

*Board of Trustees
Meeting*

August 29, 2022

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:15 p.m., Monday, August 29, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

www.sanjac.edu/board-meeting-videos

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

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
 - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
 - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - Validation of evaluation ratings for members of the Strategic Leadership Team
- IV. Reconvene in Open Meeting**
- V. Update on Next Steps with Adoption of Tax Rate**
- VI. Review Houston Chronicle Contract and Expenditures**
- VII. Review and Discussion of Annual Internal Audit Report:**
 - a. Summary of FY 2021-2022 Internal Audit Work
 - b. Proposed FY 2022-2023 Audit Plan
- VIII. Review Construction and Renovation Dates on College-Owned Buildings**
- IX. Update on Enrollment**
- X. Update on Auction Process**
- XI. Update on State and Federal Legislative Sessions**
- XII. Review of Calendar**
- XIII. General Discussion of Meeting Items**

a. Additional Purchasing Support Documents

XIV. Adjournment

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, August 26, 2022, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

**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 29, 2022, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

www.sanjac.edu/board-meeting-videos

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

www.sanjac.edu/board-meeting-agendas

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

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

The form must be completed prior to 11:00 a.m. on August 29, 2022. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the “Public Comment” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING
AGENDA**

I. Call the Meeting to Order

II. Roll Call of Board Members

III. Invocation and Pledge to the Flags

IV. Special Announcements, Recognitions, Introductions, and Presentations

Recognition of the Purchasing Department for Receiving the 2022 Teri Zamora
Achievement of Excellence in Procurement Award

V. Student Success Presentations

Diversity, Equity, and Inclusivity Landscape Allatia Harris
Eddy Ruiz

- VI. Communications to the Board of Trustees**
- VII. Public Comment**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements July 2022
 - b. San Jacinto College Monthly Investment Report July 2022
 - B. San Jacinto College Foundation Financial Statements
 - C. Capital Improvement Program
 - D. San Jacinto college Building Committee Minutes

ACTION ITEMS

- IX. Consideration of Approval of Policy III.3001.J, Records Management – Second Reading**
- X. Consideration of Approval to Modify Child Care Fees**
- XI. Consideration of Approval of Non-Credit Course Enrollment Charges**

PURCHASING REQUESTS

- XII. Consideration of Purchasing Requests**

CONSENT AGENDA

- XIII. Consent Agenda**

(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)

 - A. Approval of the Minutes for the August 8, 2022, Workshop and Regular Board Meeting**
 - B. Approval of the Minutes for the August 2, 2022, Strategic Planning Retreat**
 - C. Approval of the Budget Transfers**
 - D. Approval of Personnel Recommendations and Extra Service Agreements**
 - E. Approval of the Affiliation Agreements**
 - F. Approval of the Next Regularly Scheduled Meeting**
- XIV. Items for Discussion/Possible Action**

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

Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 *et seq.* of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all

subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
July 2022

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

| <u>Assets</u> | <u>2022</u> | <u>2021</u> |
|--|-----------------------|-----------------------|
| Current assets: | | |
| Cash and cash equivalents | \$ 68,108,373 | \$ 86,186,643 |
| Investments | 20,694,450 | - |
| Accounts receivable - taxes | 5,037,790 | 4,476,059 |
| Accounts receivable | 26,247,158 | 26,281,378 |
| Deferred charges | 3,415,423 | 2,556,294 |
| Inventories | 550,602 | 366,250 |
| Total current assets | <u>124,053,796</u> | <u>119,866,624</u> |
| Noncurrent assets: | | |
| Restricted cash and cash equivalents | 108,642,251 | 114,148,049 |
| Capital assets, net | 726,537,806 | 695,991,000 |
| Total noncurrent assets | <u>835,180,057</u> | <u>810,139,049</u> |
| Total assets | <u>959,233,853</u> | <u>930,005,673</u> |
| Deferred outflows of resources: | | |
| Deferred outflow related to pensions | 16,771,450 | 20,383,403 |
| Deferred outflow related to OPEB | 22,616,854 | 17,632,637 |
| Deferred outflow related to defeased debt | 5,583,721 | 6,589,990 |
| Total deferred outflows of resources | <u>44,972,025</u> | <u>44,606,030</u> |
| <u>Liabilities</u> | | |
| Current liabilities: | | |
| Accounts payable | 12,415,214 | 16,370,479 |
| Accrued liabilities | 11,167,540 | 9,859,237 |
| Accrued compensable absences and deferred compensation | 2,399,843 | 2,741,917 |
| Deferred revenues | 18,860,590 | 17,490,709 |
| Total current liabilities | <u>44,843,188</u> | <u>46,462,342</u> |
| Noncurrent liabilities: | | |
| Net pension liability | 46,145,705 | 45,813,261 |
| Net OPEB liability | 103,762,700 | 107,182,217 |
| Bonds and notes payable | 670,053,928 | 638,852,475 |
| Total noncurrent liabilities | <u>819,962,333</u> | <u>791,847,953</u> |
| Total liabilities | <u>864,805,521</u> | <u>838,310,295</u> |
| Deferred inflows of resources: | | |
| Deferred inflows related to pensions | 7,609,539 | 9,070,812 |
| Deferred inflows related to OPEB | 29,602,310 | 26,740,139 |
| Total deferred inflows of resources | <u>37,211,849</u> | <u>35,810,951</u> |
| <u>Net assets</u> | | |
| Beginning of year - audited | 84,506,750 | 80,169,233 |
| Current year addition | 17,681,758 | 20,321,224 |
| Total net position | <u>\$ 102,188,508</u> | <u>\$ 100,490,457</u> |

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

11 Unrestricted Funds

| | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|--|--------------------|----------------------|-----------------------------------|----------------------|---------------------------|
| REVENUES | | | | | |
| State Appropriations | \$ 41,307,654 | \$ 37,383,428 | 90.50 | \$ 38,092,268 | 90.50 |
| Local Taxes - Maintenance & Operations | 73,800,000 | 73,097,578 | 99.05 | 72,553,091 | 99.82 |
| Credit Tuition | 62,500,000 | 58,348,395 | 93.36 | 59,758,877 | 99.47 |
| Credit Exemptions & Waivers | (9,160,000) | (7,850,926) | 85.71 | (8,581,203) | 99.84 |
| Continuing Education | | | | | |
| CPET | 480,000 | 259,170 | 53.99 | 237,436 | 90.58 |
| Maritime Transportation | 1,300,000 | 1,415,209 | 108.86 | 1,110,132 | 94.92 |
| Continuing Professional Development (CPD) | 5,925,000 | 4,609,256 | 77.79 | 4,536,197 | 88.78 |
| Continuing Education Exemptions & Waivers | (154,100) | (43,675) | 28.34 | (100,365) | 99.09 |
| Bad Debt | (1,400,000) | (642,295) | 45.88 | (670,496) | 100.00 |
| Sales & Services | 1,625,000 | 2,602,549 | 160.16 | 1,572,299 | 88.93 |
| Insurance Proceeds - Winter Storm | - | 43,446 | - | 4,063,289 | - |
| Investment Income & Unrealized Gains/Losses | 250,000 | 380,534 | 152.21 | 102,071 | 95.78 |
| HEERF Lost Revenue | 8,250,000 | 8,463,015 | 102.58 | - | - |
| Total Revenues | <u>184,723,554</u> | <u>178,065,683</u> | <u>96.40</u> | <u>172,673,595</u> | <u>99.29</u> |
| EXPENDITURES | | | | | |
| Instruction | 73,949,397 | 70,360,144 | 95.15 | 63,688,980 | 94.53 |
| Public Service | 14,539 | 9,241 | 63.56 | 5,628,160 | 86.89 |
| Academic Support | 16,670,781 | 13,413,022 | 80.46 | 11,817,362 | 91.11 |
| Student Services | 16,881,632 | 13,573,851 | 80.41 | 13,419,780 | 89.60 |
| Institutional Support | 49,972,361 | 38,702,565 | 77.45 | 36,634,214 | 89.84 |
| Physical Plant | 23,440,920 | 17,802,496 | 75.95 | 14,465,302 | 83.40 |
| Winter Storm | - | 43,446 | - | 4,113,289 | 89.06 |
| Total Expenditures | <u>180,929,629</u> | <u>153,904,766</u> | <u>85.06</u> | <u>149,767,087</u> | <u>91.02</u> |
| TRANSFERS AMONG FUNDS | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | 3,793,925 | 2,537,777 | 66.89 | 2,467,259 | 72.04 |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 21,623,139</u> | | <u>\$ 20,439,249</u> | |

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

| Federal Restricted Funds | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|---|--------------------|-------------------|-----------------------------------|-------------------|---------------------------|
| REVENUES | | | | | |
| Grants | \$ 117,371,045 | \$ 83,743,500 | 71.35 | \$ 49,685,940 | 83.00 |
| Total Revenues | <u>117,371,045</u> | <u>83,743,500</u> | <u>71.35</u> | <u>49,685,940</u> | <u>83.00</u> |
| EXPENDITURES | | | | | |
| Instruction | 736,356 | 691,778 | 93.95 | 405,363 | 91.22 |
| Public Service | 401,017 | 172,096 | 42.91 | 215,235 | 94.02 |
| Academic Support | 14,447,508 | 3,995,214 | 27.65 | 3,863,909 | 82.37 |
| Student Services | 4,946,246 | 2,204,113 | 44.56 | 200,976 | 35.65 |
| Institutional Support | 35,294,536 | 16,991,798 | 48.14 | 3,056,499 | 93.11 |
| Physical Plant | 965,337 | 9,368 | 0.97 | - | - |
| Scholarships and Fellowships | 60,580,044 | 59,679,133 | 98.51 | 41,943,958 | 82.77 |
| Total Expenditures | <u>117,371,045</u> | <u>83,743,500</u> | <u>71.35</u> | <u>49,685,940</u> | <u>82.97</u> |
| TRANSFERS AMONG FUNDS | | | | | |
| Transfers In | - | - | - | (300,000) | 71.30 |
| Transfers Out | - | - | - | 300,000 | 71.30 |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ -</u> | | <u>\$ -</u> | |

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

| State Restricted Funds | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|--|-------------------|-------------------|-----------------------------------|-------------------|---------------------------|
| REVENUES | | | | | |
| State Paid Benefits | \$ 11,862,735 | \$ 10,766,925 | 90.76 | \$ 10,851,278 | 91.72 |
| Grants | <u>4,452,199</u> | <u>2,485,482</u> | <u>55.83</u> | <u>2,210,261</u> | <u>93.13</u> |
| Total Revenues | <u>16,314,934</u> | <u>13,252,407</u> | <u>81.23</u> | <u>13,061,540</u> | <u>91.95</u> |
| EXPENDITURES | | | | | |
| Instruction | 7,017,172 | 5,775,885 | 82.31 | 5,653,356 | 92.51 |
| Public Service | 24,347 | 24,167 | 99.26 | 323,671 | 90.48 |
| Academic Support | 1,607,398 | 1,259,387 | 78.35 | 1,243,991 | 89.48 |
| Student Services | 1,681,173 | 1,604,049 | 95.41 | 1,631,163 | 90.63 |
| Institutional Support | 3,024,263 | 2,333,112 | 77.15 | 2,284,711 | 91.38 |
| Physical Plant | 36,541 | - | - | - | - |
| Scholarships and Fellowships | <u>2,924,041</u> | <u>2,227,545</u> | <u>76.18</u> | <u>1,924,648</u> | <u>94.96</u> |
| Total Expenditures | <u>16,314,934</u> | <u>13,224,145</u> | <u>81.06</u> | <u>13,061,540</u> | <u>92.07</u> |
| TRANSFERS AMONG FUNDS | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 28,262</u> | | <u>\$ -</u> | |

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

| Local Restricted Funds | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|---|--------------------|------------------|-----------------------------------|--------------------|---------------------------|
| REVENUES | | | | | |
| Grants | \$ 7,942,950 | \$ 4,896,097 | 61.64 | \$ 2,142,626 | 64.77 |
| Total Revenues | <u>7,942,950</u> | <u>4,896,097</u> | <u>61.64</u> | <u>2,142,626</u> | <u>64.77</u> |
| EXPENDITURES | | | | | |
| Instruction | 91,383 | 87,959 | 96.25 | - | - |
| Public Service | 205,089 | 166,734 | 81.30 | 144,935 | 91.35 |
| Academic Support | 496,897 | 405,203 | 81.55 | 336,209 | 89.26 |
| Student Services | 62,924 | 22,266 | 35.39 | 12,567 | 100.71 |
| Institutional Support | 104,386 | 24,692 | 23.65 | 29,002 | 85.06 |
| Physical Plant | 250,000 | - | - | - | - |
| Scholarships and Fellowships | 7,258,772 | 4,359,797 | 60.06 | 1,771,282 | 66.48 |
| Total Expenditures | <u>8,469,450</u> | <u>5,066,650</u> | <u>59.82</u> | <u>2,293,995</u> | <u>70.67</u> |
| TRANSFERS AMONG FUNDS | | | | | |
| Transfers In | (526,500) | (178,877) | 33.97 | (139,609) | 91.08 |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ 8,324</u> | | <u>\$ (11,760)</u> | |

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

27 Texas Public Education Grant

| | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|---|---------------------|---------------------|-----------------------------------|---------------------|---------------------------|
| REVENUES | | | | | |
| Tuition - Credit & Non Credit | <u>\$ 2,900,000</u> | <u>\$ 2,840,281</u> | <u>97.94</u> | <u>\$ 2,861,438</u> | <u>99.17</u> |
| Total Revenues | <u>2,900,000</u> | <u>2,840,281</u> | <u>97.94</u> | <u>2,861,438</u> | <u>99.17</u> |
| EXPENDITURES | | | | | |
| Scholarships and Fellowships | <u>2,900,000</u> | <u>3,296,316</u> | <u>113.67</u> | <u>3,140,019</u> | <u>99.52</u> |
| Total Expenditures | <u>2,900,000</u> | <u>3,296,316</u> | <u>113.67</u> | <u>3,140,019</u> | <u>99.52</u> |
| TRANSFERS AMONG FUNDS | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | - | - | - | - | - |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ (456,035)</u> | | <u>\$ (278,581)</u> | |

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

28 Private Gifts and Donations

| | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|---|--------------------|-------------------|-----------------------------------|------------------|---------------------------|
| REVENUES | | | | | |
| Sales & Services | \$ - | \$ 26,139 | - | \$ 25,284 | 100.00 |
| Total Revenues | <u>-</u> | <u>26,139</u> | <u>-</u> | <u>25,284</u> | <u>100.00</u> |
| EXPENDITURES | | | | | |
| Instruction | - | 28,134 | - | - | - |
| Scholarships and Fellowships | - | - | - | - | - |
| Total Expenditures | <u>-</u> | <u>28,134</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TRANSFERS AMONG FUNDS | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | - | - | - | - | - |
| Net Increase (Decrease) in Net Position | <u>\$ -</u> | <u>\$ (1,995)</u> | | <u>\$ 25,284</u> | |

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

| Auxiliary Enterprises | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|---|--------------------|--------------------|-----------------------------------|-------------------|---------------------------|
| REVENUES | | | | | |
| Auxiliary Services | \$ 2,865,500 | \$ 2,470,935 | 86.23 | \$ 1,992,523 | 98.76 |
| Total Revenues | <u>2,865,500</u> | <u>2,470,935</u> | <u>86.23</u> | <u>1,992,523</u> | <u>98.76</u> |
| EXPENDITURES | | | | | |
| Labor | 530,720 | 513,515 | 96.76 | 171,703 | 83.41 |
| Benefits | 105,263 | 104,961 | 99.71 | 49,298 | 85.83 |
| Supplies | 480,706 | 398,909 | 82.98 | 98,261 | 76.23 |
| Travel | 261,708 | 261,440 | 99.90 | 198,998 | 99.59 |
| Contracted Services | 261,162 | 222,988 | 85.38 | 64,206 | 93.92 |
| Utilities | 200 | - | - | - | - |
| Capital Outlay | - | - | - | 13,213 | 100.00 |
| Scholarships and Fellowships | 1,048,840 | 1,013,981 | 96.68 | 1,047,522 | 88.03 |
| Total Expenditures | <u>2,688,600</u> | <u>2,515,794</u> | <u>93.57</u> | <u>1,643,200</u> | <u>88.18</u> |
| TRANSFERS AMONG FUNDS | | | | | |
| Transfers In | - | - | - | - | - |
| Transfers Out | - | - | - | - | - |
| Net Increase (Decrease) in Net Position | <u>\$ 176,900</u> | <u>\$ (44,859)</u> | | <u>\$ 349,323</u> | |

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

Fund 95 Retirement of Indebtedness

| | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|--|----------------------|----------------------|-----------------------------------|----------------------|---------------------------|
| REVENUES | | | | | |
| Local Taxes - Debt Service | \$ 36,056,758 | \$ 35,695,932 | 99.00 | \$ 37,341,319 | 99.83 |
| Investment Income | - | 44,581 | - | 8,113 | 92.88 |
| Total Revenues | <u>36,056,758</u> | <u>35,740,513</u> | <u>99.12</u> | <u>37,349,433</u> | <u>99.83</u> |
| EXPENDITURES | | | | | |
| Institutional Support - Principal | 12,703,426 | 12,703,426 | 100.00 | 15,980,930 | 100.00 |
| Institutional Support - Interest | 26,620,757 | 22,284,104 | 83.71 | 20,849,198 | 91.43 |
| Total Expenditures | <u>39,324,183</u> | <u>34,987,530</u> | <u>88.97</u> | <u>36,830,128</u> | <u>94.96</u> |
| TRANSFERS AMONG FUNDS | | | | | |
| Transfers In | (3,267,425) | (2,358,900) | 72.19 | (2,327,650) | 71.15 |
| Transfers Out | - | - | - | - | - |
| Adjustment for Debt Principal Payment ¹ | (12,703,426) | (12,703,426) | 100.00 | (15,980,930) | 100.00 |
| Net Increase (Decrease) in Net Position | <u>\$ 12,703,426</u> | <u>\$ 15,815,309</u> | | <u>\$ 18,827,885</u> | |

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

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

| Fund 97 Investment in Plant | Adjusted Budget | Actual | (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|---|------------------------|------------------------|-------|-----------------------------------|------------------------|---------------------------|
| EXPENDITURES | | | | | | |
| Depreciation | \$ 22,600,000 | \$ 21,695,745 | | 96.00 | \$ 19,710,034 | 90.78 |
| Total Expenditures | <u>22,600,000</u> | <u>21,695,745</u> | | <u>96.00</u> | <u>19,710,034</u> | <u>90.78</u> |
| TRANSFERS AMONG FUNDS | | | | | | |
| Transfers In | - | - | | - | - | - |
| Transfers Out | <u>-</u> | <u>-</u> | | <u>-</u> | <u>-</u> | <u>-</u> |
| Adjustment for Capital Purchases ¹ | <u>(1,794,480)</u> | <u>(2,017,551)</u> | | | <u>(595,660)</u> | <u>77.29</u> |
| Net Increase (Decrease) in Net Position | <u>\$ (20,805,520)</u> | <u>\$ (19,678,193)</u> | | | <u>\$ (19,114,374)</u> | |

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

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

| | Adjusted Budget | Actual | (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|--|-----------------------|----------------------|-------|-----------------------------------|----------------------|---------------------------|
| REVENUES | | | | | | |
| State Appropriations | \$ 53,170,389 | \$ 48,150,353 | | 90.56 | \$ 48,943,546 | 90.77 |
| Local Taxes - Maintenance & Operations | 73,800,000 | 73,097,578 | | 99.05 | 72,553,091 | 99.82 |
| Local Taxes - Debt Service | 36,056,758 | 35,695,932 | | 99.00 | 37,341,319 | 99.83 |
| Credit Tuition | 65,400,000 | 61,188,677 | | 93.56 | 62,620,314 | 99.45 |
| Credit Exemptions & Waivers | (9,160,000) | (7,850,926) | | 85.71 | (8,581,203) | 99.84 |
| Continuing Education | | | | | | |
| CPET | 480,000 | 259,170 | | 53.99 | 237,436 | 90.58 |
| Maritime Transportation | 1,300,000 | 1,415,209 | | 108.86 | 1,110,132 | 94.92 |
| Continuing Professional Development | 5,925,000 | 4,609,256 | | 77.79 | 4,536,197 | 88.78 |
| Continuing Education Exemptions & Waivers | (154,100) | (43,675) | | 28.34 | (100,365) | 99.09 |
| Credit Fees | - | - | | - | - | - |
| Bad Debt | (1,400,000) | (642,295) | | 45.88 | (670,496) | 100.00 |
| Sales & Services | 1,625,000 | 2,628,689 | | 161.77 | 1,597,584 | 89.08 |
| Insurance Proceeds - Winter Storm | - | 43,446 | | - | 4,063,289 | 88.94 |
| Investment Income & Unrealized Gains/Losses | 250,000 | 425,115 | | 170.05 | 110,184 | 95.56 |
| Investment Income - San Jac Tomorrow Program | - | 387,805 | | - | 96,280 | 90.18 |
| HEERF Lost Revenue | 8,250,000 | 8,463,015 | | 102.58 | - | - |
| Auxiliary Services | 2,865,500 | 2,470,935 | | 86.23 | 1,992,523 | 98.76 |
| Grants | 121,841,184 | 87,837,704 | | 72.09 | 52,420,738 | 84.23 |
| Local Grants | 7,925,010 | 3,287,375 | | 41.48 | 1,618,089 | 48.91 |
| Total Revenues | 368,174,741 | 321,423,360 | | 87.30 | 279,888,659 | 93.83 |
| EXPENDITURES | | | | | | |
| Instruction | 81,794,308 | 76,943,901 | | 94.07 | 69,747,699 | 94.31 |
| Public Service | 644,992 | 372,237 | | 57.71 | 6,312,000 | 87.39 |
| Academic Support | 33,222,583 | 19,072,825 | | 57.41 | 17,261,471 | 88.85 |
| Student Services | 23,571,974 | 17,404,279 | | 73.83 | 15,264,486 | 87.96 |
| Institutional Support | 127,719,728 | 93,039,697 | | 72.85 | 78,834,554 | 92.33 |
| Physical Plant | 24,692,799 | 17,811,864 | | 72.13 | 14,465,302 | 83.40 |
| Winter Storm | - | 43,446 | | - | 4,113,289 | 89.06 |
| Scholarships and Fellowships | 73,662,857 | 69,562,791 | | 94.43 | 48,779,907 | 83.36 |
| Auxiliary Enterprises | 2,688,600 | 2,515,794 | | 93.57 | 1,643,200 | 88.18 |
| Depreciation | 22,600,000 | 21,695,745 | | 96.00 | 19,710,034 | 90.78 |
| Total Expenditures | 390,597,842 | 318,462,580 | | 81.53 | 276,131,943 | 89.83 |
| TRANSFERS AMONG FUNDS | | | | | | |
| Transfers In | (3,793,925) | (2,537,777) | | 66.89 | (3,793,925) | 98.66 |
| Transfers Out | 3,793,925 | 2,537,777 | | 66.89 | 3,793,925 | 98.66 |
| Adjustment for Debt Principal Payment ¹ | (12,703,426) | (12,703,426) | | 100.00 | (12,703,426) | 79.49 |
| Adjustment for Capital Purchases ¹ | (1,794,480) | (2,017,551) | | 112.43 | (1,794,480) | 232.85 |
| Net Increase (Decrease) in Net Position | \$ (7,925,195) | \$ 17,681,758 | | | \$ 18,254,622 | |

