

*Board of Trustees
Meeting*

November 1, 2021

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:00 p.m., Monday, November 1, 2021, 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, 551.076, 551.074, and 551.072 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. Security Personnel or Devices – To consider the deployment, or specific occasions for implementation, of security personnel or devices.
 - c. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - d. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Update on Federal Student Emergency Funds**
- VI. Notice of Program Closure and Relocation for Auto Collision Repair**
- VII. Request for Removal of Part-Time Staff Transactions from the Monthly Personnel Recommendations**
- VIII. Review of Plan to Issue Previously Authorized GO Bonds and to Refinance and Defeasible Callable GO Bonds**
- IX. Update on State and Federal Legislative Sessions**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**

XII. Adjournment

Additional Closed Session Authority

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

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, October 29, 2021, this notice was posted to the College’s website, on a bulletin board located at a place convenient to the public at the administrative building of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet for a regularly scheduled Board Meeting at 7:00 p.m. on Monday, November 1, 2021, 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 November 1, 2021. 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**
 - Update on ACCT Leadership Congress Dan Mims
Brenda Hellyer
- V. Student Success Presentations**
 - High School Capture Rate Update George González
 - Career and Pathways Workforce Update Laurel Williamson
- 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 September 2021
 - b. San Jacinto College Monthly Investment Report September 2021
- B. San Jacinto College Foundation Financial Statements
 - a. September 2021
- C. Capital Improvement Program
 - a. September 2021

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Policy V.5003.A, Academic Freedom – Second Reading**
- XI. Consideration of Approval of Policy III.3007.C, Centralized Contracts and Purchasing Services Department – Second Reading**
- XII. Consideration of Rescission of Policy V-D, Policy on Travel, and Approval of Policy III.3001.G, Employee Travel - Second Reading**
- XIII. Consideration of Rescission of Policy VI-C: Policy on Role of Faculty in Institutional Governance, and Approval of Policy II.2002.A, Shared Governance - Second Reading**
- XIV. Consideration of Approval of Financing Team and Related Expenditures**

PURCHASING REQUESTS

- XV. Consideration of Purchasing Requests**

CONSENT AGENDA

- XVI. 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 October 4, 2021, Workshop, Public Tax Hearing, and Regular Board Meeting**
 - B. Approval of the Budget Transfers**
 - C. Approval of Personnel Recommendations, 2021-2022 Part-Time Hourly Rate Schedule, 2021 Educational Advancement Incentives, Extra Service Agreement (ESA)**
 - D. Approval of the Affiliation Agreements**
 - E. Approval of the Next Regularly Scheduled Meeting**
- XVII. Items for Discussion/Possible Action**
(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)
- XVIII. Adjournment**

Closed Session Authority

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements
September 2021

San Jacinto Community College District
Statement of Net Position - PRELIMINARY
September 30,

<u>Assets</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and cash equivalents	\$ 85,957,444	\$ 77,017,091
Accounts receivable - taxes	5,133,243	4,476,059
Accounts receivable	14,393,559	14,590,249
Deferred charges	2,215,259	1,952,078
Inventories	366,250	366,250
Total current assets	<u>108,065,753</u>	<u>98,401,727</u>
Noncurrent assets:		
Restricted cash and cash equivalents	90,853,566	95,390,723
Capital assets, net	705,043,307	639,570,866
Total noncurrent assets	<u>795,896,873</u>	<u>734,961,590</u>
Total assets	<u>903,962,627</u>	<u>833,363,317</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	19,261,910	20,383,403
Deferred outflow related to OPEB	7,922,261	17,632,637
Deferred outflow related to defeased debt	6,462,013	7,577,851
Total deferred outflows of resources	<u>33,646,184</u>	<u>45,593,891</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	16,224,690	15,401,412
Accrued liabilities	3,716,387	3,230,943
Accrued compensable absences and deferred compensation	2,399,843	2,851,821
Deferred revenues	491,732	708,991
Total current liabilities	<u>22,832,652</u>	<u>22,193,167</u>
Noncurrent liabilities:		
Net pension liability	45,813,261	45,813,261
Net OPEB liability	107,343,289	107,182,217
Bonds and notes payable	639,865,689	576,215,745
Total noncurrent liabilities	<u>793,022,239</u>	<u>729,211,223</u>
Total liabilities	<u>815,854,892</u>	<u>751,404,391</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	7,949,319	9,070,812
Deferred inflows related to OPEB	18,127,443	26,740,139
Total deferred inflows of resources	<u>26,076,762</u>	<u>35,810,951</u>
<u>Net assets</u>		
Beginning of year - audited	84,158,310	80,169,233
Current year addition	11,518,847	11,572,634
Total net position	<u>\$ 95,677,157</u>	<u>\$ 91,741,867</u>

The year-end financial statements for August 31, 2021 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2021-2022.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

11 Unrestricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	9/30/20	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 41,307,654	\$ 4,956,920	12.00	\$ 5,050,834	12.00
Local Taxes - Maintenance & Operations	73,800,000	75,545	0.10	64,262	0.09
Credit Tuition	62,500,000	26,624,585	42.60	26,745,513	44.52
Credit Exemptions & Waivers	(9,160,000)	(3,743,481)	40.87	(4,069,379)	47.35
Continuing Education					
CPET	480,000	1,466	0.31	2,502	0.95
Maritime Transportation	1,300,000	185,880	14.30	148,708	12.71
Continuing Professional Development (CPD)	5,925,000	707,439	11.94	673,058	13.17
Continuing Education Exemptions & Waivers	(154,100)	(11,765)	7.63	(22,350)	22.07
Bad Debt	(1,400,000)	(116,667)	8.33	(158,333)	23.61
Sales & Services	1,625,000	133,496	8.22	96,768	5.47
HEERF Lost Revenue	8,250,000	-	-	-	-
Investment Income	250,000	4,422	1.77	16,364	15.36
Total	<u>184,723,554</u>	<u>28,817,841</u>	<u>15.60</u>	<u>28,547,947</u>	<u>16.00</u>
EXPENDITURES:					
Instruction	73,990,878	6,489,050	8.77	5,878,236	8.72
Public Service	23,771	-	-	386,816	5.97
Academic Support	17,339,148	1,968,131	11.35	1,856,244	14.31
Student Services	17,302,132	942,427	5.45	966,377	6.45
Institutional Support	48,345,283	3,434,954	7.11	3,929,226	9.64
Physical Plant	23,988,417	847,158	3.53	809,560	4.67
Winter Storm	-	-	-	-	-
Total	<u>180,989,629</u>	<u>13,681,721</u>	<u>7.56</u>	<u>13,826,460</u>	<u>8.40</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,925	12,587	0.34	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 15,123,533</u>		<u>\$ 14,721,487</u>	

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San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Grants	109,138,074	\$ 24,531,942	22.48	\$ 7,554,940	12.62
Total	<u>109,138,074</u>	<u>24,531,942</u>	<u>22.48</u>	<u>7,554,940</u>	<u>12.62</u>
EXPENDITURES:					
Instruction	692,333	6,771	0.98	9,302	2.09
Public Service	269,148	19,178	7.13	34,323	14.99
Academic Support	7,893,745	122,621	1.55	134,844	2.87
Student Services	4,303,832	41,878	0.97	37,361	6.63
Institutional Support	36,163,661	107,339	0.30	48,187	1.47
Scholarships and Fellowships	58,825,028	24,234,155	41.20	7,290,924	14.39
Physcial Plant	990,328	-	-	-	-
Total	<u>109,138,074</u>	<u>24,531,942</u>	<u>22.48</u>	<u>7,554,940</u>	<u>12.62</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>\$ 0</u>		<u>\$ -</u>	

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San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

State Restricted Funds

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	9/30/20	% of 8/31/21 Actual
REVENUES:					
State Paid Benefits	\$ 11,862,735	\$ 993,805	8.38	\$ 1,001,133	8.46
Grants	2,997,943	953,365	31.80	795,299	33.51
Total	<u>14,860,678</u>	<u>1,947,170</u>	<u>13.10</u>	<u>1,796,432</u>	<u>12.65</u>
EXPENDITURES:					
Instruction	6,471,103	664,391	10.27	665,084	10.88
Public Service	1,369	-	-	23,687	6.62
Academic Support	1,382,512	90,788	6.57	91,386	6.57
Student Services	1,498,954	128,263	8.56	130,480	7.25
Institutional Support	3,075,642	113,887	3.70	110,554	4.42
Physical Plant	13,977	-	-	-	-
Scholarships and Fellowships	2,417,121	949,841	39.30	775,241	38.25
Total	<u>14,860,678</u>	<u>1,947,170</u>	<u>13.10</u>	<u>1,796,432</u>	<u>12.66</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

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San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Local Grants	\$ 7,924,461	\$ 1,388,260	17.52	\$ 426,653	12.90
Total	<u>7,924,461</u>	<u>1,388,260</u>	<u>17.52</u>	<u>426,653</u>	<u>12.90</u>
EXPENDITURES:					
Instruction	91,383	-	-	-	-
Public Service	205,089	12,632	6.16	2	0.00
Academic Support	492,312	118,327	24.03	1,390	0.37
Student Services	63,009	4,242	6.73	3,483	27.91
Institutional Support	30,397	5,343	17.58	-	-
Scholarships and Fellowships	7,258,772	1,239,407	17.07	418,215	15.70
Physical Plant	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>8,390,961</u>	<u>1,379,951</u>	<u>16.45</u>	<u>423,089</u>	<u>13.03</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(466,500)	(12,587)	2.70	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 20,897</u>		<u>\$ 3,564</u>	

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San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

27 Texas Public Education Grant

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	9/30/20	% of 8/31/21 Actual
REVENUES:					
Tuition - Credit & Non Credit	\$ 2,900,000	\$ 1,261,203	43.49	\$ 1,246,346	43.19
Total	<u>2,900,000</u>	<u>1,261,203</u>	<u>43.49</u>	<u>1,246,346</u>	<u>43.19</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,900,000</u>	<u>860,362</u>	<u>29.67</u>	<u>728,213</u>	<u>23.08</u>
Total	<u>2,900,000</u>	<u>860,362</u>	<u>29.67</u>	<u>728,213</u>	<u>23.08</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>\$ 400,841</u>		<u>\$ 518,133</u>	

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San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ -	-	\$ -	-
Total	-	-	-	-	-
EXPENDITURES:					
Instruction	-	241	-	556	2.10
Scholarships and Fellowships	-	-	-	13,715	-
Total	-	241	-	14,270	53.85
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (241)</u>		<u>\$ (14,270)</u>	

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San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,865,500	\$ 484,484	16.91	325,151	16.12
Total	<u>2,865,500</u>	<u>484,484</u>	<u>16.91</u>	<u>325,151</u>	<u>16.12</u>
EXPENDITURES:					
Labor	481,621	31,227	6.48	16,627	8.08
Benefits	150,000	6,334	4.22	29,162	50.77
Supplies	392,213	30,374	7.74	8,931	6.93
Travel	188,179	7,141	3.79	394	0.20
Contracted Services	327,630	22,001	6.72	3,847	5.63
Capital Outlay	-	-	-	-	-
Scholarships and Fellowships	1,148,757	264,003	22.98	288,151	24.22
Utilities	200	-	-	-	-
Total	<u>2,688,600</u>	<u>361,080</u>	<u>13.43</u>	<u>347,111</u>	<u>18.63</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(188,656)	-
Transfers Out	-	-	-	185,949	-
Net Increase (Decrease) in Net Position	<u>\$ 176,900</u>	<u>\$ 123,404</u>		<u>\$ (19,253)</u>	

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San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

95 Retirement of Indebtedness

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	9/30/20	% of 8/31/21 Actual
REVENUES:					
Investment Income	\$ -	\$ 332	-	\$ 817	9.36
Local Taxes - Debt Service	<u>36,056,758</u>	<u>37,827</u>	<u>0.10</u>	<u>32,403</u>	<u>0.09</u>
Total	<u>36,056,758</u>	<u>38,158</u>	<u>0.11</u>	<u>33,220</u>	<u>0.09</u>
EXPENDITURES:					
Institutional Support - Principal	12,703,426	-	-	-	-
Institutional Support - Interest	<u>26,620,757</u>	<u>2,252,428</u>	<u>8.46</u>	<u>2,009,673</u>	<u>8.81</u>
Total	<u>39,324,183</u>	<u>2,252,428</u>	<u>5.73</u>	<u>2,009,673</u>	<u>5.18</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,267,425)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment ¹	<u>(12,703,426)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ 12,703,426</u>	<u>\$ (2,214,270)</u>		<u>\$ (1,976,453)</u>	

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

The year-end financial statements for August 31, 2021 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2021-2022.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/20</u>	<u>% of 8/31/21 Actual</u>
EXPENDITURES:					
Depreciation	\$ 22,600,000	\$ 1,939,651	8.58	\$ 1,767,078	8.14
Total	<u>22,600,000</u>	<u>1,939,651</u>	<u>8.58</u>	<u>1,767,078</u>	<u>8.14</u>
Adjustment for Capital Purchases ¹	<u>1,049,232</u>	<u>-</u>	<u>-</u>	<u>(88,840)</u>	<u>11.53</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (21,550,768)</u>	<u>\$ (1,939,651)</u>		<u>\$ (1,678,238)</u>	

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

The year-end financial statements for August 31, 2021 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2021-2022.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (100%)	% Actual to Adjusted Budget	9/30/20	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 53,170,389	\$ 5,950,725	11.19	\$ 6,051,967	11.22
Local Taxes - Maintenance & Operations	73,800,000	75,545	0.10	64,262	0.09
Local Taxes - Debt Service	36,056,758	37,827	0.10	32,403	0.09
Credit Tuition	65,400,000	27,885,788	42.64	27,991,859	44.46
Credit Exemptions & Waivers	(9,160,000)	(3,743,481)	40.87	(4,069,379)	47.35
Continuing Education					
CPET	480,000	1,466	0.31	2,502	0.95
Maritime Transportation	1,300,000	185,880	14.30	148,708	12.71
Continuing Professional Development	5,925,000	707,439	11.94	673,058	13.17
Continuing Education Exemptions & Waivers	(154,100)	(11,765)	7.63	(22,350)	22.07
Bad Debt	(1,400,000)	(116,667)	8.33	(158,333)	23.61
Sales & Services	1,625,000	133,496	8.22	96,768	5.40
Insurance Proceeds - Winter Storm	-	-	-	-	-
Investment Income	250,000	4,754	1.90	17,181	14.90
Investment Income - San Jac Tomorrow Program	-	4,336	-	17,665	16.55
HEERF Lost Revenue	8,250,000	-	-	-	-
Auxiliary Services	2,865,500	484,484	16.91	325,151	16.12
Grants	112,136,017	25,485,307	22.73	8,350,239	13.42
Local Grants	7,924,461	1,388,260	17.52	426,653	12.90
Total	<u>358,469,025</u>	<u>58,473,393</u>	<u>16.31</u>	<u>39,948,354</u>	<u>13.39</u>
EXPENDITURES:					
Instruction	81,245,697	7,160,453	8.81	6,553,178	8.86
Public Service	499,377	31,810	6.37	444,828	6.16
Academic Support	27,107,717	2,299,866	8.48	2,083,864	10.73
Student Services	23,167,927	1,116,811	4.82	1,137,701	6.56
Institutional Support	126,939,165	5,913,951	4.66	6,097,640	7.14
Physical Plant	25,242,723	847,158	3.36	809,560	4.67
Winter Storm	-	-	-	-	-
Scholarships and Fellowships	71,400,920	27,283,765	38.21	9,226,307	15.77
Auxiliary Enterprises	2,688,600	361,080	13.43	347,111	18.63
Depreciation	22,600,000	1,939,651	8.58	1,767,078	8.14
Total	<u>380,892,125</u>	<u>46,954,546</u>	<u>12.33</u>	<u>28,467,267</u>	<u>9.26</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,733,925)	(12,587)	0.34	(188,656)	5.51
Transfers Out	3,733,925	12,587	0.34	185,949	5.43
Adjustment for Debt Principal Payment ¹	(12,703,426)	-	-	-	-
Adjustment for Capital Purchases ¹	-	-	-	(88,840)	11.53
Net Increase (Decrease) in Net Position	<u>\$ (9,719,674)</u>	<u>\$ 11,518,847</u>		<u>\$ 11,572,634</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.

