

***Board of Trustees  
Meeting***

***March 7, 2022***

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

The Board of Trustees of the San Jacinto Community College District will meet for a Board workshop at 5:00 p.m., Monday, March 7, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

[www.sanjac.edu/board-meeting-videos](http://www.sanjac.edu/board-meeting-videos)

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

**BOARD WORKSHOP  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes:**
  - a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
  - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- IV. Reconvene in Open Meeting**
- V. Discuss Highlights from Board of Trustees Institute**
- VI. Discuss Process for Dual Credit Memorandums of Understanding**
- VII. Review Board Bylaws and Related Application for Appointment**
- VIII. Discuss Employee Referral Program**
- IX. Review Credit Tuition Schedule, Exemptions, and Waivers**
- X. Update on Enrollment and COVID**
- XI. Review Timeline for 2022-2023 Budget Process**
- XII. Update on State and Federal Legislative Sessions**
- XIII. Review of Calendar**
  - a. **Change August Board Meeting Date**

**XIV. General Discussion of Meeting Items**  
**a. Additional Purchasing Support Documents**

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

**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, March 7, 2022, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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

[www.sanjac.edu/board-meeting-videos](http://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](http://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](http://www.sanjac.edu/request-speak-to-board)

The form must be completed prior to 11:00 a.m. on March 7, 2022. After completion of the form, the requestor will be contacted with further instructions. Registered participants will be allotted five minutes to address the Board of Trustees during the “Public Comment” portion of the meeting. Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the request form. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or designee may follow-up, when appropriate.

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

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

**BOARD MEETING  
AGENDA**

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

Recognition of the 2021-2022 Minnie Piper Recipient Nominee                      Laurel Williamson

Recognition of Aaron Knight for Being Selected as a Paragon  
President Award Winner by Phi Theta Kappa Honor Society                      Laurel Williamson

Overview of Board of Trustees Institute    Erica Davis Rouse  
John Moon, Jr.

**V. Student Success Presentations**

Holistic KPI Dashboard Update (through Lens of Equity)

George González

**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 January 2022

b. San Jacinto College Monthly Investment Report January 2022

B. San Jacinto College Foundation Financial Statements

C. Capital Improvement Program

D. San Jacinto College Board Building Committee Minutes

**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 VI.6003.D, Course Drop Limit – Second Reading**

**XI. Consideration of Approval of Tuition Schedule for Fiscal Year 2023**

**XII. Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2023**

**XIII. Consideration of Approval of Naming of a Space within the Generation Park Building 2 and North Campus Building 33**

**XIV. Consideration of Approval of Memorandum of Understanding with Humble ISD for Dual Credit Summer Academy**

**XV. Consideration of Rescission of Policy IV-E-4 Solicitation of Business of Optional Retirement and Tax-Sheltered Annuities Representatives – First Reading (Informational Item)**

**XVI. Consideration of Approval of Policy IV.4000.M, Retirement Plan for Full-time Employees – First Reading (Informational Item)**

**XVII. Consideration of Approval of Policy IV.4003.E, Employee Referral Program – First Reading (Informational Item)**

**PURCHASING REQUESTS**

**XVIII. Consideration of Purchasing Requests**

**CONSENT AGENDA**

**XIX. 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 January 31, 2022, Workshop and Regular Board Meeting**
- B. Approval of the Minutes for the January 28, 2022, Board Strategic Planning Retreat**
- C. Approval of the Budget Transfers**
- D. Approval of Personnel Recommendations, 2021-2022 Part-Time Hourly Rate Schedule, 2021-2022 Stipends and Market Premiums, Extra Service Agreements (ESA), Honorarium Award Recipients**
- E. Approval of the Affiliation Agreements**
- F. Approval of the Next Regularly Scheduled Meeting**

**XX. Items for Discussion/Possible Action**

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

**XXI. Adjournment**

**Closed Session Authority**

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

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

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Brenda Hellyer, Ed.D.

San Jacinto College Financial Statements  
January 2022



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

<u>Assets</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and cash equivalents	\$ 90,185,376	\$ 85,692,843
Accounts receivable - taxes	5,037,790	4,476,059
Accounts receivable	28,906,576	18,070,777
Deferred charges	992,513	892,104
Inventories	550,602	366,250
Total current assets	<u>125,672,857</u>	<u>109,498,033</u>
Noncurrent assets:		
Restricted cash and cash equivalents	89,215,822	86,638,222
Capital assets, net	720,637,297	657,642,252
Total noncurrent assets	<u>809,853,119</u>	<u>744,280,474</u>
Total assets	<u>935,525,975</u>	<u>853,778,507</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	16,771,450	20,383,403
Deferred outflow related to OPEB	22,616,854	17,632,637
Deferred outflow related to defeased debt	6,101,097	7,177,235
Total deferred outflows of resources	<u>45,489,401</u>	<u>45,193,275</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	15,539,701	16,610,605
Accrued liabilities	13,269,106	11,618,085
Accrued compensable absences and deferred compensation	2,399,843	2,741,917
Deferred revenues	562,564	579,927
Total current liabilities	<u>31,771,213</u>	<u>31,550,534</u>
Noncurrent liabilities:		
Net pension liability	46,145,705	45,813,261
Net OPEB liability	103,762,700	107,182,217
Bonds and notes payable	646,974,468	575,400,004
Total noncurrent liabilities	<u>796,882,873</u>	<u>728,395,482</u>
Total liabilities	<u>828,654,086</u>	<u>759,946,016</u>
Deferred inflows of resources:		
Deferred inflows related to pensions	7,609,539	9,070,812
Deferred inflows related to OPEB	29,602,310	26,740,139
Total deferred inflows of resources	<u>37,211,849</u>	<u>35,810,951</u>
<u>Net assets</u>		
Beginning of year - audited	84,506,750	80,169,233
Current year addition	30,642,691	23,045,582
Total net position	<u>\$ 115,149,441</u>	<u>\$ 103,214,815</u>

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

11 Unrestricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/21	% of 8/31/21 Actual
REVENUES:					
State Appropriations	\$ 41,307,654	\$ 17,762,293	43.00	\$ 18,099,335	43.00
Local Taxes - Maintenance & Operations	73,800,000	33,691,484	45.65	29,002,489	39.90
Credit Tuition	62,500,000	50,140,262	80.22	50,978,527	84.85
Credit Exemptions & Waivers	(9,160,000)	(7,123,627)	77.77	(7,749,906)	90.17
Continuing Education					
CPET	480,000	155,818	32.46	64,683	24.67
Maritime Transportation	1,300,000	599,129	46.09	529,714	45.29
Continuing Professional Development (CPD)	5,925,000	2,178,948	36.78	2,144,107	41.96
Continuing Education Exemptions & Waivers	(154,100)	(33,065)	21.46	(70,822)	69.92
Bad Debt	(1,400,000)	(291,667)	20.83	(791,667)	118.07
Sales & Services	1,625,000	737,454	45.38	696,536	39.39
Insurance Proceeds - Winter Storm	-	62,437	-	-	-
HEERF Funds	8,250,000	7,940,374	-	-	-
Investment Income	250,000	23,985	9.59	60,120	56.42
Total	<u>184,723,554</u>	<u>105,843,824</u>	<u>57.30</u>	<u>92,963,116</u>	<u>52.09</u>
EXPENDITURES:					
Instruction	73,628,905	33,314,752	45.25	29,799,858	44.23
Public Service	23,474	3,926	16.72	2,447,642	37.79
Academic Support	16,764,834	6,588,110	39.30	5,877,991	45.32
Student Services	16,956,787	5,827,675	34.37	5,623,241	37.54
Institutional Support	49,097,753	18,347,107	37.37	17,405,442	42.68
Physical Plant	24,231,748	7,185,978	29.66	5,827,709	33.60
Winter Storm	286,128	62,437	21.82	-	-
Total	<u>180,989,629</u>	<u>71,329,984</u>	<u>39.41</u>	<u>66,981,883</u>	<u>40.71</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,733,925	74,403	1.99	55,879	1.63
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 34,439,436</u>		<u>\$ 25,925,354</u>	

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

Federal Restricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/21	% of 8/31/21 Actual
REVENUES:					
Grants	\$ 111,301,119	\$ 47,061,320	42.28	\$ 19,432,539	32.46
Total	<u>111,301,119</u>	<u>47,061,320</u>	<u>42.28</u>	<u>19,432,539</u>	<u>32.46</u>
EXPENDITURES:					
Instruction	731,811	281,718	38.50	37,563	8.45
Public Service	353,069	75,810	21.47	99,594	43.51
Academic Support	9,044,796	1,178,855	13.03	1,517,036	32.34
Student Services	4,747,151	846,009	17.82	70,514	12.51
Institutional Support	35,820,719	8,902,586	24.85	333,827	10.17
Scholarships and Fellowships	59,638,235	35,839,167	60.09	17,374,005	34.29
Physcial Plant	965,337	-	-	-	-
Total	<u>111,301,119</u>	<u>47,124,143</u>	<u>42.34</u>	<u>19,432,539</u>	<u>32.45</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(300,000)	-
Transfers Out	-	-	-	300,000	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (62,823)</u>		<u>\$ -</u>	

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

State Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
State Paid Benefits	\$ 11,862,735	\$ 4,870,462	41.06	\$ 4,912,217	41.52
Grants	<u>3,170,783</u>	<u>1,285,880</u>	<u>40.55</u>	<u>1,164,442</u>	<u>49.07</u>
Total	<u>15,033,518</u>	<u>6,156,342</u>	<u>40.95</u>	<u>6,076,659</u>	<u>42.78</u>
EXPENDITURES:					
Instruction	6,530,818	2,661,596	40.75	2,415,469	39.52
Public Service	7,735	9,936	128.45	132,469	37.03
Academic Support	1,515,470	518,856	34.24	521,237	37.49
Student Services	1,455,085	711,668	48.91	656,713	36.49
Institutional Support	3,090,965	1,052,694	34.06	1,327,997	53.11
Physical Plant	12,124	-	-	-	-
Scholarships and Fellowships	<u>2,421,321</u>	<u>1,201,591</u>	<u>49.63</u>	<u>1,022,966</u>	<u>50.47</u>
Total	<u>15,033,517</u>	<u>6,156,342</u>	<u>40.95</u>	<u>6,076,851</u>	<u>42.84</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ (192)</u>	

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

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Local Grants	\$ 7,925,010	\$ 2,692,649	33.98	\$ 1,038,991	31.41
Total	<u>7,925,010</u>	<u>2,692,649</u>	<u>33.98</u>	<u>1,038,991</u>	<u>31.41</u>
EXPENDITURES:					
Instruction	91,383	46,303	50.67	-	-
Public Service	205,089	74,630	36.39	60,958	38.42
Academic Support	496,897	315,961	63.59	141,051	37.45
Student Services	62,924	14,889	23.66	7,267	58.24
Institutional Support	26,446	5,873	22.21	2,841	8.33
Scholarships and Fellowships	7,258,772	2,306,534	31.78	884,265	33.19
Physical Plant	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>8,391,510</u>	<u>2,764,190</u>	<u>32.94</u>	<u>1,096,382</u>	<u>33.78</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(466,500)	(74,403)	15.95	(55,879)	36.46
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 2,862</u>		<u>\$ (1,512)</u>	

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

27 Texas Public Education Grant

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/21	% of 8/31/21 Actual
REVENUES:					
Tuition - Credit & Non Credit	\$ 2,900,000	\$ 2,387,084	82.31	\$ 2,397,597	83.09
Total	<u>2,900,000</u>	<u>2,387,084</u>	<u>82.31</u>	<u>2,397,597</u>	<u>83.09</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,900,000</u>	<u>1,760,323</u>	<u>60.70</u>	<u>1,583,615</u>	<u>50.19</u>
Total	<u>2,900,000</u>	<u>1,760,323</u>	<u>60.70</u>	<u>1,583,615</u>	<u>50.19</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>\$ 626,762</u>		<u>\$ 813,982</u>	

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

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 1,734	-	\$ 24,613	97.35
Total	-	1,734	-	24,613	97.35
EXPENDITURES:					
Instruction	-	6,176	-	6,513	24.58
Scholarships and Fellowships	-	-	-	-	-
Total	-	6,176	-	6,513	24.58
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (4,442)</u>		<u>\$ 18,100</u>	

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

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/21</u>	<u>% of 8/31/21 Actual</u>
REVENUES:					
Auxiliary Services	\$ 2,865,500	\$ 1,099,656	38.38	942,352	46.71
Total	<u>2,865,500</u>	<u>1,099,656</u>	<u>38.38</u>	<u>942,352</u>	<u>46.71</u>
EXPENDITURES:					
Labor	461,221	208,249	45.15	69,087	33.56
Benefits	93,263	43,816	46.98	142,549	248.18
Supplies	564,850	168,621	29.85	29,147	22.61
Travel	193,217	33,092	17.13	17,430	8.72
Contracted Services	223,492	85,744	38.37	13,954	20.41
Scholarships and Fellowships	1,152,357	646,340	56.09	693,992	58.32
Utilities	200	-	-	-	-
Total	<u>2,688,600</u>	<u>1,185,861</u>	<u>44.11</u>	<u>966,159</u>	<u>51.85</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 176,900</u>	<u>\$ (86,206)</u>		<u>\$ (23,807)</u>	



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

95 Retirement of Indebtedness

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/21	% of 8/31/21 Actual
REVENUES:					
Investment Income	\$ -	\$ 1,536	-	\$ 3,775	43.22
Local Taxes - Debt Service	<u>36,056,758</u>	<u>16,455,173</u>	<u>45.64</u>	<u>14,896,944</u>	<u>39.83</u>
Total	<u>36,056,758</u>	<u>16,456,709</u>	<u>45.64</u>	<u>14,900,719</u>	<u>39.83</u>
EXPENDITURES:					
Institutional Support - Principal	12,703,426	-	-	-	-
Institutional Support - Interest	<u>26,620,757</u>	<u>11,250,767</u>	<u>42.26</u>	<u>9,981,690</u>	<u>43.77</u>
Total	<u>39,324,183</u>	<u>11,250,767</u>	<u>28.61</u>	<u>9,981,690</u>	<u>25.74</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>(3,267,425)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Adjustment for Debt Principal Payment <sup>1</sup>	<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>\$ 5,205,942</u>		<u>\$ 4,919,029</u>	

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

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

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>1/31/21</u>	<u>% of 8/31/21 Actual</u>
EXPENDITURES:					
Depreciation	\$ 22,600,000	\$ 9,719,940	43.01	\$ 8,950,549	41.22
Total	<u>22,600,000</u>	<u>9,719,940</u>	<u>43.01</u>	<u>8,950,549</u>	<u>41.22</u>
Adjustment for Capital Purchases <sup>1</sup>	<u>(1,794,480)</u>	<u>(215,953)</u>	<u>-</u>	<u>(287,945)</u>	<u>37.36</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,805,520)</u>	<u>\$ (9,503,987)</u>		<u>\$ (8,662,604)</u>	

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

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

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/21	% of 8/31/21 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 53,170,389	\$ 22,632,755	42.57	\$ 23,011,552	42.68
Local Taxes - Maintenance & Operations	73,800,000	33,691,484	45.65	29,002,489	39.90
Local Taxes - Debt Service	36,056,758	16,455,173	45.64	14,896,944	39.83
Credit Tuition	65,400,000	52,527,347	80.32	53,376,124	84.77
Credit Exemptions & Waivers	(9,160,000)	(7,123,627)	77.77	(7,749,906)	90.17
Continuing Education					
CPET	480,000	155,818	32.46	64,683	24.67
Maritime Transportation	1,300,000	599,129	46.09	529,714	45.29
Continuing Professional Development	5,925,000	2,178,948	36.78	2,144,107	41.96
Continuing Education Exemptions & Waivers	(154,100)	(33,065)	21.46	(70,822)	69.92
Bad Debt	(1,400,000)	(291,667)	20.83	(791,667)	118.07
Sales & Services	1,625,000	739,188	45.49	721,149	40.21
Insurance Proceeds - Winter Storm	-	62,437	-	-	-
Investment Income	250,000	25,521	10.21	63,895	55.42
Investment Income - San Jac Tomorrow Program	-	25,146	-	57,232	53.61
HEERF Funds	8,250,000	7,940,374	-	-	-
Auxiliary Services	2,865,500	1,099,656	38.38	942,352	46.71
Grants	114,471,901	48,347,200	42.23	20,596,981	33.10
Local Grants	7,925,010	2,692,649	33.98	1,038,991	31.41
<b>Total</b>	<b>360,805,458</b>	<b>181,724,464</b>	<b>50.37</b>	<b>137,833,818</b>	<b>46.21</b>
<b>EXPENDITURES:</b>					
Instruction	80,982,917	36,310,544	44.84	32,259,403	43.62
Public Service	589,367	164,302	27.88	2,740,663	37.95
Academic Support	27,821,997	8,601,782	30.92	8,057,315	41.47
Student Services	23,221,947	7,400,241	31.87	6,357,735	36.64
Institutional Support	127,360,065	39,559,028	31.06	29,051,797	34.03
Physical Plant	25,459,209	7,185,978	28.23	5,827,709	33.60
Winter Storm	286,128	62,437	-	-	-
Scholarships and Fellowships	72,218,328	41,107,614	56.92	20,864,851	35.65
Auxiliary Enterprises	2,688,600	1,185,861	44.11	966,159	51.85
Depreciation	22,600,000	9,719,940	43.01	8,950,549	41.22
<b>Total</b>	<b>383,228,558</b>	<b>151,297,726</b>	<b>39.48</b>	<b>115,076,181</b>	<b>37.44</b>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(466,500)	(74,403)	15.95	(355,879)	10.39
Transfers Out	466,500	74,403	15.95	355,879	10.39
Adjustment for Debt Principal Payment <sup>1</sup>	(12,703,426)	-	-	-	-
Adjustment for Capital Purchases <sup>1</sup>	(1,794,480)	(215,953)	-	(287,945)	37.36
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (7,925,194)</b>	<b>\$ 30,642,691</b>		<b>\$ 23,045,582</b>	

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

# Capital Improvement Program

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

91 Capital Projects

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/21	% of 8/31/21 Actual
REVENUES:					
Investment Income	\$ -	\$ 25,146	-	\$ 57,232	53.61
Total	-	25,146	-	57,232	53.61
EXPENDITURES:					
SECO-Energy Conservation Projects	4,625,573	310,252	6.71	-	0.00
Bond Programs	121,651,763	19,530,150	16.05	25,004,078	29.29
Total	126,277,336	19,840,402	15.71	25,004,078	29.29
Net Increase (Decrease) in Net Position	<u>\$ (126,277,336)</u>	<u>\$ (19,815,256)</u>		<u>\$ (24,946,846)</u>	

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

93 Generation Park Clear Lake Land Proceeds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	1/31/21	% of 8/31/21 Actual
REVENUES:					
Land Sale Proceeds	\$ -	\$ -	-	\$ -	-
Total	-	-	-	-	-
EXPENDITURES:					
Generation Park	19,018	19,018	-	69,545	70.92
Total	19,018	19,018	-	69,545	70.92
TRANSFERS AMONG FUNDS:					
Transfers In	-	-		-	-
Transfers Out	-	-		-	-
Net Increase (Decrease) in Net Position	<u>\$ (19,018)</u>	<u>\$ (19,018)</u>		<u>\$ (69,545)</u>	

San Jacinto College Financial Statements  
Monthly Investment Report  
January 2022

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

		<u>Fair Value</u>	<u>Book Value</u>
Beginning Value	January 1, 2022	\$ 163,452,645	\$ 163,452,645
Additions/Subtractions (Net)		15,948,553	15,948,553
Change in Fair Value*		-	-
Ending Value	January 31, 2022	<u>\$ 179,401,198</u>	<u>\$ 179,401,198</u>

Earnings for the Month of January	\$	14,249
Weighted Average Maturity at Ending Period Date (Days)		1.00
Weighted Average Earnings Rate		0.0997%
Benchmark - One Year Treasury Yield		0.7800%

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

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

Prepared by:




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Assistant Comptroller

Reviewed by:




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Andrea DuBois  
Comptroller




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Carin Hutchins  
Associate Vice Chancellor of Finance

Approved by:




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Teri Zamora  
Vice Chancellor of Fiscal Affairs



