is proposed for a contractual employee during the term of a contract, certain procedural steps will be followed. These procedural steps are not applicable to the non-renewal of a term contract or the decision of the administration or Board not to offer the professional employee further employment with the College.

1. Discussions with the Employee

The respective Strategic Leadership Team (SLT) member, or designee, will discuss any possible termination or demotion with the employee prior to the Chancellor giving the contractual employee formal written notice of any proposed action to terminate or demote. If the employee is unavailable to meet or refuses to participate, the administration may proceed with the preparation of the formal written notice.

## 2. Approval by the Chancellor

- a) Any proposed termination or demotion must be approved by the Chancellor, or designee. If the Chancellor, or designee, approves the proposed action, the Chancellor, or designee, will notify the contractual employee of the proposed action, the grounds for the action, and of the right to a hearing before the Hearing Committee.
- b) The notice of a proposed termination or demotion may be hand delivered, sent via email, or delivered by other postal service provider.

## 3. Employee's Response

An employee's failure to update their postal address, refusal to accept delivery of a letter, or refusal or failure to open email will not constitute good cause for failure to comply with the deadlines stated in the notice of the proposed termination or demotion.

## 4. Appeal Rights

An employee whose employment contract is proposed for termination or demotion during the term of the contract will be afforded due process. However, if the termination recommendation is a result of a Title IX violation, and the full-time contractual employee was provided a hearing under [Procedure III.3006.D.a](#), the employee will not be afforded an additional hearing. The employee may request a review by the Chancellor and will proceed to section 10 of this procedure, Action of the Chancellor.

## 5. Request for a Hearing

If the contractual employee wishes to contest the proposed action, they may request a hearing before the Hearing Committee. Requests for a hearing must be made in writing to the Chancellor, or designee, within five (5) working days of receipt of the notice of proposed termination or demotion. If no request for a hearing is made within five (5) working days of receipt of the notice, the Chancellor, or designee, may recommend to the Board of Trustees that the contractual employee be terminated or demoted, and the Board of Trustees will take the action it deems proper.

## 6. Appointment of the Hearing Committee

- a) The purpose of the Hearing Committee is to afford a fair hearing on the merits of each proposal for termination or demotion and to make a recommendation for disposition to the Chancellor.

- b) The Hearing Committee will be comprised of three (3) impartial contractual employees. One member is to be designated by the respective SLT member, one member by the contractual employee, and one member by the Chancellor.
- c) The Chancellor, in consultation with the SLT, will designate one of the contractual employees of the Hearing Committee members (one faculty member, one administrator, or one contractual professional employee) to serve as the chairperson of the Hearing Committee.

#### 7. Impartiality of Hearing Committee Members

- a) If any contractual employee appointed to serve on the Hearing Committee believes that they cannot hear the evidence and make a fair and impartial recommendation, the member will notify the committee immediately.
- b) If the committee member or the remaining members of the committee determine that any prior contact with the employee would prevent the member from impartially considering the evidence and making a recommendation, the member will be disqualified from serving on the committee.
- c) Upon such disqualifications, the Chancellor will appoint a member of the same classification to serve.

#### 8. Conduct of Hearing

The Hearing Committee will conduct a hearing to afford a fair and impartial hearing on the merits of the administrative recommendation and make a written recommendation to the Chancellor. The burden of proof is on the administration to establish that good cause is the basis of the proposed termination or demotion.

##### a) Rights of Parties

- i. All parties, at any level of the hearing procedure, may be represented or accompanied by a representative including legal counsel. If either party is to be represented by legal counsel at the hearing, that party will notify the other party at least seven (7) working days prior to the hearing so that the other party may arrange to be represented by counsel at the hearing if desired.
  - ii. The administration, having the burden of proof, will have the opportunity and duty to open and close the presentation, argument, or discussion, if any, to be made to the Hearing Committee.
  - iii. Each party will have the right to testify.
  - iv. The hearing will be closed to the public.
- b) Expenses of the hearing will be borne by the College; however, the employee is responsible for their own attorneys' fees and for incidental costs, such as photocopy costs.

- c) The hearing will be held at a place and time named by the Chairperson of the Committee, in consultation with the Provost / Vice Chancellor and Human Resources.
- d) Documents submitted as evidence will be noted and identified by the chairperson of the Hearing Committee and included in the final report to the Chancellor.
- e) The strict rules of evidence are not in force at the hearing; however, general concepts of relevancy and materiality will prevail at the hearing. The chairperson may limit cumulative or repetitious testimony or evidence.
- f) At least three (3) working days before the hearing, each party will notify the other, and the panel, of the identity of witnesses, other than impeaching or rebuttal witnesses whose identity cannot reasonably be determined beforehand, to be called and of documents to be submitted in evidence. The parties will have the right to cross-examine all witnesses who testify at the hearing. The Hearing Committee reserves the right to call other witnesses if the committee, in its discretion, deems such action to be advisable.
- g) The chairperson of the Hearing Committee will rule on any objections made during the hearing. The chairperson is free to consult with other committee members as needed.
- h) The Hearing Committee will ensure that all parties are afforded a fair procedure and substantial justice.
- i) The Hearing Committee may allow breaks or recesses at its discretion.
- j) Hearing Committee members may question the witnesses or counsel; however, witnesses and counsel may not question committee members.
- k) The Hearing Committee may place a reasonable time limit on opening and closing arguments, taking into consideration the complexity of the case. The committee may, in its sole discretion, direct the parties to provide their closing argument in a written format.
- l) The Hearing Committee may impose other reasonable rules or restrictions on the presentation of evidence or witnesses to facilitate the hearing process. For example, the committee in its discretion may allow a witness to appear out of turn if that witness will be unavailable at a future time.
- m) Except for routine announcements, such as those relating to the time of the hearing and similar matters, public statements about the case by the parties or committee members will be avoided as much as possible. Public statements, if any, concerning the decision or recommendation of the Hearing Committee will be withheld until final disposition.
- n) In cases pertaining to a recommendation for termination or demotion, the proceedings will be recorded and transcribed by a court reporter, and a copy of the verbatim transcript will be supplied to the employee who is the subject of the hearing.

## 9. Recommendation of the Hearing Committee

- a) The panel by a majority of its total membership will:
  - i. Make findings of fact.



- ii. Determine whether the facts constitute good cause for demotion or termination.
  - iii. Such findings and conclusions will be based solely on the evidence presented at the hearing.
- b) Transcripts of the proceeding will be sent to the committee within fifteen (15) working days.
- c) Within ten (10) working days after receipt of the written transcript of the proceedings, the committee will submit a written recommendation for disposition to the Chancellor. The recommendation will be based on the policies and applicable rules, regulations, and administrative directives of the College. The transcript of the hearing together with all documents received into evidence will be transmitted to the Chancellor.

10. Action of the Chancellor

The Chancellor will review the committee's recommendation. Within fifteen (15) working days of the receipt of the recommendation, the Chancellor will accept, reject, or modify the committee's recommendation and advise the parties in writing of the decision. The decision of the Chancellor is final; however, nothing in this procedure precludes the employee from appearing before the Board of Trustees during the public comment portion of a scheduled Board meeting.

**Definitions**

**Employment contract:** A formal, signed agreement between the employee and the employer. It explains the rights, responsibilities, and obligations of both the employee and the employer.

**Contractual employee:** An employee that enters into an agreement with the College through an employment contract to complete a specific job for a period of up to 12 months for a predetermined salary.

Date of SLT Approval	September 25, 2023
Effective Date	November 7, 2023
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

## **Policy IV.4002.C, Termination or Demotion of Non-Contractual Employees**

### **Purpose**

This Policy establishes a uniform practice for termination or demotion of non-contractual employees. Non-contractual employees are employed at will. This means that either party can end the employment relationship at any time, for any reason, with or without cause.

This policy does not apply to Reduction in Force (RIF) decisions. RIF decisions are subject to [Policy IV-G-5: Policy on Reduction in Force](#). A Reduction in Force is a reduction in position, responsibilities and pay.

### **Policy**

Termination or demotion decisions will be made without regard to the employee's race, creed, color, national origin, citizenship status, age, disability, pregnancy and pregnancy-related conditions, religion, gender/sex, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status.

Additionally, the College will not discriminate or retaliate against employees who exercise rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.

A non-contractual employee may be terminated for violating state or federal law, including [Section 51.252 of the Texas Education Code](#) (relating to the failure to make a mandatory report of sexual harassment, sexual assault, dating violence, and stalking) and [Section 51.3525 of the Texas Education Code](#) (relating to prohibited diversity, equity, and inclusion programs and activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation).

A non-contractual employee does not have a property right to their job.

A non-contractual employee may be terminated or demoted with or without cause, except that if a reason exists, it is not an unlawful reason.

A non-contractual employee is not granted the opportunity for an appeal of a termination or demotion; however, the employee is able to request a secondary review of their job termination or demotion.

Only the Chancellor or, designee, is authorized to approve a termination or demotion.

### **Administrative Leave**

While a termination or demotion recommendation is pending, or during the course of an on-going internal/external investigation, the Chancellor, or designee, may suspend or reassign the affected employee with pay if it is determined that suspension or reassignment is in the best interest of the College.

**Definitions**

**Non-contractual employees:** Are employed at will, an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause. Part-time staff, part-time faculty, full-time staff, and some administrators are designated as non-contractual employees.

**Demotion:** A reduction in position, responsibilities, and pay.

**Reduction in Force:** A reduction in position, responsibilities and pay.

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

**Associated Procedure**

Procedure IV.4002.C.a, Termination or Demotion of Non-Contractual Employee

Date of Board Approval	November 6, 2023
Effective Date	November 7, 2023
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of the Policy Associated with the Procedure	Vice President, Human Resources

## **Procedure IV.4002.C.a, Termination or Demotion of Non-Contractual Employees**

### **Associated Policy**

Policy IV.4002.C, Termination or Demotion of Non-Contractual Employees

### **Introduction**

The purpose of this procedure is to outline the process for termination or demotion of a non-contractual employee. This procedure applies to all non-contractual employees regardless of whether the employee is employed on a full-time or part-time basis.

### **Procedure**

- A. When an employee engages in misconduct, demonstrates performance deficiencies, or otherwise fails to meet the leader's expectations, the leader may recommend termination or demotion. A non-contractual employee may be terminated or demoted for no reason or any reason, except that if a reason exists, it is not an unlawful reason. Factors to evaluate may include but are not limited to:
  1. Whether or not the employee's conduct is part of a pattern;
  2. Whether or not the employee has received prior notice of the leader's concern;
  3. Whether or not the employee has been given an opportunity to address the area of concern;
  4. Whether or not the conduct is of such a nature that remediation is not reasonable or appropriate;
  5. Whether or not the College's interests would best be served by immediate termination; and
  6. The nature and severity of the employee's conduct.
- B. A non-contractual employee may be terminated for violating state or federal law, including:
  1. [Section 51.252 of the Texas Education Code](#) (relating to the failure to make a mandatory report of sexual harassment, sexual assault, dating violence, and stalking).
  2. [Section 51.3525 of the Texas Education Code](#) (relating to prohibited diversity, equity, and inclusion programs and activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation). When evaluating an alleged violation of Section 51.3525, the College administration will consider whether the employee's conduct constitutes academic course instruction or falls within another exception established in Section 51.3525 of the Texas Education Code.
- C. A non-contractual employee may be discharged for violating [Section 51.3525 of the Texas Education Code](#), which prohibits certain policies, employment practices, training programs, and other college activities that (i) provide or promote differential treatment,

preferences, or special benefits based on race, color, ethnicity, gender identity, or sexual orientation, unless required by law and approved in accordance with Section 51.3525 or (ii) mandate training programs designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless required by law and approved in accordance with Section 51.3525.

- D. If the Chancellor, or designee, determines that administrative leave is in the best interest of the College, an employee may be placed on paid administrative leave or reassigned during the course of an investigation or when a recommendation to terminate or demote is pending before the Chancellor. If the College reassigns the employee, the employee's pay may be adjusted accordingly.
- E. The decision to terminate or demote a non-contractual employee will be given thorough consideration prior to taking any action. The following process generally will apply to the proposed termination or demotion of an at-will employee.
1. The immediate leader will notify Human Resources, Employee Relations of the potential termination or demotion and seek guidance. The immediate leader will also inform leadership, including the respective Provost or Vice Chancellor of the reasons for the recommended termination or demotion.
  2. All documentation will be reviewed by leadership including the respective Provost or Vice Chancellor and Employee Relations prior to making a decision.
  3. The immediate leader and/or Employee Relations will determine if additional information or investigation is required.
  4. The Provost, Vice-Chancellor, or designee will notify Employee Relations regarding their support or rejection of the termination or demotion along with supporting reasons and documentation.
  5. Only the Chancellor, or designee, is authorized to approve a termination or demotion for any full-time or part-time employee.
  6. The employee may ask for a review of the decision by following the process in section F.
- F. Review Process: A non-contractual employee is not granted the opportunity for an appeal of a termination or demotion; however, non-contractual employees are able to request a secondary review of their job termination or demotion. The request must be made in writing to the Vice President of Human Resources, or designee, within five (5) working days of the termination.
1. The termination or demotion process will continue even while the review is under consideration.

2. The review will be conducted within ten (10) working days of the request. The review will be conducted by the Vice President of Human Resources, or designee. The employee is able to present information in writing that may not have been considered in the decision to terminate or demote. The recommendation from the Vice President of Human Resources, or designee, will be in writing and sent to the Chancellor, or designee, within ten (10) working days of the review. The Chancellor, or designee, will review the recommendation and make the final decision to uphold or overturn the decision to terminate employment or demote the employee. The final decision will be in writing and sent to the employee within ten (10) working days of the Chancellor's, or designee's, review.
3. If reinstated, the employee will receive back pay for the days they were off the payroll.

**Definitions**

**Non-contractual employees:** Are employed at will, an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause. Part-time staff, part-time faculty, full-time staff, and some administrators are designated as non-contractual employees.

**Demotion:** A reduction in position, responsibilities, and pay.

Date of SLT Approval	September 25, 2023
Effective Date	November 7, 2023
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Development
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

## **Policy IV.4002.E, Employee Performance Counseling and Corrective Action**

### **Purpose**

Each employee of San Jacinto College is expected to perform their job responsibilities in a positive and professional manner and to contribute to the College’s achievement of its educational mission.

When an employee engages in misconduct, violates policy, demonstrates performance deficiencies, or otherwise fails to meet the leader’s expectations, the leader will evaluate an appropriate course of action to address the area of concern.

### **Policy**

Depending on the area of concern, the College administration ordinarily will employ progressive discipline. The College administration’s objective is to identify the area of concern; to provide the employee with information, directives, or guidance regarding the leader’s expectations; and to engage in appropriate follow-up to determine whether the employee is meeting expectations.

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

### **Associated Procedure**

Procedure IV.4002.E.a, Employee Performance Counseling and Corrective Action

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Date of Board Approval	November 6, 2023
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Effective Date	November 7, 2023
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Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
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Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources
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## **Procedure IV.4002.E.a, Employee Performance Counseling and Corrective Action**

### **Associated Policy**

Policy IV.4002.E, Employee Performance Counseling and Corrective Action

### **Purpose**

The purpose of this procedure is to provide an overview of standards and methods that leaders should use when working with employees to improve employee performance or behavior. Human Resources, Employee Relations, will partner with the leader to assist with the appropriate method to be utilized in addressing performance or behavioral concerns.

### **Procedure**

The need for employee counseling may arise for a number of reasons:

- A. To address performance deficiencies, such as the failure to generate a quality work product, or the failure to discharge work in a timely or efficient manner;
- B. To address minor violations of policy or workplace rules that may not have an immediate impact on productivity, efficiency, or safety but that cannot be tolerated if repeated, such as the failure to report to duty on time; and,
- C. To address acts of misconduct and/or major policy or rules violations.

Depending on the area of concern, the College administration ordinarily will employ progressive discipline. Progressive discipline is a series of supervisory actions, corrective in nature, designed to improve job performance or behavior and to assist employees with complying with departmental processes, College policies and procedures, and supervisory directives. The College administration's objective is to identify the area of concern; to provide the employee with information, directives, or guidance regarding the leader's expectations; and to engage in appropriate follow-up to determine whether the employee is meeting expectations.

Appropriate action will be determined based on the nature of the conduct; the severity, frequency, and degree of deviation from expectations; whether the employee's conduct is part of a pattern; whether the conduct is of such a nature that an opportunity for remediation would be reasonable; and whether the employee previously was given an opportunity to address the area of concern. The leader also must consider whether a particular course of action is in the best interest of the College and its students.

Examples of developmental actions may include, but are not limited to, the following:

- A. Counseling and coaching.



- B. Written reminders regarding expectations, rules, procedures and/or deadlines (letter of expectations).

Examples of disciplinary actions may include, but are not limited to, the following:

- A. Corrective Action Notice identifying areas of improvement and a statement of consequences;
- B. Final Corrective Action Notice with a statement of consequences and that the employee may not apply for other positions within the College if expectations are not met;
- C. Disciplinary suspension;
- D. Demotion; and,
- D. Termination.

NOTE: All terminations and suspensions must be approved by the Chancellor after approval from the leadership team and communications with Human Resources, Employee Relations.

### **Job Abandonment / Voluntary Resignation**

An employee who is absent for three (3) consecutive scheduled workdays without approval and without notifying their leader (No Call/No Show), is considered to have abandoned their job. This applies to an employee during the normal course of employment, as well as the scheduled return from vacation or leave of absence.

The College may consider extenuating circumstances when evaluating a No Call/No Show. For instance, if the employee is in a serious accident and not able to notify leadership, the College has the right to exercise discretion.

NOTE: Under Policy IV.4003.D, resignations must be accepted in writing by the Chancellor, Strategic Leadership Team (SLT) member, or a designated senior administrator who is a direct report to the Chancellor or SLT member.

### **Violations of Sections 51.3525(b) of the Texas Education Code**

An employee may be disciplined for violating [Section 51.3525 of the Texas Education Code](#), which prohibits certain policies, employment practices, training programs, and other College activities that (i) provide or promote differential treatment, preferences, or special benefits based on race, color, ethnicity, gender identity, or sexual orientation, unless required by law and approved in accordance with Section 51.3525 or (ii) mandate training programs designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless required by law and approved in accordance with Section 51.3525. As stated above, depending on the circumstances, the leader may utilize progressive discipline. As may be appropriate to the circumstances, the leader may consider whether the violation is isolated and inadvertent, whether

the violation can be remedied through counseling or training, whether the violation is intentional or willful, whether the employee previously was warned not to engage in the conduct, and/or whether the violation is part of a pattern of conduct.

### Summary

Although progressive corrective action will be employed in most instances, nothing in this procedure precludes the College from implementing an immediate termination or other discipline without first pursuing progressive measures.

The responsible leader or administrator, in conjunction with Human Resources, Employee Relations, will determine whether certain performance deficiencies or acts of misconduct warrant measures outside of progressive discipline.

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Associated Policy	Policy IV.4002.E, Employee Performance Counseling and Corrective Action
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

## **Policy III.3007.A, Purchasing**

### **Purpose**

This policy will address the authority and requirements related to purchasing goods or services on behalf of San Jacinto College (College).

### **Policy**

Requirements for purchasing practices are governed by the laws of the State of Texas. All College purchases will comply with state statutes, College policies and procedures, as well as the requirements of the San Jacinto College Purchasing Handbook.

All purchases must be made in the name of the College. The College shall assume responsibility for debts incurred in the name of the College so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures regarding contracting and purchasing. The College shall not be responsible for debts incurred by persons or organizations not directly under College control. The College shall not be responsible for any other unauthorized purchase or debt. All vendors are charged with the responsibility to discover an individual or an organization's authority before any purchase, contract or debt is incurred. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Pursuant to Section 51.3525(b)(1)(D) of the Texas Education Code, the College shall not “give preference on the basis of race, sex, color, ethnicity, or national origin to an applicant for employment, an employee, or a participant in any function of the institution,” including, without limitation, a participant in any purchasing/contracting function of the College.

All purchasing/contracting functions shall be conducted in a manner providing for full and open competition consistent with applicable laws, policies, and procedures. Contractors are subject to discipline, up to and including termination, for violating any provision of Texas Education Code Section 51.3525(b)(1) (relating to prohibited diversity, equity, and inclusion programs and activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation). When evaluating an alleged violation of Section 51.3525, the College Administration will consider whether the contractor’s conduct constitutes a violation or falls within an exception established in Section 51.3525 of the Texas Education Code.

### **Definitions**

**College:** The San Jacinto Community College District and also referenced as San Jacinto College.

**Contract:** An agreement between two or more parties that is intended to have legal effect to create a financial commitment or obligation of the College. A contract may include, but is not limited to, goods and service agreements, memoranda of understanding, letters of intent, lease agreements, rental agreements, grant awards, purchase orders, sole source contracts, cooperative contracts, interlocal contracts, and job order contracts.

**Employee:** A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

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.3007.A.a, Purchasing

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Date of Board Approval	April 1, 2024
Effective Date	April 2, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief Procurement Officer, Contracts & Purchasing Services

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# Procedure 1: Equal Employment Opportunity

The San Jacinto College District is committed to equal employment opportunity and shall provide training to all newly hired employees on college policies and state and federal laws that prohibit discrimination, including sexual harassment, no later than thirty days after the date of hire. Program completion by all newly hired employees is mandatory. Supplemental training for all employees on college policies and procedures that prohibit discrimination, including sexual harassment will be conducted every two years. Program completion by all employees is mandatory. The training required in this section will be provided in a manner that complies with state and federal law, including, but not limited to, Section 51.3525 of the Texas Education Code, Section 21.010 of the Texas Labor Code, and the Texas Administrative Code, chapter 40, section 819.24.

The Chancellor has delegated to the Vice Chancellor of Human Resources the responsibility to coordinate implementation of the Equal Opportunity program within the San Jacinto College District and to coordinate efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973, Title IX of the Education amendments of 1972, American's with Disabilities Act, Title VI program (49 C.F.R. part 21 and 49 C.F.R. part 303), and other state or federal laws and regulations in these areas.

Further, the Chancellor has designated the Vice Chancellor of Human Resources the responsibility for monitoring compliance with and investigating complaints alleging violation of this policy.