The year-end financial statements for August 31, 2021 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2021-2022.

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (100%)</u>	<u>9/30/20</u>	<u>% of 8/31/21 Actual</u>
REVENUES:				
Investment Income	\$ -	\$ 4,336	\$ 17,665	16.55
Total	<u>-</u>	<u>4,336</u>	<u>17,665</u>	<u>16.55</u>
EXPENDITURES:				
Bond Programs	<u>112,701,300</u>	<u>4,595</u>	<u>4,786</u>	<u>0.01</u>
Total	<u>112,701,300</u>	<u>4,595</u>	<u>4,786</u>	<u>0.01</u>
Net Increase (Decrease) in Net Position	<u>\$ (112,701,300)</u>	<u>\$ (260)</u>	<u>\$ 12,879</u>	

The year-end financial statements for August 31, 2021 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2021-2022.

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY
For the One Month Ended September 30, 2021

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (100%)	9/30/20	% of 8/31/21 Actual
REVENUES:				
Land Sale Proceeds	\$ -	\$ -	\$ -	-
Total	-	-	-	-
EXPENDITURES:				
Generation Park	-	-	-	-
Total	-	-	-	-
TRANSFERS AMONG FUNDS:				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ -	\$ -	

The year-end financial statements for August 31, 2021 are not final. They are pending closing adjustments and final audit review which should be complete in mid-December and may impact beginning balances for fiscal year 2021-2022.

San Jacinto College Financial Statements
Monthly Investment Report
September 2021

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Portfolio Summary Report
Period Ending September 30, 2021

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	September 1, 2021	\$ 187,952,253	\$ 187,952,253
Additions/Subtractions (Net)		(11,141,244)	(11,141,244)
Change in Fair Value*		-	-
Ending Value	September 30, 2021	<u>\$ 176,811,009</u>	<u>\$ 176,811,009</u>

Earnings for the Month of September	\$	9,099
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.0599%
Benchmark - One Year Treasury Yield		0.0900%

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

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

Prepared by:



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 Director of Accounting & Financial Services

Reviewed by:



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 Associate Vice Chancellor of Finance

Reviewed by:



Teri Zamora
 Vice Chancellor of Fiscal Affairs

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Weighted Average to Maturity
September 30, 2021

Description	Held At	Annualized Interest Rate	Purchase Date	Maturity	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
Short-Term Investments - Cash & Cash Equivalents										
Credit Cards in Transit	Heartland	N/A	N/A	10/01/21	N/A	\$ 16,209	\$ 16,209	0.01%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	10/01/21	N/A	(2,760,944)	(2,760,944)	-1.56%	1	-0.02
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	10/01/21	N/A	13,885,413	13,885,413	7.85%	1	0.08
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	10/01/21	N/A	(14,772)	(14,772)	-0.01%	1	0.00
JPMorgan Workmen's Comp	JPMorgan Chase Bank	N/A	N/A	10/01/21	N/A	(695)	(695)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	10/01/21	N/A	19,167	19,167	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	N/A	10/01/21	N/A	30,027,160	30,027,160	16.98%	1	0.17
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.0796%	N/A	10/01/21	N/A	48,503,306	48,503,306	27.43%	1	0.27
TexPool - Operating	TexPool	0.0279%	N/A	10/01/21	N/A	93,751	93,751	0.05%	1	0.00
Restricted - Cash & Cash Equivalents										
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0796%	N/A	10/01/21	N/A	1,353,018	1,353,018	0.77%	1	0.01
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0796%	N/A	10/01/21	N/A	468,867	468,867	0.27%	1	0.00
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.0796%	N/A	10/01/21	N/A	810,978	810,978	0.46%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.0796%	N/A	10/01/21	N/A	179,182	179,182	0.10%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.0796%	N/A	10/01/21	N/A	845,276	845,276	0.48%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.0796%	N/A	10/01/21	N/A	1,564,570	1,564,570	0.88%	1	0.01
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.0796%	N/A	10/01/21	N/A	923,929	923,929	0.52%	1	0.01
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0629%	N/A	10/01/21	N/A	18	18	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0629%	N/A	10/01/21	N/A	80,896,576	80,896,576	45.75%	1	0.46
						\$ 176,811,009	\$ 176,811,009	100.00%		

Grand Total Short-Term Investments and Cash & Cash Equivalents

Weighted Average to Maturity at Ending Period Date (Days)

ACFR	Weighted Average to Maturity at Ending Period Date (Days)
Note 4	19,167
76.71%	Petty cash on hand
16.98%	Investment pools
	135,639,471
	30,027,160
	Money market
	11,125,211
	Bank deposits - demand deposits
	U. S. government securities and municipal bonds
	-
	Accrued earnings
	-
	Total cash, cash equivalents, and investments
	\$ 176,811,009
	1.00

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Cash, Cash Equivalents, and Investments
Inventory Holdings Report
September 30, 2021

Description	Held At	Annualized Interest Rate	Maturity	Par	August 31, 2021		September 30, 2021		Change in Fair Value For the Month	September Earnings
					Ending Fair Value	Ending Book Value	Ending Fair Value	Ending Book Value		
Short-Term Investments - Unrestricted Funds										
Demand Deposits										
Credit Cards in Transit										
JP Morgan Accounts Payable Disbursements	Heartland	N/A	10/01/21	\$	40,510	\$	16,209	\$	16,209	N/A
JP Morgan Operating	JP Morgan Chase Bank	N/A	10/01/21	N/A	(1,315,028)		(2,760,944)		(1,445,916)	N/A
JP Morgan Payroll	JP Morgan Chase Bank	N/A	10/01/21	N/A	3,766,364		13,885,413		10,119,049	N/A
JP Morgan Workmen's Comp	JP Morgan Chase Bank	N/A	10/01/21	N/A	(23,896)		(14,772)		9,124	N/A
Petty Cash	JP Morgan Chase Bank	N/A	10/01/21	N/A	(800)		(695)		105	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	10/01/21	\$	19,166	\$	19,167	\$	1	N/A
					2,466,316		11,144,378		8,658,062	N/A
Money Market Accounts										
East West MIM Operating Account	East West Bank	0.0500%	10/01/21	\$	30,026,050	\$	30,027,160	\$	1,110	1,111
Sub Total Money Market Accounts					30,026,050		30,027,160		1,110	1,111
Pool Accounts										
TexPool - Operating	TexPool	0.0279%	10/01/21	\$	98,527	\$	93,751	\$	(4,776)	6
TexPool PRIME - Operating	TexPool	0.0629%	10/01/21	N/A	-		-		-	-
LSIP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.0796%	10/01/21	N/A	60,982,127		48,503,306		(12,478,821)	3,218
Sub Total Pool Accounts					61,080,654		48,597,057		(12,483,597)	3,224
Sub Total - Short Term Investments - Unrestricted Funds					93,593,020		89,768,595		(3,824,425)	4,335
Short-Term Investments - Restricted (Bond) Funds										
Pool Accounts										
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.0796%	10/01/21	N/A	1,366,426		1,353,018		(13,408)	89
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.0796%	10/01/21	N/A	5,199,800		468,867		(4,730,933)	332
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.0796%	10/01/21	N/A	-		810,978		810,978	2
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.0796%	10/01/21	N/A	-		179,182		179,182	-
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.0796%	10/01/21	N/A	-		845,276		845,276	89
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.0796%	10/01/21	N/A	-		1,564,570		1,564,570	3
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.0796%	10/01/21	N/A	-		923,929		923,929	2
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0629%	10/01/21	N/A	2,758,459		18		(2,758,441)	9
Sub Total Pool Accounts					85,034,548		80,896,576		(4,137,972)	4,238
					94,359,233		87,042,414		(7,316,819)	4,764
Sub Total - Short Term Investments - Restricted (Bond) Funds					94,359,233		87,042,414		(7,316,819)	4,764
Grand Total					187,952,253		176,811,009		(11,141,244)	9,099

San Jacinto College Foundation

Statement of Financial Position

As of September 30, 2021

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
SSETS									
Current Assets									
Checking/Savings									
General Fund	\$1,746,830	-	\$1,746,830	\$1,816,461	-	\$1,816,461	(69,631)	-	(\$69,631)
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	1,746,830	-	1,746,830	1,816,461	-	1,816,461	(69,631)	-	(69,631)
Accounts Receivables	3,577,380	-	3,577,380	4,192,920	-	4,192,920	(615,540)	-	(615,540)
Other Current Assets									
Short Term Investments									
Goldman Sachs	15,205,523	30,000,715	45,206,237	12,269,721	-	12,269,721	2,935,802	30,000,715	32,936,517
Capital Bank CD	-	-	-	211,324	-	211,324	(211,324)	-	(211,324)
Prosperity Bank	-	-	-	210,969	-	210,969	(210,969)	-	(210,969)
Total SJC Short Term Investments	15,205,523	30,000,715	45,206,237	12,692,013	-	12,692,013	2,513,509	30,000,715	32,514,224
Total Current Assets	20,529,733	30,000,715	50,530,448	18,701,395	-	18,701,395	1,828,338	30,000,715	31,829,053
TOTAL ASSETS	20,529,733	30,000,715	50,530,448	18,701,395	-	18,701,395	1,828,338	30,000,715	31,829,053
LIABILITIES & NET ASSETS									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	19,530	-	19,530	44,746	-	44,746	(25,217)	-	(25,217)
Programs Payable	56,030	-	56,030	6,645	-	6,645	49,385	-	49,385
Endowments Payable	222,135	-	222,135	184,214	-	184,214	37,921	-	37,921
Scholarship Payables	399,353	430,562	829,914	463,397	-	463,397	(64,044)	430,562	366,517
Student Success Payables	98,395	-	98,395	99,210	-	99,210	(815)	-	(815)
Total Accounts Payable	795,442	430,562	1,226,004	798,212	-	798,212	(2,770)	430,562	427,791
Total Current Liabilities	795,442	430,562	1,226,004	798,212	-	798,212	(2,770)	430,562	427,791
Total Liabilities	795,442	430,562	1,226,004	798,212	-	798,212	(2,770)	430,562	427,791
NET ASSETS									
Net Assets Without Donor Restrictions	4,121,633	29,569,692	33,691,325	3,647,093	-	3,647,093	474,539	29,569,692	30,044,231
Net Assets With Donor Restrictions	16,369,047	-	16,369,047	14,419,428	-	14,419,428	1,949,618	-	1,949,618
Net Assets	20,490,679	29,569,692	50,060,371	18,066,522	-	18,066,522	2,424,157	30,000,254	32,421,641
Net Income	(756,388)	461	(755,927)	(163,339)	-	(163,339)	(593,049)	461	(592,588)
Total Net Assets	19,734,291	29,570,153	49,304,444	17,903,183	-	17,903,183	1,831,108	29,570,153	31,401,261
TOTAL LIABILITIES & NET ASSETS	\$20,529,733	\$30,000,715	\$50,530,448	\$18,701,395	-	\$18,701,395	1,828,338	\$30,000,715	\$31,829,053