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

Description	Held At	Annualized Interest Rate	Purchase Date	Par	Fair Value	Book Value	% of Total Portfolio	Days to Maturity	Weighted Avg. Mat.
<b>Short-Term Investments - Cash &amp; Cash Equivalents</b>									
Credit Cards in Transit	Heartland	N/A	N/A	N/A	\$ 123,298	\$ 123,298	0.07%	1	0.00
JPMorgan Accounts Payable Disbursements	JPMorgan Chase Bank	N/A	N/A	N/A	(1,004,989)	(1,004,989)	-0.56%	1	-0.01
JPMorgan Operating	JPMorgan Chase Bank	N/A	N/A	N/A	3,016,439	3,016,439	1.68%	1	0.02
JPMorgan Payroll	JPMorgan Chase Bank	N/A	N/A	N/A	(22,210)	(22,210)	-0.01%	1	0.00
JPMorgan Worker's Comp	JPMorgan Chase Bank	N/A	N/A	N/A	(3,337)	(3,337)	0.00%	1	0.00
Petty Cash	Campus Business Offices	N/A	N/A	N/A	19,167	19,167	0.01%	1	0.00
East West MM Operating Account	East West Bank	0.0500%	N/A	N/A	30,031,714	30,031,714	16.74%	1	0.17
LSJP Corporate Overnight Plus Fund - Operating Funds	Lone Star Investment Pool	0.1222%	N/A	N/A	62,300,492	62,300,492	34.73%	1	0.35
TexPool - Operating	TexPool	0.0376%	N/A	N/A	236,823	236,823	0.13%	1	0.00
<b>Restricted - Cash &amp; Cash Equivalents</b>									
LSJP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1222%	N/A	N/A	1,217,423	1,217,423	0.68%	1	0.01
LSJP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1222%	N/A	N/A	16,804,609	16,804,609	9.37%	1	0.09
LSJP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.1222%	N/A	N/A	811,241	811,241	0.45%	1	0.00
LSJP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.1222%	N/A	N/A	179,241	179,241	0.10%	1	0.00
LSJP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.1222%	N/A	N/A	845,550	845,550	0.47%	1	0.00
LSJP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.1222%	N/A	N/A	1,565,078	1,565,078	0.87%	1	0.01
LSJP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.1222%	N/A	N/A	924,229	924,229	0.52%	1	0.01
LSJP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.1222%	N/A	N/A	371,150	371,150	0.21%	1	0.00
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0975%	N/A	N/A	-	-	0.00%	1	0.00
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0975%	N/A	N/A	61,985,280	61,985,280	34.55%	1	0.35
<b>Grand Total Short-Term Investments and Cash &amp; Cash Equivalents</b>									
					\$ 179,401,198	\$ 179,401,198	100.00%		1.00

**Weighted Average to Maturity at Ending Period Date (Days)**

ACFR	Note 4	Weighted Average to Maturity at Ending Period Date (Days)
	\$ 19,167	Petty cash on hand
82.07%	147,241,116	Investment pools
16.74%	30,031,714	Money market
1.19%	2,109,201	Bank deposits - demand deposits
0.00%	-	U. S. government securities and municipal bonds
0.00%	-	Accrued earnings
<u>100.00%</u>	<u>179,401,198</u>	<u>Total cash, cash equivalents, and investments</u>

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

Description	Hold At	Annualized Interest Rate	Maturity	Par	12/31/2021 Ending Fair Value	12/31/2021 Ending Book Value	1/31/2022 Ending Fair Value	1/31/2022 Ending Book Value	Change in Fair Value For the Month	January Earnings	September through January Earnings
<b>Short-Term Investments - Unrestricted Funds</b>											
Demand Deposits											
Credit Cards in Transit											
JP Morgan Accounts Payable Disbursements	Heartland	N/A	02/01/22	N/A	\$ 198,286	\$ 198,286	\$ 123,298	\$ 123,298	\$ (74,988)	N/A	N/A
JP Morgan Operating	JP Morgan Chase Bank	N/A	02/01/22	N/A	(584,515)	(584,515)	(1,004,989)	(1,004,989)	(420,474)	N/A	N/A
JP Morgan Payroll	JP Morgan Chase Bank	N/A	02/01/22	N/A	2,411,912	2,411,912	3,016,439	3,016,439	604,527	N/A	N/A
JP Morgan Worker's Comp	JP Morgan Chase Bank	N/A	02/01/22	N/A	(12,703)	(12,703)	(22,210)	(22,210)	(9,507)	N/A	N/A
Petty Cash	JP Morgan Chase Bank	N/A	02/01/22	N/A	5,884	5,884	(3,337)	(3,337)	(9,221)	N/A	N/A
Sub Total Demand Deposits	Campus Business Offices	N/A	02/01/22	N/A	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,167	\$ -	N/A	N/A
					\$ 2,038,031	\$ 2,038,031	\$ 2,128,368	\$ 2,128,368	\$ 90,337	N/A	N/A
<b>Money Market Accounts</b>											
East West IMM Operating Account	East West Bank	0.0500%	02/01/22	N/A	\$ 30,030,566	\$ 30,030,566	\$ 30,031,714	\$ 30,031,714	\$ 1,148	\$ 1,148	\$ 5,665
Sub Total Money Market Accounts					\$ 30,030,566	\$ 30,030,566	\$ 30,031,714	\$ 30,031,714	\$ 1,148	\$ 1,148	\$ 5,665
<b>Pool Accounts</b>											
TexPool - Operating	TexPool	0.0376%	02/01/22	N/A	\$ 2,667	\$ 2,667	\$ 236,823	\$ 236,823	\$ 234,156	\$ 5	\$ 59
LSIP Corporate Overnight Plus Fund- Operating Funds	Lone Star Investment Pool	0.1222%	02/01/22	N/A	\$ 57,503,346	\$ 57,503,346	\$ 62,300,492	\$ 62,300,492	\$ 4,797,146	\$ 6,140	\$ 18,261
Sub Total Pool Accounts					\$ 57,506,013	\$ 57,506,013	\$ 62,537,315	\$ 62,537,315	\$ 5,031,302	\$ 6,145	\$ 18,321
					\$ 89,574,610	\$ 89,574,610	\$ 94,697,397	\$ 94,697,397	\$ 5,122,787	\$ 7,293	\$ 23,986
<b>Short-Term Investments - Unrestricted Funds</b>											
<b>Short-Term Investments - Restricted (Bond) Funds</b>											
<b>Pool Accounts</b>											
LSIP Corporate Overnight Plus Fund - 2008 GOB Bond Proceeds	Lone Star Investment Pool	0.1222%	02/01/22	N/A	\$ 1,219,943	\$ 1,219,943	\$ 1,217,423	\$ 1,217,423	\$ (2,520)	\$ 127	\$ 499
LSIP Corporate Overnight Plus Fund - GOB Debt Service	Lone Star Investment Pool	0.1222%	02/01/22	N/A	\$ 1,870,295	\$ 1,870,295	\$ 16,804,609	\$ 16,804,609	\$ 14,934,314	\$ 1,020	\$ 1,537
LSIP Corporate Overnight Plus Fund - 2004 Bond Earnings	Lone Star Investment Pool	0.1222%	02/01/22	N/A	\$ 811,157	\$ 811,157	\$ 811,241	\$ 811,241	\$ 84	\$ 84	\$ 265
LSIP Corporate Overnight Plus Fund - 2007 Bond Earnings	Lone Star Investment Pool	0.1222%	02/01/22	N/A	\$ 179,222	\$ 179,222	\$ 179,241	\$ 179,241	\$ 19	\$ 19	\$ 58
LSIP Corporate Overnight Plus Fund - 2008 Bond Earnings	Lone Star Investment Pool	0.1222%	02/01/22	N/A	\$ 845,462	\$ 845,462	\$ 845,550	\$ 845,550	\$ 88	\$ 88	\$ 276
LSIP Corporate Overnight Plus Fund - 2009 Bond Earnings	Lone Star Investment Pool	0.1222%	02/01/22	N/A	\$ 1,564,916	\$ 1,564,916	\$ 1,565,078	\$ 1,565,078	\$ 162	\$ 162	\$ 510
LSIP Corporate Overnight Plus Fund - 2011 Bond Earnings	Lone Star Investment Pool	0.1222%	02/01/22	N/A	\$ 924,133	\$ 924,133	\$ 924,229	\$ 924,229	\$ 96	\$ 96	\$ 302
LSIP Corporate Overnight Plus Fund - 2022 Bond Proceeds	Lone Star Investment Pool	0.0975%	02/01/22	N/A	\$ -	\$ -	\$ 371,150	\$ 371,150	\$ 371,150	\$ -	\$ -
TexPool PRIME - 2019 Bond Proceeds	TexPool	0.0975%	02/01/22	N/A	\$ 66,462,907	\$ 66,462,907	\$ 61,985,280	\$ 61,985,280	\$ (4,477,627)	\$ 5,360	\$ 23,226
TexPool PRIME - 2021 Bond Proceeds	TexPool	0.0975%	02/01/22	N/A	\$ 73,878,035	\$ 73,878,035	\$ 84,703,801	\$ 84,703,801	\$ 10,825,766	\$ 6,956	\$ 26,682
Sub Total Pool Accounts					\$ 73,878,035	\$ 73,878,035	\$ 84,703,801	\$ 84,703,801	\$ 10,825,766	\$ 6,956	\$ 26,682
					\$ 84,703,801	\$ 84,703,801	\$ 84,703,801	\$ 84,703,801	\$ 10,825,766	\$ 6,956	\$ 26,682
<b>Grand Total</b>											
					\$ 163,452,645	\$ 163,452,645	\$ 179,401,198	\$ 179,401,198	\$ 15,948,553	\$ 14,249	\$ 50,668

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

	Current Year			Previous Year			Difference		
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total
<b>SSETS</b>									
Current Assets									
Checking/Savings									
General Fund	\$1,874,839	-	\$1,874,839	\$2,015,704	-	\$2,015,704	(140,865)	-	(\$140,865)
Other Funds	-	-	-	-	-	-	-	-	-
Total Checking/Savings	1,874,839	-	1,874,839	2,015,704	-	2,015,704	(140,865)	-	(140,865)
Accounts Receivables	3,577,250	-	3,577,250	4,176,840	-	4,176,840	(599,590)	-	(599,590)
Other Current Assets									
Short Term Investments									
Goldman Sachs - SS2 (Endowed)		19,325,019	19,325,019		-	-	19,325,019		19,325,019
Goldman Sachs - SSF (Non-Endowed)		9,052,801	9,052,801		-	-	9,052,801		9,052,801
Goldman Sachs - FDN	15,131,102		15,131,102	12,967,551		12,967,551	2,163,551	-	2,163,551
Total SJC Short Term Investments	15,131,102	28,377,819	43,508,922	12,967,551	-	12,967,551	2,163,551	28,377,819	30,541,371
Total Current Assets	20,583,191	28,377,819	48,961,011	19,160,095	-	19,160,095	1,423,096	28,377,819	29,800,915
<b>TOTAL ASSETS</b>	<b>20,583,191</b>	<b>28,377,819</b>	<b>48,961,011</b>	<b>19,160,095</b>	<b>-</b>	<b>19,160,095</b>	<b>1,423,096</b>	<b>28,377,819</b>	<b>29,800,915</b>
<b>LIABILITIES &amp; NET ASSETS</b>									
Liabilities									
Current Liabilities									
Accounts Payable									
Grants Payable	49,423	-	49,423	53,236	-	53,236	(3,813)	-	(3,813)
Programs Payable	18,882	-	18,882	28,987	-	28,987	(10,105)	-	(10,105)
Endowments Payable	121,298	-	121,298	181,849	-	181,849	(60,550)	-	(60,550)
Scholarship Payables	562,809	-	562,809	332,379	-	332,379	230,429	-	230,429
Student Success Payables	112,584	-	112,584	119,058	-	119,058	(6,474)	-	(6,474)
Total Accounts Payable	864,997	-	864,997	715,509	-	715,509	149,487	-	149,487
Total Current Liabilities	864,997	-	864,997	715,509	-	715,509	149,487	-	149,487
Total Liabilities	864,997	-	864,997	715,509	-	715,509	149,487	-	149,487
NET ASSETS									
Net Assets Without Donor Restrictions	4,053,843	30,000,254	34,054,097	3,840,986	-	3,840,986	212,857	30,000,254	30,213,111
Net Assets With Donor Restrictions	16,006,275	-	16,006,275	14,225,536	-	14,225,536	1,780,739	-	1,780,739
Net Assets	20,060,118	30,000,254	50,060,371	18,066,522	-	18,066,522	2,143,083	30,000,254	32,143,337
Net Income	(341,923)	(1,622,434)	(1,964,357)	378,064	-	378,064	(719,987)	(1,622,434)	(2,342,422)
Total Net Assets	19,718,195	28,377,819	48,096,014	18,444,586	-	18,444,586	1,273,609	28,377,819	29,651,428
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$20,583,191</b>	<b>\$28,377,819</b>	<b>\$48,961,011</b>	<b>\$19,160,095</b>	<b>-</b>	<b>\$19,160,095</b>	<b>1,423,096</b>	<b>\$28,377,819</b>	<b>\$29,800,915</b>

# San Jacinto College Foundation

## Statement of Activities

For the Period Ending January 31, 2022

	Current Year			Previous Year			Difference			Foundation Annual Budget	Actual % of Annual Budget
	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total	Foundation	Student Success Fund	Total		
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
<b>Contributions</b>											
Grant Contributions	-	-	-	18,500	-	18,500	(18,500)	-	(18,500)	96,000	0%
Endowments	61,558	-	61,558	61,805	-	61,805	(247)	-	(247)	75,000	82%
Program Sponsorship	157,734	-	157,734	97,722	-	97,722	60,012	-	60,012	275,000	57%
Scholarships	433,213	-	433,213	197,612	-	197,612	235,601	-	235,601	400,000	108%
<b>Total Contributions</b>	<u>652,504</u>	<u>-</u>	<u>652,504</u>	<u>375,639</u>	<u>-</u>	<u>375,639</u>	<u>276,866</u>	<u>-</u>	<u>276,866</u>	<u>846,000</u>	<u>77%</u>
<b>Other Income</b>											
Special Events	101,500	-	101,500	4,562	-	4,562	96,938	-	96,938	185,000	55%
Investment Income	282,151	316,524	598,675	140,326	-	140,326	141,825	316,524	458,349	600,000	47%
Realized Gain / (Loss)	43,479	(3,090)	40,388	24,777	-	24,777	15,611	(3,090)	15,611	-	-
Unrealized Gain / (Loss)	(420,259)	(1,304,525)	(1,724,784)	873,169	-	873,169	(2,597,953)	(1,304,525)	(2,597,953)	-	-
<b>Total Other Income</b>	<u>6,871</u>	<u>(991,092)</u>	<u>(984,221)</u>	<u>1,042,834</u>	<u>-</u>	<u>1,042,834</u>	<u>(2,343,578)</u>	<u>(991,092)</u>	<u>(2,027,055)</u>	<u>785,000</u>	<u>1%</u>
<b>Total Income</b>	<u>659,375</u>	<u>(991,092)</u>	<u>(331,717)</u>	<u>1,418,472</u>	<u>-</u>	<u>1,418,472</u>	<u>(2,066,713)</u>	<u>(991,092)</u>	<u>(1,750,189)</u>	<u>1,631,000</u>	<u>40%</u>
<b>Expense</b>											
<b>Programs</b>											
Scholarships Awarded - SSF		631,343	631,343		-	-		(631,343)	(631,343)		
Scholarships Awarded - FND	853,160	-	853,160	734,754	-	734,754	(118,406)	-	(118,406)	800,000	107%
Programs Sponsored	77,916	-	77,916	235,359	-	235,359	157,442	-	157,442	600,000	13%
Student Success Initiatives	50,629	-	50,629	60,786	-	60,786	10,157	-	10,157	150,000	34%
<b>Total Programs</b>	<u>981,706</u>	<u>631,343</u>	<u>1,613,048</u>	<u>1,030,899</u>	<u>-</u>	<u>1,030,899</u>	<u>49,193</u>	<u>(631,343)</u>	<u>(582,149)</u>	<u>1,550,000</u>	<u>63%</u>
<b>Supporting Services</b>											
Bad Debt Expense	-	-	-	-	-	-	-	-	-	2,000	0%
<b>Supporting Services</b>											
Foundation Expenses	17,392	-	17,392	9,309	-	9,309	(8,083)	-	(8,083)	86,000	20%
Fundraising Expenses	-	-	-	-	-	-	-	-	-	85,000	0%
Sponsorship Expense	2,200	-	2,200	200	-	200	(2,000)	-	(2,000)	5,000	44%
<b>Total Supporting Services</b>	<u>19,592</u>	<u>-</u>	<u>19,592</u>	<u>9,509</u>	<u>-</u>	<u>9,509</u>	<u>(10,083)</u>	<u>-</u>	<u>(10,083)</u>	<u>176,000</u>	<u>11%</u>
<b>Total Expense</b>	<u>1,001,298</u>	<u>631,343</u>	<u>1,632,640</u>	<u>1,040,408</u>	<u>-</u>	<u>1,040,408</u>	<u>39,110</u>	<u>(631,343)</u>	<u>(592,232)</u>	<u>1,728,000</u>	<u>58%</u>
<b>Net Ordinary Income</b>	<u>(341,923)</u>	<u>(1,622,434)</u>	<u>(1,964,357)</u>	<u>378,064</u>	<u>-</u>	<u>378,064</u>	<u>(719,987)</u>	<u>(1,622,434)</u>	<u>(2,342,422)</u>	<u>(97,000)</u>	
Other Income / Expenses											
<b>Increase/Decrease in Net Position</b>	<u>(341,923)</u>	<u>(1,622,434)</u>	<u>(1,964,357)</u>	<u>378,064</u>	<u>-</u>	<u>378,064</u>	<u>(719,987)</u>	<u>(1,622,434)</u>	<u>(2,342,422)</u>	<u>(97,000)</u>	

## 2008 Bond Program

Report as of January 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
721919 - CC Install Backup Chiller C26	-	252,000	252,000	-	252,000	216,089	11,200	24,711	90.19%
<b>Sub-total</b>	-	252,000	252,000	-	252,000	216,089	11,200	24,711	90.19%
<b>North</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>South</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>District</b>									
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	684,347	734,347	10,924	745,271	8,672	678,191	58,408	92.16%
726923 - Replace HVAC, A1	-	776,250	776,250	-	776,250	726,708	30,217	19,325	97.51%
726925 - CW Classroom Technology	-	282,137	282,137	-	282,137	135,443	132,759	13,935	95.06%
<b>Sub-total</b>	14,676,260	(3,264,579)	11,411,681	(9,595,023)	1,816,658	870,823	841,167	104,669	94.24%
<b>2008 Contingency Supplemental Projects</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>Supplemental Projects closed</b>									
<b>Sub-total</b>	-	4,504,567	4,504,567	-	4,504,567	-	4,504,567	-	100.00%
<b>Projects closed</b>									
<b>Sub-total</b>	280,323,740	(1,491,988)	278,831,752	9,595,023	288,426,775	-	288,426,775	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>1,086,912</b>	<b>293,783,709</b>	<b>129,380</b>	<b>99.96%</b>

## 2015 Bond Program

Report as of January 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
731601 - CC Petrochemical Center	52,450,000	(3,424,456)	49,025,544	2,154,564	51,180,108	-	51,180,108	-	100.00%
71601A - CC Petrochem Process Plant	-	6,349,985	6,349,985	278,392	6,628,377	-	6,628,377	-	100.00%
71601B - CC Petrochem Extended Site Development	-	6,680,911	6,680,911	306,053	6,986,964	52,948	6,627,669	306,347	95.62%
731602 - CC Welcome Center	16,600,000	1,291,796	17,891,796	578,549	18,470,345	-	18,470,345	-	100.00%
71602A - CC Welcome Center Site Development	-	2,656,100	2,656,100	93,900	2,750,000	417,977	1,057,808	1,274,215	53.66%
731603 - CC Class Room Building	47,155,000	7,195,219	54,350,219	1,788,440	56,138,659	8,222,273	41,264,057	6,652,329	88.15%
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	(404,840)	1,447,160	53,222	1,500,382	5,054	1,256,310	239,018	84.07%
731606 - CC Frels Renovation	1,153,000	2,757,810	3,910,810	130,929	4,041,739	1,229	4,040,510	-	100.00%
731607 - CC Davison Building Renovation	14,970,000	(4,787,356)	10,182,644	329,015	10,511,659	38,021	10,413,989	59,649	99.43%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,253,702)	11,431,298	369,361	11,800,659	383,803	11,361,066	55,790	99.53%
71608A - CC McCollum Center Reno Phase II	-	8,483,421	8,483,421	338,733	8,822,154	504,407	7,459,144	858,603	90.27%
731609 - CC McCollum North Renovation	2,535,000	(598,971)	1,936,029	62,556	1,998,585	-	132,013	1,866,572	6.61%
731610 - CC Ball Demolition	1,725,000	(127,112)	1,597,888	51,669	1,649,557	-	1,649,557	-	100.00%
731611 - CC Anderson Demolition	2,654,000	(301,221)	2,352,779	76,021	2,428,800	-	2,428,800	-	100.00%
731612 - CC Stadium and Track Demolition	174,000	(109,420)	64,580	2,087	66,667	-	66,667	-	100.00%
731613 - CC Central DDC Network	1,160,000	356,233	1,516,233	48,992	1,565,225	30,680	1,512,515	22,030	98.59%
731614 - CC Central Plant Upgrades	1,160,000	64,094	1,224,094	39,576	1,263,670	-	1,263,670	-	100.00%
<b>Sub-total</b>	<b>170,717,000</b>	<b>11,534,327</b>	<b>182,251,327</b>	<b>6,739,955</b>	<b>188,991,282</b>	<b>9,656,392</b>	<b>168,000,337</b>	<b>11,334,553</b>	<b>94.00%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	(116,422)	22,728,578	736,359	23,464,937	-	23,464,937	-	100.00%
732602 - NC North Data Closets	915,000	(263,487)	651,513	21,051	672,564	-	672,564	-	100.00%
732604 - NC Lehr Library Demolition	650,000	(434,125)	215,875	6,979	222,854	-	222,854	-	100.00%
732605 - NC North Access/Security	877,000	(160,040)	716,960	25,266	742,226	1,739	543,877	196,610	73.51%
732606 - NC Wheeler Renovation	14,300,000	(2,634,938)	11,665,062	386,607	12,051,669	2,056,593	9,637,133	357,943	97.03%
732607 - NC Brightwell Renovation	6,628,000	1,176,926	7,804,926	252,188	8,057,114	1,484,306	6,528,363	44,445	99.45%
732608 - NC Spencer Renovation	13,000,000	(2,130,019)	10,869,981	351,392	11,221,373	2,022,027	9,181,861	17,485	99.84%
732609 - NC North DDC Network	580,000	178,117	758,117	24,496	782,613	1,676	756,963	23,974	96.94%
732610 - NC Underground Utility Tunnel	11,600,000	(7,710,815)	3,889,185	127,254	4,016,439	-	4,016,439	-	100.00%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC Burleson Renovation	-	3,475,381	3,475,381	114,623	3,590,004	800	3,422,008	167,196	95.34%
<b>Sub-total</b>	<b>78,395,000</b>	<b>(15,619,422)</b>	<b>62,775,578</b>	<b>2,046,215</b>	<b>64,821,793</b>	<b>5,567,141</b>	<b>58,446,999</b>	<b>807,653</b>	<b>98.75%</b>
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	(7,096,179)	21,303,821	691,395	21,995,216	-	21,995,216	-	100.00%
733602 - SC Cosmetology Center	16,213,000	(1,400,208)	14,812,792	478,621	15,291,413	1,985	15,223,344	66,084	99.57%
733603 - SC Longenecker Renovation	22,555,000	(2,602,250)	19,952,750	651,162	20,603,912	736,144	19,705,896	161,872	99.21%
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	70,125	3,019,370	3,895,769	44.23%
733606 - SC South Access/ Security	599,000	128,994	727,994	24,330	752,324	332	727,317	24,675	96.72%
733607 - SC South HW/CW Relocation	10,266,000	(6,914,146)	3,351,854	108,303	3,460,157	-	3,460,157	-	100.00%
733608 - SC Domestic Water System Rehabilitation	1,160,000	823,696	1,983,696	64,096	2,047,792	44,770	1,022,115	980,907	52.10%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Renovation	13,803,000	4,348,177	18,151,177	605,876	18,757,053	3,591,588	13,004,042	2,161,423	88.48%
73610A - SC Jones Central Plant Relocation	-	10,573,572	10,573,572	341,646	10,915,218	367,235	8,607,807	1,940,176	82.23%
733611 - SC Bruce Student Center Renovation	10,400,000	(8,269,098)	2,130,902	70,275	2,201,177	1,103	2,197,088	2,986	99.86%
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	1,510	777,340	3,763	99.52%
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,422,005	5,422,005	175,280	5,597,285	3,600	5,591,291	2,394	99.96%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(7,322,988)</b>	<b>109,115,012</b>	<b>3,559,054</b>	<b>112,674,066</b>	<b>4,818,392</b>	<b>98,615,625</b>	<b>9,240,049</b>	<b>91.80%</b>