1

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

Capital Improvement Program

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

Fund 91 Capital Projects

| | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|---|-------------------------|------------------------|-----------------------------------|------------------------|---------------------------|
| REVENUES | | | | | |
| Investment Income | \$ - | \$ 387,805 | - | \$ 101,869 | 95.42 |
| Total Revenues | <u>-</u> | <u>387,805</u> | <u>-</u> | <u>101,869</u> | <u>95.42</u> |
| EXPENDITURES | | | | | |
| SECO-Energy Conservation Projects | 4,625,573 | 1,178,063 | 25.47 | - | - |
| Bond Program | <u>117,026,189</u> | <u>34,390,151</u> | <u>29.39</u> | <u>73,750,745</u> | <u>86.40</u> |
| Total Expenditures | <u>121,651,762</u> | <u>35,568,214</u> | <u>29.24</u> | <u>73,750,745</u> | <u>86.40</u> |
| Net Increase (Decrease) in Net Position | <u>\$ (121,651,762)</u> | <u>\$ (35,180,409)</u> | | <u>\$ (73,648,876)</u> | |

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

Fund 93 Generation Park Clear Lake Land Proceeds

| | Adjusted Budget | Actual (92%) | % Actual to Adjusted Budget | 7/31/2021 | % of 8/31/21 Actual |
|---|---------------------|--------------------|-----------------------------------|--------------------|---------------------------|
| REVENUES | | | | | |
| Land Sale Proceeds | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total Revenues | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| EXPENDITURES | | | | | |
| Generation Park | <u>167,837</u> | <u>19,018</u> | <u>11.33</u> | <u>98,060</u> | <u>100.00</u> |
| Total Expenditures | <u>167,837</u> | <u>19,018</u> | <u>11.33</u> | <u>98,060</u> | <u>100.00</u> |
| TRANSFERS AMONG FUNDS | | | | | |
| Transfers In | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Transfers Out | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net Increase (Decrease) in Net Position | <u>\$ (167,837)</u> | <u>\$ (19,018)</u> | | <u>\$ (98,060)</u> | |

San Jacinto College Financial Statements
Monthly Investment Report
July 2022

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

| | | <u>Fair Value</u> | <u>Book Value</u> |
|------------------------------|---------------|-----------------------|-----------------------|
| Beginning Value | July 1, 2022 | \$ 201,325,897 | \$ 201,327,444 |
| Additions/Subtractions (Net) | | (3,913,574) | (3,897,416) |
| Change in Fair Value* | | - | - |
| Ending Value | July 31, 2022 | <u>\$ 197,412,323</u> | <u>\$ 197,430,028</u> |

| | |
|--|------------|
| Earnings for the Month of July | \$ 290,723 |
| Weighted Average Maturity at Ending Period Date (Days) | 1.00 |
| Weighted Average Earnings Rate | 1.7498% |
| Benchmark - One Year Treasury Yield | 2.9800% |

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

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

Prepared by:



Carol Tillman
Assistant Comptroller

Reviewed by:

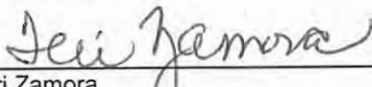


Andrea DuBois
Comptroller



Carin Hutchins
Associate Vice Chancellor of Finance

Approved by:



Teri Zamora
Vice Chancellor of Fiscal Affairs

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

| Description | Held At | Annualized Interest Rate | Purchase Date | Maturity | Par | Fair Value | Book Value | % of Total Portfolio | Days to Maturity | Weighted Avg. Mat. |
|--|---------------------------|--------------------------|---------------|----------|-----|-----------------------|-----------------------|----------------------|------------------|--------------------|
| Short-Term Investments - Unrestricted Funds | | | | | | | | | | |
| Demand Deposits | | | | | | | | | | |
| Credit Cards in Transit | Heartland | N/A | N/A | 08/01/22 | \$ | 39,110 | 39,110 | 0.02% | 1 | 0.00 |
| JPMorgan Accounts Payable Disbursements | JPMorgan Chase Bank | N/A | N/A | 08/01/22 | | (580,800) | (580,800) | -0.29% | 1 | 0.00 |
| JPMorgan Operating | JPMorgan Chase Bank | N/A | N/A | 08/01/22 | | 6,152,208 | 6,152,208 | 3.12% | 1 | 0.03 |
| JPMorgan Payroll | JPMorgan Chase Bank | N/A | N/A | 08/01/22 | | (24,379) | (24,379) | -0.01% | 1 | 0.00 |
| JPMorgan Worker's Comp | JPMorgan Chase Bank | N/A | N/A | 08/01/22 | | (1,457) | (1,457) | 0.00% | 1 | 0.00 |
| Petty Cash | Campus Business Offices | N/A | N/A | 08/01/22 | | 19,167 | 19,167 | 0.01% | 1 | 0.00 |
| Money Market Accounts | | | | | | | | | | |
| East West MM Operating Account | East West Bank | 0.0300% | N/A | 08/01/22 | N/A | - | - | 0.00% | 1 | 0.00 |
| Pool Accounts | | | | | | | | | | |
| LSIP Corporate Overnight Plus Fund - Operating Funds | Lone Star Investment Pool | 1.7313% | N/A | 08/01/22 | N/A | 65,892,631 | 65,892,631 | 33.38% | 1 | 0.33 |
| TexPool - Operating | TexPool | 1.5206% | N/A | 08/01/22 | N/A | 640,915 | 640,915 | 0.32% | 1 | 0.00 |
| TexPool - PRIME - Operating | TexPool | 1.6723% | N/A | 08/01/22 | N/A | - | - | 0.00% | 1 | 0.00 |
| Investments | | | | | | | | | | |
| Securities | | | | | | | | | | |
| US Treasury Note, CUSIP 9128284U1 | BNY Mellon | 2.871% | 06/23/22 | 06/30/23 | \$ | 4,985,350 | 4,987,713 | 2.53% | 334 | 0.03 |
| US Treasury Note, CUSIP 912828N30 | BNY Mellon | 2.518% | 06/29/22 | 12/31/22 | | 4,985,550 | 4,990,234 | 2.53% | 153 | 0.03 |
| US Agency Note, CUSIP 313385M60 | BNY Mellon | 2.144% | 07/06/22 | 10/31/22 | | 4,969,750 | 4,965,875 | 2.52% | 92 | 0.03 |
| US Agency Note, CUSIP 3135GOT94 | BNY Mellon | 2.580% | 07/07/22 | 01/16/23 | | 4,986,350 | 4,994,582 | 2.53% | 169 | 0.03 |
| Certificate of Deposit, CUSIP 02589ADC3 | BNY Mellon | 2.700% | 07/20/22 | 07/20/23 | | 240,796 | 243,000 | 0.12% | 354 | 0.00 |
| Certificate of Deposit, CUSIP 89841MAD9 | BNY Mellon | 2.850% | 07/19/22 | 07/19/23 | | 247,078 | 249,000 | 0.13% | 353 | 0.00 |
| Certificate of Deposit, CUSIP 909557JT8 | BNY Mellon | 2.750% | 07/22/22 | 07/21/23 | | 246,825 | 249,000 | 0.13% | 355 | 0.00 |
| Short-Term Investments - Restricted (Bond) Funds | | | | | | | | | | |
| Pool Accounts | | | | | | | | | | |
| LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds | Lone Star Investment Pool | 1.7313% | N/A | 08/01/22 | N/A | 406,006 | 406,006 | 0.21% | 1 | 0.00 |
| LSIP Corporate Overnight Plus Fund - GOB Debt Service | Lone Star Investment Pool | 1.7313% | N/A | 08/01/22 | N/A | 11,345,770 | 11,345,770 | 5.75% | 1 | 0.06 |
| LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings | Lone Star Investment Pool | 1.7313% | N/A | 08/01/22 | N/A | 814,380 | 814,380 | 0.41% | 1 | 0.00 |
| LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings | Lone Star Investment Pool | 1.7313% | N/A | 08/01/22 | N/A | 179,934 | 179,934 | 0.09% | 1 | 0.00 |
| LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings | Lone Star Investment Pool | 1.7313% | N/A | 08/01/22 | N/A | 848,696 | 848,696 | 0.43% | 1 | 0.00 |
| LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings | Lone Star Investment Pool | 1.7313% | N/A | 08/01/22 | N/A | 1,571,135 | 1,571,135 | 0.80% | 1 | 0.01 |
| LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings | Lone Star Investment Pool | 1.7313% | N/A | 08/01/22 | N/A | 927,805 | 927,805 | 0.47% | 1 | 0.00 |
| LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds | Lone Star Investment Pool | 1.7313% | N/A | 08/01/22 | N/A | 40,153,508 | 40,153,508 | 20.34% | 1 | 0.20 |
| TexPool PRIME - 2019 Bond Proceeds | TexPool | 1.6723% | N/A | 08/01/22 | N/A | - | - | 0.00% | 1 | 0.00 |
| TexPool PRIME - 2021 Bond Proceeds | TexPool | 1.6723% | N/A | 08/01/22 | N/A | 48,365,995 | 48,365,995 | 24.50% | 1 | 0.24 |
| Grand Total - Cash, Cash Equivalents, and Investments | | | | | | \$ 197,412,323 | \$ 197,430,028 | 100.00% | | 1.00 |

Weighted Average to Maturity at Ending Period Date (Days)

| ACFR, Note 4 | Weighted Average to Maturity at Ending Period Date (Days) |
|--------------|---|
| 0.01% | \$ 19,167 |
| 86.70% | 171,146,775 |
| 0.00% | Investment pools |
| | Petty cash on hand |
| 2.84% | Money market |
| 10.47% | Bank deposits - demand deposits |
| 0.00% | U. S. government securities & CDs |
| 100.00% | Accrued earnings |
| | Total cash, cash equivalents, and investments |
| | 197,412,323 |

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

| Description | Hold At | Annualized Interest Rate | Maturity | Par | 6/30/2022 Ending Fair Value | 6/30/2022 Ending Book Value | 7/31/2022 Ending Fair Value | 7/31/2022 Ending Book Value | Change in Fair Value For the Month | Unrealized Gain/Loss | July Earnings | September through July Earnings |
|--|---------|--------------------------|----------|-----|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------------|----------------------|---------------|---------------------------------|
| Short-Term Investments - Unrestricted Funds | | | | | | | | | | | | |
| Demand Deposits | | | | | | | | | | | | |
| Heartland | | N/A | 08/01/22 | \$ | (18,635) | (18,635) | 39,110 | 39,110 | 57,745 | N/A | N/A | N/A |
| JPMorgan Chase Bank | | N/A | 08/01/22 | \$ | (1,732,548) | (1,732,548) | (560,800) | (560,800) | 1,151,748 | N/A | N/A | N/A |
| JPMorgan Accounts Payable Disbursements | | N/A | 08/01/22 | N/A | 7,298,767 | 7,298,767 | 6,152,208 | 6,152,208 | (1,146,559) | N/A | N/A | N/A |
| JPMorgan Operating | | N/A | 08/01/22 | N/A | (19,411) | (19,411) | (24,379) | (24,379) | (4,968) | N/A | N/A | N/A |
| JPMorgan Payroll | | N/A | 08/01/22 | N/A | (8,615) | (8,615) | (1,457) | (1,457) | 7,158 | N/A | N/A | N/A |
| JPMorgan Worker's Comp | | N/A | 08/01/22 | N/A | 19,167 | 19,167 | 19,167 | 19,167 | - | N/A | N/A | N/A |
| Petty Cash | | N/A | 08/01/22 | \$ | 5,538,725 | 5,538,725 | 5,603,949 | 5,603,949 | 65,124 | N/A | N/A | N/A |
| Sub Total Demand Deposits | | | | | | | | | | | | |
| Money Market Accounts | | | | | | | | | | | | |
| East West Bank | | 0.0300% | 08/01/22 | \$ | - | - | - | - | - | NA | - | 8,775 |
| East West Mkt Operating Account | | | | | | | | | | NA | - | 8,775 |
| Sub Total Money Market Accounts | | | | | | | | | | | | |
| Pool Accounts | | | | | | | | | | | | |
| TexPool - Operating | | 1.5205% | 08/01/22 | \$ | 139,453 | 139,453 | 640,915 | 640,915 | 501,462 | NA | 896 | 1,854 |
| TexPool PRIME - Operating | | 1.6723% | 08/01/22 | \$ | 80,740,978 | 80,740,978 | 65,892,631 | 65,892,631 | (14,848,347) | NA | 101,652 | 348,057 |
| LSJP Corporate Overnight Plus Fund- Operating Funds | | 1.7313% | 08/01/22 | \$ | 80,880,431 | 80,880,431 | 66,553,946 | 66,553,946 | (14,326,485) | NA | 102,545 | 349,922 |
| Sub Total Pool Accounts | | | | | | | | | | | | |
| Investments | | | | | | | | | | | | |
| Securities | | | | | | | | | | | | |
| US Treasury Note, CUSIP 912224U1 | | 2.871% | 06/30/23 | \$ | 4,985,150 | 4,987,713 | 4,985,350 | 4,987,713 | (600) | (2,363) | 10,938 | 13,476 |
| US Treasury Note, CUSIP 912224N30 | | 2.815% | 12/31/22 | \$ | 4,980,250 | 4,980,234 | 4,985,550 | 4,980,234 | (4,700) | (4,684) | 8,654 | 9,147 |
| US Agency Note, CUSIP 313588M60 | | 2.144% | 10/31/22 | \$ | 5,000,000 | 5,000,000 | 4,969,750 | 4,969,750 | 3,875 | 3,875 | 6,531 | 8,531 |
| US Agency Note, CUSIP 3135G0T94 | | 2.800% | 07/16/23 | \$ | 5,000,000 | 5,000,000 | 4,986,350 | 4,986,350 | (13,650) | (13,650) | 7,790 | 7,790 |
| Certificate of Deposit, CUSIP 02589AD33 | | 2.700% | 07/20/23 | \$ | 243,000 | 243,000 | 240,796 | 243,000 | 2,204 | (2,204) | 194 | 194 |
| Certificate of Deposit, CUSIP 88641MAD9 | | 2.850% | 07/19/23 | \$ | 249,000 | 249,000 | 247,078 | 249,000 | 1,922 | (1,922) | 233 | 233 |
| Certificate of Deposit, CUSIP 909557J78 | | 2.750% | 07/21/23 | \$ | 249,000 | 249,000 | 246,825 | 249,000 | 2,175 | (2,175) | 169 | 169 |
| Sub Total Investments | | | | \$ | 20,741,000 | 20,741,000 | 20,661,699 | 20,679,404 | 10,685,299 | (17,705) | 36,709 | 39,540 |
| Sub Total - Short Term Investments - Unrestricted Funds | | | | \$ | 96,395,556 | 96,397,103 | 92,799,094 | 92,816,799 | (3,596,462) | (17,705) | 139,257 | 398,237 |
| Short-Term Investments - Restricted (Bond) Funds | | | | | | | | | | | | |
| Pool Accounts | | | | | | | | | | | | |
| LSJP Corporate Overnight Plus Fund - 2006 GOB Bond Proceeds | | 1.7313% | 08/01/22 | \$ | 565,664 | 565,664 | 406,006 | 406,006 | (159,658) | NA | 696 | 3,270 |
| LSJP Corporate Overnight Plus Fund - GOB Debt Service | | 1.7313% | 08/01/22 | \$ | 11,329,111 | 11,329,111 | 11,345,770 | 11,345,770 | 16,659 | NA | 16,659 | 44,581 |
| LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings | | 1.7313% | 08/01/22 | \$ | 813,184 | 813,184 | 814,380 | 814,380 | 1,196 | NA | 1,196 | 3,404 |
| LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings | | 1.7313% | 08/01/22 | \$ | 179,570 | 179,570 | 179,934 | 179,934 | 364 | NA | 264 | 752 |
| LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings | | 1.7313% | 08/01/22 | \$ | 687,195 | 687,195 | 848,696 | 848,696 | 161,501 | NA | 1,147 | 3,422 |
| LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings | | 1.7313% | 08/01/22 | \$ | 1,568,828 | 1,568,828 | 1,571,135 | 1,571,135 | 2,307 | NA | 2,307 | 6,567 |
| LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings | | 1.7313% | 08/01/22 | \$ | 926,443 | 926,443 | 927,805 | 927,805 | 1,362 | NA | 1,362 | 3,878 |
| LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds | | 1.6723% | 08/01/22 | \$ | 40,094,551 | 40,094,551 | 40,153,508 | 40,153,508 | 58,957 | NA | 58,957 | 152,508 |
| TexPool PRIME - 2021 Bond Proceeds | | 1.6723% | 08/01/22 | \$ | 48,765,695 | 48,765,695 | 48,365,995 | 48,365,995 | (399,700) | NA | - | 8 |
| TexPool | | | | | 104,930,341 | 104,930,341 | 104,613,229 | 104,613,229 | (317,112) | NA | 68,878 | 213,994 |
| Sub Total Pool Accounts | | | | | | | | | | | 151,466 | 432,385 |
| Sub Total - Short Term Investments - Restricted (Bond) Funds | | | | | | | | | | | 151,466 | 432,385 |
| Grand Total - Cash, Cash Equivalents, and Investments | | | | \$ | 201,325,897 | 201,327,446 | 197,430,028 | 197,430,028 | (3,893,874) | (17,705) | 290,723 | 830,622 |