San Jacinto College Foundation

Statement of Activities

For the Period Ending September 30, 2021

	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	-	-	6,000	-	-	6,000	(6,000)	-	(6,000)	96,000	0%
Endowments	3,070	-	3,070	350	-	350	2,720	-	2,720	75,000	4%
Program Sponsorship	64,654	-	64,654	5,241	-	5,241	59,412	-	59,412	275,000	24%
Scholarships	141,136	-	141,136	57,940	-	57,940	83,196	-	83,196	400,000	35%
Total Contributions	208,860	-	208,860	69,532	-	69,532	139,328	-	139,328	846,000	25%
Other Income											
Special Events	-	-	-	4,562	-	4,562	(4,562)	-	(4,562)	185,000	0%
Investment Income	91,379	461	91,840	51,518	-	51,518	39,862	461	40,322	600,000	15%
Realized Gain / (Loss)	38,370	-	38,370	22,748	-	22,748	15,622	-	15,622	-	-
Unrealized Gain / (Loss)	(149,537)	-	(149,537)	265,053	-	265,053	(414,590)	-	(414,590)	-	-
Total Other Income	(19,788)	461	(19,327)	343,881	-	343,881	(363,669)	461	(363,208)	785,000	-3%
Total Income	189,072	461	189,533	413,413	-	413,413	(224,341)	461	(223,880)	1,631,000	12%
Expense											
Programs											
Scholarships Awarded - SSF		430,562	430,562					(430,562)	(430,562)	800,000	62%
Scholarships Awarded - FND	499,051	-	499,051	488,507	-	488,507	(10,543)	-	(10,543)	600,000	1%
Programs Sponsored	8,476	-	8,476	57,977	-	57,977	49,501	-	49,501	150,000	0%
Student Success Initiatives	-	-	-	28,857	-	28,857	28,857	-	28,857	1,550,000	33%
Total Programs	507,527	430,562	938,088	575,341	-	575,341	67,814	(430,562)	(362,748)		
Supporting Services											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000	0%
Supporting Services											
Foundation Expenses	5,172	-	5,172	1,411	-	1,411	(3,761)	-	(3,761)	86,000	6%
Fundraising Expenses	-	-	-	-	-	-	-	-	-	85,000	0%
Sponsorship Expense	2,200	-	2,200	-	-	-	(2,200)	-	(2,200)	5,000	44%
Total Supporting Services	7,372	-	7,372	1,411	-	1,411	(5,961)	-	(5,961)	176,000	4%
Total Expense	514,899	430,562	945,461	576,752	-	576,752	61,853	(430,562)	(368,709)	1,728,000	30%
Net Ordinary Income	(325,827)	(430,101)	(755,927)	(163,339)	-	(163,339)	(162,488)	(430,101)	(592,588)	(97,000)	
Other Income / Expenses											
Increase/Decrease in Net Position	(325,827)	(430,101)	(755,927)	(163,339)	-	(163,339)	(162,488)	(430,101)	(592,588)	(97,000)	

2008 Bond Program

Preliminary Report as of September 30, 2021

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	-	200,000	200,000	-	200,000	12,500	10,500	177,000	11.50%
Sub-total	-	200,000	200,000	-	200,000	12,500	10,500	177,000	11.50%
North									
Sub-total	-	-	-	-	-	-	-	-	-
South									
Sub-total	-	-	-	-	-	-	-	-	-
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,613,260)	13,000	-	13,000	-	-	13,000	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	11,497	675,170	313,333	68.67%
726923 - Replace HVAC, A1	-	573,521	573,521	-	573,521	9,375	28,125	536,021	6.54%
726925 - CW Classroom Technology	-	282,137	282,137	-	282,137	74,886	6,475	200,776	28.84%
Sub-total	14,676,260	(3,212,579)	11,463,681	(9,595,023)	1,868,658	95,758	709,770	1,063,130	43.11%
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	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	108,258	293,651,612	1,240,130	99.58%

2015 Bond Program

Preliminary Report as of September 30, 2021

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	(3,305,414)	49,144,586	2,154,564	51,299,150	5,148	51,182,975	111,027	99.78%
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	-	6,980,912	6,980,912	306,052	7,286,964	200,126	6,447,394	639,444	91.22%
731602 - CC Welcome Center	16,600,000	1,291,795	17,891,795	578,549	18,470,345	-	18,470,345	-	100.00%
71602A - CC Welcome Center Site Development	-	2,906,100	2,906,100	93,900	3,000,000	982,175	452,670	1,565,155	47.83%
731603 - CC Class Room Building	47,155,000	8,195,219	55,350,219	1,788,440	57,138,659	15,755,827	33,679,893	7,702,939	86.52%
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	(204,840)	1,647,160	53,222	1,700,382	40,782	1,210,977	448,624	73.62%
731606 - CC Frels Renovation	1,153,000	2,899,107	4,052,107	130,929	4,183,036	6,545	4,035,509	140,982	96.63%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	110,097	10,325,306	76,256	99.27%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	449,673	11,295,197	55,790	99.53%
71608A - CC McCollum Center Reno Phase II	-	10,483,421	10,483,421	338,733	10,822,154	3,132,824	4,312,198	3,377,132	68.79%
731609 - CC McCollum North Renovation	2,535,000	(598,971)	1,936,029	62,556	1,998,585	-	132,013	1,866,571	6.61%
731610 - CC Ball Demolition	1,725,000	(125,899)	1,599,101	51,669	1,650,770	-	1,649,557	1,213	99.93%
731611 - CC Anderson Demolition	2,654,000	(301,222)	2,352,778	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	356,233	1,516,233	48,992	1,565,225	251,174	1,193,335	120,716	92.29%
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	15,545,879	186,262,879	6,739,955	193,002,834	20,934,371	155,962,614	16,105,849	91.66%
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	-	672,565	-	100.00%
732604 - NC Lehr Library Demolition	650,000	(434,006)	215,994	6,979	222,973	-	222,854	119	99.95%
732605 - NC North Access/Security	877,000	(95,040)	781,960	25,266	807,226	4,988	448,215	354,023	56.14%
732606 - NC Wheeler Renovation	14,300,000	(2,334,938)	11,965,062	386,607	12,351,669	2,065,440	9,472,925	813,304	93.42%
732607 - NC Brightwell Renovation	6,628,000	1,176,926	7,804,926	252,188	8,057,114	1,653,127	6,357,143	46,844	99.42%
732608 - NC Spencer Renovation	13,000,000	(2,130,019)	10,869,981	351,392	11,221,373	2,039,283	9,156,781	25,309	99.77%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	128,252	630,387	23,974	96.94%
732610 - NC Underground Utility Tunnel	11,600,000	(7,661,638)	3,938,362	127,254	4,065,616	-	4,016,439	49,177	98.79%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burluson Renovation	-	3,547,453	3,547,453	114,623	3,662,076	204,750	3,390,261	67,065	98.17%
Sub-total	78,395,000	(15,133,054)	63,261,946	2,046,215	65,308,161	6,095,840	57,832,506	1,379,815	97.89%

2015 Bond Program

Preliminary Report as of September 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
South									
733601 - SC Engineering & Technology Center	28,400,000	(7,049,180)	21,350,820	691,395	22,042,216	-	22,038,055	4,161	99.98%
733602 - SC Cosmetology Center	16,213,000	(1,400,207)	14,812,793	478,621	15,291,414	-	15,220,624	70,790	99.54%
733603 - SC Longenecker Renovation	22,555,000	(2,402,252)	20,152,748	651,162	20,803,911	176,372	20,221,038	406,500	98.05%
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	81,345	2,854,924	4,048,994	42.04%
733606 - SC South Access/ Security	599,000	153,993	752,993	24,330	777,324	6,631	713,022	57,671	92.58%
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	823,697	1,983,697	64,096	2,047,792	44,221	1,016,795	986,777	51.81%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	0.00%
733610 - SC Jones Renovation	13,803,000	4,948,177	18,751,177	605,876	19,357,053	6,368,305	9,874,067	3,114,681	83.91%
73610A - SC Jones Cenral Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	829,505	8,082,635	2,003,077	81.65%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,225,108)	2,174,892	70,275	2,245,167	147,953	2,053,224	43,989	98.04%
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	178,117	758,117	24,496	782,613	124,678	654,173	3,762	99.52%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,424,730	5,424,730	175,280	5,600,010	9,338	5,590,416	257	100.00%
Sub-total	116,438,000	(6,404,275)	110,033,725	3,559,054	113,592,779	7,788,346	95,063,773	10,740,660	90.54%
Maritime									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	202,608	395,698	401,694	59.83%
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	202,608	2,184,043	613,349	79.56%
Generation Park									
726601 - Generation Park	-	5,554,666	5,554,666	813,800	6,368,466	305	3,893,327	2,474,834	61.14%
Sub-total	-	5,554,666	5,554,666	813,800	6,368,466	305	3,893,327	2,474,834	61.14%
Admin									
736602 - College Development	30,000,000	(29,927,750)	72,250	-	72,250	-	71,368	882	98.78%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	13,227,072	13,227,072	427,384	13,654,456	1,413,747	915,304	11,325,405	17.06%
736606 - Parking Garage	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	0.00%
720100 - Program Management - AECOM	-	11,610,483	11,610,483	(10,878,699)	731,783	27,184	1,172	703,427	3.87%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	0.00%
736601 - Contingency	1,166,180	7,783,495	8,949,675	-	8,949,675	-	-	8,949,675	0.00%
Sub-total	31,450,000	25,552,084	57,002,084	(13,274,324)	43,727,760	1,440,931	1,307,440	40,979,389	6.29%
TOTALS	425,000,000	-	425,000,000	-	425,000,000	36,462,401	316,243,703	72,293,896	82.99%

Generation Park

Preliminary Report as of September 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond - 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	-	8,824,538	19,018	99.78%
901609 - 2015 Bond - 726601	6,368,466	-	6,368,466	-	6,368,466	305	3,893,327	2,474,834	61.14%
901610 - Generation Park Site Infrastructure - 726601	4,000,000	-	4,000,000	-	4,000,000	-	3,991,275	8,725	99.78%
901610 - Generation Park Parking Lot - 76601A	3,521,892	-	3,521,892	-	3,521,892	1,843,961	746,086	931,846	73.54%
TOTALS	29,521,892	-	29,521,892	-	29,521,892	1,844,266	24,243,203	3,434,423	88.37%

Repair and Renovation

Report as of September 30, 2021

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F22001 - CC - Central Misc.	-	10,000	10,000	-	10,000	-	-	10,000	-
F22005 - CC - C45 Dow Classroom Tables	-	5,914	5,914	-	5,914	5,914	-	-	100%
F22009 - CC - C34 Flag Pole Remove and Reloc	-	5,436	5,436	-	5,436	5,436	-	-	100%
Sub-total	-	21,350	21,350	-	21,350	11,350	-	10,000	-
North									
F22002 - NC - North Misc	-	10,000	10,000	-	10,000	-	-	10,000	-
Sub-total	-	10,000	10,000	-	10,000	-	-	10,000	-
South									
F22003 - SC - South Misc.	-	10,000	10,000	-	10,000	-	-	10,000	-
Sub-total	-	10,000	10,000	-	10,000	-	-	10,000	-
Generation Park									
F22008 - GEN - Gen Park Furniture	-	6,216	6,216	-	6,216	6,216	-	-	100%
Sub-total	-	6,216	6,216	-	6,216	6,216	-	-	-
District									
F22004 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	-	-	10,000	-
F22007 - DIST- College Wide ADA Compliance	-	150,000	150,000	-	150,000	-	-	150,000	-
Sub-total	-	160,000	160,000	-	160,000	-	-	160,000	-
Contingency (720700) -Major Repairs	350,000	(207,565)	142,435	-	142,435	-	-	142,435	-
Sub-total	350,000	(207,565)	142,435	-	142,435	-	-	142,435	-
TOTALS	350,000	-	350,000	-	350,000	17,565	-	332,435	5%

Action Item “IX”
Regular Board Meeting November 1, 2021
Consideration of Approval of Amendment to the 2021-2022 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2021-2022 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner to provide access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of October 2021.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$15,000 so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1- Budget Amendments-11-01-21

Attachment 2- Grant Detail-11-01-21

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
November 1, 2021

	<u>Fund</u>	<u>Org.</u>	<u>Account</u>	<u>Prog.</u>	<u>Amount Debit (Credit)</u>
<u>U.S. Department of Education - TRIO Talent Search 2016 - 2021 (Carry-forward funds)</u>					
Federal Grant Revenue	538429	56700	554100	110000	(15,000)
Supplies	538429	56700	710000	460913	14,775
Contractual Svcs - Indirect costs	538429	56700	731500	<u>620909</u>	<u>225</u>
					\$ -
Net Increase (Decrease)					<u>\$ -</u>

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

Grant Funding Summary by Agency:

U.S. Department of Education	\$ 15,000
	\$ 15,000

U.S. Department of Education – TRIO Talent Search 2016 – 2021 (Carry-forward funds)

The Talent Search program identifies and assists individuals from disadvantaged backgrounds and who have the potential to succeed in higher education. The program provides academic, career, and financial counseling and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages persons who withdrew early from formal instruction to re-enter and complete secondary or postsecondary level education programs. The goal of the five-year Talent Search program is to increase the number of youths from disadvantaged backgrounds to complete high school and enroll in and complete their postsecondary education. The funds are for participant support costs, and an extension in time to spend the funds, with the grant now closing in January 2022.

Action Item “X”
Regular Board Meeting November 1, 2021

Consideration of Approval of Policy V.5003.A, Academic Freedom – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy V.5003.A, Academic Freedom.

BACKGROUND

This policy provides guidance to the San Jacinto College community regarding the rights and responsibilities that constitute academic freedom.

The associated procedures were developed to support implementation of the policy. These procedures are attached for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedure were presented to the Board for first reading on October 4, 2021 and were sent to the College community on October 1, 2021 through October 15, 2021. No comments were received. Procedures are provided for informational purposes and are not voted on.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy IV-H: Policy on Academic Freedom (current policy)

Attachment 3 – Policy V.5003.A, Academic Freedom (proposed policy)

Informational items only:

Attachment 4 – Procedure V.5003.A.a, Academic Freedom (proposed procedures)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: *V.5003.A*

Proposed Policy Name: **Academic Freedom**

Current Policy Number/Name: **Policy IV-H: Policy on Academic Freedom**

New Procedure Number: *V.5003.A.a*

Proposed Procedure Name(s): **Academic Freedom**

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

Action Recommended for Policy: **Revised**

Action Recommended for Procedures: **New**

Web Links: IV-H, Academic Freedom, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-iv-h-policy-academic-freedom>

Primary Owner: Deputy Chancellor & President

Secondary Owner: Provost

Summary of Changes:

IV-H, Academic Freedom

- Transition to new policy format
- Updated language to align with SACSCOC's changes to their Academic Freedom Policy and Procedure.
- Policy and Procedure have been reviewed by legal counsel.

New procedure to encompass operational aspects of Academic Freedom.

Policy IV-H: Policy on Academic Freedom

Institutions of higher education are conducted for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that each faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that he or she considers relevant. Each faculty member must be free from the corrosive fear that others, inside or outside the university community, because his or her vision may differ, may threaten his or her professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he or she teaches but is expected not to introduce into his or her teachings controversial matters which have no relation to the classroom subject. Each faculty member also is a citizen of the nation, state and community; and when speaking, writing or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as hereinafter set out, and the faculty member should make it clear that he or she is not speaking for the institution.