## 2015 Bond Program

Report as of January 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(27,031,300)	968,700	31,300	1,000,000	228,000	621,747	150,253	84.97%
76603A - MC Maritime Fire Program Relocation	-	1,916,000	1,916,000	84,000	2,000,000	-	1,788,345	211,655	89.42%
<b>Sub-total</b>	<b>28,000,000</b>	<b>(25,115,300)</b>	<b>2,884,700</b>	<b>115,300</b>	<b>3,000,000</b>	<b>228,000</b>	<b>2,410,092</b>	<b>361,908</b>	<b>87.94%</b>
<b>Generation Park</b>									
726601 - Generation Park	-	4,554,666	4,554,666	813,800	5,368,466	-	3,874,614	1,493,852	72.17%
<b>Sub-total</b>	<b>-</b>	<b>4,554,666</b>	<b>4,554,666</b>	<b>813,800</b>	<b>5,368,466</b>	<b>-</b>	<b>3,874,614</b>	<b>1,493,852</b>	<b>72.17%</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(29,928,632)	71,368	-	71,368	-	71,368	-	100.00%
736604 - Dist Construction Studies	283,820	35,776	319,596	-	319,596	-	319,596	-	100.00%
76605A - CW Deferred Maintenance	-	19,786,769	19,786,769	427,385	20,214,154	4,294,483	2,487,186	13,432,485	33.55%
736606 - Generation Park Opportunities	-	20,000,000	20,000,000	-	20,000,000	-	-	20,000,000	-
720100 - Program Management - AECOM	-	11,610,480	11,610,480	(10,878,700)	731,780	378,918	77,403	275,459	62.36%
720100 - Program Management - Other	-	2,823,009	2,823,009	(2,823,009)	-	-	-	-	-
736601 - Contingency	1,166,180	7,641,315	8,807,495	-	8,807,495	-	-	8,807,495	-
<b>Sub-total</b>	<b>31,450,000</b>	<b>31,968,717</b>	<b>63,418,717</b>	<b>(13,274,324)</b>	<b>50,144,393</b>	<b>4,673,401</b>	<b>2,955,553</b>	<b>42,515,439</b>	<b>15.21%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>24,943,326</b>	<b>334,303,220</b>	<b>65,753,454</b>	<b>84.53%</b>

**Generation Park**

Report as of January 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Generation Park - 726601</b>									
904605 - 2015 Revenue Bond - 726601	6,787,977	-	6,787,977	-	6,787,977	-	6,787,977	-	100.00%
929603 - Operational - 726601	8,843,556	-	8,843,556	-	8,843,556	-	8,843,556	-	100.00%
901609 - 2015 Bond - 726601	6,368,466	(1,000,000)	5,368,466	-	5,368,466	-	3,874,614	1,493,852	72.17%
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	575,952	2,253,963	691,977	80.35%
<b>TOTALS</b>	<b>29,521,892</b>	<b>(1,000,000)</b>	<b>28,521,892</b>	<b>-</b>	<b>28,521,892</b>	<b>575,952</b>	<b>25,751,385</b>	<b>2,194,555</b>	<b>92.31%</b>



## Energy Conservation Project

Report as of January 31, 2022

Project	Base Budget	Budget Adjustments	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>							
E22001 - UCRM 1 - LED Lighting	811,078	-	811,078	-	-	811,078	-
E22002 - UCRM 2.1a - A-1 HVAC	10,354	-	10,354	-	-	10,354	-
E22003 - UCRM 2.1b - CC Chillers	1,526,400	-	1,526,400	32,967	66,933	1,426,500	6.54%
E22004 - UCRM 2.1c - NC Chiller	593,600	-	593,600	26,500	33,500	533,600	10.11%
E22005 - UCRM 2.1d - Maritime HVAC	33,000	-	33,000	-	-	33,000	-
E22006 - UCRM 2.6a - 35 Acre VFDs	9,946	-	9,946	-	-	9,946	-
E22007 - UCRM 2.6b - S-7 & S-9 VFDs	26,452	-	26,452	-	-	26,452	-
E22008 - UCRM 3 - Retro-Commissioning	280,000	-	280,000	69,940	209,819	241	99.91%
E22009 - UCRM 4.2c - Vending Misers	46,224	-	46,224	-	-	46,224	-
E22010 - UCRM 5.1 - Water Conserving Faucets	112,669	-	112,669	57,027	-	55,642	50.61%
E22011 - UCRM 8 - Solar PV	1,175,849	-	1,175,849	915,251	-	260,598	77.84%
Utility Assessment Report - 720600	96,546	-	96,546	-	96,546	-	100.00%
E22000 - Contingency Lone Star Loan	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>4,722,118</b>	<b>-</b>	<b>4,722,118</b>	<b>1,101,685</b>	<b>406,798</b>	<b>3,213,635</b>	<b>31.95%</b>

## Bond Interest Earnings

Report as of January 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>College Wide</b>									
732614 - NC - N7-N9 Roof Replacement	-	2,587,830	2,587,830	-	2,587,830	-	-	2,587,830	-
732615 - SC - S7- S8 Roof Replacement	-	1,737,060	1,737,060	-	1,737,060	-	-	1,737,060	-
<b>TOTALS</b>	-	<b>4,324,890</b>	<b>4,324,890</b>	-	<b>4,324,890</b>	-	-	<b>4,324,890</b>	-

## Repair and Renovation

Report as of January 31, 2022

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>									
F22001 - CC - Central Misc.	-	10,000	10,000	-	10,000	5,612	-	4,388	56%
F22005 - CC - C45 Dow Classroom Tables	-	5,914	5,914	-	5,914	-	5,914	-	100%
F22009 - CC - C34 Flag Pole Remove and Reloc	-	6,443	6,443	-	6,443	-	6,443	-	100%
F22010 - CC - CPET Lab Upgrade	-	16,841	16,841	-	16,841	16,841	-	-	100%
F22017 - CC - Café Furniture Reupholstering	-	14,413	14,413	-	14,413	14,413	-	-	100%
F22033 - CC - Truck Track	-	32,612	32,612	-	32,612	32,612	-	-	100%
<b>Sub-total</b>	-	86,223	86,223	-	86,223	69,478	12,357	4,388	95%
<b>North</b>									
F22002 - NC - North Misc	-	11,011	11,011	-	11,011	4,682	590	5,739	48%
F22012 - NC - N33.114 CIT Lab Move	-	32,113	32,113	-	32,113	6,415	-	25,697	20%
F22023 - NC - ILC Window Tint	-	9,180	9,180	-	9,180	8,160	-	1,020	89%
<b>Sub-total</b>	-	52,304	52,304	-	52,304	19,258	590	32,456	38%
<b>South</b>									
F22003 - SC - South Misc.	-	10,000	10,000	-	10,000	315	-	9,685	3%
F22013 - SC - S7.118/143 Tier 1 Upgrade	-	30,303	30,303	-	30,303	25,190	5,113	-	100%
F22015 - SC - S8.1026 Photo Lab Upgrade	-	11,187	11,187	-	11,187	2,624	-	8,563	23%
F22018 - SC - Café Furniture Reupholstering	-	6,107	6,107	-	6,107	6,107	-	-	100%
F22027 - SC - S8 Podium Stools	-	16,254	16,254	-	16,254	16,254	-	-	100%
<b>Sub-total</b>	-	73,850	73,850	-	73,850	50,489	5,113	18,248	75%
<b>Generation Park</b>									
F22008 - Gen Park Furniture	-	6,216	6,216	-	6,216	-	6,216	-	100%
<b>Sub-total</b>	-	6,216	6,216	-	6,216	-	6,216	-	100%
<b>District</b>									
F22004 - DIST - Campus Misc.	-	10,000	10,000	-	10,000	-	5,179	4,821	52%
F22007 - DIST - College Wide ADA Compliance	-	150,000	150,000	-	150,000	17,443	-	132,557	12%
<b>Sub-total</b>	-	160,000	160,000	-	160,000	17,443	5,179	137,378	14%
<b>Contingency (720700) -Major Repairs</b>									
	150,000	(122,960)	27,040	-	27,040	-	-	27,040	-
<b>Sub-total</b>	150,000	(122,960)	27,040	-	27,040	-	-	27,040	-
<b>Projects Closed</b>									
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-
<b>Projects Closed</b>									
F22016 - CC - C26 Air Compressor	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>150,000</b>	<b>255,632</b>	<b>405,632</b>	<b>-</b>	<b>405,632</b>	<b>156,668</b>	<b>29,455</b>	<b>219,510</b>	<b>46%</b>

**BOARD BUILDING COMMITTEE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
February 22, 2022**

Members Present: John Moon, Jr.

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

Other Trustees Present: None

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

- I. John Moon, called the meeting to order at 4:17 p.m.
- II. Roll call of the Committee members was taken by John Moon, Jr.:
  - Marie Flickinger (Ex-officio member), absent
  - John Moon, Jr., present
  - Erica Davis Rouse, absent
  - Dan Mims, absent
- III. Approval of Minutes from the November 30, 2021, Building Committee Meeting was not completed, as due to unforeseen circumstances a quorum was not met.
  - J. Moon noted that the minutes from the November 30, 2021, Building Committee meeting and current project recommendations were previously emailed to the Committee for review. The November 30, 2021, Building Committee minutes will be voted on at the next Building Committee meeting.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Chuck Smith)
  - Bond Funds
    - Consideration of Approval to Contract for South Campus Primary Electrical Infrastructure Upgrade Phase II
      - This item requests approval to contract with Pfeiffer & Son, Ltd. for electrical infrastructure upgrades at South Campus. Phase II will complete the remainder of the originally envisioned upgrades.
      - The Phase II upgrades will replace end-of-life switchgear and eliminate the remaining overhead conductors.
      - The estimated expenditure for this project is \$2,237,600 including contingency funds and will be funded from the 2015 Bond Program.
      - This item was presented without further discussion or questions from the Building Committee.
    - Consideration of Approval to Contract for Central Campus Chiller Replacement
      - This item requests approval to contract with HTX Industrial for the Central Campus chiller replacement project.
      - CSP #22-26 was issued on January 13, 2022, to procure construction services for this project. Three responses were received and evaluated.

- Approval of this request will allow the College to contract for the replacement of three existing 21-year-old chillers in the fall of 2022 when peak chiller capacity is not required. The more efficient units coming into service will have an anticipated working life of 25 years.
- The maximum budget for this project per the LoneSTAR contract is \$1,831,680 including contingency funds and will be funded from the LoanSTAR Contract CL-380.
- This item was presented without further discussion or questions from the Building Committee.
- Consideration of Approval to Contract for North Campus Chiller Replacement.
  - This item requests approval to contract with HTX Industrial for the North Campus chiller replacement project.
  - CSP #22-27 was issued on January 13, 2022, to procure construction services for this project. Two responses were received and evaluated.
  - Approval of this request will allow the College to contract for the replacement of the one existing 20-year-old chiller in the fall of 2022 when peak chiller capacity is not required. The more efficient unit coming into service will have an anticipated working life of 25 years.
  - The maximum budget for this project per the LoneSTAR contract is \$712,320 including contingency funds and will be funded from the LoanSTAR Contract CL-380.
  - This item was presented without further discussion or questions from the Building Committee.
- Consideration of Approval to Contract for Architectural Services for Central Campus Building C2
  - This item requests approval to contract with HKS, Inc. to provide architectural services for the design of Central Campus Building C2 renovations.
  - In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm is the most highly qualified and best suited for each project. It is recommended that HKS design the renovation for the Central Campus Building C2 because of their recent experience with the McCollum Building.
  - The architect's proposed fee shall not exceed \$400,000, exclusive of estimated reimbursable expenses. The proposed fee is within the Board approved rate parameters based on the anticipated cost of work. The expenditure will be funded from the 2015 Bond Program.
  - This item was presented without further discussion or questions from the Building Committee.
- Consideration of Approval to Contract for North Campus N7, N8 & N9 Roof Architectural Services
  - This item requests approval to contract with Huitt-Zollars, Inc. for the design to replace the roofs at North Campus Buildings N-7, N-8, and N-9, including the demolition of the existing observation tower on Building N-8.
  - The architect's proposed fee shall not exceed \$125,000, inclusive of estimated reimbursable expenses. The proposed fee is within the Board approved rate

parameters based on the anticipated cost of the project. These expenditures will be funded from accumulated bond earnings.

- This item was presented without further discussion or questions from the Building Committee.
- Operating Funds
  - None.

#### V. Project Updates

- Bond Funds (Discussion led by Charles Smith)
  - Safety Metrics
    - There was one OSHA recordable injury in November 2021 when a terrazzo worker injured his finger requiring stitches. Two property incidents were noted in November 2021 with no expense to the College.
      - A domestic water line was cut by a trencher at the Central Campus McCollum building.
      - A conduit was damaged at the Central Campus Classroom.
  - Schedule Updates
    - The College is phasing out the Bond programs and the program management services of AECOM which are projected to be completed by the end of August 2022. The College will manage the remaining projects in house.
  - Progress Updates
    1. Central Campus – Welcome Center Extended Site
      - Construction of the roundabout is functionally complete and open for traffic. Landscaping and the monument are projected to be complete by late May 2022.
    2. Central Campus – Anderson-Ball Classroom Building
      - Finishes are progressing throughout the building.
      - Installation of solar panels on the roof are complete.
        - J. Moon inquired as to whether the solar panels would impede the roof structure. C. Smith responded that they would not.
    3. Central Campus – McCollum Building
      - Construction is complete and close out is in progress.
      - Additional minor projects were identified to be completed soon, and are noted below:
        - Safety and drainage improvements outside the new elevator
        - Improvements to the East courtyard
        - Addition of storefronts and security gates
        - Addition of walk-off grates to the tower lines
    4. Central Campus – Maintenance Building (M1)
      - College administration is withdrawing the recommendation for complete demolition of M1
      - The new scope of work is to gut the structure and use it for storage, due to utility infrastructure located in the building, in support of other structures.
    5. North Campus – Spencer, Wheeler, Brightwell Buildings (N7,8 & 9)
      - The final removal of the observation tower located on N8 will occur in the next few weeks due to potential point of failure during wind and rain events.
    6. South Campus– Primary Electrical

- Beginning of Phase II will replace the last of the above ground electrical lines and end-of-life switchgears. The scope of work had to be redesigned due to the city requiring additional backflow preventers.
  - The connection process will begin mid-March 2022.
  - Water will be cut off to some of the buildings on South Campus in the initial days following Spring Break.
    - B. Hellyer inquired as to whether the provost would be notified as to which buildings would be impacted prior to classes resuming.
    - C. Smith noted a list of affected buildings would be provided in advance.
7. South Campus – Jones Building
    - The interior is essentially complete with only exterior work remaining. The anticipated completion date will be the end of March 2022.
  8. South Campus – General Services Building
    - Renovation is progressing with the completion of both the interior structural and MEP scopes. This project is projected to be completed by May 2022.
  9. South Campus – Academic Building
    - Design of re-roofing of S7 and S9 is complete, and plans have been submitted for a permit.
  10. Maritime Campus – Davit Project
    - Maritime davits are still in transport. The projected arrival is March 2022 with estimated project completion set for April 2022.
  13. Generation Park Campus – Parking Lot
    - The parking lot expansion is complete.
  14. LoanSTAR Loan Agreement
    - LoanSTAR projects are advancing. A formal extension request was submitted due to 10-month lead times that vendors have quoted for the replacement chillers.
      - The Utility Assessment Report and inspection of the buildings to identify malfunctions and operating errors is complete.
      - The College’s Energy Management and HVAC teams are working to correct identified deficiencies.
      - The College’s plumbers are actively engaged in replacing touchless faucets throughout all campuses.
      - Four projects are in the process of award or purchase.
      - Three projects are in solicitation.
      - Two projects are still in engineering.
  15. Higher Education Emergency Relief Act – HEERF Projects
    - Engineering proposals to study College Wide buildings to improve air quality are being received and reviewed.
  16. 2008 Bond Capital Projects
    - Relocation of air-cooled chillers from S-24 to C-26 to serve as back-up and part load equipment is well underway.
    - College-Wide Phase III Wayfinding is estimated to be complete by August 2022.
    - A1 HVAC upgrades will begin mid-March 2022.
    - Early College High School (ECHS) Classroom Technology Upgrades are

90 percent complete.

- Financial Updates
  - 2008 Bond – This report was presented with no comments.
  - 2015 Bond – This report was presented with no comments.
  - Generation Park – This report was presented with no comments.
  - LoanSTAR – This report was presented with no comments.
  - Bond Interest Earnings – This report was presented with no comments.
- Operating Funds (Reported by Chuck Smith)
  - Safety Metrics
    - There were two recordable safety incidents reported in December 2021.
      - An employee struck their knee requiring medical attention.
      - A painter suffered from a chemical splash to his eye.
  - Schedule Updates
    - Roof Access and Fall Protection Assessment was completed, new procedures have been written, and the College is pursuing quotes to add equipment to the five most frequently accessed roofs.
    - An Electrical Arc Flash procedure, training, and additional personal protective equipment is the Facilities Services department’s next priority.
    - College-Wide air handling system freeze protection systems were tested and proved operational by mid-December 2021. There were zero failures reported during the most recent freeze event in February 2022.
    - This report was presented with no comments.
  - Progress Updates
    - Minor Projects updates were briefly explained, and the Minor Projects Master Schedule was shared with the Committee.
    - The most significant minor projects noted were:
      - Central Campus – CPET Glycol Unit – relocation of the drain for the reverse osmosis unit
      - North Campus – Consolidation of advanced manufacturing training equipment from Central Campus to North Campus CIT building
      - North Campus – Furniture sourcing
  - Financial Updates
    - Repair and Renovation – This report was presented with no comments.
- VI. Status of Delegation of Authority
  - Presented with no comments or questions; there are not items pending.
- VII. Adjournment – The meeting adjourned at 4:46 p.m.