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<b>Procedure Name:</b>	<b>Equal Employment Opportunity</b>
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## Guidance on Legal Restrictions Affecting Diversity, Equity, and Inclusion Activities

### INTRODUCTION

In May 2023, the Texas Legislature passed Senate Bill 17 which restricts diversity, equity, and inclusion activities in higher education. The effective date of Senate Bill 17 is January 1, 2024. The new law is codified at Section 51.3525 of the Texas Education Code.

Broadly speaking, the law prohibits certain diversity, equity, and inclusion (DEI) activities relating to race, sex, color, ethnicity, sexual orientation, and gender identity. Although many of the law's restrictions pertain to employment, the law also affects students, contractors, and others who participate in college activities and programs.

Employees who engage in prohibited activities are subject to discipline or termination, and institutions risk the loss of state funding if they fail to comply with the prohibitions.

The law contains several important exceptions, including exceptions for academic course instruction and student organizations. In addition, the law does not affect college obligations under federal law. Further, San Jacinto College remains firmly committed to principles of equal opportunity for all employees and students. *See SJC Policy IV-B-1-a, Equal Opportunity Institution.*

Because Section 51.3525 is a new law, institutions are continuing to study its potential impact on programs and activities. This document provides general guidance regarding implementation of the law. It is not possible to cover all potential questions in this document. For questions not addressed in this guidance, please contact the administrators listed in Section 7 of this document.

## 1

## SENATE BILL 17 IN A NUTSHELL

### 1.1 What are the main prohibitions of Senate Bill 17?

The governing board of an institution of higher education must ensure that the institution does not do any of the following except as required by federal law:

- **The College may not establish or maintain a DEI office or hire an employee or contractor to perform DEI duties.** A DEI “office” includes any office, department, task force, or unit.
- **The College may not compel, require, induce, or solicit a DEI statement from any person or give preferential treatment to a person that provides a DEI statement.** The statute does not define the phrase “DEI statement,” but common dictionary definitions of “statement” include both oral and written expressions or declarations. A DEI statement is essentially a pledge or commitment to support DEI initiatives based on race, color, ethnicity, gender identity, or sexual orientation. If the institution does not require or solicit a DEI statement but an individual voluntarily provides one, the institution cannot treat that individual more favorably than an individual who did not provide a similar statement. A “DEI statement” is different from a non-discrimination statement, which is a statement of the College’s federal and state law obligations.
- **The College may not give preference on the basis of race, sex, color, ethnicity, or national origin to any employee, applicant, or any person participating in a college “function.”** The law does not define college “function,” but the ordinary and common meaning of the term “function” suggests that it applies to all facets of college operations.
- **The College cannot make DEI training a condition of enrollment or a condition of participating in a college function unless required by federal law or approved in accordance with the process outlined in Senate Bill 17.** A DEI training encompasses a training, program, or activity “designed or implemented” in reference to race, color, ethnicity, gender identity, or sexual orientation. The prohibition applies even if the activity is not labeled a training program, such as a mandatory staff meeting where DEI instruction is provided. The law permits trainings that are (i) developed by an attorney and (ii) approved in writing by the college’s legal counsel and the Texas Higher Education Coordinating Board solely to ensure compliance with a court order or state or federal law.

### 1.2 What is “DEI”?

“DEI” is an abbreviation for *diversity, equity, and inclusion*. “DEI” is an umbrella term that generally refers to college activities that promote diversity, equity, and inclusion with respect to certain demographic identities.

Nothing in the statute diminishes an institution’s obligations to comply with federal anti-discrimination laws or federal affirmative action obligations. In addition, nothing in the statute precludes an institution from engaging in activities that promote a campus climate that is welcoming and fosters a feeling of belonging.

Section 51.3525 defines “DEI office” as an office, division, or unit established for the purpose of:

- Influencing hiring or employment practices with respect to race, sex, color, or ethnicity. Hiring processes must be “color-blind and sex-neutral” and comply with state and federal anti-discrimination laws.
- Promoting or providing “differential treatment” or “special benefits” to people on the basis of their race, color, or ethnicity.
- Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity other than those approved by the college’s legal counsel and the Coordinating Board to comply with a court order or state or federal law.
- Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation unless the training was developed by an attorney and approved by the college’s legal counsel and Coordinating Board to comply with a court order or state or federal law.

### **1.3 What are “differential treatment” and “special benefits” under the law?**

Section 51.3525 does not define these terms. Under long-standing principles developed under discrimination law, differential treatment occurs when *similarly situated persons* are treated differently – more favorably or less favorably – because of their identification with a particular classification, such as their race. A “special benefit” is a privilege, opportunity, or term of employment that is granted to a particular person or group because of their identification with a particular classification.

Section 51.3525 is not implicated when a person receives a benefit that is generally available to others on an equal basis. For example, if a college allows employees to reserve a conference room for an after-work gathering, employees may continue to receive this benefit. Denying this benefit to some employees based on their race, ethnicity, or other protected classification could constitute unlawful discrimination.

### **1.4 Section 51.3525 prohibits DEI activities “except as required by federal law.” What federal laws apply?**

Numerous federal laws govern the operation of the College, including the United States Constitution, federal statutes, federal regulations, and rulings from federal courts. When a state law conflicts with a federal law, federal law will take precedence over the conflicting state law. A complete list of relevant federal laws is beyond the scope of this guidance. A partial list includes the following:



- *First Amendment to the U.S. Constitution* – Provides for freedom of speech in most contexts. Prohibits discrimination against employees, students, and others based on their viewpoint or their association with other individuals.
- *Fourteenth Amendment to the U.S. Constitution* – Requires equal protection of the law by governmental entities, including public colleges. Individuals must be treated equally under the law. Decisions based on race are subject to strict scrutiny.
- *Title VII of the Civil Rights Act* – Prohibits employment discrimination and harassment on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, and pregnancy.
- *Title VI of the Civil Rights Act* – Prohibits discrimination and harassment against students and others on the basis of their race, color, or national origin.
- *Title IX of the Education Amendments of 1972* – Prohibits discrimination and harassment against students and others on the basis of sex, pregnancy, childbirth, and related conditions. Regulations from the U.S. Department of Education further state that Title IX prohibits discrimination on the basis of sexual orientation and gender identity; however, as of August 1, 2024, these regulations have been challenged in court.

### **1.5 Does Section 51.3525 prohibit an employee from engaging in DEI activities on their own time?**

No. Section 51.3525 is concerned with work-related activities and use of work-related resources. The law does not restrict faculty members and other employees who choose to participate in DEI activities on their own time, such as attending an advocacy event or publishing an article.

Public employees have a First Amendment right to freedom of expression that protects an individual's speech as a private citizen on matters of public concern. As a general matter, an institution may not discipline employees for their private off-duty speech unless the speech substantially disrupts college operations or impairs the efficiency of college operations.

### **1.6 Does Section 51.3525 prohibit an employee from accessing and utilizing professional development materials, including DEI-related materials, from the College's on-line learning management system?**

Generally, no. As discussed below (Section 6.2), the College acquires library and professional development resources (or makes them available on-line) to serve each discipline taught on campus and to meet the professional development needs of faculty in discharging their teaching responsibilities. The library of professional developmental materials covers a multitude of topics. In light of their academic responsibilities, faculty may continue to access all resources available in the on-line professional development library.

## 2

**THE LAW IDENTIFIES SEVERAL EXCEPTIONS. WHAT ARE THEY?**

The law contains several exceptions. When an exception applies, employees may engage in DEI activities without violating Section 51.3525.

**2.1 Academic Course Instruction**

The law does not restrict “academic course instruction.” Institutions and faculty retain the freedom to decide how to teach the required curriculum in the classroom, clinical programs, seminars, and other instructional settings. Classroom discussions, assignments, and readings may address race, sex, national origin, gender identity, and sexual orientation without violating Section 51.3525. Although Section 51.3525 does not apply, under College policy, information presented during academic course instruction must relate to the subject being taught, and faculty must maintain respect for students and for students as learners.<sup>1</sup> Faculty must strive to be accurate, exercise appropriate restraint, and show respect for others expressing different opinions.

**2.1.1 May faculty invite a guest speaker to a class to discuss a DEI-related topic?**

Yes, when related to the subject matter of the course.

**2.1.2 May a faculty member award extra credit points to students if they attend a DEI-related activity?**

Yes, if related to the subject matter of the course and if the activity is the type for which extra credit typically is available.

**2.1.3 May students challenge material assigned by faculty in a course?**

Because Section 51.3525 exempts academic course instruction, this particular law provides no basis for students to challenge a faculty member’s academic decisions, including the assignment of reading materials. Generally speaking, the College’s academic freedom policy recognizes the right of faculty to select reading material germane to the course being taught. The College, however, does maintain complaint procedures that permit students to file a complaint alleging discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity, pregnancy, disability, religion, and veteran’s status. If a faculty member subjects students to discrimination or harassment because of their race, sexual orientation, or other protected status, a student may file a complaint which will be reviewed to ensure compliance with federal law.<sup>2</sup>

**2.2 Scholarly Research and Creative Works**

<sup>1</sup> SJC Procedure V-5003.A.a, *Academic Freedom*.

<sup>2</sup> See generally U.S. Dep’t of Education, Office for Civil Rights, RACE AND SCHOOL PROGRAMMING (August 2023), available at <https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20230824.pdf>.

Section 51.3525 does not restrict scholarly research or creative works. The law does not define these terms. However, consistent with the common usage of these terms, the exception for scholarly research reasonably encompasses the following:

- Research conducted by faculty and by students assisting faculty within the faculty's field/discipline.
- Grant applications to support scholarly research.
- Faculty publications summarizing the faculty member's research.
- Public presentation of scholarly research.

The exception for creative works includes academic work product (such as a book), a musical composition or theater production, a painting, and publications or proposals reflecting ideas, analysis, or interpretation.

## 2.3 Student Organizations

The law excludes activities of registered or recognized student organizations. The law does not define "activity," but the ordinary and common meaning of the term "activity" indicates all activities and functions organized by a student group, such as meetings, fundraising, and special programs.

Section 51.3525 does not prohibit identity-based affinity organizations for students, such as a group focused on Hispanic students or LGBTQ issues. Student organizations may sponsor programs with DEI content.

Under College policy, the membership of all registered student organizations must be open to all students.

### 2.3.1 May the College provide funding to an identity-based student organization?

Yes, so long as the student organization is being treated as any other registered student organization. The College must provide resources, benefits, and support to registered student organizations in a non-discriminatory manner. An identity-based affinity group is entitled to the same benefits as groups that are not based on identity. Providing support on a neutral basis does not constitute a special benefit.

Failing to provide benefits and support to similarly situated organizations could constitute unlawful discrimination in violation of federal law. It also may violate Section 51.9315 of the Texas Education Code, which prohibits an institution from taking action against, or denying a generally available benefit to, a student organization based on the organization's academic, political, religious, ideological, or philosophical views or the group's expressive activities.

Section 51.9315(a) defines a "benefit" to a student organization to include (i) use of college facilities, (ii) use of channels of communications controlled by the college (*e.g.*, a

bulletin board), and (iii) access to funding sources made generally available to student organizations.

Academic departments may not co-sponsor identity-based programs with student organizations when the program promotes or provides differential treatment or special benefits based on race, color, or ethnicity. Departments also may not sponsor a program or activity “designed or implemented” in reference to race, color, ethnicity, gender identity, or sexual orientation. Individual employees on their own time in their personal capacity may speak at an event sponsored by a student organization.

### **2.3.2 May a College employee serve as an advisor to a registered student organization?**

Yes, so long as the student organization is treated as any other student organization. When an institution’s policies require that all registered student organizations have an advisor, then the institution must apply its policies consistently to all registered student organizations. As stated above (Section 2.3.1), providing support on a neutral basis does not constitute a special benefit.

### **2.3.3 May an academic department such as the history department co-sponsor a women’s history speaker during Women’s History Month?**

Yes. Section 51.3525 does not prohibit educational programs that focus on sex. In addition, the guest speaker exception would permit the history department to invite a guest speaker to give a presentation during Women’s History Month. The guest speaker exception is discussed in Section 2.4 below. The program must be open to all persons regardless of gender.

## **2.4 Guest Speakers and Performers on a Short-Term Engagement**

The DEI restrictions in Section 51.3525 do not apply to guest speakers or performers on a short-term engagement. Guest speakers and performers on short-term engagement may speak on campus subject to the College’s regular policies and procedures. For example, the law is not violated if a guest commencement speaker discusses a DEI-related topic or if a guest speaker speaks to a class at the invitation of a faculty member. A guest speaker in a class also would be covered by the academic instruction exception. Employees of the College are not “guest speakers” under the law.

## **2.5 Data Collection**

Section 51.3525 does not apply to data collection, such as collecting demographic data showing retention and drop-out rates among certain populations. Data collection also may be covered by other exceptions, including exceptions for scholarly research and student recruitment. In addition, Section 51.3525(j) specifically requires institutions and the Texas Higher Education Coordinating Board to conduct a study of the impact of the new law. The study must examine data showing rates of student applications, acceptance, matriculation, retention, graduation, and grade point average, disaggregated by race, sex, and ethnicity. Institutions must collect this data and transmit to the Coordinating Board.

## 2.6 Student Recruitment and Admissions

Section 51.3525 does not apply to student recruitment and admissions such as outreach activities. This exception also reasonably encompasses training of employees who are involved in recruiting and admissions, such as training recruiters on cultural competencies that will assist them in performing their duties. The content of such training programs must be reviewed by the relevant College leaders to ensure compliance with Section 51.3525 and avoid inadvertently violating the prohibition on mandatory DEI training.

In addition, although Section 51.3525 does not restrict student recruitment and admissions, certain federal laws do affect these activities and may restrict recruiting activities that are open only to students of a particular race, national origin, or other protected class. Therefore, it remains essential to seek guidance from College leaders when designing, implementing, or funding recruiting activities that are aimed at a population based on race, national origin, sex, or other protected class.

## 2.7 Policies and Programs to Enhance Student Achievement

Section 51.3525 does not prohibit policies and programs to enhance student achievement and post-graduate outcomes that are designed and implemented without regard to race, sex, color, or ethnicity. Nothing in the statute prohibits a retention program aimed at low-income students who are the first in their family to attend college. Nor does it prohibit training employees on how to recognize or assist students who are low-income or are at risk of dropping out. Programs and activities that assist students in securing internships and career opportunities are permissible. Programs and activities must be implemented on a non-discriminatory basis.

### 3

## GRANTS AND ACCREDITATION

Section 51.3525 states that it does not limit or prohibit institutions or their employees, in the context of applying for grants or responding to accreditation organizations, from making statements that highlight the institution's work in supporting first-generation students, low-income students, or underserved student populations. Section 51.3525 also does not prohibit an institution from certifying compliance with state and federal anti-discrimination laws.

Under the language described above, Section 51.3525 would not prohibit the College from responding to a grant application by providing factual information such as statistical demographic data describing underserved student populations. Nor does this provision apply to grant proposals directly related to scholarly research, which is a separate exception under the law (see Section 2.2 above).

### 3.1 May the College apply for a grant that requires performance of DEI-related work?

When preparing an application for a grant, personnel must evaluate the purpose and requirements of each grant and determine whether the College is able to fulfill the requirements of the grant consistent with the College's obligations under Section 51.3525. For example, if a grant proposal directly relates to an exception, such as student recruitment, then the DEI restrictions would not apply.

The College may continue to apply for a variety of grants. However, College leaders must evaluate the purpose and requirements of each grant. The content of a grant application could be affected Section 51.3525. Grant applications should focus on how the College is able to fulfill the requirements of the grant, consistent with its obligations under Section 51.3525.

### 3.2 May the College continue to participate in a grant – awarded prior to the effective date of Senate Bill 17 – that requires the performance of DEI-related work?

Section 51.3525 generally does not impair or change pre-existing grants and contracts; however, all existing grants should be reviewed by the relevant College leaders to ensure compliance with the law. Under Texas law, a statute is presumed to be prospective unless expressly made retroactive.<sup>3</sup> Because the effective date of Senate Bill 17 is January 1, 2024, and because the bill contains no retroactivity language, it presumptively does not impair or affect pre-existing contracts, including grants in progress. TEXAS CONST., § 16, Art. III.

At this time, no court has ruled one way or the other whether an institution may continue to participate in a pre-existing, DEI-related grant after January 1, 2024. For this reason, institutions must proceed cautiously. College leaders should carefully evaluate the facts and circumstances surrounding each specific grant, including (i) whether the terms of the grant require activities that would violate Section 51.3525 and (ii) whether the grant activities fall under an exception, such as the exception for student recruitment.

If the grant is a federal grant, then the Education Department General Administrative Regulations (EDGAR) also must be considered.<sup>4</sup> Federal regulations state that grants must be administered “in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination.”<sup>5</sup> As discussed above (Section 1.4), Senate Bill 17 prohibits DEI activities “*except as required by federal law.*” Based on the federal law exception, complying with an on-going federal grant presumptively does not violate Senate Bill 17.

Due to the unavailability of court guidance on this question, grant administrators should consult with College leaders and legal counsel on whether continued participation in

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<sup>3</sup> TEXAS GOV'T CODE, § 311.022.

<sup>4</sup> The EDGAR regulations are available at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

<sup>5</sup> 2 C.F.R. § 200.300, Appendix II; 34 C.F.R. § 75.500(a) & (b).

a grant is permissible and whether other alternatives would be possible, such as asking the grantor about modification of the grant terms or phasing out the grant.

### 3.3 What does “underserved” population mean in Senate Bill 17?

The statute does not define “underserved” or associated terms such as “low income” or “first generation.” In related contexts, the term “underserved” has been used to describe historical data and trends across communities and populations and how these populations access resources. “Underserved” generally refers to challenges and barriers that impact access to resources, college readiness, and retention. Barriers can be financial, educational, geographic, or related to inadequate housing, transportation, or lack of language proficiency.

### 3.4 Because the College’s student population is 65% Hispanic, may Hispanic students be considered an underserved student population?

As discussed above (Section 3.3), the statute does not define “underserved.” Although Hispanic students are not underrepresented at SJC, current enrollment figures and whether a population is underserved are different concepts. To evaluate whether Hispanics are underserved as a population in the community, the College must consider different data points, including current and past rates of enrollment, retention, credentials awarded, and community demographics.

## 4

## EMPLOYMENT PRACTICES

### 4.1 May the College engage in activities to seek a diverse pool of candidates for a job opening?

Under federal law, the College must make employment decisions without regard to race, sex, color, national origin, sexual orientation, gender identity, disability, religion, or other protected classifications. Senate Bill 17 states that hiring processes must be “color-blind and sex-neutral” and must comply with state and federal anti-discrimination laws. However, neither federal law nor Section 51.3525 prohibits a college from seeking to recruit a diverse pool of candidates by widely disseminating job vacancy notices and engaging in outreach efforts. The College may send notices to a wide variety of publications, Internet job sites, job fairs, and other institutions.

### 4.2 Does the law prohibit a job posting that requires foreign language proficiency or that requires experience working with low-income students and underserved student populations?

A job posting may reference language ability or experience working with certain populations if the experience is job-related.



#### **4.3 May interview committees ask candidates about their experience working with low-income students, first-generation students, and students from underserved populations?**

An interview committee may ask job-related questions, including questions about the candidate's experience working with low-income students, first-generation students, and students from underserved populations. Questions should be phrased broadly, such as asking about the candidate's experience working with students from different backgrounds. However, if the questions are not related to the position for which the candidate is applying, these types of questions should not be asked.

#### **4.4 May the College provide training to interview committees and other decision-makers?**

Section 51.3525 requires that hiring processes and employment practices be "color-blind and sex-neutral" and comply with state and federal anti-discrimination laws. Numerous state and federal law address discrimination, including Title VII (see Section 1.4), the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Texas Labor Code. To ensure that interview committees and other decision-makers comply with these laws, it is necessary to provide training consistent with Section 51.3525. See also Section 5.5 below.

#### **4.5 Under what circumstances may our department consider race, sex, or national origin as a "plus factor" in the hiring process?**

Section 51.3525 specifically prohibits giving preference to any applicant based on race, sex, color, or national origin.

#### **4.6 What happens if an employment candidate voluntarily submits a written DEI statement or conveys support for DEI during a job interview?**

If a candidate provides an unsolicited DEI statement, the committee or decision-maker may not give preferential treatment to the candidate because of the candidate's support of DEI. Nor may the committee or decision-maker treat the DEI statement as a negative factor.

#### **4.7 Does Section 51.3525 require the College to terminate an employee who inadvertently violates the law?**

Section 51.3525 requires that the college adopt policies and procedures that provide for discipline and termination of employees and contractors who violate the law. In the event of a suspected violation, the College will consider the facts and circumstances in deciding whether discipline or dismissal are appropriate. Facts and circumstances would include whether the violation was inadvertent or intentional and whether there were repeated violations.



#### **4.8 How will the College handle complaints about harassment and discrimination that are based on race, color, ethnicity, and sex?**

The College will continue to handle employee complaints in accordance with College policies and procedures. These policies and procedures implement federal law, including Title VII, Title IX, and Title VI. The College is obligated to evaluate reported violations and to take reasonable corrective action if a violation is found. Complying with federal law is an exception to Section 51.3525. The statute does not prohibit investigations undertaken to comply with federal law.

#### **4.9 Can the College require an employee to perform tasks related to a DEI-related activity, such as requiring a staff member to help coordinate the visit of a guest speaker who will speak on a DEI-related topic?**

Yes. The law states that the College may not hire someone for the *purpose* of performing DEI activities (e.g., promoting or providing differential treatment or special benefits to people on the basis of their race, color, or ethnicity). This prohibition is not violated by assigning an employee a task within the scope of their regular duties. If an employee is responsible for managing audio-visual equipment, the employee can perform this task for any activity at the College, including one with permissible DEI content, such as a presentation by a guest speaker.