The concept of academic freedom for faculty must be accompanied by an equally demanding concept of academic responsibility of faculty. A faculty member has a responsibility to the institution, his or her profession, his or her students, and society at large. The rights and privileges of faculty members extended by society and protected by governing boards and administrators through written policies and procedures on academic freedom and tenure, and as further protected by the courts, require reciprocally the assumption of certain responsibilities by faculty members. Some of these follow below:

- The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his or her field of specialization and the exhibition of such professional competence in the classroom, studio or laboratory, and in the public arena by such activities as discussions, lectures, consulting, publications or participation in professional organizations and meetings.
- The exercise of professional integrity by a faculty member includes recognition that the public will judge his or her profession and institution by his or her statements. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, to be willing to listen to and show respect for others expressing different opinions, and to avoid creating the impression that the faculty member speaks or acts for his or her college when speaking or acting as a private person.
- The constitutionally protected right of the faculty member, as a citizen, to freedom of expression must be balanced with the interest of the state, as an employer, in promoting the efficiency of the educational services it performs through its employees. A faculty member's comments are protected even though he or she may be highly critical in tone or content, or erroneous, but such statements are not protected free speech if he or she either substantially impede the faculty member's performance of his or her daily duties or materially and substantially interfere with the regular operation of the institution, or if he or she are part of a continuing pattern of expression of such nature as to destroy the harmony and morale of a division, department or college. False statements made with the knowledge of his or her falsity or in reckless disregard of the truth are not entitled to constitutional protection, and public statements may be so without foundation as to call into question the fitness of the faculty member to perform his or her professional duties.
- A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship with his or her subject field.
- A faculty member should be professional in his or her conduct in the classroom and in his or her relationship with students. The faculty member should maintain respect for the student and for the

Attachment 2 – Current Policy

student's posture as a learner. The faculty member should make himself or herself appropriately available to the student for consultation on course work.

- A faculty member has the responsibility to provide timely and adequate notice of his or her intention to interrupt or terminate institutional services.

Policy #:	IV-H
Policy Name:	Policy on Academic Freedom
Pages:	3
Adopted Date:	March 2, 1987
Revision/Reviewed Date:	
Effective Date:	March 2, 1987
Associated Procedure:	

Policy V.5003.A, Academic Freedom

Purpose

The purpose of this policy is to provide guidance to the San Jacinto College community regarding the rights and responsibilities that constitute academic freedom.

Policy

San Jacinto College is committed to creating an inclusive, equitable, and accessible educational community founded on the free and open exchange of ideas. It is essential that faculty be free to pursue scholarly inquiry without undue restriction and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant. Faculty must be free from the corrosive fear that others, inside or outside the College community, may threaten a faculty member’s professional career or the material benefits accruing from it. Faculty are citizens of the community and when speaking, writing, or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as set out hereinafter and in any procedures for this policy, and when doing so, faculty are expected to make it clear that they are not speaking for the institution.

The concept of academic freedom for faculty must be accompanied by an equally demanding concept of academic responsibility of faculty. Faculty have a responsibility to the institution, their profession, their students, and society at large. The rights and privileges of faculty extended by society and protected by governing boards and administrators through written policies and procedures on academic freedom, and as further protected by the courts, require reciprocally the assumption of certain responsibilities by faculty.

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 V.5003.A.a, Academic Freedom

Date of Board Approval	Anticipated November 1, 2021
Effective Date	Anticipated November 2, 2021
Primary Owner	Deputy Chancellor & President
Secondary Owner	Provosts

Procedure V.5003.A.a, Academic Freedom

Associated Policy

Policy V.5003.A, Academic Freedom

Procedures

Faculty will follow procedural guidelines intended to guide the exercise of academic freedom at San Jacinto College. Said responsibilities include, without limitation, the following:

- The fundamental responsibilities of faculty, as teachers and scholars, include maintenance of competence in their fields of specialization and the exhibition of such professional competence in the classroom, studio or laboratory, and in the public arena by such activities as discussions, lectures, consulting, publications, or participation in professional organizations and meetings.
- The exercise of professional integrity by faculty includes recognition that the public will judge their profession and institution by their statements: verbal or written, including social media commentary. Therefore, faculty will strive to be accurate, to exercise appropriate restraint, to be willing to listen to and show respect for others expressing different opinions, and to avoid creating the impression that they speak or act for the College when speaking or acting as a private person.

The constitutionally protected right of faculty must be balanced with the interest of the State, as an employer, in promoting the efficiency of the educational services it performs through its employees. Faculty's comments are protected even though they may be highly critical in tone or content, or erroneous, but such statements are not protected free speech if faculty either substantially impede performance of daily duties or materially and substantially interfere with the regular operation of the institution, or if they are part of a continuing pattern of expression of such nature as to destroy the harmony and morale of a division, department, or College. False statements made with the knowledge of that falsity or in reckless disregard of the truth are not entitled to constitutional protection, and public statements may be so without foundation as to call into question the fitness of a faculty member to perform professional duties.

Faculty will be judicious in the use of controversial material in the classroom and will introduce such material only as it has clear relationship with the subject field.

Faculty will be professional in their conduct in the classroom and in their relationship with students. Faculty will maintain respect for students and for students as learners. Faculty will make themselves appropriately available to students for consultation on course work.

Faculty will be prepared to identify any potentially controversial items they may want to include in their classroom discussions or assignments and using their professional judgement, ensure that the topic is pertinent to the classroom subject.

Faculty will weigh the benefits and potential risks involved in the discussion of controversial topics or assignments. If a viable option to address a learning outcome or achieve the mastery of a subject without including the controversial topic or assignment exists, faculty members will

Attachment 4 – Proposed Procedure

consider pursuing the less controversial option. While San Jacinto College does not want to discourage what is controversial, these procedures are meant to support the careful use of controversy within the context of the subject being taught.

While it is not always possible to identify which expressions of controversial ideas or assignments will impose risks, faculty will use their best efforts to attempt to identify any potential risks associated with including controversial topics in the classroom and have open communication in advance with their leaders as early as possible to help mitigate such risks.

If faculty feel their rights to academic freedom have been violated, they will follow the Policy IV-I, Policy on Employee Concerns and Grievances.

Date of SLT Approval	September 28, 2021
Effective Date	Anticipated November 2, 2021
Associated Policy	Policy V.5003.A, Academic Freedom
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Provosts

Action Item “XI”
Regular Board Meeting November 1, 2021
Consideration of Approval of Policy III.3007.C, Centralized Contracts and
Purchasing Services Department – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve Policy III.3007.C, Centralized Contracts and Purchasing Services Department.

BACKGROUND

The purpose of this policy is to affirm the existence of a centralized purchasing department and the addition of contracting services also provided by the department.

There is no associated procedure.

IMPACT OF THIS ACTION

This policy and associated procedure were presented to the Board for first reading on October 4, 2021 and were sent to the College community on October 1, 2021 through October 15, 2021. No comments were received.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI-AA: Centralized Purchasing Policy (current policy)

Attachment 3 – Policy III.3007.C, Centralized Contracts and Purchasing Services
Department (proposed policy)

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Policies and Procedures Summary of Changes

New Policy Number: **III.3007.C**

Proposed Policy Name: **Centralized Contracts and Purchasing Services Department**

Current Policy Number/Name: Policy VI-AA / Policy for the Establishment of a Centralized Purchasing System

New Procedure Number: *N/A*

Proposed Procedure Name(s): *N/A*

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: *N/A*

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Chief Procurement Officer

Summary of Changes:

- The new policy will update references to align with current names and titles
- Add contract services function
- No associated procedures needed. This is a needed Board policy approval only that establishes the creation and authority of a centralized purchasing department. Proof of this approval is frequently requested by the College's external auditors and is also a recommended industry best practice. All other processes associated with the department functions are or will be captured in other purchasing related policies and procedures.

Policy VI-AA: Policy for the Establishment of a Centralized Purchasing System

Upon the recommendation of SACS and the Budget and Audit Committee, the Board approved the restructuring of the Purchasing Department to a centralized system in which authority, responsibility, and control of activities are concentrated in one administrative unit. A centralized purchasing system is designed to relieve the faculty and staff of many details connected with bid solicitation and procurement. A centralized system is more efficient because it enables the District to coordinate the common purchase requirements of campuses and departments to obtain better prices.

Policy #:	VI-AA
Policy Name:	Policy for the Establishment of a Centralized Purchasing System
Pages:	1
Adopted Date:	June 4, 2001
Revision/Reviewed Date:	
Effective Date:	June 4, 2001
Associated Procedure:	<u>2-13</u>

Policy III.3007.C, Centralized Contracts and Purchasing Services Department

Purpose

The purpose of this policy is to establish the authority for a centralized purchasing function and centralized repository for purchasing contracts for San Jacinto College.

Policy

The Contracts and Purchasing Services department is designated to provide a centralized system in which authority, responsibility, control of activities, and maintenance of contract documents are concentrated in one administrative unit.

Centralized purchasing is designed to relieve individual departments from the responsibility of the procurement of goods and services. A centralized department is more efficient because it enables the College to aggregate the needs of and facilitate the purchasing process for campuses and departments. This coordinated purchasing approach allows the College to secure better pricing and ensure compliance with all Board policies, procedures, and statutory requirements.

A centralized repository for purchasing contracts provides a system where both current and historical contracts are easily retrieved and stored in accordance with record retention policies and laws.

Definitions

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

Purchasing Contract: Any contract that requires the purchase of a good or service and includes an expenditure of College funds, regardless of the funding source.

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

No associated procedures.

Date of Board Approval	Anticipated November 1, 2021
Effective Date	Anticipated November 2, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs

Attachment 3 – Proposed Policy

Secondary Owner	Chief Procurement Officer
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Action Item “XII”
Regular Board Meeting, November 1, 2021
Consideration of Rescission of Policy V-D, Policy on Travel, and Approval of
Policy III.3001.G, Employee Travel – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind Policy V-D, Policy on Travel, and approve Policy III.3001.G, Employee Travel.

BACKGROUND

The current Policy on Travel (Policy V-D) is outdated, limited in scope, and includes procedures versus broader policy statements. The new proposed employee travel policy and procedures will provide helpful guidance to employees and leaders and ensure consistent travel practices are followed by all employees. In addition, the procedures provide a comprehensive document to guide employees through the travel process.

IMPACT OF THIS ACTION

This policy and associated procedure were presented to the Board for first reading on October 4, 2021 and were sent to the College community on October 1, 2021 through October 15, 2021. No comments were received.

The procedure is provided 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 management’s compliance with the Employee Travel Policy and Procedures will be periodically evaluated by administration and the College’s internal and external auditors.

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy V-D, Policy on Travel (current policy - rescind)
- Attachment 3 – Policy III.3001.G, Employee Travel (proposed policy)

Informational Item Only:

- Attachment 4 – Procedure III.3001.G.a, Employee Travel (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Employee Travel**

Current Policy Number/Name: **V-D, Policy on Travel**

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

Proposed Procedure Name(s): **Employee Travel**

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

Action Recommended for Policy: **Rescission of V-D, Policy on Travel and Approval of new Employee Travel Policy**

Action Recommended for Procedures: **New**

Web Links:

[Policy V-D: Policy on Travel | San Jacinto College](#)

Policy -

Primary Owner: **Chancellor**

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

Procedure -

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

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

Summary of Changes:

Policy Changes:

- The current Policy on Travel (V-D) is outdated, limited in scope, and includes procedures versus broader policy statements. Administration is requesting it be rescinded.
- The new Employee Travel Policy:
 - Includes updates for required policy format and content
 - Removes travel procedure details
 - Adds requirement for travel to be authorized in advance by the budget authority

Procedure Changes:

- Replaces guidelines that were previously housed on the internal webpage
- Adds requirement to complete a Request for Travel Approval form prior to the commitment of any travel related costs

Future Task:

- New student policy and procedures will be brought forward for the Board of Trustee's review and consideration later this fiscal year.

Policy V-D: Policy on Travel

Administrators, Faculty and Staff

All travel requests for administrators, faculty and staff must first be approved by the campus President before being submitted to the Chancellor, or his/her designee, for final approval. Travel requests must be submitted two weeks in advance of the trip, and the district business office must verify that funds are available in the budget. Upon return from the trip, receipts must be turned in to the district business office within five working days.

When personnel use their own vehicles for college-related travel, they will be reimbursed at a rate approved by the Board of Trustees. Reimbursement for local travel must be submitted on a monthly basis with destinations, dates and mileage attached. The use of a purchase order rather than a travel request should be used for local travel.

Approved Student Travel

Travel requests for student-related trips which require either school vehicles or school funds should be submitted **a minimum of two weeks in advance of the trip**. The signature of the campus Vice President of Student Services and/or the Vice President of Instruction is required for approval of student travel. For approved student-related trips, funds may be requested in advance.

Pursuant to Section 51.949, Texas Education Code, the following regulations shall apply to all student travel in a vehicle leased or owned by the San Jacinto College District or required by a student organization registered at any campus in the San Jacinto College District:

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative guidelines.

A driver who is transporting students in District-owned or leased vehicles must:

1. Have an approved Driver Information form on file with District's automobile liability insurance underwriter;
2. Hold a valid driver's license appropriate for the vehicle to be driven;
3. Have an acceptable driving record.

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that seat belts are used to the extent required by law.

A driver shall not drive for more than four (4) consecutive hours without taking a fifteen (15)-minute break or relief from driving.

Attachment 2 – Current Policy – Recommend Rescission

Policy #:	V-D
Policy Name:	Policy on Travel
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	May 2, 1994; January 7, 2002; and February 5, 2008
Effective Date:	March 2, 1981; May 2, 1994; January 7, 2002; and February 5, 2008
Associated Procedure:	

Policy III.3001.G, Employee Travel

Purpose

The purpose of this policy is to provide guidance for faculty, staff, and administrators who engage in approved travel for the benefit of San Jacinto College while conducting official College business.

Policy

It is the policy of San Jacinto College to pay for or reimburse employees for reasonable and necessary expenses incurred during approved official business travel.

General

Travel must be authorized in advance by the budget authority over the respective travel budget funds. International and non-continental U.S. travel must be approved by the appropriate Strategic Leadership Team (SLT) member and the Chancellor.

The traveler is responsible for reviewing the College’s travel policy and procedures prior to travel. The traveler is expected to consider budget limitations, exercise good judgement, and avoid impropriety or the appearance of impropriety when incurring business travel expenses. Travel expenditures should be the lowest reasonable cost, necessary, appropriately documented, and properly approved.