**Action Item “IX”**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval of Amendment to the 2021-2022 Budget**  
**for Restricted Revenue and Expenses Relating to Federal and State Grants**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

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

**IMPACT OF THIS ACTION**

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

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

Restricted revenues and restricted expenses will each be increased by \$858,640 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- 03-07-22

Attachment 2- Grant Detail- 03-07-22

**RESOURCE PERSONNEL**

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

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
March 7, 2022

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2022 (Additional Funds)</u>					
Federal Grant Revenue	538439	56700	554100	110000	(202,629)
Supplies	538439	56700	711000	460115	162,980
Contractual Services	538439	56700	731000	520234	30,000
Contractual Svcs - Indirect costs	538439	56700	731500	620909	<u>9,649</u>
					\$ -
<u>U.S. Department of Health and Human Services/Texas Workforce Commission - Temporary Assistance for Needy Families (TANF) - 2022 Governor's Summer Merit Program (New Grant)</u>					
Federal Grant Revenue	539352	56700	554100	110000	(73,226)
Non-Instructional Labor	539352	56700	610000	460962	23,760
Benefits	539352	56700	650000	460962	1,426
Supplies	539352	56700	711000	460962	20,850
Travel	539352	56700	721000	460962	4,500
Contractual Services	539352	56700	731000	460962	<u>22,690</u>
					-
<u>U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2022-2023 (Additional Funds)</u>					
Federal Grant Revenue	538457	56700	554100	110000	(50,000)
Non-Instructional Labor	538457	56700	610000	460961	8,930
Instructional Labor - Adjunct	538457	56700	621100	460961	15,180
Benefits	538457	56700	650000	460961	7,186
Supplies	538457	56700	711000	460961	9,000
Travel	538457	56700	721000	460961	(1,000)
Contractual Services	538457	56700	731000	460961	7,000
Contractual Svcs - Indirect costs	538457	56700	731500	620909	<u>3,704</u>
					-
<u>Texas Workforce Commission - Skills Development Fund - San Jacinto College in Partnership with Evergreen Environmental Services Grant (New Grant)</u>					
State Grant Revenue	551044	56700	554200	110000	(532,785)
Non-Instructional Labor	551044	56700	610000	460961	35,000
Benefits	551044	56700	650000	460961	10,850
Supplies	551044	56700	711000	460961	2,500
Student Aid - Scholarships	551044	56700	751009	520235	<u>484,435</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	\$ 252,629
U.S. Department of Health and Human Services	73,226
Texas Workforce Commission	<u>532,785</u>
	<u>\$ 858,640</u>

March 7, 2022 Board Book – Grant Amendments Detail List

U.S. Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education - Basic Grant 2022 (Additional Funds)

Carl Perkins grant funds represent an important option to expand opportunities for every student to explore, choose, and follow career and technical education (CTE) programs of study and career pathways to earn credentials of value. CTE programs are taught in a sequence of courses leading to identifiable programs of study that are aligned and assessed with specific program-level outcomes. San Jacinto College CTE programs are designed to allow intensive training to mimic the workplace and develop critical environments' skills and readiness. CTE courses and programs integrate marketable skill competencies including teamwork, communication, technology, personal responsibility, and ethics into the curriculum. Students engage in a holistic approach to become productive workers and leaders and responsible American citizens through developing personal, workplace, and technical skills grounded in academics. The most frequent use of funds include occupationally relevant equipment, CTE curriculum materials, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, efforts for academic-technical integration, supplemental services for special populations, childcare assistance, hiring CTE staff, and outreach and retention programs.

U.S. Department of Health and Human Services/Texas Workforce Commission - Temporary Assistance for Needy Families (TANF) - 2022 Governor's Summer Merit Program (New Grant)

This grant provides San Jacinto College with funding to host three camps for forty eligible students in each camp. The camps will be appropriate for teens aged 14-18 and will focus primarily on mathematics and science topics related to engineering and Science, Technology, Engineering and Math (STEM) careers. Curriculum will include hands-on experiments and experiential activities, and small and large group work with a virtual or in person presentation for campers. Special activities will include SAT math prep, a field trip to Space Center Houston, relevant industry speakers, and a STEM immersive day. Total time for instruction is thirty-six (36) hours each week. Recruitment for eligible participants will involve working with school district partners including Channelview, Deer Park, Galena Park, La Porte, Pasadena, and Sheldon. Outreach strategies have been developed to target historically underserved populations.

U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2022-2023 (Additional Funds)

A group of service providers, including San Jacinto College, Texas Workforce Commission, and the Houston-Galveston Area Council, share a successful history of providing effective adult education programs to individuals with low levels of literacy, disabilities, and other barriers to employment through this grant. Funding provides adult basic education, adult secondary education, English literature, and civics programs in the College's service area. All partners promote English as a Second Language and encourage General Educational Development testing preparation. The partners will work together to support literacy needs and increase job readiness, while recognizing the different hurdles faced by families and individuals.

Texas Workforce Commission - Skills Development Fund - San Jacinto College in Partnership with Evergreen Environmental Services Grant (New Grant)

The overall goal of the Skills Development Fund is to increase the skill level and wages of the Texas workforce. The purpose is to enhance the ability of public community and technical colleges, the Texas A&M Engineering Extension Service (TEEX), and Local Workforce Development Boards (LWDB) to respond to industry and workforce training needs and to develop incentives to provide customized assessment and training in a timely and efficient manner. San Jacinto College, in partnership with Evergreen Environmental Services, will provide training in Vacuum Truck Principles and Training Operations, and Frontline Safety Training to 270 trainees. Approximately one-half of the training will be delivered to assist current employees of Evergreen Environmental Services in upgrading their skill level, and the remaining training will be delivered to newly recruited employees.

**Action Item “X”**  
**Regular Board Meeting, March 7, 2022**  
**Consideration of Approval of Policy VI.6003.D, Course Drop Limit – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve Policy VI.6003.D, Course Drop Limit.

**BACKGROUND**

This policy was created to maintain compliance with the most recent legislative change regarding course drops that arise during a disaster declared by the Governor under Texas Government Code § 418.014, resulting in a bar or limit on in-person course attendance at the College that significantly affects the student’s ability to participate in course work. Creation of a policy and associated procedure are proposed to adhere to the state-mandated limit of six dropped courses while a student is pursuing undergraduate coursework at any public institution of higher learning in Texas. The proposed policy and procedure have been reviewed by legal counsel.

**IMPACT OF THIS ACTION**

The policy and procedure were sent to the College community on January 31, 2022, through February 14, 2022. No comments were received.

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

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - Summary of Changes

Attachment 2 - Policy VI.6003.D, Course Drop Limit (proposed policy)

Informational Item Only:

Attachment 3 - Procedure VI.6003.D.a, Course Drop Limit (proposed procedure)

**RESOURCE PERSONNEL**

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Joanna Zimmermann	281-476-1859	Joanna.zimmermann@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: ***VI.6003.D***

Proposed Policy Name: **Course Drop Limit**

Current Policy Number/Name: n/a

New Procedure Number: ***VI.6003.D.a***

Proposed Procedure Name(s): **Course Drop Limit**

Current Procedure Number(s)/Name(s): n/a

Action Recommended for Policy: **New**

Action Recommended for Procedures: **New**

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

### Summary of Changes:

- Creation of a policy and associated procedure regarding the state-mandated limit of six dropped courses while a student is pursuing undergraduate coursework at any public institution of higher learning in Texas.
- Included in the procedure are a list of courses excluded from the legislative mandate as well as exemptions to the legislative mandate.
- All changes have been approved and reviewed by two college attorneys.
- Included is the most recent legislative change regarding course drops that arise during a disaster declared by the Governor under Texas Government Code § 418.014, resulting in a bar or limit on in-person course attendance at the College that significantly affects the student's ability to participate in course work.

## **Policy VI.6003.D, Course Drop Limit**

### **Purpose**

The purpose of this policy is to provide information about the state-mandated limit of six dropped courses while a student is pursuing undergraduate coursework at any public institution of higher learning in Texas. This mandate affects students who were considered freshman or new students in the Fall 2007 semester or thereafter.

### **Policy**

Undergraduate students enrolling as first-time freshmen at a public institution of higher education in Texas in Fall 2007 or thereafter are limited to a total of six dropped courses during their entire undergraduate career. This requirement complies with Texas Education Code § 51.907. This means that the total number of course drops from all transfer public institutions of higher learning in Texas – including San Jacinto College (SJC) – cannot exceed six total course drops. If a student meets the limit of a total of six dropped courses during their undergraduate education, they will not be able to drop additional courses in any future semester or term.

Students are encouraged to submit all transcripts to SJC prior to course registration so that SJC can appropriately determine the number of course drops that could affect a student. For more information about submitting transcripts to SJC, visit [How to Submit Official Transcripts | San Jacinto College](#).

The law authorizes certain exemptions to the course drop limit. For a list of the allowed exemptions, documentation requirements, and the approval process for requesting exemptions, visit [Six-Drop Course Limit Process | San Jacinto College](#).

For information regarding specific processes, SJC transcript guidelines, exemptions, and recent legislative changes about this requirement, visit [Six-Drop Course Limit Process | San Jacinto College](#).

### **Definitions**

Course Drop - A course drop, which is recorded on a transcript, is defined as an affected credit course not completed by an undergraduate student who:

- Is enrolled in the course at the Official Census Date, and
- Will receive a non-punitive grade of WL.

The Official Census Date varies according to the length of the course. The most common course lengths can be found by visiting [Six-Drop Course Limit Process | San Jacinto College](#). For the census date for all other course lengths, please contact the Office of the College Registrar/College Records.

Withdrawn Limit (WL) – If, at San Jacinto College, a student withdraws from a course that counts towards their limit of six (6) drops, the student will receive a grade of WL (withdrawn limit) on their transcript. A WL does not calculate in the student’s grade point average, but it might impact financial aid eligibility.

Attachment 2 – Proposed Policy

Withdrawn (W) – If, at San Jacinto College, a student withdraws from a course that does not count towards their limit of six (6) drops, the student will receive a grade of W (withdrawn) on their transcript. A W does not calculate in the student’s grade point average, but it might impact financial aid eligibility.

**Associated Procedures**

Procedure VI.6003.D.a, Course Drop Limit

Date of Board Approval	Anticipated March 7, 2022
Effective Date	Anticipated March 8, 2022
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services



## **Procedure VI.6003.D.a, Course Drop Limit**

### **Associated Policy**

Policy VI.6003.D, Course Drop Limit

### **Procedures**

Undergraduate students enrolling as first-time freshmen at a public institution of higher education in Texas in Fall 2007 or thereafter are limited to a total of six dropped courses during their entire undergraduate career. This requirement complies with Texas Education Code § 51.907. This means that the total number of course drops from all transfer public institutions of higher learning in Texas and San Jacinto College (SJC) cannot exceed six total course drops.

Transfer students should have all transcripts submitted to and on file with SJC prior to registration. Transfer students must submit all transfer institution transcripts to SJC for determination of qualifying transfer course drops prior to being allowed to utilize any course drops at SJC. Students who have reached the six-course drop limit will not be permitted to drop additional courses.

Exemptions exist for this procedure and associated policy. The allowed exemptions and approval process for requesting exemptions can be found at [Six-Drop Course Limit Process | San Jacinto College](#).

For additional information regarding specific processes, SJC transcript guidelines, exemptions, and recent legislative changes about this requirement, visit [Six-Drop Course Limit Process | San Jacinto College](#).

### **Courses Excluded From the Course Drop Limit**

Course drops from the following types of college courses are excluded from the course drop limit:

- Courses taken by students while enrolled in high school - whether for dual credit or early admission.
- Courses dropped at private or out-of-state institutions of higher learning.
- Remedial or developmental courses, workforce education courses, or other courses that do not generate undergraduate credit that could be applied to a degree.
- Course drops which meet the definition of a complete withdrawal from SJC.

### **Potential Exemptions**

The following are potential exemptions that, if approved by SJC, would allow a student to drop more than six courses. For additional information about the approval process and specific documentation required for each exemption, visit [Six-Drop Course Limit Process | San Jacinto College](#). Potentially available exemptions include the following:

- The student has a serious illness or other debilitating physical condition or mental health condition that affects the student's ability to satisfactorily complete the course.

### Attachment 3 – Proposed Procedure

- The student has the responsibility for the care of a sick, injured or needy family member or other person with whom the student has a close relationship and the provision of that care materially affects the student's ability to satisfactorily complete the course.
- The student experienced the death of a close family member or the student experienced the death of another person with whom the student had a close relationship and the person's death materially affects the student's ability to satisfactorily complete the course, thus constituting good cause.
- Active duty service with the Texas National Guard or United States armed forces by the student or by a family member, or by another person with whom the student has a sufficiently close relationship such that the person's active military service satisfies the showing of good cause.
- The student experienced a change in the student's work schedule that is beyond the control of the student and materially affects the student's ability to satisfactorily complete the course.
- The need for the course drop arose during a disaster declared by the governor under Texas Government Code § 418.014, resulting in a bar or limit on in-person course attendance at the College that significantly affects the student's ability to participate in course work.
- Other good cause as determined by SJC. Good cause is a holistic standard that focuses on any combination of familial, health, economic, or other circumstances beyond the student's personal control that make it reasonable to permit the course drop.

#### **Definitions**

Course Drop - A course drop, which is recorded on a transcript, is defined as an affected credit course not completed by an undergraduate student who:

- Is enrolled in the course at the Official Census Date, and
- Will receive a non-punitive grade of WL.

The Official Census Date varies according to the length of the course. The most common course lengths can be found by visiting [Six-Drop Course Limit Process | San Jacinto College](#). For the census date for all other course lengths, please contact the Office of the College Registrar/College Records.

Withdrawn Limit (WL) – If, at San Jacinto College, a student withdraws from a course that counts towards their limit of six (6) drops, the student will receive a grade of WL (withdrawn limit) on their transcript. A WL does not calculate in the student's grade point average, but it might impact financial aid eligibility.

Withdrawn (W) – If, at San Jacinto College, a student withdraws from a course that does not count towards their limit of six (6) drops, the student will receive a grade of W (withdrawn) on their transcript. A W does not calculate in the student's grade point average, but it might impact financial aid eligibility.

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Date of SLT	January 13, 2022
Approval	

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Attachment 3 – Proposed Procedure

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Effective Date	Anticipated March 8, 2022
Associated Policy	Policy VI.6003.D, Course Drop Limit
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

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## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the existing schedule of tuition, along with charges that are not included in semester credit hour enrollment, for fiscal year 2023.

### **BACKGROUND**

San Jacinto College has three primary sources of revenue – state appropriations, ad valorem taxes, and student revenues. As the funding model for community colleges has grown less reliant on state funding, the College has relied more heavily on student revenues and property tax revenues.

The tuition model is structured so that student tuition is assessed at registration and is based on the student residency classification with no add-on fees. This model allows equitable access to all programs and provides the same cost per semester credit hour based on residency for all students, regardless of course load.

The College has an in-district tuition rate that is the 6<sup>th</sup> lowest of the combined tuition and fee rates of the 50 community college districts in Texas. The out-of-district tuition rate is the 10<sup>th</sup> lowest of the combined tuition and fee rates of the 50 community college districts. Furthermore, both the in-district and out-of-district tuition per semester credit hour is lower than the State average.

The low rates are evidence of the College’s commitment to the community we serve by providing affordable, high-quality education.

### **IMPACT OF THIS ACTION**

The recommended tuition rates per semester credit hour (SCH) for credit courses are:

- \$78 per SCH for in-district
- \$135 per SCH for out-of-district
- \$210 per SCH for out-of-state
- \$75 per SCH for 3-Peat tuition, regardless of residency – Additional tuition is charged on all courses attempted three or more times (Texas Education Code 54.014). The College receives no state funding for these course enrollments.

The recommended rates have been in place since Fall 2019, so there will be no change in tuition cost for students. In addition, no additional fees are added to a student’s registration.

Students have the opportunity to enroll in sections that deliver their course materials with an associated charge. These electronic course materials pricing represent a minimum of 45% cost savings for items that cost less than \$100. At their discretion, students may choose to opt-out of these charges and purchase materials elsewhere.

**Action Item “XI”**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval of Tuition Schedule for Fiscal Year 2023**

Other charges that are not included with a credit-seeking students’ registration are listed below and are billed when appropriate:

- Installment Payment Plan Set up Charge (\$25) and Late Charge (\$25)
- Returned Check Charge (\$30)
- Testing Charge for repeat Texas Success Initiative Assessment (TSI tests), (the first test is administered at no charge):
  - All sections retest (\$30)
  - Math retest (\$15)
  - Integrated reading and writing retest (\$15)
- Collection agency charges for delinquent accounts sent for collection
- Audit Course Charge, which is set at the same rate as in-district tuition

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

For fiscal year 2021, total tuition revenue was \$39.3 million, net of allowances and discounts.

Through January 2022 tuition revenue is down compared to the prior year by approximately \$850,000 which is attributed to the continued impact of the pandemic.

Forecasts for tuition revenue for fiscal year 2023 will be based upon actual past experience and expectations of enrollment trends.

**MONITORING AND REPORTING TIMELINE**

The Board will be kept apprised of the tuition revenue status via monthly financial and budget updates.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Action Item "XII"**  
**Regular Board Meeting March 7, 2022**

**Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2023**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the list of optional tuition exemptions and waivers to be offered to students for Fiscal Year 2023.

**BACKGROUND**

The Texas Education Code authorizes certain exemptions and waivers to students in various circumstances and meeting specialized criteria. Some exemptions and waivers are mandatory, while others are optional at the discretion of the College.

A listing of the mandatory exemptions and waivers that are available to San Jacinto College students and a listing of the optional exemptions and waivers currently available to San Jacinto College students and recommended for continuation are attached. Additionally, the amount of exemptions and waivers honored during Fiscal Years 2020 and 2021 under each exemption and waiver is listed.

**IMPACT OF THIS ACTION**

Exemptions and waivers are intended to encourage targeted populations to persist and complete College coursework. The entire list of available exemptions and waivers are posted prominently for student awareness on the College website and are recommended to remain the same as those currently in place.

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

The net amount of revenues waived for Fiscal Years 2020 and 2021 was approximately \$8.0 and \$8.7 million, respectively. Fiscal year-to-date totals through January 2022 are \$7.2 million, which represents approximately 91.5 percent of the Fiscal Year 2022 budget of \$9.3 million and is \$664,000 less than last year at this same time. Typically, 90% of exemptions and waivers are recognized through January, so we expect to be well within the budget of \$9.3 million by year end.

Based on historical trends, there is an expectation of annual growth in exemptions and waivers due primarily to the growth in Dual Credit enrollment and the related exemption and waiver.

**MONITORING AND REPORTING TIMELINE**

Monthly budget reports provide ongoing monitoring and reporting of exemptions and waivers.

**ATTACHMENTS**

Attachment 1 - List of Mandatory Exemptions and Waivers  
Attachment 2 - List of Optional Exemptions and Waivers

**Action Item "XII"**  
**Regular Board Meeting March 7, 2022**

**Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2023**

**RESOURCE PERSONNEL**

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## Exemptions and Waivers - Mandatory

Program Name	Statute	Cost to SJC Fiscal Year 2021	Cost to SJC Fiscal Year 2020	Currently in Use	Notes
Hazlewood Exemptions · Veterans · Child/spouse of deceased veteran · Child/spouse of disabled veteran · Legacy recipients	<a href="#">TEC 54.341</a>	\$636,472	\$833,846	Active	Veterans and other military personnel and dependents living in Texas receive 100% exemption from payment of tuition based upon specific criteria
Children of Disabled Firemen/Peace Officers	<a href="#">TEC 54.351</a>	\$3,645	\$3,240	Active	Children who meet age requirements and are dependents of firefighters and law enforcement officers injured or killed in the line of duty receive 100% exemption of tuition
Firefighters Taking Fire Science Courses	<a href="#">TEC 54.353</a>	\$13,253	\$14,852	Active	Students currently employed as firefighters or volunteer firefighters and meet certification criteria receive 100% exemption of tuition when enrolled in a fire science curriculum
Peace Officer Exemption	<a href="#">TEC 54.3531</a>	\$14,528	\$4,581	Active	Students currently employed as peace officers receive 100% exemption of tuition when enrolled in a criminal justice curriculum
Children of Nurse Faculty	<a href="#">TEC 54.355</a>	\$1,620	\$7,344	Active	Children under the age of 25 whose parent is a nurse educator in Texas higher education receive 100% exemption of tuition
Preceptors and/or their Children	<a href="#">TEC 54.356</a>	\$1,000	\$2,322	Active	Children under the age of 25 whose parent is a nurse overseeing clinicals in Texas higher education receive a \$500 exemption of tuition
Deaf or Blind	<a href="#">TEC 54.364</a>	\$38,574	\$49,282	Active	Students presenting proper certification attesting to the fact that they are deaf or blind receive 100% exemption of tuition
Foster Care/TX Dpt. Family Protective Svcs.	<a href="#">TEC 54.366</a>	\$49,740	\$37,283	Active	Students who were under the conservatorship of the Department of Family and Protective Services on their 18th birthday receive 100% exemption of tuition
Adopted	<a href="#">TEC 54.367</a>	\$99,078	\$109,882	Active	Students who were adopted and formerly in foster or other residential care receive 100% exemption of tuition
Texas Tomorrow Fund Contract	<a href="#">TEC 54.621(c)</a>	\$0	\$0	Available	Students who are beneficiaries of a prepaid tuition contract receive exemption from payment of any additional tuition amounts for the credits covered under the contract
Foreign Service Officer	<a href="#">TEC 54.206</a>	\$0	\$0	Available	A foreign service officer employed by the US Department of State receives in-state tuition when assigned to a foreign nation that borders the state
College Teachers, Professors and their Dependents	<a href="#">TEC 54.211</a>	\$0	\$0	Available	A professor of higher education in Texas and their dependents receive in-state tuition regardless of the length of time they have lived in Texas
NATO Members and Families	<a href="#">TEC 54.232</a>	\$0	\$0	Available	A non-immigrant alien and their dependents residing in Texas in accordance with certain NATO agreements receive in-state tuition regardless of the length of time they have lived in Texas
Military (and Dependents) in Texas	<a href="#">TEC 54.241</a>	\$0	\$0	Available	An active officer, enlisted person, selectee, or draftee of the U.S. armed forces and their dependents living in Texas on assignment receive in-state tuition regardless of the length of time they have lived in Texas
Ex-Prisoners of War	<a href="#">TEC 54.342</a>	\$0	\$0	Available	Persons first classified as prisoners of war on or after January 1, 1999 receive full exemption of tuition and also receive free housing and other assistance upon enrollment for 12 semester credit hours