San Jacinto College Foundation

Statement of Financial Position

As of July 31, 2022

| 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 | \$2,356,295 | - | \$2,356,295 | \$1,667,672 | - | \$1,667,672 | 688,623 | - | \$688,623 |
| General Fund | - | - | - | - | - | - | - | - | - |
| Other Funds | - | - | - | - | - | - | - | - | - |
| Total Checking/Savings | 2,356,295 | - | 2,356,295 | 1,667,672 | - | 1,667,672 | 688,623 | - | 688,623 |
| Accounts Receivables | 3,128,305 | - | 3,128,305 | 3,577,420 | - | 3,577,420 | (449,115) | - | (449,115) |
| Other Current Assets | | | | | | | | | |
| Short Term Investments | | | | | | | | | |
| Goldman Sachs - SS2 (Endowed) | 18,076,843 | 18,076,843 | 18,076,843 | - | - | - | - | 18,076,843 | 18,076,843 |
| Goldman Sachs - SSF (Non-Endowed) | 8,469,185 | 8,469,185 | 8,469,185 | 30,000,409 | 30,000,409 | 30,000,409 | (21,531,224) | (21,531,224) | (21,531,224) |
| Goldman Sachs - FDN-SSE (Endowed) | 1,598,363 | 1,598,363 | 1,598,363 | - | - | - | 1,598,363 | - | 1,598,363 |
| Goldman Sachs - FDN | 12,723,565 | 12,723,565 | 12,723,565 | 15,303,257 | 15,303,257 | 15,303,257 | (2,579,692) | - | (2,579,692) |
| Total SJC Short Term Investments | 14,321,927 | 26,546,028 | 40,867,955 | 15,303,257 | 30,000,409 | 45,303,666 | (981,330) | (3,454,381) | (4,435,710) |
| Total Current Assets | 19,806,527 | 26,546,028 | 46,352,556 | 20,548,349 | 30,000,409 | 50,548,758 | (741,821) | (3,454,381) | (4,196,202) |
| TOTAL ASSETS | 19,806,527 | 26,546,028 | 46,352,556 | 20,548,349 | 30,000,409 | 50,548,758 | (741,821) | (3,454,381) | (4,196,202) |
| LIABILITIES & NET ASSETS | | | | | | | | | |
| Liabilities | | | | | | | | | |
| Current Liabilities | | | | | | | | | |
| Accounts Payable | | | | | | | | | |
| Grants Payable | 97,176 | - | 97,176 | 14,884 | - | 14,884 | 82,292 | - | 82,292 |
| Programs Payable | 21,555 | - | 21,555 | 8,240 | - | 8,240 | 13,315 | - | 13,315 |
| Endowments Payable | 143,421 | - | 143,421 | 83,865 | - | 83,865 | 59,556 | - | 59,556 |
| Scholarship Payables | 461,615 | 626,265 | 1,087,880 | 143,928 | - | 143,928 | 317,687 | 626,265 | 943,952 |
| Student Success Payables | 109,159 | - | 109,159 | 98,595 | - | 98,595 | 10,564 | - | 10,564 |
| Total Accounts Payable | 832,925 | 626,265 | 1,459,191 | 349,512 | - | 349,512 | 483,413 | 626,265 | 1,109,678 |
| Total Current Liabilities | 832,925 | 626,265 | 1,459,191 | 349,512 | - | 349,512 | 483,413 | 626,265 | 1,109,678 |
| Total Liabilities | 832,925 | 626,265 | 1,459,191 | 349,512 | - | 349,512 | 483,414 | 626,265 | 1,109,678 |
| NET ASSETS | | | | | | | | | |
| Net Assets Without Donor Restrictions | 3,417,081 | 24,575,762 | 27,992,843 | 4,187,091 | 30,000,409 | 34,187,500 | (770,011) | (5,424,647) | (6,194,658) |
| Net Assets With Donor Restrictions | 15,153,609 | - | 15,153,609 | 15,872,871 | - | 15,872,871 | (719,262) | - | (719,262) |
| Net Assets | 18,570,689 | 24,575,762 | 43,146,451 | 20,059,962 | 30,000,409 | 50,060,371 | (1,489,273) | (5,424,647) | (6,913,920) |
| Net Income | 402,912 | 1,344,001 | 1,746,914 | 138,874 | - | 138,874 | 264,038 | 1,344,001 | 1,608,040 |
| Total Net Assets | 18,973,602 | 25,919,763 | 44,893,365 | 20,198,836 | 30,000,409 | 50,199,245 | (1,225,235) | (4,080,646) | (5,305,881) |
| TOTAL LIABILITIES & NET ASSETS | \$19,806,527 | \$26,546,028 | \$46,352,556 | \$20,548,349 | \$30,000,409 | \$50,548,758 | (\$741,821) | (\$3,454,381) | (\$4,196,202) |

San Jacinto College Foundation

Statement of Activities

For the Period Ending July 31, 2022

| | 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 | | |
| Ordinary Income/Expense | | | | | | | | | | | |
| Income | | | | | | | | | | | |
| Contributions | | | | | | | | | | | |
| Grant Contributions | - | - | - | - | - | - | - | - | - | 90,000 | 0% |
| Endowments | 3,409 | - | 3,409 | 90 | - | 90 | 3,319 | - | 3,319 | 175,000 | 2% |
| Program Sponsorship | 1,345 | - | 1,345 | 3,327 | - | 3,327 | (1,983) | - | (1,983) | 275,000 | 0% |
| Scholarships | 2,224 | - | 2,224 | 56,544 | - | 56,544 | (54,321) | - | (54,321) | 400,000 | 1% |
| Total Contributions | 6,977 | - | 6,977 | 59,961 | - | 59,961 | (52,984) | - | (52,984) | 940,000 | 1% |
| Other Income | | | | | | | | | | | |
| Investment Income | 33,669 | 52,521 | 86,190 | 34,269 | 155 | 34,424 | (600) | 52,366 | 51,766 | 600,000 | 14% |
| Realized Gain / (Loss) | (653) | (13,682) | (14,335) | 32,903 | - | 32,903 | (33,556) | (13,682) | (47,237) | - | - |
| Unrealized Gain / (Loss) | 562,287 | 1,305,162 | 1,867,449 | 10,776 | - | 10,776 | 551,511 | 1,305,162 | 1,856,672 | - | - |
| Total Other Income | 595,303 | 1,344,001 | 1,939,304 | 77,947 | 155 | 78,103 | 517,355 | 1,343,846 | 1,861,201 | 600,000 | 99% |
| Total Income | 602,280 | 1,344,001 | 1,946,281 | 137,909 | 155 | 138,064 | 464,371 | 1,343,846 | 1,808,217 | 1,540,000 | 39% |
| Expense | | | | | | | | | | | |
| Programs | | | | | | | | | | | |
| Scholarships Awarded - SSF | - | - | - | - | - | - | - | - | - | 2,500,000 | 0% |
| Scholarships Awarded - FND | 196,312 | - | 196,312 | (1,910) | - | (1,910) | (198,222) | - | (198,222) | 1,200,000 | 16% |
| Programs Sponsored | - | - | - | - | - | - | - | - | - | 600,000 | 0% |
| Student Success Initiatives | - | - | - | - | - | - | - | - | - | 150,000 | 0% |
| Total Programs | 196,312 | - | 196,312 | (1,910) | - | (1,910) | (198,222) | - | (198,222) | 4,450,000 | 4% |
| Supporting Services | | | | | | | | | | | |
| Bad Debt Expense | - | - | - | - | - | - | - | - | - | 2,000 | 0% |
| Supporting Services | | | | | | | | | | | |
| Foundation Expenses | 3,055 | - | 3,055 | 1,100 | - | 1,100 | (1,955) | - | (1,955) | 120,750 | 3% |
| Sponsorship Expense | - | - | - | - | - | - | 0 | - | 0 | 5,000 | 0% |
| Total Supporting Services | 3,055 | - | 3,055 | 1,100 | - | 1,100 | (1,955) | - | (1,955) | 125,750 | 2% |
| Total Expense | 199,367 | - | 199,367 | (810) | - | (810) | (200,177) | 0 | (200,177) | 4,577,750 | 4% |
| Net Ordinary Income | 402,912 | 1,344,001 | 1,746,914 | 138,719 | 155 | 138,874 | 264,194 | 1,343,846 | 1,608,040 | (3,037,750) | |
| Other Income / Expenses | | | | | | | | | | | |
| Increase/Decrease in Net Position | \$402,912 | \$1,344,001 | \$1,746,914 | \$138,719 | \$155 | \$138,874 | \$264,194 | \$1,343,846 | \$1,608,040 | (\$3,037,750) | |

2008 Bond Program

Report as of July 31, 2022

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|---|--------------------|--------------------|--------------------|-------------------------|--------------------|------------------|--------------------|-------------------|--|
| Central | | | | | | | | | |
| 721919 - CC Install Backup Chiller C26 | - | 252,000 | 252,000 | - | 252,000 | 24,040 | 206,232 | 21,728 | 91.38% |
| Sub-total | - | 252,000 | 252,000 | - | 252,000 | 24,040 | 206,232 | 21,728 | 91.38% |
| North | | | | | | | | | |
| Sub-total | - | - | - | - | - | - | - | - | - |
| South | | | | | | | | | |
| Sub-total | - | - | - | - | - | - | - | - | - |
| District | | | | | | | | | |
| 720100 - Program Management | - | 9,605,947 | 9,605,947 | (9,605,947) | - | - | - | - | - |
| 726800 - Contingency | 14,626,260 | (14,572,459) | 53,801 | - | 53,801 | - | - | 53,801 | - |
| 726907 - Wayfinding Signage | 50,000 | 657,482 | 707,482 | 10,924 | 718,406 | 36,676 | 681,730 | - | 100.00% |
| 726923 - Replace HVAC, A1 | - | 776,250 | 776,250 | - | 776,250 | 17,776 | 739,150 | 19,324 | 97.51% |
| Sub-total | 14,676,260 | (3,532,780) | 11,143,480 | (9,595,023) | 1,548,457 | 54,452 | 1,420,880 | 73,125 | 95.28% |
| 2008 Contingency Supplemental Projects | | | | | | | | | |
| Sub-total | - | - | - | - | - | - | - | - | - |
| Supplemental Projects closed | | | | | | | | | |
| Sub-total | - | 4,504,567 | 4,504,567 | - | 4,504,567 | - | 4,504,567 | - | 100.00% |
| Projects closed | | | | | | | | | |
| Sub-total | 280,323,740 | (1,223,787) | 279,099,953 | 9,595,023 | 288,694,976 | - | 288,694,976 | - | 100.00% |
| TOTALS | 295,000,000 | - | 295,000,000 | - | 295,000,000 | 78,492 | 294,826,655 | 94,853 | 99.97% |

2015 Bond Program

Report as of July 31, 2022

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|--|--------------------|---------------------|--------------------|-------------------------|--------------------|------------------|--------------------|-------------------|--|
| Central | | | | | | | | | |
| 731601 - CC Petrochemical Center | 52,450,000 | (3,424,456) | 49,025,544 | 2,154,564 | 51,180,108 | - | 51,180,108 | - | 100.00% |
| 71601A - CC Petrochem Process Plant | - | 6,349,985 | 6,349,985 | 278,392 | 6,628,377 | - | 6,628,377 | - | 100.00% |
| 71601B - CC Petrochem Extended Site Development | - | 6,340,351 | 6,340,351 | 306,053 | 6,646,404 | - | 6,646,404 | - | 100.00% |
| 731602 - CC Welcome Center | 16,600,000 | 1,291,796 | 17,891,796 | 578,549 | 18,470,345 | - | 18,470,345 | - | 100.00% |
| 71602A - CC Welcome Center Site Development | - | 1,906,100 | 1,906,100 | 93,900 | 2,000,000 | 209,300 | 1,555,844 | 234,856 | 88.26% |
| 731603 - CC Class Room Building | 47,155,000 | 2,195,219 | 49,350,219 | 1,788,440 | 51,138,659 | 3,467,725 | 46,087,441 | 1,583,493 | 96.90% |
| 731604 - CC Central Data Closets | 2,444,000 | (1,294,164) | 1,149,836 | 37,896 | 1,187,732 | - | 1,187,732 | - | 100.00% |
| 731605 - CC Central Access Security | 1,852,000 | (644,480) | 1,207,520 | 53,222 | 1,260,742 | 2,907 | 1,257,835 | - | 100.00% |
| 731606 - CC Frels Renovation | 1,153,000 | 2,755,572 | 3,908,572 | 132,048 | 4,040,620 | - | 4,040,620 | - | 100.00% |
| 731607 - CC Davison Building Renovation | 14,970,000 | (4,906,276) | 10,063,724 | 388,475 | 10,452,199 | 7,939 | 10,305,976 | 138,284 | 98.68% |
| 731608 - CC McCollum Center Reno Phase I | 24,685,000 | (13,326,782) | 11,358,218 | 405,901 | 11,764,119 | 294,963 | 11,469,156 | - | 100.00% |
| 71608A - CC McCollum Center Reno Phase II | - | 8,483,421 | 8,483,421 | 338,733 | 8,822,154 | 987,482 | 7,635,741 | 198,931 | 97.75% |
| 731609 - CC McCollum North Renovation | 2,535,000 | (2,465,543) | 69,457 | 62,556 | 132,013 | - | 132,013 | - | 100.00% |
| 731610 - CC Ball Demolition | 1,725,000 | (127,112) | 1,597,888 | 51,669 | 1,649,557 | - | 1,649,557 | - | 100.00% |
| 731611 - CC Anderson Demolition | 2,654,000 | (301,221) | 2,352,779 | 76,021 | 2,428,800 | - | 2,428,800 | - | 100.00% |
| 731612 - CC Stadium and Track Demolition | 174,000 | (109,420) | 64,580 | 2,087 | 66,667 | - | 66,667 | - | 100.00% |
| 731613 - CC Central DDC Network | 1,160,000 | 330,532 | 1,490,532 | 58,715 | 1,549,247 | 5,613 | 1,543,634 | - | 100.00% |
| 731614 - CC Central Plant Upgrades | 1,160,000 | 64,094 | 1,224,094 | 39,576 | 1,263,670 | - | 1,263,670 | - | 100.00% |
| Sub-total | 170,717,000 | 3,117,616 | 173,834,616 | 6,846,797 | 180,681,413 | 4,975,929 | 173,549,920 | 2,155,564 | 98.81% |
| North | | | | | | | | | |
| 732601 - NC Cosmetology & Culinary Center | 22,845,000 | (116,422) | 22,728,578 | 736,359 | 23,464,937 | - | 23,464,937 | - | 100.00% |
| 732602 - NC North Data Closets | 915,000 | (263,487) | 651,513 | 21,051 | 672,564 | - | 672,564 | - | 100.00% |
| 732604 - NC Lehr Library Demolition | 650,000 | (434,125) | 215,875 | 6,979 | 222,854 | - | 222,854 | - | 100.00% |
| 732605 - NC North Access/Security | 877,000 | (354,467) | 522,533 | 25,266 | 547,799 | - | 547,799 | - | 100.00% |
| 732606 - NC Wheeler Renovation | 14,300,000 | (2,644,106) | 11,655,894 | 391,191 | 12,047,085 | 290,832 | 9,691,678 | 2,064,576 | 82.86% |
| 732607 - NC Brightwell Renovation | 6,628,000 | 421,240 | 7,049,240 | 258,531 | 7,307,771 | 40,457 | 6,530,880 | 736,434 | 89.92% |
| 732608 - NC Spencer Renovation | 13,000,000 | (4,031,341) | 8,968,659 | 371,682 | 9,340,341 | - | 9,340,341 | - | 100.00% |
| 732609 - NC North DDC Network | 580,000 | 149,716 | 729,716 | 28,923 | 758,639 | - | 758,639 | - | 100.00% |
| 732610 - NC Underground Utility Tunnel | 11,600,000 | (7,710,815) | 3,889,185 | 127,254 | 4,016,439 | - | 4,016,439 | - | 100.00% |
| 732611 - NC 24 Acres Wetlands Mitigation | 2,000,000 | (2,000,000) | - | - | - | - | - | - | - |
| 732612 - NC Uvalde Expansion | 5,000,000 | (5,000,000) | - | - | - | - | - | - | - |
| 732613 - NC Bureson Renovation | - | 3,291,288 | 3,291,288 | 130,721 | 3,422,008 | - | 3,422,008 | - | 100.00% |
| Sub-total | 78,395,000 | (18,692,519) | 59,702,481 | 2,097,957 | 61,800,438 | 331,289 | 58,668,139 | 2,801,010 | 95.47% |
| South | | | | | | | | | |
| 733601 - SC Engineering & Technology Center | 28,400,000 | (7,096,179) | 21,303,821 | 691,395 | 21,995,216 | - | 21,995,216 | - | 100.00% |
| 733602 - SC Cosmetology Center | 16,213,000 | (1,534,416) | 14,678,584 | 545,725 | 15,224,309 | - | 15,224,309 | - | 100.00% |
| 733603 - SC Longenecker Renovation | 22,555,000 | (3,590,821) | 18,964,179 | 753,047 | 19,717,226 | 3,729 | 19,713,497 | - | 100.00% |
| 733604 - SC South Data Closets | 765,000 | (157,055) | 607,945 | 19,704 | 627,649 | - | 627,649 | - | 100.00% |
| 733605 - SC South Primary Electrical Upgrade | 5,800,000 | 966,625 | 6,766,625 | 218,639 | 6,985,264 | 1,823,792 | 3,544,303 | 1,617,169 | 76.85% |
| 733606 - SC South Access/ Security | 599,000 | 96,867 | 695,867 | 27,563 | 723,430 | - | 723,430 | - | 100.00% |
| 733607 - SC South HW/CW Relocation | 10,266,000 | (6,914,146) | 3,351,854 | 108,303 | 3,460,157 | - | 3,460,157 | - | 100.00% |
| 733608 - SC Domestic Water System Rehabilitation | 1,160,000 | 823,696 | 1,983,696 | 64,096 | 2,047,792 | 84,423 | 1,061,690 | 901,679 | 55.97% |
| 733609 - SC Fire House Expansion | 5,585,000 | (5,585,000) | - | - | - | - | - | - | - |
| 733610 - SC Jones Renovation | 13,803,000 | 4,348,177 | 18,151,177 | 605,876 | 18,757,053 | 953,198 | 15,668,612 | 2,135,243 | 88.62% |
| 73610A - SC Jones Central Plant Relocation | - | 10,570,357 | 10,570,357 | 344,861 | 10,915,218 | 95,209 | 8,844,512 | 1,975,497 | 81.90% |
| 733611 - SC Bruce Student Center Renovation | 10,400,000 | (8,275,308) | 2,124,692 | 73,380 | 2,198,072 | - | 2,198,072 | - | 100.00% |
| 733612 - SC HVAC Tech | 312,000 | 2,259,762 | 2,571,762 | 85,231 | 2,656,993 | - | 2,656,993 | - | 100.00% |
| 733613 - SC South DDC Network | 580,000 | 170,593 | 750,593 | 28,258 | 778,851 | - | 778,851 | - | 100.00% |
| 733614 - SC Academic Building Renovation (S-7&S-9) | - | 5,415,232 | 5,415,232 | 178,453 | 5,593,685 | - | 5,593,685 | - | 100.00% |
| Sub-total | 116,438,000 | (8,501,616) | 107,936,384 | 3,744,531 | 111,680,915 | 2,960,351 | 102,090,976 | 6,629,588 | 94.06% |

2015 Bond Program

Report as of July 31, 2022

| Project | Base Budget | Budget Adjustments | Current Budget | Program Management Fees | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|--|--------------------|---------------------|--------------------|-------------------------|--------------------|-------------------|--------------------|-------------------|--|
| Maritime | | | | | | | | | |
| 736603 - MC Maritime Expansion | 28,000,000 | (27,031,300) | 968,700 | 31,300 | 1,000,000 | 15,357 | 926,261 | 58,382 | 94.16% |
| 76603A - MC Maritime Fire Program Relocation | - | 1,916,000 | 1,916,000 | 84,000 | 2,000,000 | - | 1,788,345 | 211,655 | 89.42% |
| Sub-total | 28,000,000 | (25,115,300) | 2,884,700 | 115,300 | 3,000,000 | 15,357 | 2,714,606 | 270,037 | 91.00% |
| Generation Park | | | | | | | | | |
| 726601 - Generation Park | - | 3,275,370 | 3,275,370 | 995,152 | 4,270,522 | 18,252 | 3,893,015 | 359,255 | 91.59% |
| 76601B - North Access Road | - | 1,097,944 | 1,097,944 | - | 1,097,944 | 1,097,944 | - | - | 100.00% |
| Sub-total | - | 4,373,314 | 4,373,314 | 995,152 | 5,368,466 | 1,116,196 | 3,893,015 | 359,255 | 93.31% |
| Admin | | | | | | | | | |
| 736602 - College Development | 30,000,000 | (29,928,632) | 71,368 | - | 71,368 | - | 71,368 | - | 100.00% |
| 736604 - Dist Construction Studies | 283,820 | 35,776 | 319,596 | - | 319,596 | - | 319,596 | - | 100.00% |
| 76605A - CW Deferred Maintenance | - | 27,329,038 | 27,329,038 | 427,385 | 27,756,423 | 2,205,593 | 6,102,656 | 19,448,174 | 29.93% |
| 736606 - Generation Park Opportunities | - | 20,000,000 | 20,000,000 | - | 20,000,000 | - | - | 20,000,000 | - |
| 720100 - Program Management - AECOM | - | 12,135,893 | 12,135,893 | (11,404,113) | 731,780 | 239,404 | - | 492,376 | 32.72% |
| 720100 - Program Management - Other | - | 2,823,009 | 2,823,009 | (2,823,009) | - | - | - | - | - |
| 736601 - Contingency | 1,166,180 | 12,423,421 | 13,589,601 | - | 13,589,601 | - | - | 13,589,601 | - |
| Sub-total | 31,450,000 | 44,818,505 | 76,268,505 | (13,799,737) | 62,468,768 | 2,444,997 | 6,493,620 | 53,530,151 | 14.31% |
| TOTALS | 425,000,000 | - | 425,000,000 | - | 425,000,000 | 11,844,119 | 347,410,276 | 65,745,605 | 84.53% |

Generation Park

Report as of July 31, 2022

| Project | Base Budget | Budget Adjustments | Current Budget | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|---|-------------------|--------------------|-------------------|-------------------|------------------|--------------------|-------------------|--|
| Generation Park - 726601 | | | | | | | | |
| 904605 - 2015 Revenue Bond - 726601 | 6,787,977 | - | 6,787,977 | 6,787,977 | - | 6,787,977 | - | 100.00% |
| 929603 - Operational - 726601 | 8,843,556 | - | 8,843,556 | 8,843,556 | - | 8,843,556 | - | 100.00% |
| 901609 - 2015 Bond - 726601 | 6,368,466 | (2,097,944) | 4,270,522 | 4,270,522 | 18,252 | 3,893,015 | 359,255 | 91.59% |
| 901610 - Generation Park Site Infrastructure - 726601 | 4,000,000 | (8,725) | 3,991,275 | 3,991,275 | - | 3,991,275 | - | 100.00% |
| 901610 - Generation Park Parking Lot - 76601A | 3,521,892 | (691,977) | 2,829,915 | 2,829,915 | 123,149 | 2,706,766 | - | 100.00% |
| 901609/10 - North Access Road - 76601B | - | 1,798,647 | 1,798,647 | 1,798,647 | 1,798,647 | - | - | 100.00% |
| TOTALS | 29,521,892 | (1,000,000) | 28,521,892 | 28,521,892 | 1,940,048 | 26,222,589 | 359,255 | 98.74% |