The traveler utilizing funding from contracts and grants (federal, state, local, or private) or special funding shall be reimbursed for expenses in accordance with the established San Jacinto College procedures, except in those instances where the terms of the contract, grant, or other funding source differ.

Regardless of the method of payment, all College travel policy and procedures should be followed.

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.G.a, Employee Travel

Date of Board Approval	Anticipated November 1, 2021
Effective Date	Anticipated January 1, 2022
Primary Owner	Chancellor
Secondary Owner	Vice Chancellor, Fiscal Affairs

Procedure III.3001.G.a, Employee Travel

Associated Policy

Policy III.3001.G, Employee Travel

Procedure

Overview

San Jacinto College travel must be for official College business. This procedure includes descriptions of authorized travel expenditures, restrictions, and specific procedures for the purchase and processing of travel reimbursements and payments. Travel reimbursements and payments shall be consistent with all College, state and federal (when applicable) policies, procedures and guidelines pertaining to travel. The approved methods of payment for registration and travel expenses include a purchase order, direct pay invoice, P-card or use of personal funds.

All employees are responsible for reviewing travel procedures prior to travel. All travel arrangements should be made using the most cost-efficient method available, as well as exercising care to avoid impropriety or the appearance of impropriety.

Unauthorized travel expenses are the sole responsibility of the employee.

Travel Definitions

Intercampus or local travel. Travel between campus locations or other business-related travel that is less than 150 miles round trip and does not require an overnight stay.

Long-distance day travel. Travel that exceeds 150 miles round trip completed in one day.

Overnight travel. Travel that extends beyond one day and requires an overnight stay without returning home.

International travel. Travel outside the U.S.

Non-continental U.S. travel. Travel to Alaska or Hawaii.

Required Travel Approvals

All long-distance day or overnight travel must be approved in advance utilizing the Request for Travel Approval form. <https://app.smartsheet.com/b/form/9ad911573aff43449d473d06d4c6738c>

Required Approvers:

First level leader. If the leader is not the budget authority, the form will proceed to the next-level leader(s) until approved by the budget authority.

Additional approvals are required if travel is funded from one of the sources listed below.

International and non-continental U.S. travel also requires additional approvals as noted below.

- Office of Grants Management – if using grant funds
- Center for Excellence in Teaching & Learning (CETL) – if using faculty professional development funds

Attachment 4 – Proposed Procedures

- International travel and non-continental U.S. travel – respective Strategic Leadership Team (SLT) member and Chancellor

San Jacinto College employees may not approve their own Request for Travel Approval form.

The Request for Travel Approval form must be fully approved prior to commitment of any funds.

Methods of Payment

- The traveler may use one of the following methods for payment:
 - Purchase Order
 - Direct Pay Invoice - Complete through Banner Finance payable to the conference or sponsoring organization.
 - Procurement Card (P-card). P-card procedures can be found on the internal website.
<https://internal.sanjac.edu/sites/default/files/428/Pcard%20Procedures%20September%202021.pdf>
 - Personal credit card with a subsequent request for reimbursement
- Documentation for each of the payment methods must include:
 - Dates and location of the conference, meeting, or other event
 - Title of the event
 - Name of the attendee
 - Registration form, invoice or other information related to rates and included amenities
 - Copy of approved Request for Travel Approval form

Travel Expenses

Registration and Conference Fees

- Completion of the Request for Travel Approval form is required for conferences/meetings/events that require travel.

Airline

- Employees should plan their travel with enough time to obtain the most economical rate. Reservations should be made at least twenty-one (21) days in advance, unless documented and approved extenuating circumstances exist (e.g., last-minute attendee substitution or last-minute supervisory request). International flights may require a longer lead time.

Attachment 4 – Proposed Procedures

- All airfares must be purchased at the lowest price available within appropriate time requirements.
- Use of third-party booking sites is prohibited.
- The purchase of fully refundable tickets is prohibited.
- Ticket changes that result in a higher fare are only allowed if resulting from a valid business reason, pre-approved by the budget authority, and documented in writing.
- Travel one day prior and/or one day post conference/meeting/event dates may be allowed if reasonable flight accommodations are not available for same-day travel or due to employee safety concerns.
- Airport Parking. Up to \$15.00 per day is allowed. Valet Parking will only be permitted if condition is documented in the employee's file with HR/Benefits.
- Priority Boarding/Preferred Seating/Upgrade fees. Only permitted if condition is documented in the employee's file with HR/Benefits. No-cost upgrades are acceptable if documentation clearly indicates there was no additional fee incurred. If airline utilized does not charge a baggage fee, a priority boarding/preferred seating fee may be allowable to the extent it does not exceed the normal baggage fee charged by most airlines.
- Baggage fees. Baggage fee for (1) one bag is allowed. Charges for additional or heavy baggage due to College-related business (e.g., College owned equipment, demonstration materials) is allowed with leader's approval.

Fly vs. Drive

- If a trip is 250 miles one way or more, the most economical means of travel is usually to fly, so that is the preferred method of travel.
- For travel less than 250 miles one way, employees may use their personal vehicle or a rental car for travel. Traveler should compare the cost of mileage reimbursement or rental car costs vs. the cost of coach class air travel, plus any related local transportation expenses.
- Mileage for use of personal vehicle will be reimbursed at the Internal Revenue Service (IRS) mileage rate in effect at the time of travel. If the traveler chooses to use their personal vehicle for the trip, additional costs for food or lodging incurred while driving are not reimbursable if they exceed reasonable expenses incurred for air travel.
- If an employee receiving a travel stipend uses their personal vehicle for the trip, they will be reimbursed for mileage as specified above since the travel stipend is predominately for intercampus or local travel.
- If an employee chooses to rent a car and the total cost (rental car and fuel expense) is anticipated to exceed the cost of using their personal vehicle (mileage reimbursement) or flying (airfare and related local transportation expenses), the employee should pay out-of-pocket for the rental car and fuel expense. Reimbursement will be the lesser of the mileage rate, airfare, and related transportation expenses or the combined rental car and fuel expense.

Ground Transportation, Mileage, Parking and Tolls

- Ground transportation includes shuttles, taxis, buses, ride-sharing services, and rental vehicles.
- For business travel in a destination city to/from a hotel, conference or other business point, travelers may be reimbursed for actual expenses for the most cost-effective, appropriate method of ground transportation, such as taxi, UBER, LYFT, or limo service (including reasonable tips), shuttles or other public transportation.
- Car rental and fuel for travel in a destination city may be allowed only if it is documented that this is the most cost-effective, appropriate method of transportation. Any upgrades will be at the employee's personal expense.
- Fuel reimbursement is only allowed for rental vehicles or use of College-owned vehicles. Mileage reimbursement is utilized for use of a personal vehicle.
- Parking expenses incurred while traveling for business are allowable. Valet parking is not allowed unless appropriate justification is provided. Examples of limited exceptions are when no other safe option exists or a condition is documented in the employee's file with HR/Benefits.
- Tolls incurred while traveling for business are allowable. Receipts are required when requesting reimbursement.

Important Car Rental Considerations

- State or cooperative contracts should be utilized for car rentals when available. These contracts and other important information about renting vehicles is included in the Vehicle Rental Handbook at the link below. Consult this handbook before making car rental arrangements.
<https://internal.sanjac.edu/sites/default/files/428/Vehicle%20Rental%20Handbook%207.2021.pdf>
- When using state-approved vendors, insurance coverage for collision damage waiver (CDW) or loss damage waiver (LDW) may already be included in the rental fee. If CDW or LDW are not included in the rental fee, the supplemental insurance coverage should be purchased, even if using a non-state approved vendor. Be sure to check the language in the rental contract.

Lodging

- Employees should select the conference hotel or the most economically priced, suitable lodging closest to the conference/meeting/event location.
- If not staying in a conference hotel at the conference rate, provide the General Services Administration (GSA) rate to document the reasonableness of the nightly rate for the leader's consideration during the approval process. <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Allowable incidental charges incurred as part of the hotel bill may include parking, internet, and phone expenses when incurred for business purposes.

Attachment 4 – Proposed Procedures

- Valet Parking is not allowed unless appropriate justification is provided. Examples of limited exceptions are when no other safe option exists, or a condition is documented in the employee's file with HR/Benefits.
- Personal expenses will not be allowed and should not be submitted for reimbursement or charged on the P-card. Personal expenses include, but are not limited to, movie rental, alcohol, laundry charges, gym expenses, and personal calls.
- Lodging will not be provided for employees attending seminars in the Houston metropolitan area (defined as less than seventy-five (75) miles from the employee's assigned work location) without prior written justification and approval.
 - Examples of allowable exceptions include: (1) late night travel is required; (2) employee is a host committee member and requires onsite attendance; (3) travel would restrict participation in professional development activities.
- For hotels within Texas, use of a Texas Hotel Occupancy Tax Exemption Certificate is required. All charges incurred for failure to utilize the form are the employee's responsibility. <http://internal.sanjac.edu/sites/default/files/10/Texas-Hotel-Exemption-rev-04-14.pdf>
- Only commercial lodging establishments should be utilized. The rate should be the lowest rate appropriate, which may be the listed Government Rate.
- Rental of privately owned lodging is not permitted (e.g., Airbnb, Home Away, VRBO).

Meals

- Meals are allowable for travel that includes an overnight stay. Meals for one-day travel are not paid by the College to avoid tax implications to employees per IRS guidelines.
- SJC will reimburse actual meal expenses up to a maximum for the entire trip of \$61 per day times the number of days of travel, inclusive of tips and tax.
- Itemized meal receipts must be submitted with P-card expense reports or direct pay reimbursement requests.
- Purchase of meals for non-College employees while traveling on official College business is prohibited.
- If the hotel, conference, or event registration fee includes meals, the traveler is highly encouraged to take advantage of these meals versus incurring additional meal expenses.
- If a P-card is utilized for meal purchases, the employee is required to reimburse the College for all meal charges in excess of the maximum allowable for the trip as defined above and will result in the issuance of a P-card noncompliance notice. Upon completion of the trip, funds owed to the College can be deducted from the amount of reimbursement owed to the employee or must be repaid within thirty (30) calendar days.

Costs for Extended Trips with Personal Days

- Employees should pay for any personal portion of costs separately.

- Mixed costs that cannot be paid separately should be paid with personal funds, and then employees can request reimbursement for the allocable business portion.

Intercampus or Local Mileage, Parking, and Tolls

- Intercampus or local mileage will be reimbursed at the IRS mileage rate in effect at the time of travel.
- An intercampus (includes annex locations) mileage matrix is available on the internal website. <https://internal.sanjac.edu/sites/default/files/10/Mileage-Matrix-1-10-20.pdf>. For local destinations not included in the matrix, use an internet map site (e.g., MapQuest, Google Maps, Yahoo). Employees that receive travel stipends should not request reimbursement for mileage or tolls when traveling locally or between campuses.
- Mileage reimbursement requests for instructors teaching courses at extension centers will require the beginning and ending dates of their courses.
- Only mileage that exceeds the normal commuting distance (home-to and from-work) is eligible for reimbursement.
- Parking expenses incurred while traveling for business are allowable. Valet parking is not allowed unless appropriate justification is provided. Examples of limited exceptions are when there is no other safe option, or a condition is documented in the employee's file with HR/Benefits.
- Tolls incurred while traveling for business are allowable. Receipts are required when requesting reimbursement.

Incidental Expenses

- Reasonable incidental expenses may be allowable with proper documentation (including receipts).
 - Instructional supplies, photocopying (if necessary, for College business travel)
 - Gratuities for transportation, meals, hotel staff, etc.

International Travel

- Must be approved by respective SLT member and the Chancellor.
- International travel insurance must be coordinated with SHERM.
- Use of College-issued technology must be coordinated with ITS.
- Traveler must sign the International Travel Assumption of Risk and General Acknowledgement Employee form.

Travel Cancellations

- Cancellation at traveler’s discretion. The employee must reimburse the College within 30 days of travel cancellation for any travel expenses paid with College funds.
 - Leader must complete Employee Reimbursement to College Voucher, which is discussed below.
 - Exceptions may be available in accordance with existing HR policies.
- Cancellation due to College action. No action unless the College paid the expense and a credit has been issued to the employee by the vendor, then the following will apply:
 - The traveler will inform their leader of the credit value and the expiration date.
 - The credit should be applied to future College travel prior to the expiration date if applicable. The employee to provide documentation of the applied credit to their leader.
 - If the credit is not used by the expiration date, no further action is required.
 - If the credit is used for personal travel, the employee must reimburse the College.

Travel Reimbursement Process

Employees will be reimbursed for reasonable and necessary expenses incurred for official and approved business travel.

Reimbursement of approved out of pocket travel-related expenses is allowed if such expenses were not charged on a P-card or reimbursed by an alternate funding mechanism.

Reimbursements for previous fiscal year expenses will not be accepted after September 21st of the following fiscal year.

Traveler will complete the Travel Expense Report within ten (10) working days of completion of travel and submit the report to the approving authority with the following:

- Request for Approval of Travel form
- Copy of all receipts (P-card, direct pay, and personal paid receipts)
- Leader will review and compare the Travel Expense Report to estimates on the Request for Approval of Travel form
- Unallowable expenses will be identified and discussed with traveler
- If an amount is owed to the College, the leader will reduce the reimbursement form appropriately or submit the Employee Reimbursement to College Voucher to the District Accounts Receivable office at DL-AccountsReceivable@sjcd.edu
- Employee will be provided a copy of the voucher from the Leader to pay at any campus business office
- Collection efforts will be made on unpaid balances
- If amounts are owed to the employee, the Direct Pay process shall be followed to initiate reimbursement attaching the Travel Expense Report and related receipts as support. Note: P-card receipts must be included with the P-card expense report.

Exceptions

All requests for exceptions must be made in writing and approved by the appropriate SLT member.

Consequences for Non-compliance

Failure to comply with the San Jacinto College Employee Travel Policy and Procedures may jeopardize an employee’s reimbursement for travel expenses or may require repayment to the College for non-compliant charges on a P-card. Consequences for non-compliance may include, but are not limited to:

- Denial of reimbursement
- Suspension and/or permanent revocation of P-card privileges
- Payroll deduction if non-compliant P-card charges are not reimbursed prior to the close of the current fiscal year
- Mandatory re-training
- Revocation of travel privileges
- Disciplinary action in accordance with San Jacinto College policies and procedures up to and including termination of employment

Date of SLT Approval	September 28, 2021
Effective Date	Anticipated January 1, 2022
Associated Policy	Policy III.3001.G, Employee Travel
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Finance

Consideration of Rescission of Policy VI-C: Policy on Role of Faculty in Institutional Governance, and Approval of Policy II.2002.A, Shared Governance - Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees rescind Policy VI-C: Policy on Role of Faculty in Institutional Governance, and approve Policy II.2002.A, Shared Governance.