## Exemptions and Waivers - Mandatory

Program Name	Statute	Cost to SJC Fiscal Year 2021	Cost to SJC Fiscal Year 2020	Currently in Use	Notes
Children of POWs and MIAs	<a href="#">TEC 54.343</a>	\$0	\$0	Available	Students who are under age 25, Texas residents and are children of members of the armed forces currently declared as prisoners of war or missing in action receive full exemption of tuition
Taps Performers	<a href="#">TEC 54.344</a>	\$0	\$0	Available	Students who sound TAPS in military funerals shall receive a \$25 tuition exemption
National Guard Waiver	<a href="#">TEC 54.345</a>	\$0	\$0	Available	Students who are identified annually by the adjutant general of the state military forces receive exemption of tuition for up to 12 semester credit hours
Dependents of Deceased Public Servants	<a href="#">TEC 54.354</a>	\$0	\$0	Available	Children and surviving spouses of certain deceased firefighters, peace officers and other public servants receive exemption of tuition, free textbooks and housing assistance until the completion of 200 hours or a Bachelor's degree.
Economic Development	<a href="#">TEC 54.222</a>	\$0	\$0	Available	Students (and their dependents) who are employed by a business that relocated within the past 5 years to Texas under certain agreements with the Texas Economic Development and Tourism Office receive in-state tuition regardless of length of residency in Texas
One-Year Exemption for Certain TANF Students	<a href="#">TEC 54.361</a>	\$0	\$0	Available	Students who graduated from high school in Texas and during the last year of high school were dependent children receiving financial assistance under chapter 31, Human Resources Code receive exemption from one year of tuition
		<u>\$857,910</u>	<u>\$1,062,632</u>		

## Exemptions and Waivers - Optional

Program Name	Statute	Cost to SJC Fiscal Year 2021	Cost to SJC Fiscal Year 2020	Currently in Use	Notes
Ad Valorem	<a href="#">TEC 130.0032</a>	\$1,767	\$3,876	Active	Out-of-District students coming from households (taxpayer and dependents) who own property and pay property tax receive in-district rates
Community College District Employees	<a href="#">TEC 130.0851</a>	\$9,534	\$10,260	Active	Employees who live out-of-district receive in-district rates
Competitive Scholarship	<a href="#">TEC 54.213</a>	\$34,875	\$31,635	Active	Students coming from out-of-state who have a competitive scholarship in excess of \$1,000 receive the in-state rate
Dual Enrollment – Jr. Colleges	<a href="#">TEC 130.008, 54.216</a>	\$7,758,271	\$6,800,998	Active	Dual Credit Students receive a 75% tuition exemption
Senior Citizen Lowered Tuition 55 +	<a href="#">TEC 54.263</a>	\$23	\$49	Active	CPD use only
Highest Ranking HS Scholar	<a href="#">TEC 54.301</a>	\$0	\$6,240	Available	Students who graduated top of their class receive full tuition waiver for 2 semesters
Good Neighbor	<a href="#">TEC 54.331</a>	\$28,182	\$41,445	Active	Tuition waiver for up to 235 students native-born in other countries in American hemisphere
Senior Citizen 65+ for 6 Hours Free Tuition	<a href="#">TEC 54.365 (c)</a>	\$5,817	\$10,931	Active	Students over age 65 receive tuition waiver for up to 6 SCH, if space is available
Disabled Peace Officer	<a href="#">TEC 54.352</a>	\$0	\$0	Available	Students can have tuition waived if student is permanently disabled as a result of an injury suffered during the performance of a duty as a peace officer of this state or a political subdivision of this state. Student must be a Texas resident for 12 months immediately prior to the semester.
Combat Exemption	<a href="#">TEC 54.2031</a>	\$0	\$0	Available	Students who are a dependent of a parent deployed during active combat may have tuition waived
		<u>\$7,838,469</u>	<u>\$6,905,434</u>		

**Action Item “XIII”**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval of Naming of a Space within the**  
**Generation Park Building 2 and North Campus Building 33**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the naming of spaces within the Generation Park Building 2 (Academic Building) and North Campus Building 33 (Center for Industrial Technology).

**BACKGROUND**

Service Wire is a multi-generation, family-owned wire and cable manufacturer. They have been in business since 1968. They have had a presence in the Houston area and recently opened a new facility at Generation Park near the San Jacinto College campus. The Service Wire manufacturing facility is being moved from their location on the North Loop East to Generation Park.

Service Wire reached out to San Jacinto College to have a visual presence on the Generation Park and North Campuses to attract students to their workforce. Service Wire has also provided \$5,000 in scholarships and is working with the scholarship recipients in paid internships at their facility in Generation Park.

**IMPACT OF THIS ACTION**

Service Wire would like to contribute \$50,000 to name the G-2.251 classroom at Generation Park the Service Wire classroom. In addition, to garner more visibility, they would also like to contribute \$50,000 to name the computer lab, N-33.119, at the North Campus Center for Industrial Technology facility.

The funds will be contributed to the San Jacinto College Foundation and will be used to fund program needs at Generation Park and the programs housed in the North Campus Center for Industrial Technology (CIT). Funds can be used as unrestricted program funds. All funds will be used with strict adherence to College policies and procedures.

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

The total donation of \$100,000 will be split between the San Jacinto College Generation Park Campus and the North Campus CIT Programs. The donated funds cannot be used for staffing. Uses of the funds will be determined by the programs.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

None

**Action Item “XIII”**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval of Naming of a Space within the**  
**Generation Park Building 2 and North Campus Building 33**

**RESOURCE PERSONNEL**

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**Action Item “XIV”  
Regular Board Meeting March 7, 2022  
Consideration of Approval of Memorandum of Understanding with  
Humble ISD for Dual Credit Summer Academy**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

Humble ISD approached San Jacinto College to establish a Summer Academy at the Generation Park Campus for dual credit students from their local high schools. The Summer Academy will offer an opportunity for students to earn college credit by taking in-person, academic courses.

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

**IMPACT OF THIS ACTION**

Approval of this MOU will allow the College and Humble ISD to establish a Summer Academy program at the Generation Park campus.

**BUDGET INFORMATION**

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

**MONITORING AND REPORTING TIMELINE**

The agreement shall become effective upon the date of execution and will continue through August 2022.

**ATTACHMENTS**

Attachment 1 – Memorandum of Understanding

**RESOURCE PERSONNEL**

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Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmermann@sjcd.edu



This Memorandum of Understanding ("Agreement") is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code, an institution of higher education under Section 61.003 of the Texas Education Code, and political subdivision of the State of Texas ("SJCCD" or "College") and the **Humble Independent School District**, a public school district established by law and political subdivision of the State of Texas ("Humble ISD" or "District") as of the effective date of **March 8, 2022** ("Effective Date"). Individually, SJCCD or Humble ISD shall be referred to herein as "Party" and collectively, as "Parties."

The Parties agree to the following:

#### **I. TERM**

This Agreement shall commence on the Effective Date and expire on **August 31, 2021** ("Expiration Date"). As used herein, the term "Term" shall mean the time period between the Effective Date and the Expiration Date.

#### **II. WEBSITE**

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

#### **III. OVERVIEW**

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

4, Subchapter D, Rule § 4.84 for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

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

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

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

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

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

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

#### **VI. PURPOSE**

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

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

## **VII. ELIGIBLE COURSES**

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

## **VIII. STUDENT ELIGIBILITY REQUIREMENTS**

- a) To be eligible for dual credit enrollment at SJCCD, the high school student must:
  1. Meet all requirements for standard admission to the College as outlined in the College's current College Catalog, as well as other requirements that may be imposed by the District.
  2. Must meet dual credit admissions and eligibility requirements as required by Applicable Law and as outlined by the THECB rules and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85 including the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB.
  3. Must successfully complete established prerequisites for any College course as listed in the course description found in the current College Catalog.
  4. Must submit a completed Dual Credit Enrollment Form with District approval before or at the time of course registration.



- b) Students taking the TSIA at SJCCD will not be charged for their first attempt on any section of the Texas Success Initiative Assessment (TSIA). Students will be charged for any additional testing attempts at the current SJCCD Board approved cost. The current cost is \$15.00 per section or \$30.00 for the entire assessment.
- c) The District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success.

**IX. LOCATION OF CLASSES**

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

**X. TRANSPORTATION**

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

**XI. STUDENT COMPOSITION OF CLASS**

- a) SJCCD will make reasonable efforts to limit the Program class composition to dual credit students only for classes taught on the College campus. However, dual credit students may be in classes with students from the general College population.

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

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

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

- a) The College shall ensure that all dual credit courses meet the same standards as any other College course with respect to the curriculum, materials, instruction, and method of student evaluation. These standards shall be upheld regardless of the student composition of the dual credit class.
- b) The course syllabus will be available to students through the Blackboard Learning Management System. The syllabus will contain the following information: course description; learning outcomes; a list of required materials/textbook(s) for the course; the method(s) of instruction; grading policy; instructor's office hours and location; method of student evaluation; general

classroom policies including attendance; a calendar of lecture/discussion topics and assignment due dates; and other material deemed pertinent by the instructor.

- c) All faculty teaching dual credit students will follow the College Grading System as stated in the SJCCD Catalog as well as the grading criteria in the department approved syllabus.

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

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

#### **XIV. ATTENDANCE**

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

**XV. WITHDRAWAL FROM COLLEGE COURSES**

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

**XVI. TRANSCRIPTION OF CREDIT**

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

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

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

**XVIII. ACADEMIC POLICES AND STUDENT SUPPORT SERVICES**

- a) Students in dual credit Program courses are eligible to utilize the same support services, learning resources, and benefits that are afforded all College students.
- b) The School District may access the current College Catalog <https://publications.sanjac.edu/> and the current Student Handbook <https://publications.sanjac.edu/student-handbook/> from the website. All policies in the SJCCD Catalog and Student Handbook apply fully to dual credit students enrolled in the Program.

- c) The District will post information and a link to the SJCCD Dual Credit website on the Humble ISD Dual Credit website and the individual high school's College/Career or College Resources website.
- d) Both Parties will offer college advising services for dual credit students enrolled in the Program. The College and the District will establish common advising strategies and terminology related to dual credit and college readiness and will conduct periodic meetings to review and hone such strategies and terminology. The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned and with interpreting their degree plan. In addition, the College advisor can assist dual credit students with navigating SJCCD's policies and procedures. The name of the SJCCD advisor responsible for dual credit is located on the SJCCD Dual Credit web site. In active collaboration with the College, the District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).
- e) The College provides a guide to the alignment of high school endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications, which can be found on the College's Dual Credit website. An individual pathway for each dual credit student enrolled in the Program will be developed and accessible to the student in Degreeworks.
- f) Tools to assist counselors, students, and families in selecting endorsements offered by Humble ISD and choosing Dual Credit courses have been developed by TEA, THECB, and Texas Workforce Commission. Links to these tools are located on the Humble ISD web site and the SJCCD Dual Credit web page.

#### **XIX. STUDENT CONDUCT**

Students enrolled in the dual credit Program are required to adhere to policies, procedures, and regulations regarding facilities and equipment usage and also the College's policies with regard to student conduct while at the SJCCD facilities. The failure of any dual credit Program student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the College, including suspension and dismissal from the Program. All disciplinary action, including suspension and dismissal from the dual credit Program shall be in conformity with the codes of conduct of the College.

#### **XX. ACCIDENTS/EMREGENCIES**

Due to federally mandated reporting and procedural requirements specifically applicable to institutions of higher education institution, the procedures set forth in this Section XX will apply in the event any student enrolled in or instructor or administrator working with the dual credit Program experiences a physical, mental, or emotional crisis including behavior, or a threat thereof, that is law-violating. Incidents or behaviors that may affect the safety and welfare of a student or students also will follow the provisions of this section. If such an event occurs while the individual is on SJCCD property or attending an SJCCD-sponsored event or activity off campus, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines. Accordingly, while on SJCCD property, the policies and procedures of SJCCD related building use, emergency response, and safety of shall apply, to the extent applicable. Both Parties agree to share all information regarding the event as soon as safely possible utilizing the agreed upon reporting processes.

**XXI. FUNDING**

- a) State funding for dual credit courses is available to both the Humble ISD and the College based on the current agreement between the Commissioner of Education and the Commissioner of Higher Education.
- b) Students enrolled in college courses at SJCCD campuses or at the high school location will be charged the appropriate SJCCD tuition and/or fee rate based on the residency requirements under Applicable Law. SJCCD will waive a portion of the student’s tuition as approved by the Board of Trustees for college courses taken for dual credit. The remaining tuition and fees will be paid by the District to SJCCD. The College’s Board of Trustees reserves the right to adjust tuition and fees as deemed necessary or advisable during the year.
- c) The District will act as the third-party sponsor and will be responsible for remission of payment to SJCCD for Humble ISD students enrolled in the Program including dual credit student tuition, fees, and books/materials as set forth in this Agreement. Humble ISD will provide a primary and secondary point of contact with appropriate contact information. SJCCD will process and remit the invoice after the official day of record for the specified term via email to the designated primary and secondary contact and any other personnel or departments desired by Humble ISD. Payment for invoiced amounts should be made to San Jacinto Community College District, to the address listed below, within 30-days of the billing date:

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

SJCCD Invoicing Contact:

Primary: Amanda Piggott [amanda.piggott@sjcd.edu](mailto:amanda.piggott@sjcd.edu) 281-998-2665

Secondary: Esmeralda Parrales [esmeralda.parrales@sjcd.edu](mailto:esmeralda.parrales@sjcd.edu) 281-998-6145

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

**XXII. PROGRAM GOALS**

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

**XXIII. TERMINATION OF AGREEMENT**

- a) Termination for Convenience. This Agreement may be terminated by either Party, with or without cause, upon thirty (30) days prior written notice to the other Party. Notwithstanding the foregoing, in the event of such termination, any Humble ISD students taking SJCCD college courses for dual credit at the time this Agreement is effectively terminated will be allowed to complete those courses notwithstanding the termination of this Agreement.
- b) Fiscal Funding Out. Notwithstanding anything in this Agreement regarding either Party allocating funds to undertake its responsibilities under this Agreement or to make payments under this Agreement, such obligations constitute a commitment of revenues for the current fiscal year only and does not create an impermissible debt. In the event that either the District’s Board of Trustees or the College’s Board of Trustees fails to obtain and appropriate funds for any fiscal year

during the Term, despite its best efforts, then an event of non-appropriation (“Non-Appropriation”) shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) the Party will provide immediate notice of such Non-Appropriation to the other Party and provide written notice of such failure by its governing body at least 45 days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to either Party except for any amounts owed during the period prior to the next fiscal year for which funds were not allocated.

#### **XXIV. GENERAL PROVISIONS**

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

***[Signature page to follow]***

***[Signature Page for Memorandum of Understanding for Dual Credit Program with an Effective Date of March 8, 2022]***

Executed as of the Effective Date:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

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

**HUMBLE INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_  
Dr. Elizabeth Fagan, Superintendent

**Appendix A**

This Appendix A is attached to and made a part of the Memorandum of Understanding between San Jacinto Community College District and the Humble Independent School District with an Effective Date of March 8, 2022.

**Program Goals**

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



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

<ul style="list-style-type: none"><li>• Analysis of performance in subsequent course work.</li></ul>	<p>Metric:</p> <ul style="list-style-type: none"><li>• SJCCD analyzes enrollment, completion, and success data of dual credit students by ISD. SJCCD analyzes success data for all students by course, by student, by instructor, and by mode of delivery.</li><li>• SJCCD Institutional Research Office creates an ISD portfolio for each ISD with pertinent student data, including retention, course A-C success, and completion of certificates and/or degrees; all data are disaggregated by race and ethnicity, gender, and age.</li></ul>
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**Consideration of Rescission of Policy IV-E-4 Solicitation of Business of Optional Retirement and Tax-Sheltered Annuities Representatives - First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the rescission of Policy IV-E-4 Solicitation of Business of Optional Retirement and Tax-Sheltered Annuities Representatives. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered.

**BACKGROUND**

The policy and its associated procedures were originally developed to identify the responsibilities of the College's Human Resources department in the process for solicitation of business of optional retirement and tax-sheltered annuities representatives. As this no longer applies to current practices, the recommendation is to rescind the policy and the associated procedures.

**IMPACT OF THIS ACTION**

The policy and procedure were sent to the College community on March 7, 2022. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board's second reading of this policy which is anticipated on April 4, 2022.

The procedures are attached for informational purposes and will not be voted on.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - Summary of Changes

Attachment 2 - Policy IV-E-4, Policy on Solicitation of Business of Optional Retirement and Tax Sheltered Annuities Representatives (recommend rescission)

Informational Item Only:

Attachment 3 - Procedure 4-7: Solicitation of Business by Optional Retirement and Tax-Sheltered Annuity (recommend rescission)

**RESOURCE PERSONNEL**

Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu
Vickie Del Bello	281-998-6357	vickie.delbello@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: *N/A*

Proposed Policy Name: **N/A**

Current Policy Number/Name: **Policy IV-E-4 Solicitation of Business of Optional Retirement and Tax-Sheltered Annuities Representatives**

New Procedure Number: *N/A*

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

Current Procedure Number(s)/Name(s): **Procedure 4-7-g Solicitation of Business by Optional Retirement and Tax-Sheltered Annuity Representatives**

Action Recommended for Policy: **Rescind**

Action Recommended for Procedures: **Rescind**

Web Links: <https://www.sanjac.edu/policy-iv-e-policies-benefits> (Select Policy IV-E-4)

<https://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-7-solicitation-business-optional-retirement-and-tax-sheltered>

Primary Owner: Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner: Vice President, Human Resources

### Summary of Changes:

- Policy:
  - Recommend rescission of this policy; no longer applies to current practices.
  
- Procedure:
  - Recommend rescission of this procedure as Human Resources no longer initiates contact with authorized representatives to schedule meetings.
  - The ORP, 403b, and 457 plans are reviewed during benefits orientation along with the approved vendors.
  - Descriptions of the 403b and 457 plans and the approved vendors are also located on the benefits website and on SOS under the paycheck tab.

## **Policy on Solicitation of Business of Optional Retirement and Tax Sheltered Annuities Representatives**

Eligible employees may discuss optional retirement and tax sheltered annuity programs with representatives whose companies are on the list of authorized companies by the Board of Trustees at a time and place approved by Human Resources. It will be the responsibility of Human Resources to inform eligible employees, as well as the various carrier agents, as to the time and place of these meetings. Insurance representatives are not to call on employees of the college in their offices or classrooms. Violations of this policy by the insurance representatives could lead to the elimination of their company from the list of authorized companies.

<b>Policy #:</b>	<b>IV-E-4</b>
<b>Policy Name:</b>	<b>Policy on Solicitation of Business of Optional Retirement and Tax Sheltered Annuities Representatives</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>September 7, 1993; December 8, 2008; and February 5, 2008</b>
<b>Effective Date:</b>	<b>March 2, 1981; September 7, 1993; December 8, 2008; and February 5, 2008</b>
<b>Associated Procedure:</b>	<b><a href="#">4-7-g</a></b>

# Procedure 4-7: Solicitation of Business by Optional Retirement and Tax-Sheltered Annuity

1. [Home](#)

2. Procedure 4-7: Solicitation Of Business By Optional Retirement And Tax-Sheltered Annuity

## Procedure 4-7-g: Solicitation on Campus by Authorized Vendors

Representatives of authorized insurance, retirement and other benefit programs of the college desiring to offer products or services to college employees may do so under the guidelines established by Human Resources. The purpose of these guidelines is to prevent eligible employees from being disturbed at inopportune times by various representatives or disrupting the education process. These procedures will be used by all locations and campuses of the college for the solicitation process by these various representatives. In this manner both the employee and the representative can work together in scheduling a meeting that is agreeable to both parties.

Human Resources may initiate contact with authorized representatives at various times during the year and facilitate scheduling a common meeting site on the campuses. At other times, at the request of a representative a meeting room may be scheduled at a time and date convenient to the college and employees. Eligible employees will be notified and provided with the times and locations of the scheduled meetings. Representatives can schedule meeting places throughout the semester by contacting Human Resources.

Nothing in these guidelines prevents an employee and authorized representative to schedule a meeting that is agreeable to both parties.

It is the College's expectations that these guidelines be honored and followed by company representatives. Complaints or reports of representatives disturbing employees at inopportune times, interrupting employees during the performance of their duties, making unsolicited sales calls during business

Attachment 3

hours or accosting employees against their will, will be dealt with by appropriate action, up to and including removal of the representative or company from the college's authorized vendor list.

<b>Procedure #:</b>	<b>4-7-g</b>
<b>Procedure Name:</b>	<b>Procedure on Substantive Change</b>
<b>Pages:</b>	<b>6</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	<b>December 8, 2008 and November 5, 2009</b>
<b>Effective Date:</b>	<b>December 8, 2008 and November 5, 2009</b>
<b>Associated Policy:</b>	<b><a href="#">IV-E-4</a></b>

**Action Item “XVI”**  
**Regular Board Meeting, March 7, 2022**  
**Consideration of Approval of Policy IV.4000.M, Retirement Plan for**  
**Full-time Employees – First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on retirement plan for full-time employees. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered.

**BACKGROUND**

The purpose of this new policy is to outline the retirement plan for full-time employees through the teacher retirement system or the options retirement plan. Its associated procedures were revised to reflect current processes regarding retirement plans for full-time employees.

**IMPACT OF THIS ACTION**

The policy and procedure were sent to the College community on March 7, 2022. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on April 4, 2022.

The procedures are attached for informational purposes and will not be voted on.