Energy Conservation Project

Report as of July 31, 2022

| Project | Base Budget | Budget Adjustments | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|--|------------------|--------------------|------------------|------------------|--------------------|-------------------|--|
| College Wide | | | | | | | |
| E22001 - UCRM 1 - LED Lighting | 811,078 | (191,184) | 619,894 | 194,789 | 310,079 | 115,026 | 81.44% |
| E22002 - UCRM 2.1a - A-1 HVAC | 10,354 | - | 10,354 | 2,073 | 2,409 | 5,872 | 43.29% |
| E22003 - UCRM 2.1b - CC Chillers | 1,526,400 | 134,500 | 1,660,900 | 1,552,186 | 108,714 | - | 100.00% |
| E22004 - UCRM 2.1c - NC Chiller | 593,600 | 71,400 | 665,000 | 610,600 | 54,400 | - | 100.00% |
| E22005 - UCRM 2.1d - Maritime HVAC | 33,000 | - | 33,000 | - | - | 33,000 | - |
| E22006 - UCRM 2.6a - 35 Acre VFDs | 9,946 | 15,614 | 25,560 | 24,950 | - | 610 | 97.61% |
| E22007 - UCRM 2.6b - S-7 & S-9 VFDs | 26,452 | 63,168 | 89,620 | 81,136 | 2,000 | 6,484 | 92.77% |
| E22008 - UCRM 3 - Retro-Commissioning | 280,000 | - | 280,000 | 69,940 | 209,819 | 241 | 99.91% |
| E22009 - UCRM 4.2c - Vending Misers | 46,224 | - | 46,224 | - | 6,421 | 39,803 | 13.89% |
| E22010 - UCRM 5.1 - Water Conserving Faucets | 112,669 | (15,614) | 97,055 | - | 49,477 | 47,578 | 50.98% |
| E22011 - UCRM 8 - Solar PV | 1,175,849 | (77,884) | 1,097,965 | 480,508 | 434,743 | 182,714 | 83.36% |
| Utility Assessment Report - 720600 | 96,546 | - | 96,546 | - | 96,546 | - | 100.00% |
| E22000 - Contingency Lone Star Loan | - | - | - | - | - | - | - |
| TOTALS | 4,722,118 | - | 4,722,118 | 3,016,182 | 1,274,609 | 431,327 | 90.87% |

Bond Interest Earnings

Report as of July 31, 2022

| Project | Base Budget | Budget Adjustments | Current Budget | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|--|------------------|--------------------|------------------|------------------|------------------|--------------------|-------------------|--|
| College Wide | | | | | | | | |
| 732614 - NC - N7, N8 & N9 Roof Replacement | 2,587,830 | (668,334) | 1,919,496 | 1,919,496 | 109,716 | 18,763 | 1,791,017 | 6.69% |
| 733615 - SC - S7 & S9 Roof Replacement | 1,737,060 | 668,334 | 2,405,394 | 2,405,394 | 2,083,719 | 126,544 | 195,131 | 91.89% |
| TOTALS | 4,324,890 | - | 4,324,890 | 4,324,890 | 2,193,434 | 145,308 | 1,986,148 | 54.08% |

Repair and Renovation

Report as of July 31, 2022

| Project | Base Budget | Budget Adjustments | Current Budget | Total Budget | Encumbered Funds | Total Expenditures | Remaining Balance | Percent of Budget Encumbered/ Expensed |
|--|-------------|--------------------|----------------|--------------|------------------|--------------------|-------------------|--|
| Central | | | | | | | | |
| F22001 - CC - Central Misc. | - | 15,619 | 15,619 | 15,619 | 6,625 | 8,934 | 60 | 99.62% |
| F22029 - CC - Courtyard Drainage | - | 28,785 | 28,785 | 28,785 | 12,377 | 12,377 | 4,030 | 86.00% |
| F22044 - CC - C11 Dental Lab Renovation | - | 40,000 | 40,000 | 40,000 | 29,334 | 4,976 | 5,690 | 85.77% |
| F22048 - CC - C45 Tables | - | 8,869 | 8,869 | 8,869 | 1,451 | 6,536 | 881 | 90.06% |
| F22060 - CC - C34 Police Dept. Furniture | - | 14,557 | 14,557 | 14,557 | 14,522 | - | 35 | 99.76% |
| F22069 - CC - C14.250 Auxiliary Svc Office R | - | 24,411 | 24,411 | 24,411 | 24,411 | - | - | 100.00% |
| F22078 - CC - Child Care | - | 2,880 | 2,880 | 2,880 | 2,880 | - | - | 100.00% |
| Sub-total | - | 135,121 | 135,121 | 135,121 | 91,602 | 32,823 | 10,696 | 92.08% |
| North | | | | | | | | |
| F22002 - NC - North Misc | - | 8,351 | 8,351 | 8,351 | - | 4,851 | 3,500 | 58.09% |
| F22024 - NC - Exterior Furniture | - | 5,910 | 5,910 | 5,910 | 5,910 | - | - | 100.00% |
| F22080 - NC - Primary Electrical Repair | - | 32,500 | 32,500 | 32,500 | 32,300 | - | 200 | 99.38% |
| Sub-total | - | 46,760 | 46,760 | 46,760 | 38,210 | 4,851 | 3,700 | 92.09% |
| South | | | | | | | | |
| F22003 - SC - South Misc. | - | 4,586 | 4,586 | 4,586 | 2,658 | 1,653 | 275 | 94.01% |
| F22027 - SC - S8 Podium Stools | - | 22,595 | 22,595 | 22,595 | 22,595 | - | - | 100.00% |
| F22038 - SC - S8 Breakroom Renovation | - | 13,374 | 13,374 | 13,374 | - | 10,484 | 2,890 | 78.39% |
| F22065 - SC - Career Svc Renovation | - | 7,609 | 7,609 | 7,609 | 7,591 | - | 18 | 99.76% |
| F22066 - SC - S12.120 IT Cubicle Buildout | - | 27,942 | 27,942 | 27,942 | 27,046 | - | 896 | 96.79% |
| F22073 - SC - S9 Foundation Repair | - | 250,000 | 250,000 | 250,000 | 240,852 | - | 9,148 | 96.34% |
| F22075 - SC - S1.140 STEM Center Lab | - | 7,000 | 7,000 | 7,000 | 6,979 | - | 21 | 99.70% |
| F22083 - SC - S12.234 CPD Move | - | 8,999 | 8,999 | 8,999 | 8,950 | - | 49 | 99.46% |
| Sub-total | - | 342,105 | 342,105 | 342,105 | 316,671 | 12,137 | 13,297 | 96.11% |
| Generation Park | | | | | | | | |
| F22064 - GP - Library Display Case | - | 5,397 | 5,397 | 5,397 | 5,397 | - | - | 100.00% |
| Sub-total | - | 5,397 | 5,397 | 5,397 | 5,397 | - | - | - |
| District | | | | | | | | |
| F22004 - DIST - Campus Misc. | - | 10,000 | 10,000 | 10,000 | - | 7,517 | 2,483 | 75.17% |
| F22007 - DIST - College Wide ADA Compliance | - | 150,000 | 150,000 | 150,000 | 46,190 | 79,907 | 23,904 | 84.06% |
| F22062 - DIST - A2.213c Conference to Office | - | 5,720 | 5,720 | 5,720 | 4,546 | 1,174 | - | 100.00% |
| F22070 - DIST - CW Roof Safety | - | 200,007 | 200,007 | 200,007 | 162,335 | - | 37,672 | 81.16% |
| F22072 - DIST - A1.210 External Relations | - | 16,244 | 16,244 | 16,244 | 16,244 | - | - | 100.00% |
| Sub-total | - | 381,971 | 381,971 | 381,971 | 229,314 | 88,597 | 64,060 | 83.23% |
| Contingency (720700) -Major Repairs | 150,000 | (139,700) | 10,300 | 10,300 | - | - | 10,300 | - |
| Sub-total | 150,000 | (139,700) | 10,300 | 10,300 | - | - | 10,300 | - |
| Projects Closed | | | | | | | | |
| F22005 - CC - C45 Dow Classroom Tables | - | 5,914 | 5,914 | 5,914 | - | 5,914 | - | 100.00% |
| F22009 - CC - C34 Flag Pole Remove and Reloc | - | 6,443 | 6,443 | 6,443 | - | 6,443 | - | 100.00% |
| F22010 - CC - CPET Lab Upgrade | - | - | - | - | - | - | - | - |
| F22016 - CC - C26 Air Compressor | - | - | - | - | - | - | - | - |
| F22017 - CC - Café Furniture Reupholstering | - | 14,413 | 14,413 | 14,413 | - | 14,413 | - | 100.00% |
| F22033 - CC - Truck Track | - | 18,539 | 18,539 | 18,539 | - | 18,539 | - | 100.00% |
| F22059 - CC - C34 Police Awning | - | 9,180 | 9,180 | 9,180 | - | 9,180 | - | 100.00% |
| F22012 - NC - N33.114 CIT Lab Move | - | 32,113 | 32,113 | 32,113 | - | 32,113 | - | 100.00% |
| F22023 - NC - ILC Window Tint | - | 8,160 | 8,160 | 8,160 | - | 8,160 | - | 100.00% |
| F22040 - NC - N17 Storage Cabinet | - | 5,366 | 5,366 | 5,366 | - | 5,366 | - | 100.00% |
| F22013 - SC - S7.118/143 Tier 1 Upgrade | - | 30,303 | 30,303 | 30,303 | - | 30,303 | - | 100.00% |
| F22015 - SC - S8.1026 Photo Lab Upgrade | - | 11,187 | 11,187 | 11,187 | - | 11,187 | - | 100.00% |
| F22018 - SC - Café Furniture Reupholstering | - | 6,107 | 6,107 | 6,107 | - | 6,107 | - | 100.00% |
| F22008 - GP - Gen Park Furniture | - | 6,216 | 6,216 | 6,216 | - | 6,216 | - | 100.00% |
| Sub-total | - | 153,938 | 153,938 | 153,938 | - | 153,938 | - | 100.00% |

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
August 16, 2022**

Members Present: Dan Mims & John Moon, Jr.

Members Absent: Marie Flickinger and Erica Davis Rouse

Other Trustees Present: None

Others Present: Brenda Hellyer, Carin Hutchins, Bryan Jones, John Haugen, Deborah Paulson, Charles Smith, Ann Kokx-Templet, and Teri Zamora

- I. Dan Mims called the meeting to order at 4:03 p.m.
- II. Roll call of the Committee members was taken by Dan Mims:
 - Marie Flickinger (Ex-officio member), absent
 - John Moon, Jr., present
 - Erica Davis Rouse, absent
 - Dan Mims, present
- III. Approval of Minutes from the May 25, 2022, Building Committee Meeting was completed. Motion was made by J. Moon to accept the minutes and seconded by D. Mims.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - Bond Funds
 - Consideration of Approval to Contract for North Campus Interconnect Pipeline
 - This item requests approval to contract with Brandt Companies, LLC (Brandt) to connect the North Campus east and west central plant hydronic systems.
 - On February 1, 2021, the Board delegated authority to the Chancellor to approve the method of procurement best suited for each construction or renovation project. On June 7, 2022, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for the North Campus Hydronic Interconnection project.
 - CSP #22-48 was issued on June 15, 2022, to procure construction services for this project. Three responses were received and evaluated by a team comprised of representatives from facilities maintenance, campus administration, and ACR Engineering, Inc. The evaluation and ranking of the submittals were based on criteria published in the solicitation. The Brandt Companies, LLC received the highest overall score.
 - Completion of this project will result in a hydronic interconnection pipeline between the existing east and west central plants at North Campus. This connection is expected to result in improved energy efficiency, occupant comfort, equipment longevity, and system reliability.
 - The estimated expenditure for this project is \$2,163,703 including

- contingency funds and will be funded from the 2015 Bond Program Deferred Maintenance budget.
- B. Hellyer inquired as to whether the College was satisfied with the solicitation scoring and vendor choice.
 - C. Smith noted that the College has worked with Brandt in the past and was satisfied with their quality of work. He noted that during the solicitation process an evaluator had a contractual question that the selected vendor must address before the recommendation is finalized.
- Consideration of Approval of Additional Funds for Architectural Services for Central Campus West Classroom Building (C2) Renovations
 - This item requests approval the expenditures for additional funds for architectural services from HKS, Inc (HKS) for the design of Central Campus West Classroom Building (C2) renovations.
 - In June 2016, the Board approved a pool of architects for 2015 Bond projects selected through a request for qualifications, Project Number 16-15. In March 2020, the Board approved a contract with HKS to design the renovation for the Central Campus West Classroom Building (C2). HKS was selected for the project based on their recent experience with the adjacent McCollum Building.
 - This action will authorize the contract expenditure to align with the project cost of work, which may increase as approved within the allocated budget. The contract fee of seven percent is in accordance with the architect services fee schedule approved by the Board in June 2016.
 - In March 2022, the Board approved an expenditure of \$400,000 for architectural services. This request will revise the approved expenditure to be seven percent of the cost of work at \$11,706,956, which calculates to \$819,487. This expenditure will be funded from the 2015 Bond Program.
 - This item was presented without further discussion or questions from the Building Committee.
 - Consideration of Approval of Additional Funds for Professional Services for College Wide Higher Performing Buildings
 - This item requests the Board to approve the expenditure of additional funds for architectural and engineering services to support the higher performing buildings initiative.
 - Request for qualifications #22-24 was issued on December 17, 2021, to select a pool of firms well versed in the design and operation of heating, ventilation, and air-conditioning (HVAC) systems in the general Houston climate. Eleven firms responded and each was assigned a building or buildings to evaluate based on their historical experience with each building, if any, and the size and complexity of each building.
 - The firms are required to employ both their general knowledge of HVAC principles and their specific knowledge of college buildings and HVAC system design. College buildings will be evaluated on an individual building basis and will involve the study of all air handling system components. The firms will be engaged to assess existing conditions to determine if a cost-effective path exists for the conversion of the HVAC systems which will enable them to be operated in a manner that significantly enhances the quality of supplied air to the building. Based on the results of the study, the College

will identify buildings that may be modified to meet the higher performance standards.

- The initial assessment portion of this project was divided into two subsets of buildings. The assessments on the first subset of buildings are complete or nearing completion and are under review by college personnel. The department is ready to release the remainder of the buildings for assessment.
- In January 2022, the Board approved an expenditure of \$175,000 for the first subset of buildings. This request will increase the amount by an additional \$75,000 to complete assessments on the remainder of the buildings for a total of \$250,000. No single contract will exceed \$100,000. This initiative will be funded from the Higher Education Emergency Relief Fund (HEERF) grant.
- This item was presented without further discussion or questions from the Building Committee.

- Operating Funds
 - None.

V. Project Updates

- Bond Funds (Reported by Charles Smith)
 - C. Smith began with the introduction of the College's new Director of Capital Projects, John Haugen.
 - Safety Metrics
 - Zero safety incidents were reported in the past few months. The College's recordable incident rate for construction continues to be less than a third of the rate reported for building construction nationwide.
 - Zero property damage incidents reported.
 - C. Smith noted that despite the safety training, he is still noticing minor safety issues on construction sites.
 - D. Mims inquired as to what these minor safety issues are.
 - C. Smith replied with examples such as: missing safety goggles or gloves.
 - Schedule Updates
 - The College is nearing completion on the larger Bond projects and phasing out the program management services of AECOM by the end of August 2022. The College will manage the remaining projects in-house.
 - Progress Updates
 1. Central Campus – Welcome Center Extended Site
 - Construction of the roundabout is complete.
 2. Central Campus – Anderson-Ball Classroom Building
 - The project is complete.
 - It has become apparent, now that the building is occupied, that additional acoustic panels will be required in collaborative workspaces and the projected completion for this request is set for the end of October 2022.
 - The gate systems and access platform for the make-up water system was completed last week. The final task of installation and connection of the system pumps will follow. The system is projected to be commissioned within the next thirty days.
 3. Central Campus – McCollum Building – Mini Project
 - Construction of walkways to the east courtyard were added and corrected

- drainage on the west side has been completed. Stairwells in the north tower were refurbished and a few security features were added (C2 & C4 gates, C3 storefront, and vestibule).
- Project completion is projected for the end of August 2022; however, due to distribution delays, this date could change. The delivery timing of the storefront glass and outdoor benches are currently uncertain.
4. Central Campus– Technical Education (C31)
 - The PO has been issued for re-roofing of the C31 Building. A project schedule will be established once material updates have been provided.
 5. Central Campus– West Classroom Building (C2)
 - This capital renewal project is still in the design phase and is projected to be completed along with the permit application in November 2022. The current plan is to issue procurement packages in September 2022 to allow for long lead-time of mechanical and electrical components.
 6. Central Campus – Anders Gym
 - Approval for demolition was previously granted by the Board and the formal demolition solicitation will be issued this week with a contract anticipated in October 2022.
 7. North Campus – Wheeler Building (N10)
 - Foundation for the generator to support the Police and IT spaces is being poured this week. The generator delivery has been delayed due to supply chain issues and is projected to arrive between October and December 2022.
 8. North Campus – Industrial Technology (N19)
 - Delivery delays with electrical and air conditioning components have extended to December 2022 and as a result, work will be suspended until equipment arrives.
 9. North Campus– N7, N8, & N9 Roof Replacement
 - This project is in solicitation. The College has received a good response from the contracting community along with comments about price volatility and long material lead times. The College will work with vendors to obtain price certainty and bring a recommendation forward to the Board in October 2022.
 10. South Campus – Primary Electrical Upgrade Phase II
 - Due to supply chain issues, this project was halted at the beginning of July 2022. Replacement switchgear is now anticipated for delivery in December 2022 with plans to complete the project early in 2023.
 11. South Campus – Domestic Water Project
 - This project has not changed since the previous report. The system is functional, but still has not received final approval from the City of Houston. The College is cooperating with the City as they work through their internal processes.
 12. South Campus – S7 – S9 Roof Replacement Project
 - Delivery of roof materials to the College has been delayed until the end of August 2022 and therefore has pushed back the start date. The College has continued to work on connecting the new downspout locations to existing storm drains. Completion of this project is projected for November 2022.
 13. South Campus – Drainage Project

- This project is complete.
- 14. Generation Park – North Entrance Road
 - Work has begun to mark pipelines and remove trees. Storm sewers are currently being replaced and the project is currently running on schedule.
- 15. LoanSTAR – SECO Projects
 - The College is working to resolve issues related to higher pricing and longer lead times. The College is on schedule for completing the projects within the approved extended timeline.
- Financial Updates
 - All reports were presented without questions or comments.
 - 2008 Bond
 - 2015 Bond
 - Generation Park
 - LoanSTAR
 - Bond Interest Earnings
- Operating Funds (Reported by Bryan Jones)
 - Safety Metrics
 - There was one minor incident reported in June in which an employee was pinched in a moving cart, not requiring medical attention.
 - Schedule Updates
 - An overview of the Fiscal Year 2022 minor projects was presented.
 - Special mention was given to the following projects:
 - College-Wide Door Lock Survey
 - College-Wide Accessibility Study
 - South Campus – S9 Foundation Repair
 - This report was presented with no further comments or questions.
 - Progress Updates
 - An overview of the College’s Fiscal Year 2022 maintenance requests was provided and discussed.
 - Lifecycle Safety System Inspection Study was reviewed.
 - Facilities Safety Training Program was mentioned.
 - Financial Updates
 - Repair and Renovation – This report was presented with no comments.
- VI. Status of Delegation of Authority
 - One delegation was completed and reported; there are no items pending.
- VII. Adjournment – The meeting adjourned at 4:31 p.m.

Action Item "IX"
Regular Board Meeting August 29, 2022

Consideration of Approval of Policy III.3001.J, Records Management – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve revisions to the College's Policy on Records Management.

BACKGROUND

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

IMPACT OF THIS ACTION

The updated policy and procedures were sent to the College community on August 9, 2022, through August 22, 2022. One comment was received resulting in minor grammatical edits.