BACKGROUND

The current policy only reflects the role of faculty in institutional governance. The proposed policy and procedure are inclusive and reflect the role of all employees and students in shared governance. Associated procedures were developed to support the policy and reflect the role of all employees and students in shared governance in promoting transparency on important issues affecting the College through collaboration, communication, and sharing of the various viewpoints.

IMPACT OF THIS ACTION

This policy and associated procedure were presented to the Board for first reading on October 4, 2021 and were sent to the College community on October 1, 2021 through October 15, 2021. No comments were received.

The procedure is provided 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.

ATTACHMENTS

Attachment 1 - Summary of Changes

Attachment 2 - Policy VI-C: Policy on Role of Faculty in Institutional Governance (current policy)

Attachment 3 - Policy II.2002.A, Shared Governance (proposed policy)

Informational Item Only:

Attachment 4 - Procedure II.2002.A.a, Shared Governance (proposed procedures)

RESOURCE PERSONNEL

Brenda Hellyer 281-998-6100

brenda.hellyer@sjcd.edu

Laurel Williamson 281-998-6182

laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **II.2002.A**

Proposed Policy Name: **Shared Governance**

Current Policy Number/Name: **VI-C, Policy on Role of Faculty in Institutional Governance**

New Procedure Number: **II.2002.A.a**

Proposed Procedure Name(s): **Shared Governance**

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

Action Recommended for Policy: **Rescind current and new proposed policy**

Action Recommended for Procedures: **New**

Web Links:

- VI-C, Policy on Role of Faculty in Institutional Governance, <https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-c-policy-role-faculty-institutional-governance>

Primary Owner: Chancellor

Secondary Owner: Deputy Chancellor & President

Summary of Changes:

Rescind VI-C, Policy on Role of Faculty in Institutional Governance

- This current policy only reflects the role of faculty in institutional governance. The proposed policy and procedure are inclusive and reflect the role of all employees and students in shared governance.

Proposed policy on Shared Governance

- Reflects the role of all employees and students in shared governance.
- Includes statement that principles of diversity, equity, and inclusivity are also practices in the role of shared governance.
- Provides that the final decision-making rests with the Board and executive leaders.

Proposed procedure on Shared Governance

- Reflects the role of all employees and students in shared governance in promoting transparency on important issues affecting the College through collaboration, communication, and sharing of the various viewpoints.

Current Policy VI-C: Policy on Role of Faculty in Institutional Governance

Because the instructional program is the central focus of San Jacinto College operations, the faculty have important roles in the governance of the institution because they are most directly involved in the teaching functions of the college. These roles include membership in the Faculty Organization, Chancellor's Cabinet and various campus and district committees.

The Faculty Organization is a channel of communications through which faculty use their expertise and experience in the development of college policies and the streamlining of college programs and processes.

The Faculty Organization solicits opinion concerning issues relating to conditions of professional employment education requirements; nepotism; duration of contract; and increment for post-graduate work; salary; leave policies; insurance; workload and office hour requirements; and professional growth requirements. Before final Board action is taken on these issues, faculty and administrative input is solicited through this committee, and consideration is given to faculty and administrative viewpoints before final Board decisions are made. The committee is given 30 days to collect faculty responses to inquiries about new policies and to develop its responses to proposed policies or to revisions in present policies.

Policy #:	VI-C
Policy Name:	Policy on Role of Faculty in Institutional Governance
Pages:	1
Adopted Date:	May 2, 1994
Revision/Reviewed Date:	June 7, 1999
Effective Date:	May 2, 1994, June 7, 1999
Associated Procedure:	

Policy II.2002.A, Shared Governance

Purpose

Shared governance is the process and forum through which faculty, staff, administrators, and students engage, contribute, and influence decisions regarding policy, procedures, and institutional practices at San Jacinto College.

Policy

San Jacinto College operates on a philosophy of shared governance that informs its decisions, practices, and structure. Representation in the governance of the College is achieved through various employee and student organizations. Shared governance pertains to all organizational levels at the College. Group formation is sponsored or endorsed by the Strategic Leadership Team (SLT) with employee and student representation serving on councils, committees, teams, task forces, and work groups appropriate to knowledge, skill, and expertise. By engaging all employees and students in this manner, the College attains the vision, achieves the mission, and accomplishes the strategic goals and annual priorities.

Shared Governance practices also include planning and organizing based on the principles of diversity and inclusivity, equity, innovation, shared accountability, partnerships, and process ownership at the service level.

It is the College’s practice and intent to follow a shared governance process; however, occasions may occur when the Board of Trustees and SLT must respond and make decisions quickly and in the best interest of the institution without shared governance involvement and contribution. In such cases, the Chancellor will provide timely communication to employees of the action taken on such matters. While participation in shared governance is important, the final responsibility for decision-making rests with the Board of Trustees and executive leaders of the institution.

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

Associated Procedure

Procedure II.2002.A.a, Shared Governance

Date of Board Approval	Anticipated November 1, 2021
Effective Date	Anticipated November 2, 2021
Primary Owner	Chancellor

Attachment 3 – Proposed Policy

Secondary Owner	Deputy Chancellor & President
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Procedure II.2002.A.a, Shared Governance

Associated Policy

Policy II.2002.A, Shared Governance

Procedure

Effective governance requires the active participation of faculty, staff, administrators, and students. San Jacinto College’s philosophy of shared governance is substantiated in the vision, mission, and values of the College.

Shared governance promotes transparency on important issues affecting the College through collaboration, communication, and sharing of the various viewpoints to align and implement the strategic goals and annual priorities of the College. Collaboration and trust are integral to the partnerships created that support the overall academic quality of the institution and operational programs that are in the best interest of the College.

Instructional programs are the central focus of San Jacinto College operations. Faculty, faculty Department Chairs, and other leaders have important roles in the shared governance of the institution because they are directly involved in the teaching functions of the College that reinforce our commitment to student success.

The Shared Governance Structure for the College currently encompasses six categories. All active councils, committees, teams, employee organizations, and task forces will align under one of the following category types.

1. Academic and Technical
2. Student Support and Administrative
3. Employee Organizations
4. Values and Our People
5. Communication Forums
6. Workforce and Community

The Chancellor and other Strategic Leadership Team (SLT) members review input and recommendations from the various employee and student organizations and from campus and College-wide councils, committees, teams, task forces, and work groups. Additionally, under Policy II.2000A, *Policy and Procedure Development, Review, Revision, and Rescission*, changes to policies are submitted to the College community for feedback.

Date of SLT Approval	September 28, 2021
Effective Date	Anticipated November 2, 2021
Associated Policy	Policy II.2002.A, Shared Governance

Attachment 4 – Proposed Procedure

Primary Owner of
Policy Associated
with the Procedure

Chancellor

Secondary Owner of
Policy Associated
with the Procedure

Deputy Chancellor & President

Action Item “XIV”
Regular Board Meeting November 1, 2021
Consideration of Approval of Financing Team and Related Expenditures

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the team of professionals and estimated expenditures associated with the upcoming issuance of Limited Tax General Obligation Building and Refunding Bonds, Series 2022, which will be issued to fund the remaining 2015 Bond projects and refinance outstanding callable debt for interest cost savings.

BACKGROUND

The administration is proposing to issue approximately \$48 million of general obligation bonds for the purposes of funding \$40 million of voter-approved bonds for 2015 Bond projects and refunding \$8 million of outstanding bonds at lower rates for interest savings. The order authorizing the issuance of the bonds will be brought forward separately at the December 2021 Board of Trustees meeting for consideration of approval.

This recommendation, if approved, accepts the proposed team, and related estimated expenditures, that will be participating in any approved transactions, as outlined in Attachment 1.

This last transaction associated with the \$425 million of general obligation bonds approved by voters in 2015, utilizes underwriting teams from the list of approved underwriters which were secured in 2016 via the Request for Qualifications process for use on those bond transactions. The bond counsel and disclosure counsel are both consistent with those utilized in recent finance transactions.

IMPACT OF THIS ACTION

Approval by the Board of Trustees authorizes estimated expenditures not to exceed \$300,000 for underwriting services, and \$ 290,000 for other professional services and related expenses associated with any approved transactions. These expenses will be paid at closing as part of the bond transaction and will not consume any regularly budgeted funds of the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Debt service on the issued bonds will be paid for by an annual interest and sinking tax levy authorized by the voters. The total estimated expenses associated with issuance will be netted from funds received in the upcoming transaction.

MONITORING AND REPORTING TIMELINE

Updates will be provided to the Board of Trustees regarding the final costs of the bond transactions.

ATTACHMENTS

Action Item “XIV”
Regular Board Meeting November 1, 2021
Consideration of Approval of Financing Team and Related Expenditures

Attachment 1 - Professionals Participating in Debt Transaction and Estimated Expenditures

RESOURCE PERSONNEL

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

Attachment 1

Professionals Participating in Debt Transaction and Estimated Expenditures – January 2022

Underwriting Team

Underwriters: \$ 300,000*

- Wells Fargo – Senior Manager
- Siebert Williams Shank & Co., LLC– Co-Manager
- Raymond James – Co-Manager

Underwriter’s Counsel – Haynes and Boone LLP

**Estimated fees for the underwriters include underwriter’s compensation, fees for underwriter’s counsel, and expenses. Underwriting costs are estimated. Actual underwriting costs will be based on the final par amount of the Bonds.*

Estimated Cost of Issuance for Other Professional Services:

Independent Municipal Advisor – PFM (Blake Roberts, Karlos Allen) \$ 72,250

Bond Counsel – Hunton Andrews Kurth LLP (Tom Sage) \$ 51,000

Disclosure Counsel – Holland and Knight LLP (Derrick Mitchell) \$ 25,000

Ratings Agencies:

- Moody’s \$ 60,000
- S&P \$ 60,000

Attorney General \$ 9,500

Other (Paying Agent, Escrow Agent, Verification Agent, misc.) \$ 10,000

Contingency \$ 2,250

Total Cost of Issuance \$ 290,000*

**Costs of issuance are estimated. Actual cost of issuance will be based on the final par amount of the Bonds.*

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
November 1, 2021**

PURCHASE REQUESTS AND CONTRACT RENEWALS

Purchase Request #1 Contract for Temporary Staffing Services (pgs.2-5)	\$ 1,400,000
Purchase Request #2 Contract for Roof Repair Services (pgs.6-7)	<u>\$ 100,000</u>
TOTAL OF PURCHASE REQUESTS	<u><u>\$ 1,500,000</u></u>

Purchase Request #1
Regular Board Meeting November 1, 2021
Consideration of Approval to Contract for Temporary Staffing Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve contracts with a pool of suppliers to provide temporary staffing services for use College-wide.

BACKGROUND

Request for proposals #22-06 was issued on September 8, 2021 to procure temporary staffing services. Sixty-six (66) responses were received and evaluated by a team comprised of representatives from the accounting, ITS, enterprise services, and talent acquisition departments who determined the proposals submitted by the eleven (11) highest ranked firms will provide the best overall value for the College. The awarded firms are:

- | | |
|-----------------------------------|-------------------------------|
| 1. Meador Staffing Services, Inc. | 7. US Tech Solutions Inc |
| 2. Childcare Careers | 8. BuzzClan LLC |
| 3. COGENT Infotech Corporation | 9. ABACUS Service Corporation |
| 4. The Spearhead Group, Inc. | 10. DatamanUSA LLC |
| 5. Evins Personnel Consultants | 11. Laine Federal Solutions |
| 6. Beacon Hill Staffing Group | |

In order to ensure there is an adequate breadth and depth of resources available to meet the College's wide range of needs, it is recommended to create a pool of awarded suppliers across each staffing category. Based on the evaluation committee's findings, it was determined awarding to the eleven highest ranked firms should provide an adequate list of resources in order to accommodate all of the College's temporary staffing needs.

IMPACT OF THIS ACTION

The College's ability to be a leader in the higher education arena is directly related to the level of service provided to our students and employees. Temporary staffing services provide the College with quick access to trained and qualified employees who can perform job duties on an "as needed" basis. These services are needed primarily to temporarily fill position vacancies, meet short-term temporary staffing needs and to fulfill a demand for additional staffing during peak times such as campus registration. The availability of a large pool of potential temporary employees ensures there is no disruption of services to students and departments.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$1,400,000 and will be funded from various College department's 2021-2022 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on November 2, 2021, with renewal options of three one-year terms.