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

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

Attachment 1 - Summary of Changes

Attachment 2 - Policy IV.4000.M, Retirement Plan for Full-Time Employees (proposed policy)

Informational Item Only:

Attachment 3 - Procedure 4-7-b: Retirement (current procedure)

Attachment 4 - Procedure IV.4000.M.a, Retirement Plan for Full-Time Employees (proposed procedure)

**RESOURCE PERSONNEL**

Sandra Ramirez 281-991-2648

sandra.ramirez@sjcd.edu

Vickie Del Bello 281-998-6357

vickie.delbello@sjcd.edu



## Policies and Procedures Summary of Changes

New Policy Number: *IV.4000.M*

Proposed Policy Name: **Retirement Plan for Full-time Employees**

Current Policy Number/Name: **N/A**

New Procedure Number: *IV.4000.M.a*

Proposed Procedure Name(s): **Retirement Plan for Full-time Employees**

Current Procedure Number(s)/Name(s): **Procedure 4-7-b Retirement**

Action Recommended for Policy: **New**

Action Recommended for Procedures: **Revised**

Web Links: <https://www.sanjac.edu/procedure-4-7-retirement>

Primary Owner: Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner: Vice President, Human Resources

### Summary of Changes:

- Policy:
  - Moved the first paragraph of the procedure to the policy.
  - Added optional retirement plan to retirement plan options for full time employees.
  
- Procedure:
  - Updated the name of the procedure from “Retirement” to “Retirement Plan for Full-time Employees.”
  - Removed information regarding specific monthly deduction percentages for TRS and ORP as these percentages change and will not remain the same.
  - Changed “Human Resources Office” to “Human Resources, Benefits.”
  - Added that the College is also a contributor to the retirement plan.

**Policy IV.4000.M, Retirement Plan for Full-Time Employees**

**Purpose**

The College does not participate in Social Security; therefore, the purpose of this policy is to outline the retirement plan options for full-time employees through the Teacher Retirement System of Texas or the Optional Retirement Plan

**Policy**

Full-time faculty and other designated employees are eligible to choose between the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP) for their retirement plan. The choice of retirement plan is irrevocable.

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 IV.4000.M.a, Retirement Plan for Full-time Employees

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Date of Board Approval	Anticipated April 4, 2022
Effective Date	Anticipated April 5, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

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## Procedure 4-7-b: Retirement

San Jacinto College has not participated with Social Security since 1975. Full-time employees are enrolled in Teachers Retirement System of Texas for retirement purposes. Full-time faculty and other designated employees are eligible to choose between Teacher Retirement System (TRS) and the Optional Retirement Program (ORP) for their retirement plan. The choice of retirement plan is irrevocable.

TRS is a defined benefit plan in which the monthly retirement annuity is based on years of service, best five years average salary and age. A monthly deduction of 7.7% is made from the employee's salary, while the state contributes 6.8%. Members are vested in TRS retirement after five years of active membership; however, annuity amounts increase with years of service and salary. TRS offers several monthly payment options upon retirement.

ORP is a defined contribution retirement plan available to faculty, administrators and certain professional non-faculty in lieu of TRS. A carrier is selected from one of the Board authorized companies to receive a set contribution of 6.65% from the employee and a contribution from the state. Faculty is vested for all money (principle and interest) in their ORP account after working for more than twelve consecutive months, although the account is not accessible until retirement or termination.

For more information on the TRS/ORP program, employees should read An Overview of TRS and ORP for Employees Eligible to Elect ORP, a Texas Higher Education Coordinating Board Publication, available through the Human Resources Office.

<b>Procedure #:</b>	<b>4-7-b</b>
<b>Procedure Name:</b>	<b>Retirement</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	<b>March 26, 2018</b>
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

**Procedure IV.4000.M.a, Retirement Plan for Full-Time Employees**

**Associated Policy**

Policy IV.4000.M, Retirement Plan for Full-time Employees

**Procedure**

Teacher Retirement System of Texas (TRS) is a defined benefit plan. A payroll deduction is made from the employee’s salary, while the College and the state also contribute a percentage. The percentage contribution is subject to change by the state. Members are vested in TRS after five years of active membership; however, annuity amounts increase with years of service and salary. TRS offers several monthly payment options upon retirement.

Optional Retirement Plan (ORP) is a defined contribution retirement plan available to faculty, administrators, and certain professional non-faculty in lieu of TRS. A carrier is selected from one of the Board authorized companies to receive a set contribution from the employee and a contribution from the College and the state. Participants in the plan are vested for all money (principal and interest) in their ORP account after working for more than twelve consecutive months, although the account is not accessible until retirement or termination.

For more information on the TRS program, employees should read *An Overview of TRS*. For information on ORP, employees should read *ORP for Employees Eligible to Elect ORP, a Texas Higher Education Coordinating Board Publication*, available through Human Resources, Benefits.

Date of SLT Approval	February 25, 2022
Effective Date	Anticipated April 5, 2022
Associated Policy	Policy IV.4000.M, Retirement Plan for Full-time Employees
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

**Action Item “XVII”  
Regular Board Meeting March 7, 2022  
Consideration of Approval of Policy IV.4003.E, Employee Referral  
Program – First Reading (Informational Item)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve Policy IV.4003.E, Employee Referral Program. The Board of Trustees will not vote on this item but is creating awareness that the policy is temporarily effective under the authority granted to the Chancellor by the Board under Policy II.2000.A, and input is being gathered from the College community.

**BACKGROUND**

As many employers have experienced significant hiring challenges and labor shortages, the Administration is proposing an employee referral program as a recruitment strategy to encourage current full-time employees, through a referral payment, to refer qualified candidates for open positions within the College. Employee referral programs are more cost-effective than other recruiting strategies and often are the fastest way to find external talent. Additional benefits of an employee referral program include reducing the time-to-hire for external candidates and broadening the pipeline of potential applicants.

The proposed procedure will not be approved by the Board and is provided for informational purposes.

**IMPACT OF THIS ACTION**

Approval of this proposed Employee Referral Program policy will reinforce the Board’s and the Administration’s commitment to attract quality and diverse employees who are passionate about our educational mission.

This attached policy and associated procedure were sent to the College community on March 7, 2022. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on April 4, 2022. The policy and procedures are provided for informational purposes and will not be voted on.

Because of the hiring and recruitment challenges that have developed, this policy will be effective as of March 7, 2022, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission to address temporary situations. Affirmation of the change will follow the standard policy review process which requires a second reading which will occur at the next regularly scheduled meeting of the Board on April 4, 2022.

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

The estimated budget impact is approximately \$75,000 per year to be taken from salary savings of budgeted positions that are temporarily vacant.

**Action Item “XVII”**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval of Policy IV.4003.E, Employee Referral**  
**Program – First Reading (Informational Item)**

**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.4003.E, Employee Referral Program (proposed policy)

Attachment 3 – Procedure IV.4003.E.a, Employee Referral Program (proposed procedure)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: *IV.4003.E*

Proposed Policy Name: **Employee Referral Program**

Current Policy Number/Name: **N/A**

New Procedure Number: *IV.4003.E.a*

Proposed Procedure Name(s): **Employee Referral Program**

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

Action Recommended for Policy: **New**

Action Recommended for Procedures: **New**

Web Links: **N/A**

Primary Owner: Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner: Vice President, Human Resources

### Summary of Changes:

- Created a new policy and procedure on the proposed Employee Referral Program.
- The procedure outlines the process, the payment amounts, and eligibility requirements.

**Policy IV.4003.E, Employee Referral Program**

**Purpose**

Current full-time employees that refer a candidate for full-time employment, and the candidate is hired, may be eligible for a referral payment.

**Policy**

Refer to the procedure for employee eligibility.

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

**Procedures**

Procedure IV.4003.E.a, Employee Referral Program

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Date of Board Approval	This policy will be effective as of March 7, 2022, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Affirmation of the change will follow after a review process at the next regularly scheduled meeting of the Board with approval on April 4, 2022.
Effective Date	March 7, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources

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**Procedure IV.4003.E.a, Employee Referral Program**

**Associated Policy**

Policy IV.4003.E, Employee Referral Program

**Introduction**

This procedure specifies the process of the Employee Referral Program.

A current San Jacinto College full-time employee who has been identified by a candidate in the applicant tracking system may be eligible for a referral payment. The external candidate must indicate the employee’s name in the appropriate section of the application at the time of original submission, be hired by the College, and meet eligibility criteria further outlined in this procedure.

There is no limit to how many applicants an employee can refer.

**Procedures**

A. Open positions will be designated in one of the following categories for the Employee Referral Program:

- Group 1        All full-time exempt and non-exempt positions.
- Group 2        All full-time positions that meet the criteria for Group 2 will be identified by the Strategic Leadership Team (SLT).
- Group 3        Positions that are approved by the Chancellor for higher payment amounts.

The payment amount for referrals in each group are as follows:

Group 1	Group 2	Group 3
\$1,000.00	\$3,000.00	Determined by the Chancellor

B. Positions designated as Group 2 have two or more of the following criteria:

- Low availability of qualified candidates due to recognized labor shortage.
- Growth, expansion and/or departmental reorganization with specified hiring timelines and skill set requirements.
- Shortened timeline to fill due to varying circumstances.
- Use of available recruitment strategies and sourcing tools have not yielded sufficient results.

- C. The following eligibility requirements will be reviewed by Human Resources when referrals are submitted through the application process:
- The referring individual is a current and active College full-time employee, or on authorized leave at the time the referred candidate completed their employment application and when payments are due.
  - The referred candidate has not been employed by the College in any capacity for the twelve months prior to the day of completing their employment application.
- D. Group 1 will be paid the pay period after the completion of 90 days of employment. Groups 2 and 3 will be paid one-half of the determined amount the pay period following completion of 90 days of employment. The remaining one-half will be paid the pay period following completion of one year of employment.
- E. All payment amounts outlined in this procedure are subject to applicable tax withholdings.
- F. This procedure does not apply to current employees applying for internal transfers within the College.
- G. Payments will be forfeited if all eligibility requirements are not met at the time payment is due.
- H. To be eligible to receive payment for a referral, the referred candidate must be interviewed, selected, and hired by the College. Providing a referral for a candidate is not a guarantee that the individual will receive an interview or be extended an offer of employment with the College.

**Employees Not Eligible for the Employee Referral Program:**

- Members of the Strategic Leadership Team.
- Employees in a leadership position within the same leadership chain (up to the SLT member) of the vacancy.
- Employees within the Human Resources Department.
- Employees participating on the interview committee for the position in which the candidate applied.
- Part-time employees.
- Paid interns.

Attachment 3 – Proposed Procedure

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Date of SLT Approval	March 3, 2022
Effective Date	March 7, 2022
Associated Policy	Policy IV.4003.E, Employee Referral Program
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

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**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
March 7, 2022**

**PURCHASE REQUESTS AND CONTRACT RENEWALS**

Purchase Request #1		
Contract for South Campus Primary Electrical Infrastructure Upgrade Phase II (pgs. 2-4)	\$	2,237,600
 Purchase Request #2		
Contract for Central Campus Chiller Replacement (pgs. 5-7)		1,831,680
 Purchase Request #3		
Contract for North Campus Chiller Replacement (pgs. 8-10)		712,320
 Purchase Request #4		
Contract for Architectural Services for Central Campus Building C2 Renovations (p. 11)		400,000
 Purchase Request #5		
Contract for Architectural Services for North Campus Roofs (pg. 12)		125,000
 Purchase Request #6		
Additional Funds for Job Order Contracting Services (pgs. 13-14)		400,000
 Purchase Request #7		
Renew Contract for Plumbing Services (pg. 15)		275,000
 Purchase Request #8		
Purchase High-Fidelity Simulators and Associated Simulation Equipment (pgs. 16-17)		1,100,000
 Purchase Request #9		
Purchase Digital Cadaver Dissection Tables (pgs. 18-19)		370,000
 Purchase Request #10		
Purchase CDL Training Simulator (pgs. 20-21)		122,000
 Purchase Request #11		
Purchase Two Automatic Semi-Tractors (pgs. 22)		185,000
 Purchase Request #12		
Contract for Natural Gas (pg. 23-24)		211,000
		<hr/>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$</b>	<b><u>7,969,600</u></b>

**Purchase Request #1  
Regular Board Meeting March 7, 2022  
Consideration of Approval to Contract for  
South Campus Primary Electrical Infrastructure Upgrade Phase II**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Pfeiffer & Son, Ltd. for the South Campus electrical infrastructure upgrade phase II project.

**BACKGROUND**

On June 24, 2021, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for the South Campus electrical infrastructure upgrade phase II project. Detailed project plans and specifications developed by ACR Engineering, Inc. ("ACR") were used as the documentation package required for public solicitation of construction proposals in accordance with Texas Government Code §2269.151.

The replacement of end-of-life electrical transmission infrastructure at South Campus was split into two phases in 2019 in order to ensure the most urgent work could be completed within the allowable funding and desired timeframe. The current project will complete the remainder of the originally envisioned upgrades.

CSP #22-22 was issued on December 16, 2021, to procure services to complete this project. Four responses were received and evaluated by a team comprised of representatives from facilities services, ACR, and AECOM, the program manager for this project. The evaluation and ranking of the submittals were based on criteria published in the solicitation, and Pfeiffer & Son, Ltd. received the highest overall score.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to contract for necessary electrical upgrades at the South Campus. These will replace end-of-life switchgear and eliminate the remaining overhead conductors along El Franco Lee and Coyote Boulevards.

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

The estimated expenditure for this project is \$2,237,600 including contingency funds and will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon execution of a contract for services and are expected to be completed approximately twelve (12) months following approval to proceed. This project will be monitored by capital projects/facilities services personnel.

**ATTACHMENTS**

Attachment 1 – Tabulation

**Purchase Request #1  
Regular Board Meeting March 7, 2022  
Consideration of Approval to Contract for  
South Campus Primary Electrical Infrastructure Upgrade Phase II**

**RESOURCE PERSONNEL**

Chuck Smith

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**ATTACHMENT NO. 1**

**CSP 22-22 South Campus Electrical Upgrade Phase II  
Evaluation Summary**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>Frost Construction Company, Inc.</b>	<b>HTX Industrial</b>	<b>Pfeiffer &amp; Son, LTD</b>	<b>The Brandt Companies, LLC</b>
General	<b>60</b>	34	34	56	44
History and Experience	<b>39</b>	22	27	37	28
Safety	<b>30</b>	21	24	22	25
Financial	<b>21</b>	14	8	20	18
Price Proposal	<b>150</b>	120	104	150	106
<b>Total (100 x 3 Evaluators)</b>	<b>300</b>	<b>211</b>	<b>196</b>	<b>284</b>	<b>220</b>

**Final Ranking**

	<b>Vendor Name</b>	<b>Total Score</b>	<b>Base Price Proposal</b>
1	Pfeiffer & Son, LTD	284	2,237,600.00
2	The Brandt Companies, LLC	220	3,178,409.00
3	Frost Construction Company, Inc.	211	2,800,000.00
4	HTX Industrial	196	3,216,000.00

**Purchase Request #2**  
**Regular Board Meeting March 7, 2022**

**Consideration of Approval to Contract for Central Campus Chiller Replacement**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with HTX Industrial for the Central Campus chiller replacement project.

## **BACKGROUND**

In June 2021 Energy Systems Associates completed the utility assessment report of each campus in preparation for the Texas State Energy Conservation Office's LoanSTAR Program. One finding in the report noted that three identical 700-ton chillers installed in 2001 were approaching the end of their anticipated useful life. The fourth chiller was replaced in 2009. Replacing the three oldest chillers with new equipment would be nominally fifteen percent more efficient than the existing units and were approved for inclusion in the project.

In October 2021 the Board approved a contract with the State Energy Conservation Office for a LoanSTAR loan that included eleven sub-projects including the replacement of these three chillers.

On January 10, 2022, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for the Central Campus chiller upgrade project. Detailed project plans and specifications developed by ACR Engineering, Inc. were used as the documentation package required for public solicitation of construction proposals in accordance with Texas Government Code §2269.151.

CSP #22-26 was issued on January 13, 2022, to procure construction services for this project. Three responses were received and evaluated by a team comprised of representatives from facilities services and ACR Engineering. The evaluation and ranking of the submittals were based on criteria published in the solicitation, and HTX Industrial received the highest overall score.

## **IMPACT OF THIS ACTION**

Approval of this request will allow the College to contract for the replacement of three existing 21-year-old chillers in the fall of 2022 when peak chiller capacity is not required. The more efficient units coming into service will have an anticipated working life of 25 years.

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

The maximum budget for this project per the LoneSTAR contract is \$1,831,680 including contingency funds and will be funded from the LoanSTAR Contract CL-380.

## **MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon execution of a contract for services and are expected to be completed approximately twelve (12) months following approval to proceed. This project will be monitored by capital projects/facilities services personnel and assistance from ACR Engineering.

## **ATTACHMENTS**

Attachment 1 – Tabulation



**Purchase Request #2**  
**Regular Board Meeting March 7, 2022**

**Consideration of Approval to Contract for Central Campus Chiller Replacement**

**RESOURCE PERSONNEL**

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Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**ATTACHMENT NO. 1**

**CSP #22-26 Central Campus Chiller Upgrade, LoanSTAR  
Evaluation Summary**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>Gurry Mechanical</b>	<b>HTX Industrial</b>	<b>The Brandt Companies, LLC</b>
General	<b>69</b>	54	58	59
History and Experience	<b>66</b>	63	57	50
Safety	<b>45</b>	25	41	42
Financial	<b>30</b>	24	15	15
Price Proposal	<b>90</b>	90	89	72
<b>Total (100 x 3 Evaluators)</b>	<b>300</b>	<b>256</b>	<b>260</b>	<b>238</b>

**Final Ranking**

	<b>Vendor Name</b>	<b>Total Score</b>	<b>Base + Alternate Price Proposal</b>
1	HTX Industrial	260	1,681,000
2	Gurry Mechanical	256	1,660,162
3	The Brandt Companies, LLC	238	2,064,392

**Purchase Request #3**  
**Regular Board Meeting March 7, 2022**

**Consideration of Approval to Contract for North Campus Chiller Replacement**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with HTX Industrial for the North Campus chiller replacement project.

**BACKGROUND**

In June 2021 Energy Systems Associates completed the utility assessment report of each campus in preparation for the Texas State Energy Conservation Office's LoanSTAR Program. One finding in the report noted that a 900-ton chiller installed in 2002 was approaching the end of anticipated useful life. Replacing the chiller with a new unit will be nominally forty-two percent more efficient than the existing unit and was approved for inclusion in the project.

In October 2021, the Board approved a contract with the State Energy Conservation Office for a LoanSTAR loan that included eleven sub-projects including the replacement of these four chillers.

On January 10, 2022, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for the North Campus chiller upgrade project. Detailed project plans and specifications developed by ACR Engineering, Inc. were used as the documentation package required for public solicitation of construction proposals in accordance with Texas Government Code §2269.151.

CSP #22-27 was issued on January 13, 2022, to procure construction services for this project. Two responses were received and evaluated by a team comprised of representatives from facilities services and ACR Engineering. The evaluation and ranking of the submittals were based on criteria published in the solicitation, and HTX Industrial received the highest overall score.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to contract for the replacement of the one existing 20-year-old chillers in the fall of 2022 when peak chiller capacity is not required. The more efficient units coming into service will have an anticipated working life of 25 years.

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

The maximum budget for this project per the LoneSTAR contract is \$712,320 including contingency funds and will be funded from the LoanSTAR Contract CL-380.

**MONITORING AND REPORTING TIMELINE**

Construction activities will begin upon execution of a contract for services and are expected to be completed approximately twelve (12) months following approval to proceed. This project will be monitored by capital projects/facilities services personnel and assistance from ACR Engineering.

**Purchase Request #3**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval to Contract for North Campus Chiller Replacement**

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

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Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**ATTACHMENT NO. 1**

**CSP #22-27 North Campus Chiller Upgrade  
Evaluation Summary**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>Gurry Mechanical</b>	<b>HTX Industrial</b>
General	75	57	65
History and Experience	75	67	62
Safety	45	25	41
Financial	15	15	15
Price Proposal	90	79	90
Total (100 x 3 Evaluators)	<b>300</b>	<b>243</b>	<b>273</b>

**Final Ranking**

<b>Vendor Name</b>	<b>Total Score</b>	<b>Base Price Proposal</b>
# HTX Industrial	273	\$ 645,000
# Gurry Mechanical	243	738,893

**Purchase Request #4**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval to Contract for Architectural Services**  
**for Central Campus Building C2 Renovations**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with HKS, Inc. to provide architectural services for the design of Central Campus Building C2 renovations.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm is the most highly qualified and best suited for this project. It is recommended that HKS design the renovation for the Central Campus Building C2 because of their recent experience with the McCollum Building.

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

**IMPACT OF THIS ACTION**

This action will authorize a contract for architectural design services for Building C2.

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

The architect's proposed fee shall not exceed \$400,000, exclusive of estimated reimbursable expenses. The proposed fee is within the Board approved rate parameters based on the anticipated cost of work. The expenditure will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Design of this project will require approximately eight (8) months following approval to proceed. Permitting, solicitation, and construction are expected to take an additional twelve (12) months. Project management and monitoring will be by the College's construction management personnel.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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**Purchase Request #5**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval to Contract for Architectural Services for**  
**North Campus N7, N8 and N9 Roofs**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Huitt-Zollars, Inc. for the design to replace the roofs at North Campus Buildings N-7, N-8, and N-9.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond projects. A review process was conducted to assess which firm is the most highly qualified and best suited for this project. It is recommended that Huitt-Zollars design the re-roofing plans for the North Campus N-7, N-8, and N-9 buildings because of their recent work on the roofs for S-7, S-9, and S-13. The firm has also designed similar roofs for S-24 and N-24. These projects are follow-on to the 2015 Bond Program.