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 - Summary of Changes
- Attachment 2 - Policy VI-U, Policy on Records Management (current policy)
- Attachment 3 - Policy III.3001.J, Records Management Policy (proposed policy)

Informational Items Only:

- Attachment 4 - Procedure 14-3, Procedures on Record Management (current procedure)
- Attachment 5 - Procedure III.3001.J.a, Records Management Procedures (proposed procedure)

RESOURCE PERSONNEL

Teri Zamora

281-998-6306

teri.zamora@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Records Management Policy**

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

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

Proposed Procedure Name: **Records Management Procedures**

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

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **Revised**

Web Links:

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

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

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

Secondary Owner: **Manager of Records Management**

Summary of Changes:

Policy Changes:

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

Procedure Changes:

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

Policy VI-U: Policy on Records Management

Policy

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

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

Policy #III.3001.J, Records Management

Purpose

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

Policy

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

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

Associated Procedures

Procedure #III.3001.J.a, Records Management

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

Procedure 4-13: Records Management

Procedure

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

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

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

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

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

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

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

[Part 2: Academic Records](#)

[Part 3: Financial Aid Records](#)

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

[Part 5: Accreditation Records](#)

[Part 6: Financial Records](#)

Part 7: Personnel Records

Part 8: General Education Development (GED) Testing Records

Part 9: Miscellaneous Records and Reports

Part 10: Library and Museum Records

Part 11: Campus Security Records

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

Part 1: Administrative Records

Section 1-1: Records of Governing Bodies

Section 1-2: General Records

Part 2: Financial Records

Section 2-1: Fiscal Administration and Reporting

Section 2-2: Accounting Records

Part 3: Personnel and Payroll Records

Section 3-1: Personnel Records

Section 3-2: Payroll Records

Part 4: Support Services Records

Section 4-1: Purchasing Records

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

Section 4-3: Communications Records

Section 4-4: Workplace Safety Records

Part 5: Electronic Data Processing Records

Section 5-1: Records of Automated Applications

Section 5-2: Computer Operations and Technical Support Records

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

Part 1: Election Records

Part 2: Records of Candidacy and Campaign Finance

Part 3: Voter Registration Records

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

Part 1: Records Common to Public Safety Agencies

Part 2: Law Enforcement Records

Attachment 4 – Current Procedure

Part 3: Records of County Medical Examiners

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

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

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

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

Procedure #III.3001.J.a, Records Management

Associated Policy

Policy #III.3001.J, Records Management

Procedure

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

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

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

Definitions

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

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

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

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

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a fee increase for San Jacinto College (SJC) students and non-students in the San Jacinto College Children’s Center.

BACKGROUND

The cost of childcare in the San Jacinto College Children’s Center has not increased since June 2018. San Jacinto College childcare is currently priced in a median range with local for-profit and not-for-profit childcare centers, even though best practices related to accreditation agencies ensure smaller class sizes at the College’s childcare facilities than many competitors offer. The cost of supplies and staff has increased during the past four years, and this fee increase, implemented incrementally, will offset ever increasing operational costs.

IMPACT OF THIS ACTION

The proposed fee increases will be effective January 1, 2023 (see Attachment 1) and can be summarized as follows:

- Combine the Registration and Supply Fee into an annual fee of \$200 for one child with a fee of \$125 for each additional child
- Increase Daily and Weekly Rates
- Increase a Contract Change Fee from \$10 to \$30 after term starts
- Late Drop-off Fee: \$15 for 1-10, \$1.00 for each minute there after

After the proposed fees are implemented, San Jacinto College Children’s Center will still be priced competitively in the local market.

There are multiple rates depending on the schedule selected by parents. Two examples of the rates are:

1. After the increase, the weekly rate (Monday through Friday) for infants will be \$204.75 for non-students and \$183.75 for SJC students.
2. After the increase, the weekly rate (Monday through Friday) for toddlers will be \$194.25 for non-students and \$173.25 for SJC students.

Students may also be eligible for financial aid opportunities to help offset the costs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The recommended fee increases do not impact the current 2021-2022 budget. The proposed fee increases are projected to increase revenues for the annual budget beginning in 2022-2023. The revenue increases will support the cost of operations of the Children’s Center.

MONITORING AND REPORTING TIMELINE

Childcare operations are subject to annual audit procedures performed by the College’s independent auditors. Additionally, the childcare centers fees are reviewed on an annual basis.

ATTACHMENTS

Attachment 1 -Child Care Fees in San Jacinto College Children’s Center

RESOURCE PERSONNEL

| | | |
|------------------|--------------|--|
| Teri Zamora | 281-998-6306 | teri.zamora@sjcd.edu |
| Van A. Wigginton | 281-542-2000 | van.wigginton@sjcd.edu |
| Matt Prasifka | 281-991-2627 | matt.prasifka@sjcd.edu |

San Jacinto College Central
Child Care Fees Proposed Rate Increases Effective January 1, 2023

| CONTRACT TERMS | SJC STUDENTS | | NON-STUDENTS | |
|--------------------|--------------|---------------|--------------|---------------|
| | Current Rate | Proposed Rate | Current Rate | Proposed Rate |
| INFANT | | | | |
| Monday - Friday | \$ 175.00 | \$ 183.75 | \$ 195.00 | \$ 204.75 |
| Monday - Thursday* | \$ 140.00 | \$ 147.00 | \$ 156.00 | \$ 163.80 |
| Mon/Wed/Fri | \$ 105.00 | \$ 110.25 | \$ 117.00 | \$ 122.85 |
| Tues/Thurs | \$ 70.00 | \$ 73.50 | \$ 78.00 | \$ 81.90 |
| Daily Rate | \$ 35.00 | \$ 36.75 | \$ 39.00 | \$ 40.95 |
| TODDLER | | | | |
| Monday - Friday | \$ 165.00 | \$ 173.25 | \$ 185.00 | \$ 194.25 |
| Monday - Thursday* | \$ 132.00 | \$ 138.60 | \$ 148.00 | \$ 155.40 |
| Mon/Wed/Fri | \$ 99.00 | \$ 103.95 | \$ 111.00 | \$ 116.55 |
| Tues/Thurs | \$ 66.00 | \$ 69.30 | \$ 74.00 | \$ 77.70 |
| Daily Rate | \$ 33.00 | \$ 34.65 | \$ 37.00 | \$ 38.85 |
| PRE-K | | | | |
| Monday - Friday | \$ 155.00 | \$ 162.75 | \$ 175.00 | \$ 183.75 |
| Monday - Thursday* | \$ 124.00 | \$ 130.20 | \$ 140.00 | \$ 147.00 |
| Mon/Wed/Fri | \$ 93.00 | \$ 97.65 | \$ 105.00 | \$ 110.25 |
| Tues/Thurs | \$ 62.00 | \$ 65.10 | \$ 70.00 | \$ 73.50 |
| Daily Rate | \$ 31.00 | \$ 32.55 | \$ 35.00 | \$ 36.75 |

Registration/Supply Fee (Non-Refundable) \$200.00 Per Child

For Summer Enrollment Only: Registration/Supply Fee will be prorated after June 1st, at rate of 25% of initial Registration/Supply Fee.

Registration/Supply Fee for additional children in the same family will be \$125 per child.

Late Payment Fee: \$10 per week

Late Pick-up Fee: \$20 for 1-5 minutes, \$2.00 for each minute there after

Late Drop-off Fee: Children should be dropped off by 9 am each day to not disrupt classroom learning.

\$15 for 1-10, \$1.00 for each minute there after

Contract Change Fee: \$30 Administrative Fee (after term starts)

Extra Day Attendance: Daily rate + \$10 administration fee (contracted families only)

10% discount on tuition for each additional child in the same family. Discount will be taken on lower rate.

*Attendance days are offered during summer I and II only

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised schedule of charges for existing non-credit courses and delegates authority to the Chancellor to establish new non-credit courses and corresponding course enrollment charges offered during Fiscal Year 2023 based on market rates, in accordance with the Texas Higher Education Coordinating Board (THECB) Guidelines for Instructional Programs in Workforce Education. The revised schedule of charges will be effective December 1, 2022, the beginning of the second quarter.

BACKGROUND

To meet rapidly growing demand for workforce courses and to meet employer needs, new courses are under development throughout the fiscal year. Tuition and fees are set by reviewing the costs related to specific offerings as well as reviewing competitor pricing.

The Board of Trustees reviewed and approved the rates for Fiscal Year 2023 in June 2022; however, due to the recent approval of pay increases for part-time instructors in the Fiscal Year 2023 budget, a revised schedule of charges is required to support several course offerings.

IMPACT OF THIS ACTION

The enrollment charge adjustments should cover the increase in instructional costs yet have a minimal impact on course demand. The full schedule of current course offerings and related charges will continue to be brought to the Board of Trustees for review and approval annually. This affords the Board the opportunity to reaffirm existing courses and ratify new courses added during the previous year, along with the related charges.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This approval allows non-credit course charges to be sufficient to continue to cover the cost of instruction.

MONITORING AND REVIEWING TIMELINE

Budget reports are presented monthly.

ATTACHMENTS

Attachment 1 – Listing of Non-Credit Courses and Corresponding Charges

RESOURCE PERSONNEL

| | | |
|----------------|--------------|--|
| Sarah Janes | 281-478-3605 | sarah.janes@sjcd.edu |
| Ken Tidwell | 281-478-3684 | kenneth.tidwell@sjcd.edu |
| James Griffin | 281-524-2089 | james.griffin@sjcd.edu |
| Allatia Harris | 281-459-7140 | allatia.harris@sjcd.edu |
| Teri Zamora | 281-998-6306 | teri.zamora@sjcd.edu |

Attachment 1

| Subject | Area | FY2022 Charge | FY2023 Charge | FY2023 Revised | Delta Q2 | Course No. | Title | Contact Hrs |
|---------|-----------------------------|---------------|---------------|----------------|----------|------------|----------------------------------|-------------|
| ACNT | Accounting | \$735.00 | \$735.00 | \$750.00 | \$15.00 | 55030 | CPP Mastery Exam Prep | 32 |
| ACNT | Accounting | \$640.00 | \$640.00 | \$680.00 | \$40.00 | 55035 | Acct Specialist Fast Track | 56 |
| ACNT | Accounting | \$960.00 | \$960.00 | \$1,000.00 | \$40.00 | 55036 | Payroll Specialist Fast Track | 80 |
| ACNT | Accounting | \$845.00 | \$845.00 | \$900.00 | \$55.00 | 55038 | QuickBooks Complete w/Excel | 80 |
| AERM | Composites Technician Track | N/A | \$2,135.00 | \$2,275.00 | \$140.00 | 55000 | Composites Technician Track | 101 |
| AIRP | FAA 107 (Drone Test Prep) | N/A | \$169.00 | \$180.00 | \$11.00 | 55012 | FAA 107 (Drone Test Prep) | 16 |
| BMGT | Business | N/A | \$600.00 | \$600.00 | \$0.00 | 55022 | PM Fast Track | 25 |
| BMGT | Project management | \$735.00 | \$725.00 | \$725.00 | \$0.00 | 55102 | PM-Cert Program Fast Track | 56 |
| BMGT | Business | N/A | \$730.00 | \$780.00 | \$50.00 | 55102 | PM Ready Certification | 72 |
| BMGT | Business | \$735.00 | \$665.00 | \$705.00 | \$40.00 | 55198 | Transitioning to Supervisor | 64 |
| BMGT | Business | N/A | \$560.00 | \$570.00 | \$10.00 | TBD | Leadership Coaching | 16 |
| BNKG | Banking | \$430.00 | \$450.00 | \$475.00 | \$25.00 | 55000 | Banking Fundamentals | 40 |
| BUSG | Business | \$455.00 | \$575.00 | \$610.00 | \$35.00 | 55022 | Entrepreneurship Fast Track | 48 |
| BUSG | Business | N/A | \$800.00 | \$855.00 | \$55.00 | TBD | Business Core Competencies | 64 |
| COMG | Languages | \$275.00 | \$175.00 | \$175.00 | \$0.00 | 55072 | ESL-Advanced A | 32 |
| COMG | Languages | \$275.00 | \$175.00 | \$175.00 | \$0.00 | 55073 | ESL-Advanced B | 32 |
| COMG | Languages | \$275.00 | \$175.00 | \$175.00 | \$0.00 | 55074 | ESL-Beginning A | 32 |
| COMG | Languages | \$275.00 | \$175.00 | \$175.00 | \$0.00 | 55075 | ESL-Beginning B | 32 |
| COMG | Languages | \$275.00 | \$175.00 | \$175.00 | \$0.00 | 55076 | ESL-High Intermediate A | 32 |
| COMG | Languages | \$275.00 | \$175.00 | \$175.00 | \$0.00 | 55077 | ESL-High Intermediate B | 32 |
| COMG | Languages | \$275.00 | \$175.00 | \$175.00 | \$0.00 | 55078 | ESL-Intermediate A | 32 |
| COMG | Languages | \$275.00 | \$175.00 | \$175.00 | \$0.00 | 55079 | ESL-Intermediate B | 32 |
| COMG | Business | \$460.00 | \$515.00 | \$540.00 | \$25.00 | 59692 | Credible Customer Service | 48 |
| CPMT | Computers/IT | \$935.00 | \$1,320.00 | \$1,405.00 | \$85.00 | 55015 | Google IT Certification | 120 |
| CSIR | Telecommunications | N/A | \$1,975.00 | \$1,975.00 | \$0.00 | 55009 | CompTIA Security + | 40 |
| CSIR | Telecommunications | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$0.00 | 55012 | Fiber Network Technician | 32 |
| CSME | Cosmetology | \$660.00 | \$660.00 | \$725.00 | \$65.00 | 55040 | App of Eyelash Extensions I | 96 |
| CSME | Cosmetology | \$865.00 | \$865.00 | \$965.00 | \$100.00 | 55041 | Orientation Eyelash Extensions | 144 |
| CSME | Cosmetology | \$590.00 | \$590.00 | \$645.00 | \$55.00 | 55042 | Principle of Eyelash Extensions | 80 |
| CVOP | Commercial Driving | \$2,000.00 | \$2,075.00 | \$2,165.00 | \$90.00 | 53000 | Professional Truck Driver One | 126 |
| CVOP | Commercial Driving | \$1,955.00 | \$2,150.00 | \$2,235.00 | \$85.00 | 53001 | Professional Truck Driver Two | 120 |
| DFTG | Industrial Mechanic/Maint | \$285.00 | \$285.00 | \$320.00 | \$35.00 | 55032 | Blueprint Reading for Machining | 24 |
| DFTG | Industrial Mechanic/Maint | \$180.00 | \$180.00 | \$180.00 | \$0.00 | 55037 | Blueprint Reading for CNC | 12 |
| DFTG | Industrial Mechanic/Maint | \$240.00 | \$240.00 | \$240.00 | \$0.00 | 55038 | GDT for CNC | 16 |
| ECRD | Health Occupations | \$505.00 | \$530.00 | \$570.00 | \$40.00 | 55000 | EKG Technician | 52 |
| EDTC | Health Occupations | \$155.00 | \$215.00 | \$240.00 | \$25.00 | 55008 | Student Success Skills | 18 |
| ELPT | Programmable Logic | \$550.00 | \$550.00 | \$580.00 | \$30.00 | 55043 | Introduction to PLCs- Siemens | 40 |
| EMSP | Health Occupations | \$80.00 | \$125.00 | \$135.00 | \$10.00 | 55008 | CPR for Healthcare Providers | 8 |
| EMSP | Health/Maritime | \$800.00 | \$850.00 | \$850.00 | \$0.00 | 55019 | Medical Care Provider | 24 |
| EMSP | Health/Maritime | \$100.00 | \$150.00 | \$150.00 | \$0.00 | 55052 | First Aid & CPR (BST Part 2) | 8 |
| FIRS | Maritime | \$500.00 | \$575.00 | \$575.00 | \$0.00 | 55001 | Basic Fire Fighting (BST Part 1) | 16 |
| HPRS | Education | \$115.00 | \$115.00 | \$115.00 | \$0.00 | 55007 | CPD HESI A2 Test Prep | 8 |
| HRPO | Human Resources | \$580.00 | \$580.00 | \$580.00 | \$0.00 | 55022 | HR Fast Track Cert Program | 80 |
| INTW | Computers | N/A | \$3,850.00 | \$3,850.00 | \$0.00 | 55027 | CompTIA Technican Suite 1 | 40 |
| INTW | Computers | N/A | \$3,850.00 | \$3,850.00 | \$0.00 | 55027 | CompTIA Technician Suite 2 | 40 |

Attachment 1

| Subject | Area | FY2023 Charge | | FY2023 Revised | FY2023 Charge | | Course No. | Title | Contact Hrs |
|---------|-----------------------------|---------------|---------------|----------------|---------------|----------|----------------------------------|-------|-------------|
| | | FY2022 Charge | FY2023 Charge | | FY2023 Charge | Delta Q2 | | | |
| ITSC | Computer Concepts | N/A | \$250.00 | \$275.00 | \$25.00 | 55018 | Computer Concepts | 16 | |
| ITSC | Basic Business Applications | \$420.00 | \$420.00 | \$455.00 | \$35.00 | 55045 | Basic Business Applications | 32 | |
| ITSW | Computer/IT | \$155.00 | \$155.00 | \$165.00 | \$10.00 | 55002 | Excel-One Day | 7 | |
| ITSW | Computer/IT | \$155.00 | \$155.00 | \$165.00 | \$10.00 | 55003 | PowerPoint-One Day | 7 | |
| ITSW | Computer/IT | \$155.00 | \$155.00 | \$165.00 | \$10.00 | 55026 | Excel: One Day-Intermediate | 7 | |
| ITSW | Computer/IT | N/A | \$155.00 | \$165.00 | \$10.00 | 55065 | Excel: One Day-Advanced | 7 | |
| LMGT | Maritime | \$900.00 | \$975.00 | \$975.00 | \$0.00 | 55010 | Cargo Handling (Op Level) | 40 | |
| LMGT | Logistics | \$400.00 | \$400.00 | \$445.00 | \$45.00 | 55019 | Certified Logistics Associate | 35 | |
| LMGT | Logistics | \$100.00 | \$100.00 | \$100.00 | \$0.00 | 55020 | Certified Logistics Technician | 35 | |
| MARI | Maritime | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$0.00 | 55021 | Intro to Business Logistics | 7 | |
| MARI | Maritime | \$300.00 | \$900.00 | \$900.00 | \$0.00 | 55000 | MEECE | 40 | |
| MARI | Maritime | \$300.00 | \$300.00 | \$300.00 | \$0.00 | 55002 | RPEW | 8 | |
| MARI | Maritime | \$300.00 | \$300.00 | \$300.00 | \$0.00 | 55003 | Rose Point ECS Training | 8 | |
| MARI | Maritime | \$300.00 | \$500.00 | \$500.00 | \$0.00 | 55004 | Basic Training Revalidation | 8 | |
| MARI | Maritime | \$4,000.00 | \$4,000.00 | \$4,000.00 | \$0.00 | 55005 | OICEW Instrumentation | 160 | |
| MARI | Maritime | \$4,000.00 | \$4,000.00 | \$4,000.00 | \$0.00 | 55006 | Elect Machine & Basic Elect | 160 | |
| MARI | Maritime | \$4,000.00 | \$3,500.00 | \$3,500.00 | \$0.00 | 55007 | OICEW-Diesel Engine | 160 | |
| MARI | Maritime | \$500.00 | \$500.00 | \$500.00 | \$0.00 | 55008 | Company Security Officer | 16 | |
| MARI | Maritime | \$4,000.00 | \$3,500.00 | \$3,500.00 | \$0.00 | 55013 | OICEW-Auxiliary Machinery | 40 | |
| MARI | Maritime | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$0.00 | 55015 | Tank Ship Liquefied Gases | 60 | |
| MARS | Maritime | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$0.00 | 55000 | Adv Handling & Stowage | 80 | |
| MARS | Maritime | \$400.00 | \$400.00 | \$400.00 | \$0.00 | 55003 | App Mate Western Routes | 8 | |
| MARS | Maritime | \$1,500.00 | \$1,600.00 | \$1,600.00 | \$0.00 | 55004 | GMDSS | 70 | |
| MARS | Maritime | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$0.00 | 55005 | Terrestrial/Coastal Navigation | 120 | |
| MARS | Maritime | \$1,000.00 | \$1,100.00 | \$1,100.00 | \$0.00 | 55006 | Advanced Stability | 40 | |
| MARS | Maritime | \$150.00 | \$200.00 | \$200.00 | \$0.00 | 55007 | Visual Communications | 8 | |
| MARS | Maritime | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$0.00 | 55008 | Celestial Navigation (OP) | 120 | |
| MARS | Maritime | \$4,000.00 | \$4,000.00 | \$4,000.00 | \$0.00 | 55010 | DDE 1000/4000 HP | 160 | |
| MARS | Maritime | \$900.00 | \$900.00 | \$900.00 | \$0.00 | 55011 | Electronic Navigation | 40 | |
| MARS | Maritime | \$300.00 | \$500.00 | \$500.00 | \$0.00 | 55014 | RFPNW (Lookout only) | 8 | |
| MARS | Maritime | \$700.00 | \$800.00 | \$800.00 | \$0.00 | 55015 | Automatic Radar Plotter Aid | 40 | |
| MARS | Maritime | \$3,500.00 | \$3,250.00 | \$3,250.00 | \$0.00 | 55017 | QMED-Oiler | 120 | |
| MARS | Maritime | \$2,000.00 | \$2,200.00 | \$2,200.00 | \$0.00 | 55018 | Basic Ship & Steer Control Sys | 40 | |
| MARS | Maritime | \$3,200.00 | \$3,700.00 | \$3,700.00 | \$0.00 | 55019 | Advanced Shiphandling | 80 | |
| MARS | Maritime | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$0.00 | 55020 | Engine Room Resource Mgmt | 40 | |
| MARS | Maritime | \$500.00 | \$575.00 | \$575.00 | \$0.00 | 55022 | Search & Rescue (Mgmt Level) | 16 | |
| MARS | Maritime | \$400.00 | \$475.00 | \$475.00 | \$0.00 | 55023 | Search & Rescue (Op Level) | 16 | |
| MARS | Maritime | \$800.00 | \$950.00 | \$950.00 | \$0.00 | 55024 | Ship Const & Basic Stab Op Level | 40 | |
| MARS | Maritime | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$0.00 | 55025 | Ship Management | 40 | |
| MARS | Maritime | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$0.00 | 55026 | TOAR | 8 | |
| MARS | Maritime | \$2,700.00 | \$2,000.00 | \$2,000.00 | \$0.00 | 55028 | Watchkeeping Op Level | 80 | |
| MARS | Maritime | \$500.00 | \$500.00 | \$500.00 | \$0.00 | 55029 | Profic In Surv Craft Refresher | 16 | |
| MARS | Maritime | \$650.00 | \$750.00 | \$750.00 | \$0.00 | 55030 | Qualified Assessor | 24 | |
| MARS | Maritime | \$750.00 | \$750.00 | \$750.00 | \$0.00 | 55034 | Crewmem Tow Vess Subchap M | 40 | |
| MARS | Maritime | N/A | \$1,500.00 | \$1,500.00 | \$0.00 | 55036 | Able Seafarer Engine ASE | 36 | |