Purchase Request #1
Regular Board Meeting November 1, 2021
Consideration of Approval to Contract for Temporary Staffing Services

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Ann Kokx-Templett	281-998-6103	ann.kokx-templet@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

**TEMPORARY STAFFING SERVICES
RFP 22-07
Attachment No. 1 - Tabulation**

Ranking	Agency	Final Score	Price	Qualifications of Firm	Qualifications of Personnel	References	Accounting	Admin. & Clerical	Education	General Services	Information Technology	Procurement	Professional
		100%	30%	30%	30%	10%							
1	Meador Staffing Services, Inc.	83.87	20.20	26.67	27.67	9.33	x	x	n/a	x	x	x	x
2	Childcare Careers	77.18	20.18	27.00	24.00	6.00	n/a	n/a	x	n/a	n/a	n/a	n/a
3	COGENT Infotech Corporation	73.14	14.64	25.00	26.00	7.50	x	x	x	x	x	x	x
4	The Spearhead Group, Inc.	73.01	15.76	25.00	24.75	7.50	x	x	x	x	x	x	x
5	Evins Personnel Consultants	72.92	18.67	25.50	23.25	5.50	x	x	x	x	x	x	x
6	Beacon Hill Staffing Group	71.54	11.04	27.00	25.50	8.00	n/a	n/a	n/a	n/a	x	n/a	x
7	US Tech Solutions Inc	71.36	19.69	22.67	23.00	6.00	x	x	n/a	n/a	x	x	x
8	BuzzClan LLC	69.20	22.95	20.75	19.50	6.00	x	x	x	x	x	x	x
9	ABACUS Service Corporation	68.75	17.75	21.75	22.25	7.00	x	x	x	x	x	x	x
10	DatamanUSA LLC	68.66	9.41	26.75	26.00	6.50	x	x	x	x	x	x	x
11	Laine Federal Solutions	68.19	21.94	18.00	19.25	9.00	x	x	x	x	x	x	x
12	MoxieIT Solutions Inc	67.28	17.28	20.33	24.00	5.67	x	x	x	x	x	x	x
13	The Midtown Group	67.22	14.72	26.50	21.25	4.75	x	x	x	x	x	x	x
14	SoftSages LLC	66.99	11.99	24.50	24.50	6.00	n/a	n/a	n/a	n/a	x	n/a	x
15	Compunnel, Inc.	66.77	17.27	24.75	17.75	7.00	x	x	x	x	x	x	x
16	Recruiting Source International	66.48	9.23	24.75	24.75	7.75	x	x	x	x	x	x	x
17	DevCare Solutions	66.39	16.89	21.75	20.50	7.25	x	x	x	x	x	x	x
18	Natsoft Corporation	66.31	15.31	21.00	22.00	8.00	n/a	n/a	n/a	n/a	x	n/a	x
19	ExecuTeam Staffing LP	66.11	14.78	22.33	22.00	7.00	x	x	n/a	x	x	x	x
20	Kelly Services	65.92	24.67	20.25	18.50	2.50	x	x	x	x	x	x	x
21	RADgov, Inc.	65.78	16.53	21.25	21.50	6.50	x	x	x	x	x	x	x
22	LanceSoft Inc	65.32	14.82	26.50	16.50	7.50	x	x	x	x	x	x	x
23	TEEMA Inc.	65.16	8.83	24.33	24.67	7.33	x	x	n/a	x	x	x	x
24	American Unit, Inc	64.69	12.69	22.50	23.00	6.50	n/a	n/a	n/a	n/a	x	n/a	x
25	Elegant Enterprise-Wide Soluti	64.66	8.91	23.25	24.50	8.00	x	x	x	x	x	x	x
26	Moten Tate, Inc.	64.66	16.99	24.00	20.67	3.00	x	x	x	x	x	x	x
27	Sonus Software Solutions, Inc	64.55	15.55	20.00	23.00	6.00	n/a	n/a	n/a	n/a	x	n/a	x
28	Global Solutions Group, Inc.	64.38	13.13	23.00	21.00	7.25	x	x	x	x	x	x	x
29	V3iT Consulting, Inc.	64.34	9.34	24.00	23.00	8.00	n/a	n/a	n/a	n/a	x	n/a	x
30	Coolsoft LLC	63.22	9.22	22.50	25.50	6.00	n/a	n/a	n/a	n/a	x	n/a	x
31	HB Staffing	63.04	16.37	23.67	23.00	0.00	x	x	n/a	x	x	x	x
32	Alrek Business Solutions Inc	62.78	17.28	18.00	20.75	6.75	x	x	x	x	x	x	x
33	ARCH Staffing & Consulting	62.47	15.47	21.00	19.00	7.00	x	n/a	n/a	n/a	x	n/a	n/a

Ranking	Agency	Final Score	Price	Qualifications of Firm	Qualifications of Personnel	References	Accounting	Admin. & Clerical	Education	General Services	Information Technology	Procurement	Professional
		100%	30%	30%	30%	10%							
34	Howroyd-Wright Employment Age	62.32	17.32	23.25	21.75	0.00	x	x	x	x	x	x	x
35	All About IT Inc.	62.06	19.56	23.50	19.00	0.00	x	x	x	x	x	x	x
36	InfoStride, Inc.	62.02	20.27	18.25	18.50	5.00	x	x	x	x	x	x	x
37	Secure Technologies, LLC	61.74	9.49	22.50	23.25	6.50	x	x	x	x	x	x	x
38	Cambay Consulting LLC	61.58	17.33	18.25	20.00	6.00	x	x	x	x	x	x	x
39	Noor Staffing Group, LLC	61.57	20.82	16.75	18.00	6.00	x	x	x	x	x	x	x
40	Staff Today Inc. (STI)	61.35	15.35	18.50	21.50	6.00	x	x	n/a	x	x	n/a	n/a
41	22nd century Technologies Inc.	61.25	15.00	24.50	21.75	0.00	x	x	x	x	x	x	x
42	vTech Solution Inc	60.51	13.76	20.25	17.75	8.75	x	x	x	x	x	x	x
43	InstantServe LLC	60.45	13.45	20.25	17.75	9.00	x	x	x	x	x	x	x
44	Virtelligence, Inc.	59.60	11.10	20.00	23.00	5.50	x	x	n/a	n/a	x	n/a	x
45	Siter-Neubauer & Associates	59.44	14.44	22.25	21.50	1.25	x	x	n/a	x	x	x	x
46	Infojini, Inc.	58.52	11.77	21.25	19.00	6.50	x	x	x	x	x	x	x
47	Diskriter, Inc.	58.34	13.84	22.75	20.75	1.00	x	x	x	x	x	x	x
48	Sybyte Technologies Inc.	57.89	17.14	21.75	16.50	2.50	x	x	x	x	x	x	x
49	SRS Consulting Inc.	57.11	16.61	15.50	20.00	5.00	x	x	n/a	n/a	x	x	x
50	IOS Acquisition LLC	56.91	21.41	13.75	16.00	5.75	x	x	x	x	x	x	x
51	3Di, Inc.	56.67	10.17	19.50	21.50	5.50	n/a	n/a	n/a	n/a	x	n/a	x
52	MSys, Inc.	54.17	9.17	23.00	22.00	0.00	x	x	x	x	x	x	x
53	Info Way Solutions LLC	53.77	14.52	18.25	21.00	0.00	x	x	x	x	x	x	x
54	Tri-Force Consulting Services,	53.37	12.87	21.00	14.00	5.50	x	x	x	x	x	x	x
55	Avacend Corporation	52.47	14.47	21.33	16.67	0.00	x	x	n/a	n/a	x	x	x
56	Prelude Systems, Inc	52.23	7.23	16.00	23.50	5.50	n/a	n/a	n/a	n/a	x	n/a	n/a
57	6e Technologies	51.82	9.82	19.50	17.00	5.50	n/a	n/a	n/a	n/a	x	n/a	x
58	Compu-vision	50.83	12.83	20.50	17.50	0.00	x	x	n/a	n/a	x	x	x
59	Latavco Consulting Group, LLC	49.59	16.09	14.75	13.50	5.25	x	x	x	x	x	x	x
60	Spur Staffing, Inc.	48.47	16.13	15.33	17.00	0.00	x	x	x	x	x	n/a	n/a
61	V Group Inc.	48.22	9.47	21.50	17.25	0.00	x	x	x	x	x	x	x
62	ComTec Information Systems	46.77	13.27	19.00	8.00	6.50	n/a	n/a	n/a	n/a	x	n/a	n/a
63	Perfection Staffing	46.12	16.12	11.50	12.75	5.75	x	x	x	x	x	x	x
64	Steadfast logistics Inc	44.94	10.94	16.75	17.25	0.00	x	x	x	x	x	x	x
65	Creative Circle, LLC	42.87	8.87	17.00	11.00	6.00	n/a	n/a	n/a	n/a	n/a	n/a	x
66	YellowBird Holdings Inc	31.73	17.73	5.00	5.00	4.00	x	n/a	n/a	n/a	n/a	n/a	n/a

Purchase Request #2
Regular Board Meeting November 1, 2021
Consideration of Approval to Contract for Roof Repair Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees award contracts to three firms for roof repair services for the facilities services department.

BACKGROUND

The facilities services department is tasked with conducting inspections, assessments, and repairs of roofs for all College buildings related to repairs, warranty matters and life cycle management. The age of College buildings ranges from new to approximately 50 years old. Because of the number and various types of roofing systems across the campuses, the College would benefit from having multiple suppliers who can provide this service. Having multiple providers under contract to call upon will safeguard the facilities if one firm is unable to respond in a timely and efficient manner, especially after a major storm event.

Request for proposals #22-08 was issued on September 13, 2021 to procure roof repair services. Six responses were received and evaluated by a team comprised of representatives from facilities services who determined the proposals submitted by Liqua Tech, Royal American Services, and D7 Roofing & Metal LLC will provide the best value to the College.

IMPACT OF THIS ACTION

Inspections and roof repairs are required to be performed in an expedient manner to maintain the inspection schedule and prevent interior damage when a repair is required. The facilities services department has the ability to perform minor repairs, but the services of a qualified roofing contractor are required for larger roof repair projects. Awarding contracts to a pool of suppliers allows the facilities services department the flexibility to effectively manage the maintenance and repairs of all College roofs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$100,000 and will be funded from the facilities services department's 2021-2022 operating budget and subsequent year budgets as approved.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on November 2, 2021, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 - Evaluation Summary

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

ATTACHMENT NO. 1

**RFP 22-08 Roof Repair Services
Evaluation Summary**

Stated Criteria	Max Value	Royal American Services	Liqua Tech	Restoration Services Inc.	Ally Roofing Services	D7 Roofing & Metal LLC	Argio Roofing & Construction
Project Understanding, Approach, and Management	100	59	63	45	63	68	59
Qualifications and Experience of Firm	60	37	43	28	37	44	27
Qualifications and Experience of Personnel	60	35	45	30	30	50	30
References	40	30	29	28	23	34	16
List of Equipment and Supplies on Hand	20	12	12	11	14	15	10
Price Proposal	120	107	89	91	66	64	42
Total (100 x 4 Evaluators)	400	280	281	233	233	275	184

Final Ranking		
	Vendor Name	Total Score
1	Liqua Tech	281
2	Royal American Services	280
3	D7 Roofing & Metal LLC	275
4	Ally Roofing Services	233
5	Restoration Services Inc.	233
6	Argio Roofing & Construction	184

Item "A"
Regular Board Meeting November 1, 2021
Approval of the Minutes for the October 4, 2021
Workshop, Public Tax Hearing, and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the October 4, 2021, Workshop, Public Tax Hearing, and Regular Board Meeting.

San Jacinto College District Board Workshop October 4, 2021

The Board of Trustees of the San Jacinto Community College District met at 4:30 p.m., Monday, October 4, 2021, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Allatia Harris, Micki Morris (Attorney – via conference call), Sandra Ramirez, Mandi Reiland, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 4:30 p.m.
II.	Roll Call of Board Members	Chair Marie Flickinger conducted a roll call of the Board members: Erica Davis Rouse Dan Mims, John Moon, Jr., Keith Sinor Dr. Ruede Wheeler Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.072 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Personnel	Chair Flickinger adjourned to closed session at 4:31 p.m. Board members, Chancellor Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for portions of the closed session. a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. Board members, Chancellor Hellyer, Attorney Micki Morris (via conference call), Sandra Ramirez, Mandi

	Matters, and Real Estate Matters	<p>Reiland, and Teri Zamora were present for this portion of the closed session.</p> <p>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.</p> <ul style="list-style-type: none"> • Chancellor Evaluation - Only Board members were present for the Chancellor Evaluation. Brenda Hellyer rejoined session upon Board’s request. • Other Personnel Matters - Board members, Chancellor Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for this portion of the closed session. <p>c. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property. Board members, Chancellor Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for this portion of the closed session.</p>
IV.	Reconvene in Open Meeting	Chair Flickinger reconvened to open meeting at 6:17 p.m.
V.	Overview of Title IX Compliance and Training	<p>Sandra Ramirez provided an overview of the Title IX Reporting Requirements including what is covered under Title IX, reporting requirements, how to report incidents, and party’s responsible for reporting incidents. Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities which applies to institutions that receive Federal financial assistance/federal funding.</p> <p>Sandra reviewed the reporting requirements and what types of incidents should be reported. She explained every San Jacinto College employee is required to take Title IX training to know the reporting processes. She provided steps on how to handle a complaint and stated the incident should be reported to either Joanna Zimmerman or herself as they are the Title IX Coordinators. Joanna serves as the Title IX co-lead for students, and Sandra serves as the Title IX co-lead for employees.</p> <p>Sandra explained that as of the 2019 Texas legislative session, there is an education code that states an employee who has</p>

		<p>knowledge of a Title IX incident can result in potential termination if he or she fails to report. If there is a complaint against a Title IX Coordinator, the complaint should be filed with Teri Zamora. If there is a complaint against the Chancellor or any Board Members, the complaint should be filed with the Board Chair. Charges against the Board Chair should be filed with the Board Vice Chair.</p> <p>Sandra reviewed the Chief Executive Officer Report and explained this is a report that must be provided to the Board annually. The report provides an update on any employees who have reported incidents to the Title IX coordinators. The report being reviewed is for September 1, 2020 through August 31, 2021. The number of reports that were received during this time were 13, and there was one investigation conducted. Of the 13 reports, four were concluded with no findings, and there were 12 reports for which the institution determined not to initiate a disciplinary process. The number of reports received that include allegations of an employee's failure to report or who submitted a false report to the institution is zero. This report will be reviewed with the Board every October and will also be posted to the College's website.</p> <p>Erica Davis Rouse questioned how we have four concluded reports and one investigation. Sandra responded that some of the reports are out of our jurisdiction. We have had students report incidents from years ago or the student or employee is no longer at the College and we are unable to investigate these reports.</p>
<p>VI.</p>	<p>Review Plan for Promise @ San Jac Program</p>	<p>Dr. Brenda Hellyer introduced this item and explained there will be an action item for the Board of Trustees to approve moving forward with a Promise Program for the 2022 graduates.</p> <p>Teri Zamora provided an overview of the plans for the Promise @ San Jac Program. She provided a background on previous cohorts and how they were funded in the past. The 2020 and 2021 cohorts were funded from individual donations to the San Jacinto College Foundation and Good Reason Houston. The 2022 cohort, which will include all high school graduates residing within the College's taxing district, will be funded through the non-endowment \$10 million portion of Student Success Fund donation and earnings. The 2023 and subsequent years' cohorts will also include all high school</p>