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

**IMPACT OF THIS ACTION**

This action will authorize a contract for architectural design services for the re-roofing of Buildings N-7, N-8, and N-9, including the demolition of the existing observation tower on Building N-8.

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

The architect's proposed fee shall not exceed \$125,000, inclusive of estimated reimbursable expenses. The proposed fee is within the Board approved rate parameters based on the anticipated cost of the project. These expenditures will be funded from accumulated bond earnings.

**MONITORING AND REPORTING TIMELINE**

Design of this project will require approximately four (4) months following approval to proceed. Permitting, solicitation, and construction are expected to take an additional twelve (12) months. Project management and monitoring will be by the College's construction management personnel.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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**Consideration of Approval of Additional Funds for Job Order Contracting Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for job order contracting services from Construction Masters of Houston (Construction Masters).

**BACKGROUND**

Construction Masters has historically provided services related to facilities renovation, repair, and light construction. These services range from planned events to very short notice, unforeseen circumstances, and emergency response situations where a quick response is needed. In all these events, Construction Masters has shown to be effective and responsive to the College's needs.

Construction Masters of Houston has a contract through the Choice Partners cooperative contracts program to provide job order contracting services, contract #20/017MR-05, and complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

**IMPACT OF THIS ACTION**

Having a reliable and responsive company such as Construction Masters provides a very critical tool to support the facilities services department allowing them to quickly respond to service requests and repair needs. These services are also vital to complete planned renovation projects, as well as repair or light construction needs. Without access to these services the College would be hindered in its ability to quickly respond to minor issues and would negatively impact the College and its students.

History has shown the second half of the fiscal year, presents multiple instances where job order contracting services are utilized.

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

In August 2021, the Board approved an expenditure of \$500,000 for job order contracting services. The majority has been spent on foundation work at the North Student Center and multiple smaller projects. This request will increase the total amount approved by \$400,000 to a total of \$900,000. This expenditure will be funded from the facilities and construction services departments' 2021-2022 operating budget and bond funds.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**



**Purchase Request #6**  
**Regular Board Meeting March 7, 2022**

**Consideration of Approval of Additional Funds for Job Order Contracting Services**

None

**RESOURCE PERSONNEL**

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**Purchase Request #7**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval to Renew Contract for Plumbing Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees renew a contract with Modern Plumbing Company Inc. for plumbing services for the facilities services department.

**BACKGROUND**

The facilities services department is responsible for maintaining the College's plumbing equipment and related infrastructure. Services provided by an outside firm are required for larger projects and to assist with emergency repairs that may arise throughout the year. Occasionally events occur with large scopes or that pose safety concerns such as deep excavations. In these events, a larger and more experienced organization is required to safely complete repairs or alterations necessary for continued business operations.

Request for proposals #21-09 was issued on December 4, 2020, to procure plumbing services. The Board approved the original contract with Modern Plumbing Inc. on March 1, 2021.

**IMPACT OF THIS ACTION**

Modern Plumbing Inc. will provide all work necessary to install, repair, and maintain plumbing infrastructure and equipment when the College does not have the capacity to self-perform these services. They will provide all staff, materials and equipment as needed for typical plumbing projects. Additionally, Modern Plumbing, Inc. is equipped and well-versed in safety critical tasks such as creating excavations and installing shoring necessary for deeper sub-surface plumbing installations and repairs.

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

The estimated annual expenditure for this request is \$275,000 and will be funded from the facilities services department's 2021-2022 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the first of four one-year renewal options available. The new contract term will be March 8, 2022, through March 7, 2023.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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**Purchase Request #8**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval to Purchase High-Fidelity Simulators and**  
**Associated Simulation Equipment**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of high-fidelity simulators and associated simulation equipment from Gaumard and Laerdal for the nursing department.

## **BACKGROUND**

Today, registered nurses are on the front lines of the COVID-19 response. Forced to cope with limited personnel and resources, hospitals nationwide are struggling to provide adequate care for COVID-19 patients. At the same time, the crisis has served to highlight how vital healthcare workers are to the overall economy. Healthcare jobs are projected to grow fourteen percent between 2018 and 2028, according to the Bureau of Labor Statistics (BLS), which is nearly three times the average growth rate for all other occupations and of the ten fastest-growing jobs in the U.S., six are in healthcare.

Equipment will be purchased for Central Campus, North Campus and South Campus to be primarily utilized by both the Associate Degree Nursing programs and will also be utilized by the Baccalaureate Degree Nursing program at Central Campus. Additionally, simulators will be utilized to promote interprofessional simulation activities which will include multiple health science program.

To meet the local need for nurses as described above, the nursing department is looking to update and enhance the simulation labs. Since 2006, the College's nursing department has procured simulated manikins and associated equipment from Gaumard and Laerdal, which has allowed students an innovative and engaging opportunity to hone their skills. The acquisition of high-fidelity simulated manikins and associated equipment will help the program be able to provide equitable resources and equipment at all three campus locations with nursing programs; provide better alternatives for social distancing and meeting clinical requirements when clinical partners are unable to assist; and provide a low stakes environment for student learning and student remediation.

Gaumard has a contract through the Choice Partners cooperative contracts program to provide high-fidelity simulators and associated simulation equipment, contract number 20/051SG-04, which complies with the competitive procurement requirement in Texas Education Code §44.031 and is permitted through Texas Government Code §791.001(g).

Laerdal has a contract through the BuyBoard cooperative contracts program to provide high-fidelity simulators and associated simulation equipment, contract number 610-20, which complies with the competitive procurement requirement in Texas Education Code §44.031 and permitted through Texas Government Code §791.001(g).

**Purchase Request #8**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval to Purchase High-Fidelity Simulators and**  
**Associated Simulation Equipment**

**IMPACT OF THIS ACTION**

These purchases will allow the College to help meet the continuing demand for trained healthcare workers. It will allow students to be better prepared to start work, allow for social distancing, and provide the potential for remote learning and ultimately replace some clinicals as COVID-19 levels and other emergency conditions spike.

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

The estimated expenditure is \$1,100,000 and will be funded from the HEERF grant.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teddy Farias	281-998-7618	teddy.farias@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

**Purchase Request #9**  
**Regular Board Meeting March 7, 2022**

**Consideration of Approval to Purchase Digital Cadaver Dissection Tables**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of digital cadaver dissection tables from Anatomage for the biology departments.

**BACKGROUND**

Today, health and natural sciences majors are contributing to a global effort on the COVID-19 response. To fully understand the physiology and pathophysiology of COVID-19 and other diseases, these professionals must have a sound foundation in anatomy. Since 2016, the average institutional pass rate for students taking anatomy courses is below sixty-four percent in the fall terms. Appropriate training in anatomy and physiology can be difficult and costly. A cadaver lab requires chemicals, space, donor bodies, and students to work in proximity. Digital cadaver dissection tables provide a safe and reliable alternative to assist in achieving student learning outcomes and provides remote learning options.

A total of five tables will be purchased to be utilized by the biology departments to support all students pursuing a pre-med/pre-health pathway. They will be placed within the appropriate facilities at Central Campus (2), North Campus, South Campus and Generation Park Campus.

Anatomage is a sole source provider of digital cadaver dissection tables and is exempt from competitive bidding per Texas Education Code §44.031(j). Sole source #1563 has been assigned.

**IMPACT OF THIS ACTION**

A valuable tool for training students in the healthcare industry has been and continues to be hands on anatomy models. Students gain valuable working knowledge to meet their program and job requirements and skills to pass board certifications related to anatomy. Incorporating digital cadaver dissection tables in the classroom will provide an opportunity to provide hands-on learning as well as the ability for students to utilize the table remotely if there is a need to shift to remote learning.

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

The estimated expenditure is \$370,000 and will be funded from the HEERF grant.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**Purchase Request #9**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval to Purchase Digital Cadaver Dissection Tables**

**RESOURCE PERSONNEL**

Teddy Farias	281-998-7618	teddy.farias@sjcd.edu
Farrah Khalil	281-998-6326	first.last@sjcd.edu

**Purchase Request #10**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval to Purchase a CDL Training Simulator**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Virage Simulation for commercial driver's license ("CDL") training simulator for the continuing and professional development department.

**BACKGROUND**

Request for proposals #22-07 was issued on December 7, 2021, to procure a CDL training simulator. Two responses were received and evaluated by representatives from the continuing and professional development department who determined the proposal submitted by Virage Simulation will provide the best value to the College.

**IMPACT OF THIS ACTION**

The addition of the CDL training simulator will allow the College to meet one of the recommendations made by its professional truck driver advisory committee to upgrade its current training program. The addition of the simulator will give the students the benefit of additional training hours through a virtual program that mimics realistic driving conditions prior to and during training on both automatic and manual transmission trucks. In addition, the training simulator has the capacity to download additional vehicle software to meet the growing need for training on other service and heavy equipment vehicles. This simulator, with its wide range of functionality, will be equipped with more current systems and electronics, which will more closely align with trucks used by our industry partners and thus, aid in making our graduates more employable.

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

The expenditure is \$122,000 and will be funded from the from the HEERF Grant.

**MONITORING AND REPORTING TIMELINE**

The purchase of the CDL training simulator is a one-time purchase.

**ATTACHMENTS**

Attachment 1 - Tabulation

**RESOURCE PERSONNEL**

Tony Rich	281-478-3687	tony.rich@sjcd.edu
William Stinson	281-998-6322	william.stinson@sjcd.edu

**ATTACHMENT NO. 1**

**RFP 22-07 CDL Training Simulator  
Evaluation Summary**

<b>Stated Criteria</b>	<b>Maximum Value</b>	<b>Doron Precision Systems, Inc</b>	<b>Virage Simulation Inc</b>
Functional Requirements	<b>80</b>	69	78
Technical Specifications	<b>120</b>	98	107
Qualification and Experience	<b>40</b>	37	38
References	<b>40</b>	27	40
Pricing Proposal	<b>120</b>	120	119.16
<b>Total (100 x 4 Evaluators)</b>	<b>400</b>	<b>351</b>	<b>382.16</b>

**Final Ranking**

<b>Vendor Name</b>		<b>Total Score</b>
1	Virage Simulation Inc	382.16
2	Doron Precision Systems, Inc	351



**Purchase Request #11**  
**Regular Board Meeting March 7, 2022**  
**Consideration of Approval to Purchase Two Automatic Semi-Tractors**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees delegate its authority to the Chancellor or her designee to purchase two (2) automatic transmission semi-tractors for the continuing and professional development department.

**BACKGROUND**

The awarded vendor or vendors will provide a total of two relatively low mileage (200K-500K) semi-trucks, which will allow the Professional Truck Driving program, to add automatic transmission semi-trucks to its current fleet. Due to the high demand and limited supply of vehicles, along with the unique aspects of procuring a used vehicle that meets the desired specifications, dealers are unwilling to hold a vehicle for any length of time. The College must be in a position to respond to and accept a viable offer when it is presented.

Invitation for bids #22-15 was issued on February 4, 2022, to procure two (2) automatic transmission semi-tractors. The bid will close March 3, 2022. The award will be made to the selected offeror(s) with the tractors that will provide the best value to the College. If no viable offers are received, the College will extend the solicitation deadline or slightly modify the vehicle specifications to procure the needed semi-tractors in the near future.

**IMPACT OF THIS ACTION**

The addition of two automatic transmission semi-trucks will allow the College to meet one of the recommendations made by its professional truck driver advisory committee to upgrade its current fleet by adding newer model automatic transmission trucks. The newer model trucks will give our students the benefit of having been trained on both automatic and manual transmission trucks. In addition, the newer trucks will be equipped with more current systems and electronics, which will more closely align with trucks used by our industry partners and thus, aid in making our graduates more employable.

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

The estimated expenditure is \$185,000 and will be funded from the TRUE Consortium Grant and the continuing and professional development department's 2021-2022 operating budget.

**MONITORING AND REPORTING TIMELINE**

The purchase of the two automatic transmission semi-trucks is a one-time purchase.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Tony Rich	281-478-3687	tony.rich@sjcd.edu
William Stinson	281-998-6322	william.stinson@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the Chancellor or designee to enter into a contract for natural gas for the College.

### **BACKGROUND**

The College has eleven natural gas meters that service the campuses and district office facilities. Three of the high-volume accounts qualify for a discounted volume rate, but all are eligible for open-market competition. This requires the need to competitively bid the natural gas distributor to ensure the College receives the most advantageous rate possible.

The College has engaged the services of Tradition Energy to provide energy procurement and consulting services. The energy advisor will monitor natural gas rates on the College's behalf and solicit and secure prices in compliance with public bidding requirements. Tradition Energy has a contract through the Omnia/ U.S. Communities cooperative contracts program, Contract Number 2018-017, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

### **IMPACT OF THIS ACTION**

Prices for natural gas fluctuate daily and the exact day and price at which the College will lock in a rate cannot be determined with any finality. With the assistance of the energy advisor, the College will monitor the natural gas rates and determine the most opportune date to request and secure a rate that is most beneficial to the College. When it is determined the proposed natural gas rates are at their optimum, this action will authorize the Vice Chancellor of Fiscal Affairs to execute an agreement to lock in a rate for all qualifying meters. Conservative estimates indicate this approach could produce savings of 11-14 percent annually over the standard open-market rates. In addition to the cost savings, this action will also provide a mechanism to forecast our costs from a budgetary perspective.

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

Under existing contracted rates, previous expenditures for natural gas ranged from \$194,000 to \$211,000 annually. Based on the increased cost of natural gas, the estimated annual expenditure for natural gas is estimated to be \$256,000 to \$278,000 based on actual consumption. The expenditure will be funded from the fiscal initiatives and capital projects department's 2021-2022 operating budget and subsequent year budgets.

### **MONITORING AND REPORTING TIMELINE**

Representatives from the energy management and purchasing departments will work with the energy consultant to determine the most advantageous time to lock in a rate while also considering various rate structures and the contract term that will provide the best overall value to the College.

**Purchase Request #12  
Regular Board Meeting March 7, 2022  
Consideration of Approval to Contract for Natural Gas**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**Item "A"**  
**Regular Board Meeting March 7, 2022**

**Approval of the Minutes for the January 31, 2021 Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the January 31, 2022, Workshop and Regular Board Meeting.

## San Jacinto College District Board Workshop January 31, 2022

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m., Monday, January 31, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Lisa Brown (Attorney – via conference call), Allatia Harris, Sandra Ramirez, Mandi Reiland, Laurel Williamson, Teri Zamora, Joanna Zimmermann
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Vice Chair, John Moon, Jr., called the workshop to order at 5:03 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Vice Chair John Moon, Jr. conducted a roll call of the Board members:  Erica Davis Rouse Marie Flickinger (arrived during closed session) Dan Mims (arrived during closed session) John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson (arrived during item VI)
<b>III.</b>	<b>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:</b>	Vice Chair Moon, Jr. adjourned to closed session at 5:04 p.m.  The Board members listed above as attending, Chancellor Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session.  a. Legal Matters - For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. Attorney Lisa Brown (via conference call) was present for this portion of the closed session.

		<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> <p>c. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.</p>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Chair Flickinger reconvened to open meeting at 5:58 p.m.
<b>V.</b>	<b>Recap of Bond Sale Held January 25, 2022</b>	<p>Teri Zamora provided a recap of the bond sale from January 25, 2022. The transaction caught the bond market ahead of any major upticks in interest cost predicted in 2022. The sale was preceded by the College being reaffirmed at Aa2 by Moody's and at AA by Standard and Poor's. Standard and Poor's also upgraded the outlook from stable to positive. The College has been able to issue all the debt that was approved in 2015 at historically low interest rates with this sale. The College issued \$40 million of authorized General Obligation (GO) Bonds, refinanced \$7.975 million of GO Bonds for interest savings, and defeased \$2.9 million to help manage the College's tax rate. The closing and delivery of the funds will occur on February 17, 2022.</p> <p>Teri provided an overview of the subscription that occurred on January 25. On average, for all the due dates, the College received 2.3 times more orders than what was needed that day. This allowed us to go back to the subscribers and request a more favorable interest rate.</p> <p>She provided an overview of the financing results, including what we expected to happen and what occurred. Regarding the refunding interest, we were anticipating the True Interest Cost would be 1.26 percent, and it ended up being 1.50 percent. The Average Life we were expecting was 6.49 years and it ended up being 7.34 years. Regarding the new money, we were anticipating the True Interest Cost would be 2.77 percent, and it ended up being 2.48 percent. The Average Life we were expecting was 17.13 years and it ended up being 16.63 years. The professional team used by the College this year was Wells Fargo, Siebert Williams &amp; Shank, and Raymond James as the underwriters. We also used PFM as our independent municipal advisor, Hunton Andrews Kurth LLP as our bond counsel, and Holland and Knight LLP as our disclosure counsel.</p>

<p><b>VI.</b></p>	<p><b>Review Student Success Presentation on Holistic Student Support Design and Technology</b></p>	<p>Dr. Laurel Williamson, Dr. Allatia Harris, and Joanna Zimmermann joined the workshop. Board member Larry Wilson arrived during this portion of the meeting.</p> <p>Brenda Hellyer stated that the presentation on Holistic Student Support Design and Technology would normally be shown at the Board meeting. She requested Joanna Zimmerman and Laurel Williamson to present at the Board workshop to allow more time for questions.</p> <p>Joanna presented on what the College did during altered operations and continues to do to provide holistic support to our students. She defined what is meant by holistic student support services and provided examples and background on how and when the College began designing and providing this support. Holistic student services are about creating intentional, integrated, seamless, and personalized services that allow our students to access the supports they need when they need it. Students are often not familiar with who to connect with. The Student Services department is working towards a holistic system that wraps around the student and provides them access to intentional and individualized student supports based on their needs.</p> <p>The vision of student support at San Jacinto College is for all students to receive personalized support tailored to their individual needs and delivered by a team of professionals dedicated to each student’s success. To reach this goal, the Student Services department is continuously updating processes and technology.</p> <p>Joanna provided an overview of changes that were made to provide support to students during altered operations which they found also improved in-person experiences. In April 2021, the Student Support Services Division was designed to bring together units that support students’ physical and mental health needs and to promote student engagement. The Student Support Services Division manages Accessibility Services, Mental Health Counseling, and a new Neurodiversity Student Program.</p> <p>In addition to those three areas, Student Services has also broadened Student Engagement &amp; Activities. In July 2021, the Enrollment Services team was created. The Enrollment Services team manages Outreach and Recruitment, Admission, and Orientation and Campus Tours. Joanna</p>
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	<p>provided examples of updates that have been made in this area to better support each student including San Jac Cares which was implemented in April 2020 and included over 600 volunteer callers. Volunteers contacted 58,825 students from April 2020 through May 2021 and 9,561 students June 2021 through January 31, 2022.</p> <p>Erica Davis Rouse asked if the responses and information we receive from the callers are recorded into a system to be able to reference in the future.</p> <p>Dr. Allatia Harris responded that we have spreadsheets, but it is not in a system yet. The spreadsheets with these responses are managed by Allatia’s office and her staff confirm student’s questions and concerns are addressed.</p> <p>Brenda asked if this will be able to be built in our customer management system.</p> <p>Allatia responded that employees have returned to their regular job duties, and we do not currently have as many volunteers participating in San Jac Cares as we did during altered operations. We are trying to hire student assistants and ambassadors to provide oversight.</p> <p>Joanna covered programs that have been created to provide additional financial support to students. Just in Time Scholarships are funded by the San Jacinto College Foundation and include the Tuition Assistance Program and Book Assistance Program. The College has assisted close to 300 students with the Tuition Assistance Program during the Fall 2021 semester and Spring 2022 semester and 132 students were assisted through the Book Assistance Program during this same time.</p> <p>Erica asked if a student receiving these funds counts against other support they are able to receive.</p> <p>Joanna responded that the first thing they do when these requests are received is contact Robert Merino in Financial Aid to see if he can make a change in the Financial Aid distribution. Going this route has helped to cover a lot of debt for students before they are dropped for non-payment.</p> <p>The last updated program Joanna covered is the Academic Reinstatement program. Students who are academically suspended from San Jacinto College are on probation for one semester and can return the following semester. Student Services developed online modules for students who return</p>
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		<p>after academic suspension. We had 80 students successfully complete the modules in Fall 2021. We will track their progress to see if the modules made a difference in the student’s success or not.</p> <p>Joanna reviewed technology updates that were funded by the Title V Grant including the AskJac! Chatbot, Student Portal, and Customer Relationship Management (CRM) solution. She also provided an update on the Who’s Next software that is used to track and schedule virtual appointments with students and the SOS Chat option. This chat has assisted almost 20,000 students since it was implemented in Fall 2019. Two other technology updates impacting the division are the Dual Credit Partner dashboard which allows high school counselors access to real- time information about their specific students and the Banner 9 advising profile. This profile shows all student information on one easy to read screen and helps advisors to easily see what information or documents are outstanding.</p> <p>The final technology updates presented were the Dynamic Forms feature, which allows students to upload documents and complete forms from SOS, and the perceptive transcript evaluation software. This software cuts the time to evaluate a transcript from up to two weeks to just 48 hours. All of the updated technology and newly implemented programs aim to improve the experience for our students.</p> <p>The Board members commented on the positive impact of these improvements and thanked Joanna and her team for their work.</p> <p>Laurel Williamson and Joanna Zimmermann left the workshop.</p>
<p><b>VII.</b></p>	<p><b>Review Mascot Selection Process</b></p>	<p>Brenda informed the Board of Trustees that Allatia has been working to implement a College-wide mascot for Fall 2023.</p> <p>Allatia explained that the Mascot Selection Committee will have their first meeting in February. A list of the people who will serve on the committee was distributed to the group. Andrea Vasquez will manage the committee. Allatia provided a timeline of the committee. They will research mascots in different regions to find best options in February then finalize the student/employee idea submission process by May 2022. A list of the top three ideas will be brought to the SLT and Board in June 2022. Students and employees will be able to</p>