## **5**

### **TRAININGS, CONFERENCES, AND HERITAGE ACTIVITIES**

#### **5.1 Does Section 51.3525 prohibit cultural awareness and historical programs such as Black History Month or Hispanic Heritage Month?**

The U.S. Congress and Texas Legislature have a long history of recognizing, commemorating, and celebrating American history. A consensus of institutions has concluded that the law does not prohibit an institution of higher education from participating in official state and federal holidays or recognizing historical events that are culturally significant to the community. And since the effective date of Senate Bill 17, no court or the Texas Attorney General has opined that such activities are prohibited. Such activities, including those sponsored by an academic department, should be designed and implemented with this historical and educational purpose in mind. For example, a panel of faculty presenting historical information would be permissible. No program or activity may promote or provide differential treatment or special benefits based on race, color, or ethnicity. No program may exclude persons based on race, color, ethnicity, or any other covered identity. Activities must be open to all individuals who wish to attend, and attendance may not be compelled.

Student organizations also may sponsor events relating to Black History Month and similar holidays or celebrations, including events that promote DEI. Student organizations are exempt from the DEI restrictions in Section 51.3525.

An academic department may co-sponsor a Black History Month activity with a student organization if the activity is designed and implemented as an educational and

historical activity. If the activity promotes or provides differential treatment or special benefits based on race, color, or ethnicity, then an academic department may not co-sponsor the activity with the student organization.

Finally, educational events may feature a guest speaker. Guest speakers are exempt from the DEI-prohibition in Section 51.3525.

## **5.2 If an employee is found responsible for engaging in racial discrimination or harassment, may the College require that the employee attend training on these subjects?**

Yes. If the College determines that an employee's conduct has violated a federal law such as Title VII or Title VI, the College must take reasonable corrective action, which in many instances will include completion of a training program to assist the individual in understanding and complying with the College's policies and complying with these legal requirements.

## **5.3 If an employee is found responsible for engaging in discrimination or harassment on the basis of a person's sexual orientation, may the College require the employee or student to attend training?**

Yes. The College must comply with federal law, which is an exception to the restrictions in Section 51.3525. Title VII prohibits discrimination on the basis of sex, which encompasses sexual orientation and gender identity.<sup>6</sup> Similarly, regulations from the U.S. Department of Education state that the prohibition on sex discrimination in Title IX includes sexual orientation and gender identity. Under Title IX, institutions must apply harassment grievance procedures without regard to a person's sex, sexual orientation, or gender identity.<sup>7</sup> If the College determines that an employee's conduct has violated applicable law, the College must take reasonable corrective action, which could include assignment of training to assist the individual in understanding and complying with the College's policies.

As of August 2024, there is litigation regarding new Title IX regulations relating to sexual orientation and gender identity. Employees with questions about the status or impact of this litigation should reach out to the administrators identified in Section 7.0 below.

## **5.4 Section 51.3525 states that an institution cannot require DEI training in reference to race, color, ethnicity, gender identity, or sexual orientation except under certain circumstances. Under what circumstances can mandatory training address these subjects?**

Section 51.3525 states that training may be required when the program is developed by an attorney and approved by the institution's legal counsel and the Texas Higher

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<sup>6</sup> *Bostock v. Clayton County, Ga.*, 590 U.S. 644 (2020); *Tarrant County College District v. Sims*, 621 S.W.3d 323, 328-329 (Tex. App. – Fort Worth 2021, no pet.).

<sup>7</sup> See 85 Fed. Reg. 30026, 30064, 30177-78 (May 20, 2020).

Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

### **5.5 Does the prohibition on DEI trainings apply to training programs on Title IX or annual equal employment opportunity trainings?**

The prohibition on DEI trainings in Section 51.3525 does not restrict basic equal employment opportunity training and Title VII and Title IX compliance training that is designed and implemented to educate employees on prohibited acts and reporting procedures relating to discrimination.<sup>8</sup>

### **5.6 May the College pay the expenses for an employee to attend a conference or scholarship luncheon sponsored by an identity-based organization such as an association of Hispanic educators?**

Generally, yes. The prohibitions in Section 51.3525 are not violated by a policy or procedure that allows employees to participate in off-campus conferences, such as a professional development conference, and to receive reimbursement in accordance with a neutral and non-discriminatory policy regarding professional development and academic conferences. Approval should be based on neutral criteria that do not consider DEI as a factor, and the evaluation should consider the primary purpose of the activity. Attendance at such conferences must be voluntary, and employees who elect to attend such conferences may not be treated more favorably or less favorably than faculty who do not elect to attend such conferences.

### **5.7 May the College have sports teams separated by sex or host a program that is focused on women, such as a program on women in science?**

Programs and activities designed for women or men that are otherwise lawfully implemented remain permissible. Such programs must comply with existing state and federal discrimination laws. An example of a permissible program is men's and women's athletics. Other types of activities, such as a program discussing women in STEM, must allow participation by both men and women as attendees and speakers.

### **5.8 May the College sponsor or host an activity that is focused on race or ethnicity, such as an activity focused on Black engineers?**

Activities and programs specifically designed or implemented in reference to race, color, ethnicity, sexual orientation, or gender identity generally are not allowed unless they

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<sup>8</sup> See generally TEXAS LABOR CODE § 21.010 (mandatory training on employment discrimination policies); 40 TEXAS ADMIN. CODE § 819.24 (subjects of mandatory training, including identification of protected classes under federal law); TEXAS EDUC. CODE § 51.282 (requiring a comprehensive prevention and outreach program on sexual harassment, sexual assault, dating violence, and stalking); 34 C.F.R. § 106.45 (2020) (describing Title IX grievance process); EEOC, "Enforcement Guidance on Harassment in the Workplace" (April 29, 2024), [www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace](https://www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace) (describing effective training under Title VII).

fit within an exception in the law. The substance of the program – and not the title of the program – is paramount. Whether a program violates Section 51.3525 will depend on the facts and circumstances relating to the program. The College will need to evaluate whether the proposed program provides preferential treatment or a special benefit or detriment based on race, color, ethnicity, sexual orientation, or gender identity, including whether the program excludes individuals based on a protected classification.

### **5.9 May the College allow an external organization to rent a campus auditorium to hold a DEI-related conference?**

When an institution has policies and procedures that permit rental of college facilities by community or external organizations, the institution does not violate Section 51.3525 by renting a facility in accordance with those policies and procedures. If the institution denies a rental application based on the organization’s DEI viewpoint or the identity of its members, such exclusion could violate the First Amendment. However, if such an event is held, the institution should exercise caution and avoid action that could give the appearance of college sponsorship. In addition, employees may choose to attend the activity but must do so on their own time.

### **5.10 May a supervisor or leader use the “guest speaker” exception to provide a mandatory DEI training?**

No. The College may not engage or invite a contractor for the purpose of providing mandatory DEI training.

### **5.11 May the College pay dues to various chambers of commerce and community organizations tied to a specific demographic group? May employees serve on the boards of these organizations?**

Participation may be allowed provided the College is allowed to select its own participants (using neutral criteria) and provided there is no requirement for the College or its participants to submit a DEI statement. Additional factors to consider are (i) the nature/mission of the organization, (ii) whether the organization excludes individuals or members based on race, color, or ethnicity, (iii) the reasons for the College’s participation, (iv) the role of the College if it becomes a member and the public purpose to be served, and (v) whether all College employees are eligible to participate or attend regardless of their race, color, or ethnicity. In addition to complying with Senate Bill 17, the College must ensure that the expenditure of public funds serves a public purpose and that the College will receive a return benefit for its expenditure as required by other Texas law.

Employees may continue to serve as board members of external organizations on their own time. Whether the employee may participate on College time and whether the College may pay the employee’s expenses will depend on the facts and circumstances. College leaders must evaluate whether the employee’s participation constitutes an impermissible special benefit or preferential treatment under Section 51.3525. See also Section 5.6 above.



## MISCELLANEOUS

### **6.1 May a faculty member write a letter of recommendation for a student who is applying for a scholarship, internship, or job with a DEI-related organization?**

Yes, so long as the faculty member does not deny requests from students who are applying to non-DEI-related organizations.

### **6.2 May the College purchase textbooks, literature, and/or professional development materials for check-out at the library even if they contain DEI content?**

San Jacinto College is committed to maintaining an educational community founded on the free and open exchange of ideas. *See* SJC Policy V.5003.A, *Academic Freedom*. Faculty and students may pursue scholarly inquiry without undue restriction and explore the marketplace of ideas. This includes library acquisitions that address different perspectives on an issue. The College's library collection policy governs the procedures to develop, with faculty assistance, a collection that serves each discipline taught on the campuses and meets the need of students in their academic studies. *See* SJC Policy III.3002.A and Procedure III.3002.A.a, *Library Collection Development*.

So long as the College does not prefer collections based on race, sex, color, ethnicity, and national origin or acquire materials for the purpose of providing prohibited DEI training, the College may continue to acquire a wide variety of materials in service of its educational mission. Some materials also may fall within exceptions to Section 51.3525, including the academic course instruction exception (*e.g.*, library materials to be used by students for class assignments). In addition, in light of their academic responsibilities, faculty may continue to access all resources available in the on-line professional development library to develop their knowledge and skills. The library of professional development materials necessarily covers multiple topics, including modules with DEI content.

### **6.3 May the College post DEI activities on the College website, social media sites, bulletin boards, and calendars?**

Yes, in most circumstances. For example, if an activity falls within a Senate Bill 17 exception, such as a guest lecture or student recruitment activity, then the College may reference the activity on its calendar. If the College allows employees and students to have access to college communication sites to promote organizational activities, access must be provided in a neutral and non-discriminatory basis. For example, if the College regularly features links to student organizations or maintains a calendar of student organization activities, it may post a student organization's DEI activities in addition to non-DEI activities. Denying student access based on viewpoint, race, or other protected class could

violate federal law and Section 51.9315(a) of the Texas Education Code. As discussed above (Section 2.3.1), all registered student organizations are entitled to equal benefits.

#### **6.4 Does Section 51.3525 prohibit an employee or student from specifying their preferred pronouns or preferred name on a name tag or email address?**

Section 51.3525 neither prohibits nor requires an employee or student to specify their preferred pronouns or preferred name.

#### **6.5 May the College administer scholarships that are restricted to individuals of a particular race, ethnicity, national origin, or other protected class?**

Administering a scholarship that excludes applicants or recipients based on their race, color, ethnicity, or national origin likely will violate Section 51.3525 and also federal law. *See generally* 34 C.F.R. § 100.3(b)(1) and 100.3(b)(2). Scholarships with these types of restrictions should be reviewed by legal counsel to ensure compliance with all applicable laws.

## **7**

## **Campus Resources for Further Information**

Employees and students with questions about this guidance or Section 51.3525 of the Texas Education Code may contact the following individuals:

Allatia Harris  
VICE CHANCELLOR, STRATEGIC INITIATIVES  
Email: [Allatia.Harris@sjcd.edu](mailto:Allatia.Harris@sjcd.edu)  
Phone: 281-459-7140

Sandra Ramirez  
VICE CHANCELLOR, HUMAN RESOURCES  
Address: 4624 Fairmont Parkway Pasadena, Texas 77504  
Email: [Sandra.Ramirez@sjcd.edu](mailto:Sandra.Ramirez@sjcd.edu)  
Phone: 281-991-2648

Published January 2024  
Updated August 2, 2024

**Action Item “XVI”**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Memorandum of Understanding with**  
**Grace Christian Academy for Dual Credit**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

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

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

**IMPACT OF THIS ACTION**

Approval of this MOU will allow the College and Grace Christian Academy to begin their dual credit partnership.

**BUDGET INFORMATION**

All elements related to operation of the Dual Credit programs are contained within the existing 2024- 2025 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through July 1, 2027.

**ATTACHMENTS**

Attachment 1 - Draft MOU

**RESOURCE PERSONNEL**

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





This Memorandum of Understanding (“Agreement”) is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas (“SJCCD” or “College”) and **Grace Christian Academy**, a private school established by law and political subdivision of the State of Texas (“Grace Christian Academy” or “Academy” or “School”) as of the effective date **July 1, 2024** (“Effective Date”). Individually, SJCCD or **Grace Christian Academy** shall be referred to herein as “Party” and collectively, as “Parties.”

The Parties agree to the following:

#### **I. TERM**

This Agreement shall commence on the Effective Date and expire on **July 1, 2027** (“Expiration Date”) unless terminated earlier as set forth herein and conditioned upon any approvals required by the Texas Education Agency (“TEA”) and the Texas Higher Education Coordinating Board (“THECB”). As used herein, the term “Term” shall mean the time period between the Effective Date and the Expiration Date.

#### **II. WEBSITE**

Both Parties agree to post a copy of this Agreement on their respective internet websites under Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 for dual credit partnerships between public school districts and Texas public institutions of higher education.

#### **III. OVERVIEW**

The College is committed to serving the students and communities of the greater Houston area through collaborative work with schools in the College’s service area. A major initiative promoting a college-going and college-graduation culture is the partnership between **Grace Christian Academy** and San Jacinto Community College District to establish a dual credit program. This dual credit program complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students. The term ‘partnership’ as used in this Agreement refers to the dual credit partnerships as described in 19 Texas Administrative Code, Chapter 4, Subchapters D and G and 19 Texas Administrative Code, Chapter 9, Subchapter H. The applicable statutes and the foregoing regulations authorize Texas public institutions of higher education (as defined in Texas Education Code § 61.003, which includes community colleges) to enter into agreements with secondary schools to offer courses that



grant credit toward the student's high school curriculum requirements and college-level credit. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the Parties for the establishment of a dual credit program with courses offered on the South campus of SJCCD.

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

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

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

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

For more information on the School's non-discrimination policy see School Board Policy in Appendix D.

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

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

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

Both Parties agree to perform their respective obligations and operate the Dual Credit program in compliance with all applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the United States Constitution; the Texas Constitution, the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008; the Age Discrimination Act of 1975; Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq; United States Department of Education requirements; the Texas Education Code, including, without limitation, Sections 28.009, 29.081, 29.908, 130.008, and other provisions governing early college high school programs and dual credit programs,

high school and college course requirements and credit, grading, graduation requirements, and credentialing; Chapter 22 (Subchapter B as its relates to immunity and Subchapter C as related to criminal history background checks for services provided on a School district campus); Chapter 39 (accountability); the Texas Government Code, to the extent it applies to the subject matter of this Agreement, including, without limitation Chapter 551 (Open Meetings), Chapter 552 (Public Records), Chapter 573 (Nepotism), and the Chapter 2251 ("Prompt Pay Act"); Texas Labor Code; the record retention laws and conflicts of interest laws under the Texas Local Government Code; Texas Local Government Code, Chapter 271, Subchapter I; Title 19 of the Texas Administrative Code, including without limitation, Chapter 4, Subchapters D and G, and Chapter 9, Subchapter H, Section 102.109 (early college high schools), and Section 129.1027 (optional flexible school days); all TEA and THECB regulations, guidelines, program assurances, and blueprint applicable to early college high school and dual credit programs, courses and coursework, and personnel, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual ("LDACGM") and the Workforce Education Course Manual ("WECM"); requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations to the extent applicable to the delivery of services under this Agreement; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

## **VI. PURPOSE**

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

## **VII. ELIGIBLE COURSES**

- a) Any courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB, or a foreign language course.
- b) Courses offered for dual credit by SJCCD to the School will be in Certificate of Technology or Associate Degree programs.
- c) Prior to the commencement of the classes, the College and the School will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed. The final course equivalency crosswalk ("Crosswalk") will be attached to this Agreement as Appendix B and incorporated herein.
- d) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- e) Specific course offerings for the Program will be determined collaboratively between SJCCD and

the School.

- f) Developmental and remedial courses are not offered for dual credit.
- g) The College and the School agree that SJCCD policies and practices regulating dual credit courses will be followed.
- h) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.

#### **VIII. STUDENT ELIGIBILITY REQUIREMENTS**

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

#### **IX. LOCATION OF CLASSES**

The location of the dual credit Program courses will be held at the College's campus, high school campus, or an approved instructional site per SACSCOC standards. The College will comply with Applicable Law for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the SJCCD campus(es). For college classes taught at or on School facilities, the School shall be responsible for maintenance and operation at those facilities. Students must comply with all SJCCD policies, rules, and regulations relating to conduct while on College property.

#### **X. TRANSPORTATION**

SJCCD will not provide student transportation. Students are responsible for their own transportation. Students are required to attend classes at the College on days that constitute holidays or days off for the School when the College is open and operating classes. Students are required to ensure arrival at the College's campus early enough to be on time for class.

If required and deemed necessary, the School will provide students with appropriate transportation under State law and School rules and procedures. If the School sponsors student transportation, the District agrees to schedule appropriate transportation to ensure arrival at the College's campus early enough to allow students to be on time for class.

#### **XI. STUDENT COMPOSITION OF CLASS**

Dual credit students attending classes on an SJCCD campus will be in classes with students from the general College population.

#### **XII. FACULTY SELECTION, SUPERVISION, COMPENSATION, AND EVALUATION**

- a) The College shall select, hire, supervise, and evaluate all instructors of dual credit courses offered by the College, according to College and departmental policies and procedures. These instructors must meet the minimum requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.
- b) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the Dual Credit Director and the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- c) The School will designate a specific School official that is certified as a Title IX Investigator to serve as the authorized liaison for San Jacinto College Office of Human Resources. The School official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.
- d) The College shall be responsible for the payment of the salary, benefits, and employment taxes of its employees performing services for or at the high school.
- e) Each Party shall provide professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees. Additionally, professional development for cross-over learning and collaboration will be planned and implemented by the School and the SJCCD Liaison when appropriate.

#### **XIII. COURSE CURRICULUM, INSTRUCTION, AND GRADING**

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

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

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and School officials will not interfere with the faculty member's responsibility for assigning grades in the college-level course. Any grade appeals will be conducted in accordance with applicable SJCCD policies and procedures.
- f) Final grades shall be submitted by the College to the high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. The School is responsible for determining the numerical grade equivalent for their students.
- g) Students or the School will be responsible for their own textbooks, equipment, and supplemental materials required for classes. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

#### **XIV. ATTENDANCE / CALENDAR**

- a) Dual Credit classes will align with the College Academic Calendar including SJCCD student holidays. Dual Credit students are required to attend classes at the College on days that constitute holidays or days off or emergency closures for the School when the College is open and operating classes. Exceptions may be arranged through collaboration between the College and the School. When the requested exception involves the final exam schedule for long semester classes, the College Department Chair and Division Dean must be involved in and approve the decision.
- b) College courses and exams should take reasonable priority over School activities. Dual Credit students are responsible for notifying their college instructor if they are missing any classes and

must follow course policies on the syllabus concerning attendance.

- c) No changes will be made to the SJCCD scheduled course start and end times established for the semester. SJCCD class times must meet established State requirements for instructional minutes. SJCCD faculty members are not authorized to change the start and end times of their classes to meet the scheduling needs of the School.
- d) Students must report regularly and promptly to courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- e) The Parties shall comply with Applicable Law in crediting attendance in the Program courses.
- f) All high school students are required to participate in required state, national and federal assessments administered by the School. SJCCD agrees to make reasonable accommodations in course scheduling and attendance so that students are not penalized in their college credit courses for their participation in the required state, national and federal assessments. The School shall notify SJCCD promptly of the testing and assessment schedule prior to the start of the affected term.

#### **XV. WITHDRAWAL FROM COLLEGE COURSES**

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

#### **XVI. TRANSCRIPTION OF CREDIT**

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

#### **XVII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS**

- a) The College and the School agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and School for students in the dual credit Program without the consent of either the parents or the student.
- b) Data obtained will be used solely for the purposes described in the Agreement. The College and the School will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student

information in contravention of FERPA. Both Parties agree not to share information with third parties unless authorized to do so by Applicable Law. While in possession of protected student data, the College and the School shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.

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

#### **XVIII. ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES**

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

and need for accommodations. Students needing accommodations for SJCCD courses must meet with the Accessibility Services office. If the class is taught at SJCCD, the College will be responsible for providing the classroom accommodation and the SJCCD Accessibility Counselor will coordinate class accommodations with the School's high school counselor responsible for determining accommodations. If the class is taught by a member of the School faculty or at the School high school, the School's high school will be responsible for providing the classroom accommodations.

- g) The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, costs, and resources. Sessions are available throughout the academic year upon request by the School. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the Program on the College's dual credit website.
- h) Tools to assist counselors, students, and families in selecting endorsements offered by the School and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the School's website and the SJCCD Dual Credit web page.

#### **XIX. STUDENT CONDUCT**

- a) Students enrolled in the dual credit program at SJCCD are required to adhere to both the School and SJCCD policies, procedures, and regulations regarding facilities and equipment usage, and both SJCCD and the School's code of student conduct while at SJCCD facilities. The failure of any student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College and the School, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the Program shall be in conformity with the codes of conduct of the parties. In the event of a conflict between the policies of the School and SJCCD, the Parties will collaborate to resolve any conflict. Any escalating student behavioral concerns or threats made by dual credit students against School or SJCCD properties must be reported to or shared with the Office of Student Rights and Responsibilities or the Dual Credit office in a timely manner so that the College is aware of potential risks and concerns involving SJCCD property and personnel.
- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>.

A student may report a grievance or complaint at the following link:

[https://cm.maxient.com/reportingform.php?SanJacCollege&layout\\_id=0](https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0).

#### **XX. ACCIDENTS/EMERGENCIES**

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



and welfare of a student or students will also follow the provisions of this section. If such an event occurs while the individual is on SJC property or attending an SJC-sponsored event or activity off campus, the response to such incidents will be based on SJC policies, procedures, regulations, and guidelines. If such an event occurs while the individual is not on SJCCD property or attending a School-sponsored event or activity off campus, the response to such incidents will be based on School policies, procedures, regulations, and guidelines. Accordingly, while on SJC property, the policies and procedures of SJC related building use, emergency response, and safety of shall apply, to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

#### **XXI. CONCEALED HANDGUN NOTICE**

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

#### **XXII. FUNDING**

- a) State funding for dual credit courses is available to both the School and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. The remaining tuition and fees will be paid by the student to SJCCD. As of Fall 2023, the current waiver is 75% of tuition and fees.
- c) The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to the School prior to any adjustments to tuition and fees being made. Upon receipt of this notice, the School shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.
- d) The costs for textbooks and/or materials for dual credit courses shall be the responsibility of the student, not SJCCD. The required supplies will be available to students prior to the first day of class and should be purchased prior to classes starting to help facilitate student success.
- e) The student, not SJCCD, will be responsible for costs associated with students re-taking a class including students who re-take classes because of failure or to obtain a higher grade, as well as those who take classes beyond the prescribed Associate degree plan.
- f) The student will be responsible for remission of payment to SJCCD for enrolling in the program including dual credit student tuition, fees, and books/materials as set forth in this agreement.