Attachment 1

| Subject | Area | FY2023 Charge | | | FY2023 Revised | FY2023 Charge | | Contact Hrs |
|---------|-----------------------------------|---------------|---------------|----------|----------------|---------------|----------|-------------|
| | | FY2022 Charge | FY2023 Charge | Delta Q2 | | FY2023 Charge | Delta Q2 | |
| MARS | Maritime | \$700.00 | \$800.00 | \$0.00 | \$800.00 | \$0.00 | 40 | |
| MARS | Maritime | \$500.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | 16 | |
| MARS | Maritime | \$1,200.00 | \$1,500.00 | \$0.00 | \$1,500.00 | \$0.00 | 80 | |
| MARS | Maritime | \$400.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | 24 | |
| MARS | Maritime | \$400.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | 16 | |
| MARS | Maritime | \$800.00 | \$900.00 | \$0.00 | \$900.00 | \$0.00 | 40 | |
| MARS | Maritime | \$1,000.00 | \$1,100.00 | \$0.00 | \$1,100.00 | \$0.00 | 40 | |
| MARS | Maritime | \$600.00 | \$700.00 | \$0.00 | \$700.00 | \$0.00 | 24 | |
| MARS | Maritime | \$400.00 | \$650.00 | \$0.00 | \$650.00 | \$0.00 | 32 | |
| MARS | Maritime | \$600.00 | \$800.00 | \$0.00 | \$800.00 | \$0.00 | 40 | |
| MARS | Maritime | \$700.00 | \$875.00 | \$0.00 | \$875.00 | \$0.00 | 32 | |
| MARS | Maritime | \$225.00 | \$250.00 | \$0.00 | \$250.00 | \$0.00 | 8 | |
| MARS | Maritime | \$900.00 | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | 40 | |
| MARS | Maritime | \$300.00 | \$300.00 | \$0.00 | \$300.00 | \$0.00 | 12 | |
| MARS | Maritime | \$100.00 | \$125.00 | \$0.00 | \$125.00 | \$0.00 | 4 | |
| MARS | Maritime | \$250.00 | \$300.00 | \$0.00 | \$300.00 | \$0.00 | 8 | |
| MARS | Maritime | \$1,600.00 | \$1,850.00 | \$0.00 | \$1,850.00 | \$0.00 | 8 | |
| MARS | Maritime | \$750.00 | \$750.00 | \$0.00 | \$750.00 | \$0.00 | 120 | |
| MARS | Maritime | \$950.00 | \$950.00 | \$0.00 | \$950.00 | \$0.00 | 24 | |
| MARS | Maritime | \$300.00 | \$325.00 | \$0.00 | \$325.00 | \$0.00 | 36 | |
| MARS | Maritime | \$900.00 | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | 8 | |
| MARS | Maritime | \$225.00 | \$225.00 | \$0.00 | \$225.00 | \$0.00 | 40 | |
| MCHN | Sheet Metal | N/A | \$790.00 | \$55.00 | \$845.00 | \$55.00 | 8 | |
| MCHN | Industrial Mechanic / Maintenance | \$1,145.00 | \$1,145.00 | \$80.00 | \$1,225.00 | \$80.00 | 64 | |
| MCHN | Industrial Mechanic / Maintenance | \$1,145.00 | \$1,145.00 | \$80.00 | \$1,225.00 | \$80.00 | 96 | |
| MCHN | Industrial Mechanic / Maintenance | \$750.00 | \$690.00 | \$40.00 | \$730.00 | \$40.00 | 96 | |
| MCHN | Industrial Mechanic / Maintenance | \$750.00 | \$705.00 | \$40.00 | \$745.00 | \$40.00 | 48 | |
| MCHN | Industrial Mechanic / Maintenance | \$240.00 | \$240.00 | \$0.00 | \$240.00 | \$0.00 | 48 | |
| MCHN | Industrial Mechanic / Maintenance | \$240.00 | \$240.00 | \$0.00 | \$240.00 | \$0.00 | 16 | |
| MCHN | Industrial Mechanic / Maintenance | \$240.00 | \$240.00 | \$0.00 | \$240.00 | \$0.00 | 16 | |
| MDCA | Health Occupations | \$1,175.00 | \$1,175.00 | \$60.00 | \$1,235.00 | \$60.00 | 90 | |
| MFGT | Industrial Mechanic/Maintenance | \$315.00 | \$315.00 | \$0.00 | \$315.00 | \$0.00 | 21 | |
| MFGT | Industrial Mechanic/Maintenance | \$90.00 | \$90.00 | \$0.00 | \$90.00 | \$0.00 | 6 | |
| MFGT | Industrial Mechanic/Maintenance | \$315.00 | \$315.00 | \$0.00 | \$315.00 | \$0.00 | 21 | |
| BUSG | Business | \$365.00 | \$295.00 | \$15.00 | \$310.00 | \$15.00 | 8 | |
| NFND | Education | N/A | \$95.00 | \$35.00 | \$130.00 | \$35.00 | 12 | |
| NFND | Education | \$555.00 | \$455.00 | \$0.00 | \$455.00 | \$0.00 | 96 | |
| NFND | Education | \$300.00 | \$200.00 | \$0.00 | \$200.00 | \$0.00 | 36 | |
| NFND | Education | \$205.00 | \$150.00 | \$0.00 | \$150.00 | \$0.00 | 24 | |
| NFND | Education | \$300.00 | \$200.00 | \$0.00 | \$200.00 | \$0.00 | 36 | |
| NFND | Transportation | \$245.00 | \$345.00 | \$30.00 | \$375.00 | \$30.00 | 19 | |
| NFND | Lifelong Learning | \$80.00 | \$80.00 | \$0.00 | \$80.00 | \$0.00 | 9 | |
| NFND | Lifelong Learning | \$40.00 | \$35.00 | \$0.00 | \$35.00 | \$0.00 | 4 | |
| NFND | Transportation | \$180.00 | \$220.00 | \$20.00 | \$240.00 | \$20.00 | 4 | |
| NFND | Lifelong Learning | \$70.00 | \$70.00 | \$15.00 | \$85.00 | \$15.00 | 9 | |
| NFND | Lifelong Learning | N/A | \$35.00 | \$10.00 | \$45.00 | \$10.00 | 8 | |
| NFND | Lifelong Learning | | | | | | 4 | |

Attachment 1

| Subject | Area | FY2022 Charge | | FY2023 Charge | | FY2023 Revised | | FY2023 Charge | | Delta Q2 | Course No. | Title | Contact Hrs |
|---------|--------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------|---------------|----------|----------|-----------------------------------|-------|-------------|
| | | | | | | | | | | | | | |
| NFND | Lifelong Learning | \$70.00 | \$70.00 | \$70.00 | \$85.00 | \$85.00 | \$15.00 | \$15.00 | \$15.00 | 59298 | Cake Deco 2: Flowers & Cake Des | 8 | |
| NFND | Lifelong Learning | \$70.00 | \$70.00 | \$70.00 | \$85.00 | \$85.00 | \$15.00 | \$15.00 | \$15.00 | 59299 | Cake Deco 3: Gum Paste & Fond | 8 | |
| NFND | Lifelong Learning | N/A | N/A | \$35.00 | \$45.00 | \$45.00 | \$10.00 | \$10.00 | \$10.00 | 59344 | Latin Dancing | 4 | |
| NFND | Lifelong Learning | N/A | N/A | \$70.00 | \$85.00 | \$85.00 | \$15.00 | \$15.00 | \$15.00 | 59361 | Wedding Cake Workshop | 8 | |
| NFND | Lifelong Learning | N/A | N/A | \$110.00 | \$110.00 | \$110.00 | \$0.00 | \$0.00 | \$0.00 | 59437 | Bridal and Floral Seminar | 12 | |
| NFND | Computer/IT | varies with voucher title | varies with voucher title | varies with voucher title | varies with voucher title | varies with voucher title | \$0.00 | \$0.00 | \$0.00 | 59553 | Pearson Vue Test Voucher | 4 | |
| NFND | Lifelong Learning | N/A | N/A | \$35.00 | \$45.00 | \$45.00 | \$10.00 | \$10.00 | \$10.00 | 59591 | Reiki 1-intro to Reiki | 4 | |
| NFND | Lifelong Learning | \$70.00 | \$70.00 | \$35.00 | \$45.00 | \$45.00 | \$10.00 | \$10.00 | \$10.00 | 59609 | Pilates | 4 | |
| NFND | Lifelong Learning | \$40.00 | \$40.00 | \$35.00 | \$45.00 | \$45.00 | \$10.00 | \$10.00 | \$10.00 | 59612 | Gentle Yoga | 4 | |
| NFND | Maritime | \$200.00 | \$200.00 | \$225.00 | \$225.00 | \$225.00 | \$0.00 | \$0.00 | \$0.00 | 59623 | Management of Medical Care | 4 | |
| NFND | Aerospace | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$0.00 | \$0.00 | \$0.00 | 59645 | Edge Center Core (Pre-Track) | 44 | |
| NFND | Aerospace | \$2,070.00 | \$2,070.00 | \$2,165.00 | \$2,180.00 | \$2,180.00 | \$15.00 | \$15.00 | \$15.00 | 59648 | Composites Tech Track-Edge Center | 102 | |
| NFND | Aerospace | \$1,750.00 | \$1,750.00 | \$1,800.00 | \$1,925.00 | \$1,925.00 | \$125.00 | \$125.00 | \$125.00 | 59650 | Areo Mech Tech Track-Part 1 | 87 | |
| NFND | Aerospace | \$1,965.00 | \$1,965.00 | \$975.00 | \$975.00 | \$975.00 | \$0.00 | \$0.00 | \$0.00 | 59651 | Aerospace Quality Introduction | 103 | |
| NFND | Aerospace | \$1,330.00 | \$1,330.00 | \$1,370.00 | \$1,430.00 | \$1,430.00 | \$60.00 | \$60.00 | \$60.00 | 59682 | Aero Mech Tech-Part 2 | 78 | |
| NFND | Aerospace | \$305.00 | \$305.00 | \$305.00 | \$305.00 | \$305.00 | \$0.00 | \$0.00 | \$0.00 | 59694 | Aerospace Career Building | 20 | |
| NFND | Aerospace | \$615.00 | \$615.00 | \$615.00 | \$615.00 | \$615.00 | \$0.00 | \$0.00 | \$0.00 | 59695 | Aerospace Engineering Drawings | 41 | |
| NFND | Aerospace | \$190.00 | \$190.00 | \$190.00 | \$190.00 | \$190.00 | \$0.00 | \$0.00 | \$0.00 | 59696 | Aerospace Fasteners | 13 | |
| NFND | Aerospace | \$450.00 | \$450.00 | \$450.00 | \$450.00 | \$450.00 | \$0.00 | \$0.00 | \$0.00 | 59697 | Aerospace Precision Measure | 30 | |
| NFND | Aerospace | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | 59698 | Aerospace Safety | 34 | |
| NFND | Aerospace | \$175.00 | \$175.00 | \$180.00 | \$180.00 | \$180.00 | \$0.00 | \$0.00 | \$0.00 | 59699 | Basic Aerospace Mftg Skills | 12 | |
| NFND | Aerospace | \$225.00 | \$225.00 | \$225.00 | \$225.00 | \$225.00 | \$0.00 | \$0.00 | \$0.00 | 59701 | Power Tools in Aerospace | 15 | |
| NFND | Aerospace | \$279.00 | \$279.00 | \$270.00 | \$285.00 | \$285.00 | \$15.00 | \$15.00 | \$15.00 | 59718 | sUAS/Drone Flight Operations | 21 | |
| NFND | Aerospace | \$1,250.00 | \$1,250.00 | \$1,250.00 | \$1,250.00 | \$1,250.00 | \$0.00 | \$0.00 | \$0.00 | 59723 | AERO NDT Insp Crse Tech Track | 86 | |
| NFND | Aerospace | N/A | N/A | \$35.00 | \$45.00 | \$45.00 | \$10.00 | \$10.00 | \$10.00 | 59724 | Chi Kung/Qi Kong | TBD | |
| NFND | Aerospace | N/A | N/A | \$310.00 | \$335.00 | \$335.00 | \$25.00 | \$25.00 | \$25.00 | 59747 | Advanced Drone Topics | 16 | |
| NFND | Aerospace | N/A | N/A | \$325.00 | \$350.00 | \$350.00 | \$25.00 | \$25.00 | \$25.00 | 59748 | Advanced Drone Flight Ops | TBD | |
| NFND | Lifelong Learning | N/A | N/A | \$140.00 | \$140.00 | \$140.00 | \$0.00 | \$0.00 | \$0.00 | 59753 | Event Planning 101 | 12 | |
| NFND | Lifelong Learning | N/A | N/A | \$65.00 | \$65.00 | \$65.00 | \$0.00 | \$0.00 | \$0.00 | 59754 | Ukulele for Beginners | 4 | |
| NFND | Aerospace | N/A | N/A | \$1,010.00 | \$1,050.00 | \$1,050.00 | \$40.00 | \$40.00 | \$40.00 | 59762 | Comprehensive Drone Course | 64 | |
| NFON | Accounting | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$0.00 | \$0.00 | 57000 | Accounting Fundamentals-ONLINE | 24 | |
| NFON | Business | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$0.00 | \$0.00 | 57004 | Admin Assistant Apps-ONLINE | 24 | |
| NFON | Business | \$115.00 | \$115.00 | \$115.00 | \$115.00 | \$115.00 | \$0.00 | \$0.00 | \$0.00 | 57005 | Admin Assistant Fund-ONLINE | 24 | |
| NFON | Human Resources | \$115.00 | \$115.00 | \$115.00 | \$115.00 | \$115.00 | \$0.00 | \$0.00 | \$0.00 | 57009 | Diff People, Success WI-ONLINE | 24 | |
| NFON | Education | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$0.00 | \$0.00 | 57025 | GED Preparation-ONLINE | 24 | |
| NFON | Health Occupations | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$0.00 | \$0.00 | 57058 | Medical Terminology-ONLINE | 24 | |
| NFON | Computer/IT | \$110.00 | \$110.00 | \$110.00 | \$110.00 | \$110.00 | \$0.00 | \$0.00 | \$0.00 | 57067 | A+ Certification, Basic-ONLINE | 24 | |
| NFON | Computer IT | \$199.00 | \$199.00 | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$0.00 | \$0.00 | 57071 | Comp Skills Workplace-ONLINE | ED2GO | |
| NFON | Accounting | \$115.00 | \$115.00 | \$115.00 | \$115.00 | \$115.00 | \$0.00 | \$0.00 | \$0.00 | 57094 | Accounting Fund II-ONLINE | ED2GO | |
| NFON | Life Long Learning | \$199.00 | \$199.00 | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$0.00 | \$0.00 | 57107 | A to Z Grant Writing-ONLINE | 24 | |
| NFON | Business | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$0.00 | \$0.00 | 57117 | Effective Bus Writing-ONLINE | 24 | |
| NFON | Health Occupations | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$0.00 | \$0.00 | 57123 | Vet Assistant, Become-ONLINE | 24 | |
| NFON | Health Occupations | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$0.00 | \$0.00 | 57125 | Vet Asst II:Canine-ONLINE | 24 | |
| NFON | Health Occupations | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$0.00 | \$0.00 | 57143 | Human Anat/Physiology-ONLINE | ED2GO | |

Attachment 1

| Subject | Area | FY2022 Charge | FY2023 Charge | FY2023 Revised | Delta Q2 | FY2023 Charge | Course No. | Title | Contact Hrs |
|---------|-------------------------|---------------|---------------|----------------|----------|---------------|------------|---------------------------------|-------------|
| NFON | Health Occupations | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$109.00 | 57184 | Vet Asst III: Skills-ONLINE | 24 |
| NFON | Computer IT | \$115.00 | \$115.00 | \$115.00 | \$0.00 | \$115.00 | 57222 | C# Prog. Inter-ONLINE | ED2GO |
| NFON | Computer/IT | \$115.00 | \$115.00 | \$115.00 | \$0.00 | \$115.00 | 57292 | Inter PHP & MySQL-ONLINE | ED2GO |
| NFON | Health Occupations | \$115.00 | \$115.00 | \$115.00 | \$0.00 | \$115.00 | 57295 | Explore Medical Coding-ONLINE | 24 |
| NFON | Lifelong Learning | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$109.00 | 57308 | Writing Essentials-Online | 24 |
| NFON | Health Occupations | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$109.00 | 57315 | Explore Pharmacy Tech-Online | 24 |
| NFON | Computer/IT | \$119.00 | \$119.00 | \$119.00 | \$0.00 | \$119.00 | 57332 | SQL, Intermediate - ONLINE | ED2GO |
| NFON | Computer IT | \$115.00 | \$115.00 | \$115.00 | \$0.00 | \$115.00 | 57365 | Create WordPress Web-ONLINE | ED2GO |
| NFON | Computer/IT | \$115.00 | \$115.00 | \$115.00 | \$0.00 | \$115.00 | 57366 | Mobile Apps w/ HTML5-ONLINE | ED2GO |
| NFON | Computer/IT | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$109.00 | 57393 | Photoshop CC, Intro-ONLINE | ED2GO |
| NFON | Computer/IT | \$129.00 | \$129.00 | \$129.00 | \$0.00 | \$129.00 | 57396 | Excel 2016, Intro-ONLINE | ED2GO |
| NFON | Computer/IT | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$109.00 | 57397 | Intro to Lightroom CC-ONLINE | ED2GO |
| NFON | Computer/IT | \$129.00 | \$129.00 | \$129.00 | \$0.00 | \$129.00 | 57398 | Excel 2016, Intermediate-ONLINE | ED2GO |
| NFON | Computer/IT | \$324.00 | \$324.00 | \$324.00 | \$0.00 | \$324.00 | 57403 | MS Office 2016 Suite-ONLINE | ED2GO |
| NFON | Accounting | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | 57407 | Accounting Fund Series-ONLINE | 48 |
| NFON | Computer/IT | \$129.00 | \$129.00 | \$129.00 | \$0.00 | \$129.00 | 57411 | Excel 2016, Advanced-ONLINE | ED2GO |
| NFON | Health Occupations | \$220.00 | \$220.00 | \$220.00 | \$0.00 | \$220.00 | 57422 | Medical Term Series-ONLINE | 48 |
| NFON | Computer/IT | \$324.00 | \$324.00 | \$324.00 | \$0.00 | \$324.00 | 57423 | Excel 2016 Series-ONLINE | ED2GO |
| NFON | Computer/IT | \$129.00 | \$129.00 | \$129.00 | \$0.00 | \$129.00 | 57424 | Intro to QuickBooks-ONLINE | ED2GO |
| NFON | Education | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | 57428 | GRE Preparation Series-ONLINE | 48 |
| NFON | Health Occupations | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57437 | Vet Assistant Series-ONLINE | 72 |
| NFON | Computer/IT | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | 57441 | SQL Series - ONLINE | ED2GO |
| NFON | Computer/IT | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | 57445 | Java Programming Series-ONLINE | ED2GO |
| NFON | Lifelong Learning | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$109.00 | 57446 | Romance Writing-Online | 24 |
| NFON | Business | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57447 | Stock Trading Suite-ONLINE | 72 |
| NFON | Computer/IT | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | 57450 | QuickBooks 2017 Series-ONLINE | ED2GO |
| NFON | Computer IT | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | 57451 | C# Programming Series-ONLINE | ED2GO |
| NFON | Education | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57454 | Speed Spanish Series-ONLINE | 72 |
| NFON | Business | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57458 | Admin Assistant Suite-ONLINE | 72 |
| NFON | Business | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57463 | Entrepreneurship Suite-ONLINE | 72 |
| NFON | Health Occupations | \$60.00 | \$60.00 | \$60.00 | \$0.00 | \$60.00 | 57466 | Cert Energy Medicine-ONLINE | ED2GO |
| NFON | Lifelong Learning | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57467 | Healthy Living Suite-ONLINE | 72 |
| NFON | Computer/IT | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | 57468 | WordPress Web Series-ONLINE | ED2GO |
| NFON | Logistics/Supply Chain | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57470 | Supply Chain Suite - ONLINE | 72 |
| NFON | Health Occupations | \$115.00 | \$115.00 | \$115.00 | \$0.00 | \$115.00 | 57471 | Become PhysTherapy Aide-ONLINE | 24 |
| NFON | Human Resources | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57472 | HR Mgmt Suite-ONLINE | 72 |
| NFON | Computer/IT | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57473 | Front End Develop Suite-ONLINE | ED2GO |
| NFON | Computer/IT | \$109.00 | \$109.00 | \$109.00 | \$0.00 | \$109.00 | 57474 | Introduction to XML-ONLINE | ED2GO |
| NFON | Computer/IT | \$299.00 | \$299.00 | \$299.00 | \$0.00 | \$299.00 | 57475 | Java Developer Suite-ONLINE | ED2GO |
| NFON | Computer/IT | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | 57476 | PHP and MySQL Series-ONLINE | ED2GO |
| NFON | Computer/IT | \$199.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | 57477 | Visual Basic Series-ONLINE | ED2GO |
| NFON | Health Occupations | \$68.00 | \$68.00 | \$68.00 | \$0.00 | \$68.00 | 57478 | Cert in Meditation-ONLINE | ED2GO |
| NFON | Computer IT | \$395.00 | \$395.00 | \$395.00 | \$0.00 | \$395.00 | 57479 | Acct with Excel Suite-ONLINE | ED2GO |
| NFON | Lifelong Learning | \$125.00 | \$125.00 | \$125.00 | \$0.00 | \$125.00 | TBD | Online Adult Drug Offender Test | 10 |
| NUPC | Patient Care Technician | N/A | \$685.00 | \$725.00 | \$40.00 | \$685.00 | 55000 | Patient Care Technician | 60 |