		<p>vote on the mascot in fall 2022 and the selected mascot will be announced at the October 2022 Board meeting.</p> <p>Brenda recommended adding that the final mascot and athletics branding that is approved by the SLT in March 2023 be brought to the April 2023 Board meeting to allow them to see the final approval.</p>
<p><b>VIII.</b></p>	<p><b>Update on Enrollment and COVID</b></p>	<p>Teri Zamora provided an update on Spring enrollment and COVID. As of January 31, the headcount enrollment is down 1.5 percent compared to Spring 2021 and down 5.0 percent compared to spring 2020. She reminded the Board members that the resolution they approved in March of 2020 remains in place as discussed in December. This resolution allows the Chancellor to make changes in the following items as needed due to safety considerations: compensation, work schedules, educational programs, procurement, postponement or cancellation of Board meetings, guidance for employees under quarantine, and ability to seek waivers from the THECB, SACSCOC, and others. Any actions on these items will be ratified by the Board.</p> <p>She added that the COVID protocols were updated for employees and students effective January 12. The updated protocols are as follows: “employees/students who test positive for COVID must quarantine for five days from the date the symptoms began. If after a minimum of five days the employee’s COVID symptoms have improved and they are fever-free without the use of medicine, they may return to work but must wear a mask for days 6-10. If the employee/student decides not to wear a mask for days 6-10, they can continue to quarantine at home and return after the additional five days.”</p> <p>Protocols remaining the same are as follows:</p> <ul style="list-style-type: none"> <li>• Quarantine protocols apply to both vaccinated and non-vaccinated employees.</li> <li>• Employees who test positive or are required to quarantine due to COVID may work 100% remotely for up to ten days if their job allows for remote work.</li> <li>• If an employee is unable to work remotely or is too sick to work, they will use their available leave time first.</li> <li>• If all available leave time has been exhausted, the employee will be eligible for up to 80 hours of sick bank. This can be used twice.</li> </ul>

		<p>Brenda added that several of our local school districts are not following the five-day guideline and are still requiring ten days due to the guidelines established by the Health and Human Services department. Some school districts are following the new CDC guidelines, and some are still operating on previous guidelines, so we are managing this with each of the school districts.</p> <p>Teri presented on the COVID dashboard. The trend is currently down, but there was an increase in early January. The current daily average is 17.86 cases, with nine of those cases having been present on campus during the past week; the others were remote. She provided an overview of the Harris County positivity rate, Houston area hospitals positivity rate, and measure of contagiousness. The region reached the peak on January 14 but are seeing a decrease in cases moving forward.</p> <p>She provided an update on the HEERF Stimulus Funds. The College received a total of \$30,048,762 in student emergency funds, and all funds have been expended. Regarding MSI funds, the second round of HEERF funds have been dedicated to supplement the Title V Grant which funded several technology updates Joanna presented on. The College still has a total of \$2.1 million uncommitted dollars from the HEERF MSI funds.</p> <p>For Institutional funds, the College has approximately \$500 thousand that has not been committed at this point. She provided a chart that showed where the institutional funds have been allocated including assessing the air flow system in our buildings to determine the best approach for stronger filters and air flow refresh systems on a regular basis to improve the air quality. The College allocated \$7.5 million to lost revenue in this year’s budget which will be expended at the end of this January. We are also holding a reserve of \$4.5 million to be put toward next year’s budget, if needed. The institutional funds expire May 2022 and MSI funds expire in August 2022, but we have the option to receive a 12-month extension so we will be filing for that.</p>
<p><b>IX.</b></p>	<p><b>Update on State and Federal Legislative Sessions</b></p>	<p>Brenda asked the Board to review the handout and let her know if they have any questions.</p>

<b>X.</b>	<b>Review of Calendar</b>	<p>Brenda provided an overview of the Board calendar. She asked if any of the Trustees would like to attend the Board of Trustees Institute (BOTI). Brenda explained that they will be covering what is happening with the legislative session and work around how to expand the pathways initiative.</p> <p>John Moon, Jr. and Erica Davis Rouse committed to attending BOTI.</p> <p>Brenda informed the Board members that they have been invited to the North Campus Bistro on April 7. Erica committed to attending the North Campus Bistro event.</p>
<b>XI.</b>	<b>Adjournment</b>	Chair Marie Flickinger adjourned the meeting at 7:04 p.m.

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

**January 31, 2022**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, January 31, 2022, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a regular Board Meeting.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Tom Arrington	Aaron Knight
Brian Bui	Ann Kokx-Templett
Michelle Callaway	Courtney Morris
Tonja Conerly	Kevin Morris
Torrey Conerly	Alexander Okwonna
Teri Crawford	Sandra Ramirez
Jose DeJesusGil	Mandi Reiland
Destry Dokes	Sherilyn Reynolds
Teddy Farias	Tyra Rideaux
Yvonne Frear	Shelley Rinehart
Kevin Hale	Martha Robertson
Allatia Harris	Rob Stanicic
Bo Hopper	Ken Tidwell
Carin Hutchins	Van Wigginton
Sallie Kay Janes	Laurel Williamson
Bryan Jones	Joanna Zimmermann
Matt Keim	

**Call the Meeting to order:** Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:12 p.m. Chair apologized for the late start, but the Board was in the workshop that went longer than anticipated.

**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

**Invocation and Pledges to the Flags:**

The invocation was given by Van Wigginton. The pledges to the American flag and the Texas flag were led by John Moon, Jr.

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

1. Dr. Laurel Williamson recognized the 2021-2022 Excellence Award Recipients. The Minnie Piper recipient nominee will be recognized at the next Board meeting.
2. Dr. Allatia Harris recognized Tom Arrington for his nomination for the 2022 Houston Sports Awards.

**Student Success Presentations:**

1. The student success presentation on Holistic Student Support Design and Technology was provided to the Board in its workshop to allow more time for the Board to review the information and ask questions. This was noted on the meeting agenda at the time of posting.

**Communications to the Board:**

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

1. A thank you was sent to the Board by Teri Crawford for the plant sent in memory of her father.
2. A thank you was sent to the Board by Dillon Miller for the plant sent in memory of his mother.
3. Winter 2022 Senior Focus
4. January 2022 Opportunity News
5. Bay Area Houston Magazine January 2022
6. Annual Comprehensive Financial Report for the Fiscal Years Ended August 31, 2021 and 2020

**Public Comment:**

No citizens requested to speak before the Board.

**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 November 2021
  - b. San Jacinto College Financial Statements December 2021
  - c. San Jacinto College Monthly Investment Report November 2021
  - d. San Jacinto College Quarterly Investment Report Sept. – Nov. 2021
  - e. San Jacinto College Monthly Investment Report December 2021
- B. San Jacinto College Foundation Financial Statements
  - a. November 2021
  - b. December 2021
- C. Capital Improvement Program

- a. November 2021
- b. December 2021

**Motion 10170  
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 Dam Mims, for approval of Amendment to the 2021-2022 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

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

**Motion 10171  
Consideration of  
Approval and  
Rescission of Various  
Benefits Policies –  
Second Reading**

Motion was made by Erica Davis Rouse, seconded by John Moon, Jr. for approval and Rescission of Various Benefits Policies – Second Reading.

Motion Carried.

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

**Motion 10172  
Consideration of  
Approval of Policy  
III.3001.H, Fixed  
Assets – Second  
Reading**

Motion was made by Keith Sinor, seconded by Erica Davis Rouse, for approval of Policy III.3001.H, Fixed Assets – Second Reading.

Motion Carried.

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

**Motion 10173  
Consideration of  
Revision of 2021-2022  
Academic Calendar  
and Approval of  
2022-2023 Academic  
Calendar**

Motion was made by Larry Wilson, seconded by Keith Sinor, for approval of revision of 2021-2022 Academic Calendar and approval of 2022-2023 Academic Calendar.

Motion Carried.

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

**Motion 10174  
Consideration of  
Approval Authorizing  
the Chancellor to  
Negotiate and  
Execute Lease with  
Day 1 Academies, dba  
Bezos Academy and**

Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for approval Authorizing the Chancellor to Negotiate and Execute Lease with Day 1 Academies, dba Bezos Academy and Close the North Campus Current Children’s Center Program.

Motion Carried.

**Close the North  
Campus Current  
Children’s Center  
Program**

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

**Motion 10175  
Consideration of  
Approval of Naming  
of a Space within the  
Center for  
Petrochemical,  
Energy, and  
Technology**

Motion was made by Erica Davis Rouse, seconded by Dr. Ruede Wheeler, for approval of Naming of a Space within the Center for Petrochemical, Energy, and Technology.

Motion Carried.

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

**Consideration of  
Approval of Policy #,  
Course Drop Limit –  
First Reading  
(Informational Item)**

Consideration of Approval of Policy #, Course Drop Limit – First Reading (Informational Item)

No vote required.

**Motion 10176  
Consideration of  
Purchasing Requests**

Motion was made by Keith Sinor, seconded by Larry Wilson, for approval of the purchasing requests.

Purchase Request #1 Additional Funds for Design-Build Services for Maritime Davit Upgrades	\$200,000
Purchase Request #2 Renew the Contract for Custodial Services	\$3,700,000
Purchase Request #3 Renew the Contract for Geofencing Services	\$200,000
Purchase Request #4 Contract for Business Strategy Consulting Services	\$200,000
Purchase Request #5 Contract for professional Services for Higher Performing Buildings	\$175,000
Purchase Request #6 Renew the Contract for Direct Mail Marketing Campaign Services	\$130,000
Purchase Request #7 Renew the Contract for Steel Supplies	\$120,000
Purchase Request #8	



Purchase of NCCER Instructional Books	\$118,000
Purchase Request #9 Renew the Contract for Elevator Maintenance Services	\$112,800
Purchase Request #10 Contract for Investment Broker-Dealer Services	\$ -
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$4,955,800</b>

Motion Carried.

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

**Motion 10177  
Consent Agenda**

Motion was made by John Moon, Jr., seconded by Dr. Ruede Wheeler, to approve the consent agenda.

- A. Approval of the Minutes for the December 14, 2021, Workshop and Regular Board Meeting
- B. Approval of the Budget Transfers
- C. Approval of Personnel Recommendations, Extra Service Agreements (ESA), and 2021-2022 Part-Time Hourly Rate Schedule
- D. Approval of the Affiliation Agreements
- E. Approval of the Next Regularly Scheduled Meeting on March 7, 2022

Motion Carried.

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

**Items for Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Chair Marie Flickinger adjourned the meeting at 7:35 p.m.

**Item "B"**  
**Regular Board Meeting March 7, 2022**

**Approval of the Minutes for the January 28, 2022, Board Strategic Planning Retreat**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the January 28, 2022, Board Strategic Planning Retreat.

SAN JACINTO COLLEGE DISTRICT  
Board of Trustees Strategic Planning Retreat Minutes  
January 28, 2022

The Board of Trustees of the San Jacinto Community College District met at 8:30 a.m., Friday, January 28, 2022, in room A-1.104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Pkwy., Pasadena, Texas for a strategic planning retreat.

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

Others Present: Teri Crawford, Destry Dokes, Allatia Harris, Brenda Hellyer, Sandra Ramirez, Mandi Reiland, Laurel Williamson, Teri Zamora

I. The meeting was called to order at 8:33 a.m. by Chair Marie Flickinger.

II. Roll Call of Board Members

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

III. Review of General Obligation Bond Projects

A. Board Members, Brenda Hellyer, Teri Zamora, and Mandi Reiland attended this portion of the meeting.

B. Teri Zamora provided an overview of the general obligation bond projects. She reviewed the list of projects that have been completed to date. She also provided updates on the ongoing bond projects for each campus.

C. Teri reviewed the deferred maintenance projects that are in progress. She explained that previously, the Board approved the use of \$13.6 million of accrued savings from the 2015 Bond Program to tackle some of the estimated \$125 million deferred maintenance backlog. Eighteen projects were slated for accomplishment through that authorization. She explained that approximately \$4.3 million in accumulated interest earnings from previous bonds that can only be used to fund capital projects have been identified. The thought is that this amount aligns with the anticipated cost to re-roof buildings S-7 and S-9 at the South Campus and N-7, N-8, and N-9 at the North Campus. The S-7 and S-9 projects were previously included in the 2015 Deferred Maintenance pool and are already in design; but the North Campus roofs are just coming due for replacement this year.

D. Teri reviewed the proposed changes for the deferred maintenance from the 2015 Bond. The recommendation is to take the savings from funding two roofing projects with accumulated depreciation, plus accrued contingency, as well as some Program level contingency to add another renovation project to the deferred maintenance slate. The suggested building is C-2. The rationale for choosing this

building is simply that it is a right sized project that can be quickly executed. Most of the remaining buildings will take longer to program and execute. The rationale for beginning the process now, is to try and beat inflation.

- All members were comfortable with the plans for Items C & D.

- E. Teri explained that the final two capital projects for the 2008 Bond, both HVAC related are now in progress. The first of these is the relocation of air-cooled chillers from S-24 to C-26 to serve as back-up equipment. The chillers themselves have been made ready for transport and pads have already been poured for that project, which will likely be completed by Spring Break. The second is the replacement of air conditioning controls and ductwork at A-1. Site work on that project began January 24. We originally believed that this project would be completed this spring, but the combination of phasing and after-hours work may push the completion into the early summer.
- F. Brenda stated that she does not anticipate going out for a bond in the foreseeable future. We will work to gain efficiencies in our facilities and determine where additional modernizations need to occur.
- G. Teri added that the next steps are to go through each of the buildings that have not been touched throughout the 2015 Bond Program and assess any needs.
- Erica Davis Rouse would like for the Board to see that assessment.
  - Brenda said we plan to bring that forward when it is ready.
- H. The group discussed the topics above.

#### IV. Review of Procurement Methods and Level of Detailed Information Available and Desired

- A. Board Members, Brenda Hellyer, Teri Zamora, and Mandi Reiland attended this portion of the meeting.
- B. Brenda provided background on a procurement process question that was received and led to these updates on the procurement process. Teri will provide an overview on the procurement methods and then provide level of detailed information available and desired.
- C. Brenda asked that as they listen to the presentation to think about the level of information that the Board wants to understand recommendations.
- Dan thinks they need more information presented to them and have more information on evaluators. He explained that he understands the issue with the public knowing the evaluators. He also thinks that we need to go back to pre-covid processes in most areas whereby the Board abdicated to keep things going thought COVID.
  - Other Board members expressed the same thoughts.
  - Group discussed
- D. Teri provided an overview and recommendations of the procurement methods and level of detailed information available and desired.
- Members expressed desire to have the more detailed competitive sealed proposal (CSP) summary sheets provided to the BBC for review and opportunity to ask questions. Also, these items will be provided as an informational item in workshop folders.
- E. Dan asked for an update on HEERF funds. Teri replied that this information will

be presented at the Board workshop on Monday, January 31.

- F. Members expressed their thanks to Brenda, Teri, and the administration for listening to their concerns and updating processes to provide them with what they need as Board members.
- V. Review Status of Proposed Lease Agreement with Day 1 Academies and Related Communication Plan
- A. Board Members, Brenda Hellyer, Teri Crawford, Sandra Ramirez, Teri Zamora, and Mandi Reiland attended this portion of the meeting.
- B. Brenda provided an overview of the action item that will be included in the Board book for Monday's Board meeting regarding the proposed lease agreement with Day 1 Academies and the related communication plan. She reviewed the timeline for the transition. Brenda and Sandra Ramirez reviewed the severance plans.
- Group discussed.
  - Larry Wilson requested an opportunity to review the lease. Teri will send him the proposed draft lease.
  - All comfortable with plan as presented.
- VI. Update on Generation Park Campus and Surrounding Area
- A. Board Members, Brenda Hellyer, Teri Crawford, Destry Dokes, Laurel Williamson, Teri Zamora, and Mandi Reiland attended this portion of the meeting.
- B. Brenda, Teri, Destry, Laurel, and Teri provided an update on the Generation Park Campus and surrounding area. The topics reviewed with the Board are as follows:
- Construction and infrastructure
  - Campus and connections
  - Marketing and promotions
  - Headcount, enrollments, and modalities of instruction
  - Financial information
  - Overarching thoughts and discussion
- C. The group discussed and were impressed with the progress.
- VII. Update on 21Forward and Promise Programs
- A. Board Members, Brenda Hellyer, Allatia Harris, Teri Zamora, and Mandi Reiland attended this portion of the meeting.
- B. Allatia Harris provided an update on 21Forward and Promise Programs.
- C. For the Promise program, she reviewed information on the 2020 and 2021 cohorts as well as who qualified for those cohorts. She reviewed the program enrollment through Spring 2022, the expenditures for the programs, and the outreach efforts. She also reviewed data on the 2022 cohort and the future of the promise programs. She explained that as of January 14 the total Promise pledges was 3,693. The group was provided a breakdown of enrollment per high school.
- D. For 21Forward, she reviewed the program outreach, data by high school, demographics, and expenditures. She also provided an overview on the GPAs of students in the cohort as well as data on the hours attempted/earned.
- E. Allatia explained that these new scholarships impacted financial aid applications.

The number of financial aid applications received for 2021-2022 increased by 9.5% (29,631 for 2022 and 27,064 for 2021). Fall 2020 was down, despite increased applications due to the launch of Promise. The US Department of Education recently reported a 2% decrease in applications across the nation.

F. Discussion –

- After reviewing GPAs, Keith Sinor asked what the average for the entire College is. Brenda will provide that information.
- Dr. Ruede Wheeler asked if it is possible to calculate how much the promise program has increased our enrollment.
- Brenda replied that it is hard to calculate, but they suspect that if we would not have started this program, we would not have regained some of the enrollment that we lost due to pandemic.

VIII. Discuss Strategies and Challenges with Employee Hiring and Retention Efforts

A. Board Members, Brenda Hellyer, Sandra Ramirez, Teri Zamora, and Mandi Reiland attended this portion of the meeting.

B. Sandra Ramirez reviewed the strategies and challenges with employee hiring and retention efforts. She discussed nationwide trends as well as local issues impacting San Jacinto College. She also highlighted ways that San Jacinto College is staying competitive including differentiated compensation, professional development, remote work options for up to two days per week depending on the position, alternate work schedule, pension plan, and 21 holidays.

C. As an additional competitive measure, Brenda provided an overview of the proposed changes to the College holidays. She explained that the academic calendar committee recommended to administration to include the new Juneteenth federal holiday. While Congress voted in favor of making Juneteenth National Independence Day a Federal holiday in June 2021, it has been observed by the State of Texas for more than 40 years. Recognizing and observing Juneteenth is a tangible and proactive measure San Jacinto College can take to further support our goals of diversity, equity, and inclusivity (DEI). Including this holiday aligns us with most of the other community colleges serving the Houston area that will also be recognizing this Federal holiday. In fiscal year 2022, the recommendation is to observe Juneteenth on Friday, June 17, 2022. This will provide minimal changes to the current academic calendar. For fiscal year 2023 and moving forward, Juneteenth will be recognized with the Federal holiday schedule.

D. Additionally, Brenda is recommending that a floating holiday be provided for the 2022-2023 Academic Calendar. Providing employees with a floating holiday will allow all full-time employees the flexibility to designate or recognize a holiday of their choice. Employees may designate a floating holiday for religious, cultural, or other State or Federal holidays, or another day of personal choice that is not already observed by the College. A floating holiday provides further opportunity to demonstrate our commitment to embracing diverse cultures and promotes maintaining the College's competitive benefits amongst peer institutions.

E. The two additional holidays will bring the total to 23 which is more competitive with the other community colleges in the region.

- The board members were supportive of the changes described in C and D

above.

- F. Sandra provided an update on future planning considerations for staying competitive. These considerations include comprehensive review of positions grade 32 and below, continued annual review of faculty salaries, employee referral program, flexibility in assigning floating holidays to offset when employees work scheduled holidays, simplifying the application and hiring process, and reviewing positions for additional remote work capability.
  - G. The group discussed the above items.
- IX. Wrap-up with Summary for Follow-up
- A. No additional items were reviewed.
- X. Adjournment
- A. Vice Chair John Moon, Jr. adjourned the meeting at 2:14 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for January 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 January 2022

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 392	\$ 2,558
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 5,766	\$ 33,254
STUDENT SERVICES	\$ 80	\$ 392
INSTITUTIONAL SUPPORT	\$ 19,184	\$ 3,222
PHYSICAL PLANT	\$ 17,107	\$ 3,105
AUXILIARY ENTERPRISES	\$ -	\$ -
	<b>\$ 42,530</b>	<b>\$ 42,530</b>

**RECOMMENDATION**

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

**North Campus**

**Department**

**Affiliation Entity**

Health Information Management (HITT)

Star Dental/Tuan Q. Pham DDS, P.A.

Health Information Management (HITT)

ABH Surgery Center

Medical Assisting (MDCA)

T&C Chiropractic

Medical Assisting (MDCA)

Northside Gastroenterology Associates

**RATIONALE**

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

**FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

**CONTACT PERSONNEL**

Daniel J. Snooks, Attorney

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

**Item "F"**  
**Regular Board Meeting March 7, 2022**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, April 4, 2022.