#### **XXIII. PROGRAM GOALS**

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

the Parties include in the Crosswalk an alignment of endorsements described in Texas Education Code § 28.025 and the courses offered under the Program that apply toward those endorsements.

#### **XXIV. LIABILITY; INSURANCE**

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

#### **XXV. TERMINATION OF AGREEMENT**

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

this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

## XXVI. GENERAL PROVISIONS

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee or agent of SJCCD or Grace Christian Academy, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or Grace Christian Academy. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the dual credit Program and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state in which the Premises are located, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.
- f) Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of SJCCD and the School may teach college courses as adjunct professors of SJCCD, or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither Party shall have control over the other Party with respect to its hours, times, employment, etc.

Executed as of the Effective Date:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

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

**Dr. Brenda Hellyer, Chancellor**

**GRACE CHRISTIAN ACADEMY**

By: \_\_\_\_\_

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

**Marta Wisnoski, Campus Pastor**

**Appendix A**

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

**Program Goals**

STATE DUAL CREDIT GOALS	SJCCD DUAL CREDIT GOALS
<p>Goal 1: The School and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.</p> <p>Measures of Implementation: Examples of items to include in documentation:</p> <ul style="list-style-type: none"> <li>• Collaboration between SCHOOLS and IHE partner(s) to host informational sessions for students and parents on dual credit opportunities, benefits, and cost.</li> <li>• SCHOOL and IHE dual credit webpages reflect the most current dual credit program information including enrollment and fee policies</li> <li>• Hosting dual credit 101 sessions for high school counselors.</li> <li>• Collaboration between SCHOOLS and IHE partner(s) on a marketing campaign.</li> <li>• Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.</li> </ul>	<p>Goal 1: The SJCCD dual credit program’s achievement of enrollment in postsecondary education goal is fully supported by outreach efforts to inform students and parents of the benefits and costs of dual credit are a major part of this goal, as included in the SJCCD Strategic Plan.</p> <p>Measures of Implementation include:</p> <ul style="list-style-type: none"> <li>• Parent Night and Student Presentations</li> <li>• Website and associated College documents updated often to reflect policies, rules, and financial policies.</li> <li>• College staff presentations to SCHOOL School Boards, as requested.</li> <li>• Dual credit director and administrators meet with SCHOOL administrators about dual credit programming.</li> <li>• SJCCD dual credit office creates marketing posters and brochures to disseminate to the SCHOOLS and homeschools.</li> <li>• SJCCD dual credit office maintains a record of visits and activities.</li> </ul>

<p>Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.</p> <p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school.</li> <li>• Time to degree completion.</li> <li>• Semester credit hours to degree.</li> <li>• Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student subpopulation.</li> </ul>	<p>Goal 2: The SJCCD dual credit program’s successful transition to and acceleration through postsecondary education goal is to increase dual credit AA, AS, AAS, or certificate completion as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Goals for both transfer and technical certificate and degree attainment assessed through internal databases, THECB data, and the National Student Clearinghouse data; all data are disaggregated based on race and ethnicity, gender, and age.</li> <li>• Time to degree completion tracked through internal data.</li> </ul>
<p>Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.</p> <p>Metric: Examples of items included in analysis:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school.</li> <li>• Time to degree completion.</li> <li>• Decrease in excess number of semester hours beyond required hours to degree completion.</li> <li>• Analysis of measures in enrollment and degree completion, disaggregated by student sub-population.</li> </ul>	<p>Goal 3: The SJCCD dual credit program will develop an effective bridge between secondary and postsecondary education to increase the number of high school graduates who are college ready, according to the policies of THECB and statute, as included in the SJCCD Strategic Plan.</p> <p>Metric:</p> <ul style="list-style-type: none"> <li>• Student enrollment in postsecondary after high school is tracked through internal databases and THECB data; all data are disaggregated based on race and ethnicity, gender, and age, as well as specific SCHOOL.</li> <li>• Using transcripts and testing, the Dual credit office determines dual credit student college readiness, according to the methodologies set forth in statute and THECB policies.</li> <li>• SJCCD offers online test preparation through the PAA which is available to all dual credit students.</li> <li>• To decrease the excess hours to completion, the Dual credit office creates a program completion plan for each student and maintains these in Degreeworks; dual credit students are tracked according to standard College processes.</li> <li>• SJCCD provides student support services for all dual credit students, as do the SCHOOLS.</li> </ul>

<p>Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.</p> <p>Metric:</p>	<p>Goal 4: The SJCCD goal for dual credit students' performance in college-level coursework is to increase academic and career and technical education course completion, as included in the SJCCD Strategic Plan.</p>
<ul style="list-style-type: none"> <li>• Analysis of performance in subsequent course work.</li> </ul>	<p>Metric:</p> <ul style="list-style-type: none"> <li>• SJCCD analyzes enrollment, completion, and success data of dual credit students by SCHOOL. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.</li> <li>• SJCCD Institutional Research Office creates an SCHOOL portfolio for each SCHOOL with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.</li> </ul>

## **Appendix B**

Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the School. Prior to the commencement of the classes, the College and the School will develop a final course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed.

### **Crosswalk of Grace Christian Academy Courses and SJCCD Courses**



**Appendix C**

**School District Title IX Investigator/Coordinator**

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

District Name:

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High School Name:

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Liaison's Name:

---

Position Title:

---

Contact Phone Number:

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Email:

---

**Appendix D**

**School District Notice of Non-Discrimination**

As stated above, the School provides the following Notice of Non-Discrimination found in the Grace Christian Academy Family Handbook 2023-2024.

GCA Family Handbook

2023 -  
2024

3. Make the student a contributing member of society, realizing a mutual dependency on others and the need to be a servant.
4. Promote an understanding of time as a God-given commodity and the individual responsibility for effective use of it.
5. Show a realistic and Biblical view of life and work and to provide skills for personal relationships and future endeavors.
6. Develop both good and proper attitudes toward marriage and family-life and also to gain the understanding and skills needed to establish God-honoring homes.
7. Promote physical fitness, good health habits and wise use of the body as the temple of God.
8. Impart the Biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory.

**IV. For the Enhancement of the Home Environment of the student, the school desires to**

1. Help the family understand its fundamental role in the education of children.
2. Help the parents understand the school's purpose and program.
3. Assist parents in keeping current with the changing culture and its implications and effects on family-life and children.
4. Aid families in Christian growth and to help them develop God-honoring homes by encouraging regular attendance and involvement in a local church.

**NOTICE OF NON-DISCRIMINATION**

GCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic or other school-administered programs, nor in the hiring of faculty or administrative staff.

**GCA ACCREDITATION, MEMBERSHIPS**

Grace Christian Academy is accredited by the International Christian Accrediting Association (ICAA), COGNIA Worldwide, and the Texas Private School Accreditation Commission.

**ICAA**

The International Christian Accrediting Association first awarded accreditation in 1987. ICAA was developed in a pilot program via the Oral Roberts University Educational Fellowship. As of August 2016, more than 100 elementary/secondary schools were involved at some stage of the ICAA accreditation process.

The purpose of ICAA is to assist in continual improvement for Christian schools that exhibit credibility of performance, integrity and quality. ICAA is both evaluative and educational. In the evaluation process, the Association has established standards and criteria by which it reviews its members and determines their advancement to different

**Action Item “XVII”**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Memorandum of Understanding with**  
**Iman Academy Southeast for Dual Credit**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

Iman Academy Southeast, located at 825 Jetstream Court, Webster TX, 77598, approached San Jacinto College to establish a dual credit program for students from their high school. The dual credit program will offer an opportunity for students to earn college credit by taking academic courses.

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

**IMPACT OF THIS ACTION**

Approval of this MOU will allow the College and Iman Academy Southeast to continue their dual credit partnership.

**BUDGET INFORMATION**

All elements related to operation of the Dual Credit programs are contained within the 2024-2025 budget.

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through July 1, 2027.

**ATTACHMENTS**

Attachment 1 - Draft MOU

**RESOURCE PERSONNEL**

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



This Memorandum of Understanding (“Agreement”) is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas (“SJCCD” or “College”) and the **Iman Academy Southeast**, a private school established by law and political subdivision of the State of Texas (“Iman Academy Southeast” or “District” or “School”) as of the effective date of **August 19, 2024** (“Effective Date”). Individually, SJCCD or **Iman Academy Southeast** shall be referred to herein as “Party” and collectively, as “Parties.”

The Parties agree to the following:

#### I. TERM

This Agreement shall commence on the Effective Date and expire on **August 1, 2027** (“Expiration Date”) unless terminated earlier as set forth herein and conditioned upon any approvals required by the Texas Education Agency (“TEA”) and the Texas Higher Education Coordinating Board (“THECB”). As used herein, the term “Term” shall mean the time period between the Effective Date and the Expiration Date.

#### II. WEBSITE

Both Parties agree to post a copy of this Agreement on their respective internet websites under Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 for dual credit partnerships between public school districts and Texas public institutions of higher education.

#### III. OVERVIEW

The College is committed to serving the students and communities of the greater Houston area through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college-graduation culture is the partnership between **Iman Academy Southeast** and San Jacinto Community College District to establish a dual credit program. This dual credit program complies with Applicable Law (as hereinafter defined), including, without limitation, the laws and regulations set forth by the State of Texas for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students. The term ‘partnership’ as used in this Agreement refers to the dual credit partnerships as described in 19 Texas Administrative Code, Chapter 4, Subchapters D and G and 19 Texas Administrative Code, Chapter 9, Subchapter H. The applicable statutes and the foregoing regulations authorize Texas public institutions of higher education (as defined in Texas Education Code § 61.003, which includes community colleges) to enter into agreements with secondary schools to offer courses that grant credit toward the student’s high school curriculum requirements and college-level credit. The Parties agree to enter into this Agreement for the purpose of setting forth the roles and respective obligations of the

Parties for the establishment of a dual credit program with courses offered on the South campus of SJCCD.

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

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

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

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

For more information on the District non-discrimination policy see, Board Policy [Iman Academy - Islamic Schools in Houston Tx](#).

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

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

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

Both Parties agree to perform their respective obligations and operate the Dual Credit program in compliance with all applicable Federal, State, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, the United States Constitution; the Texas Constitution, the Elementary and Secondary Education Act; the Individuals with Disabilities in Education Act ("IDEA"); the Family Educational Rights and Privacy Act of 1974 ("FERPA"); Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008; the Age Discrimination Act of 1975; Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq; United States Department of Education requirements; the Texas Education Code, including, without limitation, Sections 28.009, 29.081, 29.908, 130.008, and other provisions governing early college high school programs and dual credit programs, high school and college course requirements and credit, grading, graduation requirements, and credentialing; Chapter 22 (Subchapter B as its relates to immunity and Subchapter C as related to criminal history background checks for services provided on a school district campus); Chapter 39 (accountability); the Texas Government Code, to

the extent it applies to the subject matter of this Agreement, including, without limitation Chapter 551 (Open Meetings), Chapter 552 (Public Records), Chapter 573 (Nepotism), and the Chapter 2251 ("Prompt Pay Act"); Texas Labor Code; the record retention laws and conflicts of interest laws under the Texas Local Government Code; Texas Local Government Code, Chapter 271, Subchapter I; Title 19 of the Texas Administrative Code, including without limitation, Chapter 4, Subchapters D and G, and Chapter 9, Subchapter H, Section 102.109 (early college high schools), and Section 129.1027 (optional flexible school days); all TEA and THECB regulations, guidelines, program assurances, and blueprint applicable to early college high school and dual credit programs, courses and coursework, and personnel, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual ("LDACGM") and the Workforce Education Course Manual ("WECM"); requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") applicable to both Parties; any policy statements and guidance issued by TEA and other TEA requirements relating to public schools; any applicable local ordinances, including local building codes and regulations to the extent applicable to the delivery of services under this Agreement; any amendments to or recodification of the aforementioned laws; and the board policies of each of the Parties as they may be applicable to the subject matter of this Agreement (collectively, "Applicable Law").

## **VI. PURPOSE**

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

## **VII. ELIGIBLE COURSES**

- a) Any courses offered for dual credit by SJCCD shall be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the THECB and listed in SJCCD's Core Curriculum, or as college-level workforce education courses in the current edition of Workforce Education Course Manual (WECM) adopted by the THECB, or a foreign language course.
- b) Courses offered for dual credit by SJCCD to the School will be in the following programs: Certificate of Technology or higher.
- c) Prior to the commencement of the classes, the College and the District will develop a course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed. The final course equivalency crosswalk ("Crosswalk") will be attached to this Agreement as Appendix B and incorporated herein.
- d) Students should only take college courses listed on their college pathways degree plan listed on Degreeworks.
- e) Specific course offerings for the Program will be determined collaboratively between SJCCD and the District.
- f) A corresponding PEIMS high school course code as identified in the current PEIMS Data Standards manual adopted by the State Board of Education shall be provided by the District indicating the high school course(s) for which high school credit shall also be awarded.

- g) Developmental and remedial courses are not offered for dual credit.
- h) The College and the District agree that SJCCD policies and practices regulating dual credit courses will be followed.

#### **VIII. STUDENT ELIGIBILITY REQUIREMENTS**

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

#### **IX. LOCATION OF CLASSES**

The location of the dual credit Program courses will be held at the College's campus, high school campus, or an approved instructional site per SACSCOC standards. The College will comply with Applicable Law for offering courses at a distance. In addition, college courses taught electronically shall comply with the THECB's adopted Principles of Good Practice for Courses Offered Electronically. The College shall be responsible for the maintenance and operations at the SJCCD campus(es). For college classes taught at or on School facilities, the School shall be responsible for maintenance and operation at those facilities. Students must comply with all SJCCD policies, rules, and regulations relating to conduct while on College property.

#### **X. TRANSPORTATION**

SJCCD will not provide student transportation. Students are responsible for their own transportation. Students are required to attend classes at the College on days that constitute holidays or days off for the District when the College is open and operating classes. Students are required to ensure arrival at the College's campus early enough to be on time for class.

If required and deemed necessary, the District will provide students with appropriate transportation under State law and District rules and procedures. If the District sponsors student transportation, the District agrees to schedule appropriate transportation to ensure arrival at the College's campus early enough to allow students to be on time for class.

## **XI. STUDENT COMPOSITION OF CLASS**

Dual credit students attending classes on an SJCCD campus will be in classes with students from the general College population.

## **XII. FACULTY SELECTION, SUPERVISION, COMPENSATION, AND EVALUATION**

- a) The College shall select, hire, supervise, and evaluate all instructors of dual credit courses offered by the College, according to College and departmental policies and procedures. These instructors must meet the minimum requirements specified by the SACSCOC and Applicable Law and are subject to approval procedures used by the College to select faculty.
- b) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the Dual Credit Director and the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- c) The School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for San Jacinto College Office of Human Resources. The District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.
- d) The College shall be responsible for the payment of the salary, benefits, and employment taxes of its employees performing services for or at the high school.
- e) Each Party shall provide professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees. Additionally, professional development for cross-over learning and collaboration will be planned and implemented by the School and the SJCCD Liaison when appropriate.

## **XIII. COURSE CURRICULUM, INSTRUCTION, AND GRADING**

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



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

- d) The College shall ensure that college courses taught for dual credit at any site for general college credit are substantially equivalent with respect to the contact hour requirements, curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be reasonably upheld regardless of the student composition of the class.
- e) The primary responsibility for assigning College grades in a course belongs to the SJCCD faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and District officials will not interfere with the faculty member's responsibility for assigning grades in the college-level course. Any grade appeals will be conducted in accordance with applicable SJCCD policies and procedures.
- f) Final grades shall be submitted by the College to the District's high school in which the student is enrolled at the end of the semester through the secure online dual credit dashboard. The final course grade recorded for the College will be a letter grade. The School is responsible for determining the numerical grade equivalent for their students.
- g) Students or the District will be responsible for their own textbooks, equipment, and supplemental materials required for classes. The College will make every effort to use free or low-cost open educational resources in Program courses. To assist with their success, required textbooks and materials must be available to each registered student on the first day of class. Exceptions must be discussed with the Dual Credit Director and the SJCCD instructional Department Chair and agreed upon by the Parties prior to the first day of class.

#### **XIV. ATTENDANCE / CALENDAR**

- a) Dual Credit classes will align with the College Academic Calendar including SJCCD student holidays. Dual Credit students are required to attend classes at the College on days that constitute holidays or days off or emergency closures for the District when the College is open and operating classes. Exceptions may be arranged through collaboration between the College and the District. When the requested exception involves the final exam schedule for long semester classes, the College Department Chair and Division Dean must be involved in and approve the decision.
- b) College courses and exams should take reasonable priority over District activities. Dual Credit students are responsible for notifying their college instructor if they are missing any classes and must

follow course policies on the syllabus concerning attendance.

- c) No changes will be made to the SJCCD scheduled course start and end times established for the semester. SJCCD class times must meet established State requirements for instructional minutes. SJCCD faculty members are not authorized to change the start and end times of their classes to meet the scheduling needs of the District.
- d) Students must report regularly and promptly to courses to ensure success. Failure to comply with this College policy may result in receiving a grade of an "FX" which translates to an F for excessive absences. Students are expected to actively participate in class and complete all assigned readings/assignments. Failure to participate may be considered an absence. Students are required to ensure arrival at the College's campus early enough to be on time for class.
- e) The Parties shall comply with Applicable Law in crediting attendance in the Program courses.
- f) All high school students are required to participate in required state, national and federal assessments administered by the School. SJCCD agrees to make reasonable accommodations in course scheduling and attendance so that students are not penalized in their college credit courses for their participation in the required state, national and federal assessments. The District shall notify SJCCD promptly of the testing and assessment schedule prior to the start of the affected term.

#### **XV. WITHDRAWAL FROM COLLEGE COURSES**

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

#### **XVI. TRANSCRIPTION OF CREDIT**

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

#### **XVII. DATA SHARING; CONFIDENTIALITY OF EDUCATIONAL RECORDS**

- a) The College and the District agree that each institution has an educational interest in the educational records and protected student data of the students enrolled in the Program. FERPA allows educational records and protected student data to be exchanged between the College and District for students in the dual credit Program without the consent of either the parents or the student.
- b) Data obtained will be used solely for the purposes described in the Agreement. The College and the District will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- c) Both Parties agree that they shall not permit any unauthorized disclosure of confidential student information in contravention of FERPA. Both Parties agree not to share information with third

parties unless authorized to do so by Applicable Law. While in possession of protected student data, the College and the District shall permit only authorized employees as permitted under FERPA to have access to the data. Both Parties agree to store the data in a secure area and to prevent unauthorized access.

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

### **XVIII. ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES**

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

website and the SJCCD Dual Credit web page.

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

#### **XIX. STUDENT CONDUCT**

- a) Students enrolled in the dual credit program at SJCCD are required to adhere to both the District and SJCCD policies, procedures, and regulations regarding facilities and equipment usage, and both SJCCD and the District's code of student conduct while at SJCCD facilities. The failure of any student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College and the District, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the Program shall be in conformity with the codes of conduct of the parties. In the event of a conflict between the policies of the District and SJCCD, the Parties will collaborate to resolve any conflict. Any escalating student behavioral concerns or threats made by dual credit students against School or SJCCD properties must be reported to or shared with the Office of Student Rights and Responsibilities or the Dual Credit office in a timely manner so that the College is aware of potential risks and concerns involving SJCCD property and personnel.
- b) Grievance or Complaint procedures for handling student complaints regarding college courses are applicable to all students including those enrolled in dual credit courses. Dual credit students with general complaints, discrimination or harassment complaints, or complaints alleging sexual harassment, sexual assault, dating violence, domestic violence or stalking shall follow the complaint procedures as stated in the College's Code of Student Conduct at <https://publications.sanjac.edu/student-handbook/complaint-procedures/>.

A student may report a grievance or complaint at the following link:

[https://cm.maxient.com/reportingform.php?SanJacCollege&layout\\_id=0](https://cm.maxient.com/reportingform.php?SanJacCollege&layout_id=0).

#### **XX. ACCIDENTS/EMERGENCIES**

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

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

#### **XXI. CONCEALED HANDGUN NOTICE**

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

#### **XXII. FUNDING**

- a) State funding for dual credit courses is available to both the School and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student's tuition as approved by the Board of Trustees for college courses taken for dual credit. The remaining tuition and fees will be paid by the student to SJCCD. As of Fall 2023, the current waiver is 75% of tuition and fees for in-district and out-of-district students, and 76% of tuition and fees for out-of-state students.
- c) The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year and will provide written notice to the District prior to any adjustments to tuition and fees being made. Upon receipt of this notice, the District shall have the option of terminating this Agreement, without liability or penalty upon thirty (30) days written notice to SJCCD.
- d) The costs for textbooks and/or materials for dual credit courses shall be the responsibility of the District or the student, not SJCCD. The required supplies will be available to students prior to the first day of class and should be purchased prior to classes starting to help facilitate student success.
- e) The student, not SJCCD, will be responsible for costs associated with students re-taking a class including students who re-take classes because of failure or to obtain a higher grade, as well as those who take classes beyond the prescribed Associate degree plan.
- f) The student will be responsible for remission of payment to SJCCD for enrolled in the program including dual credit student tuition, fees, and books/materials as set forth in this agreement.

#### **XXIII. PROGRAM GOALS**

In accordance with Applicable Law, including Texas Education Code § 28.009, SJCCD has developed specific program goals that align with the statewide goals and are listed in Appendix A. Additionally, the Parties include in the Crosswalk an alignment of endorsements described in Texas Education Code

§ 28.025 and the courses offered under the Program that apply toward those endorsements.