| Subject | Area | FY2022 Charge | FY2023 Charge | FY2023 Revised | Delta Q2 | FY2023 Charge | Course No. | Title | Contact Hrs |
|---------|--------------------|---------------|---------------|----------------|----------|---------------|------------|---|-------------|
| NURA | Health Occupations | \$1,055.00 | \$1,055.00 | \$1,155.00 | \$100.00 | \$1,055.00 | 55000 | Certified Medication Aide | 144 |
| NURA | Health Occupations | \$615.00 | \$890.00 | \$935.00 | \$45.00 | \$890.00 | 55006 | Certified Nurse Aide Training | 68 |
| NURA | Health Occupations | \$650.00 | \$570.00 | \$600.00 | \$30.00 | \$570.00 | 55010 | Certified Nurse Aide Clinical | 80 |
| OSHT | Safety | \$2,260.00 | \$2,320.00 | \$2,320.00 | \$0.00 | \$2,320.00 | 55016 | Cert Occ Safety-COSS | 40 |
| OSHT | Safety | \$940.00 | \$715.00 | \$715.00 | \$0.00 | \$715.00 | 55024 | Safe Supervisor | 24 |
| OSHT | Safety | \$90.00 | \$170.00 | \$190.00 | \$20.00 | \$170.00 | 55026 | OSHA 10-Construction | 10 |
| OSHT | Safety | \$2,320.00 | \$2,320.00 | \$2,320.00 | \$0.00 | \$2,320.00 | 55027 | Cert Occup Safety Manager | 40 |
| OSHT | Safety | \$290.00 | \$390.00 | \$410.00 | \$20.00 | \$390.00 | TBD | OSHA 30 | 38 |
| PLAB | Phlebotomy | \$490.00 | \$495.00 | \$525.00 | \$30.00 | \$495.00 | 55000 | Phlebotomy Technician Basic | 48 |
| PLAB | Phlebotomy | \$840.00 | \$840.00 | \$915.00 | \$75.00 | \$840.00 | 55001 | Phlebotomy Tech Practicum | 112 |
| POFI | Computer/IT | \$155.00 | \$155.00 | \$165.00 | \$10.00 | \$155.00 | 55002 | Word: One Day | 7 |
| POFI | Computer/IT | \$230.00 | \$155.00 | \$165.00 | \$10.00 | \$155.00 | 55007 | Word: Basic Skills | 24 |
| POFI | Computer/IT | \$155.00 | \$155.00 | \$165.00 | \$10.00 | \$155.00 | 55009 | Word: One Day - Intermediate | 7 |
| POFI | Computer/IT | \$1,280.00 | \$1,280.00 | \$1,350.00 | \$70.00 | \$1,280.00 | 55021 | Digital Literacy-IC3 | 96 |
| POFI | Computer/IT | \$950.00 | \$950.00 | \$1,005.00 | \$55.00 | \$950.00 | 55035 | MOS Applications | 80 |
| POFT | Computer/IT | \$190.00 | \$190.00 | \$215.00 | \$25.00 | \$190.00 | 55004 | Keyboarding on the PC | 16 |
| POFT | Human Resources | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 55058 | Train the Trainer | 40 |
| SCIT | Maritime | \$950.00 | \$975.00 | \$975.00 | \$0.00 | \$975.00 | 55000 | Advanced Meteorology | 40 |
| SCIT | Maritime | \$850.00 | \$900.00 | \$900.00 | \$0.00 | \$900.00 | 55001 | Meteorology (Operational) | 40 |
| VFFT | Firefighting | \$800.00 | \$850.00 | \$850.00 | \$0.00 | \$850.00 | 55000 | Advanced Fire Fighting | 32 |
| VFFT | Firefighting | \$500.00 | \$500.00 | \$500.00 | \$0.00 | \$500.00 | 55001 | Adv Fire Fighting Refresher | 16 |
| VFFT | Firefighting | \$1,200.00 | \$1,200.00 | \$1,200.00 | \$0.00 | \$1,200.00 | 55002 | Combined Basic & Advanced Firefighting | 40 |
| VFFT | Firefighting | \$375.00 | \$375.00 | \$375.00 | \$0.00 | \$375.00 | 55003 | Adv Fire Fighting Revitaliation | 8 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55060 | Intro Shielded Metal Arc Welding (SMAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55061 | Adv Shielded Metal Arc Welding (SMAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55062 | Intermediate Pipe Welding | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55063 | Intro Gas Tungs Arc Weld (GTAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55064 | Adv Gas Tunds Arc Weld (GTAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55065 | Intro Shielded Metal Arc Welding (SMAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55066 | Adv Shielded Metal Arc Welding (SMAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55067 | Advanced Pipe Welding | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55068 | Intro Gas Tungs Arc Weld (GTAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55069 | Gas Metal Arc Welding (GMAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55070 | Intro Shielded Metal Arc Welding (SMAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55071 | Adv Shielded Metal Arc Welding (SMAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55072 | Intermediate Pipe Welding | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55073 | Advanced Pipe Welding | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55074 | Intro Gas Tungs Arc Weld (GTAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55075 | Adv Gas Tunds Arc Weld (GTAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55076 | Intro Shielded Metal Arc Welding (SMAW) | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55078 | Advanced Pipe Welding | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55079 | Advanced Pipe Welding | 128 |
| WLDG | Welding | \$312.00 | \$312.00 | \$312.00 | \$0.00 | \$312.00 | 55080 | Adv Shielded Metal Arc Welding (SMAW) | 128 |

Represents Charge Increase for FY23-Q2

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
August 29, 2022**

PURCHASE REQUESTS AND CONTRACT RENEWALS

| | |
|--|-----------------------------------|
| Purchase Request #1 | |
| Contract for North Campus Hydronic Interconnection (pgs. 2-3) | \$ 2,163,703 |
| | |
| Purchase Request #2 | |
| Additional Funds for Architectural Services (pg. 4) for Central Campus Marcom Building (C2) Renovations | 419,487 |
| | |
| Purchase Request #3 | |
| Additional Funds for Professional Services (pgs. 5) for Higher Performing Buildings | 75,000 |
| | |
| Purchase Request #4 | |
| Contract for Trash Disposal Services (pgs. 6-7) | 200,000 |
| | |
| Purchase Request #5 | |
| Contract for Cloud Hosting Interconnect Services (pgs. 8-9) | <u>365,277</u> |
| | |
| TOTAL OF PURCHASE REQUESTS | <u><u>\$ 3,223,467</u></u> |

Purchase Request #1
Regular Board Meeting August 29, 2022

Consideration of Approval to Contract for North Campus Hydronic Interconnection

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with The Brandt Companies, LLC to connect the North Campus east and west central plant hydronic systems.

BACKGROUND

On February 1, 2021, the Board delegated authority to the Chancellor to approve the method of procurement best suited for each construction or renovation project. On June 7, 2022, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for the North Campus Hydronic Interconnection project. Detailed project plans and specifications developed by ACR Engineering, Inc. were used as part of the public solicitation package required by Texas Government Code §2269.151.

CSP #22-48 was issued on June 15, 2022, to procure construction services for this project. Three responses were received and evaluated by a team comprised of representatives from facilities maintenance, campus administration, and ACR Engineering, Inc. The evaluation and ranking of the submittals were based on criteria published in the solicitation. The Brandt Companies, LLC received the highest overall score.

IMPACT OF THIS ACTION

Completion of this project will result in a hydronic interconnection pipeline between the existing east and west central plants at North Campus. This connection is expected to result in improved energy efficiency, occupant comfort, equipment longevity, and system reliability.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this project is \$2,163,703 including contingency funds and will be funded from the 2015 Bond Program Deferred Maintenance budget.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon execution of a contract for services and are expected to be completed by October 2023. This project will be managed by capital projects staff.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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

ATTACHMENT NO. 1

**CSP #22-48 INTERCONNECT PIPELINE, NC CIT
TABULATION**

| Stated Criteria | Maximum Value | HTX Industrial | Millennium Projects Solutions | The Brandt Companies, LLC |
|------------------------|----------------------|-----------------------|--------------------------------------|----------------------------------|
| General | 75.0 | 62.0 | 49.0 | 62.0 |
| History and Experience | 75.0 | 61.0 | 46.0 | 66.0 |
| Safety | 30.0 | 25.0 | 26.0 | 27.5 |
| Financial | 45.0 | 14.0 | 26.0 | 14.0 |
| Price Proposal | 225.0 | 208.5 | 225.0 | 211.8 |
| Total | 450.0 | 370.5 | 372.0 | 381.3 |

| Final Ranking | | | |
|----------------------|-------------------------------|--------------------|-----------------------|
| Vendor Name | | Total Score | Price Proposal |
| 1 | The Brandt Companies, LLC | 381.3 | 1,967,003.00 |
| 2 | Millennium Projects Solutions | 372.0 | 1,851,900.00 |
| 3 | HTX Industrial | 370.5 | 1,998,000.00 |

Purchase Request #2
Regular Board Meeting August 29, 2022
Consideration of Approval of Additional Funds for Architectural Services
for Central Campus Marcom Building (C2) Renovations

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for architectural services from HKS, Inc (HKS) for the design of Central Campus Marcom Building (C2) renovations.

BACKGROUND

In June 2016, the Board approved a pool of architects for 2015 Bond projects selected through a request for qualifications, Project Number 16-15. In March 2020, the Board approved a contract with HKS to design the renovation for the Central Campus Marcom Building (C2). HKS was selected for the project based on their recent experience with the adjacent McCollum Building.

Architectural services are classified as professional services pursuant to §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 the contract expenditure to align with the project cost of work, which may increase as approved within the allocated budget. The contract fee of seven percent is in accordance with the architect services fee schedule approved by the Board in June 2016.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In March 2022, the Board approved an expenditure of \$400,000 for architectural services. This request will revise the approved expenditure to be seven percent of the cost of work at \$11,706,956, which calculates to \$819,487 which is an increase of \$419,487. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The project is estimated to be completed in November 2023. Project management and monitoring will be by the College’s construction management personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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

Purchase Request #3
Regular Board Meeting August 29, 2022
Consideration of Approval of Additional Funds for Professional Services
for Higher Performing Buildings

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funding for architectural and engineering services to support the higher performing buildings initiative.

BACKGROUND

Request for qualifications #22-24 was issued on December 17, 2021, to select a pool of firms well versed in the design and operation of heating, ventilation, and air-conditioning (HVAC) systems in the general Houston climate. Eleven firms responded and each was assigned a building or buildings to evaluate based on their historical experience with each building, if any, and the size and complexity of each building.

The firms are required to employ both their general knowledge of HVAC principles and their specific knowledge of college buildings and HVAC system design. College buildings will be evaluated on an individual building basis and will involve the study of all air handling system components. The firms will be engaged to assess existing conditions to determine if a cost-effective path exists for the conversion of the HVAC systems which will enable them to be operated in a manner that significantly enhances the quality of supplied air to the building. Based on the results of the study, the College will identify buildings that may be modified to meet the higher performance standards.

IMPACT OF THIS ACTION

The initial assessment portion of this project was divided into two subsets of buildings. The assessments on the first subset of buildings are complete or nearing completion and are under review by college personnel. The department is ready to release the remainder of the buildings for assessment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In January 2022, the Board approved an expenditure of \$175,000 for the first subset of buildings. This request will increase the amount by an additional \$75,000 to complete assessments on the remainder of the buildings for a total of \$250,000. No single contract will exceed \$100,000. This initiative will be funded from the HEERF grant.

MONITORING AND REPORTING TIMELINE

The study phase of the initiative is already in progress.

ATTACHMENTS

None

RESOURCE PERSONNEL

| | | | |
|------------------|--------------|---|---------------------------|
| Charles Smith | 281-998-6341 | | charles.smith@sjcd.edu |
| Ann Kokx-Templet | 281-998-6103 | 5 | ann.kokx-templet@sjcd.edu |

Purchase Request #4
Regular Board Meeting August 29, 2022
Consideration of Approval to Contract for Trash Disposal Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Waste Management of Texas, Houston (Waste Management) for trash disposal services for the facilities services department.

BACKGROUND

The City of Pasadena requires the College to use the City’s contracted trash disposal provider for properties located within Pasadena, including the Maritime campus. The College issued a solicitation to procure trash disposal services for the North, South, and Generation Park campuses. The service frequency varies at each location, based on the volume of trash accumulated. This contract will allow for contract flexibility as service requirements change.

Request for proposals #23-02 was issued on July 7, 2022, to procure trash disposal services. One response was received and evaluated by a team comprised of representatives from facilities services and the business office who determined the proposal submitted by Waste Management will provide the best value to the College. Waste Management is the incumbent currently providing services to the College.

IMPACT OF THIS ACTION

This service provides for the timely removal of trash to ensure the refuse disposal needs of the College are met. Services include trash compactors and roll off (open top) containers for all trash disposal needs at the North, South and Generation Park campuses. Facilities services representatives will ensure that all work is carried out in strict accordance with applicable federal, state, and city ordinances.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$200,000 and will be funded from the facilities services department’s 2022-2023 operating budget.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on September 11, 2022, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

| | | |
|---------------------------|--------------|----------------------------|
| Bryan Jones | 281-998-6343 | bryan.jones@sjcd.edu |
| John Maslonka | 281-542-2029 | john.maslonka@sjcd.edu |
| Genevieve Freeman-Scholes | 281-998-6349 | genevieve.scholes@sjcd.edu |

ATTACHMENT NO. 1

**RFP 23-02 Trash Disposal Services
Tabulation**

| Stated Criteria | Maximum Value | Waste Management Services |
|---------------------------------------|----------------------|----------------------------------|
| Qualifications and Experience of Firm | 60 | 40 |
| Personnel and Company Processes | 80 | 50 |
| Customer Services | 40 | 26 |
| References | 60 | 33 |
| Price Proposal | 160 | 160 |
| Total (100 x 4 Evaluators) | 400 | 309 |

Final Ranking

| Vendor Name | Total Score |
|-------------------------------|--------------------|
| 1 Waste Management Services | 309 |

Purchase Request #5
Regular Board Meeting August 29, 2022

Consideration of Approval to Contract for Cloud Hosting Interconnect Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Fibertown Data Centers for cloud hosting interconnect telecommunication services for the College.

BACKGROUND

The College's information technology services department (ITS) plans to start migrating qualified on-site computer systems to cloud service providers such as Amazon and Microsoft Azure. To run these systems reliably in the cloud, redundant and diverse network connections must be in place between the College and our cloud providers. Rather than procure and independently manage our own connection to each provider, ITS sought and reviewed proposals for cloud interconnect services that provide these solutions end-to-end.

Request for proposals #22-42a was issued on June 13, 2022, to procure cloud hosting interconnect services. Three (3) responses were received and evaluated by a team comprised of representatives from ITS who determined the proposal submitted by Fibertown Data Centers will provide the best value to the College.

IMPACT OF THIS ACTION

Procuring cloud hosting interconnect services will allow the College to connect to a range of cloud providers safely and reliably. When used in conjunction with the services offered by those cloud providers, the College will be able to migrate selective systems to the cloud. The impact of utilizing cloud service providers essentially modernizes our existing infrastructure. By leveraging these solutions, we achieve better disaster recovery and business continuity than available in our current data center.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three-year contract total is \$365,277. The initial annual fee for the equipment and services is \$141,759 and includes a \$30,000 project contingency if required. The first year will be co-funded from the HEERF grant and the ITS operations 2022-2023 operating budget. The following years will be funded from the ITS department's subsequent years operating budget.

MONITORING AND REPORTING TIMELINE

The initial three-year award term will commence on or after August 30, 2022, with renewal options of two (2) one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

| | | |
|---------------|---------------|------------------------|
| Allen Bourque | 281- 476-1863 | allen.bourque@sjcd.edu |
| Karen Allen | 281-998-6106 | karen.allen@sjcd.edu |

**RFP 22-42a Cloud Hosting Interconnect
Attachment 1 – Tabulation**

QUALIFICATIONS SUMMARY

| # | Vendor | Points (Max 55) | Shortlist |
|---|-----------------------------|-----------------|-----------|
| 1 | AT&T Corporation | 33.25 | Yes |
| 2 | Fibertown Data Centers | 27.67 | Yes |
| 3 | Windstream Holdings II, LLC | 43.58 | Yes |

PRESENTATIONS SUMMARY

| # | Vendor | Points (Max 15) |
|---|-----------------------------|-----------------|
| 1 | AT&T Corporation | 12.25 |
| 2 | Fibertown Data Centers | 13.13 |
| 3 | Windstream Holdings II, LLC | 14.43 |

PRICING SUMMARY

| # | Vendor | Points (Max 30) | Price - 3 Years |
|---|-----------------------------|-----------------|-----------------|
| 1 | AT&T Corporation | 9.30 | \$ 1,081,465.20 |
| 2 | Fibertown Data Centers | 30.00 | \$ 335,278.80 |
| 3 | Windstream Holdings II, LLC | 14.74 | \$ 682,344.00 |

FINAL RANKING

| # | Vendor | Final Score (Max 100) |
|----------|-------------------------------|-----------------------|
| 1 | Windstream Holdings II, LLC * | 72.76 |
| 2 | Fibertown Data Centers | 70.80 |
| 3 | AT&T Corporation | 54.80 |

Item "A"
Regular Board Meeting August 29, 2022

Approval of the Minutes for the August 8, 2022, Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the August 8, 2022, Workshop and Regular Board Meeting.