		<p>graduates residing within the College’s taxing district and will be funded from earnings on the \$20 million endowment portion of the Student Success Fund donation. Teri explained the 2020 cohort had 492 students and 78% were funded by financial aid. The 2021 cohort had 376 students and 66% were funded by financial aid. For the 2022 cohort, we are estimating 2,100 students with 80% of the cohort being funded by financial aid.</p> <p>Keith Sinor asked if the waiver of the requirement where documents must be verified for students to receive FAFSA is gone for good or was it just short term. Brenda responded we heard it was just short term.</p> <p>Teri stated that the Department of Education implemented this waiver during COVID, and it was not in place for the 2020 cohort that had 78% funded by financial aid.</p> <p>Teri explained the estimated total per Promise cohort is \$2.3 million, with the assumption that the cohort will have a 75% persistence rate annually. This is a very high annual persistence rate in order to generate conservative cost estimates. She provided a breakdown of the cost per fiscal year (FY) and explained FY26 will be the first year when we have three cohorts being funded from the endowment, which will total \$2.3 million. She provided a forecast of the endowment value at 6.4% net earnings to fund the Promise Program until FY29. The intent of the Foundation is to aggressively fundraise for additional donations to grow the endowment; hopefully by an additional \$10 million. Any unused portion of \$10 million of the operating portion of the Student Success Funds will be added to the endowment, after funding the current 21 Forward Program and the 2022 Promise Program, along with these additional donations.</p> <p>Brenda explained next steps for executing this program expansion. The Board of Trustees will have an action item tonight, and Dr. Allatia Harris is working on the operational details and putting together a timeline for implementing the roll out of this cohort. Pending Board approval of this item, we will get meetings set up with the superintendents and work with the appropriate people to begin recruiting and marketing to this cohort. Allatia, Robert Merino in Financial Aid, and representatives from student services are putting together detailed information about the first two cohorts. This data will be ready to be shared with the Board of Trustees at their next</p>
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		<p>retreat. As the data progresses, Teri Zamora will be able to revise the cost assumptions.</p> <p>Keith questioned if Good Reason Houston is no longer involved in this program. Brenda responded that Good Reason Houston is funding the College with \$200,000; we will receive \$100,000 now and \$100,000 in August 2022. We have two more years left of data reporting with them and once that is completed, they will be removed. She explained that Teri Crawford has confirmed that the Foundation Board agreed it would like the Promise Program to be their fundraising focus, so she is working to put a strategy together around that.</p> <p>Keith asked how the foundation scholarships have been impacted now that we have these additional programs to assist students. Brenda responded that Teri Crawford is working to assess and review the scholarships the Foundation is currently offering. We have scholarships that are endowed at very low levels, so they are not providing students with the level of resources needed. We are still going to need emergency funds and will have student success initiatives with faculty, but we will need to look at our scholarships.</p> <p>Allatia explained the Promise program is for immediate high school graduates so we still have a demographic of students who can benefit from the Foundation scholarships. Our goal with the Promise Program is to reach those students who feel there is no way for them to go to college.</p> <p>The Board of Trustees confirmed they are comfortable with this plan.</p>
<p>VII.</p>	<p>Update on COVID and Fall Enrollment</p>	<p>Brenda explained the College is up 2% in enrollment compared to fall 2020 and down 2.6% compared to fall 2019. She provided an update on the enrollment initiatives that are underway at the College. The Promise Program 2020 cohort currently has 263 students out of the 493 students who enrolled in fall 2020. The 2021 cohort has 380 students. This fall, we have 2,568 students in the 21 Forward Program, and we had 3,221 students participate in the retake courses program. The College’s new program for workforce students, Fast Track Initiative, has 239 credit and 123 non-credit students enrolled.</p>

		<p>Brenda provided an update on the College’s COVID operations. The College continues to be open with few constraints and remains in compliance with our communicable disease policy. Weekly COVID reports are communicated to all students and employees. Academic courses are currently 42% face-to-face (F2F), 1% hybrid, and 57% online. Technical courses are 54% F2F, 16% hybrid, and 30% online. She reviewed the COVID dashboard and explained the College’s current weekly metrics are a daily average of five new cases and 16 on campus cases between employees and students. She provided a chart with data on the Harris County COVID positivity rate and the Houston Area Hospitals Positivity Rate and stated we are continuing to monitor this information.</p>
VIII.	Review Generation Park Naming Opportunities	<p>Brenda explained there have been a couple of companies interested in naming opportunities at Generation Park, so Dr. Destry Dokes worked with Teri Crawford to put a brochure together. The building naming opportunity is approximately \$2 million, and classroom and lobby naming opportunities range from \$50,000 to \$250,000.</p> <p>The Board was comfortable with this plan.</p>
IX.	Update on State and Federal Legislative Sessions	<p>Brenda provided an update on the State and Federal Legislative sessions. On the Federal side, there was a Maritime Technological Advancement Act that was introduced and passed. On the State side, we are in the third special session. The Texas Association of Community Colleges (TACC) has put together a request for \$325 million in the following programs: Strengthening Community College Capacity for a Stronger Texas (\$250 million) and Texas Reskilling and Upskilling through Education (TRUE) (\$75 million). If the Strengthening Community College Capacity for a Stronger Texas is approved and funded, San Jacinto College would receive approximately \$10 million.</p> <p>Brenda provided an update on the redistricting maps and explained the changes that would impact the College if they are implemented.</p>
X.	Review of Calendar	<p>Brenda reviewed the calendar with the Board of Trustees. She provided a new date for State of the College and explained the reason for changing dates. She reviewed upcoming events and asked the Board of Trustees to let Mandi Reiland know if they</p>

		would like to attend. She explained a strategic planning retreat needs to be scheduled and Mandi will be sending date options.
XI.	Adjournment	Chair Marie Flickinger adjourned the meeting at 6:55 p.m.

**San Jacinto College District
Public Tax Hearing and Regular Board Meeting Minutes**

October 4, 2021

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, October 4, 2021, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a Public Tax Hearing followed by the regular Board Meeting.

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

Chancellor: Brenda Hellyer

Others Present: Destry Dokes Eddy Ruiz
Dianne Duron Rob Stanicic
Robert Flynn John Stauffer
Sylvia Gallegos Gina Thomas
Kevin Hale Norma Torres
Allatia Harris Van Wigginton
Rosie Helms Laurel Williamson
Bo Hopper Kyle Yordy
Carin Hutchins Teri Zamora
Sallie Kay Janes
Bryan Jones
Aaron Knight
Courtney Morris
Alexander Okwonna
Joe Pena
Sandra Ramirez
Sherilyn Reynolds

Public Tax Hearing:	<p>Chair Marie Flickinger called the Public Tax Hearing to order at 7:04 p.m.</p> <p>Teri Zamora reviewed the presentation on the proposed tax rate.</p> <p>There were no citizens desiring to speak in the public comment portion of the hearing.</p> <p>Chair Flickinger announced that the Board will vote on the tax rate today, Monday, October 4, 2021, directly following this Public Hearing in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, TX 77504.</p> <p>The hearing was adjourned at 7:11 p.m.</p>
Call the Meeting to order:	<p>Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:11 p.m.</p>
Roll Call of Board Members:	<p>Chair Marie Flickinger conducted a roll call of the Board members:</p> <p>Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson</p>
Invocation and Pledges to the Flags:	<p>The invocation was given by Dr. Sallie Kay Janes. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.</p>
Special Announcements, Recognitions, Introductions, and Presentations:	<ol style="list-style-type: none"> 1. Dr. Brenda Hellyer and Dr. Laurel Williamson recognized the outgoing and incoming officers of the Faculty Senate, Staff Organization, and Administrative Organization.
Student Success Presentations:	<ol style="list-style-type: none"> 1. Dr. Brenda Hellyer and Board member Dan Mims provided an update on the recent Board of Trustees Institute they attended.
Communications to the Board:	<p>The following items were reviewed and distributed to the Board as communication items.</p> <ol style="list-style-type: none"> 1. October Opportunity News 2. Fall 2021 Senior Focus 3. Commemorative coin from EDGE Center grand opening
Public Comment:	<p>There were no citizens desiring to speak before the Board.</p>

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

- A. San Jacinto College Financial Statements
 - a. San Jacinto College Financial Statements August 2021
 - b. San Jacinto College Monthly Investment Report August 2021
 - c. San Jacinto College Quarterly Investment Report June-August 2021
- B. San Jacinto College Foundation Financial Statements
 - a. August 2021
- C. Capital Improvement Program
 - a. August 2021

**Motion 10140
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 Larry Wilson, seconded by Keith Sinor, 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, Jr., Sinor, Wheeler, Wilson
Nays: None

**Motion 10141
Consideration of
Adoption of Ad
Valorem Property
Tax Rate**

Chair Flickinger stated that this year's proposed tax rate exceeds the no-new-revenue tax rate. The vote on the ordinance, resolution, or order setting the tax rate must be a record vote and 60% of the governing body must vote in favor of the adoption of the tax rate.

Motion was made by Dr. Ruede Wheeler that the property tax rate be increased by the adoption of a tax rate of 0.167967, which is effectively a 3.32 percent increase in the tax rate. Seconded by Larry Wilson for adoption of Ad valorem Property Tax Rate.

Motion Carried.

Yeas: Davis Rouse, Flickinger, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Motion 10142
Consideration of
Approval of
Expansion of the San
Jac Promise Program**

Motion was made by Keith Sinor, seconded by Dan Mims, for approval of Expansion of the San Jac Promise Program.

Motion Carried.

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

Nays: None

Motion 10143
Consideration of
Approval of Policy
V.5001.D, Safety in
the
Teaching/Learning
Environment –
Second Reading

Motion was made by Erica Davis Rouse, seconded by John Moon, Jr., for approval of Policy V.5001.D, Safety in the Teaching/Learning Environment – Second Reading.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Motion 10144
Consideration of
Approval of Policy
V.5000.B, Scheduling
Classes – Second
Reading

Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for approval of Policy V.5000.B, Scheduling Classes – Second Reading.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Motion 10145
Consideration of
Approval of
Rescission of Policy
IV-C-10, Policy on
Duty Hours – Second
Reading

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Rescission of Policy IV-C-10, Policy on Duty Hours – Second Reading.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Motion 10146
Consideration of
Approval of
Rescission of Policy
IV-C-15, Policy on
Teaching Classes
Outside Normal
Duties – Second
Reading

Motion was made by Keith Sinor, seconded by Dr. Ruede Wheeler, for approval of Rescission of Policy IV-C-15, Policy on Teaching Classes Outside Normal Duties – Second Reading.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Motion 10147
Consideration of
Approval of
Rescission of Policy
IV-E 15, Policy on
Educational

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, for approval of Rescission of Policy IV-E 15, Policy on Educational Advancement – Second Reading.

Motion Carried.

**Advancement –
Second Reading**

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Motion 10148
Consideration of
Approval of
Rescission of Policy
VI-B, Policy
Regarding Planning
Research – Second
Reading**

Motion was made by John Moon, Jr., seconded by Larry Wilson, for approval of Rescission of Policy VI-B, Policy Regarding Planning Research – Second Reading.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Motion 10149
Consideration of
Approval of Policy
IV.4002.D, Renewal
and Non-Renewal of
Contractual
Employees – Second
Reading**

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees – Second Reading.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Consideration of
Approval of Policy #,
Academic Freedom –
First Reading
(Informational Item)**

Consideration of Approval of Policy #, Academic Freedom – First Reading (Informational Item)

No vote required.

**Consideration of
Approval of Policy #,
Centralized Contracts
and Purchasing
Services Department
– First Reading
(Informational Item)**

Consideration of Approval of Policy #, Centralized Contracts and Purchasing Services Department – First Reading (Informational Item)

No vote required.

**Consideration of
Rescission of Policy
V-D, Policy on Travel,
and Approval of
Policy #, Employee
Travel - First Reading
(Informational Item)**

Consideration of Rescission of Policy V-D, Policy on Travel, and Approval of Policy #, Employee Travel - First Reading (Informational Item)

No vote required.

**Consideration of
Rescission of Policy
VI-C: Policy on Role
of Faculty in**

Consideration of Rescission of Policy VI-C: Policy on Role of Faculty in Institutional Governance, and Approval of Policy #, Shared Governance - First Reading (Informational Item)

**Institutional
Governance, and
Approval of Policy #,
Shared Governance -
First Reading
(Informational Item)**

No vote required.

**Motion 10150
Consideration of
Approval of
Chancellor's
Employment
Contract with San
Jacinto College
District**

Motion was made by John Moon, Jr., seconded by Larry Wilson, for approval of Chancellor's Employment Contract with San Jacinto College District.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Motion 10151
Consideration of
Purchasing Requests**

Motion was made by Keith, seconded by Erica Davis Rouse, for approval of the purchasing requests.

Purchase Request #1 Additional Funds for Architectural Services for Generation Park Parking Lot	\$70,000
Purchase Request #2 Additional Funds for Architectural Services for Central Campus Welcome Center Extended Site Development	\$40,000
Purchase Request #3 Additional Funds for Computer Leasing and Equipment	\$730,000
Purchase Request #4 Purchase Technology Services	\$195,000
Purchase Request #5 Contract for Catering Services	\$145,000
Purchase Request #6 Contract for Turnkey Magazine Services	<u>\$322,350</u>
TOTAL OF PURCHASE REQUESTS	\$1,502,350

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Motion 10152
Consent Agenda**

Motion was made by Larry Wilson, seconded by John Moon, Jr., to approve the consent agenda.

- A. Approval of the Minutes for the September 16, 2021, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations and Extra Service Agreements
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on November 1, 2021

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

**Items for Discussion/
Possible Action**

There were no additional items discussed.

Adjournment:

Chair Marie Flickinger adjourned the meeting at 7:32 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for September 2021 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 COLLEGE DISTRICT
 Budget Transfers related to Fiscal Year 2021-22
 for September 2021

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 2,790,244	\$ 23,771
PUBLIC SERVICE	\$ 23,771	
ACADEMIC SUPPORT	\$ 279,000	\$ 878,865
STUDENT SERVICES	\$ 248,000	\$ 578,379
INSTITUTIONAL SUPPORT		\$ 2,370,000
PHYSICAL PLANT	\$ 510,000	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 3,851,015	\$ 3,851,015

RECOMMENDATION

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

District-Wide

Department

District Health Science Programs

Affiliation Entity

HCA Gulf Coast Division

South Campus

Department

LVN/Paramedic to RN Transition &
Vocational Nursing

Affiliation Entity

UTMB

Central Campus

Department

Medical Imaging

Affiliation Entity

UTMB

Associate Degree Nursing

Walden University

North Campus

Department

Health Information Management

Affiliation Entity

Pearland Pediatrics, P.A.

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 “E”
Regular Board Meeting November 1, 2021
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, December 13, 2021.