#### **XXIV. LIABILITY; INSURANCE**

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

#### **XXV. TERMINATION OF AGREEMENT**

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

without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

## XXVI. GENERAL PROVISIONS

- a) No Personal Liability; No Third-Party Liability; No Waiver. Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee or agent of SJCCD or Iman Academy Southeast, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SJCCD or Iman Academy Southeast. These provisions are solely for the benefit of the Parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.
- b) Integrated Agreement; Modification. This Agreement, including any and all appendices and exhibits, contains the entire agreement between the Parties with respect to the dual credit Program and the subject matter herein and cannot be amended or modified except by written agreement signed by the Party against whom enforcement of the amendment or modification is sought.
- c) Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the state in which the Premises are located, without regard to its choice of law or conflicts of law provisions. Exclusive venue for any proceeding or action with respect to this Agreement shall lie in a court of competent jurisdiction in the Harris County, Texas.
- d) Severability. The unenforceability, invalidity, or illegality of any provision shall not render any other provisions of this Agreement unenforceable, invalid, or illegal.
- e) Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties consent to electronic signatures affixed to documents as though they had been physically signed. Additionally, the Parties consent to the electronic transmission of documents and communication, including any notices required under this Agreement.
- f) Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of SJCCD and the District may teach college courses as adjunct professors of SJCCD, or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither Party shall have control over the other Party with respect to its hours, times, employment, etc.

Executed as of the Effective Date:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

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

Dr. Brenda Hellyer, Chancellor

**IMAN ACADEMY SOUTHEAST**

By: Hisham Youssef

Date: July 1, 2024

Hisham Youssef, Principal



**Appendix A**

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

**Program Goals**

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

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

<ul style="list-style-type: none"><li>• Analysis of performance in subsequent course work.</li></ul>	<p>Metric:</p> <ul style="list-style-type: none"><li>• SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.</li><li>• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.</li></ul>
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## **Appendix B**

Appendix B is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the School. Prior to the commencement of the classes, the College and the District will develop a final course equivalency crosswalk identifying the available courses and course credits that may be earned under this Agreement, including the number of credits that may be earned for each course completed.

### **Crosswalk of Iman Academy Southeast Courses and SJCCD Courses**

**Appendix C**

**School District Title IX Investigator/Coordinator**

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

The School Liaison contact information is as follows:

School District Name:

N/A

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High School Name:

Iman Academy Southeast

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Liaison's Name:

Hala Saadeh

---

Position Title:

Counselor

---

Contact Phone Number:

832-858-2202

---

Email:

Hala.saadeh@imanacademy.org

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**Consideration of Approval of the 2025 Board of Trustees Regularly Scheduled Meeting Dates**

**ADMINISTRATION RECOMMENDATION/REPORT**

The Chancellor recommends the Board of Trustees approve the 2025 Board of Trustees regularly scheduled meeting dates.

**BACKGROUND**

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

**IMPACT OF THIS ACTION**

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

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

None

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - 2025 Board Meeting Dates

**RESOURCE PERSONNEL**

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

Attachment 1

**San Jacinto College District  
Board of Trustees**

**2025 Board Meeting Dates**

No January Meeting

February 3, 2025

March 3, 2025

April 7, 2025

May 5, 2025

June 2, 2025

No July Meeting

August 4, 2025

September 8, 2025

(September Meeting - Due to Labor Day Holiday)

October 6, 2025

November 3, 2025

December 1, 2025

**Action Item “XIX”**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Policy III.3000.A, Campus Carry - First Reading**  
**(Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve revisions to the College’s Policy on Campus Carry. The Board of Trustees will not vote on this item but is creating awareness that the policy has been altered by the Chancellor under the exclusion provision in Policy II.2000.A, College input is being gathered, and any revisions will be added prior to the second reading.

**BACKGROUND**

The current policy on Campus Carry required an update to change the named responsible parties charged to oversee and continuously implement the Campus Carry function at the College. The previous version of the policy tasked the Campus Safety and Security Council with this, since the initial implementation of the new law required much data gathering, discussion and decision making as it was interpreted and put into practice throughout the College.

The current work involves monitoring and the need for quicker consideration for approval of new requests for permanent and temporary exclusion zones. In response to the current needs, the Deans of Administration, or their equivalents at smaller locations, receive initial requests from College employees. They then coordinate with the Police Department for evaluation and decision making. This practice has been successfully operationalized and these changes are documented in the policy and procedure changes.

Policy II.2000.A grants the Chancellor the ability to temporarily alter any policy necessary to address a temporary situation. This provision was utilized to make the policy change effective July 29, 2024, prior to the roll-out on August 12, 2024 of College-wide training on various topics including Campus Carry.

**IMPACT OF THIS ACTION**

The updated policy and procedure were sent to the College community on August 12, 2024. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on September 9, 2024.

The associated procedure supports implementation of the policy and is attached for informational purposes and will not be voted on.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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



**Action Item “XIX”**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Policy III.3000.A, Campus Carry - First Reading**  
**(Informational Item)**

**ATTACHMENTS**

- Attachment 1 – Summary of Changes – Policy III.3000.A, Campus Carry
- Attachment 2 – Policy III.3000.A, Campus Carry (updated policy with tracked changes)
- Attachment 3 – Policy III.3000.A, Campus Carry (updated policy - clean)

Informational Items Only:

- Attachment 4 – Procedure III.3000.A.a, Campus Carry (updated procedure with tracked changes)
- Attachment 5 – Procedure III.3000.A.a, Campus Carry (updated procedure - clean)

**RESOURCE PERSONNEL**

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



## Policies and Procedures Summary of Changes

New Policy Number: N/A

Proposed Policy Name: N/A

Current Policy Number/Name: **Policy III.3000.A, Campus Carry**

New Procedure Number: N/A

Proposed Procedure Name(s): N/A

Current Procedure Number(s)/Name(s): **Procedure III.3000.A.a., Campus Carry**

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links: <https://sanjac.edu/about/policies-procedures/III-3000-A-Campus-Carry.pdf>  
<https://sanjac.edu/about/policies-procedures/III-3000-A-a-Campus-Carry.pdf>

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

Secondary Owner: **Chief of Police**

### Summary of Changes:

- Update the responsible parties related to the implementation and oversight of Campus Carry from ‘Campus Safety and Security Council’ to ‘Deans of Administration or equivalent/Police Department’ to reflect current practice. The previous arrangement was utilized during initial implementation of this policy, and the new arrangement matches current practice.
- Grammatical changes



## Policy III.3000.A, CAMPUS CARRY

### Purpose

The purpose of this policy is to comply with the requirements of Texas Senate Bill 11 (S.B. 11), which is generally referred to as the “campus carry” law, to allow the concealed carrying of handguns by license holders on the campuses of certain institutions. The policy grants permission for a valid Texas License to Carry holder (LTC) to generally carry a concealed handgun on campus. The policy also identifies certain campus locations and activities that a valid LTC holder may be excluded from carrying a handgun due to previously existing State of Texas ~~statutes~~Statutes or exclusion zones identified by the San Jacinto Community College District (College).

### Policy

The San Jacinto Community College District (College) is committed to providing a safe environment for students, employees, contractors, affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on campus except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College.

1. Individuals who hold a valid Texas License to Carry a Handgun (LTC), including a valid Texas Concealed Handgun License, (“license holders”) may (1) carry a handgun on campus so long as the handgun is not in plain view, on or about their person at all times, and under their control (e.g., purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies.

All other weapons are strictly prohibited for students, faculty, staff, and visitors; their possession on campus is grounds for immediate action by law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

A license holder’s handgun must be concealed at all times. In compliance with Texas Penal Code §46.035(a-1), a license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Anyone intentionally or knowingly displaying a handgun in plain view for others to see is in violation of Texas law.

A license holder must display his or her License to Carry when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder in order to participate in any program or service offered by the College, except as required by law.

A license holder may not carry a handgun if he/she is intoxicated under Texas Penal Code 46.035(d).

2. It is the responsibility of license holders to carry their handguns on or about their person at all times. “About” the person means that a license holder may carry a holstered handgun in a

backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

The College does not provide storage for handguns.

The open carry of handguns is not permitted on college premises.

3. The College is often the site of Pre-K-12 (Pre-Kindergarten – Grade 12) school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. A sign shall be posted that conforms to Texas Penal Code, Section 30.06 during these activities.

Upon a survey of the College campuses, areas identified as routinely hosting such school-sponsored activities shall be posted on the College's rules and regulations regarding campus carry.

4. Texas Penal Code §46.03(a) (2) excludes license holders of handguns from carrying a handgun on the premises of a polling place on the day of an election or while early voting is in progress according to Policy 2-19. A sign shall be posted at any polling place located on campus from the commencement of early voting through Election Day that reads either "Polling Place" or "Vote Here." (See Electioneering Procedure VII.7000.A.a)
5. Texas Penal Code §46.035(b) (6) excludes license holders of handguns from carrying a handgun on the premises of a church, synagogue, or other established place of religious worship. A sign shall be posted that conforms to Section 30.06 of the Texas Penal Code.
6. Texas Penal Code §46.035(b)(2) excludes license holders of handguns from carrying a handgun where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event. Notice shall be given for all collegiate sporting events. If possible, for ticketed sporting events this notice should be given by means of a written communication on the back of, or appended to, the ticket. Vendors and others who are permitted to enter the premises without a ticket shall be provided written notice through other means. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
7. The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements, or contracts require exclusion at the exclusive discretion of the state or federal government, or are required by a campus accrediting authority. Where appropriate, signage must conform to the overriding federal or state law requirements. Otherwise, notice conforming to Texas Penal Code §30.06 must be provided.
8. The concealed carry of handguns shall be prohibited in patient-care areas, including those in which professional mental health and counseling services are provided. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

9. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to Code of Student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
10. The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure, and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
11. The campus is often the site of campus programs for minors. When a campus program for minors is conducted at a particular location, the carrying of concealed handguns is prohibited. Additionally, counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

This policy does not apply to College course-based academic service learning or research approved by the Institutional Review Board ("IRB").

12. The College shall amend the Code of Student Conduct, Faculty Handbook, and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.
13. Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all parts are designated as exclusion zones.

Governing factors:

- The percentage of assignable space or rooms in a building that are designated as exclusion zones.
- The extent to which the area (or areas) designated as exclusion zones are segregated from other areas of the building.
- The extent to which use of the building, and hence its status as an exclusion zone, varies from day-to- day or week-to-week.

Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
- If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion, or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.
- Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.

14. The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training, and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.
15. The College shall develop and post in a prominent place a detailed Campus Carry FAQ.
16. The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.
17. To the extent possible, areas within gun-exclusion zones should be made available on a scheduled basis to faculty and staff. These spaces can be used for conferences that faculty or staff would prefer to conduct in a gun-exclusion zone.
18. The following factors and principles shall govern the implementation of exclusions or allowances for Graduation ceremonies.

Governing factors:

- Off-campus location shall follow the venue’s rules and regulations in regards to the permitted carrying of firearms.
- On-campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.

19. ~~The Deans of Administration or equivalent, in coordination with the Police Department, shall be charged with the following responsibilities~~The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities:

- (1) Support the consistent implementation of ~~this~~these policies;
- (2) ~~Conduct~~Provide a periodic review ~~process and provide for~~ recommendations to the Chancellor; and
- (3) Compile, maintain, and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student, or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the ~~Campus Safety and Security Council~~Deans of Administration or equivalent/Police Department for consideration. A further appeal of the decision ~~of the Campus Safety and Security Council~~ may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice



Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject, or modify the decision in question, or may submit the issue to the Campus Safety and Security Council for reconsideration. The decision of the Chancellor to approve, reject, or modify a decision is final.

Additional policies or exclusion areas not provided for in this policy will not be the subject of or considered as a matter of appeal. In accordance with [the Texas Government Code, Section 411.2031](#), the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

20. Not later than September 1 of each even-numbered year, the College shall submit a report to the Texas Legislature and to the standing committees of the Legislature with jurisdiction over the implementation of these policies that:

- (1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses; and
- (2) Outlines the reasons the College established the provisions adopted.

### **Definitions**

**Campus:** All land and buildings owned or leased by the San Jacinto Community College District.

**Campus program for minors:** Such programs as defined as providing oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League (“UIL”) event sponsored by the College.

**College:** The San Jacinto Community College District and also referenced as San Jacinto College.

**Concealed Carry:** The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

**Employee:** A full-time or part-time employee of the San Jacinto Community College District as defined by Human Resources policy and procedure.

**Exclusion Zones:** An area of a campus, building, or room where the possession of a handgun is prohibited by current Texas statute; or an area of a campus, building, or room designated and approved by the Strategic Leadership Team (SLT) and Board of Trustees in which the possession of a handgun is prohibited.

**Handgun:** A handgun is any firearm that is designed, made, or adapted to be fired with one hand.

**License to Carry Holder:** A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

**"On or about their person":** Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

**Patient-Care Areas:** An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

**Pre-K-12 School-Sponsored activities:** Such activities are defined as tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a Pre-K-12 school district or individual school(s) as a curricular, co-curricular, or interscholastic activity and are managed or supervised in part by the district or school , or district or school employee.

**Student:** a currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.

### **Authority**

The Board of Trustees is authorized by the State of Texas to govern San Jacinto Community College District 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. The Texas Government Code Section 411.2031 authorizes the Chancellor to establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on premises located on the campus of the San Jacinto College.

### **Applicability**

Peace Officers employed by the San Jacinto College Police Department or other law enforcement agencies are exempt from this policy. This policy applies to all other employees, students, contractors, affiliates, 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. Sanctions for violating state or federal laws shall be determined by the appropriate state or federal agency having jurisdiction.

### **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 III.3000.A.a, Campus Carry

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Date of Board Approval	<u>This policy became effective as of July 29, 2024, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process with first reading on August 12, 2024 and second reading anticipated on September 9, 2024.</u> <del>September 10, 2018</del>
Effective Date	<del>September 11, 2018</del> <u>July 29, 2024</u>
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

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## **Policy III.3000.A, CAMPUS CARRY**

### **Purpose**

The purpose of this policy is to comply with the requirements of Texas Senate Bill 11 (S.B. 11), which is generally referred to as the “campus carry” law, to allow the concealed carrying of handguns by license holders on the campuses of certain institutions. The policy grants permission for a valid Texas License to Carry holder (LTC) to generally carry a concealed handgun on campus. The policy also identifies certain campus locations and activities that a valid LTC holder may be excluded from carrying a handgun due to previously existing State of Texas statutes or exclusion zones identified by the San Jacinto Community College District (College).

### **Policy**

The San Jacinto Community College District (College) is committed to providing a safe environment for students, employees, contractors, affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on campus except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College.

1. Individuals who hold a valid Texas License to Carry a Handgun (LTC), including a valid Texas Concealed Handgun License, (“license holders”) may (1) carry a handgun on campus so long as the handgun is not in plain view, on or about their person at all times, and under their control (e.g., purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies.

All other weapons are strictly prohibited for students, faculty, staff, and visitors; their possession on campus is grounds for immediate action by law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

A license holder’s handgun must be concealed at all times. In compliance with Texas Penal Code §46.035(a-1), a license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Anyone intentionally or knowingly displaying a handgun in plain view for others to see is in violation of Texas law.

A license holder must display his or her License to Carry when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder in order to participate in any program or service offered by the College, except as required by law.

A license holder may not carry a handgun if he/she is intoxicated under Texas Penal Code 46.035(d).

2. It is the responsibility of license holders to carry their handguns on or about their person at all times. “About” the person means that a license holder may carry a holstered handgun in a

backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

The College does not provide storage for handguns.

The open carry of handguns is not permitted on college premises.

3. The College is often the site of Pre-K-12 (Pre-Kindergarten – Grade 12) school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. A sign shall be posted that conforms to Texas Penal Code, Section 30.06 during these activities.

Upon a survey of the College campuses, areas identified as routinely hosting such school-sponsored activities shall be posted on the College's rules and regulations regarding campus carry.

4. Texas Penal Code §46.03(a) (2) excludes license holders of handguns from carrying a handgun on the premises of a polling place on the day of an election or while early voting is in progress according to Policy 2-19. A sign shall be posted at any polling place located on campus from the commencement of early voting through Election Day that reads either "Polling Place" or "Vote Here." (See Electioneering Procedure VII.7000.A.a)
5. Texas Penal Code §46.035(b) (6) excludes license holders of handguns from carrying a handgun on the premises of a church, synagogue, or other established place of religious worship. A sign shall be posted that conforms to Section 30.06 of the Texas Penal Code.
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7. The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements, or contracts require exclusion at the exclusive discretion of the state or federal government, or are required by a campus accrediting authority. Where appropriate, signage must conform to the overriding federal or state law requirements. Otherwise, notice conforming to Texas Penal Code §30.06 must be provided.
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9. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to Code of Student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
10. The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure, and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
11. The campus is often the site of campus programs for minors. When a campus program for minors is conducted at a particular location, the carrying of concealed handguns is prohibited. Additionally, counselors, staff, and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

This policy does not apply to College course-based academic service learning or research approved by the Institutional Review Board ("IRB").

12. The College shall amend the Code of Student Conduct, Faculty Handbook, and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.
13. Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all parts are designated as exclusion zones.

Governing factors:

- The percentage of assignable space or rooms in a building that are designated as exclusion zones.
- The extent to which the area (or areas) designated as exclusion zones are segregated from other areas of the building.
- The extent to which use of the building, and hence its status as an exclusion zone, varies from day-to-day or week-to-week.

Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.
- If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion, or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.
- Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.

14. The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training, and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.
15. The College shall develop and post in a prominent place a detailed Campus Carry FAQ.
16. The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.
17. To the extent possible, areas within gun-exclusion zones should be made available on a scheduled basis to faculty and staff. These spaces can be used for conferences that faculty or staff would prefer to conduct in a gun-exclusion zone.
18. The following factors and principles shall govern the implementation of exclusions or allowances for Graduation ceremonies.

Governing factors:

- Off-campus location shall follow the venue's rules and regulations in regards to the permitted carrying of firearms.
  - On-campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.
19. The Deans of Administration or equivalent, in coordination with the Police Department, shall be charged with the following responsibilities:
    - (1) Support the consistent implementation of this policy;
    - (2) Conduct a periodic review and provide recommendations to the Chancellor; and
    - (3) Compile, maintain, and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student, or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the Deans of Administration or equivalent/Police Department for consideration. A further appeal of the decision may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject, or modify the decision in question, or may submit the issue to the Campus Safety and Security Council



for reconsideration. The decision of the Chancellor to approve, reject, or modify a decision is final.

Additional policies or exclusion areas not provided for in this policy will not be the subject of or considered as a matter of appeal. In accordance with the Texas Government Code, Section [411.2031](#), the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

20. Not later than September 1 of each even-numbered year, the College shall submit a report to the Texas Legislature and to the standing committees of the Legislature with jurisdiction over the implementation of these policies that:

- (1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses; and
- (2) Outlines the reasons the College established the provisions adopted.

### **Definitions**

**Campus:** All land and buildings owned or leased by the San Jacinto Community College District.

**Campus program for minors:** Such programs as defined as providing oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League (“UIL”) event sponsored by the College.

**College:** The San Jacinto Community College District and also referenced as San Jacinto College.

**Concealed Carry:** The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

**Employee:** A full-time or part-time employee of the San Jacinto Community College District as defined by Human Resources policy and procedure.

**Exclusion Zones:** An area of a campus, building, or room where the possession of a handgun is prohibited by current Texas statute; or an area of a campus, building, or room designated and approved by the Strategic Leadership Team (SLT) and Board of Trustees in which the possession of a handgun is prohibited.

**Handgun:** A handgun is any firearm that is designed, made, or adapted to be fired with one hand.

**License to Carry Holder:** A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

**"On or about their person":** Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

**Patient-Care Areas:** An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

**Pre-K-12 School-Sponsored activities:** Such activities are defined as tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a Pre-K-12 school district or individual school(s) as a curricular, co-curricular, or interscholastic activity and are managed or supervised in part by the district or school, or district or school employee.

**Student:** a currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.

### **Authority**

The Board of Trustees is authorized by the State of Texas to govern San Jacinto Community College District 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. The Texas Government Code Section 411.2031 authorizes the Chancellor to establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus or on premises located on the campus of the San Jacinto College.

### **Applicability**

Peace Officers employed by the San Jacinto College Police Department or other law enforcement agencies are exempt from this policy. This policy applies to all other employees, students, contractors, affiliates, 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. Sanctions for violating state or federal laws shall be determined by the appropriate state or federal agency having jurisdiction.

### **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 III.3000.A.a, Campus Carry

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Date of Board Approval	This policy became effective as of July 29, 2024, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change will follow the standard policy review process with first reading on August 12, 2024 and second reading anticipated on September 9, 2024.
Effective Date	July 29, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

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## **Procedure III.3000A.a, Campus Carry**

### **Associated Policy**

Policy III.3000.A, Campus Carry

### **Procedures**

Departments such as Information Technology and Facilities with employees and contractors who complete work in exclusion zone areas based on Policy III.3000.A, Campus Carry, agree not to carry nor allow their contractors to carry a concealed handgun in buildings or areas designated as exclusion zones. These departments will submit their departmental procedures ~~in regards to Campus Carry to the Campus Safety and Security Council~~ for review by the Deans of Administration or equivalent/Police Department no later than September 1 each year. Any other College Department that is not listed above shall not create departmental procedures based on Policy III.3000.A, Campus Carry.

If San Jacinto College has deemed an area a temporary or permanent exclusion zone under Policy III.3000.A, Campus Carry, any individual entering that area shall agree to not carry a concealed handgun on the grounds, building, or other area where the exclusion exists.

Employees may request a permanent or temporary exclusion zone, or the removal of permanent exclusion zone signage, by logging in to their SOS account, clicking on the “My Work” tab, and completing the “Campus Carry Gun Exclusion Zone Request” form.

### **Definitions**

**Campus:** All land and buildings owned or leased by the San Jacinto Community College District.

**Campus program for minors:** is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious, or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity, or University Interscholastic League (“UIL”) event sponsored by the College.

**College:** The San Jacinto Community College District also referenced as San Jacinto College

**Concealed Carry:** The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

**Employee:** a full-time or part-time employee of the San Jacinto Community College District as defined by Human Resources policy and procedure.

**Exclusion Zones:** An area of a campus, building, or room where the possession of a handgun is prohibited by current Texas statute; or an area of a campus, building, or room designated and approved by the Strategic Leadership Team (SLT) and Board of Trustees in which the possession of a handgun is prohibited.