San Jacinto College District Board Workshop August 8, 2022

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

MINUTES

| | | |
|-------------|---|---|
| | Board Workshop Attendees: | Board Members: Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson Absent: Dr. Ruede Wheeler Chancellor: Brenda Hellyer Other: Allatia Harris, Micki Morris (attorney – via conference call), Sandra Ramirez, Mandi Reiland, Teri Zamora, Laurel Williamson |
| | Agenda Item: | Discussion/Information |
| I. | Call the Meeting to Order | Board Chair, Marie Flickinger, called the workshop to order at 5:46 p.m. |
| II. | Roll Call of Board Members | Board Chair Flickinger conducted a roll call of the Board members: Erica Davis Rouse Marie Flickinger Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler (absent) Larry Wilson |
| III. | Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters | Board Chair Flickinger adjourned to closed session at 5:47 p.m. The Board members listed above as attending, Chancellor Brenda Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session. <ul style="list-style-type: none"> a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. <ul style="list-style-type: none"> • Conference call with attorney Micki Morris b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or |

| | | |
|------------|--|--|
| | | <p>employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> • It was determined that no personnel matters needed to be discussed. |
| IV. | Reconvene in Open Meeting | Board Chair Flickinger reconvened to open meeting at 6:14 p.m. |
| V. | Discuss Board Self-Evaluation Process | Dr. Brenda Hellyer informed the Board that they received a Board self-assessment handout, this is the same handout that was received electronically last year. She and Keith Sinor discussed, and it was decided that no changes are needed to be made to this questions in the self-assessment. Board members concurred no changes were needed. Brenda informed the Board that the self-assessment will be sent to them electronically again this year and requested they complete the assessment by Tuesday, August 16. Keith will report out on the results at the August 29 Board workshop. |
| VI. | Review Status of Mascot Selection Process | <p>The Board was provided a handout with mascot design examples and background for each design. Dr. Allatia Harris provided an update on the mascot selection process. The Stars were the third top mascot choice, but there were no advocates for this mascot in the committees when voting occurred. The renderings for the Ravens and Jaguars are not definite designs but will give people an idea of what they are voting for. Thus, the Stars were eliminated as a mascot option. Allatia explained that the three renderings of each mascot will all be used for different purposes. The chosen mascot will not just have one pose like typical mascot designs. Students, employees, and the community are all able to vote. One vote is allowed per email address.</p> <p>Larry Wilson asked if any other Colleges in Texas have jaguars as their mascot. Allatia responded that she did not see that there is a Texas college with the jaguar as their mascot but will verify. No Texas colleges have a raven as their mascot.</p> <p>Erica Davis Rouse asked about the community and alumni outreach and how they are being engaged during this process. Allatia responded most of the engagement is being done via social media and news stories.</p> |

| | | |
|--------------------|---|--|
| | | <p>The Board members were comfortable moving forward with these two mascot options. Voting will begin in the fall and the hope is to have a final choice by October.</p> |
| <p>VII.</p> | <p>Review of Fiscal Year 2023 Budget</p> | <p>Brenda explained that Teri Zamora will have a presentation on the fiscal year 2023 budget during the Board Meeting. She asked if the Board has any questions regarding the budget.</p> <p>Larry commented that the expenditure to the Houston Chronicle does not seem like the best use of funds since we do not know who all still subscribes to the Houston Chronicle. He stated the ads would be more useful if they were in the Saturday or Sunday newspaper and more accessible, but the average person does not look at the wanted ads.</p> <p>Brenda responded that these ads are also in the online version of the Houston Chronicle. The cost has also increased because the College commits to the exclusive version, meaning we are the only higher education institution who can put an ad in the paper once a month. Brenda will confirm how much is spent on this exclusive advertising. The Opportunity News is \$200,000.</p> <p>Marie Flickinger commented that there might be a way to have the Houston Chronicle insert the College’s ad differently.</p> <p>There was also a suggestion to email out the paper to our constituents. Brenda will work with Teri Crawford to see if this is possible.</p> <p>Brenda added that this expense is in the purchasing request and asked the Board if it should be pulled out to be voted on separately. Teri Zamora clarified the amount being approved is the maximum amount, it does not all have to be spent. The Board did not feel a separate vote on this expense necessary.</p> <p>Brenda responded that she would work with Teri Crawford to have her try to renegotiate the location of the ad with the Houston Chronicle and will provide an update at the August 29 Board meeting. She will also provide an update on the cost of the rest of the advertising with the Houston Chronicle.</p> |

| | | |
|--------------|--|---|
| VIII. | Review Handouts for Aspen Institute Visit | Brenda explained that the list of Board participants for the Aspen interview is still pending. Aspen told the College that three Board members can participate in the interview, but we are hoping they will allow four. The interview will be August 30 at 4:10-4:40 PM. Brenda asked the Board to review the supporting documents provided in their folder. There will also be a prep meeting for the Aspen visit on August 29 prior to the Board workshop. |
| IX. | Complete Conflict of Interest Forms | Brenda informed the Board that the conflict of interest form is completed annually and is due to the College's auditors by August 14. Board members were asked to complete the forms and return them to Mandi Reiland. |
| X. | Review of Calendar | Brenda reviewed the calendar with the Board and asked them to let Mandi Reiland know if they would like to attend any events. The upcoming ACCT Leadership Congress will conflict with Dan Mims attending the Building Committee meeting. Brenda asked if the Board members are comfortable having the committee meetings with Dan being absent or should they be rescheduled. The Board members did not feel it necessary to reschedule the meeting. |
| XI. | General Discussion of Meeting Items | Brenda explained there are no additional purchasing support documents. Erica asked for clarification on purchase item 12 regarding a software platform for the Customer Relationship Management (CRM) solution for the College. Teri explained the College is using Salesforce as our CRM. Brenda added that Anthology bought out Blackboard so that is a new name we will be seeing. |
| XII. | Adjournment | Board Chair Flickinger, adjourned the workshop at 6:50 p.m. |

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

August 8, 2022

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

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

Absent: Dr. Ruede Wheeler

Chancellor: Brenda Hellyer

Others Present:

| | | |
|-----------------------|-------------------|------------------------|
| Umahi Agwu | Patience Henson | Katelyn Randall |
| Amanda Barnett-Guidry | Bo Hopper | Mandi Reiland |
| Alana Barraza | Carin Hutchins | Sherilyn Reynolds |
| Rhonda Bell | Sallie Kay Janes | Heather Rhodes |
| Dana Belt | Matt Keim | Shelley Rinehart |
| Alexander Brunson | Aaron Knight | Blake Roberts |
| Robert Cage | Ann Kokx-Templet | Martha Robertson |
| LeAnderay Collins | Helen LaCour | Alexis Roca |
| Jessie Correa | Kristy McAuliffe | Marcoantonio Rodriguez |
| Teri Crawford | Sarah McNutt | Cainan Rodriquez |
| Kim DeLauro | Kevin Morris | Thomas Schoenbein |
| Destry Dokes | Chelsea Nakayama | Shawn Silman |
| Chris Duke | Sabrina Naulings | Japheth Silva |
| Dianne Duron | Eleonor Navarro | Danny Snooks |
| Teddy Farias | Emmanuel Norwood | Kenneth Tidwell |
| Amanda Fenwick | Faith Norwood | Marcos Villalta |
| Jeremy Flores | Jeanine Norwood | Isaac Villarreal |
| Roman Flores | Victoria Norwood | Van Wigginton |
| Deanna Flores | Grace Norwood | Chris Wild |
| Rebecca Goosen | Alexander Okwonna | Laurel Williamson |
| Patrick Grant | Allen Pigeon | Teri Zamora |
| Kevin Hale | JR Ragaisis | Joanna Zimmermann |
| Allatia Harris | Sandra Ramirez | |

Call the Meeting to order: Chair Flickinger called the Regular Meeting of the Board of Trustees to order at 7:04 p.m.

Roll Call of Board Members:

Chair Flickinger conducted a roll call of the Board members:

Erica Davis Rouse
Marie Flickinger
Dan Mims
John Moon, Jr.
Keith Sinor
Dr. Ruede Wheeler (absent)
Larry Wilson

Moment of Silence, Invocation, and Pledges to the Flags:

The moment of silence to honor employees who passed away and the invocation were given by Sandra Ramirez. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Dr. Aaron Knight and Dr. Alexander Okwonna recognized students for their success at the SkillsUSA National Competition.
2. Dr. Aaron Knight and Van Wigginton recognized the students for their success at the Phi Beta Lambda National Competition.
3. Teri Zamora introduced new San Jacinto College Police Chief, Sabrina Naulings.
4. Teri Zamora presented a Life Saving Award to Police Sergeant David Gardner.
5. Teri Crawford introduced the new Foundation Executive Director, Robert Cage.

Communications to the Board:

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

1. A thank you was sent to the Board by Rick Gonzalez, for the plant sent in memory of his father.
2. July Opportunity News
3. August Opportunity News
4. Summer 2022 Career Focus
5. Minority- and Women-Owned Business Enterprise Letter from and response to Commissioner Rodney Ellis

Public Comment:

One citizens signed up to speak before the Board:

1. Patrick Grant

Informative Reports:

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

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements June 2022
 - b. San Jacinto College Financial Statements May 2022
 - c. San Jacinto College Monthly Investment Report June 2022
 - d. San Jacinto College Monthly Investment Report May 2022
 - e. San Jacinto College Quarterly Investment Report March-May 2022

- B. San Jacinto College Foundation Financial Statements
 - a. June 2022
 - b. May 2022
- C. Capital Improvement Program

**Motion 10207
Consideration of
Approval of Annual
Review of the
College’s Investment
Policy and Strategy –
Second Reading**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Annual Review of the College’s Investment Policy and Strategy – Second Reading.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10208
Consideration of
Approval of the 2022-
2023 Annual
Priorities**

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of the 2022-2023 Annual Priorities.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10209
Consideration of
Approval of Proposed
Budget for 2022-2023**

Motion was made by Keith Sinor, seconded by Erica Davis Rouse, for approval of Proposed Budget for 2022-2023.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10210
Consideration of
Recommendation to
Adopt a Tax Rate
that is not in Excess of
the Voter-Approval
Tax Rate**

Motion was made by Dan Mims, seconded by John Moon, Jr., for adoption a Tax Rate that is not in Excess of the Voter-Approval Tax Rate.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10211
Consideration of a
Resolution to Adopt
the Prevailing Wage
Scale**

Motion was made by Larry Wilson, seconded by Keith Sinor, for approval of a Resolution to Adopt the Prevailing Wage Scale.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10212
Consideration of
Approval of the
Awarding of a
Posthumous Degree**

Motion was made by John Moon, Jr., seconded by Erica Davis Rouse, for approval of the Awarding of a Posthumous Degree.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10213
Consideration of
Approval of
Memorandum of
Understanding with
Beta Academy for
Dual Credit**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Memorandum of Understanding with Beta Academy for Dual Credit.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10214
Consideration of
Approval of
Memorandum of
Understanding with
Richard Milburn
Academy for Dual
Credit**

Motion was made by Keith Sinor, seconded by Erica Davis Rouse, for approval of Memorandum of Understanding with Richard Milburn Academy for Dual Credit.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10215
Consideration of
Approval of
Memorandum of
Understanding with
Humble ISD for Dual
Credit**

Motion was made by John Moon, Jr. seconded by Dan Mims, for approval of Memorandum of Understanding with Humble ISD for Dual Credit.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10216
Consideration of
Approval of
Amendment to the
2021-2022 Budget for
Restricted Revenue
and Expenses
Relating to Federal
and State Grants**

Motion was made by Erica Davis Rouse, seconded by Larry Wilson, for approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10217
Consideration of
Approval of the 2023
Board of Trustees
Regularly Scheduled
Meeting Dates**

Motion was made by Dan Mims, seconded by John Moon, Jr., for approval of the 2023 Board of Trustees Regularly Scheduled Meeting Dates.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

**Motion 10218
Consideration of
Approval of Part-
Time Rate Changes,
Stipend and Market
Premium Changes,
and Reauthorization
of the Full-time
Salary Schedules for
2022-2023**

Motion was made by Keith Sinor, seconded by Larry Wilson, for approval of Part-Time Rate Changes, Stipend and Market Premium Changes, and Reauthorization of the Full-time Salary Schedules for 2022-2023.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson
Nays: None

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

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

No vote required.

**Motion 10219
Consideration of
Purchasing Requests**

Motion was made by Dan Mims, seconded by Larry Wilson, for approval of the purchasing requests.

| | |
|---|--------------|
| Purchase Request #1 2023 Annual Renewals | \$55,696,217 |
| Purchase Request #2 Purchasing Cooperatives | 700 |
| Purchase Request #3 Purchase Licensing Services for Anthology Blackboard LMS | 950,000 |
| Purchase Request #4 Contract for Sign Language and Video Remote Interpreting Services | 350,000 |
| Purchase Request #5 Renew Contracts for Flood Insurance | 250,000 |
| Purchase Request #6 Contract for Software Maintenance and Support | 240,171 |

| | |
|---|---------------------|
| Purchase Request #7 Purchase Portable Radios | 243,000 |
| Purchase Request #8 Additional Funds for Media Buying and Placement Services | 158,000 |
| Purchase Request #9 Contract for Financial Advisor Services | 150,000 |
| Purchase Request #10 Graduation Event License | 125,000 |
| Purchase Request #11 Contract for Website Redesign Service | 500,000 |
| Purchase Request #12 Purchase Salesforce Licences | 76,000 |
| Purchase Request #13 Approve Marketing Agreement | <u>125,000</u> |
| TOTAL OF PURCHASE REQUESTS | \$58,864,088 |

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson

Nays: None

**Motion 10220
Consent Agenda**

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

- A. Approval of the Minutes for the June 6, 2022, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements, and 2022-2023 Professional Contract Recommendations
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on August 29, 2022

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Sinor, Wilson

Nays: None

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

Adjournment: Chair Marie Flickinger adjourned the meeting at 7:55 p.m.

Item "B"
Regular Board Meeting August 29, 2022
Approval of the Minutes for the August 2, 2022, Board Strategic Planning Retreat

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the August 2, 2022, Board Strategic Planning Retreat.

SAN JACINTO COLLEGE DISTRICT
Board of Trustees Strategic Planning Retreat Minutes
August 2, 2022

The Board of Trustees of the San Jacinto Community College District met at 3:00 p.m., Tuesday, August 2, 2022, in room A-2.203 of the Administration Building, 4620 Fairmont Parkway, Pasadena, Texas for a strategic planning retreat.

Members Present: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson

Members Absent: Dr. Ruede Wheeler

Others Present: Brenda Hellyer, Sandra Ramirez, Mandi Reiland, Laurel Williamson, Teri Zamora, Micki Morris (attorney via conference call)

I. The meeting was called to order at 3:04 p.m. by Chair Marie Flickinger.

II. Roll Call of Board Members

Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler (absent), Larry Wilson

III. Discuss 2023 Budget Development and Strategic Finance Plan

- A. Teri Zamora led the discussion on the 2023 budget development and strategic finance plan. She provided an overview of the unrestricted revenue projections for fiscal year 2023 with comparison to fiscal year 2022. She also reviewed the percentages for sources of funding for 2022 and 2023.
- B. The group reviewed and discussed current fall enrollment and how that factors into the budget process. Brenda Hellyer added that one of the challenges when determining what percentage down or up we are, is what you compare it to. She looks at pre-covid enrollment numbers and comparisons to last year's enrollment.
- C. Teri reviewed the revenue assumptions that guide the budget development process.
- D. Teri provided an overview of the 3-year fall contact hours. She also reviewed the state allocation of funding. Brenda provided an update on the Community College Finance Commission which is working on legislative recommendations.
- E. Teri reviewed the property tax data which included a history of taxable values. Brenda added that she is trying to understand more on why the industrial taxable values are decreasing. She will update the Board when she has more information.
- F. Teri provided additional historical information on the College's tax rates from 2018 through the estimates for 2023.

- G. Teri explained that the prioritization of funding requests was guided by the FY2023 Annual Priorities, with priority increases of \$8,607,099. This increase will position the College to continue to serve students, maintain fiscal resiliency, retain qualified faculty and staff, and weather external influences. She reviewed each line item of the priority initiatives.
- H. The group discussed hiring and retention. The increased demand for remote work opportunities was also discussed. One idea that was suggested was the possibility of hiring people residing out-of-state. Sandra Ramirez clarified that there are issues with taxes and TRS when an employee resides outside of Texas. Teri added that she is reviewing options to see how other colleges handle this and if there are solutions for this issue.
- I. The group discussed the approximate data regarding online versus face-to-face retention, completion, etc.
- J. Erica asked if there is a way to incentivize retention for part-time faculty. Laurel said they discussed this in the department chair and dean academy, so they will be reviewing options. Also, they are looking at possible incentives for students who enroll early. The group discussed.
- K. Board members were interested in data on the effect of COVID on remedial courses. Laurel said she has not looked at that data recently, but there has been a significant increase in enrollment for remedial classes.
- L. Teri reviewed the history of performance-based salary increases. Erica asked for data on the average salary for faculty, staff, and administrators. Brenda replied that this will be provided to the Board. Teri reviewed the information regarding raises that she has from other Texas colleges.
- M. Teri provided additional information on increases in the budget which include additional faculty market stipends, a compensation study, and the positions that will be funded in this budget. The group discussed this information as well as dual credit enrollment. Brenda explained that they are looking at options for dual credit faculty and plan to have conversations with the independent school districts (ISDs) regarding faculty for dual credit courses. She added that they are relooking at dual credit models to determine next steps.
- N. Teri reviewed the total unrestricted expenses with salaries and benefits comprising 71.3 percent of the total.
- O. Teri reviewed the restricted revenues and expenses which reflect a 4.8 percent increase in debt service due to the new bond issued February 2022. Additionally, there is a 2.1 percent increase in financial aid and 56.8 decrease in grants due to a reduction in HEERF dollars.
- P. Teri reviewed the auxiliary budget which included an overview of revenues and expenses. She added that the Barnes and Noble contract term end date is approaching but with an option to renew. The plan is to renew for one year to allow time to roll out an RFP (request for proposals).
- Q. Teri reviewed the following next steps:
 - Enrollment
 1. Monitor and review enrollment
 2. Continue strong marketing and outreach campaign
 3. Some continuing Higher Education Emergency Relief Funds

(HEERF) grant initiatives (Fast Track) may increase enrollment

- Property Taxes
 1. Harris County Tax Office provided estimated certified values on July 25 and will provide final certified values in mid-August.
 2. Board meeting on August 29: (1) consideration of approval of 2022 proposed tax rate, (2) review of final No-New-Revenue and Voter-Approval tax rate calculations, and (3) approval of date to adopt tax rate.
 3. Anticipated tax rate hearing and approval at the October Board meeting.
- 2023 Budget
 1. Recommendation for the Board to adopt the budget on August 8 with effective date of September 1.

R. Brenda led a discussion on strategic finance including a five-year planning model. Marie Flickinger suggested the possible need of forming a committee to review changes as a result of building usage due to online increase. Brenda said she will look at this.

IV. Review Proposal for Central Campus Gym

- A. Brenda provided an overview of the current condition, ongoing costs, and current uses of the Central Campus Anders Physical Education Building. She reviewed the recommendations and timeline for next steps. She explained that the maintenance costs of the building are no longer justified, the quad and sports fields are available to support rec sports and Early College High School (ECHS) activities, and therefore, based on all the information reviewed, demolition of the Anders Gym is recommended.
- B. Larry Wilson asked where all of the memorabilia from the gym will go. Teri Zamora's team is working on a plan and will provide an update on this to the Board at a future workshop.
- C. The Board was supportive of this recommendation.
- D. The group discussed a wellness program or other options for employees.
- E. Keith Sinor asked how old the student center at Central is. It is not an attractive building and needs to be looked at. Brenda will bring this back to Board at a later date.

V. Review Proposal for Central Campus West Classroom Building

- A. Brenda provided an overview of the status and condition of the Central Campus West Classroom Building. She reviewed the options, and the recommendation is option 5, which is capital renewal.
- B. Brenda reviewed the factors in the decision and recommendation. The recommendation is: to completely renovate the structure (except for the roof, with five years of life remaining) to act and feel like a new building with current standards of larger classrooms and student collaboration spaces; remove offices; and utilize C4 as needed during renovations and make decision at a later date regarding its future.

- C. Erica Davis Rouse asked if the estimates of the options presented are fairly accurate. Teri replied that these are strong estimates.
 - D. John Moon, Jr. asked if the east has been assessed to determine which one should be redone. Brenda and Teri replied that this was reviewed, and the west was determined to be the best to update.
 - E. Brenda asked the members to look at the C2 design presentation. She provided brief comments on the plans. The document displays the new conceptual drawings, as compared to the current condition of the same spaces.
 - F. Members were supportive of going in this direction.
 - G. Keith asked for a list of all buildings with dates of building construction and renovations. Larry asked for maps to go along with this list.
- VI. Review Proposed Bond Budget Transfers
- A. Teri provided an overview of a report on active deferred maintenance projects, projected savings, and a requested transfer. She also explained that the complete list of the 2015 Bond Program pro forma as of July 31, 2022, was provided to the members.
 - B. The members were supportive of the transfers.
- VII. Review Designation of Funds for Future Deferred Maintenance
- A. Teri provided an overview of Policy 111.3001.B Finance Standards which addresses targeted days cash on hand. She explained that the targeted days cash on hand for unrestricted and auxiliary funds is between four months and six months of the current year's budget. We normally review and make recommendations based on the November 30th balance since it is the lowest balance during the year.
 - B. B. A recommendation will be brought forward in December, but it will most likely recommend designating a portion of the excess for deferred maintenance.
 - C. C. The members were supportive.
- Laurel Williamson left the retreat.
- VIII. Chair Flickinger adjourned to closed or executive session at 5:02 p.m. pursuant to Texas Government Code Section 551.071, 551.074, and 551.076 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.
Conference call with Attorney, Micki Morris.
 - B. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - C. Security Matters - To consider the deployment, or specific occasions for implementation, of security personnel or devices.
- IX. Reconvene in Open Meeting
- A. Chair Flickinger reconvened the retreat to open session at 6:15 p.m.

- X. Wrap-up with Summary for Follow-up
 - A. The current event and meeting calendar was reviewed with the Board members.

- XI. Adjournment
 - A. Chair Flickinger adjourned the retreat at 6:18 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for July which have been made in accordance with appropriate accounting procedures.

BACKGROUND

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

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

| | | |
|----------------|--------------|-------------------------|
| Teri Zamora | 281-998-6306 | teri.zamora@sjcd.edu |
| Carin Hutchins | 281-998-6109 | carin.hutchins@sjcd.edu |
| Dianne Duron | 281-998-6347 | dianne.duron@sjcd.edu |

SAN JACINTO COMMUNITY COLLEGE DISTRICT
 Budget Transfers Related to Fiscal Year 2021-22
 for July 2022

| ELEMENT OF COST | DEBIT | CREDIT |
|-----------------------|-------------------|-------------------|
| INSTRUCTION | \$ 28,937 | \$ 128,792 |
| PUBLIC SERVICE | \$ - | \$ - |
| ACADEMIC SUPPORT | \$ 8,385 | \$ 75,311 |
| STUDENT SERVICES | \$ 11,170 | \$ 47,544 |
| INSTITUTIONAL SUPPORT | \$ 48,102 | \$ 5,325 |
| PHYSICAL PLANT | \$ 164,379 | \$ 4,000 |
| AUXILIARY ENTERPRISES | \$ - | \$ - |
| | \$ 260,972 | \$ 260,972 |

RECOMMENDATION

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

South Campus

Department

Nursing

Affiliation Entity

Chambers County Health District #1 dba
Baywind Village Skilled Nursing & Rehab

Physical Therapy Assistant

Deer Park Nursing & Rehab Center, LLC

North Campus

Department

Pharmacy Technician

Affiliation Entity

CVS Pharmacy, Inc.

Pharmacy Technician

Houston Methodist Hospital

Medical Assisting

Vu Doan Theriot, MD, PA

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item “F”
Regular Board Meeting August 29, 2022
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, October 3, 2022.