**Handgun:** A handgun is any firearm that is designed, made, or adapted to be fired with one hand.

**License to Carry Holder:** A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

**"On or about their person":** Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

**Patient-Care Areas:** An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

**Student:** a currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.

Date of SLT Approval	<del>August 24, 2018</del> <u>July 23, 2024</u>
Effective Date	<del>August 27, 2018</del> <u>July 29, 2024</u>
Associated Policy	Policy III.3000.A, Campus Carry
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Chief of Police



## **Procedure III.3000A.a, Campus Carry**

### **Associated Policy**

Policy III.3000.A, Campus Carry

### **Procedures**

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Date of SLT Approval	July 23, 2024
Effective Date	July 29, 2024
Associated Policy	Policy III.3000.A, Campus Carry
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Chief of Police

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**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
August 12, 2024**

<b>PURCHASE REQUESTS AND CONTRACT RENEWALS</b>		
<i>No.</i>	<i>Purchase Requests</i>	<i>Amounts</i>
#1	Consideration of Approval of Annual Renewals and Expenditures	\$ 41,402,583
#2	Consideration of Approval of Purchasing Cooperatives	-
#3	Consideration of Approval of Additional Funding for Generation Park Expansion Building	1,600,000
#4	Consideration of Approval to Contract for Central Campus C5 Music Building Envelope Repairs	700,000
#5	Consideration of Approval of a Contract for Architectural Services for Sports Field Renovations at North and South Campuses	176,500
#6	Consideration of Approval to Contract for Asphalt, Concrete, & Parking Lot Striping Services	500,000
#7	Consideration of Approval to Renew the Contract for Pathify Student Portal	411,713
#8	Consideration of Approval of Additional Funds for Job Order Contracting Services	250,000
#9	Consideration of Approval to Purchase Flood Insurance	243,000
#10	Consideration of Approval to Purchase Metal 3D Printer	235,000
#11	Consideration of Approval of Additional Funds for Landscaping Services	221,000
#12	Consideration of Approval to Renew the Contract for Electronic Procurement Software	201,685
#13	Consideration of Approval to Contract for Aerospace System Trainers	193,270
#14	Consideration of Approval to Contract for a Strategic Energy Management Consultant	150,000
#15	Consideration of Approval to Contract for Bond Underwriting Services	-
#16	Consideration of Approval to Purchase a Compact Benchtop Chromatography System	200,000
#17	Consideration of Approval to Purchase Casualty Insurance	382,036
<b>TOTAL OF PURCHASE REQUESTS</b>		<b><u>\$ 46,866,787</u></b>

**Purchase Request #1**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Annual Renewals and Expenditures**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following purchase requests which encompass the annual contract renewals and anticipated expenditures that exceed \$100,000 from existing suppliers utilizing operational, grant, auxiliary and Bond program budget funds during the 2024-2025 fiscal year. Approved funds will not be expended before the beginning of the 2024-2025 fiscal year. Bond funds may be expended in subsequent fiscal years.

All contract terms that expire prior to the end of the fiscal year shall be reviewed prior to the expiration to determine whether to discontinue, exercise remaining renewal options, extend until a new contract has been competitively bid and agreement executed, or utilize an existing contract that meets public procurement bidding requirements. Cooperative contracts are provided for informational purposes and may be replaced with updated or alternate cooperative contracts for the specified vendor as needed to provide the best value for the College. If an alternate cooperative contract is unavailable, use of the specified vendor shall be discontinued.

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**Continuing and Professional Development (CPD) \$125,000**

Central South Carpenters and Millwrights Training Trust Fund to provide pre-apprenticeship training services funded from the U.S. Department of Labor and Texas Workforce Commission, exempt from competitive sourcing per the Chapter 133 of the Texas Education Code. \$125,000

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**External Relations \$610,000**

Greater Houston Partnership to provide advertising services and community partnership opportunities procured through sole source numbers 1404 and 1572. \$150,000

Houston Chronicle to provide advertising services for marketing and legal notices posted by the College procured through sole source number 1194. \$460,000

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**Facilities Services and Construction \$11,900,000**

ACR Engineering, Inc. to provide professional engineering services, including building commissioning and mechanical, electrical, and plumbing (MEP) engineering, procured through RFQ 23-27. \$200,000

Blue Northern Air Conditioning Inc., to provide heating, ventilation and air conditioning equipment supplies and services. Services procured through Region 5 ESC contract 20240504 that expires June 30, 2026. \$100,000

**Purchase Request #1**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Annual Renewals and Expenditures**

CenterPoint Energy Resources to provide natural gas in the regulated portion of the market as a sole source provider.	\$100,000
City of Houston to provide water and sewer services, impact fees, boiler renewals, permits, and inspection fees, as a sole source provider.	\$450,000
City of Pasadena to provide trash removal, water and sewer services as a sole source provider in a restricted market.	\$450,000
Constellation NewEnergy, Inc., brokered by Tradition Energy, to provide electricity services procured through OMNIA Partners contract 2018-017 that expires December 7, 2025.	\$3,500,000
Construction Masters of Houston to provide job order contracting (JOC) services procured through Choice Partners contract 24/018MR-03 that expires January 16, 2025.	\$900,000
Dealers Electrical Supply Company to provide electrical supplies procured through BuyBoard contract numbers 657-21, 690-23, and 711-23 that expire November 30, 2024, March 31,2027, and August 31,2026, respectively.	\$150,000
Enterprise Fleet Management (FM) Trust to provide leased fleet vehicles procured through E&I contract CNR-01399 that expires December 31, 2026.	\$150,000
Exelon Corporation (dba, Constellation NewEnergy, Inc. – Gas Division, LLC), brokered by Tradition Energy, to provide natural gas in the non-regulated portion of the market procured through OMNIA Partners contract 2018-017 that expires April 30, 2026.	\$500,000
Gowan/Garrett, Inc. to provide maintenance, repair, HVAC equipment and services procured through Choice Partners contract 22/049MF-10 that expires September 20, 2024, with two (2) one-year renewal options remaining.	\$350,000
Grainger to provide maintenance, repair and operational equipment and supplies for the facilities services department’s inventory control program and special projects procured through OMNIA Partners contract R192002 that expire March 31, 2025 and E&I contract CNR01496 that expires December 31, 2024.	\$600,000
HKS, Inc. to provide architectural services procured through RFQ 23-26.	\$200,000
Huitt-Zollars, Inc. to provide architectural services procured through RFQ 23-26.	\$200,000
HVAC Mechanical Services of Texas Ltd, dba Hunton Services, to provide heating, ventilation, and air conditioning maintenance services procured through Choice Partners contract 22/049MF-11 that expires September 20, 2024 and is expected to renew for another year.	\$250,000

**Purchase Request #1**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Annual Renewals and Expenditures**

JAK Environmental LLC to provide exterior building and parking lot pressure washing services procured through BuyBoard contract number 657-21 that expires November 30, 2024, with a new contract expected to be re-awarded.	\$100,000
Johnson Controls, Inc. to provide maintenance and energy management systems, products, and services procured through GSA contract GS 07F 190CA that expires August 31, 2025, Sourcewell contracts 070121-JHN and 030421-JHN that expires August 12, 2025 and April 22, 2025, respectively, and TIPS contract 22010601 that expires April 30, 2024.	\$100,000
Lone Star Boilers, LLC to provide repairs and maintenance services for HVAC boilers procured through BuyBoard contract number 733-24 that expires March 31, 2025 with two (2) one-year renewals.	\$150,000
Millennium Project Solutions to provide job order contracting (JOC) services procured through Choice Partners contract 24/018MR-12 that expires 1/16/2025 with three renewal options.	\$900,000
Page Southerland Page, Inc. to provide professional architectural and professional services, procured through RFQ 23-26 and RFQ 23-27, respectively.	\$200,000
Pfluger Associates, LP to provide architectural services procured through RFQ 23-26	\$200,000
Prism Electric to provide electrical maintenance services procured through RFP 20-28. This is the final year of a five-year contract.	\$350,000
Siemens Industry, Inc. to provide maintenance and energy management systems, products and services procured through GSA contract GS-07F-217CA that expires August 31, 2025 and TIPS contract 220104 that expires March 31, 2027; to provide fire and intrusion alarm monitoring services and life safety systems procured through Sourcewell contract 030421-SIE that expires April 22, 2025; to provide fire protection system inspections and supplies procured through GSA GS07F-217CA that expires August 31,2025.	\$900,000
Suncoast Resources Inc. to provide gasoline and diesel fuel. Fuel purchases are exempt from competitive sourcing per Texas Education Code §44.031(a).	\$200,000
Terracon Consultants, Inc. to provide professional services, including building commissioning and MEP engineering, procured through RFQ 23-27.	\$200,000
Texas Liqua Tech Services, Inc. to provide roof repair services procured through RFP 22-08. This is the fourth year of a possible five-year contract.	\$150,000

**Purchase Request #1**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Annual Renewals and Expenditures**

Walter P. Moore to provide professional engineering services, including civil and structural engineering, envelope consulting, and testing services, procured through RFQ 23-27. \$200,000

Waste Management of Texas Inc. to provide waste disposal services procured through RFP 23-02. This is the third year of a possible five-year contract. \$150,000

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**Fiscal Affairs** **\$3,322,083**

Anaplan Inc to provide budget software services procured through RFP 20-17. This is the final year of a five-year contract. \$140,000

Claims Administrative Services, Inc. (CAS) to provide workers' compensation insurance procured through an interlocal agreement with CAS. (Fixed Cost \$76,248, Loss Fund Max \$462,436) \$538,684

Harris Central Appraisal District (HCAD) to provide property appraisal services procured through sole source 1115. \$1,008,399

Spalding, Nichols, Lamp, Langlois LLC to provide legal services. Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f). \$130,000

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

Thompson & Horton LLP to provide legal services. Legal services are exempt from competitive bidding pursuant to Texas Education Code §44.031(f). \$350,000

TouchNet Information Systems Inc. (including Heartland Payment Systems Inc.) to provide merchant card services procured through RFP 20-14. This is the final year of a five-year contract. \$450,000

TouchNet Information Systems Inc. to provide student payment center software procured through sole source number 1614. \$280,000

United States Department of Veteran Affairs (Veteran Affairs DMC) for veteran student tuition refunds procured through sole source 1524. \$100,000

Whitley Penn, LLP to provide financial audit services procured through RFQ 20-23. This is the final year of a five-year contract. \$100,000

**Purchase Request #1**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Annual Renewals and Expenditures**

<b>General Operations</b>	<b>\$4,790,000</b>
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AAAHI Regional Acquisition LLC dba First Class Transportation to provide charter bus services procured through RFP 20-30. This is the final year of a five-year contract.	\$150,000
Airgas LLC to provide welding and medical gases procured through E&I contract CNR01362 that expires September 30, 2024.	\$200,000
Amazon Capital Services (Amazon Business) to provide a wide array of supplies and books procured through Choice Partners contract 22/045KN-01 that expires August 16, 2024 and is expected to renew for another year.	\$450,000
College Board to provide Texas Success Initiative (TSI) Assessment tests procured through sole source 1384.	\$100,000
Crabtree GLOBO LLC dba GLOBO Language Solutions LLC to provide sign language and video remote interpreting services procured through RFP 22-39. This is the third year of a possible five-year contract.	\$350,000
DatamanUSA LLC to provide temporary staffing services procured through RFP 22-06. This is the final year of a four-year contract.	\$450,000
Fisher Scientific to provide science and lab supplies and equipment, through Omnia Partners contract 2021002889 that expires June 30,2029 and BuyBoard contract 653-21 that expires October 31, 2024, with a new contract expected to be re-awarded.	\$100,000
Furniture Marketing Group, Inc. (FMG) and Facility Interiors (FI) to provide furniture and installation services procured through multiple cooperative contracts, of which the primary contract is OMNIA Partners contract 2020000606 that expires December 31, 2024 and is expected to renew for another year.	\$500,000
Gaumard Scientific Co. to provide science and lab supplies and equipment, through BuyBoard contract 704-23 that expires May 31, 2026, and Choice Partners contract 20/051SG-04 that expires September 15, 2024, with a new contract expected to be re-awarded.	\$300,000
Konica Minolta Premier Finance and Konica Minolta Business Solutions USA Inc to provide leased copiers procured through DIR contract DIR-CPO-4439 that expires October 4, 2024, with a new contract expected to be re-awarded.	\$300,000
Laerdal Medical Corporation to provide science and lab supplies and equipment through BuyBoard contract 704-23 that expires May 31, 2026.	\$100,000

**Purchase Request #1**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Annual Renewals and Expenditures**

Meador Staffing Services, Inc. to provide temporary staffing services procured through RFP 22-06. This will be the third year of a possible four-year contract.	\$500,000
ODP Business Solutions to provide general office supplies procured through Purchasing Solutions Alliance contract 21-202-OD that expires October 31, 2026.	\$400,000
Sheldon ISD (SISD) to provide dual credit and early college high school (ECHS) instructors procured through an interlocal agreement with SISD.	\$140,000
The Spearhead Group to provide temporary staffing services procured through RFP 22-06. This is the third year of a possible four-year contract.	\$300,000
Verizon Wireless to provide wireless service for phones, wi-fi devices, and tablets procured through DIR contract DIR-TELE-CTSA-003 that expires November 11, 2029, and GSA contract GS-35F-0382T that expires April 12, 2027.	\$200,000
VWR International (including Ward's Natural Science and Sargent Welch) to provide science and lab supplies and equipment procured through E&I contract CNR01459 that expires on June 30, 2028, and BuyBoard contract 653-21 that expire October 31, 2024, with a new contract expected to be re-awarded.	\$150,000
Walmart Business to provide a variety of foods and supplies procured through Omnia Partners Contract number 15-02 that expires August 31,2026.	\$100,000

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<b>Information Technology Services (ITS)</b>	<b>\$19,335,000</b>
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Amazon Web Services Inc (AWS) to provide cloud server operations and EC2 servers procured through DIR contract DIR-CPO-5172 that expires June 9, 2028.	\$100,000
AT&T to provide campus interconnect and telephone services procured through DIR contract DIR-TELE-CTSA-002 that expires November 5, 2029.	\$370,000
Avaya Inc. to provide phone system maintenance and support procured through DIR contract DIR-CPO-4644 that expires August 19, 2026.	\$280,000
B&H Foto and Electronics to provide photo supplies and equipment procured through E&I contract E&I00221 that expires September 20, 2027.	\$125,000
Carahsoft Technology Corporation to provide professional services, IT software, and Salesforce licenses for Customer Relationship Management (CRM) procured through DIR contract DIR-TSO-4162 that expires August 8, 2024 and DIR-TSO-4288 that expires February 21, 2025.	\$760,000



**Purchase Request #1**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Annual Renewals and Expenditures**

CDW Government Inc. to provide annual software maintenance licenses, computer supplies, and equipment, procured through E&I CNR0439 contract that expire July 31, 2027 and Omnia contract R210401 that expires May 31, 2025.	\$125,000
Comcast to provide internet connectivity procured through OMNIA Partners, formally National Cooperative Purchasing Alliance (NCPA), contract 01-98 that expires July 31, 2024.	\$160,000
CompuCycle Inc. to provide laptop delivery, retrieval, recovery, and disposal services through the TIPS contract 200105 that expires May 31, 2028.	\$200,000
Dell Financial Services, LLC to provide computer leasing and equipment procured through DIR contract DIR-TSO-3763 that expires DIR-CPO-5036 that expires November 15, 2024.	\$1,500,000
Dell Marketing, LP to provide computer supplies and Microsoft license agreements procured through DIR contract DIR-TSO-3763 that expires October 6, 2024, with a new contract expected to be re-awarded.	\$1,850,000
Ellucian to provide professional services, Banner Managed Services Hosting and Banner Managed Hosting Oracle HOSAL licensing procured through the Lamar Institute of Technology Texas Connection Consortium interlocal agreement.	\$1,300,000
Fibertown Houston, LLC to provide cloud interconnect services procured through RFP 22-42A. This is the third year of a possible five-year contract.	\$125,000
First American Commercial Bankcorp Inc. to provide computer equipment leasing procured through RFP 19-21. This is the sixth year of a possible nine-year contract.	\$6,025,000
Gartner, Inc to provide subscription IT support services procured through DIR contract DIR-CPO-5253 that expires July 8, 2026.	\$550,000
Hyland Software Inc. to provide ImageNow software procured through sole source 1468 and Intelligent Capture for Transcripts software maintenance and support procured through Sourcewell contract 090320-HYL.	\$115,000
JourneyEd.com to provide Adobe creative cloud licenses, procured through the El Paso College Interlocal Agreement.	\$155,000
Lamar Institute of Technology performs services as contract administrator between the State of Texas and on behalf of the Texas Connection Consortium (TCC) and Ellucian L.P. The College may receive products, maintenance and professional support services through this interagency agreement.	\$1,200,000

**Purchase Request #1**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Annual Renewals and Expenditures**

<p>Layer3 Communications, LLC to provide software, hardware, products, and services for telephone, servers, network, and wireless equipment procured through DIR contract DIR-CPO-4864 that expires January 26, 2026, TIPS contract 230105 that expires May 31, 2028, and Omnia contract 01-155 that expires November 30, 2025.</p>	<p>\$450,000</p>
<p>Network Cabling Services (NCS) to provide audio video equipment, cabling and installation services for district-wide projects procured through BuyBoard contract 644-21 that expire May 31, 2024, and DIR contract DIR-CPO-4782 that expires June 7, 2026.</p>	<p>\$1,025,000</p>
<p>SHI Government Solutions Inc. to provide maintenance, peripherals, supplies, and software/SAAS procured through Sourcewell contract 081419, TIPS contract 230105, and DIR contract DIR TSO-4317 that expire October 30, 2024, May 31, 2028, and April 27, 2026, respectively.</p>	<p>\$1,000,000</p>
<p>Southern Computer Warehouse (SCW) to provide computer supplies and equipment procured through BuyBoard contract 644-21 that expires December 31, 2024, and TIPS contracts 230105 and 230901 that expire May 31, 2028 and November 30, 2026, respectively.</p>	<p>\$150,000</p>
<p>TeamDynamix to provide service desk information technology services and management services procured through RFP 23-09. The current term expires February 1, 2026, with two (2) one-year renewal options remaining.</p>	<p>\$150,000</p>
<p>Tevora Business Solutions Inc. to provide implementation of a third-party risk management platform and data security platform to support the College data governance initiative. These services are procured through DIR contract DIR-TSO-4288 that expires February 21, 2025.</p>	<p>\$165,000</p>
<p>iBridge Group, Inc. to provide the annual software license and maintenance for the Blackboard online class delivery and web support services procured through DIR-TSO-4236 that expires October 18, 2025.</p>	<p>\$1,200,000</p>
<p>Leepfrog Technologies, Inc. to provide the CourseLeaf catalog tool (CAT), Curriculum Information Management (CIM) system software programs, and curriculum processes support services, procured through sole source 1501.</p>	<p>\$140,000</p>
<p>Turnitin Holdings LLC to provide a plagiarism detection and student feedback tool for faculty and students as a building block in Blackboard, procured through sole source number 1375.</p>	<p>\$115,000</p>

**Purchase Request #1**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Annual Renewals and Expenditures**

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**Lease Agreements** **\$390,500**

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

Greystar Domain Town Center - Baseball Team Housing	\$203,000
Hawthorne at Preston LLC - Softball Team Housing	\$187,500

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**Library Services** **\$375,000**

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EBSCO Subscription Services to provide access to digital library databases. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. \$225,000

Yankee Book Peddler Inc., to provide library books and supplies. Library purchases are exempt from competitive bidding per Texas Education Code §44.0311(c) and §130.0101. \$150,000

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**Office of Grants Management** **\$555,000**

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Houston Community College as a subrecipient for the National Science Foundation Louis Stokes Alliances for Minority Participation grant. \$445,000

William Marsh Rice University as a subrecipient for the National Science Foundation/Hispanic Serving Institution grant. \$110,000

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**Purchase Request #1 Total** **\$41,402,583**

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**Purchase Request #2**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Purchasing Cooperatives**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve utilization of purchasing cooperative contracts and interlocal agreements on an as-needed basis for authorized expenditures for the fiscal year 2024-2025.

**BACKGROUND**

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

**IMPACT OF THIS ACTION**

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

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

Goods and services purchased through the cooperatives will be procured utilizing various unrestricted, grant, auxiliary, and bond program funds. Several of the cooperative agencies and respective contracts offer a patronage rebate back to the College based on the cooperative's net income or for qualifying purchases. The cumulative earned rebate in fiscal year 2023-2024 from use of these cooperative contracts was \$97,805.

Texas Education Code §44.0331 requires any contract-related fees, including management fees, be documented and reported in an agenda item. The following annual fees will be funded from the contracts and purchasing services department's 2024-2025 operating budget. The other co-ops listed do not require a fee to use their services and contracts.

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

**MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

Attachment 1 - Purchasing Cooperative Contract Programs

## **RESOURCE PERSONNEL**

Damon Harris  
Angela Klaus

281-998-6103  
281-998-6327

damon.harris@sjcd.edu  
angela.klaus@sjcd.edu

## Attachment 1

### Purchasing Cooperative Contract Programs and Interlocal Purchasing Agreements

- City of Houston and Metropolitan Transit Authority (Interlocal Agreement)
- Claims Administrative Services (CAS), (Interlocal Agreement)
- Educational & Institutional (E&I) Cooperative Purchasing
- El Paso County Community College District (Interlocal Agreement)
- Equalis Group Purchasing Program
- First Choice Cooperative (FCC)
- Harris County Department Education (HCDE) – Choice Partners
- Houston-Galveston Area Council (H-GAC)
- Lamar Institute of Technology (LIT) (Interlocal Agreement)
- National Cooperative Purchasing Alliance (NCPA), obtained by Omnia
- OMNIA Partners
- Provista
- Purchasing Solutions Alliance (PSA)
- Region 2 Education Service Center (ESC) – GoodBuy
- Region 4 ESC – OMNIA Partners, Public Sector
- Region 5 ESC – Southeast Texas Purchasing
- Region 8 ESC – Texas Interlocal Purchasing System (TIPS)
- Region 19 ESC – Allied States Cooperative
- Savvik Buying Group
- Sourcewell
- State of Texas Cooperative Purchasing – Texas SmartBuy
  - (Including Texas Industries for the Blind and Handicapped (TIBH), Texas Correctional Industries (TCI), term contracts, State Travel Management Program (STMP), Texas Multiple Award Schedules (TXMAS))
- Tarrant County Cooperative Purchasing Program
- Texas Association of Community College Business Officers Member Institutions (Interlocal Agreement)
- Texas Association of School Boards (TASB) – BuyBoard
- Texas Comptroller of Public Accounts (ESBD Reporting)
- Texas Department of Information Resources (DIR)
- Texas Investment Provider Selection Committee (TIPSC)
- U.S. General Services Administration (GSA)
  - (Limited to the Cooperative Purchasing Program for purchases of IT, security, and law enforcement products/services; or the Disaster Purchasing Program)

**Purchase Request #3**  
**Regular Board Meeting August 12, 2024**

**Consideration of Approval of Additional Funding for Generation Park Expansion Building**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds with Tellepsen Builders, L.P. for the Generation Park expansion building.

**BACKGROUND**

Refinement of the Generation Park expansion building project resulted in potential scope revisions required to complete the structure as designed. These revisions were discussed with the Board of Trustees at a strategic planning retreat on April 23, 2024. The Board was supportive of completing the structure as designed, requiring the commitment of additional funds.

Construction Manager-at-Risk (CMR) #24-10 was issued on November 6, 2023, to procure a construction manager to oversee the project from design to construction close-out and deliver with a Guaranteed Maximum Price (GMP), which complies with the competitive procurement requirements per Texas Government Code §2269.151. In November 2023, the Board approved delegation of authority for the Chancellor to approve a contract from CMR #24-10, and a contract was awarded to Tellepsen Builders, L.P. on December 4, 2023.

**IMPACT OF THIS ACTION**

Approval of this action will increase the funds available for the Generation Park expansion building and authorize the Chancellor to approve the GMP up to the revised spending limit to complete construction.

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

In November 2023, the Board approved an expenditure of \$4,000,000 in revenue bonds to fund the Generation Park expansion building. In March 2024, the Board approved an additional \$1,900,000 in interest earnings to fund infrastructure needs of the project. This request will increase the approved amount by \$1,600,000 funded from the 2015 Bond for a total expenditure of \$7,500,000.

**MONITORING AND REPORTING TIMELINE**

All work on the Generation Park expansion building will be managed by capital projects staff, with completion expected in Spring 2025.

**ATTACHMENTS**

None.

**RESOURCE PERSONNEL**

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

**Consideration of Approval to Contract for Central Campus C5 Music Building Envelope Repairs**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Atlas Universal Roofing, Inc. for Central Campus C5 music building envelope repairs.

**BACKGROUND**

On February 1, 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On June 5, 2024, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for C5 building envelope repairs. Detailed project plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation package required for public solicitation of construction proposals.

CSP #24-31 was issued on May 22, 2024, to procure construction services for this project in accordance with the Texas Government Code §2269.151. Two responses were received and evaluated by a team comprised of representatives from capital projects and Huitt-Zollars, Inc. The evaluation and ranking of the submittals were based on criteria published in the solicitation. Atlas Universal Roofing, Inc. received the highest overall score.

**IMPACT OF THIS ACTION**

Approval of this action will allow a contract with Atlas Universal Roofing, Inc. to be executed for exterior wall repairs at the C5 music building. Existing masonry veneer on the upper roof wall is to be demolished and replaced with new metal panels, insulation, and vapor barrier. The existing skylight will be demolished and replaced with a new skylight.

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

The estimated expenditure for this project is \$700,000 including contingency funds and will be funded from Bond Interest Earnings.

**MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon execution of a contract for services and are expected to be completed beginning of 2025 calendar year. This project will be monitored by capital projects personnel.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
John Haugen	281-476-1880	john.haugen@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu



**CSP #24-31**  
**C5 Building Envelope Repairs**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: General	Section 2: History & Experience	Section 3: Safety	Section 4: Financial Letter	Section 5: References	Section 6: Exceptions to T&Cs	Total Points
	<i>Total Points</i>	<i>20</i>	<i>20</i>	<i>10</i>	<i>10</i>	<i>5</i>	<i>5</i>	<i>70</i>
1	Atlas Universal Roofing, Inc.	17.33	18.00	8.00	8.00	4.50	4.33	<b>60.16</b>
2	Prestige Building Group	13.33	12.00	3.67	6.33	0.00	4.33	<b>39.66</b>

**FINAL SCORES**

#	Vendors	Qualificatio n Points	Price Points	Final Points	Base Proposal
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>100</i>	
1	Atlas Universal Roofing, Inc.	60.16	30.00	<b>90.16</b>	\$655,958
2	Prestige Building Group	39.66	28.93	<b>68.59</b>	\$680,150

**Purchase Request #5**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of a Contract for Architectural Services for**  
**Sports Field Renovations at North and South Campuses**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Huitt-Zollars to provide architectural services for the design of sports field renovations at the North and South campuses.

**BACKGROUND**

Huitt-Zollars was determined to have the greatest experience with baseball and softball facilities and was selected to provide programming and scope definition for the proposed upgrades.

At a strategic planning retreat on March 7, 2024, based in part upon Huitt-Zollars' programming work, the Board approved the allocation of funds for the proposed renovations. It is recommended that Huitt-Zollars be engaged to provide detailed design and construction administration services for the approved renovations.

In August 2023, the Board approved a pool of architect services firms selected through request for qualifications (RFQ) #23-26. Architectural services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are awarded based on the firm's qualifications relative to each project.

**IMPACT OF THIS ACTION**

This action will authorize a contract for architectural design of the proposed sports field renovations.

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

The expenditure for this request is \$176,500, which includes 7.5% of the estimated cost of construction at \$2,160,000 as well as planning and reimbursable costs. This fee is within the Board approved guidelines, established in June 2016 for renovation projects. These expenditures will be funded from the Renewal and Replacement Fund.

**MONITORING AND REPORTING TIMELINE**

Design and construction of these projects will require approximately twelve months and will be monitored by capital projects staff.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Consideration of Approval to Contract for Asphalt, Concrete, & Parking Lot Striping Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve contracts with RMB Management dba Corestone Construction Services (Corestone) and E Contractors USA LLC for asphalt, concrete, and parking lot striping services for the facilities services department.

**BACKGROUND**

The facilities services department is tasked with overlapping projects for asphalt, concrete, and parking lot striping services at different campuses during periods when parking lots are in low use, which avoids displacing students, faculty, and staff. Therefore, it is more advantageous for the College to award multiple firms to complete projects more efficiently.

Request for proposals (RFP) #24-12 was issued on April 25, 2024, to procure asphalt, concrete, and parking lot striping services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Five responses were received and evaluated by a team comprised of representatives from facilities services and capital projects who determined the proposals submitted by Corestone and E Contractors USA LLC will provide the best value to the College.

**IMPACT OF THIS ACTION**

Service providers for asphalt and concrete paving, and parking lot striping are required to perform repairs and upgrades in order to maintain hazard-free walkways and parking surfaces. The facilities services department has the ability to perform minor repairs, but services of a qualified contractor are required for larger and more complex projects.

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

The estimated annual expenditure is \$300,000 for Corestone and \$200,000 for E-Contractors USA LLC and will be funded from the facilities services department's 2024-2025 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**RFP #24-12**  
**Asphalt, Concrete, & Parking Lot Striping Services**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Scope	Section 4: Safety	Section 5: References	Section 6: Exception to Terms	Section 7: Price Score	Total Points
	<i>Total Points</i>	<i>15</i>	<i>15</i>	<i>15</i>	<i>10</i>	<i>10</i>	<i>5</i>	<i>30</i>	<i>100</i>
1	Corestone Construction Services	12.68	12.49	12.75	8.00	7.65	4.08	30.00	<b>87.65</b>
2	E Contractors USA LLC	11.36	11.74	11.44	7.00	4.05	3.08	28.11	<b>76.78</b>
3	American Paving	10.13	9.19	9.38	8.00	6.38	3.19	18.61	<b>64.88</b>
4	Ballew Construction, LLC	10.28	11.10	10.95	4.00	6.50	2.94	13.49	<b>59.26</b>
5	Hayden Paving, Inc.	8.25	8.81	8.85	9.00	6.63	2.88	9.36	<b>53.78</b>

**Purchase Request #7**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval to Renew the Contract for Pathify Student Portal**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew the contract with Path Education Inc. (Pathify) for student portal services for the student services department.

**BACKGROUND**

A Title V-IPAS grant deliverable was to implement a student portal that could optimize use of the College's existing software assets through streamlined and secure access. The Pathify portal was branded as "My San Jac" and launched in February 2023. Students have a single sign-on connection once logged into the portal and can access personalized links such as SOS (Secure Online System), Blackboard, San Jacinto College email, course registration, and payments within one click.

Request for proposals (RFP) #21-23 was issued May 21, 2021, to procure student portal services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The Board approved the original contract with Pathify on December 14, 2021.

**IMPACT OF THIS ACTION**

There has been an increase in users since the initial launch of the portal in February 2023. This platform also serves as a method of communication for students, helping them build connections with peers and allowing access to personalized information about their onboarding process.

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

The annual expenditure for this request is \$411,713 and will be funded from the information technology services (ITS) department's 2024-2025 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

This approval will exercise the final renewal option as a two-year term. The new contract term will be December 31, 2024, through December 31, 2026.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Jessica Tello	281-998-6150 ext.1126	Jessica.Tello@sjcd.edu
Karen Allen	281-998-6106	Karen.Allen@sjcd.edu

**Purchase Request #8**  
**Regular Board Meeting August 12, 2024**

**Consideration of Approval of Additional Funds for Job Order Contracting Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for job order contracting (JOC) services from Millennium Project Solutions (Millennium) for the facilities services department.

**BACKGROUND**

Millennium has historically provided services related to facilities renovation, repair, and light construction. These instances range from planned events to short notice, unforeseen circumstances, and emergency response situations where a quick response is needed. In all these events, Millennium has shown to be effective and responsive to the College's needs.

Millennium has a contract through the Choice Partners cooperative contracts program to provide JOC services, contract number 24/018MR-12, which complies with the competitive procurement requirement in Texas Education Code §44.031 and Texas Government Code §2267.401. Cooperative contracts are permitted through Texas Government Code §791.001.

**IMPACT OF THIS ACTION**

Millennium is a reliable and responsive company who provides critical support to the facilities services department, allowing the College to quickly respond to service requests and repair needs. These services are vital to complete planned renovation projects, as well as repair or light construction needs.

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

In August 2023, the Board approved an expenditure of \$500,000 with Millennium for JOC services. This request will increase the amount by \$250,000 for a total expenditure of \$750,000. This expenditure will be funded from the facilities services department's 2023-2024 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6348	genevieve.scholes@sjcd.edu

**Purchase Request #9**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval to Purchase Flood Insurance**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

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

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

**IMPACT OF THIS ACTION**

Approval of this expenditure will authorize Rick Tinker Insurance Agency to assess the flood risk for each of the College’s buildings and present recommendations for appropriate coverage levels. Unlike other types of property insurance policies, flood insurance policies are issued on an individual building basis which provides greater flexibility in maximizing cost avoidance relative to the assessed risk for each building.

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

The estimated annual premium for this request is \$243,000 and will be funded from the safety, health, environment, and risk management (SHERM) department’s 2023-2024 and subsequent operating budgets.

**MONITORING AND REPORTING TIMELINE**

The renewal term will be August 19, 2024, through August 19, 2025, which is the final year of a five-year contract.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

**Purchase Request #10**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval to Purchase 3D Metal Printer**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of a metal 3D printer from Lab Resources for the aerospace department.

**BACKGROUND**

This purchase includes a metal 3D printer and electric sintering furnace as a combined single unit. These items will be used to create an environment to teach intermediate and advanced technician training in structures, composites, advanced manufacturing, and many other courses.

Lab Resources has a contract through the BuyBoard cooperative contracts program to provide instructional materials and classroom teaching supplies and equipment, contract number 653-21, which complies with the competitive procurement requirements per Texas Education Code §44.031(a)(4) and is permitted through Texas Government Code §791.011(g).

**IMPACT OF THIS ACTION**

The skills students learn from the use of this equipment are the same skills the aerospace industry requires of entry level manufacturing technicians. The equipment will be housed at the EDGE Center as part of the College's aerospace training program.

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

The expenditure for this request is \$235,000 and will be funded from the Economic Development Admin (EDA) grant.

**MONITORING AND REPORTING TIMELINE**

The purchase will be initiated in August 2024 and completed in the 2024-2025 fiscal year.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Clinton Harris	281-489-5473	clinton.harris@sjcd.edu
Melissa Fuqua	281-998-6378	melissa.fuqua@sjcd.edu



**Purchase Request #11**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval of Additional Funds for Landscaping Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for general landscaping services from Yellowstone Landscape (Yellowstone) for the facilities services department.

**BACKGROUND**

In June 2024, the Board approved contract renewals with Yellowstone, Rotolo, and Paige Management to provide general landscaping services, which include labor and equipment to service each of the campuses and district administration grounds. The contractors also perform other projects not included in the scheduled recurring services such as field mowing, mulching, tree trimming, and creek and shoreline cleanup when needed. Additional funding is needed for Yellowstone due to several landscaping refresh projects and large-scale non-standard projects to improve the overall appearance of the campuses.

Request for proposals (RFP) #23-23 was issued in February 2023 to procure landscaping services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a).

**IMPACT OF THIS ACTION**

Outsourcing landscaping services for the College is utilized as a more efficient option to perform services for all College-owned properties. Approval of this request will fund additional projects to improve the College's external appearance in accordance with the groundskeeping standards.

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

In June 2024, the Board approved an expenditure of \$450,000 for landscaping services. This request will increase the amount approved by \$221,000 for a total expenditure of \$671,000. This expenditure will be funded from the facilities services department's 2023-2024 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

The current contract term is June 5, 2024, through June 4, 2025, with three one-year renewal options remaining.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #12**  
**Regular Board Meeting August 12, 2024**

**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 IonWave Technologies, Inc. (IonWave) for the contracts and purchasing services department.

**BACKGROUND**

The contracts and purchasing services department utilizes IonWave to provide an online sourcing, e-bidding, evaluations, and contract management tool. The online software provides a means for the staff to electronically issue and receive quotes and formal solicitations, as well as an evaluation scoring module and a contract management tool to track procurement-related contracts.

Ion Wave has a contract through the Choice Partners cooperative contracts program for electronic procurement software, contract number 21/062KN-02, 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 IonWave electronic sourcing module allows the department to electronically issue and receive quote requests and solicitations to a wider array of suppliers. All documents and associated actions for each issued procurement request can be monitored and stored within the software. The evaluation module allows for review and score of supplier submissions within the software, and the contract management tool stores and tracks contract data, along with customizable reporting features in a centralized database. On average, the department processes approximately 450 contracts per year.

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

The total five-year expenditure for this request is \$201,685. The fee will be funded from the contracts and purchasing services department's 2024-2025 operating budget and subsequent years' budgets.

**MONITORING AND REPORTING TIMELINE**

The new five-year contract term will commence on October 15, 2024, through October 14, 2029.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Damon Harris	281-998-6103	damon.harris@sjcd.edu
Karen Allen	281-998-6106	karen.allan@sjcd.edu

**Purchase Request #13**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval to Contract for Aerospace System Trainers**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with AeroTrain Corporation for aerospace system trainers for the aerospace department.

**BACKGROUND**

The equipment to be purchased includes an aerospace system trainer and additional system components used to teach students various subsystems produced in aerospace manufacturing. This trainer will be used to create an environment to teach intermediate and advanced technician training in electronics, avionics, and many other courses.

An invitation for bid (IFB) #24-16 was issued in March 2024 to procure the above referenced equipment for aerospace program. The purchase complies with the competitive procurement requirements in Texas Education Code §44.031(a). One response was received, and the offer from AeroTrain Corporation was determined to provide the best value to the College.

**IMPACT OF THIS ACTION**

The skills students learn from the use of this equipment are the same skills the aerospace industry requires of entry level manufacturing technicians. The equipment will be housed at the EDGE Center as part of the College's aerospace training program.

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

The expenditure for this request is \$193,270 and will be funded from the Economic Development Administration (EDA) grant.

**MONITORING AND REPORTING TIMELINE**

The purchase will be initiated in August 2024 and completed in the 2024-2025 fiscal year.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Clinton Harris	281-489-5473	clinton.harris@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

**IFB #24-16**  
**Aerospace System Trainers**  
**Attachment 1 - Tabulation**

	<b>Vendor Name</b>	<b>Base Price</b>	<b>Total Price with Alternates*</b>
1	AeroTrainer Corporation	\$140,620	\$266,400

*\*Award amount includes some alternates.*

**Purchase Request #14**  
**Regular Board Meeting August 12, 2024**

**Consideration of Approval to Contract for a Strategic Energy Management Consultant**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with ESA Energy Systems Associates, Inc. (ESA) to provide strategic energy management consultant services for the energy management department.

**BACKGROUND**

As the College seeks to improve its ability to respond to uncertain climate, energy, and fiscal positions in the future, the use of a consultant is needed to assist the College in the development and implementation of energy efficiency projects. The primary implementation path will be through State Energy Conservation Office LoanSTAR packages, to be identified, facilitated, and administered by the consultant with participation from the energy management department.

Request for proposals (RFP) #24-30 was issued on May 22, 2024, to procure strategic energy management consultant services in compliance with the competitive procurement requirements of Texas Education Code §44.031(a). Six responses were received and evaluated by a team comprised of representatives from facilities services and capital projects. The proposal submitted by ESA was found to represent the best value to the College.

**IMPACT OF THIS ACTION**

ESA will be available to assist the College with LoanSTAR projects and other energy management projects as may be required as in the College's continuing efforts to reduce cost and improve energy efficiency.

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

The estimated annual expenditure is \$150,000 and will be funded from the 2015 Bond Deferred Maintenance funds and reimbursed from operational savings or the LoanSTAR process.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

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

**RFP #24-30**  
**Strategic Energy Management Consultant**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Scope	Section 4: References	Section 5: Exceptions to Terms	Price Score	Total Points
	<i>Total Points</i>	<i>20</i>	<i>20</i>	<i>25</i>	<i>10</i>	<i>5</i>	<i>20</i>	<i>100</i>
1	ESA Energy Systems Associates, Inc.	17.50	17.00	22.00	8.00	5.00	19.11	<b>88.61</b>
2	Energia	12.80	13.00	16.25	7.25	3.50	20.00	<b>72.80</b>
3	WYLIE Consulting Engineers	14.50	14.70	17.13	7.35	4.75	14.00	<b>72.43</b>
4	Texas A&M Engineering Experime	16.75	14.50	18.25	5.85	1.50	13.44	<b>70.29</b>
5	Command Commissioning, LLC	14.00	15.50	15.25	1.55	4.63	10.91	<b>61.84</b>
6	Talva Energy	11.50	9.50	13.75	1.55	4.50	14.10	<b>54.90</b>

**Purchase Request #15**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval to Contract for Bond Underwriting Services**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a pool of firms for bond underwriting services for the College's fiscal affairs department.

## **BACKGROUND**

Over the next five years, the College may issue new bonds to update infrastructure, security, and technology; renovate existing facilities; and construct new buildings at Generation Park or other campuses, where warranted. In addition, market conditions may present an opportunity to generate potential cost savings through the refinancing of existing bonds. The process of issuing bonds in either scenario requires the college to select a syndicate of underwriters to sell the bonds in the public market to investors.

Request for qualifications (RFQ) #24-28 was issued on May 30, 2024, to procure bond underwriting services, which are classified as professional services pursuant to Texas Government Code §2254 and are exempt from the competitive bidding per Texas Education Code §44.031(f). Professional services are selected based on demonstrated competence and qualifications to perform the service.

Eighteen responses were received and evaluated by a team comprised of representatives from the finance department and the College's contracted financial advising firm, PFM Financial Advisors LLC. Based on the evaluation scores, it was determined that the College's needs would be best served by awarding to the following fourteen firms:

- BOK Financial Securities, Inc.
- Cabrera Capital Markets
- Estrada Hinojosa & Company, Inc.
- Frost Bank, Jeffries LLC,
- J.P. Morgan Securities LLC
- Mesirov Financial, Inc.
- Piper Sandler & Co.
- PNC Capital Markets LLC
- Ramirez & Co., Inc.
- Raymond James & Associates, Inc.
- RBC Capital Markets, LLC
- Siebert Williams Shank & Co.
- Stifel, Nicolaus & Company, Inc.

## **IMPACT OF THIS ACTION**

The approval of underwriters will allow the administration to issue bonds to fund projects, and potentially refinance existing bonds to generate savings based on current market conditions. Currently there are no planned bond issues, but any future recommendations to issue bonds will be brought to the Board for discussion and formal approval.

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

All expenses related to the underwriting service will be included as an allowable financing cost of the bond issuance, as allowed by applicable Texas statutes and regulations.

**Purchase Request #15**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval to Contract for Bond Underwriting Services**

**MONITORING AND REPORTING TIMELINE**

The five-year award term will commence on August 13, 2024 through August 12, 2029. At the College's discretion, the term of the pool may be extended.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Carin Hutchins	281-998-6109	carin.hutchins@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu



**RFQ #24-28**  
**Bond Underwriting Services**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: Firm and Personnel Experience	Section 2: Project Understand ing	Section 3: Institutional and Retail Capabilities	Section 4: Exceptions to Terms and Conditions	Total Points
	<i>Total Points</i>	<i>40</i>	<i>35</i>	<i>20</i>	<i>5</i>	<i>100</i>
1	Raymond James & Associates, Inc.	40.00	33.53	18.00	4.75	<b>96.28</b>
2	RBC Capital Markets, LLC	37.00	33.88	19.70	5.00	<b>95.58</b>
3	J.P. Morgan Securities LLC	37.82	32.03	20.00	5.00	<b>94.85</b>
4	Jefferies LLC	38.00	32.25	19.00	4.00	<b>93.25</b>
5	Piper Sandler & Co.	36.80	32.50	18.90	5.00	<b>93.20</b>
6	Siebert Williams Shank & Co.,	36.00	33.02	17.80	5.00	<b>91.82</b>
7	Stifel, Nicolaus & Company, In	34.00	32.88	18.90	5.00	<b>90.78</b>
8	Estrada Hinojosa & Company, In	37.50	32.25	14.90	4.75	<b>89.40</b>
9	Ramirez & Co., Inc.	35.60	31.26	16.00	5.00	<b>87.86</b>
10	Frost Bank	34.00	28.12	17.70	5.00	<b>84.82</b>
11	Mesirow Financial, Inc.	33.50	29.87	16.20	5.00	<b>84.57</b>
12	PNC Capital Markets LLC	32.66	29.75	18.00	4.13	<b>84.54</b>
13	Cabrera Capital Markets	32.00	31.50	15.50	5.00	<b>84.00</b>
14	BOK Financial Securities, Inc.	33.10	28.88	17.00	5.00	<b>83.98</b>
15	Loop Capital LLC	33.60	27.13	15.00	5.00	<b>80.73</b>
16	Crews & Associates, Inc.	27.00	28.88	15.20	5.00	<b>76.08</b>
17	Blaylock Van, LLC	27.60	28.00	15.40	5.00	<b>76.00</b>
18	Essex Securities LLC	22.00	20.13	9.50	5.00	<b>56.63</b>

**Purchase Request #16**  
**Regular Board Meeting August 12, 2024**

**Consideration of Approval to Purchase a Compact Benchtop Chromatography System**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve the purchase of a new or refurbished compact benchtop chromatography system for the biomanufacturing department.

**BACKGROUND**

In August 2023, the Board authorized the budget for a new biomanufacturing program, which will provide both credit and non-credit training for the growing biomanufacturing industry. The program identified a need for a new or refurbished compact benchtop chromatography system to support the curriculum. Compact benchtop chromatography systems are versatile and designed for a wide range of flow rates and pressures. They are ideal for technical batch production, scale-up studies, and small-scale material production. These systems offer modular design for flexible functionality, with extensive scalability.

Invitation for bids (IFB) #24-33 was issued on July 26, 2024, for the purchase of a new or refurbished compact benchtop chromatography system, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). The response that provides the best value to the College will be awarded.

**IMPACT OF THIS ACTION**

This approval will authorize the Chancellor or her designee to approve the purchase of a new or refurbished compact benchtop chromatography system. Refurbished equipment costs 40-60 percent less than new equipment but has a limited window of availability. Obtaining this delegation of authority will ensure the College is able to acquire suitable equipment in a timely manner.

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

The expenditure for this request will not exceed \$200,000 and will be funded from the 2023-2024 operating budget or subsequent year budget, or 2015 Bond funds, to be determined by this delegation of authority.

**MONITORING AND REPORTING TIMELINE**

The purchase will be initiated in August 2024, and delivery and installation will be managed by biomanufacturing program staff.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Christopher Wild	281-922-3466	christopher.wild@sjcd.edu
Nicole Bradley	281-998-3548	nicole.bradley@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

**Purchase Request #17**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval to Purchase Casualty Insurance**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of casualty insurance coverage for the College through USI Southwest Services Insurance (USI).

## **BACKGROUND**

USI has historically provided liability and casualty coverage. Such coverage includes automobile liability (including physical damage), general liability, umbrella liability, law enforcement liability, educators' legal liability (ELL), crime, cyber liability, international travel coverage, environmental pollution policy, student professional liability, and an active shooter/malicious attack liability policy.

In April 2024, the Board of Trustees approved a recommendation to re-write the policy period of the College's casualty lines to coincide with the fiscal year calendar. The main reasons for this change were improved budget forecasting and increased timing between property and casualty Request for Proposals (RFP) and renewals.

Due to different underwriters' proposals, some policies have a 16-month coverage (from May 1, 2024, through August 31, 2025), while other policies had four-month coverage (May 1, 2024, through August 31, 2024). These are the policies that will need to be renewed as an annual policy on September 1, 2024.

USI has a contract through the ESC Region 19 Allied States Cooperative contracts program to provide supplemental insurance, products, brokerage, and consulting services, contract #19-7337, that complies with competitive procurement requirements in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

## **IMPACT OF THIS ACTION**

Approval of this purchase will continue the existing liability and casualty insurance coverage for the College. Further, each of the casualty policies will coincide with the College's fiscal year starting September 1 through August 31.

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

The estimated expenditure for this request will not exceed \$382,036 and will be funded from the safety, health, environmental and risk management (SHERM) department's 2024-2025 operating budget.

## **MONITORING AND REPORTING TIMELINE**

The new insurance policy period will be September 1, 2024, through August 31, 2025, for automobile liability (including physical damage), general liability, umbrella liability, law enforcement liability, educators legal liability, international travel coverage, environmental

**Purchase Request #17**  
**Regular Board Meeting August 12, 2024**  
**Consideration of Approval to Purchase Casualty Insurance**

pollution policy, and student professional liability. The insurance policy period for existing policies (crime, cyber liability, and active shooter/malicious attack) is May 1, 2024, through August 31, 2025.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Karen Allen	281-998-6106	karen.allen@sjcd.edu

**Item "A"**  
**Regular Board Meeting August 12, 2024**

**Approval of the Minutes for the June 3, 2024, Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the June 3, 2024, Workshop and Regular Board Meeting.

## San Jacinto College District Board Workshop June 3, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:15 p.m., Monday, June 3, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Dr. Michelle Cantú-Wilson, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson <b>Absent:</b> Erica Davis Rouse <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Sandra Ramirez, Teri Zamora, Mandi Reiland
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Chair Flickinger called the workshop to order at 5:17 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Chair Flickinger conducted a roll call of the Board members:  Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary (absent) Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary Larry Wilson
<b>III.</b>	<b>III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Real</b>	Chair Flickinger adjourned to closed session at 5:19 p.m.  The Board members listed above as attending, Chancellor Brenda Hellyer, Teri Zamora, Sandra Ramirez, and Mandi Reiland were present for the closed session.  a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. It was determined after the time of posting that a consultation with an attorney was not needed.  b. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.

	<b>Estate Matters, Personnel Matters, and Security Matters</b>	c. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Chair Flickinger reconvened to open meeting at 6:07 p.m.
<b>V.</b>	<b>Update on Summer and Fall Enrollment</b>	<p>Teri Zamora provided an update on summer enrollment. She explained that today is the first day of the summer term and enrollment is 15,136 in headcount, which is an 8.2 percent increase compared to summer 2023. The contact hours are 1,899,448, which is an 8.7 percent increase from summer 2023.</p> <p>Dr. Brenda Hellyer added that the most significant group are Dual Credit students from Humble Independent School District (ISD) taking online courses. Continuing students are also up in enrollment. The only category that has not increased from last year is first time in college (FTIC), but the decrease was very minimal.</p> <p>Brenda explained that it is still early for the fall semester, but enrollment is currently up compared to last year. There are many outreach efforts for the new Promise cohort and for the returning Promise cohorts to make sure students receive the financial aid support they need. We are also extending the deadline due to the Department of Education issues and that has been communicated.</p>
<b>VI.</b>	<b>Request for Deferred Maintenance Allocations</b>	<p>Teri provided an overview of three projects that the College is requesting to have funded from the existing 2015 Bond contingency funds. Building 21 on South Campus is experiencing roof drain failures which is resulting in foundation issues. On North Campus, a vehicle bridge needs repairs. Facilities would also like to refresh the thermal energy storage tanks at North and South Campuses by repainting both tanks blue and adding the San Jac Raven logo. The total cost for these requests will be \$700,000. The contingency currently has \$19,723,095 and the new balance if these projects are funded will be \$19,032,095.</p> <p>Larry Wilson asked for more details about the issues with the vehicle bridge on North Campus.</p>

		<p>Brenda responded that there is settling, spalling, and sealant failures which indicate there is some water related differential movement that needs to be corrected. The plan is to remove the walkways and inspect the foundation for evidence of erosion and settlement then correct it. This appears to be a structural issue.</p> <p>The Board members present were comfortable with funding these projects from the existing 2015 Bond contingency funds. Brenda explained the Board will still approve the contracts in the purchasing action item.</p>
<b>VII.</b>	<b>Review Proposed Energy Savings Projects to be Funded by SECO Loan</b>	<p>Teri provided an overview of the State Energy Conservation Office (SECO) LoanSTAR revolving loan program. The mission of SECO is to increase the efficient use of energy and water while protecting the environment. SECO focuses on the public sector and provides project technical assistance, project financing, and quality assurance. LoanSTAR (Saving Taxes and Resources) finances energy or water-related cost-reduction retrofits of public facilities. The program has a \$200 million fund and current loans carry a 2.25 percent interest rate with loan terms up to 15 years. The College received approval for its first LoanSTAR package in 2021. The total amount received was \$4 million. Projects were completed in April 2024 and quarterly payments began May 2024.</p> <p>Teri explained the proposed projects that would be covered by the LoanSTAR program for 2024, which will total \$2,571,824 with estimated savings being \$357,851. This would complete the project to have all internal and external lighting changed to LED, with the exception of the baseball and softball fields.</p> <p>Keith Sinor asked when payback for these projects begins. Teri responded the projects were completed this April and we started paying back in May. We begin paying quarterly once the projects are completed.</p>
<b>VIII.</b>	<b>Review of Calendar</b>	<p>Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.</p>



		<p>Keith announced \$685,539 was raised during this year’s Foundation Gala. Our goal was \$500,000.</p> <p>Marie asked how much of the goal for the Promise Program has been raised. Brenda stated 79 percent of the goal has been raised. We are working with the Foundation right now on a matching gift to get us closer to the goal.</p> <p>Dr. Michelle Cantú -Wilson asked if the Houston Galveston Area Council Board has ever heard of the Promise Program. Brenda responded they have not, but we would love to present it to them.</p>
<b>IX.</b>	<b>General Discussion of Meeting Items</b> <b>a. Additional Purchasing Support Documents</b>	Brenda explained there are no outstanding delegations of authority. There is one item in the Board book asking for the Board’s delegation of authority for bleacher covers.
<b>X.</b>	<b>Adjournment</b>	Chair Flickinger adjourned the meeting at 6:34 p.m.

**San Jacinto Community College District**  
**Regular Board Meeting Minutes**  
**June 3, 2024**

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m. for a regularly scheduled Board meeting on Monday, June 3, 2024, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**Attendance**

**Present:**

Members: Marie Flickinger, Dr. Michelle Cantú-Wilson, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson

Chancellor: Brenda Hellyer

Others Present: Tanesha Antoine, Rhonda Bell, Jesse Bernal, Robert Cage, Madison Cain, Gianna Carrion, Jaquelynn Conger, Teri Crawford, Matt Crow, Kim DeLauro, Kiran Diaz, Destry Dokes, Maggie Evans, Teddy Farias, Amanda Fenwick, Chloe Foster, Ashlee Frischenmeyer, Emily Garcia, Rachel Garcia, George González, Allatia Harris, Ashleigh Heiderscheit, Carin Hutchins, Sallie Kay Janes, Matt Keim, Aaron Knight, Kevin McKisson, Mia McLeer, DeRhonda McWaine, Lamar McWaine, Iliana Melendez, Kelly Mizell, Angelina Morales, Kevin Morris, Kristina Nash, Lambrini Nicopoulos, Alexander Okwonna, Joe Pena, Chloe Perez, Emma Pierce, JoEllen Price, JR Ragaisis, Larissa Ramos, Mandi Reiland, Shelley Rinehart, Kelly Saenz, Shawn Silman, Janice Sullivan, Ken Tidwell, Kelsey Walters, Niki Whiteside, Laurel Williamson, Ariana Wright, Teri Zamora, Joanna Zimmermann

**Absent:**

Members: Erica Davis Rouse

I. Call the Meeting to Order

Chair Flickinger called the regular meeting of the Board of Trustees to order at 7:03 p.m.

II. Roll Call of Board Members

Chair Flickinger conducted a roll call of the Board members.

Dr. Michelle Cantú-Wilson  
Erica Davis Rouse, Assistant Secretary (absent)  
Marie Flickinger, Chair  
Dan Mims  
John Moon, Jr., Vice Chair  
Keith Sinor, Secretary  
Larry Wilson

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

The invocation and moment of silence were given by Teri Zamora. The pledges to the American and Texas flags were led by Dan.

IV. Special Announcements, Recognitions, Introductions, and Presentations

Allatia Harris recognized the San Jacinto College Softball Team.

V. Student Success Presentations

George González presented on the Texas Higher Education Coordinating Board (THECB) Accountability System 2023.

VI. Communications to the Board of Trustees

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

1. June Opportunity News

VII. Public Comment

There were no citizens desiring to speak before the Board.

VIII. Informative Reports to the Board

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

A. San Jacinto College Financial Statements

1. San Jacinto College Monthly Financial Statements April 2024
2. San Jacinto College Monthly Investment Report April 2024

B. San Jacinto College Foundation Financial Statements

C. Capital Improvement Program

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

**Motion:**

Motion 10368

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

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

Nays: None

X. Consideration of Approval of Policy II.2002.A, Shared Governance - Second Reading

**Motion:**

Motion 10369

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

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

Nays: None

XI. Consideration of Approval to Modify Childcare Fees

**Motion:**

Motion 10370

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Larry Wilson. Motion carried.

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

Nays: None

XII. Consideration of Approval of Licensing Agreement at Ellington Field

**Motion:**

Motion 10371

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

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

Nays: None

XIII. Consideration of Approval of Investment Strategy and Annual Review and Approval of the College's Investment Policy - First Reading (Informational Item)

No vote required.

XIV. Consideration of Purchasing Requests

Purchase Request #1

Consideration of Approval of Contract for South Campus S-11 Roof Refurbishment \$ 579,565

Purchase Request #2

Consideration of Approval to Contract for Central Campus C-3 Low Roof Replacement 494,989

Purchase Request #3 Consideration of Approval to Contract for Food Distribution Services	450,000
Purchase Request #4 Consideration of Approval to Renew the Contract for Landscaping Services	750,000
Purchase Request #5 Consideration of Approval to Purchase EBSCO'S Texas Continuation Package	181,376
Purchase Request #6 Consideration of Approval to Purchase Bleachers for North Campus Andy Pettitte Park	150,000
Purchase Request #7 Consideration of Approval of Additional Funds for Online Marketplace Purchases	200,000
Purchase Request #8 Consideration of Delegation of Authority to Purchase Sun Shades for North and South Campus Ball Parks	650,000
<b>TOTAL OF PURCHASE REQUESTS</b>	<b><u>\$ 3,455,930</u></b>

**Motion:**

Motion 10372

Motion moved by Dr. Michelle Cantú-Wilson and motion seconded by Keith Sinor.  
Motion carried.

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

Nays: None

XV. Consent Agenda

- A. Approval of the Minutes for the May 6, 2024, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations and 2023-2024 Part-Time Hourly Rate Schedule

- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting

**Motion:**

Motion 10373

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

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

Nays: None

XVI. Items for Discussion/Possible Action

There were no additional items discussed.

XVII. Adjournment

Chair Flickinger adjourned the meeting at 7:30 p.m.

**Item "B"**  
**Regular Board Meeting August 12, 2024**  
**Approval of the Minutes for the August 5, 2024, Board Strategic Planning Retreat**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the August 5, 2024, Board Strategic Planning Retreat.

**SAN JACINTO COLLEGE DISTRICT**  
**Board of Trustees Strategic Planning Retreat Minutes**  
**August 5, 2024**

The Board of Trustees of the San Jacinto Community College District met at 4:00 p.m., Monday, August 5, 2024, in room A-2.203 of the Administration Building, 4620 Fairmont Parkway, Pasadena, Texas for a strategic planning retreat.

**Attendance**

**Present:**

Members: Dr. Michelle Cantú-Wilson, Marie Flickinger (arrived during retreat), John Moon, Jr., Dan Mims (absent), Erica Davis Rouse, Keith Sinor, Larry Wilson

**Chancellor:** Brenda Hellyer

**Others Present:** Carin Hutchins, Mandi Reiland, Teri Zamora

I. Call the Meeting to Order

The retreat was called to order at 4:07 p.m. by Vice Chair Moon, Jr.

II. Roll Call of Board Members

Vice Chair Moon, Jr, conducted a roll call of the Board members:

Dr. Michelle Cantú-Wilson  
Erica Davis Rouse  
Marie Flickinger (arrived during retreat)  
Dan Mims (absent)  
John Moon, Jr.  
Keith Sinor  
Larry Wilson

III. Review Fiscal Year 2025 Budget

- A. Teri Zamora provided an overview of the fiscal year (FY) 2025 budget.
- B. She reviewed the unrestricted revenue projections. The group discussed the various revenue sources.
- C. Teri reviewed the net tuition revenue and provided an enrollment update that included comparisons to Fall 23 and Fall 22. The group discussed enrollment.
- D. John Moon, Jr. asked if a survey could go to students to see what barriers they experienced. He recommend that feedback be provided to those that are making changes in the financial aid and FAFSA rules and processes.
- E. Brenda Hellyer mentioned that they are considering adding Promise retention specialists.
- F. Dr. Michelle Cantú-Wilson and Erica Davis Rouse recommended having the members of the Promise cohorts meet up. It can help students to have others to collaborate with.



- G. Michelle also mentioned that informational videos to help educate parents would be helpful. She will send a sample video that she has that could be used for reference.
  - H. Teri provided an overview of the property tax revenue. The group discussed.
  - I. Teri presented the M&O tax revenue and various options. The Board reviewed the proposed options and after discussion, recommended option 5 with a proposed M&O tax rate of 0.106982 per \$100 valuation.
  - J. Teri and Brenda reviewed the budget highlights for FY 2025. FY 2025 priority increases the net to \$8,773,588. The increase will position the College to continue to serve students, maintain fiscal resiliency, retain qualified faculty and staff, and weather external influences.
  - K. *Marie Flickinger arrived at 5:24 pm.*
  - L. Brenda and Teri reviewed the priority initiatives which include new faculty positions, Title V funded personnel, San Jac Online, and other FY 24 positions added during the year.
  - M. Teri reviewed the unrestricted expenses which included salaries and benefits as well as non payroll operating expenses.
  - N. Teri provided an overview of the restricted budget revenues and expenses. She also reviewed the auxiliary budget.
  - O. The group reviewed and discussed next steps in the budget process which are:
    1. Incorporate feedback from this retreat
    2. Review final recommendation at Board workshop on August 12; Board anticipated to adopt the budget at their regular meeting on August 12
    3. Budget becomes effective September 1
    4. Continue with Property Tax Adoption Process
  - P. Teri reviewed the strategic finance plan. She explained this is a financial strategy that allows the College to serve the needs of stakeholders efficiently and reliably into the future. Planning for financial efficiency and sustainability to undergird continued high performance.
- IV. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:
- A. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.  
It was determined after the time of posting that a consultation with an attorney was not needed.
  - 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.  
It was determined after the time of posting that a closed session on personnel matters was not needed.
- V. Reconvene in Open Meeting

It was determined after the time of posting that a closed session was not needed.

VI. Wrap-up with Summary and Follow-up  
Nothing additional was discussed.

VII. Adjournment  
The retreat was adjourned at 5:59 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for May and June 2024 which have been made in accordance with appropriate accounting procedures.

### **BACKGROUND**

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

### **IMPACT OF THIS ACTION**

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

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

This request is a reclassification of existing authorizations.

### **MONITORING AND REPORTING TIMELINE**

None

### **ATTACHMENTS**

Attachment 1 – May Budget Transfers

Attachment 2 – June Budget Transfers

### **RESOURCE PERSONNEL**

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

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers Related to Fiscal Year 2023-24  
 for May 2024

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 12,129	\$ 38,690
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 37,879	\$ 24,257
STUDENT SERVICES	\$ 1,150	\$ 538
INSTITUTIONAL SUPPORT	\$ 538	\$ 233,598
PHYSICAL PLANT	\$ 245,387	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 297,082</b>	<b>\$ 297,082</b>

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers Related to Fiscal Year 2023-24  
 for June 2024

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 169,083	\$ 75,730
PUBLIC SERVICE	\$ -	\$ 450
ACADEMIC SUPPORT	\$ 32,446	\$ 175,253
STUDENT SERVICES	\$ 2,273	\$ 863
INSTITUTIONAL SUPPORT	\$ 8,350	\$ 499
PHYSICAL PLANT	\$ 40,644	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 252,795</b>	<b>\$ 252,795</b>

**RECOMMENDATION**

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

**North Campus**

Department

Affiliation Entity

Emergency Medical Services

City of Friendswood EMS

Health Information Management

St. Joseph Regional Health Center

Medical Assisting

CLS Health, PLLC

Medical Assisting

C.H Wilkinson Physician Network dba  
Christus St. Mary's Clinic

Medical Assisting

TCH Pediatrics Associates, Inc. dba Texas  
Children’s Pediatrics

Health Information Management

Houston Pulmonary Medicine

Health Sciences (Affiliation)

Legacy Community Health Service, Inc.

Nursing (Program)

Legacy Community Health Service, Inc.

Pharmacy Technician

Harris County Hospital District dba Harris  
Health

Nursing and Mental Health

Kemah Palms Recovery

**Central Campus**

Department

Affiliation Entity

Eye Care Technology

Whitsett Vision Group

Medical Laboratory

Liberty Dayton Regional Medical Center

Health Science

Texas Children’s Hospital

Surgical Technology

The University of Texas M.D. Anderson  
Cancer Center

Medical Laboratory

Harris County Hospital District dba Harris  
Health System

Health Sciences Programs

PMC Hospital LLC dba St Luke’s Patients  
Medical Center

**Item “E”  
Regular Board Meeting August 12, 2024  
Approval of the Affiliation Agreements**

**South Campus**

Department

Pharmacy Technician

Affiliation Entity

CarePlus Pharmacy

Physical Therapy Assistant

Orange County Physical Therapy, LLC

Occupational Therapy Assistant

Distinct Abilities Academic Preschool, LLC

Occupational Therapy Assistant

Distinct Abilities Academic Program, LLC

**North and South Campus**

Department

Health Sciences (Affiliation)

Affiliation Entity

Legacy Community Health Services, Inc.

Pharmacy Technician (Program)

Legacy Community Health Services, Inc.

**North, South, and Central Campus**

Department

Health Science Programs

Affiliation Entity

East Houston Medical Center

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

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**Item “F”**  
**Regular Board Meeting August 12, 2024**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, September 9, 2024.